



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

On November 30, 2021 @ 6:00 PM
Via Teleconference and Video Conference

Teleconference Toll Free Number – 1-833-311-4101, Access Code: 2630 447 9634

Video Access:

<https://townofgananoque.webex.com/townofgananoque/j.php?MTID=m87fb26d8e500dd3714ad935f727806f9>

		Attachment
1.	Call Meeting to Order	
2.	Adoption of the Agenda	
3.	Disclosure of Pecuniary Interest & General Nature Thereof	
4.	Approval of Minutes	
	<ul style="list-style-type: none"> • Minutes of October 26, 2021 	Motion
5.	Public Question/Comments (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.	Unfinished Business – none	
7.	Reports/New Business	
	<ul style="list-style-type: none"> • SD2021-01 – Rocky Aces Subdivision Application 	
8.	Correspondence/Other	
	<ul style="list-style-type: none"> • Acknowledgement Letter – OLT – Re: 70 Hickory Street • Housing Affordability Task Force (Leeds Grenville Joint Services Committee) – Secondary Suites • Housing Affordability Task Force (Leeds Grenville Joint Services Committee) – Summary and Recommendations • OP Update (verbal): Focus Groups – December 9, 2021 	
9.	Next Regular Meeting – January 25, 2021	
10.	Questions From the Media	
11.	Adjournment	

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, October 26, 2021 @ 6:00 PM
Via Webex Teleconference Meeting

COMMITTEE MEMBERS PRESENT		STAFF PRESENT
Chair:	Mayor Ted Lojko	Chanti Birdi, Assistant Planner
Members:	John Beddows	
	Brian Brooks	
	Lynda Garrah	
	Emery Groen	
	Councillor Mike Kench	
	Chris McDonald	
	Jana Miller	
	Marion Sprenger	
1.	Call Meeting to Order Chair Mayor Ted Lojko called the meeting to order at 6:03 PM.	
2.	Adoption of the Agenda PAC-COA-PSC Motion #2021-42 Moved by: Councillor Mike Kench Seconded by: Brian Brooks BE IT RESOLVED THAT PLANNING ADVISORY COMMITTEE/COMMITTEE OF ADJUSTMENT/PROPERTY STANDARDS COMMITTEE ADOPT THE AGENDA DATED OCTOBER 26, 2021. <p align="right">CARRIED</p>	
3.	Disclosure of Pecuniary Interest & General Nature Thereof – None	
4.	Adoption of Minutes PAC-COA-PSC Motion #2021-43 Moved by: Councillor Mike Kench Seconded by: Lynda Garrah BE IT RESOLVED THAT PLANNING ADVISORY COMMITTEE/COMMITTEE OF ADJUSTMENT/PROPERTY STANDARDS COMMITTEE ADOPT THE MINUTES DATED SEPTEMBER 28, 2021. <p align="right">CARRIED</p>	
5.	Public Question/Comments – None	
6.	Unfinished Business – None	
7.	Reports/New Business	
	Official Plan – Draft Background Report Discussion The Committee discussed the contents of the Draft Background Report, including the following themes and topics:	

	<ul style="list-style-type: none"> • Importance of greenery for both aesthetic and climate change mitigation reasons. • Protection of waterfront including both St. Lawrence and Gananoque Rivers. • High density should be permitted but directed towards specific areas of the Town. • Sightlines important to the character of the Town and may be impacted by higher density and/or taller developments. • All types of housing considered important to affordable housing policy. • There are both pros and cons to increasing parking in the Lowertown. • Desire for Lowertown to be pedestrian friendly and supportive of active transportation. Multi-modal pathways may accommodate pedestrians, bikes, passing of wheelchairs, etc. • Environmental constraints and access from Highway 401 identified as employment land barriers. Diversifying employment land uses may assist in attracting business. • Interest in strategies to maintain downtown as sustainable center of Town. • Interest in further information regarding inclusionary zoning.
8.	Correspondence
	United Counties of Leeds and Grenville – Official Plan Amendment No. 2 (Additional Residential Units) <ul style="list-style-type: none"> • Document received for information.
9.	Next Regular Meeting – November 23, 2021
10.	Questions From the Media – None
11.	Adjournment
	PAC-COA-PSC Motion #2021-44 Moved by: Marion Sprenger THAT PAC/COA/PSC BE ADJOURNED AT 7:33 PM.
<hr/> Major Ted Lojko, Chair	
<hr/> Brenda Guy, Committee Secretary	

PLANNING REPORT

TO: PLANNING ADVISORY COMMITTEE

FROM: BRENDA GUY
MANAGER OF PLANNING AND DEVELOPMENT

MEETING DATE: TUESDAY, NOVEMBER 30, 2021
(DEFERRED FROM JULY 27, 2021)

SUBJECT: SD2021-01 – RGH DEVELOPMENTS INC.
ROCKY ACRES PHASE IV - PLAN OF SUBDIVISION

BACKGROUND

Property: Vacant land east of Garfield Street

Legal Desc: All of Lots 72 to 80, Inclusive Parts of Lots 2 and 71, Part of Old Kingston Road, Plan 86 further described as Part 1 and Part 2 Plan 28R-15267, Town of Gananoque

Acreage: 6.79 acres

Lot Coverage: 35% Maximum Coverage (Single Detached use)

Official Plan: Residential

DP Designation: Residential

PURPOSE AND EFFECT

The applicant has applied for a Plan of Subdivision for an overall holding of 6.79 acres. The lands are located east of Garfield Street, north of King Street West. Approval is sought for a development consisting of 26 single detached dwellings, 2 semi-detached dwellings and a road network, which will be an ingress/egress from Garfield Street.

This report addresses the application for a Plan of Subdivision under Section 51 of the Planning Act (see Attachment 1 – Approval Process). Draft Plan approval is issued prior to the creation of individual lots for the purposes of ensuring the applicant is able to meet the criteria outlined which also includes the Provincial Policy Statement, Official Plan and Development Permit Bylaw.

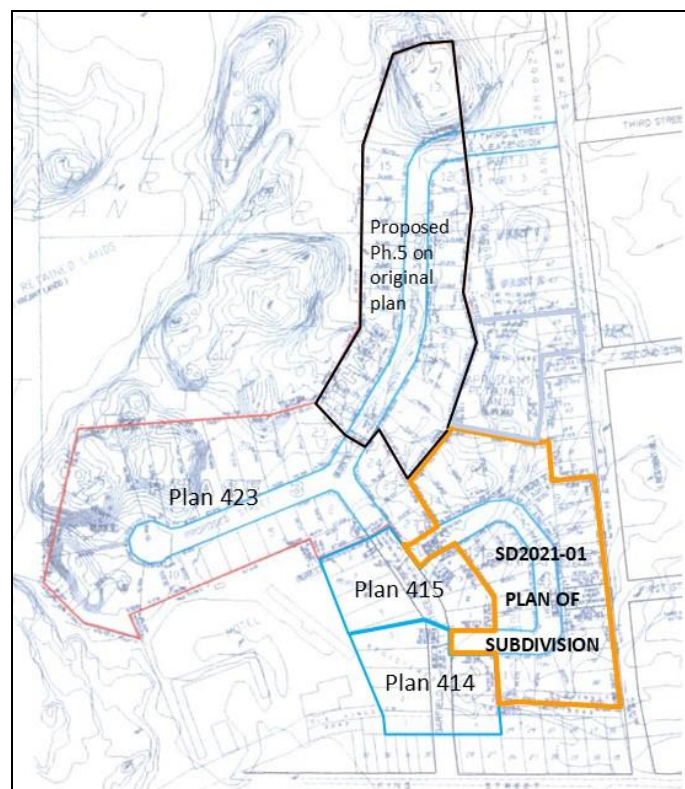
Draft Plan approval provides the applicant a minimum of three years to fulfill any reasonable conditions. Upon all conditions being met, the applicant may proceed to registration of the subdivision/agreement and creation of individual lots.

Supporting documentation received in regards to the proposed plan include:
Concept Plan dated July 2021
Draft Plan dated April 2021
Planning Report dated April 26, 2021
Servicing Report dated April 2021
Stormwater Management Report dated September 2021

SITE BACKGROUND

Rocky Acres Estates was originally introduced in the late 1990s, which provided an overall subdivision layout encompassing of five phases.

Phase I - Plan 414 was approved in 1999
Phase II – Plan 415 in 2000
Phase III – Plan 423 in 2003
Phase IV – current proposed plan of subdivision



The applicant, RGH Developments Inc., has purchased the lands outlined in orange above. Committee of Adjustment approved a consent application under B5/20 Haynes in 2020 with the intent of a plan of subdivision on the severed lands.

DISCUSSION

Planning Act

The Province sets out matters of provincial interest that the Minister, Council, Planning Advisory Committee and the Tribunal shall have regard to when undertaking land use planning matters under the Planning Act (see Attachment 2).

The Subdivision of land is regulated by Part VI “Subdivision of Land” of the Planning Act, R.S.O. 1990, c.P.13.

The Planning Act establishes the criteria for the review of Plan of Subdivision Applications. This criteria, in addition to regard for *health, safety, convenience, accessibility for persons with disabilities and welfare of the present and future inhabitants*, is as follows:

- (a) the effect of development of the proposed subdivision on matters of provincial interest as referred to in section 2;
- (b) whether the proposed subdivision is premature or in the public interest;
- (c) whether the plan conforms to the official plan and adjacent plans of subdivision, if any;
- (d) the suitability of the land for the purposes for which it is to be subdivided;
(d.1) if any affordable housing units are being proposed, the suitability of the proposed units for affordable housing;
- (e) the number, width, location and proposed grades and elevations of highways, and the adequacy of them, and the highways linking the highways in the proposed subdivision with the established highway system in the vicinity and the adequacy of them;
- (f) the dimensions and shapes of the proposed lots;
- (g) the restrictions or proposed restrictions, if any, on the land proposed to be subdivided or the buildings and structures proposed to be erected on it and the restrictions, if any, on adjoining land;
- (h) conservation of natural resources and flood control;
- (i) the adequacy of utilities and municipal services;
- (j) the adequacy of school sites;
- (k) the area of land, if any, within the proposed subdivision that, exclusive of highways, is to be conveyed or dedicated for public purposes;
- (l) the extent to which the plan’s design optimizes the available supply, means of supplying, efficient use and conservation of energy; and
- (m) the interrelationship between the design of the proposed plan of subdivision and site plan control matters relating to any development on the land, if the land is also located within a site plan control area designated under subsection 41 (2) of this Act or subsection 114 (2) of the *City of Toronto Act, 2006*.

Provincial Policy Statement

The Provincial Policy Statement provides policy direction on matters of provincial interest related to land use planning and development.

Note: The Provincial Policy Statement (PPS) “*is to be read in its entirety and the relevant policies are to be applied to each situation*”. Key relevant policies will be discussed in this section.

The PPS seeks to sustain healthy, liveable, and safe communities by promoting efficient, cost effective development and land use patterns, protecting resources for economic or environmental benefit and directing development away from areas of public health or safety risk. The PPS further directs that this achieved through “*Efficient land use and development patterns support sustainability by promoting strong, liveable, healthy and resilient communities, protecting the environment and public health and safety, and facilitating economic growth.*”

Section 1.1.3 Settlement Areas identifies that “It is in the interest of all communities to use land and resources wisely, to promote efficient development patterns, protect resources, promote green spaces, ensure effective use of infrastructure and public service facilities and minimize unnecessary public expenditures.” The land use patterns in these areas are based on densities and a mix of land uses as outlined in Section 1.1.3.2.

Section 1.4 – Housing policies identify that municipalities are “to provide for an appropriate range and mix of housing types and densities required to meet projected requirements of current and future residents”. This include maintaining the ability accommodate residential growth for a minimum of 15 years and where new development occurs, land with servicing capacity sufficient to provide three year supply of residential units.

Planning Authorities shall under Section 1.4.3 (c) ... direct the development of new housing towards locations where appropriate levels of infrastructure and public service facilities are or will be available to support current and projected needs; and (d) promote densities for new housing which efficiently use land, resources, infrastructure, and public service facilities, and support the use of active transportation and transit in areas where it exists or is to be developed.

Section 1.5 Public Spaces, Recreation, Parks, Trails and Open Space promotes healthy, active communities should be promoted by:

- a) planning public streets, spaces and facilities to be safe, meet the needs of pedestrians, foster social interaction and facilitate active transportation and community connectivity;
- b) planning and providing for a full range and equitable distribution of publicly-accessible built and natural settings for recreation, including facilities, parklands, public spaces, open space areas, trails and linkages, and, where practical, water-based resources;

Section 1.6 addresses Infrastructure and Public Service Facilities. Section 1.6.6.2 identifies that “municipal sewage services and municipal water services are the

preferred form of servicing for settlement areas to support protection of the environment and minimize potential risks to human health and safety”.

Section 1.6.6.7 indicates that Stormwater management shall:

- a. be integrated with planning for sewage and water services and ensure that systems are optimized, feasible and financially viable over the long term;
- b. minimize, or, where possible, prevent increases in contaminant loads;
- c. minimize changes in water balance and erosion;
- d. not increase risks to human health and safety and property damage;
- e. maximize the extent and function of vegetative and pervious surfaces; and
- f. promote stormwater management best practices, including stormwater attenuation and re-use, and low impact development.

Section 2.2 Water identifies that Planning Authorities shall protect, improve or restore the quality and quantity of water.

Comment: The proposed plan of subdivision primarily consists of single detached dwellings as well as two semi-detached dwelling (4 dwelling units). The development although primarily SFD is an area that Gananoque does not have in terms of availability. The previous SFD subdivisions are currently built out and the Castlegrove subdivision is a mix of semi-detached and row housing.

The proposed development will contribute to the supply of land that is available for residential growth.

The proposed development will include sidewalks and recommendation from Staff to Council will be maintain the unopen road allowance of First Street (or exchange another area within the development) for the purposes of parkland. The owner will be required to pay cash-in-lieu of parkland.

The proposed Plan of Subdivision meets the general policies of the Provincial Policy Statement, 2020.

The Town has identified draft conditions of approval to address the comments noted above.

Official Plan

As per the PPS, the official plan is the most important vehicle for implementation of this Provincial Policy Statement. Comprehensive, integrated and long-term planning is best achieved through official plans.

The Official Plan (OP) *Vision* states that the Town’s “*Vision is to preserve and enhance the Town’s unique ‘small town’ heritage...*” The provisions outlined in the Development

Permit By-law are reflective of this vision and meant to guide development in an appropriate, responsible manner.

The subject lands are designated Residential under Section 3.2 Where We Live – Planning Sustainable Residential Neighbourhoods of the Official Plan Policy Area.

Section 3.2.1 identifies the Goals & Objectives of our residential neighbourhoods which is to “*Promote a balanced supply of housing to meet the present and future social and economic needs of all segments of the community while providing opportunities to develop new residential uses in mixed use buildings as well as non-residential neighbourhood components such as schools, community facilities, places of worship, parks and local commercial uses.*”

The proposed Plan of Subdivision meets a number of the objectives for the Residential Policy Area including:

Promote and support development, which provides for affordable, freehold and/or rental housing with a full range of density types;

Designate a sufficient supply of land to meet the Town’s residential requirements.

Encourage housing opportunities that are in proximity to work, shopping, and recreation to reduce the need to drive and encourage walking and cycling;

Comment: The proposed plans identifies single detached dwellings and two semi-detached which are subject to compliance with the Development Permit By-law.

The Town has limited vacant lands that are permit-ready for housing development and the recent single detached dwelling subdivisions are built out. A previously approved subdivision, Castlegrove, provides for semi-detached and row housing units. The two developments provide a range of housing for the Town.

The subject lands are not immediately adjacent commercial areas, however, the Town is a walkable community and pedestrian walking trails, sidewalks are located within the area.

3.2.2 Policies

Section 3.2.2.1 identifies that the permitted residential uses shall include a full range of dwelling types from low density single-detached to high-density apartment dwellings.

Section 3.2.2.4 Compatibility identifies that residential development shall be in keeping with the neighbourhoods and compatible with the respect to built form, scale, urban design, intensity or use and streetscape and 3.2.2.5 Infill development shall be of same scale and density as adjacent residential uses.

Section 3.2.2.8 and 3.2.2.10 of the Official Plan speaks to providing a mix of housing types and permitted a full range of housing densities as well as providing for a near and longer-term supply of housing. Affordable Housing is also noted in the policies and the provision thereof. Higher density residential development will generally be encouraged in locations having greater amenities or services such as areas in proximity to Commercial designations, Open Space, Arterial or collector roads.

Development will only be permitted where it is compatible with the neighborhood, where sewer and water lines have adequate capacity to service higher density development and where the street system is such that traffic, parking and access will not result in negative impacts.

Comment: The proposed single detached dwellings and two semi-detached lots contributes to the range of housing in Gananoque.

The proposed street was intended as laid out in the late 1990s with the intention of a future plan of subdivision providing 23 single family lots (including the First Street stub) and the proposed is 26 single family dwelling with 2 semi-detached.

With regards to Affordable Housing, the Town, Leeds and Grenville and the Province have been grappling with the definition of affordable housing given the influx of the market over the last couple of years. The inclusion of two semi-detached dwellings provides some mix of use within the plan of subdivision. Affordable Housing is being reviewed in conjunction with the Town's Official Plan Review currently underway.

Garfield Street is a local road identified on Schedule G and the new proposed road network will have access from this street, which will create new lots fronting on maintained road.

Draft conditions of approval include the provisions of street trees as per Section 3.2.2.11. The landscape is fairly cleared with visible outcrops and some trees along the east and south property lines.

The subject property is not located within a natural heritage feature area nor does it have any development constraints as identified in the Official Plan.

4.0 Making it Work – Our Infrastructures

The goals of the OP policies is to ensure that the infrastructure services are provided appropriately and in a cost effective manner which recognizes development priorities and also protects the environment. The objectives address the road network, water and wastewater, stormwater and waste management to be undertaken in a fiscally and environmentally manner.

As previously indicated the road network (Section 4.1.3.2) will be a local road which is a minimum width of 20 metres. A reduced right of standard may be accepted provided infrastructures can be accommodated.

Section 4.1.4 of the OP identifies that water and wastewater infrastructures are maintained and that development should occur where services can reasonably be extended. Development should not occur where it would result in unplanned expansions to the existing infrastructures.

Section 4.1.6 addresses Stormwater Management and that the plan of subdivision shall be undertaken within the Ministry of Environment guidelines.

Comment: The application is proposing an 18m wide road network within the subdivision which is satisfactory to the Public Works Department.

The applicant is proposing two new water and sewer connections to Garfield Street as well as storm sewer connection to Male Street North.

A Servicing Report was submitted dated April 2021 with the demonstrated conclusion that the existing water and wastewater infrastructure is capable for the proposed plan of subdivision. This report was reviewed by Public Works and the Cataraqui Region Conservation Authority.

A Stormwater Management Report was submitted dated April 2021 and resubmitted under September 2021 upon consultations with Public Works and the Cataraqui Region Conservation Authority. The storm services will be installed along the proposed street and connect to the Maple Street Storms via an easement identified as Block 29.

Draft conditions of approval include final approvals to be obtained by Public Works Department and the CRCA.

5.4 Development Control

Section 5.4.1 of the OP identifies how a plan of subdivision is to be reviewed. It is reviewed on the basis of technical, environmental and planning and design considerations. Technical considerations include items such as servicing, stormwater plans, grading and other studies.

Planning and Design Considerations include:

1. Consistency with the Lowertown Master Plan where applicable
2. Lot and block configuration
3. Compatibility with adjacent uses
4. Road access, street layout and pedestrian amenities
5. Parks and open space amenities
6. Easement and right-of-way requirements

7. Justification of the need for the Subdivision
8. In considering a draft plan of subdivision, regard shall be had to, among other matters, the criteria of Section 51 (24) of the *Planning Act, R.S.O. 1990*
9. Emergency and secondary accesses

Lot and block configuration

The proposed layout is proposing 26 single detached dwelling units and 2 semi-detached buildings for a total of 30 dwelling units. The lots vary in size and each lot conforms with the minimum lot area and frontage requirements as set out in the Development Permit By-law.

Site provisions in terms of setbacks, side yards and lot coverage have not been confirmed, however, it is identified as a condition under #15 of Draft Plan Conditions.

Easements and Blocks proposed:

- Block 29 is an easement on Lot 11 for storm connection to Maple Street in favour to the Town.
- Block 30 and 31 are identified in the area of the semi-detached as well as the unopen road allowance or stub of First Street. The disposal or exchange of lands is a decision of Council and this report will further consider parkland.
- Block 32 is the area for Storm Water Management. The accompanying SWM report identifies that there is adequate controls for the development.

Staff identified that Block 29 may be better served located on the south side of Lot 11 to avoid an overlap of property front frontages with Lot 11 and Lot 12. The applicants identified a large rock outcrop to the east that was trying to be avoided. Based on this, the block layout and Lot 11 and 12 has been slightly altered to reduce the overlap from the July 2021 plan.

Easements will be registered on title and no structures including accessory structures or fences shall be placed on an easement.

Compliance with the Development Permit By-law is a condition of draft approval. A concept plan has been provided identifying buildable area.

Parks and Open Space Amenities and Section 5.4.5 Cash-in-Lieu of Parkland/Parkland

As a condition of approval, Section 51 of the Planning Act and Bylaw 83-44 permits the municipality to seek 5% of land or a cash-in-lieu payment for park or recreational purposes. Consideration should be given to the need, size of the parcel being conveyed, the appropriateness, location and usability of the land.

Staff have reviewed parkland in this area of Town and considered the Joint Recreation Master Plan dated February 2019 and passed under Motion No.2020-005. The Plan identifies that “*the municipalities (TLTI and the Town) should focus efforts on obtaining cash-in-lieu (CIL) of parkland as the preferred method of parkland dedication for new developments in order to pool resources to acquire larger park parcels that can be used for a variety of active and passive recreation uses, or the improvement of existing*

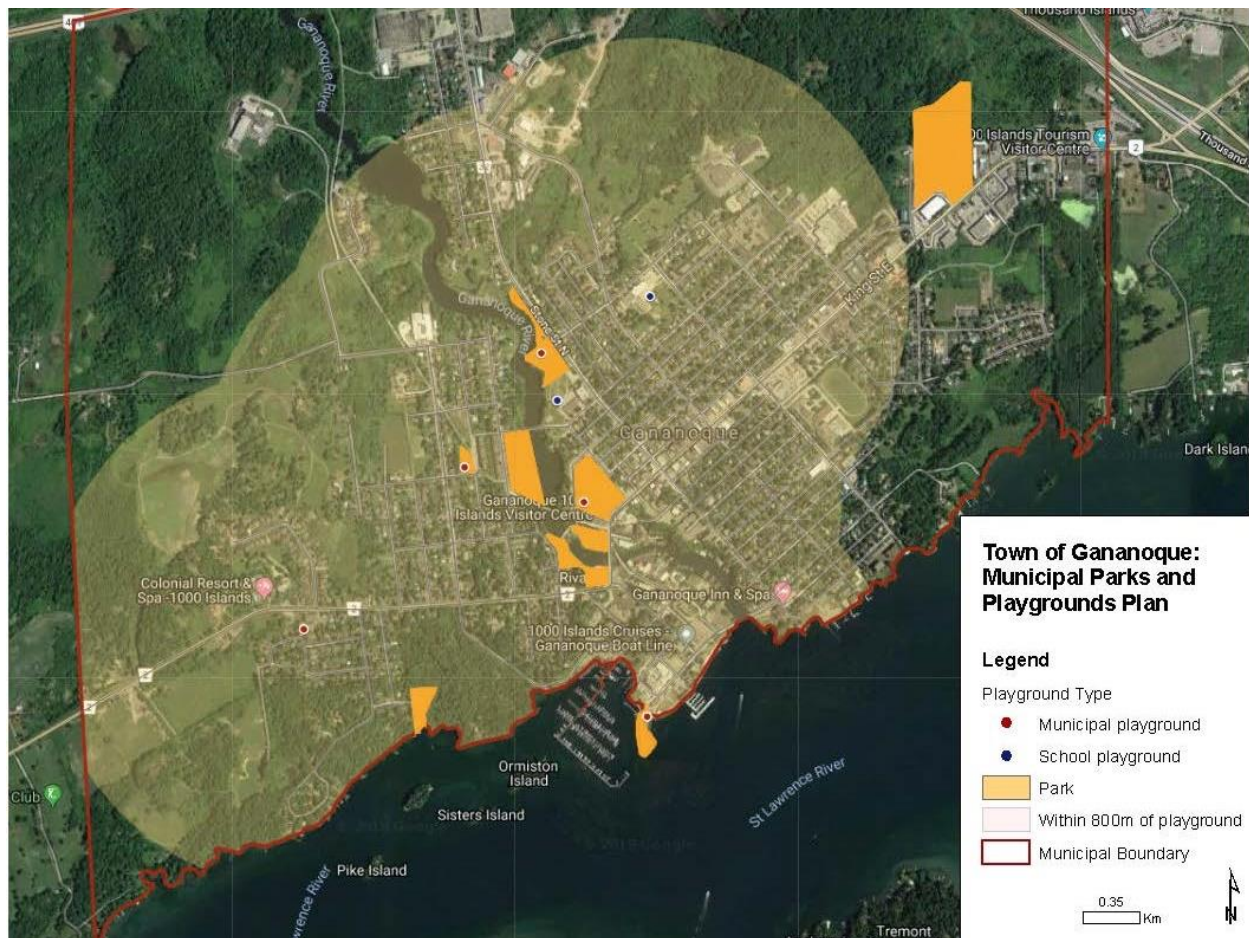
facilities (i.e. Lou Jeffries Park, Jerry Park, etc.)”. It further notes that “Parkland acquisitions in areas of growth and future developments must be considered based on their connectivity to the existing parks, open space and trails system, street frontage, and ease of accessibility. It should also be of sufficient size and configuration to allow for the development of a variety of active and passive amenities, with a priority to develop larger parks (as appropriate) over smaller parkettes”.

The plan further provided for recommendations with regards to parkland service level and acquisition as follows:

Recommendation(s): Parkland Service Level & Acquisition

- 63. Plan to acquire a combined total of 18.50 hectares of parkland by 2029 to meet parkland needs associated with projected population growth.*
- 64. Maximize the supply of available parkland through a range of strategies, including dedication by development, donations, accessing grants, land trusts, conservation easements, land exchange, partnerships, agreements and direct purchase.*
- 65. Consider the acquisition of undevelopable natural open space areas through the development process and other means of securement to provide opportunities for enhanced conservation, and compatible public access and linkages to the parks, trails and open spaces, as per Section 51(25)(b) of the Planning Act. This land should not be accepted as part of the parkland dedication requirement (i.e. no credit is to be applied).*
- 66. Continue to consider cash-in-lieu of parkland and acquisition of additional parkland by other means where land acquired through dedication by development is insufficient in size or shape for the intended park function.*
- 67. Continue to require parkland dedication through Official Plan policy, as prescribed in the Planning Act, including alternative conveyance requirements, through physical parkland acquisition or cash-in-lieu of parkland. Update relevant policies within the Official Plans, through the amendment process, to conform with the changes to the Planning Act.*
- 68. Consider updating the existing Parkland Dedication Bylaws for each municipality (TLTI By-law No. 12-057 and Gananoque By-law 1983-044) to conform with the recommendations identified within this Master Plan.*

There are two parks identified in the west area of Gananoque (as shown on the map below). One being located at 10 Ontario Street, which is across King Street West and the second at 200 Second Street. Both parks have playground structures and one has a basketball court.



Upon further review of the previous phases of Rocky Acres, correspondence was located that during Phase III, the Town would seek parkland in Phase IV of the development. This application being Phase IV. Staff would propose that the Town maintain some form of parkland within this development.

Although the location of the parkland within the plan is not necessarily tied to this exact location, it is generally a suitable area. It is further recommended that the unopen extension of this road allowance (from Maple Street to Birch Street) be additionally explored (Trees and Trails Committee) for the potential of a pedestrian pathway/trail link for residents in the neighbourhood of Birch, Elm, Maple, First Street.

The Owner would like to provide options to Council in terms of location of parkland within the development. Staff considered the developer proposal as well as other options:

- The Developer exchange the First Street stub for Lot 22 for the purposes of parkland; or
- The general area of the First Street stub combine all the frontage of Block 30, Block 31 and the First Street stub. Essentially, the Town maintain 445.3 sq.m for parkland and the remaining be utilized for an additional dwelling units.

Option 1	Maintain First Street as parkette	Developer to provide cash-in-lieu of parking Possible pathway link via First Street to Birch Street or north on Maple Street
Option 2a	Swap First Street to Lot 22 as parkette	Developer to provide cash-in-lieu of parking depending upon appraisal Developer to utilize First Street stub and incorporate with Block 30 and 31 for additional units Lose possible pathway link Sidewalk on opposite side of Lot 22
Option 2b	Swap First Street to Lot 22 as parkette	Developer to provide cash-in-lieu of parking depending upon appraisal Developer to utilize First Street stub and incorporate with one Block for additional units Town maintain one Block for possible pathway link Sidewalk on opposite side of Lot 22
Option 3	Maintain a Block (or similar) as a pedestrian pathway only	Possible pathway link to Birch Street (via remainder of First Street unopen road allowance) or north on Maple Street Developer to utilize First Street stub and one Block and incorporate for additional units

Planning Advisory Committee may provide input or preference to Council in this regard.

Parkland/Cash in lieu of Parkland is a condition of draft approval.

Road access, street layout and pedestrian amenities

- Garfield Street is identified as a local road on Schedule H of the Town’s OP and through previous phases this development was considered given the two stubs on the east side of Garfield Street.
- Sidewalks are being proposed on the easterly side of the street which will tie into Garfield Street.
- Further discussion on pedestrian pathways is considered with parkland and connectivity to other residential areas.
- Streetlighting Plan has been requested to include style and design and illumination coverage.

- All site servicing plans along with submitted studies in support of the proposed Plan of Subdivision will require final approval to the satisfaction of the Manager of Public Works.
- In addition to the OP Section 3.2.2.11 regarding street trees and the benefits of reducing heating and cooling costs, Section 5.4.4 of the Development Permit Bylaw requires one (1) tree to be provided per lot for new developments. Due to the proposed lot design and the location of utility trenches, the final number and location of trees will be determined upon submission of a Composite Utility Plan.

Final plans for streetlighting, composite utility plan require approval from Public Works, Agencies such a Bell Canada, Eastern Ontario Power are identified as conditions of approval.

Justification of subdivision

The policies under Section 3.2.2 identify that residential uses are a full range of dwelling types from low to high density. The proposed subdivision provides for single dwellings and two semi-detached. It is noted that the Town has an approved subdivision for semi and row housing but no current single dwellings. The Riverside plan of subdivision is built out and any lot available in Town would be considered infill. The proposed plan of subdivision will contribute to the Town's housing supply.

The water and wastewater service policies under 4.4.4 note that development shall occur in areas where water and waste water services can reasonably be extended. Services need to be properly expanded and maintained to growth and development priorities. Additionally, stormwater management is required as has been addressed in consultation with the Cataraqui Region Conservation Authority and Public Works Department.

The servicing report date April 21 identified that water supply and pressure is adequate. The sanitary sewer is base on 128 residents or 4.2 persons per household. Statistics Canada indicates that the Town household count is 2.1 per household. The report concludes that the development will not have a negative impact on water supply or sanitary sewer. Public Works has requested looping of the system as well as additional valves and hydrants in order to ensure an overall quality system. The developer is required to meet the Watermain Design Criteria as set out by the Province.

A Technical Review meeting was held on June 2, 2021 in advance of public circulation with the Owner Robert Haynes, Kyle Nielissen of Forefront Engineering, Public Works and Planning Staff along with Enbridge, Cogeco, Eastern Ontario Power, Union Gas, Bell Canada and CRCA.

The Planning Act requires circulation to abutting landowners within 120m of the property and posting of the property. Notices were additionally on the Town's website and a notice was issued in the Gananoque Reporter for the upcoming meeting. As a courtesy staff ensured that all residents on Garfield Street were notified.

Circulation to agencies (comments received to date):

Bell Canada	No objection	Owner advised to contact Bell Canada to confirm infrastructure required for the development. - Clause added to Draft Conditions
Canada Post		Canada Post will service Via Community mailbox located at the side of 115 Garfield Street on Coachmen's Court. - Clause added to Draft Conditions
Cogeco	No comments	
CRCA		See Attachment 4 - email dated November 2, 2021 - Clauses added to Draft Conditions
CBO	No objections	
Eastern Ontario Power		Overhead utility conflict noted. Conflict highlighted on attached plan - see Attachment 4
Enbridge Gas		That the owner/developer provide to Union Gas the necessary easements and/or agreements required by Union for the provision of gas services for this project, in a form satisfactory to Enbridge Gas. - Clause added to Draft Conditions
Hydro One	No comments or concerns at this time.	
Fire Department	No issues	
Police Department	No concerns	
Public Works Water/Sewer		Watermain connections required at Garfield and Maple Street N. Additional valves at intersections and additional hydrants required. Provision of the Drinking Water system Legislative Overview - see Attachment 4
Other: Cadue, 90 Birch Street		Old Infrastructure & vibration (blasting/construction/drilling) concerns – see Attachment 4

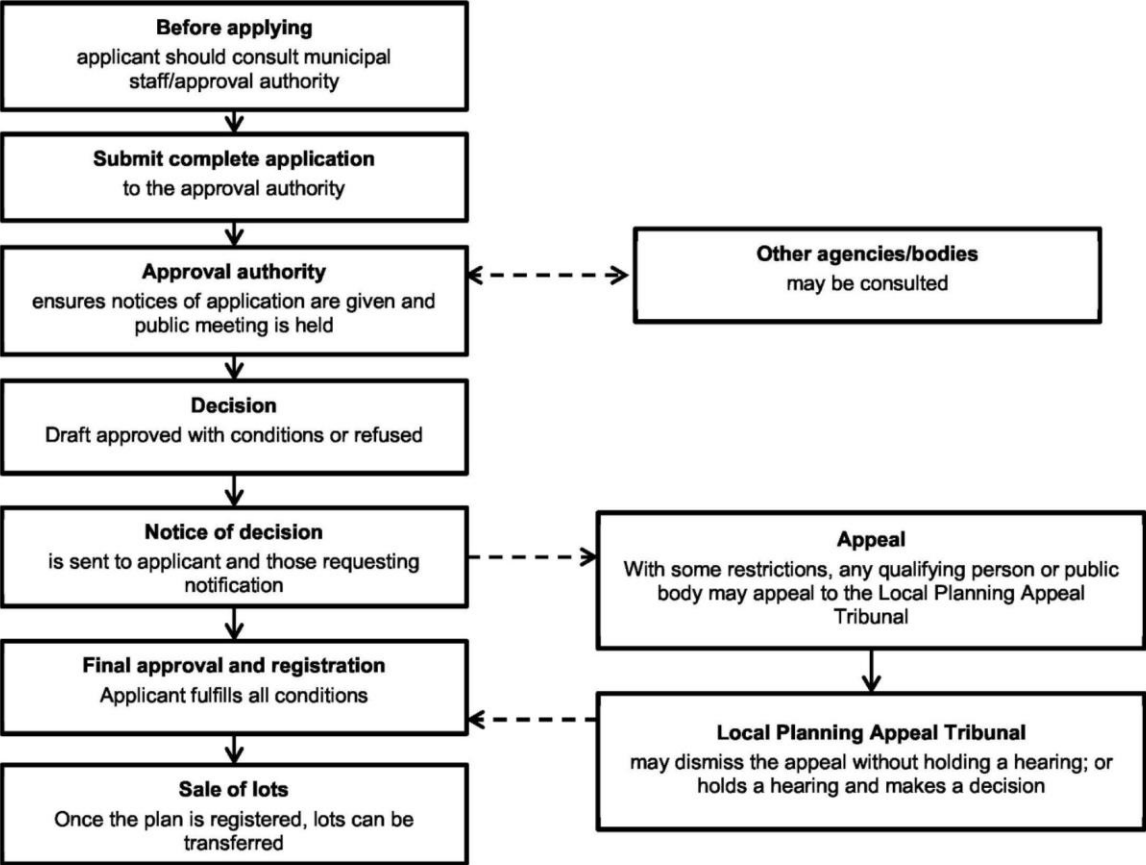
If draft approval is issued, and upon all conditions of Draft Plan Approval being met, the applicants will be in a position to enter into a Subdivision Agreement.

The Owner has indicated that they would like to move forward with a pre-servicing agreement. This would require approval by Council and would be subject to the owner obtaining approval for all applicable servicing plans. A pre-servicing agreement would enable the Owner to begin with servicing the site prior to the registration of the subdivision agreement.

- Attachment 1 – Approval Process
- Attachment 2 – Planning Act, Section 2
- Attachment 3 – Location of Subdivision
- Attachment 4 - Comments received
- Attachment 5 - Draft Conditions of Approval

Attachment 1

Flowchart: Subdivision Process



Attachment 2 – Planning Act, Section 2: Provincial Interest

The Minister, the council of a municipality, a local board, a planning board and the Tribunal, in carrying out their responsibilities under this Act, shall have regard to, among other matters, matters of provincial interest such as,

- (a) the protection of ecological systems, including natural areas, features and functions;
- (b) the protection of the agricultural resources of the Province;
- (c) the conservation and management of natural resources and the mineral resource base;
- (d) the conservation of features of significant architectural, cultural, historical, archaeological or scientific interest;
- (e) the supply, efficient use and conservation of energy and water;
- (f) the adequate provision and efficient use of communication, transportation, sewage and water services and waste management systems;
- (g) the minimization of waste;
- (h) the orderly development of safe and healthy communities;
 - (h.1) the accessibility for persons with disabilities to all facilities, services and matters to which this Act applies;
- (i) the adequate provision and distribution of educational, health, social, cultural and recreational facilities;
- (j) the adequate provision of a full range of housing, including affordable housing;
- (k) the adequate provision of employment opportunities;
- (l) the protection of the financial and economic well-being of the Province and its municipalities;
- (m) the co-ordination of planning activities of public bodies;
- (n) the resolution of planning conflicts involving public and private interests;
- (o) the protection of public health and safety;
- (p) the appropriate location of growth and development;
- (q) the promotion of development that is designed to be sustainable, to support public transit and to be oriented to pedestrians;
- (r) the promotion of built form that,
 - (i) is well-designed,
 - (ii) encourages a sense of place, and
 - (iii) provides for public spaces that are of high quality, safe, accessible, attractive and vibrant;
- (s) the mitigation of greenhouse gas emissions and adaptation to a changing climate. 1994, c. 23, s. 5; 1996, c. 4, s. 2; 2001, c. 32, s. 31 (1); 2006, c. 23, s. 3; 2011, c. 6, Sched. 2, s. 1; 2015, c. 26, s. 12; 2017, c. 10, Sched. 4, s. 11 (1); 2017, c. 23, Sched. 5, s. 80.



Barfield St

Second St

Second St

Colonial Resort & Spa

King St W

King St W

King St W

King St W

King St W

Maple St

Maple St

Maple St

Birch St

Birch St

Birch St

Birch St

Willow St

Willow St

Willow St

From: [Mike Dakin](#)
To: [Kyle Nielissen](#); [Brenda Guy](#)
Cc: [Jeff Homer](#); [Matthew Linton](#); [robert.haynes209](#)
Subject: RE: Rocky Acres - Revised Stormwater Management Report
Date: Tuesday, November 2, 2021 9:13:16 AM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)

Hello all,

Jewell Engineering, on behalf of CRCA, have completed a review of the September 20, 2021 response comments and SWM report for Rocky Acres subdivision.

CRCA/Jewell's previous comments have now been addressed to our satisfaction. We have no objections to draft plan approval for the subdivision, with the following recommended conditions:

- That a **lot grading and drainage plan** and a **sediment and erosion control plan** be completed and approved to the satisfaction of the Town of Gananoque ('Town') and the Cataraqui Region Conservation Authority ('CRCA'), and be included in the Subdivision Agreement between the Owner and the City;
- That a final **stormwater management plan** be prepared by a qualified Professional Engineer and approved to the satisfaction of the Town and the CRCA, and that appropriate text to implement its findings be included in the Subdivision Agreement;
- That a **tree inventory and protection plan** be completed to the satisfaction of the Town and CRCA, and that appropriate text to implement its findings be included in the Subdivision Agreement.

Thank you for your patience in awaiting our review and comments. Please let me know if there are any questions.

Mike

Michael Dakin MCIP, RPP
Resource Planner



Cataraqui
conservation

Phone: (613) 546-4228 ext. 228
Toll-Free: 1-877-956-2722
Web: www.CataraquiConservation.ca

From: Mike Dakin

Sent: October 20, 2021 10:00 AM

To: Kyle Nielissen <kyle.nielissen@forefronteng.ca>

Cc: Jeff Homer <jeff.homer@forefronteng.ca>; Matthew Linton <roadsuperintendent@gananoque.ca>; Brenda Guy <BGuy@gananoque.ca>; Robert Haynes <robert.haynes209@gmail.com>

Subject: RE: Rocky Acres - Revised Stormwater Management Report

Hello Kyle,

Jewell Engineering have provided an update on their review and are now indicating a complete review and comments by November 1st.

Apologies for the delay.

Mike

Michael Dakin MCIP, RPP
Resource Planner



Phone: (613) 546-4228 ext. 228

Toll-Free: 1-877-956-2722

Web: www.CataraquiConservation.ca

From: Mike Dakin

Sent: October 8, 2021 8:37 AM

To: Kyle Nielissen <kyle.nielissen@forefronteng.ca>

Cc: Jeff Homer <jeff.homer@forefronteng.ca>

Subject: RE: Rocky Acres - Revised Stormwater Management Report

Hi Kyle,

Jewell staff have indicated they'll complete their review next week. We created a big backlog for them with a lot of other files but I understand Elliott is now looking at the submission.

Mike

Michael Dakin MCIP, RPP
Resource Planner



Phone: (613) 546-4228 ext. 228
Toll-Free: 1-877-956-2722
Web: www.CataraquiConservation.ca

From: Kyle Nielissen <kyle.nielissen@forefronteng.ca>
Sent: October 8, 2021 8:32 AM
To: Mike Dakin <MDakin@crca.ca>
Cc: Jeff Homer <jeff.homer@forefronteng.ca>
Subject: RE: Rocky Acres - Revised Stormwater Management Report

Mike,

Any update on this?

Thanks,

Kyle Nielissen, P.Eng.
Project Manager
Kyle.Nielissen@Forefronteng.ca

-



1329 Gardiners Road, Suite 210
Kingston, ON, Canada K7P 0L8
T 613 634-9009 Ext. 101
C 613.561.9265

From: Mike Dakin <MDakin@crca.ca>
Sent: September 21, 2021 1:57 PM
To: Jeff Homer <jeff.homer@forefronteng.ca>; Matthew Linton <roadsuperintendent@gananoque.ca>
Cc: Kyle Nielissen <kyle.nielissen@forefronteng.ca>; Brenda Guy <BGuy@gananoque.ca>; robert.haynes209@gmail.com
Subject: RE: Rocky Acres - Revised Stormwater Management Report

Thanks for this, Jeff. We will review along with Jewell and the Town and provide any comments, if necessary.

Mike

Michael Dakin MCIP, RPP
Resource Planner



Cataraqi
conservation

Phone: (613) 546-4228 ext. 228
Toll-Free: 1-877-956-2722
Web: www.CataraqiConservation.ca

From: Jeff Homer <jeff.homer@forefronteng.ca>
Sent: September 20, 2021 4:37 PM
To: Mike Dakin <MDakin@crca.ca>; Matthew Linton <roadsuperintendent@gananoque.ca>
Cc: Kyle Nielissen <kyle.nielissen@forefronteng.ca>; Brenda Guy <BGuy@gananoque.ca>;
robert.haynes209@gmail.com
Subject: FW: Rocky Acres - Revised Stormwater Management Report

Mike / Matt

We have discussed the remaining CRCA comments with Jewell staff and have revised the SWM Report accordingly. Please refer to the attached response letter and revised Stormwater Management Report. We feel the revisions to the stormwater management report address all the comments provided by the CRCA and Township staff.

Thank you,

Jeff Homer, P.Eng.
C 613.929.6281
Jeff.Homer@Forefronteng.ca



1329 Gardiners Road, Suite 210
Kingston, ON, Canada K7P 0L8
T 613 634-9009 Ext. 103
F 888 884-9392



Canadian Gateway to the 1000 Islands

PLAN OF SUBDIVISION – TECHNICAL MEETING

Applicant/Owner: Robert Haynes
RGH Developments Inc.

The property municipally and legally described as:
All of Lots 72 to 80, Inclusive Parts of Lots 2 and 71, Part of Old Kingston Road, Plan 86 being Part 1 Plan 28R-15267
TOWN OF GANANOQUE

Proposal:
TO SEEK DRAFT APPROVAL FOR 26 SINGLE FAMILY DWELLING and 2 SEMI-DETACHED DWELLING UNITS

PRELIMINARY TECHNICAL MEETING DATE
JUNE 2, 2021 AT 2:00 PM.

PLEASE CONFIRM YOUR ATTENDANCE AND AN INVITE WILL BE ISSUED FOR A VIRTUAL MEETING.

The purpose of this meeting is to conduct a preliminary review the plan of subdivision proposal for the above noted property. Attached for your review is a draft lot plan and general location map. Please note that this is not the formal submission for this application. You will have another opportunity to comment formally.

- Circulation:
- | | |
|---|--|
| (X) Bell Canada (email) | Town of Gananoque (email) |
| (X) Canada Post (email) | (X) P. McMunn, Manager of Public Works |
| (X) Cataraqui Region Conservation Authority (email) | (X) D. Richards, Superintendent of Utilities |
| (X) Cogeco (email) | (X) M. Linton, Superintendent of Roads |
| (X) Eastern Ontario Power (email) | |
| (X) Union Gas (email) | |
| (X) MTO (email) | |

If you have any questions, please contact Brenda Guy, 613 382-2149 ext.1126 or bguy@gananoque.ca

- Our agency will be attending
- Our agency will not be attending
- Our agency will not be attending but has the following comments

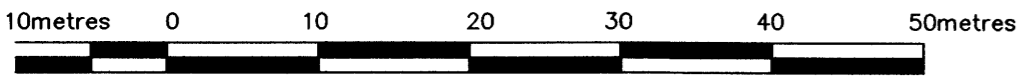
OVERHEAD UTILITY CONFLICT NOTED. CONFLICT HIGHLIGHTED ON BELOW DRAWING.

Print Name: _____ Signature: _____

Return to: Chanti Birdi, Assistant Planner
cbirdi@gananoque.ca

PLAN of SURVEY of
All of LOTS 72 TO 80, Inclusive
Part of LOTS 2 and 71,
Part of OLD KINGSTON ROAD (Closed by GA6530)
REGISTERED PLAN 86 (West of the Gananoque River)
Part of BLOCK A, REGISTERED PLAN 415
TOWN OF GANANOQUE

COUNTY of LEEDS
 SCALE=1:500



HOPKINS CHITTY LAND SURVEYORS INC.

-2020-

I REQUIRE THIS PLAN TO BE DEPOSITED UNDER THE LAND TITLES ACT.

PLAN 28R-15267
 RECEIVED AND DEPOSITED

DATE: DECEMBER 28, 2020

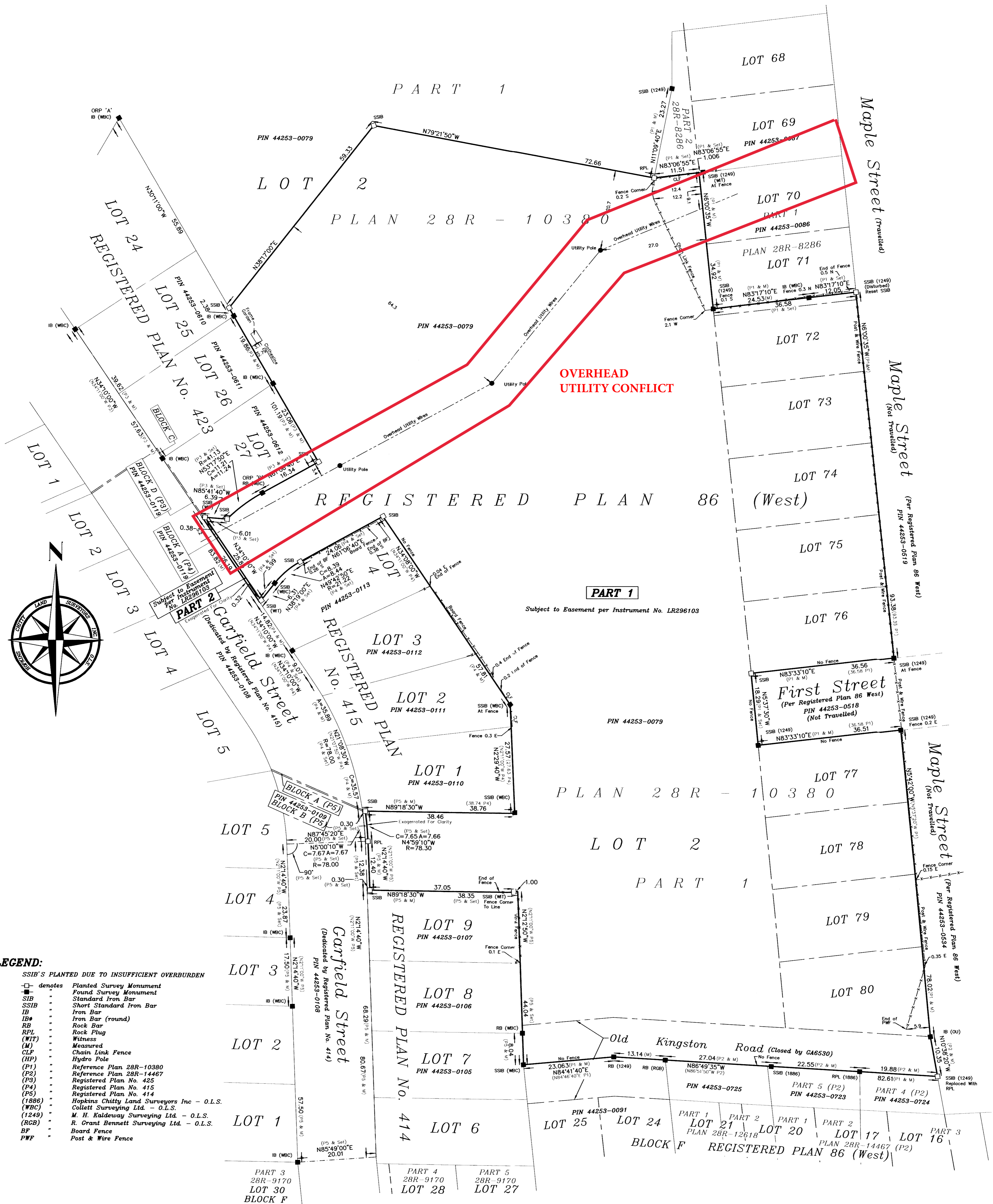
DATE: Jan 5, 2021

PHIL W. CHITTY
 ONTARIO LAND SURVEYOR

REPRESENTATIVE FOR
 LAND REGISTRAR FOR THE
 LAND TITLES DIVISION OF
 LEEDS (No. 28)

SCHEDULE			
PART	LOT	PLAN	Part of PIN No.
1	Part of 2 and 71 Part of Old Kingston Road (Closed) All of 72 to 80, Inclusive	86 (West of the Gananoque River)	44253-0079
2	Part of BLOCK A	415	44253-0119

PARTS 1 AND 2 ARE SUBJECT TO EASEMENT PER INSTRUMENT No. LR296103



- LEGEND:**
- SSIB'S PLANTED DUE TO INSUFFICIENT OVERBURDEN
 - denotes Planted Survey Monument
 - Found Survey Monument
 - SSB Standard Iron Bar
 - SSIB Short Standard Iron Bar
 - IB Iron Bar
 - IB# Iron Bar (round)
 - RB Rock Bar
 - RPL Rock Plug
 - WIT Witness
 - (M) Measured
 - CLF Chain Link Fence
 - (HP) Hydro Pole
 - (P1) Reference Plan 28R-10380
 - (P2) Reference Plan 28R-14467
 - (P3) Registered Plan No. 425
 - (P4) Registered Plan No. 415
 - (P5) Registered Plan No. 414
 - (1886) Hopkins Chitty Land Surveyors Inc - O.L.S.
 - (WBC) Collett Surveying Ltd. - O.L.S.
 - (1249) M. H. Kaldeway Surveying Ltd. - O.L.S.
 - (RQB) R. Grant Bennett Surveying Ltd. - O.L.S.
 - BF Board Fence
 - PFW Post & Wire Fence

POINT ID	NORTHING	EASTING
ORP 'A'	4909035.18	406180.04
ORP 'B'	4908939.84	406216.60

COORDINATES CANNOT, IN THEMSELVES BE USED TO RE-ESTABLISH CORNERS OR BOUNDARIES SHOWN ON THIS PLAN.

BEARINGS ARE UTM GRID, DERIVED FROM OBSERVED REFERENCE POINTS A AND B BY REAL TIME NETWORK (RTN) OBSERVATIONS, UTM ZONE 18, NAD83 (CSRS) (1997.0)

FOR BEARING COMPARISONS, A ROTATION OF 0°49'40" CLOCKWISE WAS APPLIED TO BEARINGS ON 28R-10380

FOR BEARING COMPARISONS, A ROTATION OF 0°54'30" CLOCKWISE WAS APPLIED TO BEARINGS ON (P3), (P4) AND (P5)

DISTANCES ARE GROUND AND CAN BE CONVERTED TO GRID BY MULTIPLYING BY THE COMBINED SCALE FACTOR OF 0.9986992

DISTANCES AND COORDINATES SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048

SURVEYOR'S CERTIFICATE:
 I CERTIFY THAT:
 1. This Survey and Plan are correct and in accordance with the SURVEYS ACT, the SURVEYORS ACT and the LAND TITLES ACT and the REGULATIONS made under them.
 2. The SURVEY was completed on the 15th day of September, 2020

HOPKINS CHITTY LAND SURVEYORS INC.
 DATE: DECEMBER 3, 2020
 PHIL W. CHITTY-O.L.S.

Partly Chief: TJ Instrument: TM Checked By: PWC Plan By:

HOPKINS CHITTY LAND SURVEYORS INC.
 Ontario Land Surveyors
 www.hopkinschitty.com

634-636 NORRIS COURT
 KINGSTON, ONTARIO K7P-2R9
 Tel (613) 384-9288
 Fax (613) 384-3513

PROJECT No. 2020-399
 LOT 2, PLAN 86 WEST
 TOWN OF GANANOQUE

Rocky Acres Subdivision Draft Approval – Engineering Comments #1

Below are the comments for the Rocky Acres Subdivision Concept Drawings and Servicing and Stormwater Management Reports:

General Comments

1. These comments do not provide detailed design analysis for this subdivision, as most of the drawings have not been provided yet for the Town to review (Detailed Grading Plans, Plan and Profile drawings, Composite Utility Plans, Servicing Plans, geotechnical reports, etc.). These comments will be completed once we receive a detailed design submission. The comments below are for assistance going into detailed design.
2. The Town is noting that in the proposed survey plan, it is not showing easements for the storm catchbasins located in the rear yard. Prior to final submission, this will need to be revised.
3. On the concept grading plan, it is showing at lot 13 that drainage approaches the rear of the property and does not have a controlled outlet off the site. The Town intends to see, during detailed design, the intention of the drainage in this section.
4. The Town will be following the CRCA with comments in regards to Stormwater Management.
5. The Town would like to have further discussions in regards to looping the watermain to Maple Street North.

“Rocky Acres Subdivision Servicing Report” for RGH Developments, Rocky Acres Subdivision completed by Forefront Engineering Inc. dated April 2021

1. There is no consideration for the lands westerly of the Dempster Road connection. There has been consideration in the past to connect the following lands to either King Street West or to the Dempster Drive stub. The approximate calculations of flows for the development, based on other developers, are within the range of 5 l/s. Can this be included in your report for clarity as well?
2. Water services in the Town must be copper services per our by-laws.

“Rocky Acres Subdivision Stormwater Management Report” for RGH Developments, Rocky Acres Subdivision completed by Forefront Engineering Inc. dated April 2021

1. The following storm sewers are not designed post to pre-development conditions for this outlet. Originally, the storm from this site would be conveyed through Garfield Street. Please provide post to pre-development conditions for your flows through for the Maple Street South outlet, through ICDs or other measures.
2. MH1-MH2, and MH2-MH3 have capacities higher than 100% in the 5-year storm. Please revise.
3. Please provide your rationale as to why you are not storing the difference in the 5 year and the 100 year on-site? The Town will require quantity control on-site to not affect the downstream infrastructure between the 5-year and 100-year storm scenarios.

The following comments must be addressed prior to development permit approval. If you have any questions or concerns, please contact Matthew Linton for more information:

Matthew Linton

Superintendent of Roads

613-382-2149 ext. 1613

roadsuperintendent@gananoque.ca



Canadian Gateway to the 1000 Islands

PLAN OF SUBDIVISION - AGENCY CIRCULATION

File No. SD2021-01

OWNER/APPLICANT:

RGH DEVELOPMENTS INC.

The property municipally and legally described as

Vacant lands east of Garfield Street

All of Lots 72 to 80, Inclusive Parts of Lots 2 and 71, Part of Old Kingston Road, Plan 86 further described as Part 1 and Part 2 Plan 28R-15267, TOWN OF GANANOQUE

has applied to the Town of Gananoque for a Plan of Subdivision (SD2021-01) to

DEVELOP THE SUBJECT LANDS WITH TWENTY-SIX (26) SINGLE FAMILY DWELLINGS AND TWO (2) SEMI-DETACHED DWELLINGS

COMMENTS REQUESTED BY: NOVEMBER 26, 2021

COUNCIL MEETING DATE: DECEMBER 7, 2021

Circulation:

- | | | | |
|--------------------------|--|-------------------------------------|-----------------------------|
| <input type="checkbox"/> | Bell Canada (email) | Town of Gananoque (email) | |
| <input type="checkbox"/> | Canada Post (email) | <input type="checkbox"/> | Mayor and Council |
| <input type="checkbox"/> | Cataraqui Region Conservation Authority (email) | <input type="checkbox"/> | CAO |
| <input type="checkbox"/> | Cogeco (email) | <input type="checkbox"/> | Sr Management Team |
| <input type="checkbox"/> | Eastern Ontario Catholic District School (email) | | |
| <input type="checkbox"/> | Eastern Ontario Power (email) | <input type="checkbox"/> | Chief Building Official |
| <input type="checkbox"/> | Enbridge Pipelines Inc.(email) | <input type="checkbox"/> | Superintendent of Roads |
| <input type="checkbox"/> | Hydro One Inc. (email) | <input checked="" type="checkbox"/> | Superintendent of Utilities |
| <input type="checkbox"/> | Leeds, Grenville & District Health Unit (email) | | |
| <input type="checkbox"/> | Ministry of Transportation (email) | | |
| <input type="checkbox"/> | Ontario Municipal Property Assessment (email) | | |
| <input type="checkbox"/> | Ontario Power Generation Inc. (email) | | |
| <input type="checkbox"/> | St Lawrence Parks Commission (email) | | |
| <input type="checkbox"/> | Union Gas (email) | | |
| <input type="checkbox"/> | Upper Canada District School Board (email) | | |
| <input type="checkbox"/> | Other: _____ | | |

If you have any comments/conditions that need to be addressed as part of the Plan of Subdivision, please forward them to the undersigned or provide any other additional correspondence.

If you have any questions, please contact Brenda Guy, 613 382-2149 ext.1126 or bguy@gananoque.ca

No Comment

Comments Watermain connections required at Garfield as well as connection to Maple Street North

Additional valves required at intersections and additional hydrants required

Watermain design must meet MECP design criteria

<https://www.ontario.ca/page/watermain-design-criteria-future-alterations-authorized-under-drinking-water-works-permit#section-8>

Print Name: Don Richards

Signature: *Don Richards*

Return to:

Brenda Guy, Manager of Community Development
bguy@gananoque.ca

Read the [plan to safely reopen Ontario \(https://covid-19.ontario.ca/plan-safely-reopen-ontario-and-manage-covid-19-long-term\)](https://covid-19.ontario.ca/plan-safely-reopen-ontario-and-manage-covid-19-long-term) and continue to follow the [restrictions and public health measures \(https://covid-19.ontario.ca/public-health-measures\)](https://covid-19.ontario.ca/public-health-measures).

Watermain Design Criteria for Future Alterations Authorized Under a Drinking Water Works Permit

These Watermain Design Criteria specify minimum design requirements for a municipal residential drinking water system that satisfy one of the conditions imposed by the Director in a drinking water works permit authorizing the future alteration (which includes additions, modifications, replacements or extensions) of watermains within the drinking water system.

Ministry of the Environment Safe Drinking Water Branch June 2012

Addendum

This document is updated regularly by the Ministry of the Environment (MOE) to ensure that it provides accurate information relating to current policies, acts and. To obtain an updated copy of this document, please refer to the "resources" section on the [MOE website \(/drinkingwater\)](#) or contact the Safe Drinking Water Branch by telephone at 1-877-955-5455 (locally at 416-314-8001) or by email at MDWLP@ontario.ca (<mailto:MDWLP@ontario.ca>).

Version History

Version Date

Comments

Version	Date	Comments
1.0	March 2000	
2.0	June 2012	Section 15 (Separation Distances from Contamination Sources) has been updated to ensure consistency with the "Design Guidelines for Sewage Works, 2008" (PIBS 6879). Specifically, workable alternatives for meeting construction requirements have been included for situations where adequate separation for vertical crossings between a watermain and sewer can not be achieved.

Preface

These Watermain Design Criteria specify minimum design requirements for a municipal residential drinking water system that satisfy one of the conditions imposed by the Director in a drinking water works permit authorizing the future alteration (which includes additions, modifications, replacements or extensions) of watermains within the drinking water system. Compliance with these Watermain Design Criteria and other conditions of the permit negates the need for the owner of the drinking water system to apply for an amendment to the drinking water works permit for the alteration of watermains within the drinking water system.

The authorization for future alterations and the associated requirement meet the Watermain Design Criteria would not be relevant for watermain alterations which:

- a. are exempt from section 31(1) of the *SDWA* by 9(2) of *O. Reg. 170/03*, or
- b. constitute maintenance or repair of the watermains,

as these undertakings would not require an amendment to the *DWWP* before proceeding.

The existence of these Watermain Design Criteria does not preclude alteration of a watermain that is not designed in accordance with these Watermain Design Criteria. However, any watermain alteration that is either not designed in accordance with these Watermain Design Criteria or does not satisfy the conditions of the drinking water works permit is subject to the requirement to obtain an amendment to the drinking water works permit for the drinking water system prior to proceeding with the undertaking.

Other approving authorities, such as municipalities in which the works are constructed or regional governments, may have servicing standards or criteria that are more stringent than the requirements outlined in these Watermain Design Criteria and they shall be

considered acceptable for the purposes of complying with the requirements of these Watermain Design Criteria.

Definitions

From the *Safe Drinking Water Act, S.O. 2002:*

"alteration"

includes the following, in respect of a drinking water system, but excludes repairs to the system:

- a. an extension of the system;
- b. a replacement of part of the system;
- c. a fragmentation of the system; and
- d. taking all or part of the system permanently out of service.

"distribution system"

means the part of a drinking water system that is used in the distribution, storage or supply of water and that is not part of a treatment system.

"plumbing"

means a system of works:

- a. that comprise a "water system" for the purposes of the definition of "plumbing" in subsection 1(1) of *the Building Code Act, 1992*, other than equipment installed in plumbing to treat water; and
- b. that are connected to a drinking water system.

"treatment system"

means any part of a drinking water system that is used in relation to the treatment of water and includes:

- a. any thing that conveys or stores water and is part of a treatment process, including any treatment equipment installed in plumbing;
- b. any thing related to the management of residue from the treatment process or the management of the discharge of a substance into the natural environment from the system; and

- c. a well or intake that serves as the source or entry point of raw water supply for the system.

From the 'Definitions' section of a drinking water works permit:

"alteration"

may include the following in respect of the drinking water system:

- a. An addition to the system
- b. A modification of the system
- c. A replacement of part of the system, and
- d. An extension of the system

From *Ontario Regulation 170/03*:

"secondary disinfection"

means a process or series of processes intended to provide and maintain a disinfectant residual in a drinking water system's distribution system, and in plumbing connected to the distribution system, for the purposes of:

- a. protecting water from microbiological re-contamination;
- b. reducing bacterial regrowth;
- c. controlling biofilm formation; and
- d. serving as an indicator of distribution system integrity;

and includes the use of disinfectant residuals from primary disinfection to provide and maintain a disinfectant residual in a drinking water system's distribution system for the purposes described in clauses (a) to (d).

"service connection"

means:

- a. a point where a drinking water system connects to plumbing, other than plumbing in a trailer park or campground; or
- b. in a trailer park or campground, a fixture that allows a trailer or other vehicle to connect to the trailer park's or campground's drinking water system.

"service pipe"

means the pipe portion of a drinking water system that extends from a watermain to the property line of a property serviced by the watermain.

"watermain"

means any system of pipes and appurtenances used for the distribution of drinking water, but does not include plumbing or a pumping facility.

From the *Ontario Water Resources Act*:**"sewage"**

includes drainage, storm water, commercial wastes and industrial wastes and such other matter or substance as is specified by the regulations.

"sewage works"

means any works for the collection, transmission, treatment and disposal of sewage or any part of such works, but does not include plumbing to which the *Building Code Act, 1992* applies.

Note: In the context of these Watermain Design Criteria, a reference to 'the watermain' shall mean reference to all watermains associated with alteration of the watermain authorized through the drinking water works permit.

System Pressures (1.0)

1.1 The watermain shall be designed on the basis of providing a minimum pressure of 140 kPa at ground level under maximum day demand plus fire flow conditions.

Transient Pressures (2.0)

2.1 The watermain shall be designed to withstand the maximum operating pressure plus the transient pressure to which it may be subjected.

2.2 The watermain shall be designed so that pipes and joints are able to withstand the maximum operating pressure plus the surge pressure that would be created by stopping a water column moving at 0.6 m/s.

Friction Factors (3.0)

3.1 Where data are not available from actual field tests, the watermain shall be designed using the Hazen-Williams C-factors listed in Table 1 for pipes made of traditional materials.

Table 1: Hazen-Williams C-Factors

Diameter - Nominal	C-Factor
150 mm	100
200 mm to 250 mm	110
300 mm to 600 mm	120
Over 600 mm	130

Pipe Diameters (4.0)

4.1 For distribution systems designed to provide fire protection, the minimum diameter of watermains shall be 150 mm except beyond the last hydrant on cul-de-sacs where the minimum diameter of watermains may be 25 mm.

4.2 For distribution systems that are not designed to provide fire protection, the minimum diameter of watermains shall be 75 mm.

4.3 In all cases, watermain diameters shall be such that a flushing velocity of 0.8 m/s can be achieved for cleaning and flushing procedures.

Pipe System Design (5.0)

5.1 Where dead-end watermains cannot be avoided, they shall be designed with a means to provide adequate flushing.

5.2 With the exception of watermains which will be taken out of service and drained in winter, the minimum depth of cover over watermains and service connections shall be greater than the depth of frost penetration.

5.3 Watermains with a diameter greater than 300 mm, that do not have service connections and that are not dead ends, may be installed so that the frost-free depth

corresponds with the springline of the pipe rather than the crown.

Service Pipes (6.0)

6.1 The minimum diameter of service pipes shall be 19 mm.

6.2 Service pipes shall be constructed of materials acceptable under Part 7 of Division B of the Building Code (*O. Reg. 350/06*) made under the *Building Code Act, 1992* and shall conform to the American Water Works Association (AWWA) Standard C800: Underground Service Line Valves and Fittings.

Materials (7.0)

7.1 All watermain materials used in the addition, modification, replacement, extension, or operation of the drinking water system including pipes, fittings, valves, fire hydrants and materials used for the rehabilitation of watermains shall meet all applicable quality standards set by the American Water Works Association (AWWA) and, in addition, the consumer safety standards NSF/ANSI Standard 60: Drinking Water Treatment Chemicals Health Effects and NSF/ANSI Standard 61: Drinking Water System Components Health Effects.

7.2 Notwithstanding subsection 7.1 the following are acceptable materials for the purposes of this Watermain Design Criteria:

7.2.1 Water pipe and pipe fittings meeting AWWA specifications made from ductile iron, cast iron, PVC, fibre and/or steel wire reinforced cement pipe or high density polyethylene (HDPE);

7.2.2 Articles made of stainless steel, glass, HDPE or Teflon®;

7.2.3 Cement mortar for watermain lining and for water contacting surfaces of concrete structures made from washed aggregates and Portland cement;

7.2.4 Food grade oils and lubricants; and

7.2.5 Any other material or chemical where the owner has written documentation signed by the Director that indicates that the Ministry is satisfied that the chemical or material is

acceptable for use within the drinking water system and the chemical or material is only used as permitted by the documentation.

Permeation by Organic Compounds (8.0)

8.1 Where watermains are installed in areas of groundwater contaminated by organic compounds, materials which do not allow the permeation of the organic compounds shall be used for all portions of the system, including pipes, joint materials, O-rings, gaskets, hydrant leads and service connections.

Pipe Strength (9.0)

9.1 The watermain material selected for a particular application shall be able to withstand, with a margin of safety, all the combinations of loading conditions to which it is likely to be exposed.

Flushing (10.0)

10.1 Flushing hydrants or devices shall be provided on watermains which are not capable of providing fire flow and for dead-end watermains.

10.2 Flushing devices shall be sized to provide flows which give a velocity of at least 0.8 m/s in the watermain being flushed.
.....

10.3 No flushing device shall be directly connected to any sewer.

Fire Hydrants (11.0)

11.1 Fire hydrants shall only be installed on watermains capable of supplying fire flow.

11.2 Fire hydrants shall be dry-barrel type and shall conform to the latest edition of AWWA Standard C502: Dry-Barrel Fire Hydrants.
.....

11.3 Fire hydrants shall be provided with adequate thrust blocking to prevent movement caused by thrust forces.

11.4 Fire hydrant leads shall be a minimum diameter of 150 mm.

11.5 In areas where the water table will rise above the hydrant drain ports, the drain ports shall be plugged.

Valves (12.0)

12.1 Intersecting watermains shall be equipped with the number of shut-off valves indicated in Table 2.

Table 2: Shut-Off Valves

Type of Intersection	Number of Valves
"T" Intersection	At least 2
Cross Intersection	At least 3

12.2 Valves shall conform to relevant AWWA standards.

Air Release and Vacuum Relief Valves (13.0)

13.1 Air release and vacuum relief valves shall conform to AWWA Standard C512: Air Release, Air/Vacuum and Combination Air Valves for Waterworks Service.

13.2 Automatic air release or vacuum relief valves shall not be used in situations where flooding of the access hole or chamber may occur.

Valve, Meter and Blow-off Chambers (14.0)

14.1 Chambers, pits or access holes containing valves, blow-offs, meters or other such appurtenances to the distribution system, shall not be located in areas subject to flooding or in areas of high groundwater.

14.2 Chambers, pits and access holes shall not connect directly to any sanitary sewer, but may be connected to storm sewers provided backflow prevention is included.

14.3 Blow-offs and air release valves shall not be connected directly to any sewer.

Separation Distances from Contamination Sources (15.0)

15.1 Sewers/sewage works and watermains located parallel to each other shall be constructed in separate trenches, maintaining a clear horizontal separation distance of at least 2.5 m measured from closest pipe edge to closest pipe edge.

15.1.1 Under unusual conditions, where a significant portion of the construction will be in rock, or where it is anticipated that severe dewatering problems will occur or where congestion with other utilities will prevent a clear horizontal separation of 2.5 metres, a watermain may be laid closer to a sewer, provided that the elevation of the crown of the sewer is at least 0.5 metres below the invert of the watermain. Such separation shall be of in-situ material or compacted backfill.

15.1.2 Where this vertical separation cannot be obtained, the sewer shall be constructed of materials and with joints that are equivalent to watermain standards of construction and shall be pressure tested, in accordance with Division 701 of the OPSS (Ontario Provincial Standards Specification, published by Ontario Ministry of Transportation) at a pressure of 350 kPa, with no leakage.

15.1.3 In rock trenches, facilities should be provided to permit drainage of the trench to minimize the effects of impounding of surface water and/or leakage from sewers in the trench.

15.2 Under practicable conditions, watermains shall cross above sewers with sufficient vertical separation to allow for proper bedding and structural support of the watermain and sewer.

15.3 When it is not possible for the watermain to cross above the sewer, the watermain passing under a sewer shall be protected by:

15.3.1 Providing a vertical separation of at least 0.5 metres between the invert of the sewer and the crown of the watermain;

15.3.2 Providing adequate structural support for the sewers to prevent excessive deflection of joints and settling; and

15.3.3 Ensuring that the length of water pipe shall be centred at the point of crossing so that the joints will be equidistant and as far as possible from the sewer.

15.4 Alternatively, when adequate vertical separation cannot be achieved with crossings of watermain and sewer, either the watermain or the sewer line should be encased in a watertight carrier pipe which extends 3 m (10 ft) on both sides of the crossing, measured perpendicular to the watermain.

15.5 No watermain shall pass through or come in contact with any part of a sewer access/maintenance hole, septic tank, tile field, subsoil treatment system or other source of contamination.

Restraints (16.0)

16.1 In the case of non-restraining mechanical and/or slip-on joints, restraint shall be provided by adequately sized thrust blocks positioned at all plugs, caps, tees, line valves, reducers, wyes, hydrants and bends deflecting 22 ½ degrees or more.

16.2 In designing thrust blocks and other restraint systems, transient pressures shall be added to the normal operating pressures when calculating the thrust forces.

PIBS 7064e

Updated: June 24, 2021
Published: January 19, 2016

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From: [Penny Kelly](#)
To: [Brenda Guy](#); [Chanti Birdi](#)
Subject: FW: SD2021-01 Concept Plan - Proposed Sub Division/Garfield St Area
Date: Friday, July 23, 2021 10:16:42 AM

Hi Brenda and Chanti,

Please see the email from Laurie & Gerard Cadue regarding SD2021-01.

Thank you.

Penny

From: Laurie Cadue <cadue_l@hotmail.com>
Sent: Friday, July 23, 2021 9:59 AM
To: Penny Kelly <clerk@gananoque.ca>
Subject: SD2021-01 Concept Plan - Proposed Sub Division/Garfield St Area

To the Clerk of Gananoque

Good morning,

We are writing to you in response to the purposed sub-division off Garfield St. Concept Plan SD2021-01.

We were looking over the documents posted on the Town of Gananoque website and noticed there different drawings included in the Servicing report.

There are two different plans for housing, the Concept plan (pg 12) and Fig 4 (pg 13) show different layouts for housing?

<https://www.gananoque.ca/sites/gananoque.ca/files/meetings/supporting-materials/SD2021-01%20-%20Rocky%20Acres%20-%20Servicing%20Report.pdf>

Which is the correct plan?

As well, we do have a few concerns we would like to express.

Our main concern with the development is with the infrastructure in the West Ward is very old.

Several of the sewage pipes a clay and no updates have taken place in years.

Can our system handle the added pressure?

I have read the reports and there are some concerns outlined there.

Another concern is during construction, the vibrations from construction/blasting/drilling could cause damage to existing structures.

Many dwellings/structures on Maple, First, and Birch streets are built on the same rock formation as the purposed subdivision.

What measures are in place to ensure that no damage will be done to the dwellings or infrastructure?

We would like to be notified of all decisions on the proposed subdivision.

Regards,

Laurie & Gerard Cadue.

613-382-3535

Sent from [Mail](#) for Windows 10-

SD2021-01 ROCKY ACRES IV – THE SUBJECT SUBDIVISION
 RGH DEVELOPMENTS INC (HAYNES)

DATE: NOVEMBER 25, 2021

CONDITIONS OF DRAFT SUBDIVISION APPROVAL

<p>That this approval applies to the draft plan (Reference #2021-01), prepared by Hopkins Chitty Land Surveyors dated January 5, 2021, which is identified as Lots 72 to 80, Inclusive Part of Lots 2 and 71, Part of Old Kingston Road (Closed by GA6530) Registered Plan 86, Part of Block A, Registered Plan 415 being Part 1 and 2 Plan 28R-15267.</p>	
<p>The Owner agrees that the Subdivision Agreement between the Owner and the Town of Gananoque to be registered against the lands to which it applies once the plan of subdivision has been registered.</p>	
<p>The Owner agrees that any revisions or any modifications to the proposed draft plan that may be appropriate shall be incorporated in the Subdivision Agreement arising from technical reviews and/or subsequent phases.</p>	
<p>GENERAL</p>	
<p>1. The Owner agrees, prior to final approval of the Subject Subdivision, to enter into a Subdivision Agreement, to be registered on title, to satisfy all requirements, financial, servicing and otherwise, of the Town, at the Owner's sole expense, including but not limited to, subdivision registration, the design and construction of roads, all water, wastewater and storm water systems, and utilities in accordance with the Town's specification and standards, all to the satisfaction of the Town.</p>	
<p>2. The Owner agrees that no works shall occur on the site until the Owner has entered into a Subdivision Agreement, or as approved by the Town's Manager of Public Works.</p>	
<p>3. The Owner agrees to grant all easements or blocks as required, free and clear of any encumbrances, to the Town or other public authority, including utilities.</p>	
<p>4. It is the Owner's responsibility to fulfill the conditions of draft approval and to ensure that the required clearance letters are forwarded by the appropriate agencies to the Town Planning Department, quoting the application file number (SD2021-01).</p>	
<p>5. The Owner agrees that prior to final approval, the Owner shall fulfill the requirements and/or conditions of: (a) Bell Canada "The Owner agrees that should any conflict arise with existing Bell Canada facilities where a current and valid easement exists within the subject area, the Owner shall be responsible for the relocation of any such facilities or easements at their own cost."</p>	

<ul style="list-style-type: none"> (b) Canada Post “The owner/developer be shall meet the requirements of Canada Post for postal delivery via a Community mailbox located at the side of 115 Garfield Street on Coachmen's Court. (c) Cogeco (d) Eastern Ontario Power A power line crossing over the proposed subdivision needs to be relocated. (e) Enbridge Gas (formerly Union Gas Ltd) “The owner/developer provide to Enbridge Gas the necessary easements and/or agreements required by Enbridge Gas for the provision of gas services for this project, in a form satisfactory to Enbridge Gas Ltd.” (f) Cataraqui Region Conservation Authority (g) Other Utilities as required and forward clearance letters to the Town. 	
<p>6. The Owner is responsible and agrees to obtain such permits as may be required from the Town and all other approval authorities and will file copies thereof with the Town. This must be to the satisfaction of the Town.</p>	
<p>7. The Owner agrees to include a Notice to all Offers of Purchase and Sale in the Subdivision Agreement to the satisfaction of the Town and substantially as set out in the Notice attached to this Draft Plan Approval.</p>	
FEES AND SECURITIES	
<p>8. At the discretion of the Town, the Owner shall reimburse the Town for any costs of any or all documents, studies and/or reports, legal fees, any or all modifications to plans, peer reviews above and beyond the fees collected with the Plan of Subdivision application.</p>	
<p>9. Prior to final plan approval, the Owner shall submit to the Town a breakdown of the construction costs for the works associated with the development of this plan. The construction costs shall be prepared and stamped by a professional engineer and included in the Subdivision Agreement.</p>	
<p>10. Prior to commencing construction, the Owner shall enter into a Subdivision Agreement with the Town. The Subdivision Agreement shall, among other matters, require the Owner to submit securities in the form of a Letter of Credit or Certified Cheque in an amount of 100% of the estimated cost of all site works.</p> <p>The aforementioned security for site works shall be for works on both private and public property and shall include, but not be limited to, lot grading and drainage, landscaping, roads and road works, sidewalks and curbs, road drainage, clean-outs, underground infrastructure and services (storm, sanitary, watermains), streetlights, parkland, storm</p>	

water management works. The amount secured by the Town shall be approved by the Manager of Public Works.	
11. The Owner shall be responsible for any engineering, inspection and review fees according to the Town's Fees and Rates By-law, as amended.	
12. The Owner shall bear the expense of all site works resulting from approved public works design where such works are not subsidized under the Policies and By-laws of the Town.	
PARKS	
13. In accordance with the <i>Planning Act</i> and the Town of Gananoque Dedication of Park Land By-law No.1983-044, as amended, the Owner covenants and agrees that 5% cash-in-lieu of parkland is to be conveyed to the Town for the Subject Subdivision. Under any scenario, the Owner shall be responsible for any costs associated with land appraisals.	
DEVELOPMENT PERMIT BYLAW (Zoning)	
14. The Owner agrees that prior to registration of the Plan of Subdivision, the Owner shall ensure that the proposed Plan of Subdivision shall be in accordance with the Development Permit Bylaw approved under the requirements of the <i>Planning Act</i> , with all possibility of appeal to the Ontario Land Tribunal exhausted.	
STUDIES AND REPORTS	
15. Prior to final approval of the Plan, the following reports shall be submitted to the Town, shall be reviewed to the satisfaction of the Manager of Public Works and/or Cataraqui Region Conservation Authority.	
(a) Final Approval: Site Servicing Report, stamped, signed and dated by a professional engineer to determine that the site is serviceable. Looping of the water system will be required at the servicing easement adjacent Lot 11 and Garfield Street and all watermain design must meet the Watermain Design Criteria through the Ministry of Environment, Conservation and Parks.	
(b) Final Approval: That a final Stormwater Management Plan be prepared by a qualified Professional Engineer and approved to the satisfaction of the Town and the CRCA, and that appropriate text to implement its findings be included in the Subdivision Agreement; Block 31 will serve as the Stormwater Management Pond.	
16. Final Approval: A Geotechnical Report stamped, signed and dated by a professional engineer, to the satisfaction of the Town.	

<p>Should blasting be required for the construction of roads or utilities (water and sewer) permits shall be obtained from the Manager of Public Works.</p>	
<p>17. Final Approval: A Traffic Brief, stamped, signed and dated by a professional engineer for The Subject Subdivision.</p>	
<p>18. Final Approval: Phase I Environmental Site Assessment will be required on the lands, at the discretion of the Town. If warranted by the Phase I ESA, a Phase II ESA will be required.</p>	
<p>PLANS</p>	
<p>19. Final Approval: That a lot grading and drainage plan be completed and approved to the satisfaction of the Town and the Cataraqui Region Conservation Authority, and be included in the Subdivision Agreement between the Owner and the Town</p>	
<p>20. Final Approval: Plan and Profile Drawings, design, stamped and signed by a Professional Engineer and approved to the satisfaction of the Town and the CRCA</p>	
<p>21. Final Approval: That a sediment and erosion control plan be completed and approved to the satisfaction of the Town and the Cataraqui Region Conservation Authority, and be included in the Subdivision Agreement between the Owner and the Town.</p> <p>This plan will address items such as, but not limited to, mud tracking prevention, temporary storm water management (quantity and quality), sediment control, and erosion prevention and shall address all phases and stages of construction.</p> <p>It is the Town's expectation that the Engineer shall regularly inspect and document repairs of deficiencies. The Engineer shall also provide weekly inspection of the implemented design and, as required, recommend modification to the plan to suit the site condition and time of year. Monitoring by the Engineer shall continue through the home building stage of construction and shall only terminate once the site has been stabilized to the Town's satisfaction. The Owner further agrees to stabilize all disturbed soil within 30 days of being disturbed, control all noxious weeds and maintain ground cover to the satisfaction of the Town.</p>	
<p>22. Final Approval: That a tree inventory and protection plan be completed to the satisfaction of the Town and CRCA, and that appropriate text to implement its findings be included in the Subdivision Agreement.</p>	
<p>23. Final Approval: Street Lighting Plan, including photometric design, stamped and signed by a Professional Engineer to ANSI RP-8-14 Standards.</p>	

<p>24. Final Approval: Composite Utility Plan, stamped and signed by a Professional Engineer.</p>	
<p>INFRASTRUCTURE – ROADS</p>	
<p>25. The design and construction of all on-site roads and intersections shall be to the satisfaction of the Manager of Public Works.</p>	
<p>26. The design and construction of all future development of abutting lands roads and connections to Town owned shall be to the satisfaction of the Manager of Public Works, if required.</p>	
<p>27. The Owner agrees that all road allowances included in the plan shall be named to the satisfaction of the Town and emergency services and the 911 system.</p>	
<p>28. Any dead ends and/or open sides of road allowances shall be terminated in 0.3 metre reserves to be conveyed to, and held in trust, by the Town.</p>	
<p>29. The Owner agrees to provide construction traffic routes for the subdivision prior to the agreement or pre-servicing. Such plan shall be to the satisfaction of the Manager of Public Works, if required</p>	
<p>30. The Owner shall be responsible for the installation of the streetlights. The Town will facilitate the commission of the streetlighting infrastructure at the cost of Owner. Any maintenance or repairs related to the streetlights, prior to the assumption of the subdivision, will be facilitated by the Town at the cost of the Owner.</p>	
<p>31. The Owner acknowledges that the Town will provide snowplowing upon the first base course being laid and prior to the assumption of the subdivision. Any maintenance or repairs, prior to the Town assuming the road, is the responsibility of the Owner.</p>	
<p>32. The Owner agrees that the sidewalks and street lighting system on all roadways be designed and constructed to the satisfaction of the Manager of Public Works. The Owner further agrees that prior to assumption of the Works the Owner shall provide the Town the written 10-year warranty from the manufacturer for the luminaire and photocell. It is the responsibility of the Owner to ensure the warranty is transferable to the Town without risk or cost to the municipality.</p>	
<p>33. The Owner will prepare a reference plan or block describing the portion of lands adjacent the First Street road allowance to be deemed and assumed as part of the road allowance.</p>	
<p>DRAINAGE AND GRADING</p>	
<p>34. The Owner shall not alter, remove or disturb any of the existing vegetation, or otherwise alter grades, unless the Manager of Public Works has issued approval under By-law No. 2016-050 being a by-law to prohibit or regulate the placing or dumping of fill or the alteration of the grade of land, and any subsequent amendments and by-laws.</p>	

<p>35. The Owner shall, at their own expense, independent of the provisions of the Statute Labour Act, construct, grade and surface the road and provide drainage on this subdivision to a standard not less than the requirements, as approved by the Manager of Public Works. Grading shall provide a uniform surface, free of debris to ensure a safe and maintainable surface.</p>	
<p>36. The Developer shall prepare a site drainage and grading plan, satisfactory to the Manager of Public Works, prior to any grading or construction on the site. Such a plan will be used as the basis for a detailed lot grading plan to be submitted prior to the issuance of any building permit within the subdivision.</p>	
<p>37. Before commencing any grading or construction on any lot and prior to the issuance of a building permit, the Subject Subdivision individual grading plan shall be submitted and approved by the Manager of Public Works.</p>	
<p>38. The Owner shall be responsible for providing the Town with an as-built grading and drainage master plan to the satisfaction of the Manager of Public Works.</p>	
<p>ENVIRONMENTAL PROTECTION</p>	
<p>39. The Owner agrees to install one tree per lot within the Typical Road Section by providing a Typical Drawing, which considers the approved Composite Utility Plan. The drawing shall identify any restrictions and the type and size of trees in proximity to these structures/buildings to the satisfaction of the Manager of Public Works.</p>	
<p>40. The Owner agrees to install temporary construction fence along the perimeter of the development and any required tree protection prior to commencing any on-site works. The details and location of the temporary construction fencing and tree protection shall be clearly shown on the approved Erosion and Sediment Protection drawing submitted to the Town as part of the engineering submission and/or site alteration application.</p>	
<p>41. The Owner acknowledges that the St. Lawrence River is subject to regulations under the Cataraqui Region Conservation Authority (CRCA). The Owner agrees to obtain all relevant permits related to CRCA requirements and forward a copy such permit to the Town.</p>	

NOTES TO DRAFT APPROVAL:

The conditions of an approval of Draft Plan of Subdivision may be changed at any time before Final Approval is given.

42. If final approval is not given to this plan within three (3) years from the date of draft approval, being December xx, 2021 , and no extensions have been granted, draft approval shall lapse.	
43. If the Owner wishes to request an extension to draft approval, a written explanation must be received by the Town a minimum of two (2) months prior to the lapsing date. The request should include the reasons why an extension is needed in support of the extension of the Town.	
44. The Owner agrees that the Subdivision Agreement between the Owner and the Town of Gananoque be registered against the lands to which it applies once the plan of subdivision has been registered.	
45. Prior to final approval, the Owner shall submit to the Town of Gananoque for review four (4) draft copies of all reference plans and surveys and three (3) draft copies of the final M-Plan.	
46. When requesting final approval, such request must be directed to the Town of Gananoque and be accompanied with scaled plans as follows:	
(a) One (1) mylars and Four (4) paper prints of all final Plans including M-Plan	
(c) Two (2) copies of the reference plan and two (2) copies of all conveyance documents for all easements and lands being conveyed to the Town,	
(e) Two (4) reduced 11" x 17" paper prints of all final Plans including M-Plan	
(g) Two (2) USB with all applicable drawings (Civil, Survey, every drawing) in both PDF and CAD (.dwg) format. A digital copy of the M-Plan and construction plans in a format approved by the Town.	
47. The Owner agrees to meet all standard conditions and any other conditions that may apply, subject to approval of a Development Permit Bylaw and any conditions.	
48. It is suggested that the Owner be aware of Subsection 144 of the Land Titles Act that requires that a plan of subdivision that is located in a land titles division be registered under the Land Titles Act. Exceptions to this provision are set out in Subsection 144(2).	
49. It is suggested that the Owner be aware of Subsection 78 of the Registry Act that requires that a Plan of Subdivision of land that is located in a registry division cannot be registered under the Registry Act unless that title of the owner of the land has been certified under the Certification of Titles Act.	

<p>50. Should the developer request a Pre-Servicing Agreement, all conditions within the pre-servicing agreement shall be met prior to work commencing, including any security requirements.</p>	
<p>51. Where the Owner proposes to proceed with the construction of a model home prior to registration of the Plan, the Owner shall enter into an agreement with the Town, setting out the conditions, and shall fulfill relevant conditions of that agreement prior to issuance of a Building Permit.</p>	

DRAFT - NOTICE TO ALL OFFERS OF PURCHASE AND SALE:

1. Purchasers and/or tenants are advised that the development area and the individual building units may incur noise, dust, dirt, debris and construction traffic, from construction activities, that may be of concern and occasionally interfere with some activities of the dwelling occupants.
2. Purchasers and/or tenants are advised that the proposed finished lot and/or block grading may not meet Town of Gananoque lot grading criteria in certain areas to facilitate preservation of existing vegetation and to maintain existing adjacent topographical conditions.
3. Purchasers and/or tenants are advised that the planting of trees on Municipal boulevards in front of residential units is a requirement of the Town and a Typical Drawing is included in the Subdivision Agreement. While every attempt will be made to plant trees as shown, the Town reserves the right to relocate or delete any tree without further notice.
4. Purchasers and/or tenants are advised that any roads ending in a dead end or temporary turning circle may be extended in the future to facilitate development of adjacent lands, without further notice.
5. Purchasers and/or tenants are advised that the adjacent open space, woodlot or storm water management facility may be left in a naturally vegetated condition and receive minimal maintenance.
6. Purchasers and/or tenants are advised that the development potential for lots may be limited due constraints on the available developable area and it is recommended that potential purchasers obtain Development Permit information, including lot requirements, lot coverage prior to purchasing the lot.
7. That the Owner agrees to provide all purchasers with a copy of the individual lot grading and plot plans developed for each lot once approved by the Manager of Public Works, as it is available, and in any event, prior to the issuance of Building Permits. Each homeowner shall be provided a copy of the final approved lot grading plans for their lot, prior to assumption.
8. All grading and landscaping of lots must be carried out strictly in accordance with the Lot Grading and Drainage Plans. Purchasers are advised that no obstruction of any kind is permitted so as to block or divert drainage within any designated swale or drainage route as shown on the approved Lot Grading Plan forming part of the Agreement. Purchasers are further advised that standing water may be experienced on the lot from time to time during significant storm events.
9. That the Owner agrees to make copies of the approved draft plan and conditions available to all purchasers and visibly post the approved draft plan for the public's viewing where units are offered for sale.
10. Purchasers and/or tenants are advised that the Town's Development Permit Bylaw establishes a maximum driveway and parking in the front or exterior side yard. There is a builders plan for this subdivision, which is approved by the municipality and shows all driveway locations for each lot in accordance with the Town approvals. Any relocation of driveways or widening of driveways requires written authorization from the municipality and must comply with all applicable by-laws.

11. Purchasers are advised that any fencing installed inside the property line of the lot shall be maintained by the homeowner at the homeowner's expense.
12. Purchasers and/or tenants of Lot 11 are advised that there is a servicing easement on the lands and no structures or fences are to be placed on the easement.
13. Purchasers and/or tenants of Lot 19, 23, 24, 25 and 28 are advised that there is a Stormwater Management Pond located on Block 31.
14. Purchasers shall advise all prospective purchasers that Canada Post does not intend to provide door-to-door mail delivery. It is anticipated that mail delivery will be serviced via Community Mailbox located adjacent 115 Garfield Street on Coachman's Court.
15. Purchasers are advised that this Plan may not accurately reflect final locations of street trees, driveways, streetlights, sidewalks, infrastructure and utilities located within road right-of-ways.

Ontario Land Tribunal

655 Bay Street, Suite 1500
Toronto ON M5G 1E5
Telephone: (416) 212-6349
Toll Free: 1-866-448-2248
Website: olt.gov.on.ca

**Tribunal ontarien de
l'aménagement du territoire**

655 rue Bay, suite 1500
Toronto ON M5G 1E5
Téléphone: (416) 212-6349
Sans Frais: 1-866-448-2248
Site Web: olt.gov.on.ca



Date: November 1, 2021

Penny Kelly
30 King Street East
Gananoque ON K7G 1E9
clerk@gananoque.ca

Re: OLT Case Number(s):
OLT-21-001425
OLT-21-001426
OLT Lead Case Number:
OLT-21-001425
Municipality/Upper Tier:
Gananoque/Leeds &
Grenville
Subject Property
Address:
70 Hickory Street
Reference Number(s):
DP 2021-16

Appeal(s):

001563
001564

Larry Patterson

The Ontario Land Tribunal (OLT) acknowledges receipt of the above referenced file. When communicating with the Tribunal, please quote the Tribunal's case and/or file number.

This file has been assigned to **Benjamin Waters, Case Coordinator, Planner**. For specific questions about this case, you may contact the **Case Coordinator, Planner** at **(437) 227-6244** or **Benjamin.Waters@ontario.ca**.

According to the Tribunal's Rules of Practice and Procedure ("Rules"), the Tribunal has completed an administrative screening of the appeal(s).

A hearing event will be scheduled according to the next available date on the Tribunal's calendar. Parties should be prepared to proceed at any time. For more information on the general conduct of the Tribunal, please see the [OLT Rules of Practice and Procedure](#).

Once hearing event dates are set, adjournments are not granted except where compelling circumstances exist and with the consent of all parties and/or the approval of the Tribunal. Please see [Rule 17](#) of the Rules with respect to adjournments.

For general information concerning the Tribunal, visit our website at olt.gov.on.ca or you may contact the Tribunal's offices at (416) 212-6349. You may wish to obtain a copy of the Ontario Land Tribunal appeal guide relevant to your situation. The guides will assist in the understanding of Tribunal matters and its processes. Publications are available on the Tribunal's website or by calling the Tribunal's offices.

We are committed to providing accessible services as set out in the *Accessibility for Ontarians with Disabilities Act, 2005*. If you have any accessibility needs, please contact our Accessibility Coordinator as soon as possible by emailing OLT.COORDINATOR@ontario.ca. If you require documents in formats other than conventional print, or if you have specific accommodation needs, please let us know so we can make arrangements in advance.

Pour recevoir des services en français, veuillez communiquer avec la Tribunal au 1-866-448-2248/(416) 212-6349 ou OLT.COORDINATOR@ontario.ca.

For general information concerning the Tribunal, visit our website at <https://olt.gov.on.ca> or you may contact the Tribunal's offices at 1-866-448-2248 or local (416) 212-6349.

Yours truly,



Eric Przybylski

Case Management Administrative Assistant

cc:

Larry Patterson, via Email

The Clerk, Town of Gananoque, via Email

NOVEMBER 17, 2021

**HOUSING AFFORDABILITY TASK FORCE
REPORT**

REPORT NO. HA-014-2021

SECONDARY SUITES

**CHRIS MORRISON
MANAGER, HOUSING DEPARTMENT**

**ALISON TUTAK
DIRECTOR, COMMUNITY AND
SOCIAL SERVICES**

RECOMMENDATIONS

THAT the Housing Affordability Task Force recommends to the Leeds and Grenville Joint Services Committee the establishment of a secondary suite program to promote affordable housing.

BACKGROUND

As an initiative to increase the supply of affordable housing in Leeds and Grenville, the Affordable Housing Task Force requested staff investigate the initiation of a secondary suite program for Leeds and Grenville.

The benefits of a secondary suite program may include:

- An increase to the supply of rental housing without having to build at a high density. As the majority of residential structures in Leeds and Grenville are single-family homes, a secondary suite should fit compatibly into a residential neighborhood's esthetic.
- Legalizing existing secondary suites that do not meet Building and Fire Code requirements, making these units safer for tenants.

- Stability in housing for seniors, adults requiring assisted living alternatives and young adults seeking an affordable alternative to traditional rental housing. Often a secondary suite is specifically created for an aging parent, or for an adult child.

DISCUSSION

There are two administration and funding options that can be considered in establishing a secondary suite program.

1. Ontario Priorities Housing Initiative (OPHI) Ontario Renovates – Secondary Suites

As Service Manager for Social Housing, the United Counties of Leeds and Grenville (Counties) has access to the provincial funding initiative; Ontario Priorities Housing Initiative (OPHI) Ontario Renovates – Secondary Suites sub-component. Funded by the Ministry of Municipal Affairs and Housing, the Secondary Suites Program is intended to increase the supply of affordable rental housing for low-income households. The funding must follow the Ministry guidelines which are comprehensive in identifying who can apply, the period of affordability and the terms of the loan.

Benefits

- Program is funded 100% by the Province.
- OPHI can be stacked with other program funding – a household that receives Investment in Affordable Housing (IAH) Home Ownership funding can apply for OPHI – Secondary Suites funding to increase the affordability of their unit.
- Increases the affordability of homeownership by offsetting mortgage costs with rental income.
- Framework and guidelines are already established to flow funding.

Drawbacks

- Restrictive funding criteria that is set by the Province; no room for local flexibility.
- Limits who can apply - only a homeowner; not property developers, or existing landlords.

- The secondary suite must be located within or on the property of an existing family home. This eliminates the opportunity for a suite to be added into a new-build and take advantage of the development fee exemption.
- The homeowner cannot own any other property during the affordability period.
- Homeowner may not have interest based on the required "affordability period".
- Restrictions on an affordable rent being charged may limit the interest of homeowners.
- If OPHI funding is directed to this program, less funds will be available for other project with our existing non profit providers.

2. Leeds Grenville Local Secondary Suite Program (Municipally Funded)

An additional option to be considered is a municipal-funded secondary suites program, that can be tailored to Leeds and Grenville's specific needs and contain program flexibility that the provincially-funded program does not offer.

A municipally-funded program, through the Joint Services Committee Budget would be intended to increase the supply of affordable rental housing for low-income households in the same manner as the provincially-funded program. There would be similar criteria to the provincially-funded program would be used however the municipal program would be open to the construction of a suite that is not owner occupied, making the municipal program accessible to small landlords. The Counties would be able to set the eligibility criteria and affordability period for small landlords as to encourage secondary suites.

Benefits

- Not restricted to provincial program funding criteria; such as the rent being 80% of the "average market rent", the affordability period or the requirement for it to be an owner-occupied property.
- May have a greater program uptake if it is open to small landlords, in addition to owner-occupied households.
- May provide for the opportunity to have purpose-built secondary suites as a part of a new or existing property.

Drawbacks

- Increase to annual municipal budget.

In order to proceed with a secondary suite program, please note that it was identified in Report No. HA-009-2021 in June 2021 that the Counties' Official Plan does not meet the most current Planning Act provisions regarding additional residential units.

At the upcoming December 14th, Counties' Planning Advisory Committee meeting, staff are recommending an update to the Counties' Official Plan policies on additional residential units. This amendment will update terminology and policies on second residential units in the Official Plan. By undertaking this amendment, the Official Plan will be up to date with current legislation and will enable the Counties' ten local municipalities to update their local Official Plans to permit additional residential units in both the main residential unit and ancillary buildings and structures for detached, semi-detached and row houses to permit three potential residential units. Brockville, Gananoque and Prescott may need to amend their Official Plans to permit additional residential units.

Dual-Streamed Secondary Suites Program

Staff are recommending that if a secondary suite program is approved, that the Counties follows the established practice of the County of Simcoe and administer a dual-streamed secondary suite program. This would mean offering both options as noted above.

An OHPI-funded stream would target the creation of units at a person's sole and principal residence, while a municipally-funded stream with tailored program criteria would enable the program to be accessible to small landlords.

Administering a dual-streamed secondary suite program will offer the greatest opportunity to create new units. In addition, it will provide the data on which stream is the most effective for the creation of new units in Leeds and Grenville.

If the Housing Affordability Task Force supports the general concept of introducing a secondary suites program and supports the recommendation in this report; a detailed report and the accompanying policies for a dual streamed secondary suite program will be brought to the Joint Services Committee for consideration and approval at the meeting of January 4, 2022.

FINANCIAL IMPLICATIONS

If the OPHI funding is accessed for a residential home secondary suite program, the amount of \$250,000.00 would be available as of April 1, 2022.

If a municipally-funded secondary suite program is approved, the amount of \$300,000.00 is recommended and would need to be included in the 2022 Housing Department Budget. This program could proceed upon budget approval.

ATTACHMENTS

Nil.



**CHRIS MORRISON, MANAGER
HOUSING DEPARTMENT**

Nov 11/2021

DATE



**ALISON TUTAK
DIRECTOR**

Nov. 11 /2021

DATE

**PAT HUFFMAN
TREASURER**

DATE

**RAYMOND CALLERY
CHIEF ADMINISTRATIVE OFFICER**

DATE

NOVEMBER 17, 2021

**HOUSING AFFORDABILITY TASK FORCE
REPORT**

REPORT NO. HA-013-2021

**HOUSING AFFORDABILITY TASK FORCE -
SUMMARY REPORT AND RECOMMENDATIONS**

**ALISON TUTAK
DIRECTOR, COMMUNITY AND
SOCIAL SERVICES**

RECOMMENDATIONS

THAT the Housing Affordable Task Force recommends that the recommendations contained in Report HA-013-2021 – Housing Affordability Task Force - Summary Report and Recommendations, be implemented by the Counties of Leeds and Grenville, City of Brockville, Town of Gananoque and Town of Prescott.

BACKGROUND

The purpose of the Housing Affordability Task Force (Task Force) was to strategically examine housing affordability throughout Leeds and Grenville and recommend prioritized solutions for increased affordable housing and other related and/or associated urban and rural housing solutions that may be implemented by both upper and lower-tier municipal government and community stakeholders.

Housing Affordability Task Force Members and Responsibilities

The Task Force was comprised of the members of the United Counties of Leeds and Grenville Joint Services Committee. Mayors of the ten member municipalities of Leeds and Grenville, as well as the Mayor of the City of Brockville, the Mayor of the Town of Gananoque and the Mayor of the Town of Prescott form the membership.

The initial work responsibilities (Scope of Work) of the Task Force were as follows:

- Review and analyze demographic and other determining statistics and trends related to housing affordability and needs in Leeds and Grenville.
- Identify current and projected needs in Leeds and Grenville.
- Identify constraints and opportunities in Leeds and Grenville.
- Research and document effective models and approaches (best practices) for housing affordability within different types of Ontario municipalities (upper, lower, or single-tier municipalities, as well as urban and rural municipalities).
- Research and document applicable senior government priorities, programs and funding potentially applicable to housing affordability in Leeds and Grenville.
- Identify potential public and private partners and partnership opportunities that may enhance housing affordability opportunities in Leeds and Grenville.
- Host delegations by housing stakeholders including but not limited to
 - senior government and their agencies (including the Canada Mortgage and Housing Corporation [CMHC], and the Ministry of Municipal Affairs and Housing [MMAH] - housing and land use planning)
 - best practice municipalities (upper, lower, and single-tier municipalities as well as urban and rural municipalities)
 - non-profit and private providers
 - three-P affordable developments
 - regional developers/builders
 - Habitat for Humanity
 - community organizations; and
 - emergency services
- Identify, document, and promote potential and prioritized options and solutions that may assist municipalities and or appropriate stakeholders to enhance housing opportunities in Leeds and Grenville.

Local Priorities

During the September 2020 Task Force meeting, members identified priorities for each of their individual municipalities. A summary of these priorities can be found in Attachment 1 - Local Municipal Priorities.

Consultative Process

Between August 2020 and September 2021, the Task Force held 13 meetings to examine and discuss housing affordability and issues surrounding homelessness within Leeds and Grenville. This consultative approach included a number of housing stakeholders who presented multifaceted ideas, experiences, and proposed solutions to the current housing situation. Representatives from the CMHC and the MMAH, along with representatives from various community partners, participated in this consultative process. A full list of speakers can be found in Attachment 2 - Community Partner Presentations.

Staff Reports

The following staff reports were presented to the Task Force during the period of August 2020 to September 2021:

Report Number	Report Title
HA-001-2021	Homeownership Program Purchase Price and Asset Limit
HA-002-2021	Asset Limit Policy
HA-003-2021	Request for Proposal – Development to Analyze Affordable Housing in Leeds and Grenville
HA-004-2021	Funding from the Ministry of Municipal Affairs and Housing: Social Services Relief Fund Phase 2 Holdback
HA-005-2021	General Updates on Projects
HA-006-2021	Summary of Municipal Planning Staff Consultation
HA-007-2021	Social Services Relief Fund – Housing Support Team
HA-008-2021	Request for Proposal (RFP-2021-02) – Analysis of Housing Affordability Needs in Leeds and Grenville – Update
HA-009-2021	Official Plan and Zoning By-law Considerations for Additional Residential Units
HA-010-2021	Update on Identifying Surplus Properties
HA-011-2021	Marco Polo 100 Digital Build Challenge – Gananoque
HA-012-2021	Housing Programs Update

Third-Party Reports

A Request for Proposal (RFP) was issued in March 2021 with the purpose of procuring consultant services. As per the RFP, the consultant was requested to:

- Review and analyze demographic and other determining statistics and trends related to housing affordability and needs in Leeds and Grenville.
- Identify current and projected needs in Leeds and Grenville.
- Identify constraints and opportunities in Leeds and Grenville.
- Define what constitutes affordable housing for rental and purchase in each municipality, and across Leeds and Grenville overall.
- Identify the proportion of affordable housing available, and define future targets.
- Review social economic and census data to determine where in Leeds and Grenville the Housing should be.

Through the RFP selection process, Dillon Consulting was chosen for an Affordable Housing Needs and Demand Study. This study produced two reports:

1. United Counties of Leeds and Grenville Housing Affordability Discussion Paper, Technical Brief. August 2021-21-1772.
2. The United Counties of Leeds and Grenville Housing Affordability Plan. August 2021-21-1772.

Staff comments regarding Dillon Consulting's recommendations can be found in Attachment 3 - Dillon Consulting Recommendations: Staff Comments.

Main Themes

Task Force members discussed a wide variety of ideas and topics during the period of August 2020 to September 2021. The central themes that emerged during these discussions were as follows:

- The requirement for a common definition of "affordable" and determining what constitutes an affordable price for purchase and rental within each municipality.
- The need for more housing options, with a focus on housing that is affordable and attainable for individuals at all stages of life.
- The importance of taking a multi-faceted approach to housing affordability, which may include community housing.

- The importance of developing working relationships with local developers and of having a set of tools to better incentivize developers.
- The desire for a collaborative approach amongst municipalities with consistent messaging and common approaches to housing solutions.

Actioned Items

During the period of August 2020 to September 2021, the Task Force carried the following key resolutions (list is not inclusive):

	Number	Resolution
1	HA-005-2020	THAT the Housing Working Group recommends to the Joint Services Committee of Leeds and Grenville the adoption of the Terms of Reference for the Housing Affordability Task Force.
2	JSC-003-2021	THAT the Housing Affordability Task Force recommends to the Leeds and Grenville Joint Services Committee the following changes in the Homeownership Program: Home purchase price: \$280,000.00. Asset limit for applicants: \$50,000.00.
3	JSC-004-2021	THAT the original motion be amended to set a household limit to \$35,000.00.
4	JSC-005-2021	THAT the Housing Affordability Task Force recommends to the Leeds and Grenville Joint Services Committee that an asset limit for the purposes of determining eligibility for rent-g geared-to-income or affordable housing, be established as follows: \$35,000 per household.
5	HA-006-2021	THAT the Housing Affordability Task Force recommends to the Leeds and Grenville Joint Services Committee that a Request for Proposal be developed and issued to request services to analyze the current state of affordable housing in Leeds and Grenville, and to provide strategic recommendations to address gaps.
6	HA-009-2021	THAT the Housing Affordability Task Force recommends that the motion related to 256 Victor Road, Prescott be reconsidered at a Joint Services Committee meeting.

7	HA-016-2021	<p>THAT the Counties and local municipalities be requested to identify potential surplus properties that may be made available to address the housing affordability crisis and;</p> <p>THAT the Chair of the Housing Affordability Task Force work with Counties staff to request the federal and provincial government; and</p> <p>THAT area school boards also be requested to identify surplus lands; and</p> <p>THAT Counties' and local planning staff review and share best language for local Official Plans and Zoning By-laws on the issue of secondary dwelling units.</p>
8	HA-023-2021	<p>THAT the Housing Affordability Task Force encourage local municipalities to update local planning policies to support affordable housing development; and</p> <p>THAT Report No. HA-009-2021: Official Plan and Zoning By-law Considerations for Additional Residential Units be shared with all local municipalities.</p>

The Task Force can choose to proceed with all of the above-noted recommendations and/or consider each one separately.

DISCUSSION

Considering the work of the Task Force over the past year, the following are some recommendations moving forward:

Staff Recommendations to Encourage Attainable Housing Opportunities

After review of the Task Force meetings, staff and third-party reports, and community partner presentations, staff make the following strategic recommendations for short-term and long-term actions to address housing affordability within Leeds and Grenville:

Short-Term Recommendations – Within One Year

- 1. Separate actionable items into two categories - affordable housing and attainable housing.**

- a) **Affordable housing** is supported by direct public financing through ownership of capital assets, direct operating subsidies, or funding or income supplements to residents. Affordable Housing will be supported through existing organizational structures established within the United Counties of Leeds and Grenville (Counties) as the Consolidated Municipal Service Provider (CMSM) and those partner organizations that the Counties currently works with to provide adequate supply or subsidize resident expenditures on housing that are at a level below market value. This ongoing work is done within the Counties' Housing Department.
 - b) Attainable housing is used to describe the ability of households to enter and graduate to higher levels in the housing market.
 - c) Developing housing that is attainable is focused upon increasing residential units that are constructed in a manner to ensure they are affordable to persons or families with annual income of up to \$75,000. Attainable housing supports are activities geared toward economic development initiatives, planning systems or programs meant to influence development patterns to increase the supply of homes or manage the cost of homes or market rental rates.
2. **Create an Attainable Housing Action Group** based on the attached Terms of Reference (Attachment 4 - Attainable Housing Action Group – Terms of Reference).
 3. **Create an Attainable Housing Coordinator position** (Dillon recommendation 9).

Develop local infrastructure and organizational structures and processes to increase housing units that are affordable.

- a) This position would be developed to support the development and creation of housing that is affordable and attainable. This would include, but not be limited to, working with local planners, Economic Development staff and the Counties' Housing Department. The position would work with a broad cross section of stakeholders such as developers, landlords, funding programs, etc., and would directly report to the Chief Administrative Officer.
- b) This position would be included in the 2022 Budget for the Counties and participating separated municipalities.
- c) The Coordinator would have four main objectives for 2022:
 - Identify local champions to fill the membership positions on the Attainable Housing Action Group and begin supporting the implementation of the Terms of Reference.

- Create an immediate action plan to promote the secondary suites program and advocate for planning reform and development application process review to assist land owners and developers to add new units into the marketplace.
- Seek opportunities for the creation/development of additional housing units in Leeds and Grenville that are attainable.
- Build necessary partnerships and identify and assist the private and not for profit sector to access grants.
- Development of recommendations for consideration and regular reporting to Committee of the Whole and separated councils
- Create a longer range work plan to develop actionable items identified as part of the additional recommendations as identified below.

4. Develop and implement a secondary suites program (separate report).

Additional Recommendations – Within Two Years

1. The Attainable Housing Coordinator in consultation with the Attainable Housing Action Group will:
 - Develop resources (e.g. website, information packets, etc.) to support the education of developers on provincial and federal-sourced funding opportunities for affordable housing creation, maintenance and retrofitting (Dillon recommendation 6).
 - Consider a request to the MMAH to be a “prescribed” upper-tier municipality under O. Reg 221/07. Create a Counties’-level Community Improvement Plan (CIP) to enable the provision of financial incentives (e.g. property tax breaks, tax credits, cash-in-lieu contributions), in addition to the waiving of municipal fees, to eligible applicants who want to build and/or supply affordable housing (Dillion Recommendation 7).
 - Develop outcome-based performance indicators for affordable housing, reflective of the urban-versus-rural setting, that link to those set-in strategies of upper levels of government (e.g. Long-Term Affordable Housing Strategy by the MMAH). Compare the data against these indicators to evaluate progress made towards achieving affordable housing objectives at the county, separated and lower-tier municipal level (Dillon recommendation 10).
 - Partner with the member and partner municipalities to have an ongoing dialogue on attainable housing, and work collaboratively towards local initiatives and treat the Counties’ Official Plan as one of the key mechanisms

for this collaboration (Dillon recommendation 11). This could in part be achieved through hosting a “Housing Summit”.

2. Acquire land to build affordable rental housing that would be managed by the Counties, primarily through purchasing land. Donation of lands could also support land acquisition (Dillon recommendation 1).
3. Partner with a non-profit housing provider to identify suitable lands for affordable rental housing, or establish a local community land trust to begin a similar process (Dillon recommendation 2).
4. Consider the purchase of multi-unit buildings on the market that could be procured to retain existing rental housing stock, which may be managed by a community land trust to ensure that they remain attainable (Dillon recommendation 4).

Conclusion

Over the past year, the Task Force has responded to pressing housing needs within Leeds and Grenville. The Task Force has consulted with housing stakeholders and analyzed local housing data to seek viable, evidence-based, solutions. A number of initiatives have started because of this work however housing affordability is an intricate issue that requires a multi-faceted approach. Incorporation of key recommendations will set next steps for housing affordability in Leeds and Grenville, while ongoing review of priorities will be required to support evolving community needs. A solution to creating new housing units that are attainable within the marketplace will require leadership from the Counties to develop multi-sectorial partnerships and work plans. A position dedicated to championing solutions and advocating for landowners, developers and people seeking accommodation that is attainable and affordable, will ensure action plan results in successful outcomes.

FINANCIAL IMPLICATIONS

The cost to hire a Coordinator position would impact the 2022 Budget and the total cost would need to be finalized depending on the number of communities electing to participate in this initiative.

ATTACHMENTS

- Attachment 1 – Local Municipal Partners – Summary of Presentations
- Attachment 2 – Community Partner Presentations
- Attachment 3 – Dillon Consulting Recommendations: Staff Comments
- Attachment 4 – Attainable Housing Action Group – Terms of Reference



ALISON TUTAK
DIRECTOR OF COMMUNITY AND SOCIAL SERVICES

Nov. 11 / 2001

DATE

RAYMOND CALLERY
CHIEF ADMINISTRATIVE OFFICER

DATE