

CITY OF ST. THOMAS
COMMUNITY IMPROVEMENT PLAN
AMENDMENT NO. 2

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

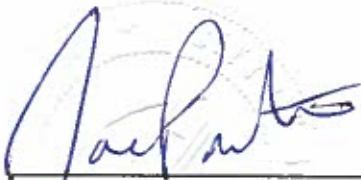
THE CITY OF ST. THOMAS

BY-LAW NO. 107-2025

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. 2 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 6th day of October, 2025.



Joe Preston, Mayor



Maria Konefal, City Clerk

TABLE OF CONTENTS

STATEMENT OF COMPONENTS

PART A - PREAMBLE TO AMENDMENT NO. 2

- 1) Location
- 2) Purpose
- 3) Basis

PART B - THE AMENDMENT

- 1) Introductory Statement
- 2) Details of the Amendment
- 3) Implementation and Interpretation
- 4) Schedule

PART C - THE APPENDICES

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

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. 2 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. 2 as adopted by the Council of the Corporation of the City of St. Thomas (By-law No. 107-2025).



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 additional 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:

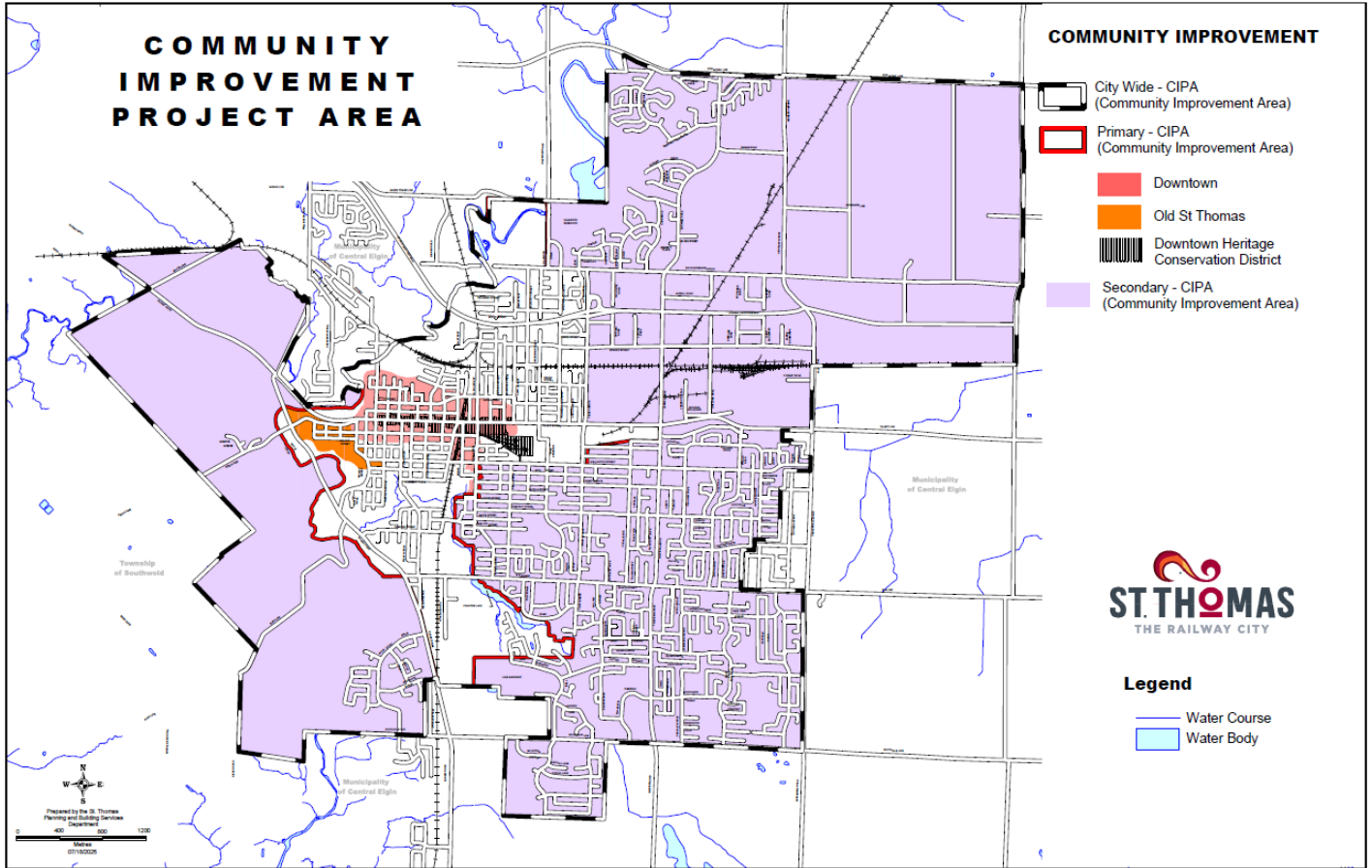
Figure 1 - Community Improvement Project Area to the Community Improvement Plan, is amended by removing Figure 1 and replacing it with a new Figure 1, attached as Schedule I and forming part of this amendment.

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
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Appendix III:	Staff Planning Reports

APPENDIX I

NOTICE OF PUBLIC MEETING

NOTICE OF AN APPLICATION AND PUBLIC MEETING CONCERNING PROPOSED OFFICIAL PLAN AND ZONING BY-LAW AMENDMENTS

Proposed Amendments to the Official Plan, Zoning By-law 50-88, and Community Improvement Plan for Additional Residential Units and Incentives

TAKE NOTICE that:

- a) pursuant to Sections 17, 21, 28 and 34 of the Planning Act, R.S.O. 1990, as amended, concurrent applications have been made for approval of a proposed Official Plan Amendment and Zoning By-law Amendment. Access to the information and material provided under Sections 17, 21, 28 and 34 and 34(10.2) in support of the applications is available for public access, and
- b) a concurrent Public Meeting, pursuant to Sections 17, 21, 28 and 34 of the Planning Act, R.S.O. 1990, as amended, will be held at City Hall by the Council of the Corporation of the City of St. Thomas on the 8th day of September, 2025, at 6:00 P.M. to consider amendments to the Official Plan and Zoning By-Law 50-88. The purpose of the Public Meeting is to afford any person that attends an opportunity to make representation with respect to the official plan and zoning proposals. The meeting will also be accessible by Zoom Webinar and detailed information for this meeting can be found at https://www.stthomas.ca/living_here/notices_to_residents, under ‘**Planning Notices.**’ Please note that there may be multiple applications being considered at this meeting and you may be required to listen to more than one application.

The City of St. Thomas has initiated Official Plan and Zoning By-law amendment applications to update existing provisions for additional residential units and to update the Community Improvement Plan to increase incentives and expand the eligibility of projects to City-wide to incentivize residential development. The proposed official plan and zoning by-law amendments would apply City-wide.

The proposed Official Plan amendment would replace the existing official plan policies related to additional residential units, with revised policies which include changing references from “additional dwelling units” to “additional residential units” in keeping with provincial terminology, clarifies that additional residential units will be further regulated by the Zoning By-law, and allows up to three (3) additional residential units with the primary dwelling on a lot for a detached house, semi-detached house, or townhouse, subject to specific requirements. The official plan amendment would also update the boundaries of the Community Improvement Plan Area on one of the Schedules to include the revised municipal boundaries following the municipal restructuring to include the new northeast area of the city.

The proposed Zoning By-law amendment would add new definitions for “Additional Residential Unit, Interior” and “Additional Residential Unit, Detached”, amend provisions to permit up to three (3) additional residential units with the primary dwelling on a lot for a detached house, semi-detached house, or townhouse subject to specific requirements, adding provisions for additional residential units in accessory structures for minimum setbacks from other buildings or structures and maximum floor area, removing floor area requirements that applied to all types of additional residential units, adding a minimum width for a walkway to an additional residential unit, and adding a lot coverage requirement specific to lots where additional residential units are located.

The purpose and effect of the proposed amendments is to amend the City of St. Thomas Official Plan and Zoning By-Law 50-88 to expand the provision of additional residential units by allowing up to three (3) additional residential units on a lot, make changes to existing with official plan policies and zoning provisions for additional residential units to assist with implementation and align with Ontario Regulation 462/24, and to expand eligibility for the Community Improvement Plan to include the revised municipal boundaries following the municipal restructuring to include the new northeast area of the city.

The Community Improvement Plan is proposed to be amended to increase the maximum grants and loans in the Residential Program and expand the eligibility for this program to City-wide, allowing brownfield sites rehabilitated and developed with residential use or mixed-use to take advantage of the Development Charges and Tax Increment Grant Programs city-wide instead of limited to the Primary Community Improvement Plan Area, and allowing applications approved under the Residential Program for additional residential units to also be considered or the Planning and Building Fees program city-wide. Several technical updates are proposed at the same time to reflect the current municipal boundaries on the community Improvement Plan map, clarify eligibility for employment zoned lands in the programs and the description of the Tax Increment Grant calculation.

In addition to the public meeting, a non-statutory public information session will be held on August 27, 2025, from 4:30-6:30pm at City Hall, 545 Talbot St., Rm. 304 (3rd Floor) in a drop-in, open house format to share information about these proposed amendments and gather feedback.

ANY PERSON OR PUBLIC BODY may attend the Public Meeting and/or make written or verbal representation either in support of, or in opposition to the proposed Official Plan amendment, Zoning By-law amendment, and Community Improvement Plan amendment.

If you wish to be notified of the decision of the City of St. Thomas on the proposed amendments, you must make a written request to the address below.

If a person or public body would otherwise have an ability to appeal the decision of the Council of the Corporation of the City of St. Thomas to the Ontario Land Tribunal but the person or public body does not make oral submissions at a public meeting or make written submissions to the City of St. Thomas before the proposed Official Plan Amendment and Zoning By-law Amendment, is passed, the person or public body is not entitled to appeal the decision.

If a person or public body does not make oral submissions at a public meeting or make written submissions to the City of St. Thomas before the proposed Official Plan Amendment and Zoning By-law Amendment is passed, the person or public body may not be added as a party to the hearing of an appeal before the Ontario Land Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to do so.

PUBLIC ACCESS TO INFORMATION relating to the proposed Official Plan, Zoning By-law and Community Improvement Plan amendments may be accessed on the City’s website

https://www.stthomas.ca/living_here/notices_to_residents or the City’s Facebook page www.facebook.com/st.thomastherailwaycity.

DATED at the City of St. Thomas, this 15th day of August, 2025.

Maria Konefal, City Clerk
City of St. Thomas
545 Talbot Street
St. Thomas, Ontario
N5P 3V7

APPENDIX II

MINUTES OF PUBLIC MEETING

**THE TWENTY-SIXTH MEETING OF THE ONE HUNDRED AND FORTY-FIFTH
COUNCIL OF THE CORPORATION OF THE CITY OF ST. THOMAS**

**September 8, 2025, 6:05 p.m.
COUNCIL CHAMBERS/ZOOM**

Members	J. Preston, L. Baldwin-Sands, G. Clarke, R. Gibson, J. Herbert, J. Kohler, S. Peters, E. Taylor, S. Wookey
Officials	L. Higgs, City Manager, M. Konefal, City Clerk, L. Pompili, Director, Planning & Building Services, J. Hindley, Deputy City Clerk
Others:	M. Knieriem, Manager, Planning Services, B. Sloan, Housing Accelerator Fund

The meeting convened with His Worship, Mayor Joe Preston, presiding.

1. DISCLOSURES OF INTEREST

Nil.

2. OFFICIAL PLAN AND ZONING BY-LAW AMENDMENT

Mayor Preston called the meeting to order and stated that this was a public meeting as required by the Planning Act to afford any person an opportunity to make representation with respect to a proposed official plan and zoning by-law amendment.

The Mayor advised that only specific stakeholders, including the applicant, the Minister, public bodies or a "specified person" as defined by the Planning Act, and/or the registered owner of any land which the Zoning By-law or Official Plan amendment would apply may appeal Council's decision to the Ontario Land Tribunal.

He further advised that if a person or public body does not make oral submission at the public meeting or make written submission to the Corporation of the City of St. Thomas before the amendments are passed, the person or public body may not be added as a party to the hearing of an appeal before the Ontario Land Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to do so.

Mayor Preston advised that any person wishing to be notified of Council's decision on any application should e-mail Customer Service at customerservice@stthomas.ca, indicating which public meeting they wish to be notified on and providing their name and address. He further stated that those who do not have access to a computer and wish to be notified, should call Customer Service at 519-631-1680, extension "0" and provide the same information.

Mayor Preston asked what method of notice and when was notice given to the public for this meeting.

The City Clerk advised that notice was given in the St. Thomas Times-Journal on Friday, August 15, 2025.

Proposed Official Plan Amendment for a Community Planning Permit System - Appendix "A"

Mayor Preston advised that the first public meeting is required by the Planning Act to afford any person an opportunity to make representation with respect to a proposed Official Plan Amendment relating to a Community Planning Permit System for the City.

The Housing Accelerator Fund Coordinator provided background information on the proposal and presented the draft by-law.

Mayor Preston asked if there were any written submissions on the proposed changes.

The City Clerk stated that no written submissions were received, but that one feedback form was submitted from Zain Rajani arising from the August 25th, 2025 Public Information Centre and that feedback would be summarized in a future Council report.

Mayor Preston asked whether Council had any questions.

The members inquired about who approves discretionary land permits and who would be the referee for disputes with developers relating to community benefits.

The Housing Accelerator Fund Coordinator advised that if criteria and conditions to be permitted are not already in the by-law, then an application to amend the by-law would be needed. He further advised that if a proponent disagrees with a community benefits decision, they would have a discussion with Council.

The members inquired about the potential to change the classification of a specific development.

The Housing Accelerator Fund Coordinator advised that Council would set parameters for different classes of uses within the Community Planning Permit System by-law and that if a development did not meet the requirements of a certain class, it would be placed in the next class. He further advised that although notice is provided to the public for Classes 2 and 3, there is no opportunity for appeal.

The Director, Planning and Building Services advised that the Official Plan Amendment allows Council to consider specific areas where a Community Planning Permit System by-law can be applied and that there would be a robust engagement with Council and the public to set these parameters.

The members inquired whether the permitting system would be implemented on a city-wide basis.

The Housing Accelerator Fund Coordinator advised that the system would be used for new developments or for intensification of brownfield areas and not necessarily for established neighbourhoods.

The Director, Planning and Building Services advised that the system would be applied for specific targeted areas, rather than on a city-wide basis.

The members inquired about a community permit planning system in other municipalities.

The Housing Accelerator Fund Coordinator advised that there are a number of municipalities that have implemented a system and that it would be beneficial to review their outcomes and look for potential improvements.

The Director, Planning and Building Services advised that any municipality that received Housing Accelerator Funding must have a permitting system in place as part of the action plan initiatives.

Mayor Preston stated that the meeting would now be opened to questions from the public for those attending who have not already submitted their concerns or comments to the City.

Mayor Preston stated that for those listening on a computer, tablet or smart phone to please click the 'Raise Hand' icon and that for those using a telephone to please dial *9. He advised that the questions will be taken in sequential order. He asked the public that

when given the opportunity to speak to please provide their name and address for the Clerk's record.

There were no questions from members of the public.

Mayor Preston stated that if there were no further questions, any person wishing further information on the actions of Council regarding the passing of a by-law for the proposed amendment, should e-mail Customer Service at customerservice@stthomas.ca, indicating which public meeting they wish to be notified on and providing their name and address. He further stated that those who do not have access to a computer and wish to be notified, should call Customer Service at 519-631-1680, extension "0" and provide the same information.

Mayor Preston declared that this portion of the public meeting was now concluded.

Proposed Amendments to the Official Plan, Zoning By-Law 50-88, and Community Improvement Plan for Additional Residential Units and Incentives - Appendix "B"

Mayor Preston advised that the second public meeting is required by the Planning Act to afford any person an opportunity to make representation with respect to proposed amendments to the Official Plan, Zoning By-law and Community Improvement Plan relating to additional residential units and incentives city-wide.

The Housing Accelerator Fund Coordinator provided background information on the proposal and presented the draft by-laws.

Mayor Preston asked if there were any written submissions on the proposed changes.

The City Clerk stated that no written submissions were received, but that one feedback form was submitted from Zain Rajani arising from the August 25th, 2025 Public Information Centre and that feedback would be summarized in a future Council report.

Mayor Preston asked whether Council had any questions.

The members inquired about the need for more parking spaces for additional residential units as there may be two vehicles for some households.

The Housing Accelerator Fund Coordinator advised that the Provincial minimum requirement is one parking space per unit.

The Director, Planning and Building Services advised that while additional residential units have been permitted for some time, a limiting factor in some areas is onsite parking.

The members inquired about drainage, width of pathways to separate units, and lighting.

The Housing Accelerator Fund Coordinator advised that a drainage review would be conducted as part of a site alteration permit and that lighting along with minimum pathway widths could be reviewed against Accessibility for Ontarians with Disabilities Act standards.

The Director, Planning and Building Services advised that guidelines would be developed to assist property owners, detailing Council's requirements and preferences.

The members inquired about basement units.

The Housing Accelerator Fund Coordinator advised that there is nothing specific to basement apartments as part of the zoning amendment.

The Director, Planning and Building Services advised that the Ontario Building Code governs safety of basement apartments and that while the City does not have a licensing program for basement apartments, there may be an opportunity to track them through building permits.

Mayor Preston stated that the meeting would now be opened to questions from the public for those attending who have not already submitted their concerns or comments to the City.

Mayor Preston stated that for those listening on a computer, tablet or smart phone to please click the ‘Raise Hand’ icon and that for those using a telephone to please dial *9. He advised that the questions will be taken in sequential order. He asked the public that when given the opportunity to speak to please provide their name and address for the Clerk’s record.

There were no questions from members of the public.

Mayor Preston stated that if there were no further questions, any person wishing further information on the actions of Council regarding the passing of a by-law for the proposed amendments, should e-mail Customer Service at customerservice@stthomas.ca, indicating which public meeting they wish to be notified on and providing their name and address. He further stated that those who do not have access to a computer and wish to be notified, should call Customer Service at 519-631-1680, extension “0” and provide the same information.

Mayor Preston declared that this portion of the public meeting was now concluded.

3. ADJOURNMENT

6:51 p.m. The meeting adjourned.

Mayor

City Clerk

APPENDIX III

STAFF PLANNING REPORTS

Directed to: Mayor Joe Preston and Members of City Council

Meeting Date:
August 11, 2025

Department City Manager's Office

Attachment

Authored By: Brandon Sloan, HAF Coordinator

Attachment A – Draft Official Plan Amendment
Attachment B – Draft Zoning Bylaw Amendment
Attachment C – Draft CIP Amendment
Attachment D – Draft ARU Guidebook

Subject: Proposed Amendments to the St. Thomas Official Plan, Zoning By-law and Community Improvement Plan for Additional Residential Units

Recommendation:

THAT: Report CMO-38-25 relating to Proposed Amendments to the St. Thomas Official Plan, Zoning By-law and Community Improvement Plan for Additional Residential Units be received for information; and further,

THAT: Council authorizes staff to prepare amendments to the St. Thomas Official Plan, Zoning By-law and Community Improvement Plan for Additional Residential Units; and further,

THAT: A public meeting be scheduled for **September 8, 2025**, in accordance with Ontario Regulations 543/06 and 545/06, as amended.

Background:

Included as part of the commitment for the City receiving Housing Accelerator Funds (HAF) through a federal program aimed at accelerating and permitting new housing development is: to create a new guidebook for homeowners interested in building an Additional Residential Unit (ARU); to utilize some of the funding towards increasing the Community Improvement Plan programs for ARUs and new housing development; and to amend the land use permissions to allow four units as-of-right.

Draft OP and Zoning Amendments

The national housing strategy and plan, provincial direction and municipal growth study and housing needs assessment all provide the direction to find ways to allow for and create new housing options, including rental, affordable and attainable housing options. In addition to other actions, in 2023, the City amended the land use permissions (Official Plan and Zoning) to allow for up to three residential dwelling units on a lot. As part of the federal HAF funding, the City is required to further amend the land use regulatory environment to allow for up to four units on a lot. This was previously considered at the Sept. 9, 2024, Council meeting regarding the HAF funding and 4 units as-of-right direction (Option 1 from Report CMO-12-24).

The City is now proceeding with the required amendments. A summary of the proposed changes to the existing Official Plan policies and Zoning By-law provisions regarding Additional Residential Units include:

- Updating terminology from additional ‘dwelling’ unit to additional ‘residential’ unit in accordance with the *Planning Act* wording and for consistency.
- Adding definitions for “Additional Residential Unit, Interior” and “Additional Residential Unit, Detached”.
- Allowing for up to three ARUs with the primary dwelling on a lot instead of up to two (e.g. four units in total). This could be in various configurations including one to three ARUs within the one building that has the primary dwelling and/or with one detached ARU in the rear or interior side yard.
- Adding two provisions as required through O. Reg. 299/19 regarding the minimum distance of an ARU to another building on the same lot with residential uses of 2.4 metres and to allow a maximum lot coverage of 45% where there is an ARU.
- Establishing a minimum width of an unobstructed, access walkway from a public street to an ARU of 1.0 metres for emergency and other access purposes.
- The existing provision regarding an ARU being 40% of the total floor area has provided some challenges to interpret for ARU building permits. It is proposed to be amended with the definitions, and that a detached ARU maximum floor area is no more than 50% of the main dwelling.

The zoning provisions currently allow for dwellings city-wide to be renovated, new additions or a detached accessory unit built to certain standards city-wide (building height, setbacks, lot coverage, tandem parking, etc.). Those regulations essentially would remain the same with the new provision of one additional dwelling unit would be allowed within the same building envelope and with a few new provisions for access and lot coverage.

In 2024, there were permits for 16 ARUs and permits for six ARUs in the first half of 2025 (only a few of those were to have 2 additional units). Given the financial and development considerations, the market for developers to

build multi-units is more towards a minimum of 6-8 units or more. A future phase of the HAF initiative is to conduct a broader intensification review for areas of the city that could be appropriate for higher density and mixed use, like nodes and corridors. For now, it is important to proceed with this ‘gentle density’ amendment to provide some potential for additional residential units as part of the housing acceleration program.

The draft Official Plan and Zoning By-law Amendments are attached as Appendix A and B to the report.

Draft CIP Amendment

The City currently has a Community Improvement Plan (CIP) 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. Part of the HAF grant would be used for the following proposed changes to the program:

- Increase the maximum grant per new dwelling unit from \$7,500 to \$12,500 and total per property/project from \$60,000 to \$100,000.
- Increase the maximum grant per new “affordable” dwelling unit from \$12,500 to \$15,000 and total per property/project from \$100,000 to \$120,000.
- Increase the maximum loan amount per new dwelling unit from \$12,500 to \$15,000 and total per property/project from \$100,000 to \$120,000.
- Eligible projects would be allowed city-wide instead of limited to the Primary CIP Area (downtown/central)

At the same time, there are a few updates to other existing CIP programs that are proposed which could take advantage of the HAF grant and provide incentives for housing, including:

- Allowing brownfield sites rehabilitated and developed with residential use or mixed-use (residential and other uses) to take advantage of the Development Charges and Tax-Increment Grant Programs (in addition to redevelopment for employment purposes currently).
- Allowing applications approved under the Residential Program for ARUs to also be considered for the Planning and Building Fees Program city-wide instead of limited to the Primary CIP Area.

The intent is to help provide additional opportunities and support for more housing options. Staff would monitor any uptake of the revised programs. The HAF grant funding could continue from 2025 through 2028, at which time the City could review the approach. At the same time with this amendment, a technical housekeeping update to the Official Plan and CIP to reflect the lands added via the MZO in 2024 (Yarmouth Yards) is proposed to the CIP Area map within the plan and as part of the OPA. Through the creation of an affordable/supportive housing partnership grant program as part of a separate HAF Initiative, there may be a further update to the CIP in the future. The draft CIP Amendment is included as Appendix C.

Draft ARU Guidebook

One of the components to go with the permissions and incentives for ARUs is a “how-to” guidebook. This could assist property owners with resources and information for planning an ARU project and the application process. Further review and updates are expected before it is finalized and available for prospective applicants. A draft of the ARU Guidebook is included as Appendix D.

Stakeholder Information Session(s)

In addition to the regular circulation, notice and comments for City-initiated land use and CIP amendments, staff are also intending to host a Public Information Session(s) and development industry consultation for this and other HAF-related initiatives between the August 11th Council meeting and September 8th Council meeting for the Statutory Public Meeting.

Summary

Essentially, these initiatives from the HAF Action Plan would provide the permissions for additional residential units, the how-to, and some financial incentive towards more housing options. They contribute towards increasing the potential supply of housing options through “gentle”, sustainable intensification.

Strategic Priority:

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

Financial Impact:

Any additional funds towards the increased CIP program components to assist in the creation of additional residential units and housing development would be sourced from the Housing Accelerator Fund grant.

Report Approval:

This report has been reviewed by: Manager of Planning Services, Director of Corporate Services / City Treasurer, and Director of Planning and Building Services.

All reports are reviewed and approved by the City Manager.

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

TABLE OF CONTENTS

STATEMENT OF COMPONENTS

PART A PREAMBLE TO AMENDMENT NO. ____

1. Location
2. Purpose
3. Basis

PART B THE AMENDMENT

1. Introductory Statement
2. Details of the Amendment
3. Implementation and Interpretation
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 Part 1 of this Amendment applies is city-wide and Part 2 is a technical update to reflect the new lands within the municipal boundary in the northeast.

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. 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 (PPS). 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, semi-detached 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;

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.”

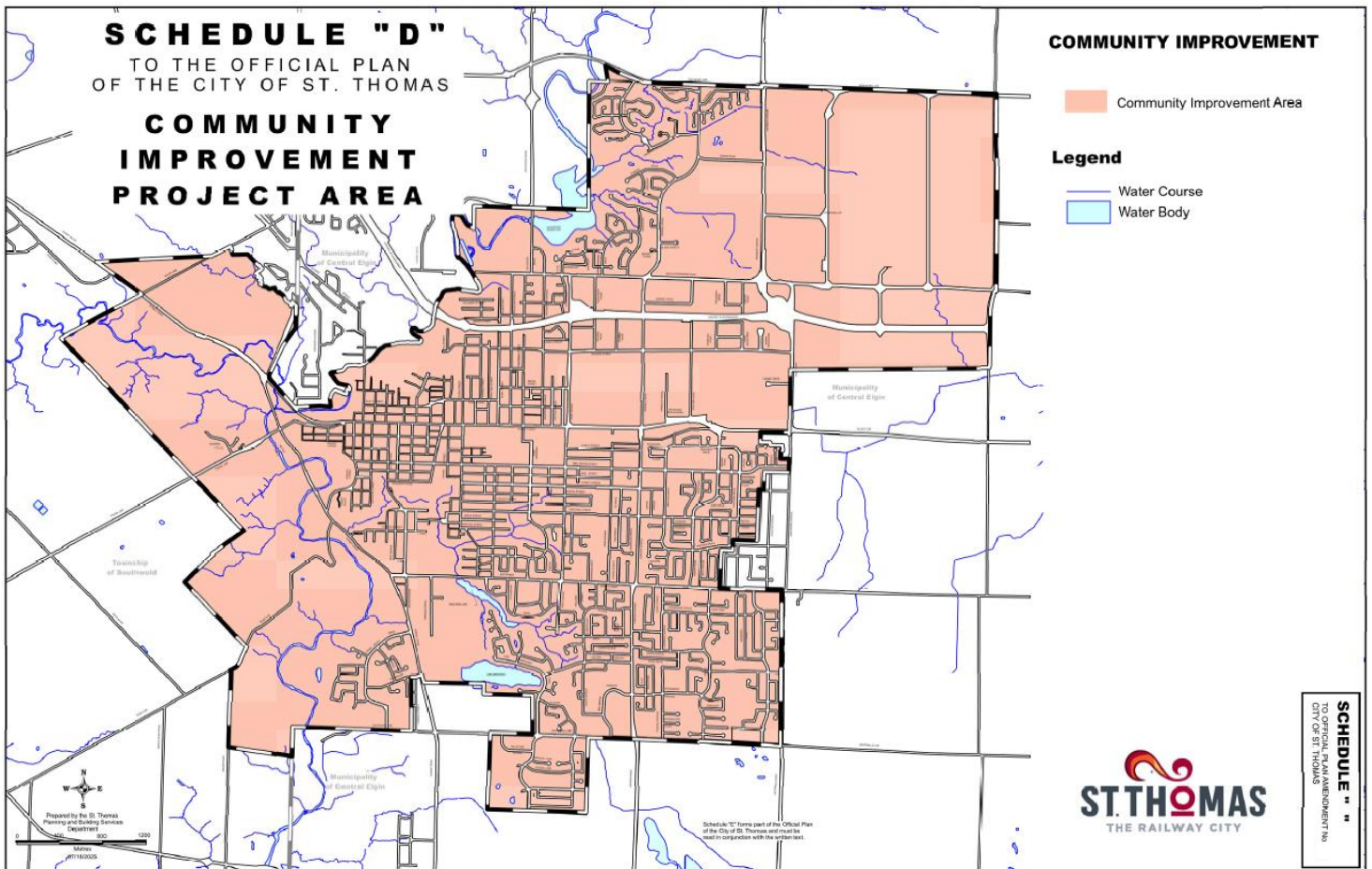
Part 2 of the Official Plan Amendment

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

DRAFT

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 numbering accordingly:

“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.

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 revising subsection 4.2.11.2 to replace the words “two” with “three”; “three” with “four”; and “dwelling” with “residential”.

3. 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: Less than 50% of the floor area of the single detached dwelling, semi-detached dwelling, or townhouse dwelling unit on the same lot;

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

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

5. 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 lot coverage requirements of this by-law, a maximum of 45% lot coverage is permitted on a lot where additional residential units are located.”

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

TABLE OF CONTENTS

STATEMENT OF COMPONENTS

PART A - PREAMBLE TO AMENDMENT NO. ____

- 1) Location
- 2) Purpose
- 3) Basis

PART B - THE AMENDMENT

- 1) Introductory Statement
- 2) Details of the Amendment
- 3) Implementation and Interpretation
- 4) Schedule

PART C - THE APPENDICES

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

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 (ADU) 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 ADUs 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 ADUs but also infilling and intensification of existing commercial or mixed-use building with additional residential units. The Planning and Building Fees Grant Program is 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.
- 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.

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 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 remove clause b) and replace with “Brownfield sites within the City-wide CIPA”.

Item 2.2:

In subsection 6.6.2 Description, remove clause b) and replace with “Brownfield sites³ 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 - Planning and Building Fees Grant Program is amended as follows:

Item 4.1:

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 4.2

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 5 of the Amendment –

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

Item 5.1:

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).

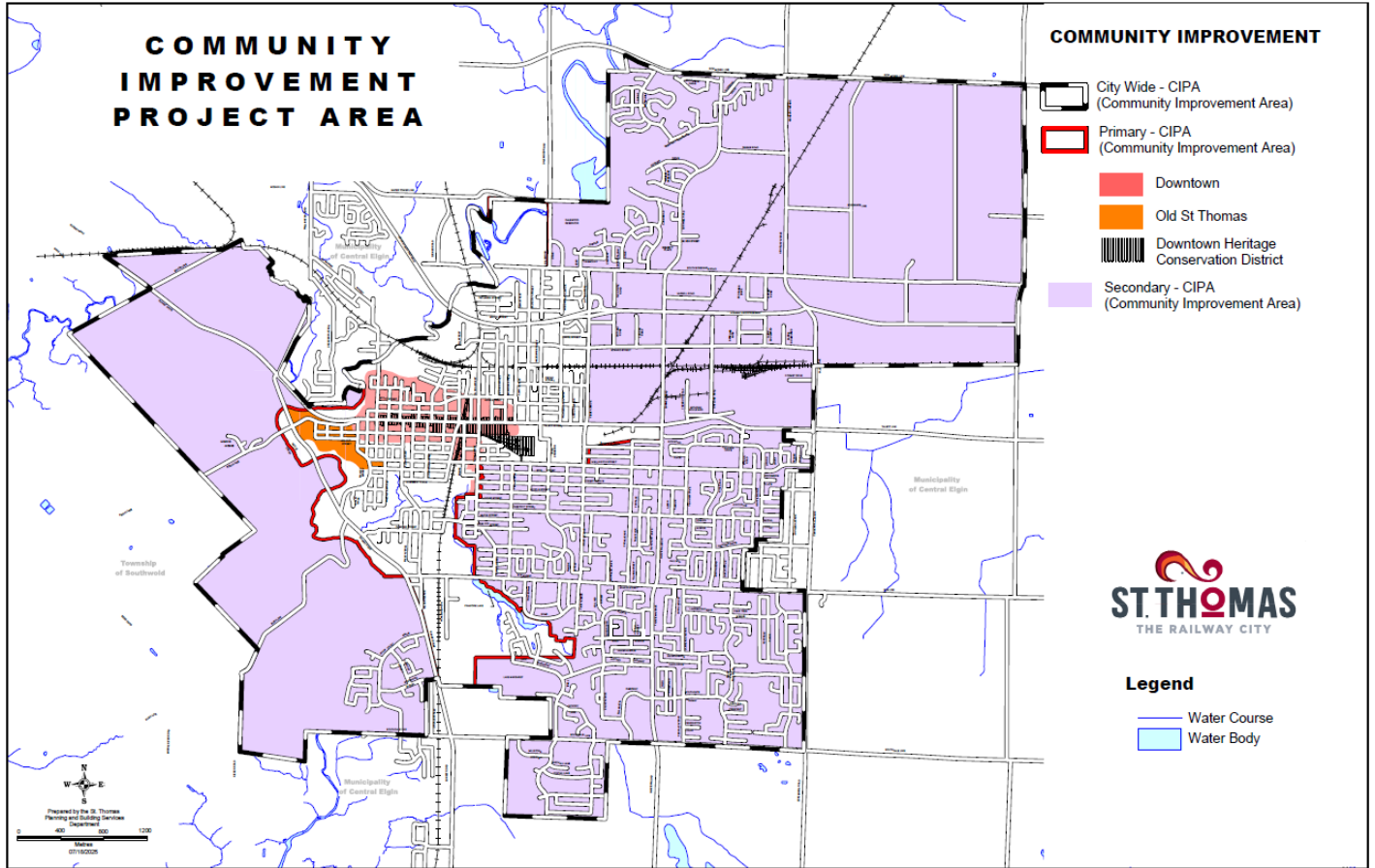
Part 6 of the Amendment -**Item 6.1:**

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.

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



ADDITIONAL RESIDENTIAL UNITS

A How-To Guidebook for Creating More Housing Options
on Residential Properties

-
- 1 What's an Additional Residential Unit (ARU) ?
 - 2 Can I Build It?
 - 3 How Do I Plan My Project?
 - 4 What's Needed for the Application/Building Process?
 - 5 Are There Any Resources Available to Help Me?

1. What is an Additional Residential Unit (ARU)?

Description and Names

An Additional Residential Unit, or ARU, is a separate and self-contained dwelling unit on the same property as a single detached, semi-detached or street townhouse dwelling. These units also have many common name references, including being called an additional dwelling unit (or ADU). When they are located in a separate building they could be called a backyard home, granny-flat, tiny home or a garden suite temporary form of additional dwelling as a garden suite. When attached or above a garage, some have been referred to as a coach house or carriage house unit. When part of the main residential building they are in the form of duplex, triplex, fourplex, stacked-townhouse, in-law suite, secondary suite or basement apartment.

For the purposes of the City's land use and this guide, these forms are all names of Additional Residential Units (ARUs). Depending on the format, it may be classified as a certain type of residential for the Ontario Building Code

Benefits

ARUs provide another form of housing choice, often that can be more attainable or more affordable for some. Often the additional unit can provide for a home for family members like adult children or aging parents or help generate rental income. Providing additional residential units is more efficient and effective for servicing, transit, schools, community services and supports nearby shops and employment in addition to several other economic, environmental and social benefits. Your project design and budgeting may be influenced by your intent for the ARU.

Types – Forms

ARUs could be either interior if the additional residential unit(s) is within the primary dwelling structure (e.g. a basement unit within a single detached dwelling) or it could be detached if the additional residential unit is separate from the main house but on the same lot or there could be both interior/attached and exterior/detached ARUs on the same property.

Interior

This type of ARU is added or contained within the primary dwelling building. This is often above or below the main dwelling unit of the building although this could occur through an addition to the building.

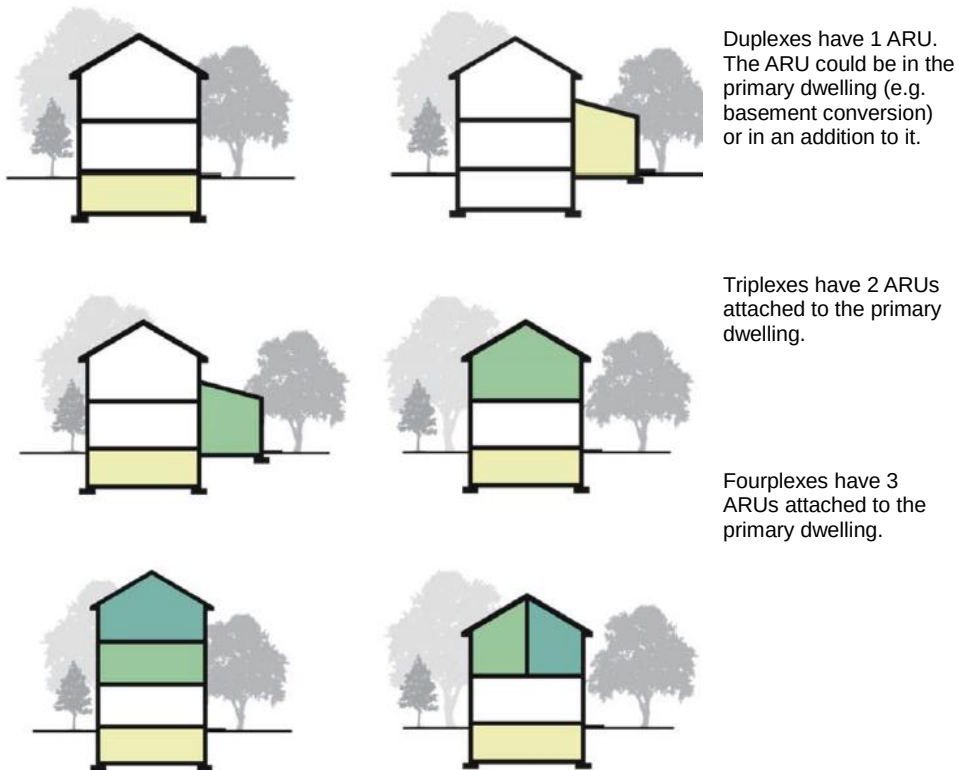


Figure 1 - Cross-section of interior ARU types (Image courtesy of City of Kitchener).

Insert x-section diagram of semi w/ interior ARU both sides and of 4 block town w/ ADU interior on each end.



Figure 3 - House with rear additional unit

Detached (Accessory)

This type of ARU is in a separate building from the primary dwelling building. This could be in a stand-alone smaller dwelling typically in the rear yard that may contain one additional dwelling unit, or it may be attached to or above a detached accessory building such as garage or it may be along a rear laneway where that exists and is permitted.

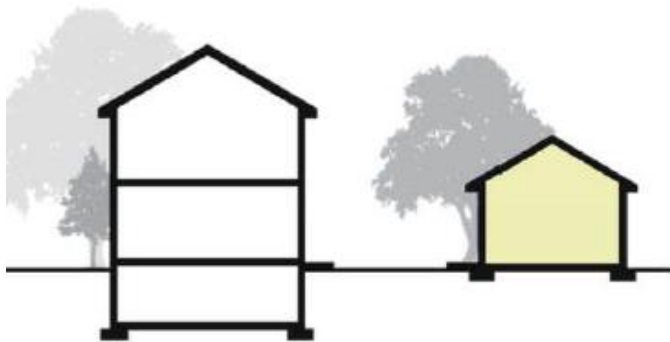


Figure 4 - Cross-section of a primary dwelling (single detached) with a detached ARU. Image courtesy of City of Kitchener



Figure 5 - Detached ARU in rear yard (image credit: civicddesigncenters.org)



Figure 6 - Detached ARU - prefab (image credit: curbed.com)



Figure 7 - Rear garage with ADU on top (image credit: sgftstudios.com)



Figure 8 - Laneway garage with ADU on top (image credit: ableconstruction.com)

Interior and Detached (Accessory)

Interior and Detached ARU types can be combined in several potential ways to have up to 3 additional residential units on a lot along with the main primary dwelling. This could be 1-2 ARUs within the primary dwelling building and 1 detached ARU as an accessory building to the primary dwelling.

Interior and detached ARUs can be combined to have up to 4 dwelling units on a lot.

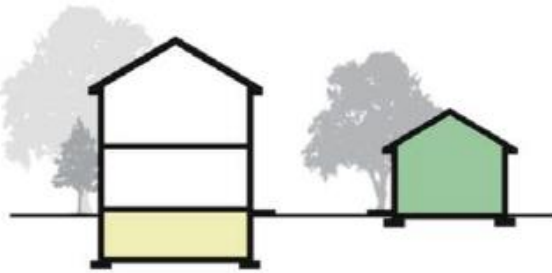


Figure 9 - Cross-section of 1 interior ARU and 1 detached ARU (Image courtesy of City of Kitchener)



Figure 11 - Cross-section of 2 interior ARUs and 1 detached ARU (Image courtesy of City of Kitchener)



Figure 10 - Rendering of 1 interior ARU and 1 detached ARU (image courtesy of City of Kitchener)



Figure 12 - Pair of dwellings with 2 ARUs interior and detached ARUs (Ottawa, image credit: pininterest)

2. Can I Build It?

Property Information

When considering the extent of renovations, constructing an addition to the main house or building a unit on the lot, will there be enough space on the property or within the building. Depending on the lot's dimensions and placement of existing buildings, some types of ADUs may work better than others on the property.

Property Survey

Check the property survey and any drawings that may be available about the existing conditions to understand:

- property lines
- setbacks to property lines for existing buildings
- easements and rights-of-way
- encroachments like sheds or fences that are not entirely on your property
- protected services such as utilities, drainage areas or other infrastructure on the property

If an up-to-date survey does not exist, you may need to hire a surveyor to prepare one.

Servicing and Utilities

It will be important to check for public infrastructure such as:

- streetlights and hydro poles including support wires
- side or rear yard storm drains
- fire hydrants, transformers or utility boxes
- street trees

Changes to infrastructure are at your cost and should be avoided. If your design requires changes to public infrastructure, contact the City early to determine who is responsible for the infrastructure, and to discuss costs and options that may be available.

Remember:

There may be legal agreements registered on your property's title that affect how you may develop your property. Contact your lawyer to check for restrictive covenants, subdivision agreements and other encumbrances.

Are You Ready

Any conversion or construction for one or more ADUs is a development project so there will be costs, time and resources involved along with some risk. Owning and renting an ADU will likely involve being a landlord of tenants and owners will need to be ready to manage that.

Property Location

The location and what is permitted on the property will be important. Are you in a residential area? Are there protected environmental features or floodplain on your lot? Does the land or building have a heritage designation or within a heritage conservation district? Do you have enough space on the lot for the ARU(s)?

Use the [City's Online Mapping](#) to see what zone your property is located and other features.

An overview of the zoning regulations for ARUs is provided in the section below.



Figure 13 – Detached ARU (Image credit: housing2lacity.org)

Zoning Provisions

All ARUs must comply with the City of St. Thomas Zoning By-law, whether they are interior or detached residential units.

The Zoning By-law is the legal document that identifies what uses are permitted on land; where buildings can be located and requirements for other things on a property like parking, driveways and landscaping. The zoning sets out standards for the minimum size and frontage of a lot and the distances from a property line that any buildings must be setback from. The zoning provisions will need to be understood and adhered to for any building permit.

Additional dwelling units are permitted in any residential zone of the Zoning By-law if they are associated with a permitted:

- Single detached dwelling (a house)
- Semi-detached dwelling (side-by-side homes with a common wall with a primary dwelling unit on either side)
- Street townhouse dwelling (a building with 3 or more homes attached horizontally on properties that have frontage on a public street)

The maximum number of additional residential units associated with one of those main (or primary) dwelling types is regulated in the zoning as outlined in the earlier section that described and illustrated the types of ARUs. That includes the following combinations of up to a maximum of 3 (three) additional residential units beyond the main primary dwelling:

- Interior Only: Primary Dwelling + 1-3 ARUs interior with 0 detached ARU
- Exterior Only: Primary Dwelling with 1 detached
- Combination of both Interior and Exterior: Primary Dwelling with 1 interior ARU and 1 detached ARU or with 2 interior ARUs and 1 detached ARU

There is always supposed to be a main primary dwelling on the lot and there must be full servicing available (water and sanitary). When the ARUs are contained as interior/attached to the primary dwelling, the zoning provisions are those that relate to the main dwelling type (single, semi, townhouse). ARUs can be in a detached or “accessory” structure on the lot provided they are located in the rear yard or the interior side yard of the property. In this instance, the following is generally required for the structure:

- Minimum interior side yard setback of 1 metre

- Minimum exterior side yard setback of 4 metres
- Minimum rear yard setback of 1 metre
- Maximum building height of 4 metres
- New: Minimum distance to another building on the lot that contains a residential unit of 2.4 metres
- Revised: The maximum floor area should be no more than 50% of the main dwelling size

Further provisions that generally guide ARUs include:

- A minimum of 1 parking space for each ARU. The spaces may be in tandem (one in front of another).
- Entrances to the ARU is permitted within the interior or rear yard of the primary dwelling.
- ARUs are not permitted in a flood plain as regulated by the Conservation Authority.
- An ARU is not permitted in a basement where the finished floor level of the basement is below the level any sanitary sewer servicing.
- New: an overall maximum lot coverage of 45% with an ADU.
- New: provide a minimum 1.0 metre wide, unobstructed walkway from the street to the ARU entrance.

Additional Residential Units will need to meet all of the zoning requirements as outlined in the Zoning By-law to be considered for a Building Permit.

The full Zoning By-law and regulations pertaining to ADUs (section 4.2.11) can be found on the City's website:

[Zoning By-law Link.](#)

Zoning Summary Diagram for ARUs

Insert plan view, coloured diagram
showing dwelling with interior and
detached ARUs and required minimum

Building Code Requirements

All ADUs must be constructed in accordance with the Ontario Building Code (OBC) and require a Building Permit. Visit the City's [Building Permits website](#) to learn about how to apply for a building permit, process and fees. A licensed (BCIN) designer, architect or contractor may be able to assist you with this process (see the next section to learn about who you may need to assist you).

The Ontario Building Code has requirements for how buildings are constructed. The building code ensures the design and construction of buildings meets certain health, safety and fire protection requirements to protect the building, its occupants and the public. There are many approaches to constructing ADUs including conventional construction techniques and newer construction techniques. Depending upon the type of ADU you are building, it may have a different classification and requirements under the OBC.

All of these approaches to constructing ADUs have benefits and drawbacks, and all must comply with the zoning by-law and the building code. Please reach out to the City's Building staff at inspections@stthomas.ca if you are interested in pursuing newer or non-conventional construction techniques to ensure it will comply before purchasing your dwelling. More information about planning your project and permit process needs is below.

Note: Detached units must be permanent, all-season dwellings and must be connected to municipal services. Recreational vehicles and tiny homes that are on wheels are not permitted as a detached ADU.

Summary

To build an ARU(s), the following key requirements should be met:

- ✓ A single, semi or street townhouse dwelling must be permitted.
- ✓ Full municipal services are connected to the property.
- ✓ The lot, site and building layout complies with the City's Zoning By-law.
- ✓ The building design meets the Ontario Building Code.

3. How Do I Plan My Project?

Once you have confirmed that you can build your ARU(s), look at some images or sample plans online (or in this guidebook) along with your neighbourhood or other areas that may have examples. Consider what might work for you,

your property, and your desired outcomes. The project is going to require a budget, go through the building permit process at the City and most will need licenced professionals to prepare the plans, drawings and construct the work.

Note: ARUs can be designed to fit seamlessly into a property, neighbourhood or complement existing streetscapes.



Figure 15- Fit into existing area and trees
(image credit: sunroomsnmore.com)



Figure 17 - Fit into neighbourhood and streetscape (image credit: ???)



Figure 19 - Neighbourhood streetscape
(image credit: OHBA.ca)



Figure 16 - Fit into property and neighbourhood
(image credit: neilkelly.com)

Create Your Team

Most builds are undertaken by a contractor and professional designers who prepare the plans, complete the application process, and construct the work for you.



Figure 18 - Fit into property with buffer
(image credit: ipaconstructioninc.com)



Figure 20 - Triplex-style with complementary materials (image credit: spacing.ca)

These individuals are often familiar with the

A Licensed Designer (with BCIN designation) drawings for most types of ARUs. They can code and fire code compliance; confirming that

municipal and building process.

or Architect is required to prepare help with understanding zoning, building the design of the build complies with

zoning provisions; can apply for permits; and coordinates with other professionals like surveyors or engineers.

A contractor can help construct your ARU; develop the budget and construction schedule; coordinate the build with trades; ensure that safety regulations are followed; resolve issues; and coordinate with City Building Inspectors.

The specifics of your property or build may need other professionals to provide advice, opinion, design drawings or conduct work on your behalf. These may include for heritage, structural, mechanical/electrical/plumbing, surveying, civil engineering, environmental or arborist.

Note: The City does not endorse or recommend specific professionals. We encourage you to evaluate your team based on their experience with ADUs and previous experience in the area. We recommend talking to at least three designers and contractors before finalizing your team.

Create a Budget

There will be costs associated with designing, building and operating one or more ARUs. They can be an investment in your property, so it is important to prepare a detailed budget and financial plan for your project. Your contractor and designer can assist with creating a budget which should consider costs such as materials, labour, equipment, servicing/utility connections, permit fees and any development charges that may be applicable, insurance, professional consultant/contractor fees. You may want to inquire early with a financial institution about any financing options. The overall costs will vary depending on what type or where the ARU will be located (e.g. interior renovation or building addition or new building), how many ARUs, the size, construction type and other site considerations like grading. It is common for the cost of an ARU to range from less than \$100 per square foot (e.g. interior renovations) to \$400 and more per square foot (e.g. new construction) depending on several factors. One of the more cost-effective ARU types is often an interior renovation or conversion of existing space within the primary dwelling (e.g. adding a basement apartment). If a project involves major additions, or constructing new dwelling units (e.g. new, rear yard, detached tiny home) could cost \$200,000 and more.

Financial Incentives

The City of St. Thomas has a Community Improvement Plan (CIP) that features numerous financial incentive programs that offer grants and loans. This includes a Residential Program which provides annual grants and loans towards the renovation, conversion or addition of new residential dwelling units to a property – such as ARUs. A certain matching amount is available for each new unit up to a maximum cap and subject to eligibility and funding availability. You can use

the funding towards the design and construction of your ARU! Property owners can also reduce or help pay for the planning and building permit fees for ARUs through applying for an additional grant at the same time. Please see the final section of this guide on Resources for more information and links to the City's current financial incentive programs that could assist you.

Prepare Your Plans / Designs

Proper, designed plans of the property and buildings are required as part of a digital submission for a building permit application. It is important to have a surveyed drawing with property lines and any existing structures, driveway, easements, utilities and other site features indicated. Look for any overhead utility lines and know where underground servicing and utilities are located. You will want to think about access (walkway, door, etc.) to the ARU unit(s), parking and driveway, landscaping, servicing (water, wastewater, stormwater management), utilities, waste management, energy or environmental conservation, doors and windows/light, building height and setbacks, emergency access and more. Consider existing trees and vegetation, slopes and grades, outdoor areas, bikes, etc.

Note: Typically, one set of service connections (water, sanitary sewer, electric and gas) is provided for each lot. Each dwelling unit could be separately metered. Talk to the utility provider and the Building Division to learn more about connecting and disconnecting services. In some circumstances, it may be possible for a second service connection subject to the approval of the City's Director of Environmental Services.

You may wish to consider barrier free accessibility and universal design standards when planning and designing your ADU for different occupants or the future.

Review the Process and Resources Available

It is helpful to become familiar with the building permit



Figure 21 - Accessible ADU
(image credit: easybuildingplans.com)

You may wish to have certain environmental features or performance, such as solar panels, green roof/wall or net zero energy or carbon. This could reduce GHG emissions and ongoing utility costs.



Figure 22 - Sustainable / Eco-Friendly ADU
(image credit: buildgreennh.com)

process along with the potential resources that are available to assist. Your designer and/or contractor can also provide services and guidance. The next section outlines what is needed for the City permit process and generally what to expect. In addition to many other resources that may be available online or through professional services the last section of this guide includes further resources to assist.

4. What's Needed for the Application/Building Process?

Building Permit Application

A complete Building Permit application is required for all ARUs whether they are new, an addition or a renovation.

Complete Package

A Building Permit is reviewed once a complete application is submitted and confirmed. This will include application form, required plans and drawings, fees and any legislative compliance. The plans must comply with the Zoning By-law and if any other permits or planning applications are required they must be completed first.

Note: Alterations needing a permit could include, but not limited to plumbing work for bathrooms, kitchen & laundry, HVAC, fire separations, new window or door openings, or new room dividing walls. Construction includes minor work like installing a kitchen sink & kitchen rangehood exhaust in existing finished space. A Change of Use Permit is required to alter a dwelling to additional units.

In order to obtain the require permit you need to submit a complete permit application which includes:

- 1) Application form: Complete the required information via the online submission in Cloudpermit.
<https://ca.cloudpermit.com/login>
- 2) Upload required documents via Cloudpermit which shall include:
 - Provide a site plan showing where the building is in relation to property lines, lot area, parking spots, lot coverage with dimensions. Enough information must be provided to complete a zoning compliance review.
 - Proposed lot grading plan may also be required to be provided, depending on Site Alteration requirements & design of building
 - A completed Schedule 1 form by BCIN designer
 - Provide Construction Plans* – legible and to scale. (see sample drawings in Resource section)

Provide enough information to complete a review for compliance with the Ontario Building Code, including:

- Floor plans, elevations & walls sections
- Energy Efficiency Design (& all equipment specs)
- Soil gas control measure
- Heat-loss calculations & heating design
- Truss layout & designs (may be required to be sealed depending on complexity of roof design)
- Plumbing services design – how will the unit be serviced (water, sanitary & storm)

Additional Information if proposing to construct a new detached (stand alone) additional residential unit building:

Include with your site plan drawing & construction plans for the detached ARU building: the distance to the existing home; spatial separation calculation of exposed building face of the existing home on the side facing the new building; and how the separate building will have services provided.

Note - Plans submitted for a building permit must be prepared by a qualified designer (with valid BCIN) or may be by the homeowner (only when work does not exceed 2 dwelling units). If you, as the homeowner, are trying to prepare the plans, the same level of information and quality of plans is expected to be provided (as you are taking on the Role of Designer). If you do not have the knowledge or ability to draft & prepare plans that will contain the minimum OBC requirements, a qualified designer should be retained.

Fees

If plans meet the Ontario Building Code and zoning, a permit fee must be paid for a building permit to be issued. The permit fee is based on the use and size of the work needed. The permit fee paid includes all the required inspection site visits. The minimum fee per the Building By-law is typically updated each year and can be found at: [Building Permit Fees - City of St. Thomas](#).

Other Possible Needs

You will also need to provide clarification on how it is intended (or not intended) to meet the requirements of the Tarion New Home Warranty program. See <https://www.tarion.com/homeowners/you-buy/types-homes-covered>.

To widen your driveway or add another driveway, a Right of Way Permit is required through the Environmental Services Department. Please see: [Right of Way Permits - City of St. Thomas](#). Per the Zoning By-law, the maximum driveway width is typically 50% of your lot width (also to a maximum of 6.0m), subject to certain criteria.

A site alteration permit could also be needed, especially if there is any site works, detached building or changes to grading and drainage. It can be applied for at the same time as the building permit. Ensure the application form is completed and uploaded during your building permit submission - [Site Alteration By-Law - City of St. Thomas](#).

Properties or districts that have status, such as designation, under the Ontario Heritage Act could have specific considerations for the construction or a Heritage Alteration Permit may be needed. For more information, including designated property list, district and application form, please see: [Heritage Properties - City of St. Thomas](#).

If your property is within an area regulated by a Conservation Authority (typically floodplain areas), there may be permit considerations, especially if there is any grading or site alteration. Please see: [Do I Need A Permit? • Kettle Creek Conservation Authority](#).

If your plans cannot fully meet the zoning even with updates and you wish to proceed, a minor variance or zoning amendment may be required. Contact [Planning Services - City of St. Thomas](#).

The Electrical Safety Authority governs permits related to Electrical work. <https://esasafe.com/>

Visit the [Building Services](#) webpage to apply for a building permit and more on the submission requirements. Building permit applications can be technical. For enquiries, please contact Building staff at (519) 633-2560 or inspections@stthomas.ca.

Permit Review and Issuance

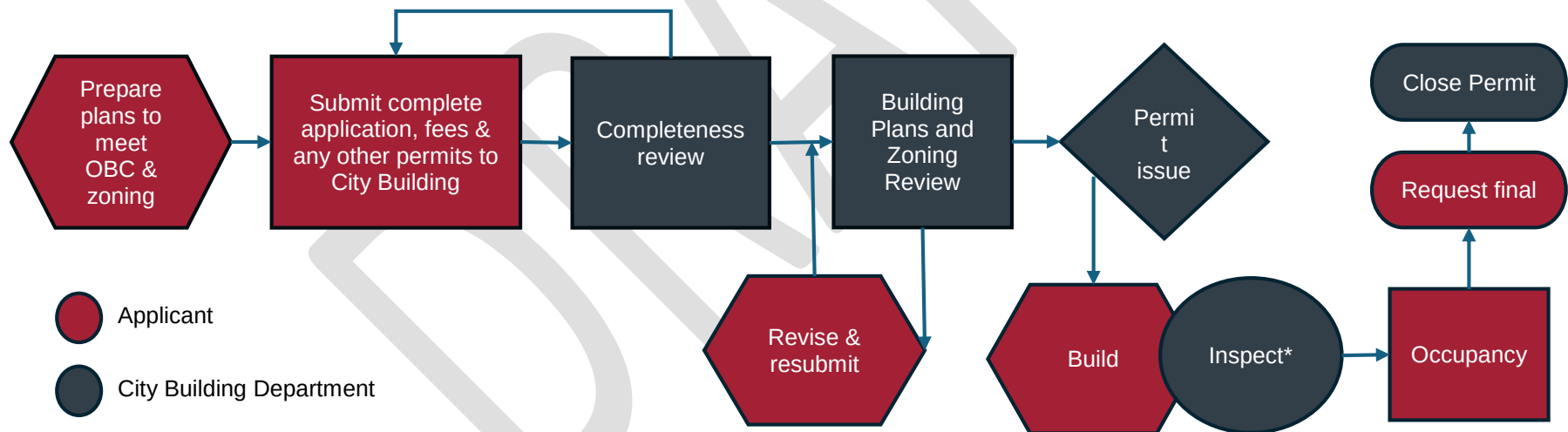
Once a complete application has been submitted, Zoning & Building Code reviews will occur. This review can take up to 10-15 business days. If the application submission is incomplete, missing information or does not meet OBC & zoning, the issuance of a permit will be delayed until it is complete & has demonstrated compliance with OBC.



Inspections

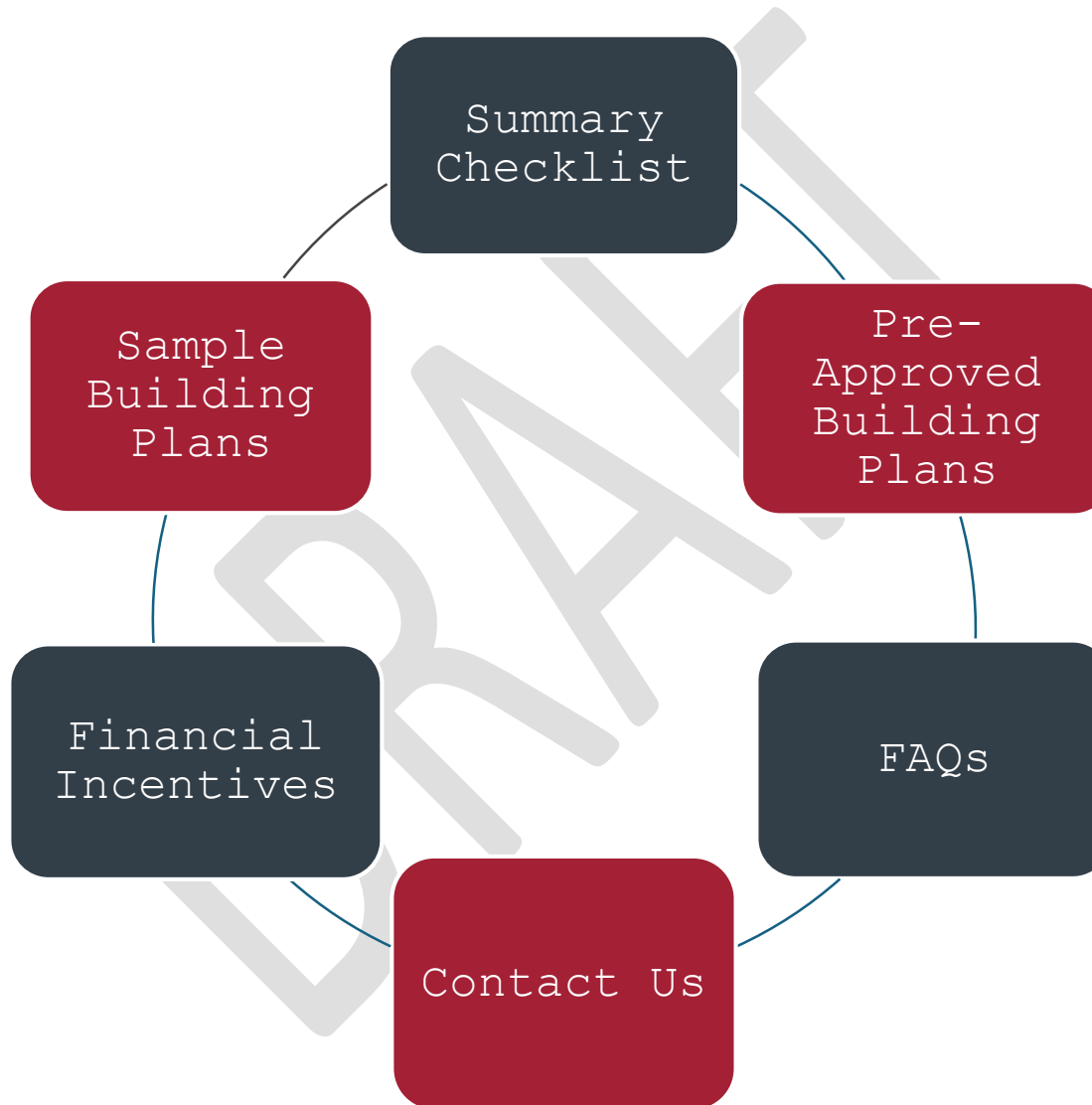
Once a permit has been issued, you will have a list of inspections that must be completed and pass as construction proceeds for the permit to be closed. These will be listed as part of your permit. When construction is ready, as the permit holder you must notify that the work is ready to be inspected before proceeding. Once an inspection request is made, the inspection will be conducted within 24-48 hours. A proper inspection is needed before occupancy.

Building Process Flow Chart



*The permit will have a list of all required inspections (more than one) as the build occurs.

5. Are There Any Resources to Help Me?



Summary Checklist

Start Up

- ☐ Brainstorm and look for inspiration for your ARU
- ☐ Review your property survey (look for property lines, easements, encroachments, building setbacks and dimensions)
- ☐ Review the zoning by-law
- ☐ Talk to city staff if you are unsure of how to get started

Planning Your Build

- ☐ Build your project team (hire a designer or architect, contractors, etc.)
- ☐ Develop a budget
- ☐ Prepare your plans
 - ☐ Lot Layout/Site Plan
 - ☐ Architectural & Structural Plans

Application and Permits

- ☐ Apply for a Building Permit
- ☐ Confirm with city staff whether you require other permits or approvals

Construction and Occupancy

- ☐ Once you have your Building Permit issued, construction may begin
- ☐ Communicate regularly with your contractors and tradespeople to stay on track and address issues early
- ☐ Order your addressing sign if one is required for your exterior / detached home
- ☐ Schedule required inspections with a Building Inspector as your project progresses
- ☐ When all work is complete, occupancy can be granted

Finishing Touches

- ☐ Finish landscaping, driveway paving or interior decorating that can be completed following occupancy
- ☐ Schedule a final inspection with Building and with Planning if you applied for the CIP incentives

Sample Building Plans

Insert Sample Design Drawings:

- Site Layout
- Floor Plans
- Foundation Design
- Structural Design
- Elevations
- Sections

See the [CMHC Housing Design Catalogue](#) for
Accessory Dwelling Unit or
Fourplex House Models

Pre-Approved Building Plans

DETACHED ARU

PENDING

Financial Incentives

The City of St. Thomas has a Community Improvement Plan (CIP) that provides policies to enable Council to offer financial incentives to private property owners. These incentives are intended to encourage property owners to improve the appearance of their lands and buildings in accordance with guidelines adopted by Council. The incentives help offset a portion of project costs related to redevelopment, reuse and rehabilitation of the built environment.

One of the CIP programs is for Residential. This includes financial incentives for creating new residential units – such as for Additional Residential Units. If an owner is adding or converting space into one or more ARUs, they could qualify for a grant towards the design and construction costs. The Project Area has recently been expanded to include the 'City Wide Community Improvement Area, and to increase the amount available for the additional of new residential units to \$12,500 per unit and \$15,000 per “affordable” unit as part of the Federal Housing Accelerator Fund for 2025-2027.

In addition, for properties within the Primary CIP Area (the central area of the City has shown in the CIP document), there are also a grant programs to assist with reducing Development Charges and towards reducing Planning and Building Application Fees.

For more detail on what the City currently offers as part of the financial incentive programs, go to the following link and view the plan and application form in the CIP drop-down: [Planning Services - City of St. Thomas](#).

Application Package: [CIP Application Form](#)
CIP Inquiries: Email - cpenny@stthomas.ca

Please note that all CIP financial programs are subject to the availability of funds within the City's annual CIP budget. Projects are processed on a first come, first served basis.

Frequently Asked Questions (FAQs)

What zones permit an ARU?

Generally, zones that permit a single detached dwelling, semi-detached dwelling or street fronting townhouse dwelling permit additional dwelling units, subject to meeting the regulations. This includes the low-density residential zones (R1 and R2). All of the other residential zones (R3-R6) and the mixed-use development zone (MU) permit at least 4 units and above, subject to certain criteria (although some high density and mixed-use zones may not allow for singles or semis but apartments and multiple dwellings are permitted). Please review the zoning of your property to confirm if your proposal will be permitted. In some cases, where the City is promoting greater densities, a multiple dwelling with 5 or more units is permitted even though a triplex or fourplex is not. You can find out the zoning of your property on the City's Interactive Mapping: [maps - CartoVista Server - Web Portal](#) or if you need assistance, you can reach out to Planning staff at (519) 633-2560. You can also come into City Hall to meet with Planning staff in person to discuss your project in more detail. Book an appointment if you are unsure, staff are available to help!

Does my ARU have to be a rental?

Rental is the most common tenure for ARUs. However, you may wish to explore options such as condominium, co-op housing or co-living.

Condominium Ownership:

Creating a condominium will let you sell each unit while also having shared common areas. Condominiums are regulated under the Condominium Act and the approvals are required under the Planning Act. Please contact a lawyer specializing in condominiums, and a land use planning consultant for assistance if you wish to explore condominium ownership. Learn more about Plans of Condominium and how to apply from the Planning Services Department.

Co-operative Housing:

Housing co-ops are different from private rental housing because the residents decide how the co-op is operated. Every member gets a vote in approving annual budgets, electing directors and setting policies on the co-op's overall direction. The information in this guide may apply to co-op housing with four or fewer dwelling units on a lot. To learn more about co-op housing please visit: [CMHC Co-operative Housing Guide](#).

Cohousing:

Cohousing combines the autonomy of compact self-contained private dwellings with the benefits of shared, spacious community amenities that typically include a large dining room, kitchen, recreation spaces, meeting rooms, children's play spaces, guest rooms, workshops and gardens. The information in this guide may apply to co-housing where there are four or fewer dwelling units on a lot. To learn more about Cohousing please visit: [Canadian Cohousing Network](#).

Are there any resources available to help me learn how to be a landlord?

There are resources available online to help you learn about your rights and responsibilities as a landlord. Be sure to talk to your lawyer to learn more, and to ensure you fulfill your obligations. One source is: [Resources for Landlords and Tenants in Ontario](#).

Is my site eligible for curbside waste collection?

The City of St. Thomas provides curbside garbage, recycling and compost pick-up for dwellings with up to 6 units. The developer or owner should contact the City's Environmental Services to confirm waste collection service: [Garbage & Recycling - City of St. Thomas](#). A site visit by Waste Management staff may be required prior to the start of waste collection services. Staff will determine the placement location of the waste collection bins if necessary.

The City's Property Standards By-law regulates how waste must be stored on your site. These details should be noted on your site drawing for your Building Permit. Any multi-residential units (triplex or larger) must ensure garbage, recycling and compost containers are stored in an enclosed structure such as a garage, shed or an enclosure with a lid or roof. Garbage structures must screen the garbage containers from the view of streets, sidewalks, multi-use trails, and neighbouring properties, and must be kept closed at all times except when the containers are being filled or emptied. Structures containing garbage containers shall be kept in good working order, free of odours, and without any visible deterioration.

Can I park more cars on my property than the minimum required?

You can provide more than the minimum number of parking spaces, however zoning regulations require a minimum size for parking spaces, restrict the number of driveways, driveway width, driveway or parking lot setbacks and maximum garage width, which will limit the number of parking spaces that can be provided on a site.

Generally, the maximum driveway width ranges between 50% of the width of a lot, to a maximum of 6 metres. Dwellings with 3 or 4 units are permitted to locate parking in the rear yard either on a driveway or in a small parking lot (subject to zoning rules for a parking lot such as fencing and setbacks).

A Right-of-Way Permit is required if you plan to widen your driveway. This application will consider the location of street trees, on-street parking spaces, and public infrastructure such as hydro-poles, hydrants and transformers. Please design your project to avoid impacts to trees and infrastructure in the right-of-way.

Can my tenants park on the street?

On-street parking is equally available to all members of the public, except overnight during the winter months and is not intended to meet the long-term parking needs of residents. Permits may be available for residents via application. Please consider your and your tenants' parking needs before signing a lease agreement. Information about street parking can be found on the City's Parking By-law and permits webpage: [Overnight Parking - City of St. Thomas](#)

Can I have a unit above my detached garage?

A detached building containing an additional dwelling unit can be up to 4.0 metres high. This may allow a dwelling unit to be located attached to or above a garage. Please review the zoning by-law regulations for an ARU (detached) to review the applicable regulations for your property.

Can the ARU be severed and sold separately?

An ARU provides an additional dwelling unit on a property where a primary dwelling unit already exists. It cannot be severed and sold separately from the primary dwelling unit.

How many doors can I have for my triplex or fourplex?

Your primary dwelling is permitted to have additional pedestrian entrances (doors) although the number of front doors facing a public street should be minimized (1-2). Additional entrances are permitted to face interior side lot lines and the rear yard. You are also permitted to have doors (such as sliding doors) providing access to a balcony which does not act as a primary entrance or to a door which is fully below grade. Please note that stairs leading to a basement entrance must be set back from a side lot line and cannot conflict with grading or a required walkway. Please contact the Planning and Building Services Department if you require clarification or to review your proposal.

How is my ARU addressed?

If you have questions about how to address your ARUs please contact the City's Clerks Department who will help assign any required street and unit numbers.

Will my ARU affect my property taxes?

Likely yes, your property taxes could change and increase when you create an ARU. General information regarding assessment and property taxes is provided by the [Municipal Property Assessment Corporation \(MPAC\)](#).

Can I design or build the ARU myself?

Design and construction require professional drawings and licenced contractors or trades. While it may be possible to undertake some aspects of the design and build yourself, it is highly recommended for the permit application drawings, and required for some ARU types, to have plans/drawings prepared by a certified professional and some aspects of the build will need licenced plumbing, electrician, mechanical, etc.



Figure 23 - New Dwelling with 2 ARUs - Triplex (image credit: taylorjonesgroup.com)

Contact Us

Planning and Building Services Department
City Hall, 1st Floor
9 Mondamin St.
St. Thomas, ON
N5P 2T9

Telephone: (519) 633-2560

Email: planning@stthomas.ca

Website: [Planning and Building Services - City of St. Thomas](https://www.stthomas.ca/cms/one.aspx?portalId=12189805&pageId=12517637)
(<https://www.stthomas.ca/cms/one.aspx?portalId=12189805&pageId=12517637>)



City Website: <https://www.stthomas.ca>

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 our 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

TABLE OF CONTENTS

STATEMENT OF COMPONENTS

PART A PREAMBLE TO AMENDMENT NO. ____

1. Location
2. Purpose
3. Basis

PART B THE AMENDMENT

1. Introductory Statement
2. Details of the Amendment
3. Implementation and Interpretation
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.”

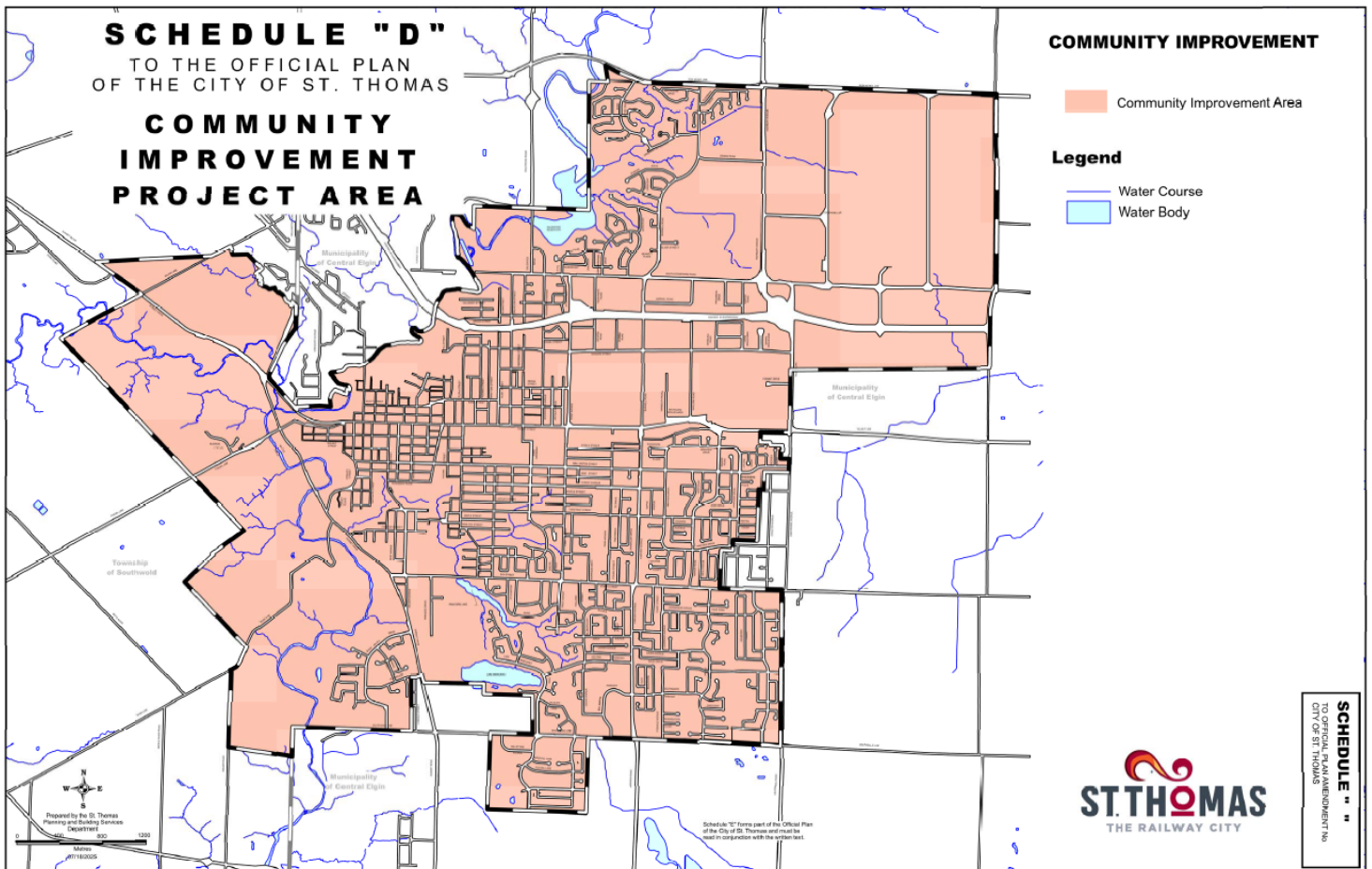
Part 2 of the Official Plan Amendment

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

TABLE OF CONTENTS

STATEMENT OF COMPONENTS

PART A - PREAMBLE TO AMENDMENT NO. ____

- 1) Location
- 2) Purpose
- 3) Basis

PART B - THE AMENDMENT

- 1) Introductory Statement
- 2) Details of the Amendment
- 3) Implementation and Interpretation
- 4) Schedule

PART C - THE APPENDICES

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

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 additional 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:

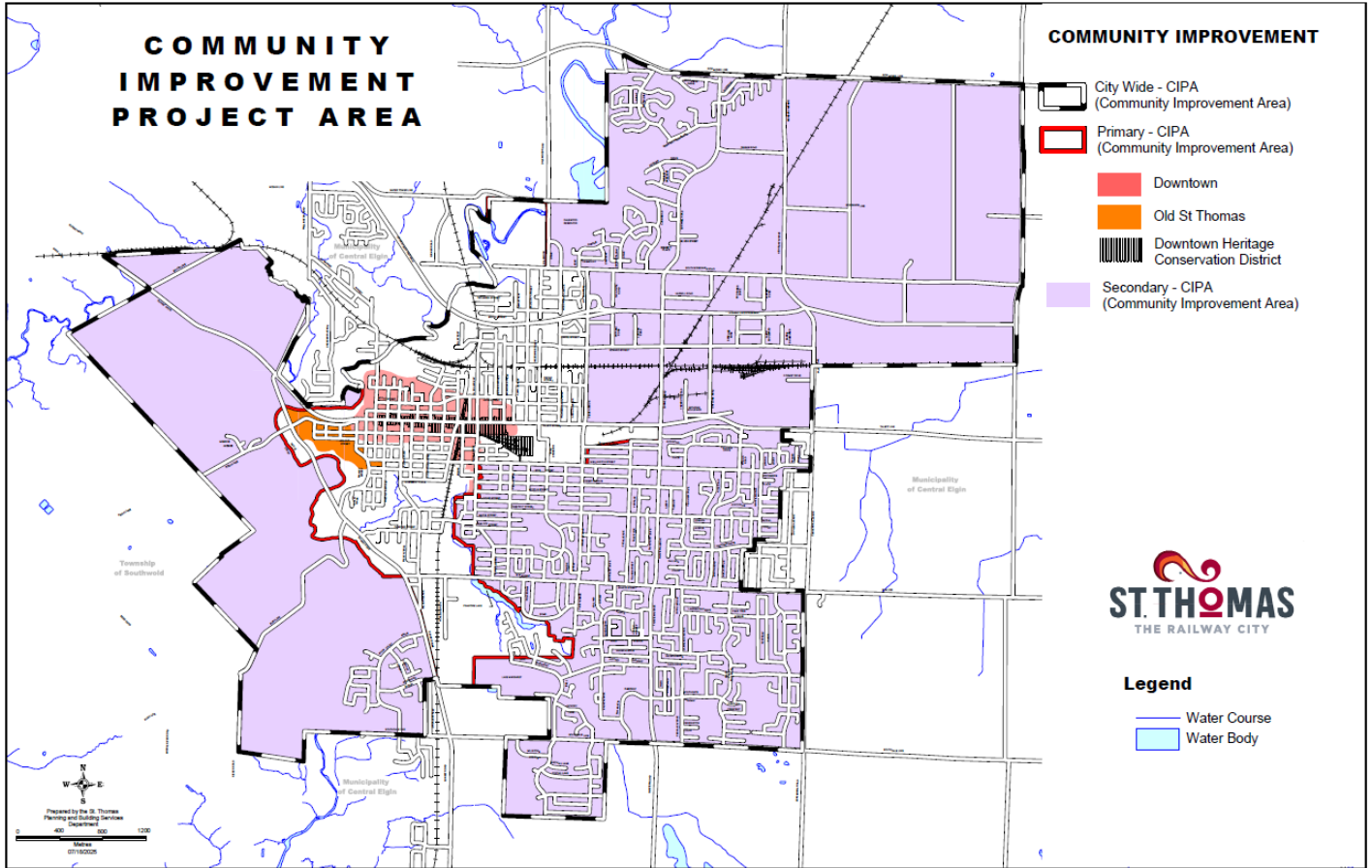
Figure 1 - Community Improvement Project Area to the Community Improvement Plan, is amended by removing Figure 1 and replacing it with a new Figure 1, attached as Schedule I and forming part of this amendment.

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
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APPENDIX I

NOTICE OF PUBLIC MEETING

APPENDIX II

MINUTES OF PUBLIC MEETING

APPENDIX III

STAFF PLANNING REPORTS