



Report No.

PD-46-25

File No.

3-04-25, # 2-08-25,
CIP 02-25

Directed to: Mayor Joe Preston and Members of City Council

Meeting Date:
October 6, 2025

Department: Planning & Building Services

Authored By: Brandon Sloan, HAF Coordinator

Attachment

Appendix A- MMAH Comments
Appendix B- Recommended OPA
Appendix C- Recommended ZBA
Appendix D- Recommended CIPA

Subject: City-Initiated Official Plan, Zoning, Community Improvement Plan Amendments – Additional Residential Units and Financial Incentives

Recommendation:

THAT: Report PD-46-25 relating to City-Initiated Official Plan, Zoning, Community Improvement Plan Amendments – Additional Residential Units and Financial Incentives be received for information.

Background:

These City-initiated amendments directly relate to implementing several of the obligations under the federal Housing Accelerator Fund (HAF) Action Plan Initiatives.

Report CMO-38-25 and its appendices provided the intent and purpose of the draft City-initiated amendments of additional steps that can be taken at the local level to update the City's policies, zoning and incentives to encourage new housing development, including different housing types with more attainable dwelling units. The requirement is to update the Official Plan and Zoning By-law to expand the Additional Residential Unit (ARU) permissions and to amend the Community Improvement Plan (CIP) to use a portion of the HAF towards expanding the existing programs for more residential housing supports.

Public Process:

In addition to the initial August Council meeting report, notice was provided for the Statutory Public Meeting held September 8 and an additional Public Information Centre (open house) held August 27. Further information and invitation were provided to the local homebuilders' association and development industry representatives, along with materials posted to the HAF project webpage and social media posts.

From the circulation, Public Information Centre (PIC), and Statutory Public Meeting, one written submission was received from the PIC regarding each of the amendments and several comments or questions were received from members of Council. Staff offer the following:

Comment	Response
OPA/ZBA:	
Likes updating 'dwelling' to 'residential'	This helps with consistency with Planning Act.
How much is the current max lot coverage?	35-40% in residential areas (depending on dwelling type), although with accessory garage could be greater in the Third Residential Zone (R3A) (46%). Through Ontario Regulation 462/24, it requires our zoning to allow 45% lot coverage for ARUs, hence the proposed update.
Good idea for having an ARU Guidebook	This should assist interested owners.
Standards should be high for those renting out any property to someone else in order for living spaces to be livable	Yes, governed through provincial legislation (Ontario's Residential Tenancies Act and via Landlord and Tenant Board). Property Standards via local bylaw.
Parking – amount, location, potential	A minimum of one parking space for each ARU is

implications including on-street	proposed, which is consistent with what is currently required in the Zoning By-law for ARUs. There is no authority under the Planning Act to require more than one space / ARU as per s. 35(1.1) of the Planning Act which provides a restriction. All the parking spaces for uses on the property (primary dwelling + ARUs) must be provided 'on-site'. On-street parking cannot be counted towards or relied on year-round for parking needs. Given the potential for a property to apply the expanded ARU permissions and have the potential for a small parking area or lot (4 spaces) in the rear or interior yard, staff are recommending adding a provision to the zoning that in those instances, a visual barrier should be provided in the form of a 1.5m-2.0m high solid, privacy fence and a 1.2 m landscaped setback of the parking to the lot lines to assist with compatibility and screening of the parking for adjacent properties.
Drainage	The comments about ensuring proper drainage in the instance where a parking area is needed for ARUs are important. The City's Environmental Services staff has been consulted on the amendments. If there is a parking area, a site alteration permit would likely be required. Appropriate grading and stormwater management techniques would be reviewed and required. Other groundwater infiltration measures should be considered, such as permeable pavers, bioswales, etc. Additional directions and notations about this will be added to the ARU Guidebook.
Walkway to ARU re: Accessibility for persons with disabilities, Lighting	The suggestions for accessible and lighted entryways to ARUs are helpful. Staff are recommending adding wording to the ARU Guidebook about providing appropriate lighting for the walkway/parking that does not impact adjacent properties. Regarding the access width, the OBC requires a min. pathway width to a residential entrance of 0.8-0.9m at the doorway. Compliance with barrier-free is not required. As a guideline, barrier-free path of travel, unobstructed could be 0.92-1.1m width. AODA does not directly specify pathway width, but for two-way travel with mobility devices or service animals, for pathways a min. width of 1.5m is identified. Staff will update the ARU Guidebook to identify this along with the example AODA/Accessible ARU unit. The Zoning By-law only requires a minimum interior side yard setback of 1.0 m from the lot line to the building so if a larger setback was considered for a wider walkway this could have greater implications and would be beyond the OBC requirement. Where possible, a larger setback and wider accessway should be provided. An important component of the new accessway provision is that it must be 'unobstructed' which is intended to help with accessibility and emergency access. A proposed update is to change the terminology from 'walkway' to 'pathway'.

CIPA:	
Good that different kinds of housing would be eligible City-wide. Better than if it was only limited to some parts of the city which could be seen as a negative for that/those neighbourhoods	This should assist with providing opportunities and incentives at the local level to assist with new housing.

All comments have been considered and any updates included in the recommended amendments or the ARU Guidebook where appropriate.

Technical Comments:
 There were no Department/Agency comments or concerns about any of the amendments, except for comments received from the Ministry of Municipal Affairs and Housing (MMAH) indicating support for the proposed Community Improvement Plan changes along with several recommendations for technical wording updates and Provincial Planning Statement, 2024 conformity. All MMAH comments (see Appendix A) have been considered, responded to and the corresponding wording changes are included in the updated CIP Amendment.

Official Plan and Zoning Amendments:

The Official Plan Amendment would update the existing ARU policies to:

- Change terminology from additional ‘dwelling’ unit to additional ‘residential’ unit
- Increase the existing permissions of 2 ARUs to 3 ARUs for singles, semis, towns
- Revise a clause to indicate that ARUs may be further regulated in zoning

The Zoning By-law Amendment would update the existing ARU provisions to:

- Increase the existing permissions of 2 ARUs to 3 ARUs for singles, semis, towns
- Add definitions for ARU, Interior and ARU, Detached
- Add two provisions required by Ontario Regulation – max. 45% lot coverage for properties with ARUs and min. 2.4 m setback from an ARU to another building with residential
- Add a requirement for a min. 1.0 m unobstructed, lighted, access pathway to ARU entrances and allowance for stair encroachment in the side yard for ARU entrance.
- Revised max. floor area clause that ARU, Detached no greater than 50% of the main dwelling
- Add that for parking lots in rear/interior yard/exterior rear yard residential, a 1.2 m landscape setback from the lot lines should be provided and a 1.5-2.0 m high solid privacy fence around the parking lot and that meets any daylight corner provisions

Report CMO-38-25 along with the Purpose and Basis of the Amendment sections of the Official Plan Amendment, attached to this report as Appendix B, contains the intent and reasons for amending the existing policies to expand upon the ARU permissions. The revisions to the existing zoning provisions to expand upon the ARU permissions includes more detail to help with administering the bylaw, compliance with provincial regulation and added compatibility. Overall, these amendments would allow for potentially more housing options and choice through ‘gentle’ density throughout a broader area.

Staff Recommendation

Staff are satisfied that the City-initiated amendments (Applications No. 3-04-25 and No. 2-08-25) have regard to matters of provincial interest, are consistent with the relevant policies of the Provincial Planning Statement, 2024, conform to the remainder of the Official Plan (and the Zoning Amendment to the Official Plan Amendment), and are sound land use planning. Staff are recommending approval of the Official Plan Amendment and updated Zoning By-law Amendment as attached to this report as Appendices B and C respectively.

Community Improvement Plan Amendment:

The Community Improvement Plan Amendment would update the existing CIP programs to:

- Increase the max. grant for new residential units from \$7,500 to \$12,500 per unit and from \$60,000 per property to \$100,000 per property (Residential Program)
- Increase the max. loan and affordable grant from \$12,500 per unit to \$15,000 per unit and from \$100,000 per property to \$120,000 per property (Residential Program)
- Applications for ARUs city-wide would be eligible for the Planning & Building Fees, Parkland Dedication and Development Charges Programs
- Support more residential housing possibilities through expanding the Development Charges

and Tax-Increment Grant Programs to allow brownfields redeveloped to residential or mixed-use city-wide to also be eligible

- Update the plan for consistency with the Provincial Planning Statement, 2024 (PPS) wording
- Include technical updates, terminology and wording clarifications, and updated map

Report CMO-38-25 along with the Purpose and Basis of the Amendment sections of the Community Improvement Plan Amendment, attached to this report as Appendix D, contains the intent and reasons for amending the existing programs to expand the incentives and update the plan. The amendments have been reviewed through Planning & Building, Treasury and MMAH. The CIP residential program is quite successful and typically supports the creation of 47 new units per year over the last 5 years. With the expanded programs, this is another tool that can be used at the local level to incent additional housing options to be provided in the community. Any additional uptake in the expanded programs for new residential development will be funded through the federal HAF.

Staff Recommendation

Staff are satisfied that the City-initiated amendment (Application No. CIP 02-25) has regard to matters of provincial interest, is consistent with the relevant policies of the PPS, 2024, conforms to the Official Plan, and is sound land use planning. Staff are recommending approval of the updated Community Improvement Plan Amendment as attached to this report as Appendix D.

ARU Guidebook

One of the next steps will be to finalize, promote and use the Additional Residential Units (ARU) Guidebook following the decision on the amendments.

Strategic Priority:

Strategic Pillar: Excellence in All We Do - Priority #5: Housing for Everyone

Financial Impact:

There are no direct financial impacts associated with the Official Plan Amendment and Zoning Bylaw Amendment. Any increased uptake in the amended CIP Programs would be covered through the Housing Accelerator Fund (2025-2028). Upon completion of the HAF, the City can decide to reduce, remove or continue with the amended programs.

Report Approval:

This report has been reviewed and approved by: Manager of Planning Services, Director of Planning and Building Services, and Manager of Finance/Deputy Treasurer.

All reports are reviewed and approved by the City Manager.

Community Improvement Plan Amendment

Ministry of Municipal Affairs and Housing -

MMAH has reviewed the draft CIP amendment and has the following comments for your consideration.

Planning & Development Comments:

The Planning Unit has no concerns with the proposed amendment to the City of St. Thomas Community Improvement Plan (CIP). The Planning Unit also completed a review of the existing Community Improvement Plan (CIP), which was originally adopted in 2021. The following six comments are based on that review.

1. Under Section 2.1 (Municipal Act, 2001), on page 5 of the CIP, the third paragraph refers to the terms “development period” and “rehabilitation period” as defined under subsection 365.1(1) of the Municipal Act. However, since the original adoption of the CIP in 2021, subsection 365.1(1) has been amended to remove these definitions and introduce a new defined term, “assistance period.” It is therefore recommended that references to “development period” and “rehabilitation period” be removed to reflect the current legislative framework.
2. Under Section 3.6 (Long Term St. Thomas-Elgin Affordable and Social Housing Strategy), on page 15 of the CIP, the fourth paragraph states that Section 5.7.3 of the Strategy recommends the creation of an affordable housing CIP that includes a development charge rebate incentive, a 20-year tax increment grant, and a second unit incentive program. However, Section 5.7.3 only recommends the creation of an affordable housing CIP. The development charge rebate incentive is recommended under Section 5.7.4, the tax increment financing program under Section 5.7.5, and the second unit incentive program under Section 5.7.7. To avoid potential confusion, it is recommended that the paragraph be revised to accurately reference these specific sections and their respective policy recommendations.
3. Under Section 6.5.3, clause a (Program Requirements), on page 36 of the CIP both the third and fourth bullet points are incorrectly labeled as “iii).” It is recommended that the fourth bullet be relabeled as “iv)” to maintain proper numbering and improve clarity.
4. Throughout the CIP, there is inconsistent use of past and present Ministry names. For example, the Ministry of the Environment, Conservation and Parks (MECP) is incorrectly referenced on pages 38 and 41. To minimize confusion and reduce the need for future housekeeping amendments due to Ministry name changes, it is recommended that references to specific Ministries be replaced with the more general term “the Province.”
5. Under Appendix E (Applications and Permit Types Eligible for the Planning and Building Fees Grant Program), on page 69 of the CIP, both the seventh and eighth bullet points are incorrectly labeled as “vii).” It is recommended that the eighth bullet be relabeled as “viii)” to ensure proper sequencing and improve readability.

6. As a general note, it is acknowledged that the current Community Improvement Plan (CIP), adopted in 2021, predates the implementation of the Provincial Planning Statement, 2024 (PPS). To ensure alignment with current provincial policy, it is recommended that a comprehensive review of the CIP be undertaken to confirm that all definitions, policies, and references are consistent with the PPS, 2024.

Housing Comments:

The Housing Unit has no concerns with this proposed amendment to the City of St. Thomas Community Improvement Plan (CIP). As part of the Housing Unit review, a review of the existing CIP adopted in 2021 was also undertaken. The following comment outlined below relates to that review.

1. Under Appendix C (Definition of Affordable Housing), on page 65 of the CIP, the definition for affordable housing is no longer consistent with the PPS, 2024 definition for affordable housing. Specifically, the term 'regional market area' has been replaced with the term 'municipality' in the PPS, 2024 definition. It is recommended that point number 2 under both the ownership housing and rental housing definitions be amended to replace 'regional market area' with 'municipality'.

Thank you,

David Stubbs

Senior Planner (Acting) | Municipal Services Office - Western
Ministry of Municipal Affairs and Housing | Ontario Public Service
519-619-2493 | David.Stubbs@ontario.ca



Taking pride in strengthening Ontario, its places and its people

Thank you for your response and the updated version with track changes. MMAH staff have reviewed the revisions and, while no major concerns were noted, we have a few minor comments for your consideration.

- 1) Amendment 4.2 does not outline where in the existing paragraph the additional proposed wording will be placed. To minimise confusion, it is recommended that amendment 4.2 be revised to specifically include where the additional proposed text will be placed in the existing paragraph.

- 2) Under section 6.8.3 (Program Requirements), on page 42 of the CIP, clause “a” states that a residential development project approved under the Residential Program, Development Charge Program, and/or the Tax Increment Grant Program must create at least two net residential units. However, the Parkland Dedication Grant Program is proposed to be expanded to include a 3rd additional residential unit approved under the Residential Program as an eligible project. To avoid potential confusion and reduce implementation issues, it is recommended that clause “a” be updated to outline that a 3rd additional residential unit approved under the Residential Program is also eligible for this grant.
- 3) Amendment 7.1 proposes to remove the terms “development period” and “rehabilitation period” and replace them with the term “assistance period” in the third paragraph on page 5 of the CIP. To provide additional clarity, it is recommended that the words “and the” located after the proposed new term “assistance period” and the word “both” located after the word “property,” be removed from the paragraph.
- 4) Amendment 7.2 proposes to update the CIP to be consistent with the Provincial Planning Statement, 2024 (PPS). The first bullet under this amendment proposes to amend the title heading to reflect the name of the new PPS. However, it does not change the term “Policy” to “Planning”. To ensure alignment with provincial legislation, it is recommended that the term “Policy” be replaced with the term “Planning”.
- 5) Amendment 7.2 does not propose to update the first paragraph in section 3.1 (Provincial Policy Statement, 2020) on page 10. This paragraph includes a reference to the “Provincial Policy Statement”, which is no longer the name of the policy document. To ensure alignment with provincial legislation, it is recommended that the term “Policy” be replaced with the term “Planning”.

Please let me know if you have any questions. Thank you,

David

OFFICIAL PLAN

of the

CITY OF ST. THOMAS

AMENDMENT NO. ____

PREPARED BY

CITY OF ST. THOMAS

PLANNING & BUILDING SERVICES DEPARTMENT

THE CITY OF ST. THOMAS

BY-LAW NO. _____

The Council of the Corporation of the City of St. Thomas, pursuant to Section 17(22) of the Planning Act,
R.S.O. 1990, as amended hereby enacts as follows:

1. That Official Plan Amendment No. ____ to the City of St. Thomas Official Plan, including the attached Explanatory Text, is hereby adopted.
2. This By-law shall come into force and take effect on the day of the final passing thereof.

Enacted and passed this ____ day of _____, 2025.

Joe Preston, Mayor

Maria Konefal, City Clerk

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4. Schedule

PART C LIST OF APPENDICES

- Appendix I: Notice of Public Meeting/Public Information Sessions
Appendix II: Minutes of Statutory Public Meeting
Appendix III: Planning Reports to Council

STATEMENT OF COMPONENTS

- PART A - THE PREAMBLE -** does not constitute part of this Amendment.
- PART B - THE AMENDMENT -** the following text and map, designated Schedule “I”, constitutes Amendment No. ____ to the Official Plan of the City of St. Thomas.
- PART C – THE APPENDICES –** do not constitute part of this amendment. The appendices (I to III) contain the supporting documentation for the amendment and the record of public involvement associated with this amendment.

I, Lou Pompilii, Director of Planning & Building Services of the Corporation of the City of St. Thomas, do hereby certify that the following (Part B) is a true copy of Official Plan Amendment No. ____ adopted by the Council of the Corporation of the City of St. Thomas (By-law No. ##-2025).

Lou Pompilii
Director of Planning & Building Services

PART A – PREAMBLE

1. LOCATION

The area to which this Amendment applies is city-wide.

2. PURPOSE

The purpose of Part 1 of this Amendment is to amend the Additional Dwelling Unit policy for lands that would be subject to the “Residential Policies” of the Official Plan.

The purpose of Part 2 of this Amendment is to provide a technical update of the Community Improvement Plan (CIP) map to reflect the new municipal boundary and special employment lands area that was part of an MZO.

3. BASIS

The basis for Part 1 of this Amendment is as follows:

- 3.1 In 2023, the City amended the Official Plan and Zoning Bylaw to implement Provincial Government legislation regarding the allowance of up to three residential units on a lot as-of-right within a permitted single detached dwelling, semi-detached dwelling or street townhouse dwelling with one of the additional residential dwelling units permitted within a building or structure ancillary to the primary dwelling on the lot.
- 3.2 In 2024, a Growth Analysis Study was completed for the City that identifies the population and housing growth in the City has accelerated between 2016 to 2021 and is expected to remain above those levels of the next planning horizon. The study concludes that to accommodate the significant increase in forecasted population growth, approximately 15,300 new residential dwellings will need to be constructed between 2021 and 2051 and that housing preference will shift towards different structure types.
- 3.3 In 2025, a Housing Needs Assessment and Action Plan was completed for the City that identifies a broad choice of new housing products will be required that appeals to a diverse range of demographic groups, structure type, location, age and income level. The study concludes that a steady supply of new grade-related housing along with increased intensification housing options will be needed. The City of St. Thomas has a growing economic base and the accommodation for skilled labour relates to the attraction and retention of businesses. The aging population is also anticipated to influence the demand and type of new housing supply. Innovative approaches are recommended to accommodate new affordable (and attainable) rental housing and the City will need to consider a range of factors in supporting and enabling a higher rate of residential development activity.

- 3.4 The National Housing Strategy is a federal strategy that recognizes “the right of every Canadian to access adequate housing” and establishes targets to improve housing outcomes. In 2024, a new Housing Plan set out further initiatives and the federal government has released several funding programs for housing and affordable housing. This includes the Housing Accelerator Fund of which the City is committed to achieving several housing-enabling initiatives, including gentle, sustainable intensification through permissions for 4 units as-of-right on a lot.
- 3.5 The Provincial Government has introduced numerous Bills and enacted legislative and policy changes with the intent of facilitating the construction of a significant number of homes over a 10-year period to help address the housing crisis.
- 3.6 St. Thomas-Elgin also has a Housing and Homelessness 10-year Plan and previous Affordable Housing Strategies that identify a range of needs throughout the housing continuum.
- 3.7 The policy amendment to change the additional dwelling unit permissions is from a maximum of 3 total units on a lot (a primary single, semi or street townhouse dwelling unit with up to 2 additional units in different configurations either interior to the building or detached) to a maximum of 4 total units on a lot (with up to 3 additional units to the same primary dwelling types also in different configurations). The term additional dwelling unit is updated to additional ‘residential’ unit and the policy regarding an amendment to the Zoning By-law to implement the policies is reconfigured to indicate that additional residential units may be further regulated in the zoning, which they are and is being updated through a Zoning By-law Amendment in conformity with this Official Plan Amendment.
- 3.8 This policy amendment supports the objectives of the Official Plan, including subsection 4.11.2(i), which is to encourage renovation, rehabilitation and, where appropriate, residential intensification by the private sector.
- 3.9 This policy amendment supports the Community Improvement Plan Official Plan policies and program, specifically the Residential Program, and policies in subsection 4.11.6 regarding the rehabilitation and/or revitalization of property by the private sector and encouraging/ supporting intensification and infill development/redevelopment.
- 3.10 This policy amendment supports the Residential land use policies of the Official Plan, including subsections 5.1.1 and 5.1.2 which, in addition to goals regarding the provision of sufficient land to satisfy housing demand of various types and needs, there are also goals regarding the provision of housing that is affordable to moderate- and lower-income households on a City-wide bases and the encouragement of residential intensification, infill and redevelopment activity in the City to provide appropriate housing for families, seniors and other special needs groups.

- 3.11 This policy amendment is consistent with the Provincial Planning Statement, 2024. Policy 2.1.6 of the PPS directs planning authorities to support the achievement of complete community by accommodating housing options as further provided for in the housing policies within 2.2.1 such as b) permitting and facilitating all housing options and all types of residential intensification, including the development and introduction of new housing options within previously developed areas and redevelopment which results in a net increase in residential units. Planning authorities are to promote densities that efficiently use land, resources, infrastructure and public service facilities and support active transportation and transit.
- 3.12 A public meeting on the proposed amendment will be hosted by Council to present the OPA to the public for comments.

The basis for Part 2 of this Amendment is as follows:

- 3.13 In 2024, the Minister approved a Ministerial Zoning Order (MZO) in a new, northeast area of the City for special employment lands. As part of the updates to the Community Improvement Plan and programs, it is necessary to update the CIP Schedule of the Official Plan as well to reflect the new boundaries.

PART B - THE AMENDMENT

1. INTRODUCTORY STATEMENT

All of this part of the document entitled “Part B - the Amendment” consisting of the following text constitutes Amendment No. ____ to the Official Plan of the City of St. Thomas.

2. DETAILS OF THE AMENDMENT

The Official Plan is amended as follows:

Part 1 of the Official Plan Amendment

Item 1.1: Subsection 5.1.3.7.1 is deleted and replaced by the following new subsection:

“5.1.3.7.1 Additional Residential Units

Additional residential units are separate and complete dwelling units that are created within a single detached, semi-detached or rowhouse, regardless of whether the physical alteration of the house is required to create a maximum of four residential units on a lot. The following policies will apply to the development of additional residential units:

i) Additional residential units are permitted in a detached house, semidetached house or rowhouse and in a building or structure ancillary to a detached house, semi-detached house or rowhouse.

ii) The lands on which the additional residential unit is to be created are zoned to permit residential use other than as an ancillary use.

iii) The additional residential unit can be serviced with full municipal sanitary sewage, storm sewage and piped water services.

iv) Development of an additional residential unit will be subject to the following criteria:

a) The additional residential unit shall not change the general characteristics of a single detached, semi-detached or rowhouse structure; and

b) The additional residential unit will comply with the Ontario Building Code and the Fire Code.

c) The additional residential unit may be further regulated through the Zoning Bylaw.

v) Additional residential units may be implemented on a lot in the following options:

a) three residential units in a detached house, semi-detached house or townhouse on a residential lot, if all buildings and structures ancillary to the detached house, semi-detached house or townhouse cumulatively contain no more than one residential unit; or

b) four residential units in a detached house, semi-detached house or townhouse on a residential lot, if no building or structure ancillary to the detached house, semi-detached house or townhouse contains any residential units; or

c) one residential unit in a building or structure ancillary to a detached house, semi-detached house or townhouse on a residential lot, if the detached house, semi-detached house or townhouse contains no more than three residential units and no other building or structure ancillary to the detached house, semi-detached house or townhouse contains any residential units.”

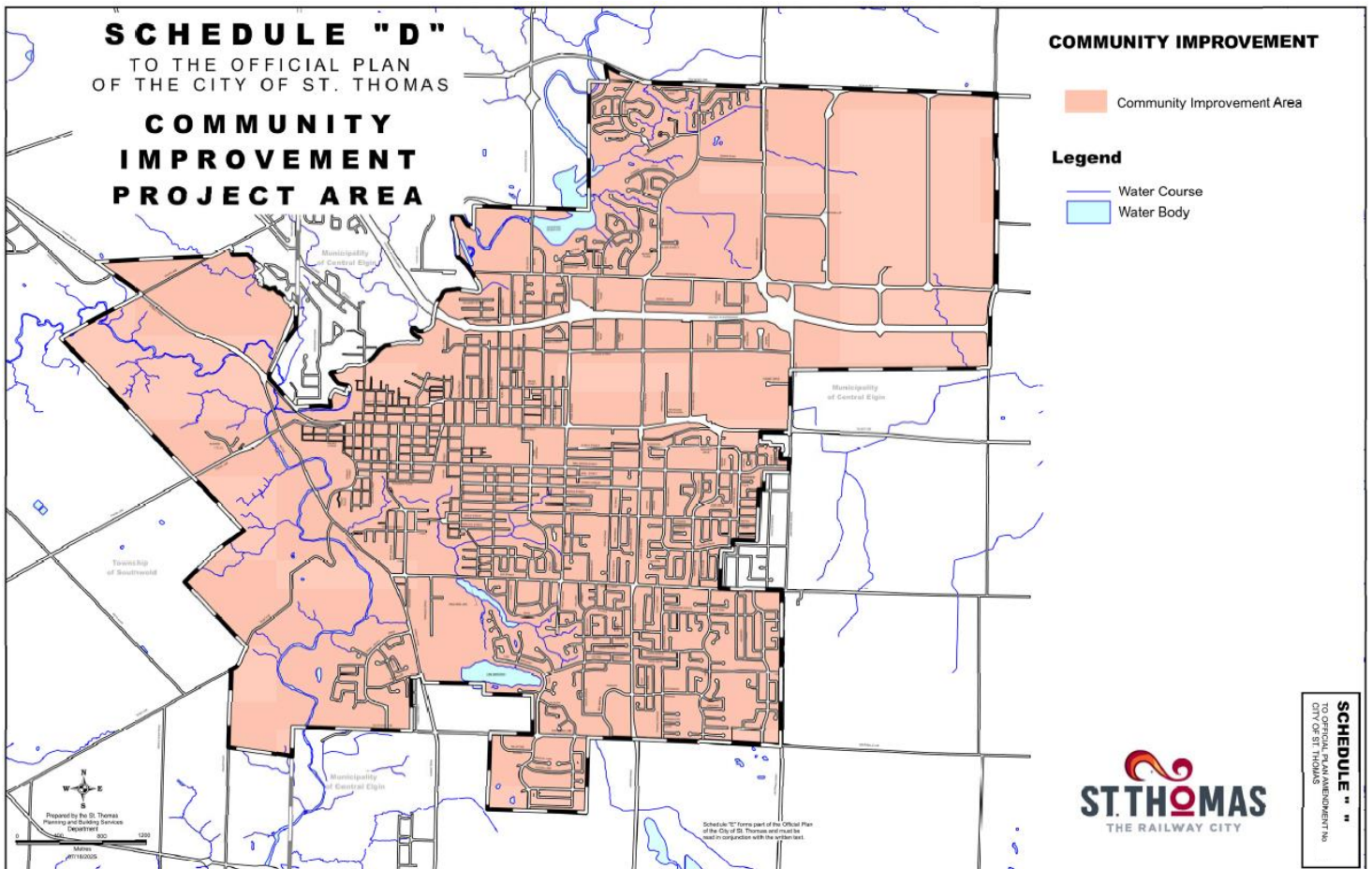
Part 2 of the Official Plan Amendment

Item 2.1 Schedule “D” Community Improvement Project Area to the Official Plan of the City of St. Thomas is further amended by deleting Schedule “D” and replacing it with a new Schedule “D”, attached as Schedule I and forming part of this amendment.

3. IMPLEMENTATION AND INTERPRETATION

The implementation and interpretation of this Amendment shall be in accordance with the respective policies of the City of St. Thomas Official Plan.

SCHEDULE I



PART C - THE APPENDICES

Appendix I: Notice of Public Meeting

Appendix II: Minutes of Public Meeting

Appendix III: Planning Reports to Council

APPENDIX I:
NOTICE OF PUBLIC MEETING

APPENDIX II:
MINUTES OF PUBLIC MEETING

APPENDIX III:
STAFF PLANNING REPORTS TO COUNCIL

BY-LAW NO. _____

A By-law to amend By-law 50-88

THE COUNCIL OF THE CORPORATION OF THE CITY OF ST. THOMAS
ENACTS AS FOLLOWS:

1. By-law 50-88 as amended is further amended by adding the following to Section 1 – Definitions and renumbering 1.1a to 1.1c:

1.1a “Additional Residential Unit, Interior - means one or more habitable rooms containing separate kitchen and bathroom facilities for private use as a single housekeeping unit which is contained within a detached dwelling, semi-detached dwelling, or townhouse dwelling already containing a dwelling unit.

1.1b “Additional Residential Unit, Detached - means one or more habitable rooms containing separate kitchen and bathroom facilities for private use as a single housekeeping unit which is contained within an accessory building associated to a detached dwelling, semi-detached dwelling, or townhouse dwelling already containing a dwelling unit.”

2. By-law 50-88 as amended is further amended by adding new subsection 4.2.6.6 as follows:

“4.2.6.6 Any parking lot, not including a driveway, in the rear yard, interior side yard or exterior rear yard of a lot in a residential zone abutting to a lot in a residential zone shall:

a) have a minimum 1.2 metre landscaped setback to any rear lot line, interior side lot line or exterior side lot line;

b) have a minimum 1.5 metre to a maximum 2.0 metre high solid privacy fence, along the rear lot line, interior side lot line, exterior side lot line portion of the lot that contains the parking lot, not including a driveway; and

c) On a lot containing an additional residential unit, no parking lot, residential driveway, or parking space shall be located on a corner lot within 2 metres of the intersection of the rear lot line and the exterior lot line of such corner lot.”

3. By-law 50-88 as amended is further amended by revising subsection 4.2.11.2 to replace the words “two” with “three”; “three” with “four”; and “dwelling” with “residential”.

4. By-law 50-88 as amended is further amended by adding the following to subsection 4.2.11.4 (c):

“Minimum setback from another building or structure on the lot if the other building or structure contains a residential unit: 2.4 metres

Maximum floor area: 50% of the gross floor area of the single detached dwelling, semi-detached dwelling, or townhouse dwelling unit on the same lot;

5. By-law 50-88 as amended is further amended by deleting subsection 4.2.11.5 and replacing it with the following:

“4.2.11.5 The minimum width of an unobstructed, access pathway from a public street to an Additional Residential Unit entrance shall be 1.0 metres.”

6. By-law 50-88 as amended is further amended by adding new subsection 4.2.11.9 as follows:

“4.2.11.9 Notwithstanding any other provision of this by-law, a maximum lot coverage of 45% is permitted where an additional residential unit(s) is located on the same lot.”

READ a First and Second time this _____ day of _____, 2025.

READ a Third time and FINALLY PASSED this _____ day of _____ 2025.

Maria Konefal, City Clerk

Joe Preston, Mayor

CITY OF ST. THOMAS
COMMUNITY IMPROVEMENT PLAN
AMENDMENT NO. ____

PREPARED BY
CITY OF ST. THOMAS
PLANNING AND BUILDING SERVICES DEPARTMENT

THE CITY OF ST. THOMAS

BY-LAW NO. _____

The Council of the Corporation of the City of St. Thomas, pursuant to Section 28 of the Planning Act, R.S.O. 1990, as amended, hereby enacts as follows:

1. That Community Improvement Plan Amendment No. ____ to the City of St. Thomas Community Improvement Plan, being the attached Explanatory Text, is hereby adopted.
2. This By-law shall come into force and take effect on the day of the final passing thereof.

Enacted and passed this _____ day of _____, 2025.

Joe Preston, Mayor

Maria Konefal, City Clerk

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STATEMENT OF COMPONENTS

- PART A - THE PREAMBLE -** does not constitute part of this Amendment.
- PART B - THE AMENDMENT -** consisting of the following text and map, designated Schedule I, constitutes Amendment No. ____ to the City of St. Thomas Community Improvement Plan.
- PART C - THE APPENDICES -** do not constitute part of this Amendment. The appendices contain the notice and minutes of the public meeting and staff reports regarding this Amendment.

I, Lou Pompilii, Director of Planning and Building Services of the Corporation of the City of St. Thomas, do hereby certify that the following (Part B) is a true copy of Community Improvement Plan Amendment No. ____ as adopted by the Council of the Corporation of the City of St. Thomas (By-law No. ###-2025).

Lou Pompilii
Director of Planning & Building Services

PART A - PREAMBLE

1. LOCATION

This amendment would change the Residential Program component of the Community Improvement Plan (CIP) from the Primary CIP Area (CIPA) to be city-wide and for Additional Residential Unit (ARU) applications approved under the Residential Program to also be city-wide for the Planning and Building Fees Program.

2. PURPOSE

The intent is to revise the Residential Program component of the CIP to increase the maximum grant and loan amounts per unit and per property and expand the program city-wide; allow applicants of ARUs to apply for application fee reductions in a broader area; along with several other changes to support brownfield redevelopment and clarify wording given the need for housing, increased development costs and funding support received from the federal Housing Accelerator Fund towards incenting new housing development.

3. BASIS

The basis of this amendment is as follows:

- The City currently has a Community Improvement Plan with nine financial incentives, one of which is the Residential Program. The Residential Program is a matching grant to incent the renovation, intensification or creation of new residential dwelling units – including Additional Residential Units (ARUs) and more.
- The City has received and could be eligible to continue receiving federal Housing Accelerator Funds (HAF) with the objective of creating a larger supply of housing at an accelerated pace. Specifically, the City is to amend its Official Plan and Zoning Bylaw to allow an increase in Additional Residential Dwellings, create a guidebook for ARUs, continue with sustainable intensification initiatives and have housing and development financial incentives – including increasing the amounts available for ARUs and the creation of new residential units via the CIP.
- The changes to revise the Residential Program to being city-wide and to increase the individual and total grant and loan amounts available are intended to help provide addition options, opportunities and support for more housing options. This essentially applies to not only the creation of ARUs but also infilling and intensification of existing commercial or mixed-use building with additional residential units. The Planning and Building Fees, Parkland and Development Charges Grant Programs are also proposed to be expanded to be city-wide for ADUs approved under the Residential Program which could assist with an incentive for housing options in newer subdivisions and neighbourhoods.
- The changes to revise the Development Charges and Tax Increment Grant Programs are intended to allow for clean-up and redevelopment of contaminated sites for the

purpose of residential or mixed-use development city-wide as being eligible and not just within the Primary CIPA or only for employment lands (which would still be eligible). This could further not only support environmental and economic objectives but also be another tool for additional housing.

- Several clarification technical amendments to the plan are proposed at the same time as the other updates to reflect current terminology, legislation, correct numbering, map and current policies and definitions of the PPS, 2024 such as the affordable housing definition in the appendix.
- The increased funding for these program updates is related to the HAF grant which has a timeframe of 2024-2028. As noted in the CIP, applications for the program are considered and approved on a first-come-first served bases, are contingent upon the funding being available and in circumstances where demand exceeds funding, projects are prioritized to certain areas, such as the Downtown Sub-Area first to be followed by the Primary CIP area.
- The amendments to the CIP do not require any Official Plan Amendment other than for the technical update to reflect the new City boundary and thus CIP Area. The amendments conform to Official Plan policies and technical OPA for the mapping, and they are consistent with the Provincial Policy Statement and help implement the City's Strategic Plan.

PART B – THE AMENDMENT

1. INTRODUCTORY STATEMENT

All of this part of the document entitled “Part B- the Amendment” constitutes Amendment No. ____ to the City of St. Thomas Community Improvement Plan.

2. DETAILS OF THE AMENDMENT

Part 1 of the Amendment -

The Community Improvement Plan - Residential Program is amended as follows:

Item 1.1:

In Table 1 – Summary of Incentive Programs, Residential Program, revise as follows:

- Amend the maximum grant of \$7,500 per unit (total maximum grant of \$60,000 per property/project) to \$12,500 per unit (total maximum grant of \$100,000).
- Amend the “affordable” maximum grant and the no interest loan of \$12,500 per unit (total maximum grant of \$100,000 per property/project) to \$15,000 per unit (total maximum grant of \$120,000).
- Amend the word “Primary” CIPA to “City-Wide” CIPA for eligible properties.
- Under eligible properties, add clause “e) Building of a new primary dwelling with 1 or more ARUs”

Item 1.2:

In subsection 6.5.1 Purpose, amend the word “Primary” CIPA to “City-Wide”.

Item 1.3:

In subsection 6.5.2 Description, revise as follows:

- Remove the word “only”.
- Amend the word “Primary” CIPA to “City-Wide”.
- Add the following to the end of clause a) “provided it is not within a plan of subdivision registered since June 1, 2021”.
- Add clause “e) Building of a new primary dwelling with 1 or more ARUs”
- Add the following after Downtown Sub-Area “followed by the Primary CIPA”.

Item 1.4:

In subsection 6.5.2.1 Grant Program, revise as follows:

- Amend the maximum grant of \$7,500 per unit (total maximum grant of \$60,000 per property/project) to \$12,500 per unit (total maximum grant of \$100,000).
- Amend the “affordable” maximum grant of \$12,500 per unit (total maximum grant of \$100,000 per property/project) to \$15,000 per unit (total maximum grant of \$120,000).

Item 1.5:

In subsection 6.5.2.2 Loan Program, amend the no interest loan of \$12,500 per unit (total maximum grant of \$100,000 per property/project) to \$15,000 per unit (total maximum grant of \$120,000).

Item 1.6:

In subsection 6.5.3 Program Requirements, revise as follows:

- Amend clause a) ii) to add the words “or property” after “residential building”.
- Amend clause d) to add the words “and agreement” after “such security” in both instances.
- Add clause g) as follows, “Eligible expenses for the grant may include design and construction-related costs for built units”.

Part 2 of the Amendment -

The Community Improvement Plan - Development Charge Fees Grant Program is amended as follows:

Item 2.1:

In Table 1 – Summary of Incentive Programs, Development Charge Grant Program, under Eligible Properties/Projects, revise as follows:

- Remove clause b) and replace with “b) Brownfield sites within the City-wide CIPA”.
- Add clause “c) A 3rd Additional Residential Unit approved under the Residential Program within the City-wide CIPA”.

Item 2.2:

In subsection 6.6.2 Description, revise as follows:

- Remove clause b) and replace with “b) Brownfield sites³ within the City-wide CIPA”.
- Add clause “c) A 3rd Additional Residential Unit approved under the Residential Program within the City-wide CIPA”.

Part 3 of the Amendment -

The Community Improvement Plan - Tax Increment Grant Program is amended as follows:

Item 3.1:

In Table 1 – Summary of Incentive Programs, amend as follows:

- Under Description, remove “equal to 100% of” and replace with “in incrementally decreasing amounts to offset”.
- Under Description in the table and under Eligible Properties/Projects, remove clause b) and replace with “b) Brownfield sites within the City-wide CIPA, except for lands with a Commercial Designation in the Official Plan”.
- Under Description in the table and under Eligible Properties/Projects clause c), add the words “zoned or” before “designated” and in clause c) remove “City’s Official Plan” and replace with “city”.

Item 3.2:

In subsection 6.7.2 Description, amend as follows:

- Remove “equal to 100% of” and replace with “in incrementally decreasing amounts (100%-80%-60%-40%-20%) to offset”.
- Under types of projects list and Table 2, remove clause b) regarding brownfield sites for employment uses on land designated for such in the Official Plan and replace with “b) Brownfield sites within the City-wide CIPA, except for lands with a Commercial Designation in the Official Plan”.
- Under types of projects list and Table 2, add the words “zoned or” before “designated”.

Item 3.3:

In subsection 6.7.3 Program Requirements, remove “Primary or Secondary CIPA on lands designated Employment Lands or Business Employment” with “City-wide CIPA, except for lands with a Commercial Designation in the Official Plan”.

Part 4 of the Amendment –

The Community Improvement Plan – Parkland Dedication Grant Program is amended as follows:

Item 4.1:

In Table 1 – Summary of Incentive Programs, Parkland Dedication Grant Program, under Eligible Properties/Projects label the existing clause as a) and add new clause “b) A 3rd Additional Residential Unit approved under the Residential Program within the City-wide CIPA”.

Item 4.2:

In subsection 6.8.2, Description, add the words “or a 3rd Additional Residential Unit approved under the Residential Program within the City-wide CIPA” at the end of the bolded paragraph.

Item 4.3:

In subsection 6.8.3, Program Requirements add the words “, including a 3rd Additional Residential Unit approved under the Residential Program” to the end of clause a).

Part 5 of the Amendment -

The Community Improvement Plan - Planning and Building Fees Grant Program is amended as follows:

Item 5.1:

In Table 1 – Summary of Incentive Programs, Planning and Building Fees Grant Program, under Eligible Properties/Projects add the words “or projects for Additional Residential Units City-wide approved under the Residential Program” before the words “contained in this CIP”.

Item 5.2

In subsection 6.9.2 Description, add the words “or projects for Additional Residential Units City-wide approved under the Residential Program” after the words “Projects within the Primary CIPA”.

Part 6 of the Amendment –

The Community Improvement Plan – Employment Lands Incentive Programs is amended as follows:

Item 6.1:

In section 4.4 Employment Lands Incentive Program, add the words “zoned or” before “designated” and remove “Official Plan” and replace with “city” in the first sentence, clause 1) and clause 2).

Part 7 of the Amendment –

The Community Improvement Plan is amended with technical and PPS, 2024 updates as follows:

Item 7.1:

In Section 2.1, Municipal Act 2001, in the third paragraph second sentence on page 5, remove the words “rehabilitation period”, “and the development period”, and “both” and replace with new term “assistance period”.

Item 7.2:

Section 3.1, Provincial Policy Statement, 2020, is revised as follows:

- Replace the title heading with “Provincial Planning Statement, 2024”.
- In the first paragraph replace reference to “Provincial Policy Statement” with “Provincial Planning Statement”.
- Remove the second paragraph and replace with “The Provincial Planning Statement, 2024 came into effect on October 20, 2024, replacing the 2020 version. The vision for land use planning includes that “Ontario will increase the supply and mix of housing options, addressing the full range of housing affordability needs” and that a “prosperous and successful Ontario will also support a strong and competitive economy that is investment-ready and recognized for its influence, innovation and diversity”. To this end, the key policies in the PPS promote:”.
- Remove the bullet points and replace with:
 - Planning authorities should support the achievement of *complete communities* by:
 - a) accommodating an appropriate range and mix of land uses, *housing options*, transportation options with *multimodal* access, employment, *public service facilities* and other institutional uses (including schools and associated child care facilities, long term care facilities, places of worship and cemeteries), recreation, parks and open space, and other uses to meet long-term needs (Section 2.1.6);
 - Planning authorities shall support general *intensification* and *redevelopment* to support the achievement of *complete communities*, including by planning for a

- range and mix of *housing options* and prioritizing planning and investment in the necessary *infrastructure* and *public service facilities* (Section 2.3.1.3);
- Planning authorities are encouraged to identify and focus growth and development in strategic growth areas (Section 2.4.1.1);
- To support the achievement of complete communities, a range and mix of housing options, intensification and more mixed-use development, strategic growth areas should be planned:
 - a) to accommodate significant population and employment growth; ...
 - d) to support *affordable*, accessible, and equitable housing (Section 2.4.1.2)
- Planning authorities should:
 - a) prioritize planning and investment for *infrastructure* and *public service facilities* in *strategic growth areas*; ... (Section 2.4.1.3)
- Planning authorities shall promote economic development and competitiveness by:...
 - d) encouraging intensification of employment uses and compatible, compact, mixed-use development to support the achievement of complete communities; ... (Section 2.8.1.1)
- Planning authorities are encouraged to develop and implement: ...
 - b) proactive strategies for conserving significant built heritage resources and cultural heritage landscapes (Section 4.6.4).

Item 7.3:

In Section 3.3, Official Plan, replace reference to “Local Architectural Conservation Advisory Committee (LACAC)” with “Municipal Heritage Committee”.

Item 7.4:

In Section 3.6, Long Term St. Thomas-Elgin Affordable and Social Housing Strategy, at the beginning of the fourth paragraph on page 15, remove the words “Section 5.7.3 of”.

Item 7.5:

In subsection 6.5.3, Program Requirements, renumber the second iii) bullet as iv).

Item 7.6:

Throughout the document, remove reference to specific Ministries and replace with “the Province”.

Item 7.7:

In Appendix C, Definition of Affordable Housing, replace the term “regional market area” in both clause 2 points and replace with “municipality”.

Item 7.8:

In Appendix E, Applications and Permit Types Eligible for the Planning and Building Fees Grant Program, renumber the second vii) bullet as viii).

Item 7.9:

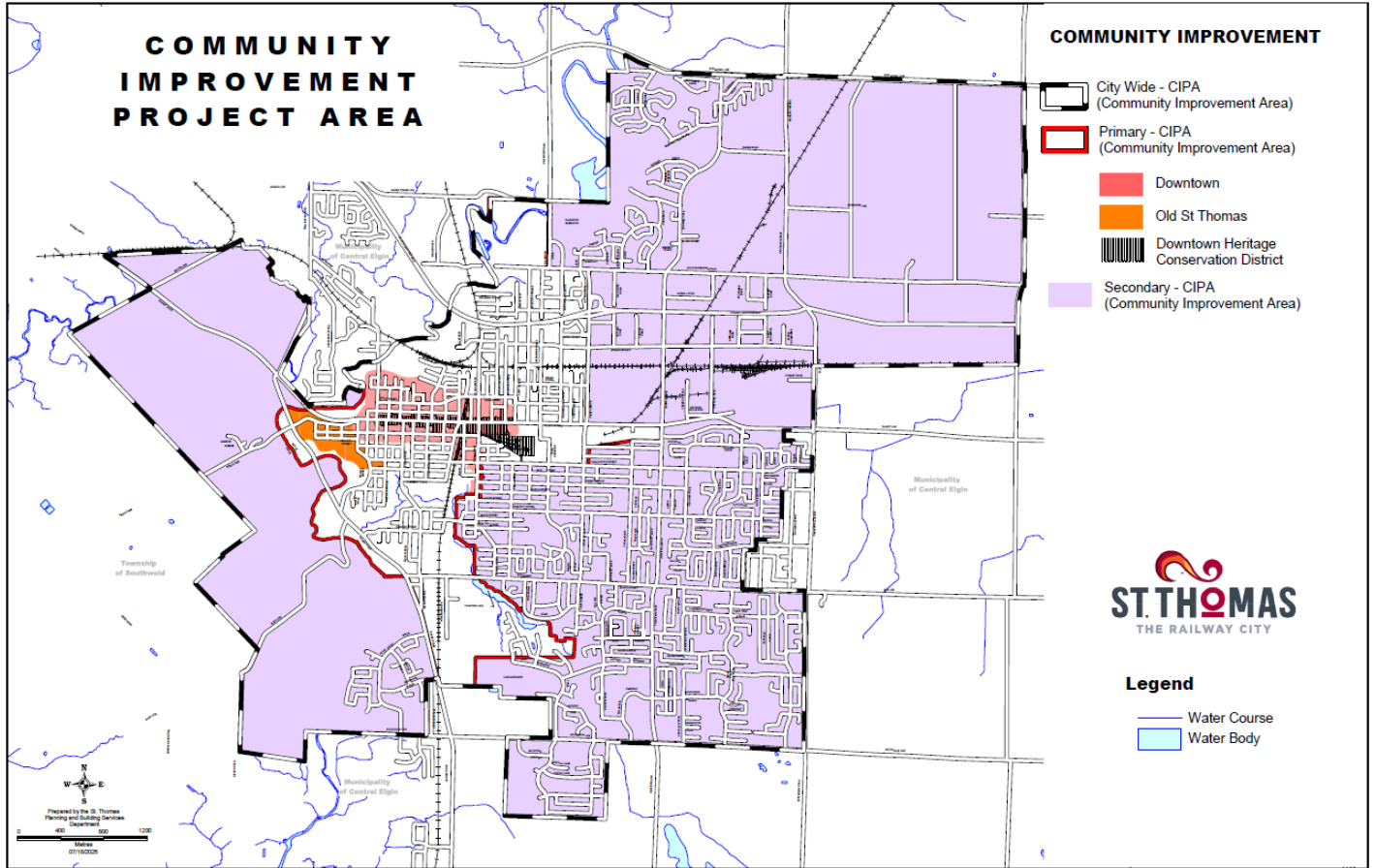
Figure 1 - Community Improvement Project Area to the Community Improvement Plan, is amended by removing Figure 1 and replacing it with a new Figure 1, attached as Schedule I and forming part of this amendment.

Appendix A, Official Plan Community Improvement Policies, page 64 map is also updated accordingly.

3. IMPLEMENTATION AND INTERPRETATION

The implementation and interpretation of this Amendment shall be in accordance with the respective policies of the City of St. Thomas Community Improvement Plan.

SCHEDULE I



PART C - THE APPENDICES

Appendix I:	Notice of Public Meeting
Appendix II:	Minutes of Public Meeting
Appendix III:	Staff Planning Reports

APPENDIX I

NOTICE OF PUBLIC MEETING

APPENDIX II

MINUTES OF PUBLIC MEETING

APPENDIX III

STAFF PLANNING REPORTS