



PRESCOTT TOWN COUNCIL  
AGENDA

December 6, 2021

6:00 pm

Virtual Meeting

*Our Mission:*

*To provide responsible leadership that celebrates our achievements and invests in our future.*

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Pages

1. Call to Order

*We will begin this meeting of Council by acknowledging that we are meeting on aboriginal land that has been inhabited by Indigenous peoples.*

*In particular, we acknowledge the traditional territory of the Huron-Wendat, Anishinaabeg, Haudenosaunee, Anishibek, and the Oneida and Haudenosaunee Peoples.*

2. Approval of Agenda

**Recommendation**

That the agenda for the Council meeting of December 6, 2021 be approved as presented.

3. Declarations of Interest

4. Presentations

4.1. Food Bank - Bonnie Pidgeon Cougler

4.2. Rural Fetal Alcohol Syndrome Support Network - Rob Moore

**5. Delegations**

**6. Minutes of the previous Council meetings**

**6.1. November 15, 2021**

1

**Recommendation**

That the Council minutes dated November 15, 2021, be accepted as presented.

**7. Communications & Petitions**

**7.1. Affordable Housing Plan - United Counties of Leeds and Grenville**

9

**8. Consent Reports**

*All matters listed under Consent Reports are to be considered routine and will be enacted by one motion. Should a member wish an alternative action from the proposed recommendation, the member shall request that the item be moved to the applicable section of the agenda.*

**Recommendation**

That all items listed under the Consent Reports section of the agenda be accepted as presented.

**8.1. Information Package (under separate cover)**

**9. Committee Reports**

**9.1. PAC Report - 16-2021 - Consent Application SEV 2021-02, 733 Royal Crescent**

64

**Recommendation**

That Council approve the proposed consent application SEV 2021-02 subject to the following conditions:

1. The balance of any outstanding taxes, including penalties and interest, (and any local improvement charges, if applicable) shall be paid to the Town.
2. An acceptable reference plan or legal description of the severed lands and the deed or instrument conveying the severed lands demonstrating the new property lines for both properties shall be registered and submitted to the Town.

9.2.	<b>PAC Report 17-2021 - Proposed Zoning By-Law Amendment - 392 Edward Street</b>	67
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**Recommendation**

That Council adopt a zoning by-law amendment under Section 34 of the *Planning Act* to remove the special exemption Core Commercial CC-1 on property 392 Edward Street to allow for all uses as noted in the Core Commercial (CC) zone in the Town of Prescott.

9.3.	<b>PAC Report 18-2021 - Site Plan Control Agreement - Blacks Creek Site Plan Control - Development Drive</b>	72
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**Recommendation**

That Council approve the proposed Site Plan application SPC 2021-03 subject to the following conditions:

1. The balance of any outstanding taxes, including penalties and interest, (and any local improvement charges, if applicable) shall be paid to the Town.
2. That the site plan agreement of the lands, shall registered and be submitted to the Town.

9.4.	<b>PSB Report - Pedestrian Crossing Evaluation</b>	91
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**Recommendation**

That Council direct staff to undertake a pedestrian crossing evaluation for the King Street and Edward Street crossings by a Transportation and Traffic Engineering Firm to develop recommendations on improvements.

**10. Mayor**

**11. Outside Boards, Committees and Commissions**

**12. Staff**

12.1.	<b>Budget 2022 Presentation: Assumptions and Information</b>	94
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12.2.	<b>Staff Report 117-2021 - COVID Vaccination Policy</b>	105
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**Recommendation**

That Council approved the Draft COVID-19 Vaccination Policy.

**13. Resolutions**

**14. By-laws**

**Recommendation**

That By-Law 51-2021, being a by-law to amend By-Law No. 09-2009, being a by-law to regulate the use of land, buildings and structures within the Town of Prescott be read and passed, signed by the Mayor and Clerk and sealed by the seal of the Corporation.

**15. New Business**

**16. Notices of Motion**

**17. Mayor's Proclamation**

**18. Closed Session**

**19. Rise and Report**

**20. Confirming By-Law – 52-2021**

**Recommendation**

That By-Law 52-2021 being a by-law to confirm the proceedings of the Council meeting held on December 6, 2021, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

**21. Adjournment**



**PRESCOTT TOWN COUNCIL  
MINUTES**

**Monday, November 15, 2021  
6:00 p.m.  
Virtual Meeting**

Present	Mayor Brett Todd, Councillors Leanne Burton, Teresa Jansman, Lee McConnell, Mike Ostrander, Gauri Shankar, and Ray Young
Staff	Matthew Armstrong, CAO/Treasurer, Lindsey Veltkamp, Director of Administration/Clerk, Nathan Richard, Interim Director of Operations, Kaitlin Mallory, Deputy Clerk, Tracy Day, CEMC, and Dana Valentyne, Economic Development Officer
Guests	Josh Eamon, EVB Engineering

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**1. Call to Order**

Mayor Todd acknowledged that we are meeting on aboriginal land that has been inhabited by Indigenous peoples.

In particular, we acknowledge the traditional territory of the Huron-Wendat, Anishinaabeg, Haudenosaunee, Anishibek, and the Oneida and Haudenosaunee Peoples.

He then called the meeting to order at 6:05 p.m.

Moment of silence was observed in honour of the passing of Ralph Street and Candy Alexander.

**2. Approval of Agenda**

Motion 259-2021: Ostrander, McConnell

That the agenda for the Council meeting of November 15, 2021 be approved as presented.

Carried

**3. Declarations of Interest – None**

**4. Presentations – None**

**5. Delegations – None**

**6. Minutes of the previous Council meetings**

**6.1 November 1, 2021**

Motion 260-2021: Burton, Young

That the Council minutes dated November 1, 2021, be accepted as presented.

Carried

**7. Communications & Petitions – None**

**8. Consent Reports**

Motion 261-2021: Young, Ostrander

That all items listed under the Consent Reports section of the agenda be accepted as presented.

Carried

**8.1 Information Package**

1. Leeds, Grenville & Lanark District Health Unit Weekly Zoom Call Notes – October 29, 2021 & November 5, 2021

2. Student Transportation of Eastern Ontario Letter to Municipalities re: Inclement Weather
3. CUPE Motion of Support re: Independent Review of OMERS' Investment Performance
4. Rotary Brockville – 2021 Christmas Hams Program
5. Ontario Energy Board Notice re: Enbridge Gas Application to Recover Costs of Projects
6. Front of Yonge Township resolution of support re: Town of Prescott's Request for Removal of COVID-19 testing requirements at Land Border Crossing's
7. Elizabethtown-Kitley resolution of support re: Town of Prescott's Request for Removal of COVID-19 testing requirements at Land Border Crossing's
8. City of Kitchener resolution of support re: Vaccine Passport Financial Supports for Businesses
9. Municipality of Mattice-Val Côté resolution of support re: Reconsideration of Provincial Government decision to postpone MPAC Property Assessment Updates
10. City of Vaughan resolution of support re: Athabasca Community Traffic Study Progress Report

## **9. Committee Reports – None**

## **10. Mayor**

Mayor Todd spoke to his attendance at a recent Cross Borders Mayor's meeting held on November 12, the Royal Canadian Legion, Branch 97 Remembrance Day Ceremony, a meeting of the St. Lawrence Corridor Economic Development Commission, a BIA meeting held on November 9, and a Joint Services Committee of Leeds and Grenville.

Dana Valentyne joined the meeting at 6:15 p.m.

## **11. Outside Boards, Committees and Commissions**

Councillor Burton thanked Operations Town staff for their work with seasonal clean up. She reminded residents that winter overnight parking was now in effect and commented on the shade sails that were up in RiverWalk Park. Councillor Burton referenced an upcoming Arena Fundraising Group meeting taking place on November 16.

Councillor Jansman spoke to her attendance at a BIA meeting held on November 9.

Councillor McConnell spoke to his attendance at a St. Lawrence Shakespeare Festival meeting and referenced the shade sails at RiverWalk Park and Centennial Park.

Councillor Ostrander spoke to upcoming community events including the Kinsmen Craft Show and provided an update on the activities of the Showtime South Grenville group.

Councillor Shankar spoke to his attendance at the Royal Canadian Legion Branch 97 Remembrance Day ceremony and spoke to a trip with Councillor Dillabough from Edwardsburgh Cardinal on the RiverRoute Bus.

## **12. Staff**

### **12.1 Staff Report 107-2021 - Employee Service Recognition**

Lindsey Veltkamp, Director of Administration/Clerk, spoke to the report. She referenced the Employee Service Recognition Policy and the years of services milestones being recognized.

Mayor Todd read out the names of municipal staff being recognized for 30, 20, 10, and 5 years of service.

### **12.2 Staff Report 108-2021 - COVID Grant Program for Non-profit Organizations**

Motion 262-2021: Ostrander, Burton

That Council approve the COVID Grant Program for non-profit organizations up to a maximum of \$23,520 to help support the fixed costs of those organizations for 2021.

Carried

Matthew Armstrong, CAO/Treasurer, spoke to the report. He referenced the applications received, the budgeted amount set aside to address COVID pressures, and financial implications.

Discussion was held regarding the benefits of the grant program for struggling organizations.

### **12.3 Staff Report 109-2021 - Arena Construction Timeline**

Matthew Armstrong, CAO/Treasurer, spoke to the report. He referenced the provincial and federal funding received, the current status of the arena construction, and highlighted concerns regarding slowdowns with steel supplies.

Discussion was held regarding the delays, the origin of the steel, and the underground infrastructure for the Water Tower.



Josh Eamon, EVB Engineering, left the meeting at 6:43 p.m.

#### **12.4 Staff Report 110-2021 - River Route Pilot – Update**

Matthew Armstrong, CAO/Treasurer, spoke to the report. He referenced the start date for the pilot project, the number of stops, and number of daily riders. He spoke to the goals of the project and options for permanent sources of funding opportunities to continue the operation of the service.

Discussion was held regarding moving the project past the pilot phase, increasing public awareness about the service, and the costs comparison between a bus ticket and a taxicab ride.

#### **12.5 Staff Report 111-2021 - MyMainStreet Community Activator Funding Program**

Motion 263-2021: Young, Jansman

That Council direct staff to proceed with applying to the MyMainStreet Community Activator Program for funding support in the amount of \$80,000, for the purpose of completing community enhancements within Prescott's RiverWalk District to support ongoing placemaking, business development, and visitor attraction strategies.

Carried

Dana Valentyne, Economic Development Officer, spoke to the report. She referenced the program funding, the financial implications, and the suggested initiatives for the funding.

Discussion was held regarding the suggested initiatives.

#### **12.6 Staff Report 112-2021 - Marina Dock Repairs and Replacements**

Motion 264-2021: Burton, Ostrander

That Council direct staff to issue for a Request for Proposals for the replacement of the Marina G Dock and H Dock.

Carried

Nathan Richard, Interim Director of Operations, spoke to the report. He referenced the previous work conducted at the marina, the inspection results from Kehoe Marine Construction, and timeline for issuing an RFP for the replacement of G Dock and H Dock.

## **12.7 Staff Report 113-2021 - COVID Shop Local Support Programs**

Motion 265-2021: Burton, McConnell

That Council approve the COVID Shop Local Support Programs with an allocation of up to a maximum of \$23,435 to support participating businesses in Prescott using the COVID funding received by the Province of Ontario.

Carried

Dana Valentyne, Economic Development Officer, spoke to the report.

Discussion was held regarding the program's success in 2020 and how the program assists local businesses.

## **12.8 Staff Report 114-2021 - Town Hall Second Floor Renovation – Update**

Matthew Armstrong, CAO/Treasurer, spoke to the report. He referenced the approved layout of the second floor, the delay in project completion due to resources, the need for architectural drawings, and interest from user groups to use the second-floor space.

Discussion was held regarding reviewing the drawings, the concerns of having only one accessible washroom, the ability to hold Council meetings in different rooms, and purchasing new Council Chamber furniture.

Dana Valentyne left the meeting at 7:26 p.m.

Further discussion was held regarding the look and presentation of Council Chambers and timeline for completing the second floor.

## **12.9 Staff Report 115-2021 - Annual Emergency Management Review Report**

Tracy Day, CEMC, spoke to the report. She provided an overview of the annual Emergency Management exercise, the Emergency Response Plan, the updates to the administrative items, and areas for improvement.

Mayor Todd thanked the Municipal Emergency Control Group and first responders for their work throughout the year.

Tracy Day, CEMC, left the meeting at 7:57 p.m.

## **12.10 Staff Report 116-2021 - 2021 Community Grant - 2nd Intake**

Motion: Ostrander, McConnell

That Council approve the following 2021 Community Grants:

- South Grenville Minor Hockey           \$2,400
- Prescott Figure Skating Club           \$3,400
- Connect Youth                           \$4,000
- Grenville County Historical Society   \$500

The following amendment was put forward:

Motion 266-2021: Burton, Young

That the main motion be amended by adding “that the Kinsmen Club be given a grant of \$500; and

That staff be directed to supply masks to be included in each Spirit of Giving basket and supply two Prescott garbage bags per basket assigned to Prescott recipients.”

Motion 267-2021: Ostrander, McConnell

That Council approve the following 2021 Community Grants:

- South Grenville Minor Hockey           \$2,400
- Prescott Figure Skating Club           \$3,400
- Connect Youth                           \$4,000
- Grenville County Historical Society   \$500

And that the Kinsmen Club be given a grant of \$500; and

That staff be directed to supply masks to be included in each Spirit of Giving basket and supply two Prescott garbage bags per basket assigned to Prescott recipients.

Carried

## **13. Resolutions – None**

14. **By-laws** – None
15. **New Business** – None
16. **Notices of Motion** – None
17. **Mayor's Proclamation** – None
18. **Closed Session** – None
19. **Rise and Report** – None
20. **Confirming By-Law – 50-2021**

Motion 268-2021: Ostrander, Young

That By-Law 50-2021, being a by-law to confirm the proceedings of the Council meeting held on November 15, 2021, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

Carried

21. **Adjournment**

Motion 269-2021: McConnell, Burton

That the meeting be adjourned to Monday, December 6, 2021.

(Time: p.m.)

Carried

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Mayor

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Clerk

**NOVEMBER 17, 2021**

**HOUSING AFFORDABILITY TASK FORCE  
REPORT**

**REPORT NO. HA-013-2021**

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

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

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**RECOMMENDATIONS**

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

**BACKGROUND**

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

**Housing Affordability Task Force Members and Responsibilities**

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

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

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

### Local Priorities

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

### Consultative Process

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

### Staff Reports

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

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

### Third-Party Reports

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

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

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

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

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

### Main Themes

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

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



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

### Actioned Items

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

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

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

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

## **DISCUSSION**

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

### **Staff Recommendations to Encourage Attainable Housing Opportunities**

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

### **Short-Term Recommendations – Within One Year**

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

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

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

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

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

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

### **Additional Recommendations – Within Two Years**

1. The Attainable Housing Coordinator in consultation with the Attainable Housing Action Group will:

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

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

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

## Conclusion

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

## **FINANCIAL IMPLICATIONS**

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

**ATTACHMENTS**

Attachment 1 – Local Municipal Partners – Summary of Presentations

Attachment 2 – Community Partner Presentations

Attachment 3 – Dillon Consulting Recommendations: Staff Comments

Attachment 4 – Attainable Housing Action Group – Terms of Reference



**ALISON TUTAK**

**DIRECTOR OF COMMUNITY AND SOCIAL SERVICES**



**DATE**

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**RAYMOND CALLERY**

**CHIEF ADMINISTRATIVE OFFICER**

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**DATE**



The United Counties of Leeds and Grenville

# Housing Affordability Plan

August 2021 - 21-1772

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A Strategic Recommendations Matrix

B Addendum to the Housing Affordability Discussion Paper: Cohorts in  
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C Affordability Targets by Tenure and Type

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# Introduction

In 2020, a Task Force on Affordable Housing was launched by the Joint Services Committee of the Corporation of the United Counties of Leeds and Grenville ('Leeds Grenville', or 'the Counties') to examine housing affordability throughout Leeds and Grenville. This Housing Affordability Plan identifies strategic recommendations to guide Leeds Grenville and its member and partner municipalities to address current and future gaps in affordable housing. This document is intended for strategic decision-makers as is structured as follows:

**Section 2.0 – Background:** This section provides a high-level overview of the context and key affordable housing issues in the Counties.

**Section 3.0 – Strategic Recommendations:** This section provides the eleven strategic recommendations that have been identified for Leeds Grenville, which specifically target the key issues identified through background analysis. Other recommendations that were identified are also provided in a summary table.

**Section 4.0 – Conclusion**



## Background

The United Counties of Leeds and Grenville ('Leeds and Grenville') is located south of Ottawa in eastern Ontario, and is made up of ten member municipalities and three partner municipalities. Given its proximity to Ottawa, Toronto and Montreal, as well as being home to two international bridges to and from the United States, Leeds and Grenville is in an ideal location that supports a healthy economy and good quality of life. With a tourism and hospitality sector that offers many opportunities for rest, relaxation, or adventure along the beautiful St. Lawrence River, the banks of the historic Rideau Canal, or the Thousand Islands, there is something for everyone to enjoy.

The provision of affordable and accessible housing, especially for low and moderate income households, is an important priority for Leeds and Grenville, and the 2016 Official Plan includes the following strategic direction to:

“encourage the provision of a range of housing opportunities of varying densities and tenures, including the construction of affordable housing and special needs housing” - Section 1.1.5 (11)

There is also a need to maintain the stability of the residential housing market, which will require “close cooperation between all levels of government and the private sector in order to provide for sufficient, diverse, and affordable housing opportunities” (Section 2.7.1). A balance must be struck between providing affordable market ownership and rental housing throughout the region, where required, while identifying opportunities to meet affordable housing needs that may differ across municipalities. Further, Leeds and Grenville is forecasted to experience modest population growth. This Housing Affordability Plan is an important step towards helping Leeds Grenville and its lower-tier municipalities to understand and strategize towards meeting the housing needs of its current and future population, and ensuring that residents can remain in their community without having to move for alternative housing options.

## 2.1

## Defining Affordability in Leeds Grenville

Affordable housing encompasses all forms of housing tenure (rental, ownership, and cooperative tenure, temporary and permanent housing, and social housing) that may be provided by private, public, and non-profit sectors. In this Housing Affordability Plan, the focus is on affordable market ownership and rental housing, although data on social housing was reviewed to help shape the housing context for Leeds and Grenville.

It is important to note that ‘affordable housing’ differs from ‘housing affordability’, despite these terms often being used interchangeably. The difference between housing affordability and affordable housing is best explained by the following two statements: “Housing is not affordable”, versus “There is not enough affordable housing”. If there is not enough affordable housing to meet the demand, the obvious solution is to build more housing that is affordable. Yet, this solution has two parts to consider, with respect to potential strategies that can resolve the issue at hand: housing must be built to meet the demand, but its cost must be affordable to the vulnerable populations who need it the most.



Several definitions of housing affordability were considered in this analysis, including those set by the Federal Government (Canada Mortgage and Housing Corporation, or C.M.H.C.), the Province (through the Provincial Policy Statement, 2020), as well as Leeds and Grenville (80% of the Average Market Rent, or A.M.R.). While these definitions attempt to address housing affordability based on income, the housing market, or both, each definition has its limitations; it is difficult to select a definition that guarantees housing affordability, when the context in which it is used can vary greatly (e.g., housing affordability in an urban setting will be much different than in a rural setting).

As a starting point to determine housing affordability for Leeds and Grenville, two sets of affordable targets for both ownership and rental were assessed. The first set of targets were those that are provided annually by the Ministry of Municipal Affairs and Housing (M.M.A.H.), while the second set were calculated based on Leeds and Grenville's definition of setting an affordability threshold of 80% of the A.M.R. The resulting affordability targets are provided in Appendix C.

## 2.2 Key Housing Affordability Issues

In June of 2021, a Housing Affordability Discussion Paper was prepared by Dillon Consulting Ltd. and Seniors in Transition Inc., to identify key affordable housing issues that would inform the strategic recommendations in the Housing Affordability Plan. Data was analysed at a sub-region level, to frame key affordable housing issues that may be specific to a sub-region versus generalized to Leeds and Grenville as a whole. The five sub-regions are highlighted in the callout box below.

1. **Brockville & Area (Sub-Region 1):** City of Brockville, Township of Elizabethtown-Kitley
2. **North Leeds (Sub-Region 2):** Township of Rideau Lakes, Village of Westport
3. **South Leeds (Sub-Region 3):** Township of Athens, Township of Front of Yonge, Town of Gananoque, Township of Leeds and the Thousand Islands
4. **North Grenville (Sub-Region 4):** Village of Merrickville-Wolford, Municipality of North Grenville
5. **South Grenville (Sub-Region 5):** Township of Augusta, Township of Edwardsburgh/Cardinal, Town of Prescott

The analysis focused on understanding the nature of housing supply, tenure, and affordability in Leeds and Grenville, to gain an understanding of housing needs in the Counties<sup>1</sup>. Analysis was also undertaken to understand the depth of housing

<sup>1</sup> This part of the analysis focused on: Census data (2016) on population, household characteristics, and housing tenure; housing stock, specifically market housing, seniors housing, and social housing; and current programs and strategies related to housing creation, including policies that target affordable housing development.



affordability in Leeds and Grenville, which involved: defining housing affordability; identifying affordability targets by housing tenure and type based on the definition in the most recent Provincial Policy Statement (P.P.S.; 2020); gaining a high-level understanding of the impacts of COVID-19 on housing affordability; and evaluating the depth of housing affordability for Leeds and Grenville and for the five sub-regions.

The top housing affordability issues that emerged from the analysis are summarized below.

## 2.2.1

### Top Four Key Issues for Affordable Housing

**Key Issue #1:** Almost half of Leeds and Grenville's population are aging, and some require a variety of supports to age in place<sup>2</sup>.

Leeds and Grenville and the five sub-regions have aging populations, where almost half (or, in the case of Sub-Region 2, more than half) of their populations are over the age of 50. As this cohort continues to age to the point where their current housing may no longer be meeting their needs, this may lead to an increase in demand for housing that could address these needs. With respect to housing for seniors, specifically, there is less availability in the surrounding municipalities; in Leeds and Grenville, there are only nine social housing providers, and while six of them cater (fully or partially) to seniors, they are only located in Sub-Regions 1 through 3.

Further, for older adults who seek retirement residences, more than half (59.0%) of available units cost over \$3,500 per month for an all-inclusive living experience that includes a meal plan. This price increases, depending on the level of care that may be provided. As such, some households may need help with subsidizing their shelter costs, including those whose incomes are reliant only on the Canada Pension Plan benefit and/or disability benefits.

<sup>2</sup> Aging in place refers to an individual's ability to remain in their home or community safely and independently while remaining connected to both their homes and communities.

**Key Issue #2:** The single-detached dwelling continues to be the most prevalent housing typology in Leeds and Grenville, but there needs to be greater diversity in housing, with respect to size, type, and cost, to meet the varying needs across the county.

With the exception of Sub-Region 1 (67.8%), more than three quarters<sup>3</sup> of the Leeds and Grenville population live in a single-detached dwelling, and the most common dwelling type being built for market ownership continues to be single-detached dwellings<sup>4</sup>.

Household composition may influence the housing typology in which a household may wish to live. Depending on the sub-region, the prevalent household composition varies, where the most prevalent household compositions across Leeds and Grenville are couples without and with children, respectively, followed by one-person households.

Households in Sub-Region 4 have a prevalence of couples with children, and they may find that a single-detached dwelling can accommodate their needs. However, this may not be the case for households consisting of couples without children, which are most prevalent in Sub-Regions 2, 3, and 5, or one-person households, as seen in Sub-Region 1, who may wish to live in something smaller, such as a bachelor or one-bedroom unit.

With respect to the population cohort aged 50 and older in Leeds and Grenville, in the five sub-regions, approximately 30 to 50%<sup>5</sup> live in single-detached dwellings (see Appendix B). As such, it is important to determine whether they live in a single-detached dwelling<sup>6</sup> by choice, or whether there are not enough affordable alternatives. For example, seniors who live in rural areas typically live in larger, single-detached dwellings, where they face unique challenges that may not otherwise be experienced in

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<sup>3</sup> According to the cross-tabulation of Census data, a breakdown of the percentage of single-detached dwellings versus other dwelling types is: 81.9% for Leeds and Grenville; 67.8% for Sub-Region 1; 93.5% for Sub-Region 2; 87.1% for Sub-Region 3; 88.0% for Sub-Region 4; and 86.8% for Sub-Region 5.

<sup>4</sup> According to building permit data from the municipalities.

<sup>5</sup> According to the Census data cross-tabulation, a breakdown of the percentage of single-detached dwellings versus other dwelling types for those aged 50+ is: 39.4% for Leeds and Grenville; 33.1% for Sub-Region 1; 51.9% for Sub-Region 2; 42.8% for Sub-Region 3; 38.1% for Sub-Region 4; and 40.3% for Sub-Region 5.

<sup>6</sup> Excluding bungalows, which are also a single-detached dwelling type. On occasion, bungalows have basements, but they typically only have one floor and are often considered to be a good alternative for those with mobility issues.

urban areas (e.g., lack of reliable and fast transit options; not in close proximity to certain services and amenities).

As this cohort continues to age, those who live in and own a single-detached dwelling may wish to downsize, for reasons that may be related to costs of maintenance and upkeep. However, the ability for this cohort to downsize may be dependent on (but not limited to):

- the availability of smaller dwelling types to own or rent;
- the presence of mobility-related accommodations (i.e., ramps, elevators); and,
- the proximity to services, amenities, and other supports that are conducive to a good quality of life.

**Key Issue #3:** With some of the highest incidences of core housing need seen in renter households, there needs to be an increase in affordable, safe, and adequate rental housing stock.

Across the region, there are far more households who own rather than rent. In 2016 in Leeds and Grenville as a whole, 78.0% of households owned their homes, leaving only 22% of households who rented (Statistics Canada, 2017). In comparison, 69.7% of households in Ontario owned their homes, while 30.2% of households rented (the remaining 0.1% were households of band housing). However, despite there being only a small proportion of renter households, some of the highest incidences of core housing need<sup>7</sup> are seen in renter households. This is consistent with national trends, in which 26.4% of those in core housing need are renter households (Farha, 2017). Leeds and Grenville has a limited supply of rental tenure, and they are concentrated in Brockville. Moreover, vacancy rates for rental are extremely low, which signifies a high demand. As such, greater attention may need to be paid to the provision of affordable, safe, and adequate rental housing stock.

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<sup>7</sup> Core housing need refers to housing which falls below at least one of the adequacy, affordability or suitability standards.



**Key Issue #4:** There is a gap in housing affordability. With a requirement of meeting the 80% affordability threshold set by Leeds Grenville, the member and partner municipalities need to set appropriate affordable housing targets and decide how to distribute affordable housing where it is needed.

With regard to household income, all sub-regions have at least a quarter of their populations who make less than \$50,000 per year after tax, with Sub-Region 1 having almost half (47.8%) of its population making less than that amount annually. According to the five year review of the Housing and Homelessness Plan, Brockville (in Sub-Region 1) has the greatest number of renter households spending greater than 30% of their income on shelter costs, followed by Prescott (in Sub-Region 5) and Gananoque (in Sub-Region 3). Further, the majority of applications for housing received in 2018 were for units in Brockville, followed by Prescott and Gananoque.

For Leeds and Grenville as a whole, less than a quarter<sup>8</sup> of the population spend 30% or more of their income on shelter costs, and those who are aged 50 to 84 occupy the largest proportion of this population, followed by those who are aged 15 to 49 (see Appendix B).

With respect to the depth of housing affordability, the average renter household in Sub-Region 1 is overspending on shelter costs. While renter households in the other sub-regions may not be overspending (or are breaking even, as is the case in Sub-Region 5), they may not feel secure in their spending, and there is not enough of a financial buffer for savings or other investments. Renter households across all of the sub-regions may be at risk of homelessness, where their current economic and housing situation is not stable or may not meet public health standards; at any point, something could happen in their lives that may quickly turn those small amounts of underspending into an overspending situation. The inherent challenge of eliminating the overspending gap, however, is achieving the 80% affordability target<sup>9</sup> at the same time, while attracting developers who will focus on growing the rental stock.

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<sup>8</sup> 18.5% for Leeds and Grenville as a whole; 22.2%, 18.6%, 16.0%, 16.1%, and 17.4% for Sub-Regions 1, 2, 3, 4, and 5, respectively.

<sup>9</sup> The 80% affordability target was set by Leeds Grenville in its 10 Year Housing and Homelessness Plan, 2014-2024.



## 3.0

## Strategic Recommendations

Eleven strategic recommendations have been identified for Leeds Grenville that specifically target the four key issues identified through the analysis. The recommendations are intended to be comprehensive and realistic, by supporting initiatives of multiple local governments, community agencies, and possibly private sector organizations. The primary actor for these strategic recommendations is Leeds Grenville, however the possible partners for several of the recommendations are also identified, where appropriate.

The recommendations are presented in three categories:

1. Mechanisms to directly supply affordable housing;
2. Financial tools and policies to support affordable housing development or maintenance; and,
3. Processes and policies to plan for and drive affordable housing development.

## 3.1

### Mechanisms to Directly Supply Affordable Housing

Mechanisms to directly supply affordable housing refer to Counties-led initiatives to construct affordable housing units.

<b>Recommendation 1</b>	Acquire land to build affordable rental housing that would be managed by the Counties, primarily through purchasing land; however, donation of lands from municipalities and the public could also support land acquisition.							
<b>Key Issues Addressed</b>	<b>1</b>	✓	<b>2</b>	✓	<b>3</b>	✓	<b>4</b>	✓

The purchase of land and development of new housing units, to be supplied as affordable rentals, would directly contribute to improving the supply of affordable housing units in Leeds Grenville. It is expected that municipalities would provide in-kind support for this recommendation through the identification of potentially suitable lands that are available for purchase. The Counties should consider developing criteria to assist with determining properties that are suitable for such development (i.e., servicing requirements, proximity to community and commercial amenities, walkability), as well

as determine how much land would need to be purchased to meet the set criteria and support affordable rental housing.

<b>Recommendation 2</b>	Partner with a non-profit housing provider to identify suitable lands for affordable rental housing, or establish a local community land trust to begin a similar process.							
<b>Key Issues Addressed</b>	<b>1</b>	✓	<b>2</b>	✓	<b>3</b>	✓	<b>4</b>	✓

There may be opportunities to partner with existing housing providers or establish a local community land trust to develop new housing units. These units would be managed by the land trust or housing provider, as opposed to the Counties. Properties adjacent to existing housing should be identified to determine whether they can be purchased and further redeveloped in partnership with established housing providers.

Potential partners include non-profit housing providers, as well as the social and affordable housing providers for Leeds and Grenville.

<b>Recommendation 3</b>	Identify underutilized properties that could be converted to provide affordable housing units.							
<b>Key Issues Addressed</b>	<b>1</b>	✓	<b>2</b>	✓	<b>3</b>	✓	<b>4</b>	✓

When compared to the construction of new housing units, updating, restoring, or otherwise reusing an existing building to provide affordable housing may be a less expensive option, if the existing building is in good shape, was originally Ontario Building Code-compliant, and does not have any contamination issues. Under these circumstances, the adaptive reuse of existing buildings is expected to enable units to be occupied much faster than the construction of a new building. When determining whether a building is appropriate for adaptive reuse to supply affordable housing, consideration should also be given to the criteria mentioned in Recommendation 1.

Non-residential buildings should also be considered for their potential reuse as affordable housing. However, consideration should be made for additional processes that may need to be undertaken (i.e., official plan or zoning amendments).

<b>Recommendation 4</b>	Consider the purchase of multi-unit buildings on the market that could be procured to retain existing rental housing stock, which may be managed by a community land trust to ensure that they remain affordable.							
<b>Key Issues Addressed</b>	<b>1</b>	-	<b>2</b>	✓	<b>3</b>	✓	<b>4</b>	✓

To prevent the loss of existing rental housing units through the sale of existing multi-unit buildings, which may remove units from the market (e.g., through conversion into single-unit dwellings, renovations<sup>10</sup>, conversions to short-term rental units<sup>11</sup>), multi-unit buildings may be purchased by the Counties. This recommendation could complement Recommendation 2, where a local community land trust could take on the responsibility of managing the units as affordable, rent-controlled units. As an alternative, the Counties, or local municipalities, may wish to seek out a new or existing local organization or non-profit group that would be willing to manage the multi-unit buildings.

### 3.2 Financial Tools and Policies to Support Affordable Housing Development or Maintenance

Financial tools and policies to support affordable housing development or maintenance refers to recommendations that will indirectly contribute to the provision of affordable housing units through the appropriate allocation of resources, enabling policies, and education initiatives.

<sup>10</sup> The renovation of a rental unit which results in the eviction of an existing tenant or substantial rental cost increases which precludes the unit from being considered affordable.

<sup>11</sup> Short-term rental units may include Airbnb, Vrbo, etc.

<b>Recommendation 5 &amp; 5A</b>	<p>Create a revolving Affordable Housing program fund, via a housing levy to generate funds within the counties, to support various housing initiatives.</p> <p><b>(A)</b> The funds could specifically be used towards the expansion of the counties current Housing Allowance Program.</p>							
<b>Key Issues Addressed</b>	<b>1</b>	✓	<b>2</b>	✓	<b>3</b>	✓	<b>4</b>	✓

The allocation of financial resources to support affordable housing is essential for both Leeds Grenville and the local and partner municipalities to undertake the recommendations described herein. With affordable housing expected to be an ongoing challenge, the program fund needs to be topped up every year. The funds could also support a housing coordinator (Recommendation 9), whose role would be to ensure that recommended actions in this Housing Affordability Plan are executed, and that the benefits are received by the community expeditiously.

Leeds Grenville runs a Housing Allowance Program, provincially funded through the Ontario Priorities Housing Initiative, which provides those who are eligible<sup>12</sup> with a subsidy that can go directly towards their shelter costs. The funding has also been used to support non-profit housing providers and further new housing and capital projects. In light of the variety of benefits that the funding from this program offers, it is also recommended that the Affordable Housing program fund allocate financial resources to expand the Housing Allowance Program.

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<sup>12</sup> At the time that this Housing Affordability Plan was written, 176 people were participants in this program. Another Housing Allowance Program, which is now completed but was provincially funded through the Investment in Affordable Housing Initiative, had directly helped 43 people to subsidize their rental housing costs.

<b>Recommendation 6</b>	Educate developers on provincial and federal sourced funding opportunities for affordable housing creation, maintenance, and retrofitting.							
<b>Key Issues Addressed</b>	<b>1</b>	-	<b>2</b>	✓	<b>3</b>	✓	<b>4</b>	✓

Recommendation 6 complements the previous one, in that it encourages Leeds Grenville and its local municipalities to find sources to indirectly contribute, financially, towards affordable housing initiatives. While Recommendation 5 suggests that local municipalities allocate their municipal funds towards affordable housing, this Recommendation encourages developers to seek external, non-municipal funding that would facilitate affordable housing creation, maintenance, and retrofitting.

The National Housing Strategy provides access to a toolkit that addresses challenges and promotes partnerships, with diverse initiatives available to develop housing that is affordable, sustainable, accessible and socially inclusive. These initiatives include creating new housing supply, modernizing existing housing stock, and accessing resources related to affordable housing.

C.M.H.C. also offers a variety of funding opportunities (C.M.H.C., 2018). For example, the Seed Funding Program offers loans and/or contributions for new construction/conversions or preservations of existing housing. Another source of funding is the Shared Equity Mortgage Providers Fund. This funding source allows non-profits or co-operatives to pre-pay their mortgages, which enables them to access market loans and, thus, lowers expenses and helps to keep rents more affordable.

Potential partners include the member and partner municipal governments in Leeds and Grenville, as well as housing providers in the private and public sectors.



<b>Recommendation 7</b>	Submit a request to the M.M.A.H. to be a “prescribed” upper-tier municipality under O. Reg. 221/07. Create a Counties-level Community Improvement Plan (C.I.P.) to enable the provision of financial incentives (e.g., property tax breaks, tax credits, cash-in-lieu contributions), in addition to the waiving of municipal fees, to eligible applicants who want to build and/or supply affordable housing.							
<b>Key Issues Addressed</b>	<b>1</b>	✓	<b>2</b>	-	<b>3</b>	✓	<b>4</b>	✓

According to Section 28(4.0.1) of the Planning Act, upper-tier municipalities may create their own C.I.P., which can only deal with certain ‘prescribed’ matters: infrastructure, affordable housing, and transportation corridors. Upper-tier governments can also participate in a C.I.P. of a lower-tier municipality by making grants or loans to the lower-tier municipality (Planning Act, Subsection 7.2), provided that the lower-tier municipality has created a C.I.P. that has been adopted by its local Council. However, Leeds Grenville is not on the list of upper-tier municipalities that are prescribed in O. Reg. 221/07. As such, a request would need to be submitted by Council to the M.M.A.H., to be added to the list of prescribed upper-tier municipalities. If the M.M.A.H. is supportive of the request<sup>13</sup>, there would be an opportunity to develop a Counties-level C.I.P., where Leeds Grenville would join together with the member and partner municipalities to financially assist with local affordable housing initiatives on the ground.

In the Counties Official Plan, a policy on affordable housing (section 2.7.2 d) encourages local municipalities to waive, either fully or partially, municipal fees for developers who are planning to build affordable housing. Recommendation 7 would enhance or supplement this policy, in addition to encouraging the development of Community Improvement Plans (section 7.6.6) and non-financial incentives (e.g., height and density incentives under section 7.6.2.5) at the municipal level. Financial incentives that could be promoted to local municipalities through a Counties-level C.I.P. may include: allowing cash-in-lieu contributions; implementing favourable tax treatment for rental property

<sup>13</sup> According to anecdotes of those who have gone through this process, it may take 6 to 9 months to receive approval from the M.M.A.H.



sales, such as tax credits or incentives that can improve rental development; tax deferrals on rental property sales; and eliminating the G.S.T./H.S.T. on rental housing.

Potential partners include the member and partner municipal governments in Leeds and Grenville, as well as housing providers who specialize or are interested in developing affordable housing.

<b>Recommendation 8</b>	Amend the Counties Official Plan to state that the Counties, local municipalities, and partners will promote, pursue, and incentivize public-private partnerships to build affordable housing.							
<b>Key Issues Addressed</b>	<b>1</b>	-	<b>2</b>	✓	<b>3</b>	✓	<b>4</b>	✓

This Recommendation proposes that Leeds Grenville encourages its local municipalities to pursue public-private partnerships and other funding alternatives to facilitate the development and provision of affordable housing. With the proper policy infrastructure in place, Leeds Grenville can promote synergistic relationships between the local municipalities and housing providers with whom they could partner to provide suitable affordable housing, while they work within the local conditions of the housing market.

Potential partners include the member and partner municipal governments in Leeds and Grenville, as well as housing providers who specialize or are interested in developing affordable housing.

### 3.3

## Processes and Policies to Plan for and Drive Affordable Housing Development

Processes and policies to drive affordable housing development refers to recommendations that will indirectly contribute to the provision of affordable housing units through the appropriate allocation of non-financial resources such as changes to procedures and monitoring.

<b>Recommendation 9</b>	Create an Affordable Housing Coordinator position who would be responsible for all Counties-led actions in this strategy, as well as any other actions taken towards progressing affordable housing initiatives.							
<b>Key Issues Addressed</b>	<b>1</b>	✓	<b>2</b>	✓	<b>3</b>	✓	<b>4</b>	✓

The Housing Department of the Community and Social Services Division at the Counties has a specific mandate tied to its housing portfolio, as well as a limited capacity to undertake the initiatives highlighted herein. As such, it is recommended that a new position be developed in order to undertake the recommendations and provide ongoing monitoring and support. The Affordable Housing Coordinator would be tasked with learning about the Federal/Provincial housing initiatives, programs, grants etc. and act as a liaison between the Counties and organizations providing housing services. This position can play a vital role as a conduit for information and education for staff and community.

Other tasks may include regularly updating the Counties website's housing section to:

- reflect the updated data related to affordable housing;
- make it more user-friendly, informative, and accurate (e.g., ensuring that pertinent information related to housing services for residents, such as the statuses of social housing waiting lists, is succinct and up to date); and,
- updating the list of government bodies who are responsible for certain sectors, whose names may have changed.

It is recommended that this position is staffed within the Community and Social Services Division and reports directly to the division Director.

<b>Recommendation 10</b>	Develop outcome-based performance indicators for affordable housing, reflective of the urban versus rural setting, that link to those set in strategies of upper levels of government (e.g., Long-Term Affordable Housing Strategy by the Ministry of Municipal Affairs and Housing). With the release of new Census data every five years, compare the data against these indicators to evaluate progress made towards achieving affordable housing objectives at the Counties and lower-tier municipalities levels.							
<b>Key Issues Addressed</b>	<b>1</b>	✓	<b>2</b>	✓	<b>3</b>	✓	<b>4</b>	✓

Led by the Affordable Housing Coordinator, the identification of outcome-based performance indicators would enable the Counties to quantify and monitor outcomes of Counties-led actions towards affordable housing, while it recognizes the evolving demands for community services. With a recommendation to encourage the local municipalities to adopt performance indicators of their own, insight could be made into whether local affordable housing objectives are being met. The performance indicators may help to shed light on gaps related to: municipal staffing to execute the actions in this Housing Affordability Plan; financing of affordable housing initiatives; affordable housing-related services and supports, including fragmented housing programs; local accessibility (physical) issues; and lack of, or minimal access to, program and service information. The assessment can also help the Counties understand the effectiveness of partnerships in respect to programs, services, and housing and its long-term planning impact, as well as highlight opportunities for coordinating, collaborating, and cooperating amongst community agencies and partnerships.

Outcome-based performance indicators that pertain to affordable housing creation can vary greatly. Provided below is a list of examples from municipalities in Ontario:

- In its 2010 Official Plan, York Region has a performance indicator of the proportion of new residential units in their Key Development Areas being affordable (with a target of 35%), in addition to the minimum requirement of 25% of all residential units required to be affordable (York Region, 2014).
- The 2014 Official Plan for Markham, Ontario has a performance indicator of the total number of new affordable housing units by housing type and tenure (i.e.,

- ground-related, apartments up to one bedroom, apartments of min. two bedrooms) (City of Markham, 2020).
- In its Regional Official Plan (Office Consolidation December 2016), Peel, Ontario has a performance indicator that looks at the proportion of ownership housing supply that is affordable, by housing type (i.e., single-detached, semi-detached, townhouse, high rise) (Region of Peel, 2017).
  - Although the City of Guelph is going through an Official Plan Update, its Affordable Housing Strategy (2017) discusses performance indicators around vacancy rates, core housing need, how new residential construction is performing against the affordable housing target, and tenure split. With a city-wide target of 30% of all new units being affordable, the breakdown is: 25% affordable ownership units; 1% affordable primary rental units; and 4% affordable secondary rental market units. (City of Guelph, 2017)

<b>Recommendation 11</b>	Partner with the member and partner municipalities to have an ongoing dialogue on affordable housing and work collaboratively towards local affordable housing initiatives, and treat the Counties Official Plan as one of the key mechanisms for this collaboration.							
<b>Key Issues Addressed</b>	<b>1</b>	✓	<b>2</b>	✓	<b>3</b>	✓	<b>4</b>	✓

The ability to effectively and swiftly address affordable housing issues is often dependent on readily available resources and capacity of those who are taking action on filling the gaps. While having financial resources is important (and reflected in Recommendation 5), the number of players who are involved is also a key factor. A partnership between the Counties and local municipalities would help to strengthen efforts made towards addressing issues of affordable housing on the ground. In addition to establishing and/or maintaining a line of dialogue on an ongoing basis to discuss affordable housing, there is an opportunity to reinforce this partnership in the Counties Official Plan, where the member and partner municipalities can be encouraged, through policy, to align with the Counties on their actions towards meeting affordable housing objectives.

Official Plans are a community's primary tool for determining how land should be used. As a two-tier system, the Official Plan for the Counties provides upper-tier land use planning policies to manage growth and development within the Counties over the planning horizon, such as matters that cross municipal boundaries. Lower-tier municipalities within the Counties must have their Official Plans approved by the Counties. Some communities in the Counties are single-tier municipalities, meaning their Official Plans are approved by the M.M.A.H.

Several recommendations for amendments to the Counties Official Plan have been identified to support the development of new housing units, in order to better enable an increase in the housing stock overall, support the development of new affordable housing units, and enable the monitoring of affordable housing supply. It is anticipated that the municipalities would also amend their plans to reflect the above-noted changes. Recommended amendments to the Counties Official Plan that would encourage alignment from the lower-tier municipalities are the following:

- encourage local municipalities to maintain a line of communication with the Counties on actions and progress towards affordable housing initiatives;
- encourage local municipalities to include the updated or new performance indicators (Recommendation 10) and demonstrate how and whether they are being met, whenever new Census data is released;
- state that the Counties and local municipalities will monitor actions taken towards affordable housing initiatives on an ongoing basis;
- encourage local municipalities to regularly review their thresholds for affordable ownership and rental to respond to local market rental values and ownership purchases prices for the previous year;
- encourage local municipalities to establish or annually update their targets for affordable ownership and rental units, based on the total number of affordable ownership and rental units developed in the previous year;
- encourage local municipalities to enable more density where adequate servicing capacity can be provided (e.g., permitting semi-detached dwellings where single-detached dwelling are currently the only permitted residential use; ensure accessory dwelling units are supported as required by the Planning Act; remove minimum floor area requirements for dwellings);

- encourage local municipalities to identify parcels in urban settlement areas that could be redesignated to allow for greater variation in density and housing type (e.g., low rise apartment buildings); and,
- encourage local municipalities to adopt Community Improvement Plans that specifically address local affordable housing policies and proactively stimulate affordable housing development.

Counties may want to consider creating a matrix of indicators and data that would be used by all municipalities to report and assess housing development/maintenance. By setting a common set of indicators, it would help facilitate program evaluation and evaluate the effectiveness affordable housing initiatives.

In identifying parcels of land for redesignation, the municipalities may wish to prepare evaluation criteria to consider attributes such as servicing, walkability, and proximity to amenities.

## 3.4

## Other Recommendations

Through the process of identifying strategic recommendations that address the key housing issues in Leeds and Grenville, other recommendations were considered, but not prioritized, as they may be less impactful towards addressing immediate issues. These other recommendations are summarized below.

**Table 1: List of other recommendations**

No.	Other Recommendations	How It Helps to Meet Affordability Needs	Potential Partners
1	Determine whether there are surplus federal lands that may be used for affordable housing. If surplus lands are identified, consider whether to partner with a private developer or act as the sole proponent of C.M.H.C.'s Federal Lands Initiative, and begin the process of coordinating with them.	C.M.H.C. leads the Federal Lands Initiative, which supports the transfer of surplus federal lands and buildings to eligible proponents for development as affordable, sustainable, accessible and socially inclusive housing.	C.M.H.C., developers

No.	Other Recommendations	How It Helps to Meet Affordability Needs	Potential Partners
2	Increase/develop supports to facilitate aging in place (e.g., home supports, provision of medical and other services out of one location) <sup>14</sup> .	Supporting the ability for residents to remain in their homes as they age can increase cost-savings for individuals by delaying the costs associated with institutional care.	Ministry of Seniors and Accessibility, Ministry of Long-Term Care, Community Agencies, Long-Term Care Facilities, Retirement Homes
3	Review policies in the Counties Official Plan to determine whether age-friendly built form <sup>15</sup> is encouraged.	Supporting the ability for residents to remain in their communities as they age can increase cost-savings for individuals by delaying the costs associated with institutional care.	Member and partner municipalities

<sup>14</sup> There are age-friendly accessibility funding sources that support these initiatives, such as the Seniors Community Grant Program that encourages community engagement, or the Inclusive Community Grants designed to sustain existing, and create new, Age-Friendly Communities (A.F.C.s) for older adults and people of all abilities. Various programs and grants are available from the Ministry of Seniors and Accessibility and the Ministry of Long-Term Care.

<sup>15</sup> For example: community services are provided in close proximity to residential areas; active transportation networks are designed to be safe with appropriate wayfinding and lighting; buildings are designed to be barrier-free.

## Conclusion

The eleven strategic recommendations contained in this Housing Affordability Plan can help guide Leeds Grenville and its member and partner municipalities, either collectively or individually, to make evidence-based decisions to address current and future gaps in affordable housing. The recommendations are intended to directly supply affordable housing, finance affordable housing projects, and plan for affordable housing development in the short term. Given that every community is unique, the Plan will allow for flexibility in how these gaps are addressed at the Counties and municipal levels, as well as respond to local housing needs.



Appendix A

Strategic Recommendations Matrix

Table 2: Strategic recommendations matrix

No.	Recommendation	Top Issue #1: Provide seniors housing and a variety of supports to age in place	Top Issue #2: Have greater diversity with respect to size, type, and cost	Top Issue #3: Provide affordable, safe, and adequate rental housing stock	Top Issue #4: Close the gap in housing affordability	✓ total
1.1	Purchase lands to build affordable housing that would be managed by the Counties.	✓	✓	✓	✓	4
1.2	Partner with or establish a local community land trust or non-profit housing provider to identify suitable lands for affordable housing, and begin the process of developing it.	✓	✓	✓	✓	4
1.3	Determine whether there are surplus federal lands that may be used for affordable housing. If surplus lands are identified, consider whether to partner with a private developer or act as the sole proponent of CMHC's Federal Lands Initiative, and begin the process of coordinating with them.	X	✓	✓	✓	3
1.4	Identify underutilized properties that could be converted for affordable housing purposes.	✓	✓	✓	✓	4
1.5	Consider the purchase of multi-unit buildings on the market that could be procured for affordable housing.	X	✓	✓	✓	3
2.1	Allocate financial resources in the annual budget that could be tied directly to advance affordable housing initiatives.	✓	✓	✓	✓	4

No.	Recommendation	Top Issue #1: Provide seniors housing and a variety of supports to age in place	Top Issue #2: Have greater diversity with respect to size, type, and cost	Top Issue #3: Provide affordable, safe, and adequate rental housing stock	Top Issue #4: Close the gap in housing affordability	✓ total
2.2	Amend the Counties Official Plan to...	-	-	-	-	-
2.2.1	...state that the Counties, local municipalities, and partners will promote, pursue, and incentivize public-private partnerships that specifically help to create conditions for investments in affordable housing projects and initiatives.	✓	x	✓	✓	3
2.2.2	...direct local municipalities to provide financial incentives (e.g., property tax breaks, tax credits, cash-in-lieu contributions), in addition to the waiving of municipal fees, to eligible applicants who want to build and/or supply affordable housing.	✓	✓	✓	✓	4
2.3	Educate developers on provincially- and federally-sourced funding opportunities for affordable housing creation, maintenance, and retrofitting.	x	✓	✓	✓	3
3.1	Create a new position, or modify an existing position, for an Affordable Housing Coordinator who would be responsible for all Counties-led actions in this strategy, as well as any other actions taken towards progressing affordable housing initiatives.	✓	✓	✓	✓	4
3.2	Undertake annual assessments to evaluate the diverse housing needs of residents and develop outcome-based performance indicators for affordable housing, reflective of the urban versus rural setting, that link to those set in strategies of upper levels of government (e.g., Long-Term Affordable Housing Strategy by M.M.A.H.).	✓	✓	✓	✓	4

No.	Recommendation	Top Issue #1: Provide seniors housing and a variety of supports to age in place	Top Issue #2: Have greater diversity with respect to size, type, and cost	Top Issue #3: Provide affordable, safe, and adequate rental housing stock	Top Issue #4: Close the gap in housing affordability	✓ total
3.3	Amend the Counties Official Plan to...	-	-	-	-	-
3.3.1	...direct local municipalities to include the updated or new performance indicators (as created through the above recommendation), and require the local municipalities to meet them, as well as demonstrate how they are being met, on an annual basis.	✓	✓	✓	✓	4
3.3.2	...state that the Counties and local municipalities will gather housing data and monitor actions taken towards affordable housing initiatives on an ongoing basis.	✓	✓	✓	✓	4
3.3.3	...direct local municipalities to annually report to the Counties and their local Council on actions and progress towards affordable housing initiatives.	✓	✓	✓	✓	4
3.3.4	...direct local municipalities to establish and/or annually update their thresholds for affordable ownership and rental to respond to local market rental values and ownership purchases prices for the previous year.	✓	✓	✓	✓	4
3.3.5	...direct local municipalities to establish or annually update their targets for affordable ownership and rental units, based on the total number of affordable ownership and rental units developed in the previous year.	✓	✓	✓	✓	4
3.3.6	...direct local municipalities to enable more density where adequate servicing capacity can be provided.	✓	✓	✓	✓	4

No.	Recommendation	Top Issue #1: Provide seniors housing and a variety of supports to age in place	Top Issue #2: Have greater diversity with respect to size, type, and cost	Top Issue #3: Provide affordable, safe, and adequate rental housing stock	Top Issue #4: Close the gap in housing affordability	✓ total
3.3.7	...direct local municipalities to identify parcels of land in urban settlement areas that could be redesignated to allow for greater variation in density and housing type (including secondary units, garden suites, and coach houses), and direct local municipalities to redesignate these parcels.	✓	✓	✓	✓	4
3.3.8	... direct local municipalities to encourage their Council to adopt Community Improvement Plans that specifically address local affordable housing policies and proactively stimulate affordable housing development.	x	✓	✓	✓	3

## Appendix B

### Addendum to the Housing Affordability Discussion Paper: Cohorts in Greatest Need

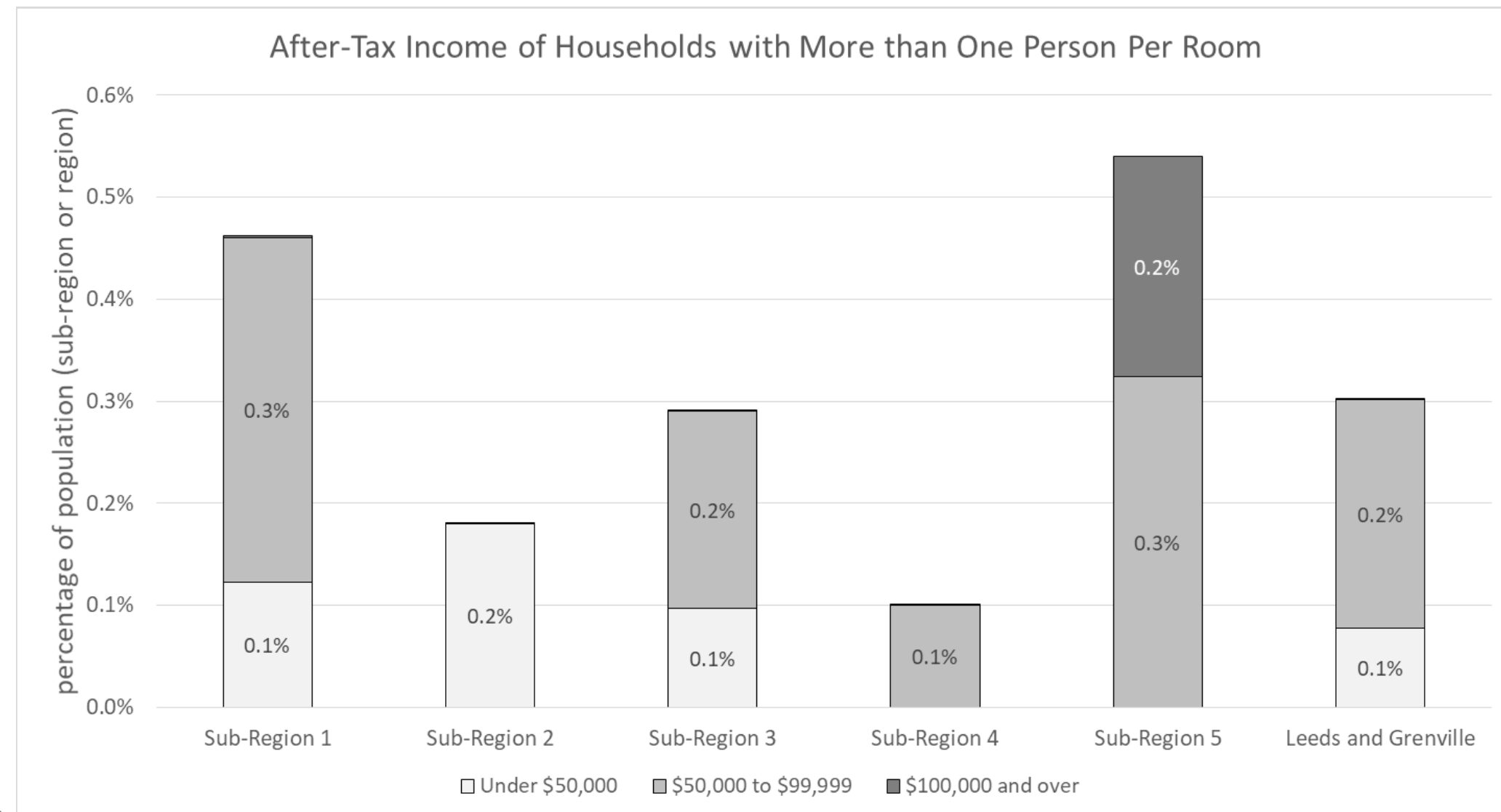
A review of 2016 Census data aimed to identify whether there was a prevalence of the following cohorts with the greatest housing need in Leeds and Grenville and the five sub-regions:

1. The under-housed, based on the relationship between the number of persons per room and household after-tax income;
2. Those who may have mobility issues as they age and require a certain type of affordable accommodation, based on the dwelling type in which they live;
3. Younger or older persons who are spending more than 30% of their income on housing;
4. Couples with children who are spending more than 30% of their income on housing; and,
5. Single parents with children who are spending more than 30% of their income on housing.

#### **Prevalence of the Population who are Under-Housed**

Characteristics of household after-tax income and the number of persons per room (Figure 1) were analyzed to help indicate whether there is a prevalence of households who are under-housed.

**Figure 1: Cross-tabulation 1 – Household after-tax income vs. number of persons per room**



As seen in Leeds and Grenville and in the five sub-regions, less than 1% of all households in each of the five sub-regions have more than one person living in a room, and the after-tax incomes of these households vary. As consistent with what is seen across Leeds and Grenville, households in Sub-Regions 1, 3, 4, and 5 that make between \$50,000 to \$100,000 occupy the largest proportion of those that are under-housed, followed by households that make less than \$50,000 (as seen in Sub-Regions 1, 2, and 3). Only Sub-Region 5 has households who are under-housed and make more than \$100,000 per year (0.2% of the sub-region's population).

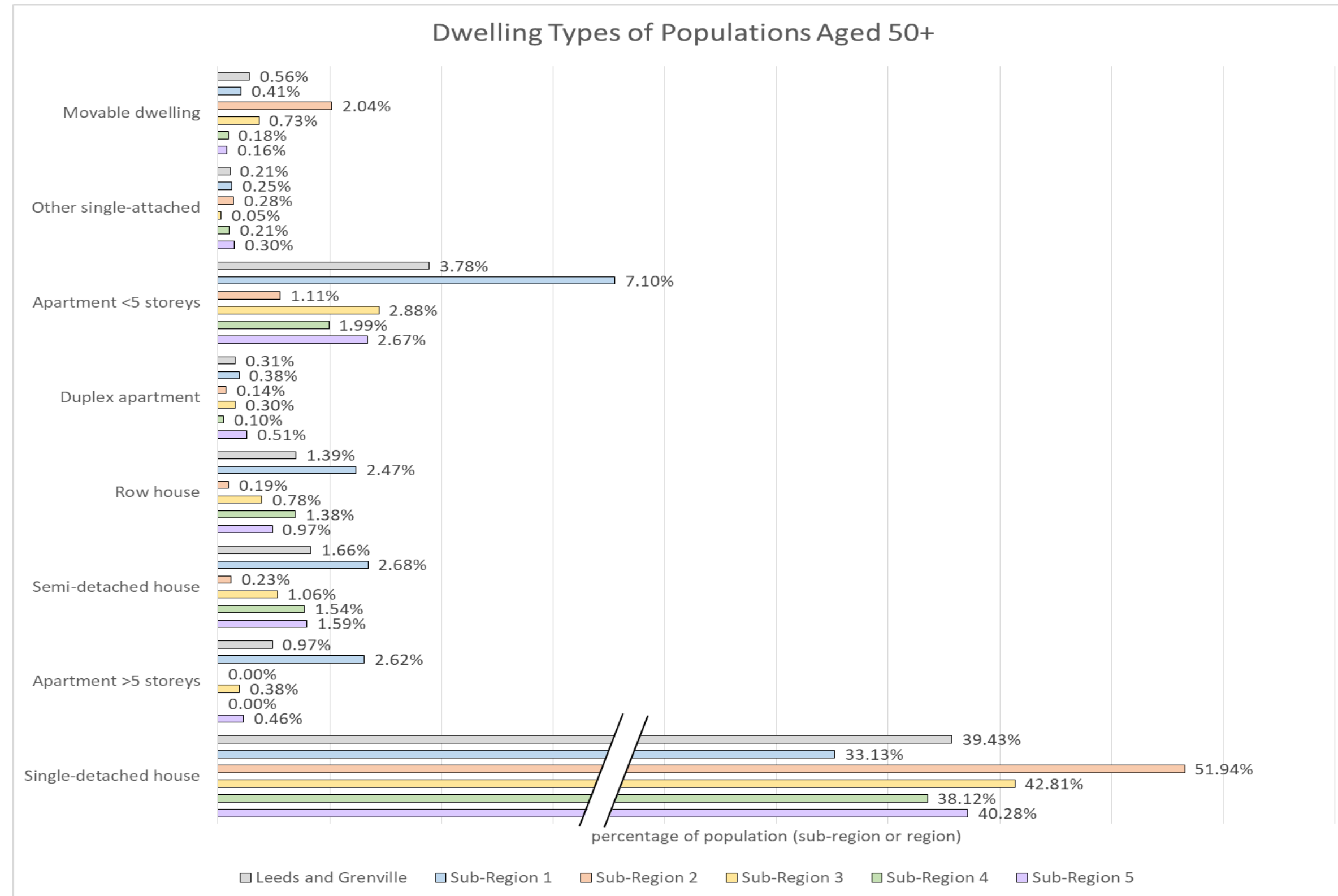
It was determined that households who are under-housed are not a prevalent cohort in greatest housing need.

#### **Prevalence of the Population Encountering Mobility Issues in their Current Dwellings**

Characteristics of age of individuals and dwelling type (Figure 2) were analyzed to help indicate whether there is a prevalence of individuals who may experience mobility issues in the dwelling in which they currently live.



Figure 2: Cross-tabulation 2 – Age of individuals vs. structural dwelling type



For Leeds and Grenville and the five sub-regions, the most common dwelling type among those who are aged 50 and older is the single-detached dwelling. All sub-regions have more than a quarter to approximately half<sup>16</sup> of their residents aged 50+ living in a single-detached dwelling. With approximately half of Leeds and Grenville being 50+, which is also seen at the sub-region level, the prevalence of older adults living in single-detached dwellings is remarkable and worth noting.

There is a prevalence of those who may experience, or be experiencing, mobility issues and wish to seek more accessible accommodations to facilitate aging in place. This cohort in greatest housing need is explained in further detail under Key Issue #2 in Section 2.1.

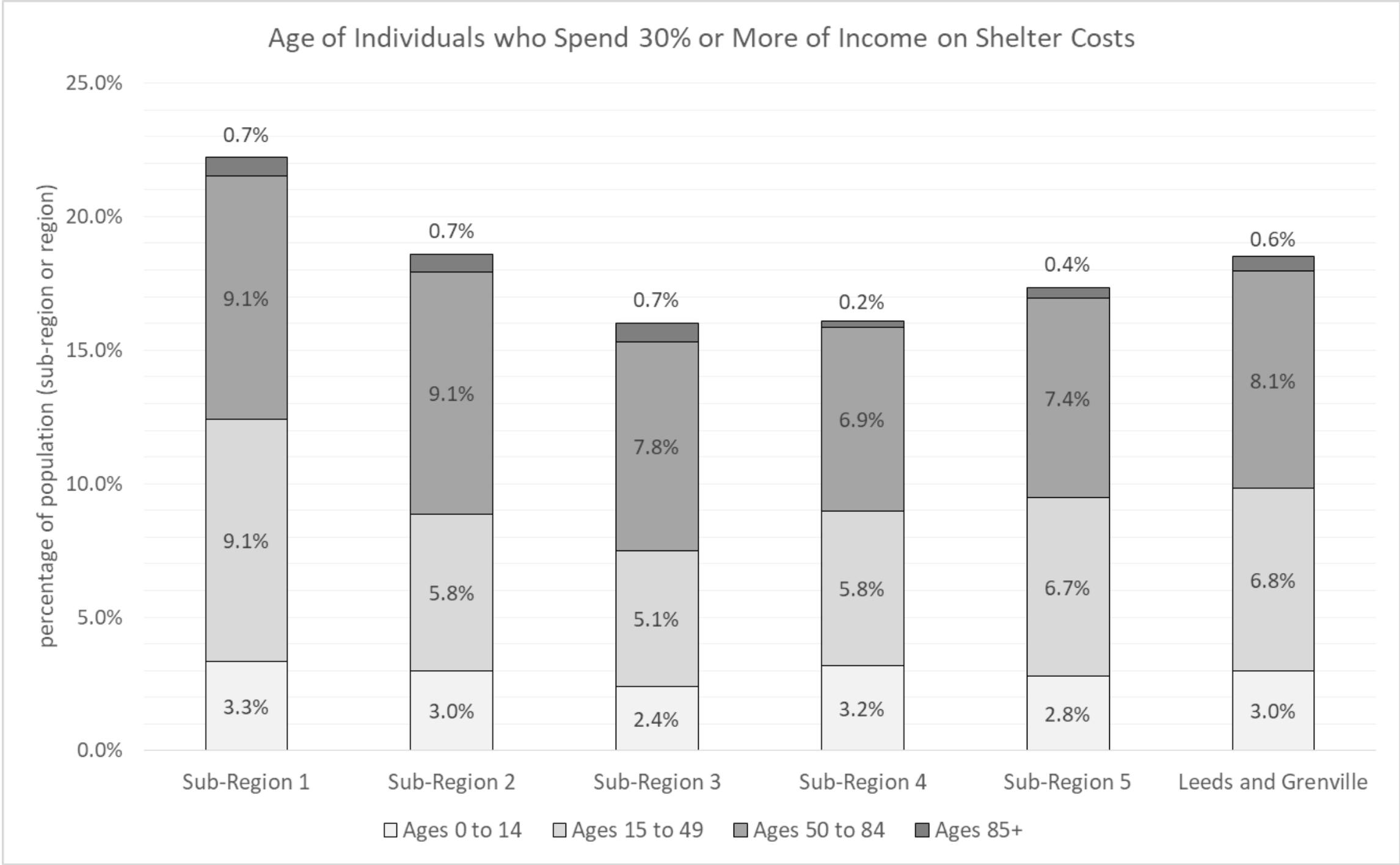
#### **Prevalence of Younger or Older Persons Overspending on Shelter Costs**

Characteristics of individuals' ages and shelter-cost-to-income ratio (Figure 3) were analyzed to help indicate whether there is a prevalence of younger or older persons who are overspending on shelter costs.

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<sup>16</sup> 39.42% of those aged 50+ in Leeds and Grenville, and 33.13%, 51.94%, 42.81%, 38.12%, and 40.28% of those aged 50+ in Sub-Regions 1, 2, 3, 4, and 5, respectively.

Figure 3: Cross-tabulation 3 - Age of individuals vs. shelter-cost-to-income ratio



On average, 18.5% of the population in Leeds and Grenville spend 30% or more of their income towards shelter costs. In comparison to the other sub-regions, Sub-Region 1 (22.2%) has the largest proportion of households who are overspending, followed by Sub-Region 2 (18.6%), Sub-Region 5 (17.4%), Sub-Region 4 (16.1%), and Sub-Region 3 (16.0%). Those who are aged 50 to 84<sup>17</sup> occupy the largest proportion of these populations, followed by those aged 15 to 49<sup>18</sup>.

There is a prevalence of 50 to 84 year olds and 15 to 49 year olds in households that are overspending on shelter costs, which suggests that they are cohorts in greatest housing need (as addressed in Key Issue #4 in Section 2.1). These two cohorts may require more financial support to assist with their cost of living and help to maintain a good quality of life.

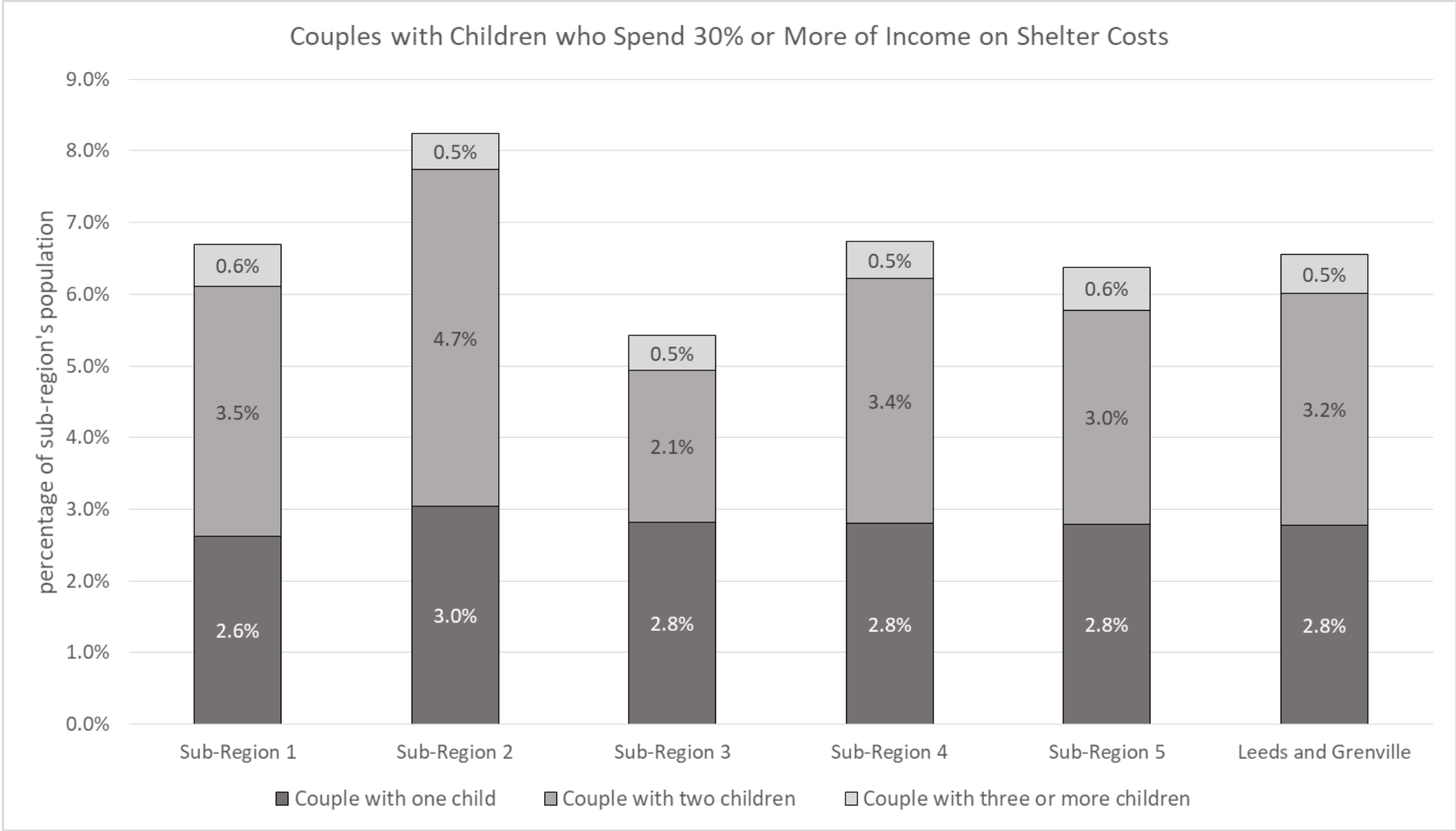
#### **Prevalence of Couples with Children or Lone Parents with Children Overspending on Shelter Costs**

Characteristics of shelter-cost-to-income ratio and family composition, specifically couples with children (Figure 4) and lone parents with children (Figure 5), were analyzed to help indicate whether they are overspending on shelter costs.

<sup>17</sup> 8.1% for Leeds and Grenville as a whole; 9.1%, 9.1%, 7.8%, 6.9%, 7.4%, and 8.1% for Sub-Regions 1, 2, 3, 4, and 5, respectively.

<sup>18</sup> 6.8% for Leeds and Grenville as a whole; 9.1%, 5.9%, 5.1%, 5.8%, 6.7%, and 6.8% for Sub-Regions 1, 2, 3, 4, and 5, respectively.

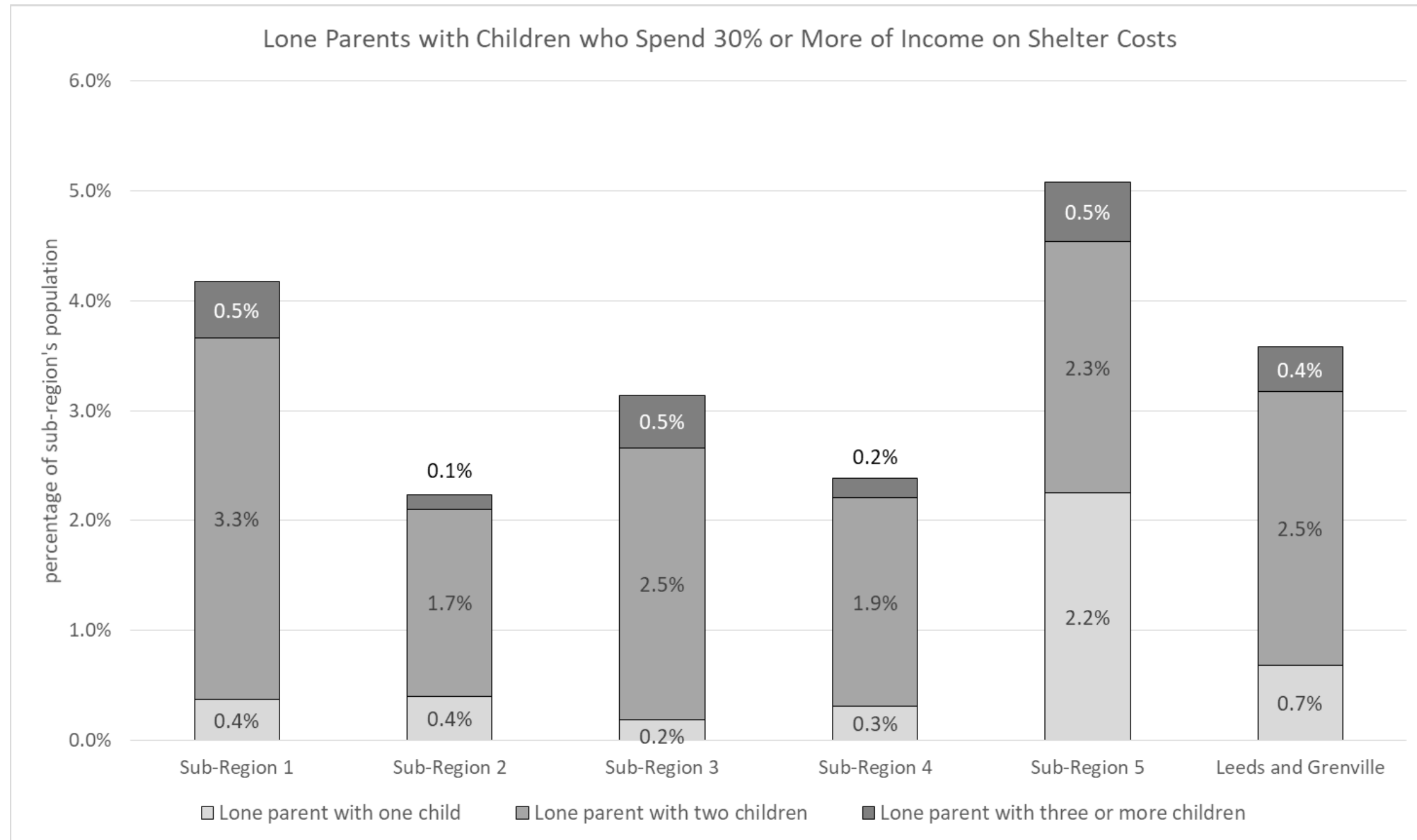
Figure 4: Cross-tabulation 4 - Shelter-cost-to-income ratio vs. couples with children



In Leeds and Grenville, 6.6% of the population are households consisting of couples with children who are overspending on shelter costs. At the sub-region level, Sub-Region 3 has the lowest proportion (5.4%) of this population cohort, while Sub-Region 2 has the highest (8.2%).

It was determined that households consisting of couples with children who are overspending on shelter costs are not a prevalent cohort in greatest housing need.

**Figure 5: Cross-tabulation 5 - Shelter-cost-to-income ratio vs. lone parents with children**



Households consisting of single parents with children occupy no more than approximately 5% of the population who are overspending on shelter costs. For Leeds and Grenville as a whole, this population cohort occupies only 3.6%. At the sub-region level, Sub-Region 2 has the lowest proportion (2.2%) and Sub-Region 5 having the highest (5.1%).

It was determined that households consisting of single parents with children who are overspending on shelter costs are not a prevalent cohort in greatest housing need.

Appendix C

Affordability Targets by Tenure and Type

The Leeds Grenville definition for affordability is used to determine targets by bedroom type and tenure for the region as a whole and the five sub-regions. M.M.A.H. publishes P.P.S. Housing Tables annually that provide affordable housing purchases prices or rents for Ontario’s regional market areas. The most recently released tables are from 2021, which are driven by data from C.M.H.C.’s 2020 Rental Market Survey.

The Regional Market Area of interest is Leeds and Grenville. Given that the P.P.S. Housing Tables do not provide data at the municipal level, the affordable rental and ownership thresholds that are based on the P.P.S. Housing Tables are provided only for Leeds and Grenville, whereas a methodology that builds off of the P.P.S. definition is used for the five sub-regions.

#### **Affordable Rental:**

Both the Province and Leeds Grenville determine affordable rentals using the Average Market Rent (A.M.R.) for different size rental units. Leeds Grenville then applies an affordability threshold of 80% to the A.M.R.

The 2020 P.P.S. Housing Table ‘Renter Households Incomes and Affordable Rents’ indicates that the 60th percentile affordable rent (i.e., rent that would not exceed 30.0% of gross annual household income for low and moderate income households) in Leeds and Grenville is \$1,140.

The 2020 P.P.S. Housing Table ‘Average Rent by Bedroom Count’ shows that the overall A.M.R. for Leeds and Grenville is \$945, and the A.M.R. by unit type are the following:

- Bachelor: \$752;
- One-bedroom: \$872;
- Two-bedroom: \$980; and,
- Three-bedroom: \$961.

For 2021, a formula is applied in Leeds and Grenville and the five sub-regions, where the total monthly shelter costs by unit type are 80% of the A.M.R. The methodology is detailed below, followed by the resulting target rental costs for Leeds and Grenville and the five sub-regions (Table 3):

#### Methodology for Affordable Rental for the Five Sub-Regions:

1. For each of the five Sub-Regions, the average monthly shelter cost for rented dwellings (average monthly rental shelter cost) is determined by taking the average of the ‘average monthly shelter cost for rented dwellings (\$)’ in the most recent Census for each Census Subdivision within a Sub-Region (e.g., in 2016, Brockville’s average monthly rental shelter cost was \$884, and Elizabethtown-Kitley’s average monthly rental shelter cost was \$1,072. The average of these two values is \$978, which is then used as the average monthly rental shelter cost for Sub-Region 1).
2. The average monthly rental shelter cost for the Sub-Region in 2016 is then adjusted using the Consumer Price Index (C.P.I.) factor for Ontario (unadjusted “all items” basket, from January 2015 to December 2020) to determine the average rental shelter cost in 2020.
3. The average monthly rental shelter cost in 2020 is then used to determine the ratio of how much the rents by unit size (for all of Leeds and Grenville)<sup>19</sup> differ from the overall average monthly rental shelter cost for the Sub-Region.
4. The adjusted average monthly rental shelter cost (i.e., the average monthly rental shelter cost for the Sub-Region multiplied by the C.P.I. factor) is then multiplied by each unit type’s ratio to produce an average market rent for the Sub-Region for a range of bedroom types (bachelor, one-bedroom, two-bedroom, and three-bedroom units).
5. An 80% affordability threshold is then applied to each average rent by unit type to determine their respective affordable rents.

<sup>19</sup> The rents by unit size for Leeds and Grenville are sourced from the P.P.S. Housing Tables for the previous year.



**Table 3: Affordable rental thresholds by unit type by sub-region, 2021 (M.M.A.H., 2020; Statistics Canada, 2017)**

-	County (Leeds and Grenville)	Sub-Region 1 (Brockville and Area)	Sub-Region 2 (North Leeds)	Sub-Region 3 (South Leeds)	Sub-Region 4 (North Grenville)	Sub-Region 5 (South Grenville)
Bachelor	\$650	\$690	\$581	\$657	\$738	\$686
One-bedroom	\$754	\$800	\$673	\$762	\$855	\$795
Two-bedroom	\$847	\$899	\$757	\$857	\$961	\$894
Three-bedroom	\$831	\$881	\$742	\$840	\$943	\$876
<b>Average</b>	<b>\$771</b>	<b>\$817</b>	<b>\$688</b>	<b>\$779</b>	<b>\$874</b>	<b>\$813</b>

**Affordable Ownership:**

Both the Province and Leeds Grenville determine affordable ownership as the least expensive of housing for which: the purchase price results in annual accommodation costs that do not exceed 30% of gross annual household income for low and moderate income households (income-based); or housing for which the purchase price is at least 10% below the average purchase price of a resale unit in the regional market area (market-based).

From the purchase price perspective defined by the Province, the 2020 P.P.S. Table 'All Households Incomes and Affordable House Prices' shows that the 60th percentile affordable income-based purchase price for low to moderate income households in Leeds and Grenville was \$323,300. The 2020 P.P.S. Table 'Average Resale House Price and 10% Below Average Resale Price' shows that the average resale price in 2020 in Leeds and Grenville was \$328,179, which makes the affordable market-based purchase price (i.e., 10% below the market rate) for 2021 to be \$295,361 or less. Therefore, based on the Province's definition of affordable ownership above, the least expensive value that would become the target affordable purchase price for 2021 is the market-based affordable target of \$295,361 or less.

Given that the Province provides a single market-based purchase price for each income percentile, it is valuable to use local real estate data, if available, to arrive at market-based affordable purchase prices that are more representative of the local area. The table below provides average sold prices<sup>20</sup> for Leeds and Grenville and the five sub-regions<sup>21</sup>, with both the Province's 10% reduction and Leeds Grenville's 20% reduction (i.e., 80% of the A.M.R.) applied:

<sup>20</sup> Real estate data was provided by a real estate broker of the Ottawa Real Estate Board (O.R.E.B.). It is important to note that the average sold prices are driven only by what was sold within the jurisdiction of the O.R.E.B. in 2020, as some municipalities, villages, or townships are partially serviced by the Kingston and Area Real Estate Association (K.A.R.E.A.).

<sup>21</sup> The average sold price for a sub-region is calculated by taking the average of the average sold prices for the municipalities, villages, or townships within the sub-region.

Table 4: Affordable ownership thresholds for 2021, based on real estate data from 2020

-	County (Leeds and Grenville)	Sub-Region 1 (Brockville and Area)	Sub-Region 2 (North Leeds)	Sub-Region 3 (South Leeds)	Sub-Region 4 (North Grenville)	Sub-Region 5 (South Grenville)
Average sold price in 2020	\$499,460	\$485,046	\$466,201	\$397,328	\$600,199	\$385,316
Average sold price in 2020 less 10% (P.P.S. definition)	\$449,514	\$436,541	\$419,580	\$357,595	\$540,179	\$346,785
Average sold price in 2020 less 20% (Leeds Grenville’s 80% of A.M.R.)	\$399,568	\$388,037	\$372,960	\$317,862	\$480,159	\$308,253

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		Date Req'd
Information Purposes		
Policy / Action Req'd	X	Nov. 23 '21
Strategic Plan		

PAC Report No. 16-2021

## STAFF REPORT TO PLANNING ADVISORY COMMITTEE

Date: November 23, 2021

From: Shawn Merriman, Manager of Building & By-law Services

RE: Consent Application SEV 2021-02 733 Royal Crescent.  
Legal Description Plan 34 Lot 11 Current Roll No. 0708 010 015 23600

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### RECOMMENDATION:

That the Planning Advisory Committee recommend that Council approve the proposed consent application SEV 2021-02 subject to the following conditions:

1. The balance of any outstanding taxes, including penalties and interest, (and any local improvement charges, if applicable) shall be paid to the Town.
2. An acceptable reference plan or legal description of the severed lands and the deed or instrument conveying the severed lands demonstrating the new property lines for both properties shall be registered and submitted to the Town

### BACKGROUND / ANALYSIS:

The subject property is in an established neighborhood that was constructed between 1957 and 1959. The neighbor located to the south of the property, 687 Royal Place, approached the Town in early September to discuss a discovery that involved the fact that a small portion of the single detached dwelling structure had been constructed over the property line with his neighbor. After some discussion with the property owner at 687 Royal Crescent, he approached his neighbor at 733 Royal Crescent who agreed that the owner of 687 Royal Place could act as his agent to request a consent to sever off a small sliver of the property at 733 Royal Crescent to add to the property at 687 Royal Place. This section of land has been proposed by a survey diagram and

		Date Req'd
Information Purposes		
Policy / Action Req'd	X	Nov. 23 '21
Strategic Plan		

photographs showing the current and suggested new lot lines. The application was submitted on September 22, 2021. The mailing list for a 60 metre buffer was created and the notices were mailed out to residents in the applicable area. Town departments were notified and no concerns were expressed. There was not adequate space to address the normal setback requirements, but this adjustment does allow for the structure at 687 Royal to be completely on the associated property. The last building permit on the property at 687 Royal Place was for an accessory structure in the back yard which has no effect on this request.

## REGULATORY CONTROL REVIEW

### Provincial Policy Statement

As part of the province's long-term commitment to economic prosperity and social wellbeing all planning applications must be consistent with the Provincial Policy Statement 2020 (PPS). As such, a review of applicable policies must be undertaken and reviewed under the "consistent with" test required under the *Planning Act*.

The proposed severed lands are located in a Settlement Area designation. The PPS provides that settlement areas shall be the focus of growth and development, and their vitality and regeneration shall be promoted. Development should be directed to designated settlement areas where intensification opportunities exist which can be accommodated and appropriately serviced. Such development should not result in the provision of unplanned municipal services. The proposed severed lots will not result in land use conflicts and no additional municipal services will be required as a result of this proposed development.



**Subject Properties**  
**733 Royal**  
**Crescent & 687**  
**Royal Place**



		Date Req'd
Information Purposes		
Policy / Action Req'd	X	Nov. 23 '21
Strategic Plan		

### Official Plan

The Town's Official Plan designates the subject property as Residential. The Plan allows for this type of development as there is no impact on the Town's ability to provide services.

### Zoning

Low Density Residential – R1

The existing use and zoning of the property conforms to the Official Plan. 733 Royal Crescent will continue to meet the zoning requirements, but 687 Royal Place, to which the land is being added to, will not meet current zoning standards. There is no way the lot severance and addition can address all the zoning requirements for both lots. The recommended course of action addresses the issue of the structure at 687 Royal Place exceeding it's own lot lines, while at the same time allowing the retained lot to meet the zoning requirements of the R-1 zone. However, the requirement to meet today's zoning standards is moot point as this severance and consolidation is the correction of a historical issue and nothing new is being constructed or approved.

### **Alternatives:**

The Planning Advisory Committee may refuse the consent application.

### **Financial Implications:**

None

### **Attachments:**

None

*Submitted by:*

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Shawn Merriman,  
Manager of Building and By-law Services



		Date Req'd
Information Purposes		
Policy / Action Req'd	X	Nov. 23 '21
Strategic Plan		

## STAFF REPORT TO PLANNING ADVISORY COMMITTEE

November 23, 2021

PAC Report 17-2021

From: Shawn Merriman, Manager of Building & By-law Services

RE: Proposed Zoning By-Law Amendment – 392 Edward Street

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### Recommendation:

That the Planning Advisory Committee recommend that Council adopt a zoning by-law amendment under Section 34 of the *Planning Act* to remove the special exemption Core Commercial CC-1 on property 392 Edward Street to allow for all uses as noted in the Core Commercial (CC) zone in the Town of Prescott.

### Background/Analysis:

A building permit application was submitted on August 10, 2021 to increase the number of dwelling units within the structure at 392 Edward Street from 2 to 6 units. Through the review process it was noted that this is a heritage property of interest. The building permit or the change to the zoning does not have an impact on the property of interest designation. When applying the building permit application to the zoning by-law, it showed that while the request would be allowed in the Core Commercial (CC) zone, it was not allowed due to CC-1 special exception that had been previously applied to 392 Edward Street. The applicant was notified and on October 1, 2021, an application was submitted requesting a zoning by-law amendment to remove the special exception CC-1.

The application was circulated to all Town departments and to date the only concern expressed was in relation to the parking capability and traffic flow of the lot onto Edward Street. The property notice was posted, and notifications were sent to all affected parties on November 12, 2021. The notice was also posted on the Town's website and in local print media. One concern was received regarding this property zoning amendment.

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When a Zoning By-law amendment is considered the first point to contemplate is if the proposed zoning change in any way circumvents or invalidates the Town's Official Plan. It is important to examine the Official Plan and consider the intent and purpose of the document. There can often be times when slight adjustments need to be made through a zoning amendment to the current Zoning By-law.

### **Zoning Bylaw CC-1 Exemption**

*CC-1; 392 Edward Street; Plan 19, Block 2, Part of Lots 5 & 6*

*Notwithstanding any provisions of Section 5.7.1 of this By-law to the contrary, a residential use on the first floor to a maximum of three (3) units for the entire building shall be a permitted use in the CC-1 zone.*

### **Zoning By-law Analysis**

In this case, the property in question is already in the CC zone but had a special exemption attached to it that limited the property to a maximum of 3 residential units coupled with the commercial unit allowances. In 2018, a zoning bylaw amendment was passed which allowed all properties in the Core Commercial zone that were not on King Street between Edward Street and George Street to be redeveloped for residential purposes only without a commercial use on the street level floor. With 392 Edward Street being redeveloped into residential units and there no longer being the requirement to have a commercial use on the street level floor, the CC-1 exemption that limited the number of residential units to 3, is no longer congruent with the allowances in the Core Commercial zone.

### **Official Plan Analysis**

The Town's Official Plan has the following recorded in relation to this application:

#### **Our Vision**

The Town of Prescott is dedicated to being a welcoming, progressive, and active riverside community. We will, through the careful management of sustainable residential and economic growth, strive to achieve a sense of place respectful of our unique historical, cultural, and natural heritage where our citizens can enjoy an unparalleled quality of life.



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The following guiding principles relate to the zoning by-law amendment:

### **Related Prescott's Guiding Principles**

1. We will value and preserve our built heritage as we provide for appropriate development to generate residential, recreational, environmental and economic opportunities respectful of private and public property rights.
2. We will ensure that growth and development occur through sustainable and economically viable land use development patterns which will include a broad range of uses and a balanced mix of appropriate residential densities.
3. We will ensure that effective infrastructure services will be provided in a cost-efficient manner consistent with our asset management strategy, which recognizes development priorities and which ensures the protection of private property as well as our economic, cultural, and environmental heritage.

The principles which guide land use decisions over the life of this plan will be anchored in our Strategic Plan's stated values:

- integrity and accountability
- service excellence
- leadership and teamwork
- transparent communication; and
- commitment to growth.

## **1.4 LEGISLATIVE CONTEXT**

The Official Plan is a policy document, it is not a by-law or a regulation. However, it is a legal document and the policies in this Plan have a basis in the Planning Act. Pursuant to Section 24(1) of the Planning Act, R.S.O. 1990, no public work shall be undertaken and no by-law shall be passed by a municipality for any purpose that does not conform to the intent and policies of this Official Plan. There is therefore a need for all decision-making authorities to ensure that any by-laws, permits and



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authorizations they issue will conform to the intent and direction provided by the policies of this Official Plan.

Specific to residential development, the following is also stated in the Town's Official Plan:

**2.2.1 GOALS that are related to this project.**

1. Support a diverse range of housing types that meets the existing and future needs of the community.
2. Encourage a sufficient supply of housing that supports affordability and accessibility in the community.
3. Ensure that new housing opportunities are compatible with surrounding land uses and protect the natural environment.
4. Encourage housing opportunities that are in proximity to work, shopping, and recreation to reduce the need to drive and encourage walking and bicycle use.
5. Encourage residential intensification in areas where existing land uses would not be adversely affected and where development can efficiently utilize existing municipal services and facilities. When taking into consideration the

**Staff Comments/Recommendation**

The Town's Official Plan is very supportive of residential development and speaks specifically to this is very type of situation. By approving the zoning bylaw amendment it will serve to remove a site-specific zoning from the current zoning by-law. Thus, staff is supportive of the removal of the condition and returning the zoning to Core Commercial for this property. Staff will note with the application that this change to the zoning zoning does not relieve the applicant from other planning requirements which may include site plan control for this application.



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**Alternatives:**

The Planning Advisory Committee may refuse the request for a zoning by-law amendment or approve the change the zoning by-law amendment.

**Financial Implications:**

None

**Attachments:**

None

*Submitted by:*

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Shawn Merriman,  
Manager of Building & By-Law Services



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Strategic Plan		

**Report No: 18 - 2021**

## **STAFF REPORT TO PLANNING ADVISORY COMMITTEE**

Date: November 23, 2021

From: Matthew Armstrong, Chief Financial Officer and Treasurer

RE: Site Plan Agreement - 355 Development Drive

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### **RECOMMENDATION:**

That the Planning Advisory Committee recommend that Council approve the proposed Site Plan application SPC 2021-03 subject to the following conditions:

1. The balance of any outstanding taxes, including penalties and interest, (and any local improvement charges, if applicable) shall be paid to the Town.
2. That the site plan agreement of the lands, shall registered and be submitted to the Town.

### **BACKGROUND:**

The subject property at 355 Development Drive was a vacant lot and was purchased this year by the applicant from the Town of Prescott. The lot is approximately 1.8 hectares.

The development will involve the construction of a 561 square metre building containing a workshop, retail area, and office space for a light industrial use for the fabrication of firewood processing equipment.

The applicant submitted the Site Plan Application on June 1, 2021. Details of the site plan were forward to all Town departments as well as WSP Planning consultants and EVB Engineering for comments and concerns. Feedback was reviewed by staff and sent to the applicants for review. Normal interested third parties were also contacted for



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feedback. To date, no comments have been received from third parties.

## ANALYSIS:

### Site Plan - WSP Planning Comments

As it pertains to the Official Plan, WSP's report concludes.

*"It is our opinion that the proposed development generally conforms to the policies of the Town's Official Plan, subject to the ongoing review of the submission materials by other departments and agencies, and any required revisions of the submission materials to provide clarification and to address comments and concerns through the Site Plan Control Approval process."*

As it pertains to the zoning bylaw, this development would be in the General Industrial Zone (M1) and WSP highlighted the following items that need to be addressed.

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Zone Requirement	Provisions	Compliance of Proposed Development	Resolution
Loading Space Requirements (Section 4.26)	Minimum 1 Required Loading Spaces for net floor area of 400.1 - 2,000 m2	Yes – Loading ramp provided but space is not dimensioned. Please dimension loading space on the site plan.	Applicant provided additional information on the dimensions of the loading space which meet the requirements.
Garbage Storage (Section 4.16)	No person shall use any area outside of a main building in any industrial zone or commercial zone for storage of garbage except in a location as permitted within a site plan agreement under section 41 of the Planning Act, or within a rear yard and in a manner which is environmentally acceptable to the Corporation of the Town of Prescott and is visually screened in a manner which is in keeping with the architectural treatment of the main building	Garbage storage not shown on site plan.  Applicant indicated in the September 10 submission that no garbage storage will be required – Town to confirm whether this is acceptable.	Applicant confirmed that the garbage storage will be interior to the building which is acceptable to the Town.

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Servicing (5.11.3 (c))	Notwithstanding Section 4.28 of this By-law to the contrary, industrial development may proceed on private services on the north side of Highway 401 where it is deemed appropriate by Council, and necessary approvals are obtained from the Ministry of the Environment.	Town to confirm necessary approvals from the Ministry of Environment.	Applicant has confirmed that necessary approvals from Ministry of Environment have been addressed.
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It is the opinion of staff, that with the above clarifications, the proposed development meets the requirements of the Official Plan and the Zoning Bylaw.

### **Ministry of Transportation, Ontario (MTO)**

The Ministry of Transportation, Ontario has reviewed the development under their own process and guidelines and approved the Building and land Use Permit for the development on November 4, 2021.

### **Exterior Photometric Plan**

A lighting plan was completed by DDDG Engineering Services showing the type and location of lighting. It includes the modeling of the lighting dispersion on the property itself and beyond its borders. There were no issues with the information provided.

### **Traffic Letter**

A traffic letter was completed by Kollaard Associates Inc. addressing site access, parking, and hours of operation. This development is within the jurisdiction of the Ministry of Transportation, Ontario who dictated the traffic details required. The Building



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and land Use Permit for the development was approved by MOT on November 4, 2021. There were no issues with the information included in this report.

### **Civil Drawings**

A set of Civil Drawings including the following were submitted by Kollaard Associates Inc. on June 1, 2021 and subsequently peer reviewed by EVB Engineering on behalf of the Town.

- 210030-SPL Site Plan & Landscaping
- 210030-GR Grading Plan
- 210030-SER Servicing Plan
- 210030-ESC Erosion & Sediment Plan

EVB provided comments and feedback which were communicated to Kollaard Associates Inc. A subsequent set of Civil Drawings were submitted on September 28, 2021, which address the comments and feedback and as such there are no outstanding issues as confirmed by EVB Engineering.

### **Storm Water Management Report**

A Stormwater management report was submitted by Kollaard Associates Inc. on June 1, 2021, and subsequently peer reviewed by EVB Engineering on behalf of the Town.

EVB provided comments and feedback which were communicated to Kollaard Associates Inc. A subsequent Stormwater Management Report was submitted on September 28, 2021, which address the comments and feedback and as such there are no outstanding issues as confirmed by EVB Engineering.

### **Staff Conclusion**

After reviewing the submitted documents and working with the applicant to address any concerns noted through the process, staff is satisfied that this site plan application can be brought forward to the Planning Advisory Committee for contemplation.





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**ALTERNATIVES:**

The Planning Advisory Committee could change, decline, or defer the site plan application as they see fit.

**FINANCIAL IMPLICATIONS:**

None

**Attachments:**

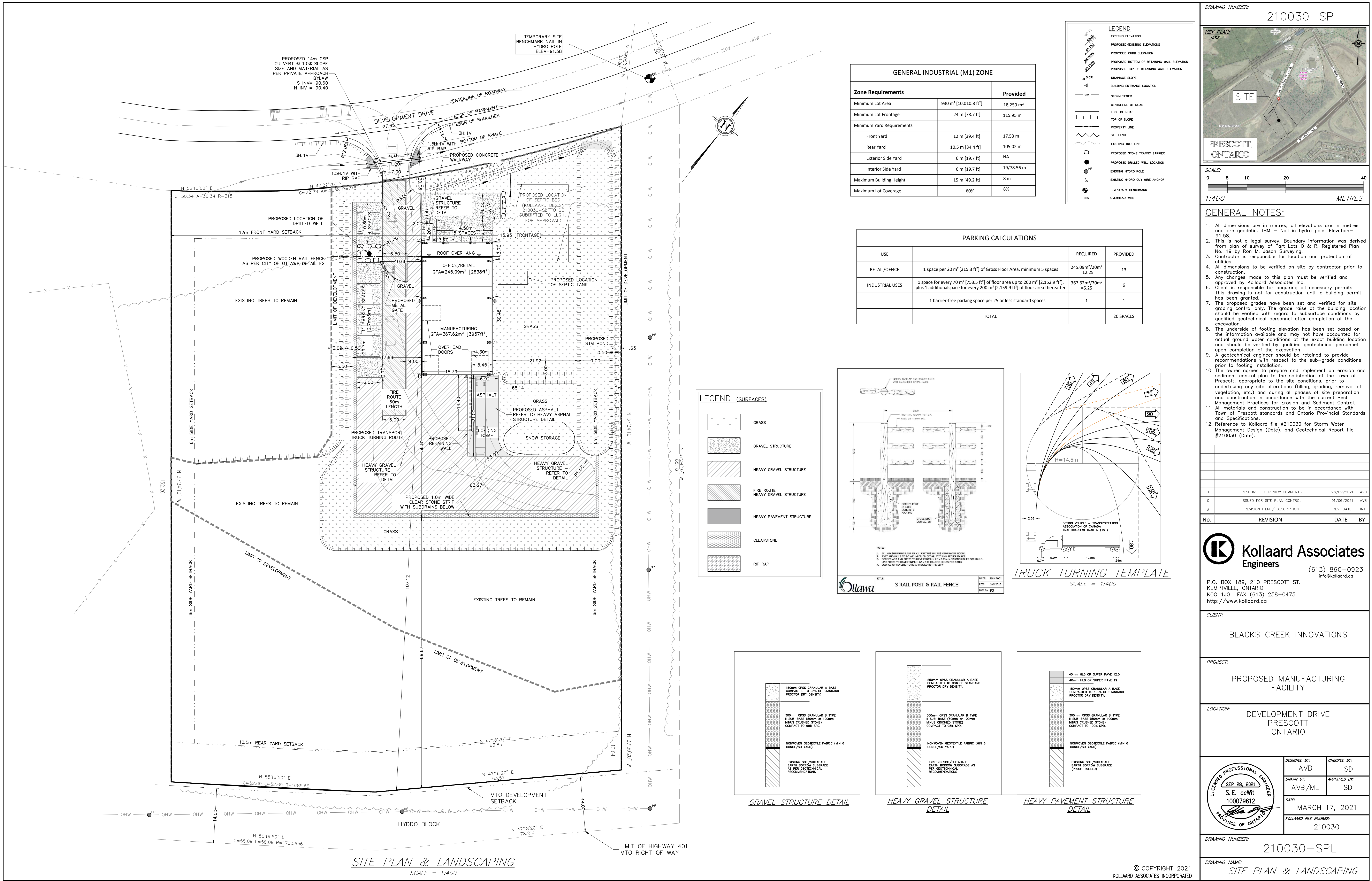
- Proposed Site Plan – Blacks Creek Innovations – 355 Development Drive

*Submitted By:*

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Matthew Armstrong  
Chief Administrative Officer and Treasurer







SITE PLAN AGREEMENT –  
Blacks Creek Innovations, 355 Development Drive Prescott, Ontario

FThis AGREEMENT made on the [DATE] day of [MONTH], [YEAR].

BETWEEN:                   **Blacks Creek Innovations**  
A business operating under the laws of the Province of  
Ontario  
Hereinafter called the "Developer"  
OF THE FIRST PART

AND:                       **THE CORPORATION OF THE TOWN OF PRESCOTT**  
Hereinafter called the "Town"  
OF THE SECOND PART

**WHEREAS** By-law 06-2012 of the Council of the Corporation of the Town of Prescott authorizes the municipal council to enter into one or more agreements to control the development or redevelopment of all lands in the Town of Prescott;

**AND WHEREAS** the Owner has represented to the Town that the lands described as in Schedule "A" and municipally known as 355 Development Drive, in the Town of Prescott, are owned by the Owner;

**AND WHEREAS** the lands affected by this Agreement are the lands described in Schedule "A" hereto annexed, and are also shown on a Site Plan attached hereto as Schedule "B" (the "Site Plan"), which lands are referred to herein as the "said lands";

**AND WHEREAS** the described lands are zoned General Industrial (M1) under the Town's Zoning By-law 09-2009, as amended;

**AND WHEREAS** the Developer proposes to add a 561 square metre building containing a workshop, retail area, and office space for a light industrial use for the fabrication of firewood processing equipment. (the "Project") upon the said lands in accordance with the Site Plan attached;

**AND WHEREAS** the Developer is required to enter into this Agreement with the Town as a condition of Site Plan Approval;

**NOW THEREFORE THIS AGREEMENT WITNESSETH** that in consideration of the premises and for the good and valuable consideration and the sum of Two Dollars (\$2.00) of lawful money of Canada now paid by each of the parties hereto to each of the other parties hereto, (the receipt of which is hereby acknowledged), the parties hereto covenant and agree with one another as follows:

**PART — 1**  
**THE LANDS, PLANS AND REPRESENTATIONS**

**1. SCOPE OF AGREEMENT**

- 1.1. Description of Lands — The lands affected by this Agreement are the lands described in Schedule "A" hereto annexed.
- 1.2. Conformity with Agreement — The Developer covenants and agrees that no work shall be performed on the said lands except in conformity with:
- (a) The provisions of this Agreement, including the schedules hereinafter referred to and attached hereto;
  - (b) The Site Plan;
  - (c) All plans and specifications submitted to and accepted by the Town as being within their design criteria, including those plans and specifications referenced in Schedule "B" hereto (the "Approved Plans");
  - (d) All applicable Municipal By-laws including any applicable Site Plan Control By-laws; and
  - (e) All applicable Provincial and Federal Legislation
- 1.3. Reliance upon Representations — The Developer acknowledges that:
- a) It has made representations to the Town that it will complete all municipal and other works required herein in accordance with the Site Plan and Approved Plans filed and accepted by the Town and others, and;
  - b) The Town has entered into this Agreement in reliance upon these representations.
- 1.4. **SCHEDULES ATTACHED** — The following schedules are attached to, and form part of, this Agreement:
- |              |   |
|--------------|---|
| Schedule "A" | Description of Lands                            |
| Schedule "B" | Site Plan                                       |
| Schedule "C" | Cash Deposits, Development Charges and Security |
| Schedule "D" | Approved Plans                                  |
- 1.5. Any Plans attached to this Agreement or incorporated by reference shall also be provided to the Town digitally in a format compatible with AutoCAD.

**1.6 DEVELOPMENT CHANGES**

- 1.6.1. There shall be no changes in the Schedules attached hereto, or to any plan accepted by the Town, or others, unless such proposed changes have been submitted to, and accepted by, the Town.
- 1.6.2. The Developer acknowledges that if any approvals required under this Agreement are obtained subsequent to the execution of this Agreement the Town may require the Developer to enter into an amended Agreement to incorporate any conditions, changes or requirements relating to such approvals. No Conditional building permit will be closed, until the Amending Agreement is registered on title to the said lands. This provision may not apply for a Demolition Permit.

***PART— 2***  
***SIGNING BY MUNICIPALITY— CONDITIONS PRECEDENT***

**2. CONDITIONS PRIOR TO THE EXECUTION OF THE AGREEMENT BY THE TOWN**

- 2.1. Prior to the execution of this Agreement by the Town, the Developer shall:
- a) Land Ownership — be the registered owner in fee simple of the lands described in Schedule "A" against which there will be no encumbrances registered in priority to this Agreement.
  - b) Taxes — have paid all municipal tax bills issued and outstanding on the said lands;
  - c) Cash Deposits & Security — have paid to the Town all cash and security required by Schedule "C" attached;
  - d) Construction/Engineering Plans & Specifications — have supplied to the Municipality those plans and specifications necessary to identify the construction/engineering aspects of the proposed development and have received, from the Town, an acknowledgement of conformity with general design concepts of the Town;
  - e) Liability Insurance Certificate — have filed with the Town an insurance certificate confirming those coverages specifically set out in this Agreement;
  - f) Fire Department Approval — have filed a letter from the Fire Prevention Officer of the Town confirming and approving of the proposed plans for fire protection, and specifying any hydrants, or other equipment or appurtenances required;

**PART — 3**  
**INTERNAL SERVICES**

**3. INTERNAL SERVICES TO BE CONSTRUCTED BY DEVELOPER**

- 3.1. The Developer will construct and install at its expense all required private internal services in accordance with the Approved Plans and to the standards, specifications and requirements of the Town and all applicable government agencies, all as shown on the Site Plan(s) attached as Schedule "B" hereto (the "Site Plan"). The internal services to be constructed include the following:
- a) storm water management
  - b) site servicing
  - c) system is to be safety tested prior to use and maintained by the owner
- 3.2. All Internal Services to be constructed by the Developer shall be confirmed by the Chief Building Official of the Town.
- 3.3. The Developer agrees to maintain, repair and when necessary replace the Internal Services, including the landscape works, so that they will at all times be in good working order and in conformity with the terms of this Agreement. If, in the opinion of the Municipality, the Developer is not complying with the terms of this paragraph then either of the Municipalities, its servants, agents or subcontractors shall have the right to enter upon the said lands and carry out any work, at the expense of the Developer, necessary to maintain, repair or if necessary replace the said Internal Services. For greater certainty and without limiting the generality of the foregoing, the maintenance of the storm water management and site servicing.
- 3.4. Without limiting the foregoing, the Developer agrees to maintains a Fire Route on the said land

**PART — 4**  
**BUILDING PERMITS**

**4. BUILDING PERMITS — CONDITIONS PRIOR TO ISSUANCE**

- 4.1. Eligibility for Building Permits — the Developer further covenants and agrees that it, or any person claiming title through or from it, or under its or their authority, will not require or obtain, one or more Building Permits to construct buildings on the said lands until the following have been complied with:
- a) By-Laws, etc. — there is compliance with the Town's building bylaw, its site plan control bylaw, and the provisions of this Agreement;
  - b) Execution of Agreement — this Site Plan Agreement has been executed by the Municipality, and the Agreement has been registered against title to the said lands; Any Conditional permits issued shall not be closed until such time as the Execution of Agreement.
  - c) Demolition Permit — notwithstanding the foregoing a Demolition Permit may be issued prior to Site Plan approval as determined by the Chief Building Official.
- 4.2. Development Charges — upon applying for a Building Permit and prior to the issuance thereof the Developer shall submit payment by certified cheque or bank draft of the appropriate development charges relating to the Project.
- 4.3. Documentation to Accompany Building Permit Application — on any application for a Building Permit, and prior to the issuance thereof, the owner, or their agent, shall submit the following to the Chief Building Official:
- (a) Architectural and/or engineering Plans and Specifications with respect to the following aspects of this Project: may be required.
    - i. architectural plans,
    - ii. structural plans,
    - iii. mechanical/electrical plans,
    - iv. culverts or curb cuts,
    - v. exterior finish,
    - vi. traffic signs,
    - vii. a complete electrical distribution system including transformers,
    - viii. parking and internal traffic patterns,
    - ix. a plan showing existing and proposed final elevations and contours referring to a geodetic bench mark, showing area drainage, right-of-way drainage, finished first floor elevations.

**PART — 5**  
**GENERAL PROVISIONS**

**5. CASH DEPOSITS, DEVELOPMENT CHARGES AND SECURITY**

- 5.1. The Developer shall lodge with the town, those cash deposits, development charges and security more particularly described in Schedule "C", and at the dates specified therein.

**6. EXPENSES TO BE PAID BY DEVELOPER**

- 6.1. Every provision of this Agreement by which the Developer is obligated in any way shall be deemed to include the words "at the expense of the Developer" unless the context otherwise requires.
- 6.2. The Developer specifically agrees to be responsible for any costs, expenses and obligations arising from any Permits or Approvals which the Developer is required to obtain in order to construct the Project.
- 6.3. The Developer shall pay such reasonable fees as may be invoiced to the Town by their Solicitor in connection with all work to be performed as a result of the provisions of this Agreement.
- 6.4. All expenses for which demand for payment has been made by either of the Town, shall bear interest at the rate of 1.25% per month commencing 30 days after demand is made.
- 6.5. In the event that the expenses of the Town exceeds the amount of the cash deposits or security set out in Schedule "C" attached, the Developer shall pay such excess charges within 30 days after demand by the Town.
- 6.6. In the event that the Town finds it is necessary to engage the services of an engineer, landscape architect or technical personnel not permanently employed by the Town, to review the plans of the Developer and/or carry out on-site inspections of the work performed, the Town will advise the Developer accordingly of this need, and the costs of such outside engineers, landscape architects or other technical personnel so engaged shall be the responsibility of the Developer. The Town may require a deposit for this purpose.

**7. REGISTRATION OF SITE PLAN AGREEMENT**

- 7.1. The Developer consents to the registration of this Agreement by the Town.
- 7.2. The Developer further agrees to execute such further and other Instruments and Documents as may reasonably be required by the Town for the purpose of giving priority of registration to this Agreement.

**8. CONSTRUCTION, COMMENCEMENT AND COMPLETION**

The Developer agrees to complete all Internal Services within 18 months from the date of the registration of this Agreement.

- 8.1. If the Internal Services to be constructed by the Developer under this Agreement, if any, are not completed and accepted by the Town within the above time frames, the Town may either:
- a) give notice to the Developer to stop work on the said Services and to provide that no further work shall be done with respect to such services until an Amending Agreement, incorporating the Standards, Specifications and financial requirements of the Town, in effect as of that date, is



executed by all parties; or

- b) give notice to the Developer to stop work on the Services and inform the Developer that the Municipality proposes to realize on its security and proceed with all or part of the construction in accordance with the provisions of the Approved Plans filed with the Municipality.

## **9 EMERGENCY SITUATION**

- 9.1. If, as a result of any work undertaken or not completed by the Developer, its servants, or agents, there exists in the opinion of the Chief Building Official an emergency situation which requires immediate attention to avoid damage to private or public property, or services owned by the Town, such work may be done immediately by the Town at the expense of the Developer, but notice shall be given to the Developer at the earliest possible time.

## **10. ATTACHED SCHEDULES**

- 10.1. It is agreed that everything included in this Agreement and the Schedules attached thereto, together with all engineering drawings, plans and undertakings filed by the Developer and accepted by the Town, or by any Ministry of the Government shall be included in, and form part of, this Agreement.
- 10.2. The Plans incorporated by reference as Schedules in this Agreement are copies of the original plans filed and accepted by the Town. Where uncertainty exists as to the content or accuracy of these exhibits, the reader should refer to the full-scale drawings filed with the Town.

## **11. INDEMNIFICATION FROM LIABILITY AND RELEASE**

- 11.1. The Developer covenants and agrees with the Municipality, on behalf of itself, its successors and assigns, to indemnify and save harmless the Municipality, its servants and agents from and against any and all actions, suits, claims and demands whatsoever which may arise either directly or indirectly by reason of any work performed by the Developer or on his behalf in connection with the carrying out of the provisions of this Agreement, or by reason of the Developer's failure to perform any of the works required hereunder.
- 11.2. The Developer further covenants and agrees to release and forever discharge the Municipality from and against all claims, demands, causes of actions, of every nature and type whatsoever that may arise as a result of the failure of the Municipality to carry out any of its obligations under this Agreement, or, as a result of the Municipality performing any municipal work on the said lands or the adjacent properties which may damage or interfere with the works of the Developer, or, as a result of the Municipality entering upon the said lands for the purpose of correcting any default of the Developer, provided that any personal injury or property damage was not caused as a result of negligence on the part of the Town, its servants or agents.

SITE PLAN AGREEMENT –  
Blacks Creek Innovations, 355 Development Drive Prescott, Ontario

By the Developer on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_  
\_\_\_\_\_

By the Town on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

The Corporation of the Town of Prescott

Per: \_\_\_\_\_

DRAFT

**SCHEDULE 'A'**

**TO AN AGREEMENT DATED: [Month] [Date], 2021**

**LEGAL DESCRIPTION:** Being the lands described as PLAN 19 PT LOTS O AND R  
RP 15R12103 PART 2, in the Town of Prescott.

DRAFT

**SCHEDULE 'B'**

**TO AN AGREEMENT DATED [Month] [Date], 2021**

**SITE PLAN**

**Site Plan**

The 210030-SPL rev 1, Site Plan drawing prepared by Kollaard Associates Inc, dated September 28, 2021, is hereby incorporated by reference and forms a part of this Agreement.

**SCHEDULE “C”**

**TO AN AGREEMENT DATED: [Month] [Date], 2021**

**FEES AND DEVELOPMENT SECURITY**

**Cash Requirements**

<b>Town’s Administrative Fees</b>	<b>Nil</b>
<b>Town’s Legal fees and Disbursements</b>	<b>Nil</b>
<b>Town’s Engineering Fees</b>	<b>Nil</b>
<b>Town’s Planning Fees</b>	<b>\$1,500.00</b>
<b>Town’s Landscaping</b>	<b>Nil</b>
<b>Cash-in-lieu of Parkland</b>	<b>Nil</b>
<b>Development Charges</b>	<b>\$7,371.05</b>
<b>Total Cash Requirements</b>	<b>\$8,871.05</b>

**Note: Building Permit and building permit deposit are not included in the above amounts but are payable as per the building permit bylaw and fee structure.**

**SCHEDULE 'D'**

**TO AN AGREEMENT DATED [Month] [Date], 2021**

**APPROVED PLANS**

The following plans have been reviewed and subsequently used to evaluate this development. Copies of these plans are available at Town Hall.

**Grading Plan**

The Grading Plan, 210030-GR rev 1, dated September 28, 2021 by Kollaard Associates Inc. signed by Steve deWit, Professional Engineer.

**Servicing Plan**

The Servicing Plan, 210030-SER rev 1, dated September 28, 2021 by Kollaard Associates Inc. signed by Steve deWit, Professional Engineer.

**Erosion & Sediment Plan**

The Erosion & Sediment Plan, 210030-ESC rev 1, dated September 28, 2021 by Kollaard Associates Inc. signed by Steve deWit, Professional Engineer.

**Storm Water Management Report**

The Storm Water Management Report, 210030 rev 1, dated September 28, 2021 by Kollaard Associates Inc. signed by Steve deWit, Professional Engineer.

**Traffic Letter**

The Traffic Letter, 210030, dated June 3, 2021 by Kollard Associates signed by Amanda Van Bruggen, Engineer in Training.

**Exterior Photometric Plan**

The Exterior Photometric Plan, S1, dated July 12, 2021 by DDDG Engineering Services.

		Date Req'd
Information Purposes		
Policy / Action Req'd	X	Nov. 25, '21
Strategic Plan		

## **REPORT TO POLICE SERVICES BOARD**

**Date:** November 25, 2021

**From:** Matthew Armstrong, Chief Administrative Officer & Treasurer

**RE:** Pedestrian Crossings Evaluation

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### **Recommendation:**

That the Prescott Police Services Board recommend to Council that the pedestrian crossings on King Street and Edward Street be evaluated by a Transportation and Traffic Engineering Firm to develop recommendations on improvements. undergo

### **Background:**

At the Prescott Police Services Board meeting in October a request was made for additional information on the pedestrian crossings in Prescott due to the recent incident at Edward Street and Victor Road.

The Ontario Provincial Police (OPP) performed an analysis of collisions over the past 5 years that were pedestrian crosswalk related in the Town of Prescott. Only one incident was found, which occurred at Edward Street and Irvine Street in October 2019 which was deemed that the driver was inattentive.

The OPP have taken steps to address traffic enforcement being conducted at random intervals throughout Prescott. The OPP, in coordination with the Town will be working on education measures to help with compliance.

There is a plethora of ways for pedestrian crossings to be designed depending on the circumstance that present themselves at the location. The following analysis will discuss how these treatments could be evaluated to provide recommendations on improvements.

### **Analysis:**

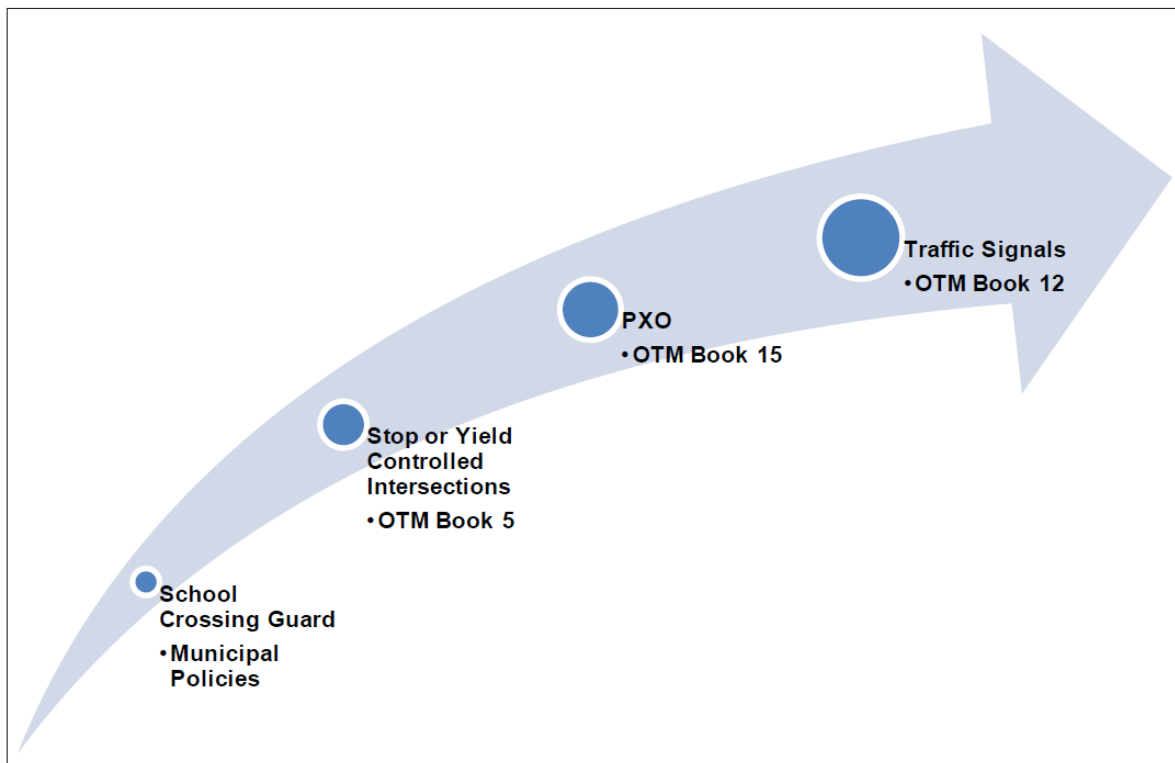
Book 15 of the Ontario Traffic Manual (OTM) provides the guidelines by which Pedestrian Crossing Treatments are governed in Ontario. This Manual is produced by

		Date Req'd
Information Purposes		
Policy / Action Req'd	X	Nov. 25, '21
Strategic Plan		

the Ministry of Transportation, Ontario. The introduction to Book 15 of the OTM is as follows.

*“The OTM incorporates current best practices in Ontario. The guidelines are intended to provide an understanding of traffic operations and they cover a broad range of traffic situations encountered in practice. They are based on many factors which may determine the specific design and operational effectiveness of traffic control systems. However, no manual can cover all contingencies, or all cases encountered in the field. Therefore, field experience, knowledge of application, and engineering judgement are essential in deciding what to do in the absence of specific direction from the Manual itself and in overriding any recommendations in the Manual. Similarly, municipalities may need to adopt policies that reflect local conditions. The traffic practitioner’s fundamental responsibility is to exercise engineering judgment on technical matters in the best interests of the public and workers. Guidelines are provided in the OTM to supplement professional experience and assist in making those judgments.”*

There is a wide variety of pedestrian crossing treatments ranging from stop and yield controlled intersections to Pedestrian Crossovers (PXO) to Traffic Signals.



**Figure 1: Hierarchy of Controlled Crossing Treatment Systems and Current Policies and Guidelines**



		Date Req'd
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As referenced in the Ontario Traffic Manual information, the use of a traffic practitioner to evaluate and provide recommendations for pedestrian crossings is a prudent step for municipalities to take. It is recommended that a Transportation and Traffic Engineering Firm be retained to work with the Town and OPP to evaluate the pedestrian crossings on King Street and Edward Street to provide recommendations on improvements.

### **Alternatives**

The Prescott Police Services Board could decide not to make the recommendation to Council as outlined in this report.

### **Financial Implications:**

It is estimated that the cost to evaluate the pedestrian-controlled crosswalks at the following intersections would cost approximate \$12,500, plus applicable taxes. This cost could be supported by the Municipal Modernization funding that was received from the Province of Ontario in 2019.

- King Street at Centre Street
- King Street at George Street
- King Street at St. Lawrence Street
- Edward Street at Park Street
- Edward Street at Irvine Street
- Edward Street at Victor Road

### **Attachments:**

- None

*Submitted by:*

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Matthew Armstrong  
Chief Administrative Officer & Treasurer

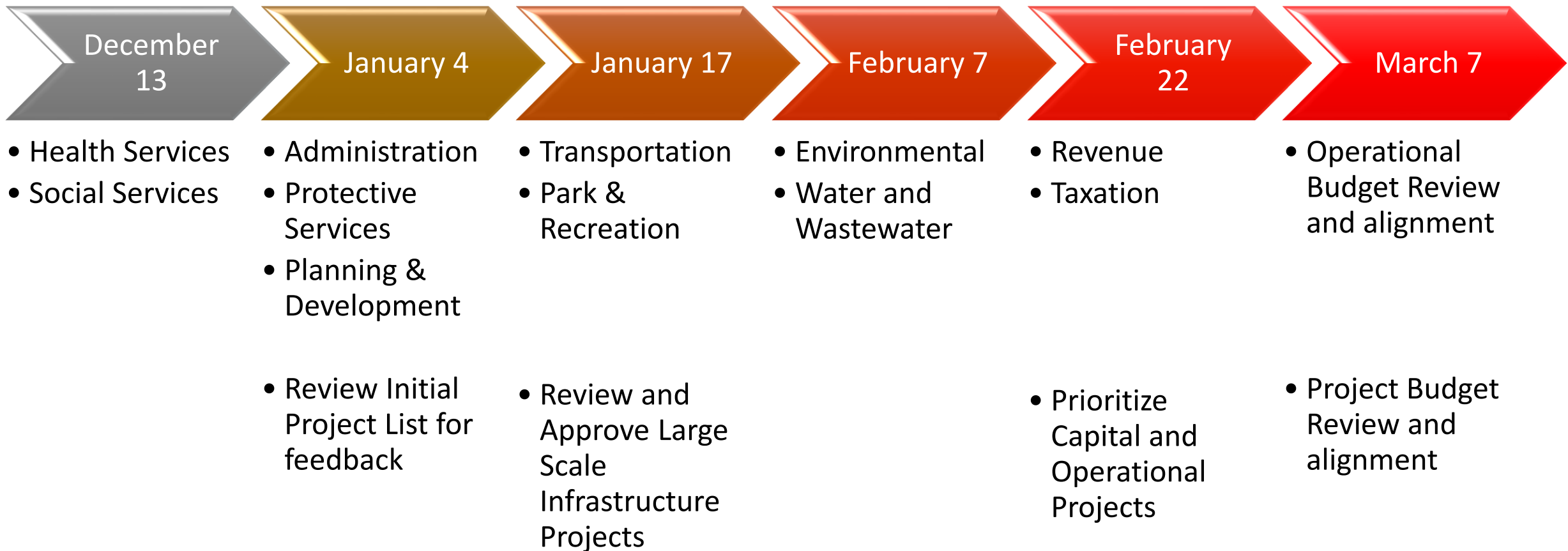
# 2022 Budget – December 6, 2021



# Topics

- Timeline
- Revenue Assumptions
- Property Tax Information
- Expense Assumptions
- Property Tax Target

# Budget Timeline



# Revenue

- Ontario Municipal Partnership Fund (OMPF)
  - \$1,588,400 for 2022, unchanged from 2021
- Interest on High Interest Savings Account not likely to recover to pre-COVID level in 2022
  - 2.415% Pre-COVID
  - 0.165% Effective January 1, 2021
  - 0.715% Current Rate
  - \$84,250 negative effect on 2022 budget compared to Pre-COVID
- Unlikely Marriage Licenses, Lottery Licenses, Wedding Fees, Commissioner of Oaths to recover to pre-COVID level in 2022
  - \$8,000 negative effect on 2022 budget compared to Pre-COVID

# Revenue

- Outstanding Property Tax have declined in 2019 and 2020 therefore having an impact of decreasing interest and penalties
- Provincial Offenses revenue is unlikely to recover to pre-COVID levels in 2022
- OCIF Funding used to support the repaving budget
  - The amount is unknown at this time for 2022 as the province announced an enhancement to the fund in the fall budget statement
- Used \$160,000 of Provincial COVID funding to address revenue and cost pressures in 2021, no new funding has been announced as of this date

# Property Tax Information

- Scheduled property tax revaluation which was to be implemented in 2021 has been postponed to an unknown future date
  - 2020 Property assessment values will remain unchanged for 2022 which are based on 2016 current value assessments
  - Therefore, there will be no natural increase through assessment value growth in 2022, except for new builds and renovations

# Expense Assumptions

- CUPE & Non-Union Salary increase by 2% as per collective agreement
- Benefits increase by 4.9%
  - Implementing limits on paramedical services effect January 1<sup>st</sup> 2022
  - Reduced increase by 4.3%
- Liability & Property Insurance
  - Insurance Renewal premiums increased by \$34,715 for 2021/2022
  - Insurance enhancements for 2021/2022 increased premiums by an additional \$12,000
    - Increase in liability coverage to \$25,000,000, \$2,500
    - Earthquake and Flood Coverage, \$9,500
  - Some municipalities are facing 30% - 40% increase
  - Assuming 5% increase for 2022/2023 renewal



# Expense Assumptions

- Joint Services expenses will assume 2% increase until better information is made available
  - Ambulance Services
  - General Assistance
  - Child Care
  - Public Housing
- Public Health expenses will be \$86,734
  - 2021 was \$85,188
  - Increase of \$1,546 or 1.8%
- OPP Cost for 2022 will be \$1,258,565
  - 2021 Cost was \$1,202,912
  - Increase of \$55,653 or 4.6%

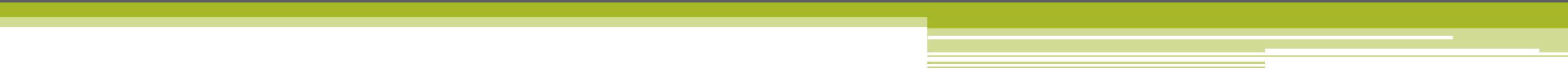
# Property Tax Target

- 2020 Property Tax increase was 0%
- 2021 Property Tax increase was 1.25%
- 2022 Property Tax Target with the items that we know thus far
  - Discussion

# Next Budget Meeting – December 13, 2021

## Topics

- Health Services
- Social Services



		Date Req'd
Information Purposes		
Policy / Action Req'd	x	Dec. 6 '21
Strategic Plan		

## STAFF REPORT TO COUNCIL

Report No. 117-2021

Date: December 6, 2021

From: Matthew Armstrong, Chief Financial Officer and Treasurer

RE: COVID-19 Vaccination Policy

### Recommendation:

That Council approved the Draft COVID-19 Vaccination Policy.

### Background:

Public Health Officials have identified that vaccination against COVID-19 is an effective method to protect workers and residents from becoming seriously ill or transmitting the virus to others. In recognition of this, a COVID-19 Vaccination Policy for employees and volunteers with the Town of Prescott has been developed based on the review of six other local municipal policies, Public Health information, and Human Rights guidance.

### Analysis:

The draft COVID-19 Vaccination Policy was based on the review of the policies from the following municipalities.

Municipality	Vaccination Policy	Antigen Testing for non-fully vaccinated	Placed on leave for non-fully vaccinated
Township of Edwardsburgh Cardinal	Yes	Yes	No
Township of Elizabethtown Kitley	Yes	Yes	No
Front of Yonge	Yes	Yes	No
North Grenville	Yes	Yes	No
Town of Smiths Falls	Yes	Yes	No
United Counties of Leeds and Grenville	Yes	Yes	No

		Date Req'd
Information Purposes		
Policy / Action Req'd	x	Dec. 6 '21
Strategic Plan		

Employees and volunteers will be required to submit the COVID-19 Vaccination Declaration form to Human Resources included in the policy by January 15, 2022. Those that declare that they are fully vaccinated will be required to provide proof of vaccination by the Province of Ontario. Those that are not fully vaccinated, will be required to perform twice weekly rapid antigen testing. The result of the rapid antigen tests will be submitted to Human Resources. If an employee or volunteer becomes fully vaccinated after January 15, 2022, they can provide proof of vaccination and rapid antigen testing will no longer be required.

The province provides the rapid antigen testing kits free of charge to qualifying organizations. The application was submitted, and the Town was approved to receive free rapid antigen testing kits. The initial order has been placed and will arrive shortly.

### **Alternatives**

Council could modify or choose not to adopt a COVID-19 Vaccination Policy at this time.

### **Financial Implications**

None

### **Attachments:**

- Draft COVID-19 Vaccination Policy

*Submitted by:*

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Matthew Armstrong  
Chief Administrative Officer and Treasurer

## **Human Resources – COVID-19 Vaccination Policy**

### **Policy**

The Town of Prescott (the “Town”) is committed to providing a safe working environment for our employees, our residents, and members of the public with whom we interact with on a regular basis. The purpose of the Vaccination Policy (the “Policy”) is to provide guidelines pertaining to the expectations and requirements of individuals with respect to COVID-19 vaccination.

### **Objective**

The COVID-19 Vaccination Policy provides the workplace expectations and requirements with respect to COVID-19 vaccination. This policy supports the aim of maximizing vaccination rates amongst Town employees in alignment with provincial directives and within the limits of the Ontario Human Rights Code.

### **Definitions**

#### Antigen Testing

Rapid antigen testing (rapid testing) is an additional screening tool used to screen asymptomatic employees. Rapid testing is used only for screening purposes and should not be used for diagnosis of acute COVID-19 infection. Rapid testing does not replace COVID-19 public health measures such as symptom screening, physical distancing, PPE (masking, eye protection) and hand hygiene.

#### COVID-19

COVID-19 is an acute respiratory illness caused by the severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2) virus. It can be characterized by fever, cough, shortness of breath and a number of other symptoms.

#### Ontario Human Rights Code:

The Ontario Human Rights Code prohibits differential treatment with respect to employment on the basis of certain enumerated grounds, including disability and creed (commonly referred to as “religion”), and requires accommodation to the point of undue hardship.

## **Human Resources – COVID-19 Vaccination Policy**

### Vaccinated

An individual is defined as fully vaccinated/immunized 14 or more days after receiving their second dose of a two-dose COVID-19 vaccine or their first dose of a one-dose COVID-19 vaccine that is approved by Health Canada.

### Vaccine

A product that stimulates a person's immune system to produce an immunity response to a specific disease, protecting the person from that disease or reducing the severity of illness and/or the transmissibility of that disease.

## **Scope**

This policy applies to any individual who is employed by the Town in any capacity, including but not limited to full-time, part-time, and temporary Town staff as well as volunteers.

## **Procedure**

Town employees are encouraged to be fully vaccinated against COVID-19 as recommended by Public Health officials.

Employees will complete and return the Vaccination Disclosure Form (Appendix A) no later than January 15, 2022.

All staff are required to provide proof of vaccination no later than January 15, 2022, in the form of a Ministry of Health email vaccine proof OR a copy of a vaccine receipt from the Ministry of Health. Individuals with an Ontario photo health card can log into the provincial portal to download or print an electronic COVID-19 vaccine receipt (PDF) for each dose received at <https://covid19.ontariohealth.ca>

Any employee who is not fully vaccinated must complete regular rapid antigen point of care testing for COVID-19, at a minimum of two times every seven days with a minimum of 48 hours between tests and provide verification of the negative test result to the HR Department. Antigen Testing kits, and applicable instructions, will be available for pickup. It is the responsibility of the unvaccinated staff member to ensure that they have a rapid antigen testing kit, and to confirm status after each test. There will be no compensation provided to the individual for the time required to complete this regular testing.



## **Human Resources – COVID-19 Vaccination Policy**

Employees who achieve full vaccination status after January 15, 2022, will submit their proof of vaccination in accordance with this policy to the HR Department after which the regular testing requirement will be waived.

Employees who fail to comply with this procedure may be subject to discipline up to and including termination of employment.

### **Providing Proof of Vaccination Status**

Only proof approved by the Ministry of Health/Public Health or equivalent out-of-province health official/agency is acceptable,

Employees may access proof of vaccination received in Ontario at Ontario COVID-19 Vaccination Service.

### **Workplace Accommodations**

An individual who presents and substantiates a valid legal justification for exemption on the basis of grounds listed under the Human Rights Code (Ontario) (the “Code”) will be accommodated.

Such individuals will be subject to regular testing under this procedure, except where they also demonstrate they are unable to participate in regular testing on Code-recognized grounds. In such cases, the Town will endeavour to work with the individual to develop and implement an appropriate accommodation.

Accommodation requests may be made in writing to the Chief Administrative Officer. Requests should indicate the nature of the accommodation need and the anticipated duration of accommodation need (i.e. temporary or permanent).

In the event of a request for accommodation, sufficient proof of the ground (disability and/or creed) and the connection between the ground and the inability to be vaccinated must be provided. Where the ground is disability, a note must be provided by either a Physician or Nurse Practitioner that sets out: confirmation that the person has a disability (but not the nature of the disability or the diagnosis), confirmation that the person cannot be vaccinated against COVID-19 due to the disability; and the effective time period for which the disability will prevent vaccination.

The Towns’ duty to accommodate may not result in employment in your current capacity. All accommodated work is subject to review under our compensation policies and may result in a change to the level of compensation provided during the period of accommodation.

## **Human Resources – COVID-19 Vaccination Policy**

### **Confidentiality**

Information relating to an individual's proof of vaccination and/or vaccination status is collected for the purposes of ensuring the safety of the corporation's employees and the public served.

Vaccination disclosure information, including information verifying receipt of a vaccine will be maintained in accordance with privacy legislation.

Depersonalized aggregate data will be disclosed in accordance with any reporting requirements and may also be disclosed to in response to requests for statistical information regarding the Towns' vaccination rates.

An individual's vaccination status will be kept strictly confidential and will only be known by the HR Department.

### **Continued Safety Precautions**

All employees must continue to use personal protective equipment and abide by the Town's regular COVID-19 Health & Safety COVID-19 Vaccination Plan, whether they have been vaccinated against COVID-19 or not. This includes complying with infection prevention and control practices, such as handwashing and sanitizing, wearing a mask, and informing management if they experience any symptoms related to COVID-19.

Unvaccinated individuals may be required to adhere to additional safety precautions as directed by Public Health officials.

## **Human Resources – COVID-19 Vaccination Policy**

### **APPENDIX A**

#### **COVID-19 Vaccination Disclosure Form**

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Vaccination Status (please place a check mark beside your vaccination status)

- A. I am fully vaccinated with a vaccine approved by Health Canada for COVID-19 and have received the total number of doses required. (Please provide proof from the Ministry of Health Ontario of the fully vaccinated status)
- B. I am partially vaccinated with a vaccine approved by Health Canada for COVID-19 and have received at least one but not the full number of doses required. (Rapid antigen testing will be required)
- C. I have not received any doses of a vaccine approved by Health Canada for COVID-19. (Rapid antigen testing will be required)

By signing below, I \_\_\_\_\_ (print individual name) am attesting that the information provided above is truthfully to the best of my knowledge and the organization can use this information as a valid record of my vaccination status. I acknowledge that failure to submit this form in accordance with the Policy or knowingly submitting false information on this form may result in disciplinary action up to and including termination of employment.

Signature: \_\_\_\_\_

# THE CORPORATION OF THE TOWN OF PRESCOTT

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## BY-LAW NO. 51-2021

BEING A BY-LAW TO AMEND ZONING BY-LAW NO. 09-2009, AS AMENDED,  
BEING A BY-LAW TO REGULATE THE USE OF LAND, BUILDINGS AND  
STRUCTURES WITHIN THE TOWN OF PRESCOTT

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**Being a by-law to amend By-Law No. 09-2009, as amended, being a By-law to regulate the use of land, buildings and structures within the Town of Prescott.**

**WHEREAS** pursuant to the provisions of the *Planning Act*, Section 34, the Council of a municipality may enact by-laws to regulate the use of land, buildings or structures for any purpose set out therein that is otherwise prohibited; and

**WHEREAS** the Council of the Corporation of the Town of Prescott deems it advisable to amend Zoning By-Law 09-2009, as amended, as hereinafter set forth:

**NOW THEREFORE** the Council of the Corporation of the Town of Prescott enacts as follows:

1. Zoning By-law No. 09-2009, as amended, is hereby further amended by removing Section 5.7.4 Special Exception Zones (a) which reads:
  - (a) CC-1;392 Edward Street; Plan 19, Block 2, Part of Lots 5 & 6  
Notwithstanding any provisions of Section 5.7.1 of this By-law to the contrary, a residential use on the first floor to a maximum of three (3) units for the entire building shall be a permitted use in the CC-1 zone.
2. All other applicable provisions of By-law 09-2009 shall continue to apply.
3. That this by-law shall come into force and take effect upon being passed by Council.
4. That any other By-Laws, resolutions or actions of the Council of the Corporation of the Town of Prescott that are inconsistent with the provisions of this By-Law are hereby rescinded.

**READ AND PASSED, SIGNED AND SEALED, THE 6<sup>th</sup> DAY OF DECEMBER, 2021.**

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**Mayor**

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**Clerk**

**THE CORPORATION OF THE  
TOWN OF PRESCOTT**

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**BY-LAW NO. 52-2021**

**A BY-LAW TO ADOPT THE PROCEEDINGS OF THE COUNCIL  
MEETING HELD ON DECEMBER 6, 2021**

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**WHEREAS**, Section 5(3) of *the Municipal Act, 2001 S.O. 2001, c.25, as amended*, provides that Council's powers shall be exercised by by-law; and

**WHEREAS** certain actions of Council do not require the enactment of a specific by-law;

**NOW THEREFORE BE IT RESOLVED THAT**, the Council of the Corporation of the Town of Prescott enacts as follows:

1. Subject to Paragraph 3 of this by-law, the proceedings of the above-referenced Council meeting, including all Resolutions, By-laws, Recommendations, Adoptions of Committee Reports, and all other motions and matters decided in the said Council Meeting are hereby adopted and confirmed, and shall have the same force and effect, as if such proceedings were expressly embodied in this by-law.
2. The Mayor and Clerk are hereby authorized to execute all such documents, and to direct other officials of the Town to take all other action, that may be required to give effect to the proceedings of the Council Meeting referred to in Paragraph 1 of this by-law.
3. Nothing in this by-law has the effect of conferring the status of a by-law upon any of the proceedings of the Council Meeting referred to in Paragraph 1 of this by-law where any legal prerequisite to the enactment of a specific by-law has not been satisfied.
4. Any member of Council who complied with the provisions of Section 5 of the Municipal Conflict of Interest Act, R.S.O. 1990, Chapter M.50 respecting the proceedings of the Council Meeting referred to in Paragraph 1 of this by-law shall be deemed to have complied with said provisions in respect of this by-law.

**READ AND PASSED, SIGNED AND SEALED THE 6<sup>th</sup> DAY OF DECEMBER, 2021.**

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**Mayor**

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**Clerk**