

## **Housing Advisory Committee – Meeting held May 8, 2018**

A meeting of the Housing Advisory Committee is held this day commencing at 9:30 o'clock a.m. in Room 406, 400 City Hall Square East, there being present the following Members:

Marina Clemens, Chair  
Anna Angelidis  
Steve Govette  
Eric Hill  
Mayor Gary McNamara, Town of Tecumseh  
Paul Renaud  
Jim Steele  
Leigh Vachon  
Angela Yakonich

### ***Regrets received from:***

Councillor John Elliott (on City business)  
Fiona Coughlin  
Jessica Kipping-Labute  
Cheryl Porter

### ***Guest in attendance:***

Xavier Gonzalez

### ***Also present are the following resource personnel:***

Greg Atkinson, Planner III  
Chris Aspila, Planner III  
Michael Cooke, Manager Planning Policy  
Tom Hunt, City Planner  
Jeanie Diamond Francis, Community Services Coordinator  
Kelly Goz, Coordinator, Housing Administration and Development  
Tina Moore, Coordinator, Housing Administration and Development  
Karen Kadour, Committee Coordinator

## **1. Call to Order**

The Chair calls the meeting to order at 9:34 o'clock a.m. and the Committee considers the Agenda being Schedule "A" attached hereto, matters which are dealt with as follows:

## 2. Disclosure of Interest

None disclosed.

## 3. Adoption of the Minutes

Moved by A. Angelidis, seconded by P. Renaud,  
That the minutes of the Housing Advisory Committee of its meeting held April 10,  
2018 **BE ADOPTED** as presented.  
Carried.

## 4. Business Items

### 4.1 “Draft” Second Unit Policies

T. Hunt thanks HAC for the discussion relating to second units, and he indicates it has been a long road to get to this point. One issue of concern was how to treat residential rental housing and when it was brought to Council, City Council went in a different direction, which freed the Planning Department to proceed with secondary units. The draft second unit policies have been provided and input from HAC is requested. He adds the draft policies will be incorporated into a standalone Official Plan Amendment that is anticipated to be considered at the June 11, 2018 Planning, Heritage and Economic Development Standing Committee meeting. The Official Plan Amendment will be accompanied by a Zoning By-law Amendment that will implement the policy direction.

G. Atkinson provides an overview of the draft second unit policies including the location of second units, second unit requirements, and requirements specific to a second unit in an ancillary building as follows:

- A second unit is a separate residential dwelling unit created after January 1, 2012, consisting of a separate access, kitchen, washroom, and living space; that is accessory to a primary residential dwelling unit located on the same property.
- **A second unit:**
  - must be located on lands designated for residential use
  - shall not be located within the defined floodplain; and
  - shall not be located within any part of a basement or cellar (i.e. part of a building below grade) unless all of the following criteria have been met to the satisfaction of the City of Windsor:
    - Eavestrough downspouts are disconnected from the City of Windsor’s sewer system
    - A sum pump has been installed; and
    - Where possible a backflow sanitary valve has been installed.

***Second Unit Requirements include:***

- No additional dwelling units are present in the primary dwelling or buildings ancillary to primary dwelling.
- The second unit must be subordinate in scale and function to the primary unit and the Zoning By-law may regulate the gross floor area of the second unit
- Parking can be provided where required by the Zoning By-law
- Where located on a property identified on the Municipal Heritage Register, the second unit must not alter the exterior of an existing primary or ancillary building visible from the street or other public space unless it is demonstrated that the proposed alteration would not detract from the cultural heritage value and attributes of the property or Heritage Area.
- A building permit has been issued for the second unit
- The subject lot complies with all Zoning By-law provisions.

***Requirements Specific to a Second Unit include:***

- The proposed second unit shall have direct pedestrian access from a public street or alley
- The second unit shall have full municipal services
- The second unit shall not be severed from the lot accommodating the primary dwelling
- An application to allow a maximum height of up to 8m through a minor variance may be considered where the external second unit is proposed to contain all of its habitable space above a garage

***Creation of a Lodging House***

- The combination of lodgers – definition is 4 or more lodgers (i.e. persons provided with lodging for hire) within the primary and second dwelling units must not constitute a lodging house as defined within any City of Windsor by-law.

In response to a question regarding if a garage can be utilized as a second unit, G. Atkinson responds affirmatively, however no grandfathered units are permitted. He states since the passing of the legislation, five applications for second units have been received.

T. Hunt explains there is a dichotomy between flood plains and basement flooding. Flood plains are essentially where the lake and river overflow the banks and floods the top overland area of the house. This differs from flooding that has been occurring more recently with storms, which is a function of storm, and sanitary sewers being overwhelmed which basically back up the pipes in the basement of a home. So, in the flood plains, second units will not be allowed as that is the overland flooding, however, they will be allowed in basements provided they have the necessary precautions, i.e. disconnecting the downspout, installing a sump pump and a backflow valve. This is what is consistent in new residential housing. It is not being said that areas in the city that have experienced intense rainfall events have nothing to do with flood plains. It's about the system of stormwater combined sewers that become overwhelmed anywhere a rain cloud is

centered on any given day. Flooding can happen anywhere in the city and in the County. It is a function of climate change, which is causing more frequent events to occur.

T. Hunt advises people in Toronto are constructing second units by virtue of trying to finance their mortgages as the City of Toronto is experiencing a housing crisis.

T. Hunt notes some homes in South Windsor have been converted illegally to add a number of bedrooms so regularizing second units will force residents into compliance.

The Chair refers to the need for second units particularly for aging parents and children with disabilities who desire privacy and their own space. In terms of affordable housing, if one bedroom unit could be created it may help to reduce the waiting list of approximately 1,200 people currently waiting for a one bedroom unit.

Mayor G. McNamara states his area of concern in the Town of Tecumseh relates to parents with disabled children and aging parents. He adds there is a long waiting list of those requesting specialty housing for disabled individuals.

A. Angelidis indicates some municipalities utilize funding from Ontario Renovates to apply for second units. She notes (once the policy is approved) HAC can review provincial funding upon allocation and direct dollars to assist families that wish to add a second unit for an elderly parent or a disabled child.

T. Moore indicates their lead for Ontario Renovates has reached out to the City of Waterloo who have created a Secondary Suites Program.

G. Atkinson remarks if residents do not require funding for a second unit, this unit can be constructed as part of their home without the fire separation and all of the specifics required for a second unit. Essentially, this space can be created if it is not intended as a rental space. He adds it may be less expensive as Building Code requirements will not have to be met for a second unit. So, it is currently an option and one can choose whether it is a legal or a "quasi" unit that has been converted.

The Chair suggests the creation of a one-pager/flyer for the public that defines second units. It is generally agreed the flyer consist of simple language that is readily understandable. T. Hunt advises he will work with HAC regarding the creation of the flyer to be provided to the public and agencies.

Moved by Mayor G. McNamara, seconded by P. Renaud,  
That the "Draft" Official Plan policies relating to second unit policies **BE ACCEPTED** and further, that the recommendation of the Housing Advisory Committee proceed to the Planning Heritage and Economic Standing Committee and to City Council as expeditiously as possible.  
Carried.

**5. Date of Next Meeting**

The next meeting will be held at the call of the Chair.

**6. Adjournment**

There being no further business, the meeting is adjourned at 10:40 o'clock a.m.

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**CHAIR**

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**COMMITTEE COODINATOR**