

March 1, 2023

The Honourable Steve Clark, MPP
Minister of Municipal Affairs and Housing
17th Floor
777 Bay St.
Toronto, ON M5G 2E5

Sent via email: minister.mah@ontario.ca and steve.clark@pc.ola.org

**Re: 2023 Municipal Housing Pledge
Our File 60.73.01**

Dear Minister Clark,

At its meeting held on February 27, 2023, St. Catharines City Council endorsed Report PBS-032-2023, titled “2023 Municipal Housing Pledge”. City Council also directed staff to provide a copy of this report to the Ministry of Municipal Affairs and Housing (attached to this correspondence); respectfully including the following requests:

That the City not be penalized, financially or otherwise, for failing to meet the identified housing target; and

That the Province engage in meaningful and ongoing consultation with municipalities, the Ontario Professional Planners Institute (OPPI), the Association of Municipalities of Ontario (AMO), and others on recent and future legislative changes to create collaborative, successful, and impactful changes to land use legislation that will ensure the efficient delivery of housing without creating additional financial burden to existing taxpayers; and

That the Province work with municipalities, the Association of Municipalities of Ontario (AMO), the Municipal Finance Officers’ Association (MFOA), and others to identify new, predictable, and sustainable funding opportunities to aid in the rapid delivery of municipal initiatives and growth-related infrastructure.

If you have any questions, please contact the Office of the City Clerk at extension 1524.



Kristen Sullivan, City Clerk
:sm



cc: Chuck McShane, Executive Director – Niagara Home Builders Association
Association of Municipalities of Ontario
Municipal Finance Officers Association
Ontario Professional Planners Institute
Ontario Big City Mayors
Tami Kitay, Director of Planning and Building Services
Melissa Wenzler, Government Relations Advisor

Encl. PBS-032-2023

Report from: Planning and Building Services

Report Date: February 1, 2023

Meeting Date: February 27, 2023

Report Number: PBS-032-2023

File: 60.73.01

Subject: 2023 Municipal Housing Pledge

Strategic Pillar:

This report aligns with the following St. Catharines Strategic Plan pillars: economic, social, and environmental.



Recommendation

That Council endorse Report PBS-032-2023, titled “2023 Municipal Housing Pledge”; and

That Staff provide a copy of this report to the Ministry of Municipal Affairs and Housing by March 22, 2023; respectfully including the following requests:

That the City not be penalized, financially or otherwise, for failing to meet the identified housing target; and

That the Province engage in meaningful and ongoing consultation with municipalities, the Ontario Professional Planners Institute (OPPI), the Association of Municipalities of Ontario (AMO), and others on recent and future legislative changes to create collaborative, successful, and impactful changes to land use legislation that will ensure the efficient delivery of housing without creating additional financial burden to existing taxpayers; and

That the Province work with municipalities, the Association of Municipalities of Ontario (AMO), the Municipal Finance Officers’ Association (MFOA), and others to identify new, predictable, and sustainable funding opportunities to aid in the rapid delivery of municipal initiatives and growth-related infrastructure.

Summary

On October 25, 2022, the Minister of Municipal Affairs and Housing notified the Clerk that in an effort to reach the Province's goal of having 1.5 million homes built in the next 10 years that it was assigning an aggressive growth target of 11,000 new homes in the City of St. Catharines by 2031. The letter asks the City of St. Catharines to demonstrate a commitment by developing a Municipal Housing Pledge to achieve this target by March 1, 2023. This report seeks to serve that purpose by describing the efforts undertaken by the City to prioritize and accelerate housing and outline the municipality's commitment to achieving the growth target.

Relationship to Strategic Plan

This report relates to the Economic, Social, and Environmental pillars of the Strategic Plan:

Economic Prosperity: Support the City's commitment to building and growing a diverse and resilient economy through fiscal responsibility, urban regeneration, and collaborative partnerships.

Social Well-Being: Build and support strong, inclusive neighbourhoods that provide high quality of life for residents of all ages.

Environmental Stewardship: Adopt innovative approaches and continue responsible community planning and decision-making that balances growth, enhances quality of life, manages emergencies, and minimizes the environmental impacts of climate change.

Background

Bill 109, the More Homes for Everyone Act, 2022 was introduced on March 30, 2022 and received Royal Assent on April 14, 2022. Schedule 5 of Bill 109 made changes to the Planning Act, which were introduced to Council on [April 7, 2022](#). The changes are in effect, save and except for the zoning by-law amendment and site plan control fee refund provisions, which are anticipated to be enacted at the end of Q2 2023.

Bill 23, the More Homes Built Faster Act, 2022 was introduced on October 25, 2022, and received Royal Assent on November 28, 2022. The planning and development charge-related changes came into force and effect on November 28, 2022, save and except for provisions removing planning responsibilities from the Region of Niagara. To date, it is unknown when this dissolution will be enacted.

On October 25, 2022, the City received a letter from the Minister of Municipal Affairs and Housing that the Provincial Government set a goal of getting 1.5 million homes built over the next 10 years (see Appendix 1). The letter appointed an aggressive growth target of 11,000 new homes in the City of St. Catharines by 2031 and asked the City of St. Catharines to demonstrate a commitment to achieve this target by developing a Municipal Housing Pledge prior to March 1, 2023. The City was notified on February 13, 2022 that this deadline had been extended to March 22, 2023.

Report

St. Catharines is the largest lower tier municipality in the Region of Niagara and the only municipality to enjoy a Provincially designated Urban Growth Centre (UGC). In addition, the City is also home to a GO Major Transit Station Area (MTSA), a hospital, a university, and two 400-series highways. The City has implemented the appropriate governance structure, including a Memorandum of Understanding with the Region and a municipal Delegation By-law to ensure that development application approvals remain at the local level, and where appropriate, delegated to staff. This coordinated approach to development application processing has led to only two appeals to the Ontario Land Tribunal (OLT) for non-decision since 2018.

The realm of accountability for the 2023 Municipal Housing Pledge is restricted to the City's ability to create, maintain, and improve a suite of housing facilitation policies, processes, opportunities, and resources within its means to accelerate the creation of housing units. The City does not have the authority, responsibility, or means to construct, provide, or manage the construction of housing units. Housing construction is driven by private land development, landowners, and the market itself. It must be acknowledged that the ability to deliver on the 2023 Housing Pledge is directly related not only to the municipality's ability to approve housing units but also to the capacity of the land development community to construct a supply of diverse, safe, and attainable housing at a variety of price points and tenures.

As such, the City of St. Catharines commits to implementing a policy and procedural environment to facilitate the creation of 11,000 dwelling units in the next 10 years.

City Initiatives Already Aligned to Provincial Housing Objectives:

Growth Management

Beginning in 2017, the City undertook a Land Needs Assessment (LNA) to evaluate land inventories by use (employment, commercial, and residential) in an effort to ensure adequate supply exists to implement the growth targets set out by the Provincial Growth Plan and further allocated to the City by the Region of Niagara through their Municipal Comprehensive Review Process (MCR). The LNA undertook a quantitative analysis to address alignment with Provincial population and employment growth forecasts and the land needs associated to support and facilitate those housing and employment demands. Additionally, the LNA undertook a qualitative assessment to address the appropriate and preferred location and use of employment lands, resulting in recommendations for conversions of employment lands to mixed-use and residential purposes.

On November 30, 2020, Council adopted [Official Plan Amendment 26](#) (OPA 26) which implemented the recommendations of the Land Needs Assessment process. Regional Council approved Official Plan Amendment 26 in March 2021. While the matter was appealed by a private developer, the Ontario Land Tribunal (OLT) found in favour of the municipality and Region and approved OPA 26 in April 2022. As a result, the City's

Official Plan now conforms to and implements the Province’s growth targets to the 2051 time horizon. Specifically, the City is targeting a population growth of an additional 31,390 persons and an additional 14,390 dwelling units by 2041.

Year	Dwelling Units	Population
2016	56,880	136,620
2041	71,270	168,010
Targets	14,390	31,390

The City of St. Catharines’ Garden City Official Plan reflects 2041 growth targets, exceeding that of the municipal pledge of 11,000 units by 2032, with further housing accommodation generated through employment land conversions. Notwithstanding that to achieve the Provincial target of 11,000 new homes by 2031 is largely contingent on private development efforts and the market, the land use permissions established in the City’s Official Plan and Zoning By-law provide for and support these growth opportunities.

Strategies to Encourage Intensification

On September 26, 2022, staff provided Council with an update on the [status of the City’s 2017 Housing Action Plan](#). The report outlined the many initiatives staff have undertaken to increase affordable and attainable housing opportunities.

Permissive Land Use Policies

The planning framework instilled in the Garden City Plan (GCP) and current Zoning By-law is primarily geared towards infill and intensification, land and service efficient, mixed use and transit supportive development. The planning framework provides for a wide range, variety and mix of housing types and tenure, and flexible accommodation options, in all neighbourhoods throughout the city’s urban area, and which provides for and promotes opportunities for affordable and attainable housing development. The City’s Zoning By-law does not have exclusionary zoning. The Zoning By-law has four residential zone categories all of which provide for a range of housing opportunities:

- R1 zone: detached, semi-detached, quadruplex, townhouse;
- R2 zone: detached, semi-detached, duplex, triplex, fourplex, quadruplex, townhouse;
- R3 zone: detached, semi-detached, duplex, triplex, fourplex, quadruplex, townhouse, apartments; and
- R4 zone: triplex, fourplex, quadruplex, townhouse, apartments.

The permissive flexibility built into the current planning documents also provides greater opportunity for cost effective / efficient development, only requiring the need for minor development approvals, site plan or subdivision approval for many development scenarios, and without the need for labour and time intensive development approvals through additional official plan and / or zoning by-law amendments. This supports the reduction in red-tape processes working towards obtaining development approvals, provides for greater certainties and development cost efficiencies, and in turn, more

opportunity to pass cost savings on to the consumer, and to advance a more favorable climate to provide affordable and attainable housing.

Other components of the GCP and Zoning By-law that support affordable and attainable housing include:

- 'as-of- right' permission for interior accessory dwelling units in all detached, semi-detached and townhouses, and detached accessory apartments subject to site specific zoning amendment.
- require smaller minimum lot areas to support efficient development, and maximum lot areas and to ensure underdevelopment of lands does not occur.
- supports the creation of lots and construction of dwellings in laneways subject to the availability of services and adequate access.
- permit live-work options in a variety of zones and home-based businesses within a principal dwelling unit subject to certain zoning provisions.
- permit residential units above, behind or beneath commercial units in the commercial zones.
- encourage and permit transit supportive mixed-use zoning and development in appropriate locations.
- establish parking exemptions in the City's downtown core.

Municipal Incentives

The City of St. Catharines has created a suite of financial incentives to support affordable and market housing creation, subject to defined eligibility criteria.

Development Charge Grants 2022

The City's Development Charges By-law offers a grant program for residential units constructed in the Urban Growth Centre, affordable dwelling units city-wide, and accessory dwelling units. Essentially eliminated Development Charges for the construction of housing in key, strategic locations and / or meet truly affordable eligibility criteria.

Community Benefits Charges 2022

The City's Community Benefits Charges do not apply to developments less than five stories high, less than 10 units, or to affordable dwelling units city-wide.

Parkland Dedication By-law 2022

The City's Parkland Dedication By-law does not levy cash-in-lieu or parkland dedication requirements to affordable housing units city-wide, subject to eligibility criteria.

Community Improvement Plan 2020

Community Improvement Plans (CIPs) are one of the most effective tools available to municipal governments to directly incentivize re-development, including housing development, in accordance with strategic priorities. In November 2020, Council approved a new CIP which incentivizes:

- Brownfield redevelopment
- Affordable housing
- Heritage preservation

- Mixed-use redevelopment

The adoption of the 2020CIP also created a Housing Reserve Fund, where budgeted incentive value of rescinded CIP projects is re-directed to an Affordable Housing Reserve Fund to support affordable housing initiatives, such as waiving or rebating building permit or development application fees for affordable housing projects.

Council also approved an Accessory Dwelling Unit (ADU) Program which offers a one-time grant up to a maximum of \$20,000 to eligible landowners to construct an accessory dwelling unit to create additional, affordable rental housing.

In January 2023, Council resolved to create a working group to review aspects of the 2020CIP.

Municipal Surplus Lands

The City of St. Catharines has declared two parcels of land surplus and available for residential development: 6-8 Academy Street and 320 Geneva Street. Both properties have been advertised through Expression of Interest processes to the open market. Both sites are located in strategically attractive locations, with proximity to transit, shopping, and employment opportunities and with permissive land use permissions already established. The City has been clear that reduced purchase prices (below market value) will be considered if affordable, attainable, and / or rent geared to income housing is provided on site. Since 2019, these opportunities have been made publicly available and the private sector residential development sector has not been able to execute.

Municipal Development Corporation

The [Housing Action Plan Report PBS-134-2017](#) identified the potential creation of a Municipal Development Corporation (MDC) as a tool to support affordable housing initiatives. At the present time, staff manage the City's municipal real estate assets and projects, including the acquisition and disposition of land in accordance with existing City policies including the Sale and Disposition of Land Bylaw No. 2007-309. In addition, the Surplus Lands Development Task Force has terms of reference to guide the strategic disposition of certain key properties identified by Council. The creation of an MDC would transfer some or all of these responsibilities to a separate body independent of Council and staff. Staff have retained urbanMetrics Inc. to undertake a Strategic Real Estate and Land Development Corporation Review and will report back on the potential feasibility of an MDC to Council in Q2 2023.

Development Expeditor

The municipality created a Development Expeditor position to the staff complement of Economic Development and Tourism Services and Planning and Building Services in 2017 in order to provide support and assistance to development proponents in navigating the various planning policies, regulations, requirements, and timelines involved in the development approvals process. The positions also assists affordable housing projects through an expedited approvals process to ensure permits are received in time for funding deadlines.

Streamline Development Fund

On February 28, 2022, Council was advised through [Report PBS-029-2022](#) that the Provincial government granted the City of St. Catharines with up to \$1 million in funding to be invested in efforts to streamline the development approvals process. Staff suggested that these efforts be directed to three areas:

Process Improvements:

The City retained KPMG to undertake a business process optimization exercise with the goal of analyzing current development application processes, consulting with the development industry, and making recommendations on process improvement moving forward. The recommendations will be presented to Council in March 2023.

Technology Improvements:

The City retained Random Access to undertake e-permitting software to allow applicants to make development applications online. An online portal is being created through the City's website for this purpose and inputs are expected to directly populate the AMANDA database. This will save applicants time and money. Random Access is also developing a mobile app for inspection staff. This app has improved functionality and will replace the current out of date application being used by Building inspectors. By using this app, efficiencies will be realized as 'real time' inspections will be recorded in an easy-to-use platform. Additionally, software for plans review and legislation were purchased. Shifting from a paper-based model to an entirely online model requires hardware that has the technology capability to review high resolution renderings and multi layered documents. As such, new monitors and computers were purchased for staff involved in development application intake, review, and approval issuances.

Human Resources:

The most significant challenge for timely development approval service delivery is the severe shortage of staffing resources. Temporary positions were created that supported the Development Engineering, Development Agreement, Planning, Building Inspectors, Plans Examiner, and an Administrative Project Manager to assist with the e-permitting and portal implementation. These positions have been critical in accommodating the year over year increase in complexity and number of applications being received.

Anticipated Challenges

As indicated above, the anticipated growth is expected to be mostly infill and intensification. This has many benefits but will also put additional pressure on the City's existing infrastructure. The City's [Asset Management Plan for Core Assets](#), identified gaps and challenges to the City's existing infrastructure. Increased long-term investment is required to reduce the existing infrastructure deficit, even without future growth pressures.

The Province has also introduced new requirements related to municipal stormwater and wastewater systems. These include new operating conditions to ensure these systems are properly operated and maintained. In some cases, where there is existing

infrastructure capacity, these changes will have the potential to speed up approval timelines. In situations where there is a lack of infrastructure capacity, future housing development may not be supported without significant investment and resources. Generally, infrastructure capacity can always be improved however the timelines associated with carrying out this work are longer term. This is especially true if infrastructure needs to be upgraded a significant distance upstream or downstream of the development.

These challenges underscore the need for Master Servicing Plans. These plans identify deficiencies in the system's capacity; and where improvements can be made to increase future capacity. With respect to the wastewater system, there may be opportunities to increase system capacity by removing wet weather flows. Wet weather flows include stormwater that inflows and infiltrates in the sanitary system. Removing these flows, for example by separating combined sewers, will increase capacity for development growth in existing infrastructure. Removing these flows will also have additional benefits including reducing the amount of wastewater needed to be treated, reducing the risk of basement flooding and make the system more resilient to the effects of climate change.

Funds have been budgeted to initiate work on Master Servicing Plans for the water, wastewater, and stormwater systems. Models for the current conditions of the wastewater and stormwater systems are being developed in conjunction with Niagara Region and are expected to be completed in Q2 2023. These models will form the basis of the Master Servicing Plans. The City's water system model is currently up to date.

The results of these studies will identify possible investment and solution to address capacity issues, improve levels of service and make the systems more resilient. In some cases, these solutions will require significant capital expenditures. Completing these studies are very resource intensive and take significant time to complete on a system wide basis.

Measurement

On February 6, 2023, the Provincial government posted a proposed regulation of the Planning Act, to be commented on prior to March 8, 2023. The proposed regulation seeks to compel municipalities to report quarterly statistics to the Province on the following matters:

- Official Plan Amendment applications
- Zoning By-law Amendment applications
- Plans of Condominium
- Plans of Subdivision
- Site Plan Control applications
- Land severances
- Minor variances
- Number of housing units built as-of-right

In addition, municipalities will report information on: areas identified as strategic growth areas, areas subject to intensification targets, employment areas and employment area conversions, existing water and wastewater infrastructure, and major transit station area boundaries. For the City of St. Catharines, this means the Urban Growth Centre (downtown), the GO Major Transit Station Area, and arterial / mixed-use corridors and nodes. As discussed above, the City has recently completed its employment area designations and conversions in accordance with Provincial Growth Plan targets to 2051 through the Land Needs Assessment / Official Plan Amendment 26 exercise.

Finally, municipalities must source and submit five-year historical data (2018-2022 inclusive) for all datapoints identified above by the end of the calendar year. Appendix 2 to this report includes specific details on reporting requirements.

Planning staff are supportive of a uniform, Province-wide growth monitoring and tracking methodology. Currently, Building staff report annually to Council on the number and types of building permits issued, inspections undertaken, residential dwelling units constructed. The [2021 Annual Building Services Report on Revenues, Expenses, and Stabilization Reserve Fund](#) was presented to Council on August 8, 2022. The 2022 Annual Building Report is currently under research and is anticipated to be considered by Council Q3 2023.

The City's current IT capabilities do not include some of the more sophisticated data sourcing requirements under consideration. Specifically, the City's AMANDA and GIS software do not share an interface that would be able to run reports on the geographical area growth monitoring requested above. This will require extensive staffing resources to undertake manual data exercises, on a quarterly basis. At this time, it is anticipated that this will detract attention from development approvals staff to undertake this exercise. Given Ontario seasonality of construction, it would be more efficient to report to the Province on an annual basis.

Financial Implications

Like many municipalities across the province, capital infrastructure gaps and challenges exist that require increased long-term investment to reduce the existing infrastructure deficit, even without future growth pressures. Additionally, new provincial requirements related to municipal stormwater and wastewater systems also require capital investment to complete master servicing plans and then capital funding to support the solutions identified to address capacity issues, improve levels of service, and make the systems more resilient. In some cases, these solutions will require significant capital expenditures.

Since the approval of the Development Charge and Community Benefit Charge by-laws, inclusive of the 2023 Capital Budget, the City has approved \$34.8 million of projects with a growth component. To achieve the goal of 11,000 units by 2031, at least an additional \$183.2 million of growth projects would need to be approved. It is important to note that the \$183.2 million identified in the studies was at a point in time. They are likely understated now for the following reasons:

- The cost of construction has increased due to inflation and supply chain issues since the study was conducted.
- Additional studies such as the Water and Wastewater Master Plans needed to be completed to estimate the cost of growth infrastructure to support the increased housing capacity. This was not completed at the time of the background studies.
- Growth projects identified between 2031-2041 need to be expedited which would require increased operational support and capacity.
- In 2027 when our existing Development Charges by-law expires, anticipated changes of new legislation will lessen the eligible portion for growth recovery for certain projects and introduce new exemptions and phase-in programs. This would redirect the funding pressures to the City's taxation base.

These expedited requirements for growth compounds the City's existing issue with our current infrastructure gap. With the loss of a portion of Development Charge funding through recent legislative changes, completing these capital infrastructure investments increases the burden on existing taxpayers. Other revenues sources, such as grants, from upper levels of government would assist with the capital infrastructure investments required to support housing targets and lessen the burden on the taxpayer.

Environmental Sustainability Implications

There are no direct environmental sustainability implications resulting from the adoption of this report.

Operational Implications

In November 2021, staff advised Council that staffing complements were critically insufficient to handle 2020 workloads and that Planning staff were unable to meet legislative timeframes. In January 2023, Council approved a Planning staffing complement adjusted to 2020 workloads. As the quantity and complexity of applications continues to increase, Planning Act timeframes continue to be reduced, and Bill 109 application fee refunds are anticipated to be enacted, staff caution that human resource challenges in Planning, Building, Legal, and Information Technology services may hinder the City's ability to meet housing targets which could impact future year tax levy and budgets.

Conclusion

The City of St. Catharines has been assigned an aggressive growth target of 11,000 housing units by 2031 which exceeds the City's historical growth rates. The City is committed to making every effort within its control to accelerate the construction of housing units to meet this target. The City has undertaken many progressive policy, process, and technology investments to position St. Catharines to be able to accommodate the processing of development applications to assist the Province in meeting its housing goals.

Notifications

Steve Clark, Minister of Municipal Affairs and Housing

Chuck McShane, Executive Director – Niagara Home Builders Association
Association of Municipalities of Ontario
Municipal Finance Officers Association
Ontario Professional Planners Institute
Ontario Big City Mayors

Prepared and Submitted by

Tami Kitay, Director of Planning and Building Services

Approved by

David Oakes, Chief Administrative Officer

Appendices

1. Letter from the Minister of Municipal Affairs and Housing to City Clerk, dated October 25, 2022.
2. Proposed data to be report, undated but received February 6, 2023.



234-2022-4625

October 25, 2022

**City Clerk
City of St. Catharines
P.O. Box 3012
50 Church Street
St. Catharines Ontario L2R 7C2**

**Subject: Municipal Housing Targets and Municipal Housing Pledges
City of St. Catharines: 11,000**

Dear Kristen Sullivan,

Our government is taking bold and transformative action to get 1.5 million homes built over the next 10 years.

To help fulfill this commitment, we have announced and are implementing More Homes Built Faster: Ontario's Housing Supply Action Plan 2022-23. This plan includes a suite of legislative and non-legislative changes across government that will help unlock more housing, streamline development approvals, remove barriers, accelerate planning, and further protect homebuyers and owners.

To support the new action plan, we have introduced the **More Homes Built Faster Act, 2022**, which, if passed, would ensure that cities, towns, and rural communities grow with a mix of ownership and rental housing types that meet the needs of all Ontarians.

To achieve the goal of building 1.5 million homes, large and fast-growing municipalities, including yours, are being assigned a **Municipal Housing Target**. While municipalities have taken significant steps in increasing their housing supply, Ontario needs an unprecedented amount of housing to meet current demand and that of generations to come. Our government requires a commitment from our municipal partners to do their part in providing housing for future population growth.

To implement the 1.5 million homes target I am asking the City of St. Catharines to demonstrate its commitment to accelerating housing supply by developing a **Municipal Housing Pledge** and take the necessary steps to facilitate the construction of 11,000 new homes in your community by 2031. I ask that you bring this letter to the attention of your Head of Council so that your municipality is positioned to deliver its pledge to me, the Minister of Municipal Affairs and Housing, by the March 1, 2023, deadline. See the

info sheet attached to this letter for information and considerations in developing a Municipal Housing Pledge.

Pledges will provide important information that showcase the strategies and actions that municipalities choose to adopt in order to prioritize and accelerate housing. Our government intends to use your pledges to monitor and track progress so we can continue to play a role in supporting municipalities and removing barriers to housing development.

Our government recognizes the key role that municipalities will play in implementing Municipal Housing Targets through their Municipal Housing Pledges and know that you share the desire to bring more housing to the people of Ontario. We are committed to addressing the policy and implementation barriers you may encounter as you develop your pledges and I encourage you to reach out to Wendy Ren, Executive Lead, Municipal Policy/Program Collaboration, at Wendy.Ren@ontario.ca or 437-995-7094, if you have any questions, comments, or suggestions.

I look forward to working together to increase housing supply for all Ontarians.

Sincerely,



Steve Clark
Minister

Encl.

c: The Honourable Michael Parsa, Associate Minister of Housing
Kate Manson-Smith, Deputy Minister
Ryan Amato, Chief of Staff, Minister's Office
Joshua Paul, Assistant Deputy Minister, Housing Division

Info Sheet: Considerations in Developing Municipal Housing Pledge

The pledge is not intended to be a land-use planning document, and its development should not require external technical expertise. The format and language used in the pledge should be accessible to the general public. The pledge is intended to be approved by municipal councils and should help codify Council's commitment to meeting their municipal housing target.

Municipalities can leverage new and existing policy tools as they develop housing pledges and work towards their housing targets.

Below is a non-exhaustive list of potential strategies and actions that municipalities may include in developing their housing pledges. There may be additional opportunities based on local circumstances and the Province is interested in hearing about those ideas and creative solutions.

- Strategies to encourage and promote gentle intensification to enable and expedite additional residential units in existing residential areas
- Outline ways in which funding under provincial programs, such as the Streamline Development Approval Fund (SDAF) or Municipal Modernization Program (MMP), has been used to streamline existing municipal development approval processes
- Information on municipal development approval timelines and whether municipalities are being appealed for non-decisions
- Identify potential measures where current lack of infrastructure capacity (e.g., water/wastewater servicing) may limit future housing development
- Strategies to use municipal surplus lands
- Commitment to plan for, fund, and approve (where applicable) specific critical municipal infrastructure to support growth and new housing (e.g., water, wastewater, transit etc.), which may include expanded capacity as well as fully new facilities/assets
- Priorities for strategic and site-specific planning decisions to expedite housing in priority areas (e.g., around transit stations and in transit-serviced areas)
- Update zoning by-laws to permit a greater range of housing to be built without the need for costly and lengthy rezoning applications
- Municipalities may also consider existing tools such as the Community Infrastructure and Housing Accelerator, [Community Planning Permit System](#), Major Transit Station Areas, and Protected Major Transit Station Areas.

Below are some of the potential components of a municipal housing pledge. Municipalities are free to choose, alter, or add any new components that seem reasonable. Pledges can be represented in the form of plain text, tables, charts, maps, or a combination of them.

- Municipal Housing Target

- Planned and proposed Municipal Initiatives
- Initiative Owner and Additional Stakeholders
- Context and Description of How Initiative Accelerates Housing
- Number of units per initiative and housing type
- Considerations (Barriers, Implementation, Risks, etc.)
- Potential Mitigation Strategies and Proposal to Accelerate Housing
- Potential Reporting and Monitoring Measures

The deadline for municipalities to submit housing pledges to the Minister of Municipal Affairs and Housing is March 1, 2023.

Municipal housing pledges are intended to be public documents and it's anticipated that municipalities will post them online.

Municipalities can contact Ministry staff with any questions and for clarification.

Appendix 2: Proposed Data to be Reported

Data Element	Information for Collection	Frequency of Reporting
Community Infrastructure and Housing Accelerator Tool and Ministers Zoning Orders	<ul style="list-style-type: none"> • Number of building permits issued to date • Downstream planning approval status 	Annual Reporting Due by March 31 of the next calendar year (e.g., information for 2022 due March 31, 2023).
Land Severance (Consent)	<ul style="list-style-type: none"> • Application Number • Application Address • Date Application Submitted • Date Application Deemed Complete • Application Status <ul style="list-style-type: none"> ○ Under Review ○ Application Approved ○ Application Refused ○ If appealed to Ontario Land Tribunal or Local Appeal Body, whether it is an appeal of: <ul style="list-style-type: none"> ▪ Condition ▪ Decision ▪ Non-decision ▪ Third Party Appeal • Date of Decision (if applicable) 	Quarterly Reporting: <ol style="list-style-type: none"> 1. Q1: January 1 – March 31, due by June 30 2. Q2: April 1 – June 30, due by September 30 3. Q3: July 1 – September 30, due by December 31 4. Q4: October 1 – December 31, due by March 31 (of the next calendar year)
Minor Variance Application	<ul style="list-style-type: none"> • Application Number • Application Address • Date Application Submitted • Date Application Deemed Complete • Application Status <ul style="list-style-type: none"> ○ Under Review 	Quarterly Reporting: <ol style="list-style-type: none"> 1. Q1: January 1 – March 31, due by June 30 2. Q2: April 1 – June 30, due by September 30 3. Q3: July 1 – September 30, due by December 31

	<ul style="list-style-type: none"> ○ Application Approved ○ Application Refused ○ If appealed to Ontario Land Tribunal or Local Appeal Body, whether it is an appeal of: <ul style="list-style-type: none"> ▪ Condition ▪ Decision ▪ Non-decision ▪ Third Party Appeal ● Date of Decision (if applicable) ● Proposed Use 	<p>Q4: October 1 – December 31, due by March 31 (of the next calendar year)</p>
<p>Official Plan Amendment Applications</p>	<ul style="list-style-type: none"> ● Application Number ● Application Address ● Date Application Submitted ● Date Application Deemed Complete ● Application Status <ul style="list-style-type: none"> ○ Under Review ○ Application Approved ○ Application Refused ○ If appealed to Ontario Land Tribunal, whether it is an appeal of: <ul style="list-style-type: none"> ▪ Decision ▪ Non-decision ▪ Third Party Appeal ● Date of Decision (if applicable) ● Proposed Designation ● Heritage Status 	<p>Quarterly Reporting:</p> <ol style="list-style-type: none"> 1. Q1: January 1 – March 31, due by June 30 2. Q2: April 1 – June 30, due by September 30 3. Q3: July 1 – September 30, due by December 31 4. Q4: October 1 – December 31, due by March 31 (of the next calendar year)
<p>Plan of Condominium</p>	<ul style="list-style-type: none"> ● Application Number ● Application Address ● Date Application Submitted ● Date Application Deemed Complete ● Application Status <ul style="list-style-type: none"> ○ Under Review ○ Application Approved ○ Application Refused 	<p>Quarterly Reporting:</p> <ol style="list-style-type: none"> 1. Q1: January 1 – March 31, due by June 30 2. Q2: April 1 – June 30, due by September 30 3. Q3: July 1 – September 30, due by December 31 4. Q4: October 1 – December 31, due by March 31 (of the next calendar year)

	<ul style="list-style-type: none"> ○ If appealed to Ontario Land Tribunal, whether it is an appeal of: <ul style="list-style-type: none"> ▪ Condition ▪ Decision ▪ Non-decision ▪ Third Party Appeal • Date of Decision (if applicable) • Date Registered (if applicable) <ul style="list-style-type: none"> ○ If registered, number of registered new residential condominium units • Proposed Use • Proposed Number of Net New Residential Condo Units 	
<p>Plan of Subdivision</p>	<ul style="list-style-type: none"> • Application Number • Application Address • Date Application Submitted • Date Application Deemed Complete • Application Status <ul style="list-style-type: none"> ○ Under Review ○ Application Approved ○ Application Refused ○ If appealed to Ontario Land Tribunal, whether it is an appeal of: <ul style="list-style-type: none"> ▪ Condition ▪ Decision ▪ Non-decision ▪ Third Party Appeal • Date of Decision (if applicable) • Date Registered (if applicable) <ul style="list-style-type: none"> ○ If registered, number of registered new residential lots • Proposed Use • Proposed Number of Net New Residential Lots • Heritage Status 	<p>Quarterly Reporting:</p> <ol style="list-style-type: none"> 1. Q1: January 1 – March 31, due by June 30 2. Q2: April 1 – June 30, due by September 30 3. Q3: July 1 – September 30, due by December 31 4. Q4: October 1 – December 31, due by March 31 (of the next calendar year)

Site Plan Application	<ul style="list-style-type: none"> • Application Number • Application Address • Date Application Submitted • Date Application Deemed Complete • Application Status <ul style="list-style-type: none"> ○ Under Review ○ Application Approved ○ Application Refused ○ If appealed to Ontario Land Tribunal or Local Appeal Body, whether it is an appeal of: <ul style="list-style-type: none"> ▪ Condition ▪ Decision ▪ Non-decision ▪ Third Party Appeal • Date of Decision (if applicable) • Proposed Use 	Quarterly Reporting: <ol style="list-style-type: none"> 1. Q1: January 1 – March 31, due by June 30 2. Q2: April 1 – June 30, due by September 30 3. Q3: July 1 – September 30, due by December 31 4. Q4: October 1 – December 31, due by March 31 (of the next calendar year)
Zoning Bylaw Amendment Application	<ul style="list-style-type: none"> • Application Number • Application Address • Date Application Submitted • Date Application Deemed Complete • Application Status <ul style="list-style-type: none"> ○ Submitted ○ Under Review ○ Application Approved ○ Application Refused ○ If appealed to the Ontario Land Tribunal, whether it is an appeal of: <ul style="list-style-type: none"> ▪ Condition ▪ Decision ▪ Non-decision ▪ Third Party Appeal • Date of Decision (if applicable) • Proposed Use • Heritage Status 	Quarterly Reporting: <ol style="list-style-type: none"> 1. Q1: January 1 – March 31, due by June 30 2. Q2: April 1 – June 30, due by September 30 3. Q3: July 1 – September 30, due by December 31 4. Q4: October 1 – December 31, due by March 31 (of the next calendar year)

<p>Areas identified as a Strategic Growth Area with a minimum target</p>	<ul style="list-style-type: none"> • A copy of the geospatial data identifying areas identified as a strategic growth area with a minimum target for your municipality. Indicate as part of the data attributes the applicable density targets, development phasing policies and other relevant policy or zoning requirements, where applicable and appropriate. <ul style="list-style-type: none"> ○ Brief description of the data ○ Date created ○ Date updated (if newer) ○ Update frequency (if applicable) ○ Spatial referencing information (map projection, coordinate systems, geodetic model, geographic extent) ○ List of data attributes and a data dictionary ○ Data collection and process (if available) ○ Data accuracy (e.g., the scale the data can be used at) (if available) ○ Copyright information <ul style="list-style-type: none"> ▪ Indicate if boundaries are developed using Ontario Parcel Data, Ontario Road Network, or other data sources which may have separate copyright considerations. ○ Contact information • Description of the file format (e.g., ESRI shapefile) 	<p>Annual Reporting Due by March 31 of the next calendar year (e.g., information for 2022 due March 31, 2023).</p>
<p>Areas Subject to an Intensification Target</p>	<ul style="list-style-type: none"> • A copy of the geospatial data identifying areas subject to an intensification target for your municipality. Indicate as part of the data attributes any applicable targets. <ul style="list-style-type: none"> ○ Brief description of the data ○ Date created ○ Date updated (if newer) ○ Update frequency (if applicable) ○ Spatial referencing information (map projection, coordinate systems, geodetic model, geographic extent) ○ List of data attributes and a data dictionary 	<p>Annual Reporting Due by March 31 of the next calendar year (e.g., information for 2022 due March 31, 2023).</p>

	<ul style="list-style-type: none"> ○ Data collection and process (if available) ○ Data accuracy (e.g., the scale the data can be used at) (if available) ○ Copyright information <ul style="list-style-type: none"> ▪ Indicate if boundaries are developed using Ontario Parcel Data, Ontario Road Network, or other data sources which may have separate copyright considerations. ○ Contact information ● Description of the file format (e.g., ESRI shapefile) 	
Employment Areas	<ul style="list-style-type: none"> ● A copy of the geospatial data identifying employment areas in your municipality. Indicate as part of the data attributes the applicable density targets, development phasing policies and other relevant policy or zoning requirements, where applicable and appropriate. <ul style="list-style-type: none"> ○ Brief description of the data ○ Date created ○ Date updated (if newer) ○ Update frequency (if applicable) ○ Spatial referencing information (map projection, coordinate systems, geodetic model, geographic extent) ○ List of data attributes and a data dictionary ○ Data collection and process (if available) ○ Data accuracy (e.g., the scale the data can be used at) (if available) ○ Copyright information <ul style="list-style-type: none"> ▪ Indicate if boundaries are developed using Ontario Parcel Data, Ontario Road Network, or other data sources which may have separate copyright considerations. ○ Contact information ● Description of the file format (e.g., ESRI shapefile) 	<p>Annual Reporting Due by March 31 of the next calendar year (e.g., information for 2022 due March 31, 2023).</p>

<p>Employment Area Conversions</p>	<ul style="list-style-type: none"> • A copy of the geospatial data identifying employment area conversions in your municipality. <ul style="list-style-type: none"> ○ Brief description of the data ○ Date created ○ Date updated (if newer) ○ Update frequency (if applicable) ○ Spatial referencing information (map projection, coordinate systems, geodetic model, geographic extent) ○ List of data attributes and a data dictionary ○ Data collection and process (if available) ○ Data accuracy (e.g., the scale the data can be used at) (if available) ○ Copyright information <ul style="list-style-type: none"> ▪ Indicate if boundaries are developed using Ontario Parcel Data, Ontario Road Network, or other data sources which may have separate copyright considerations. ○ Contact information • Description of the file format (e.g., ESRI shapefile) 	<p>Annual Reporting Due by March 31 of the next calendar year (e.g., information for 2022 due March 31, 2023).</p>
<p>Existing water and wastewater infrastructure</p>	<ul style="list-style-type: none"> • A copy of the geospatial data for the existing and under construction water and wastewater trunk lines and locations of municipal water and wastewater treatment plants in your municipality. <ul style="list-style-type: none"> ○ Brief description of the data ○ Date created ○ Date updated (if newer) ○ Update frequency (if applicable) ○ Spatial referencing information (map projection, coordinate systems, geodetic model, geographic extent) ○ List of data attributes and a data dictionary ○ Data collection and process (if available) ○ Data accuracy (e.g., the scale the data can be used at) (if available) 	<p>Annual Reporting</p> <ul style="list-style-type: none"> • Due by March 31 of the next calendar year (e.g., information for 2022 due March 31, 2023).

	<ul style="list-style-type: none"> ○ Copyright information <ul style="list-style-type: none"> ▪ Indicate if boundaries are developed using Ontario Parcel Data, Ontario Road Network, or other data sources which may have separate copyright considerations. ○ Contact information for Technical Questions ○ Description of the file format (e.g., ESRI shapefile) 	
<p>Major Transit Station Area Boundaries</p>	<ul style="list-style-type: none"> • A copy of the geospatial data identifying major transit station area boundaries in your municipality. Indicate as part of the data attributes any applicable inclusionary zoning, density targets, development phasing requirements and other relevant policy or zoning requirements, where applicable and appropriate; and • A copy of the geospatial data of any changes to major transit station area boundaries. • For both items: <ul style="list-style-type: none"> ○ Brief description of the data ○ Date created ○ Date updated (if newer) ○ Update frequency (if applicable) ○ Spatial referencing information (map projection, coordinate systems, geodetic model, geographic extent) ○ List of data attributes and a data dictionary ○ Data collection and process (if available) ○ Data accuracy (e.g., the scale the data can be used at) (if available) ○ Copyright information <ul style="list-style-type: none"> ▪ Indicate if boundaries are developed using Ontario Parcel Data, Ontario Road Network, or other data sources which may have separate copyright considerations. ○ Contact information 	<p>Annual Reporting Due by March 31 of the next calendar year (e.g., information for 2022 due March 31, 2023).</p>

	<ul style="list-style-type: none"> ○ Description of the file format (e.g., ESRI shapefile) 	
Settlement Area Boundaries	<ul style="list-style-type: none"> • A copy of the geospatial data for all existing settlement area boundaries for your municipality; and • (Optional) A copy of the geospatial data for any settlement area boundary expansion(s). • For both items: <ul style="list-style-type: none"> ○ Brief description of the data ○ Date created ○ Date updated (if newer) ○ Update frequency (if applicable) ○ Spatial referencing information (map projection, coordinate systems, geodetic model, geographic extent) ○ List of data attributes and a data dictionary ○ Data collection and process (if available) ○ Data accuracy (e.g., the scale the data can be used at) (if available) ○ Copyright information <ul style="list-style-type: none"> ▪ Indicate if boundaries are developed using Ontario Parcel Data, Ontario Road Network, or other data sources which may have separate copyright considerations. ○ Contact information ○ Description of the file format (e.g., ESRI shapefile) 	Annual Reporting <ul style="list-style-type: none"> • Due by March 31 of the next calendar year (e.g., information for 2022 due March 31, 2023).