



**City of Kingston
Report to Council
Report Number 21-076**

To: Mayor and Members of Council
From: Paige Agnew, Commissioner, Community Services
Resource Staff: Sukriti Agarwal, Acting Manager, Policy Planning
Date of Meeting: March 23, 2021
Subject: Major Policy Planning Projects – Status Update

Council Strategic Plan Alignment:

Theme: 1. Demonstrate leadership on climate action

Theme: 2. Increase housing affordability

Theme: 3. Improve walkability, roads and transportation

Theme: 4. Strengthen economic development opportunities

Theme: 5. Foster healthy citizens and vibrant spaces

Goal: See above

Executive Summary:

The purpose of this report is to provide an overview of the major policy planning work being led by the Planning Services Department and their anticipated timeline for completion. A previous status update was provided to Council in March 2019 through [Report Number 19-066](#).

This report specifically focuses on the following projects that are in Planning Services' work plan for 2021 and 2022:

- New Zoning By-Law;
- Second Residential Unit Amendments;
- Central Kingston Growth Strategy;

March 23, 2021

Page 2 of 13

- Site Plan Control By-Law Update;
- Fiscal Impact Study (Life Cycle Analysis);
- Williamsville Main Street Study Update;
- Density by Design;
- Mayor's Task Force on Housing – Implementation of Planning-related Recommendations;
- North King's Town Secondary Plan; and
- Community Benefits Charge Strategy.

All of the work being done by these projects presents opportunities to contribute towards realizing the priorities outlined by Council in the 2019-2022 Strategic Plan. Each of the projects include opportunities for members of the community to engage with the project teams and offer input and feedback on the work being done. These projects involve an ambitious amount of work that is being undertaken by Planning staff along with support from staff in other City departments, external agencies and consulting firms. However the ongoing COVID-19 pandemic has had an impact on staff capacity and interdepartmental review.

Given the above-noted factors, and the complexity of the policy planning projects underway, staff have reviewed the available resources and re-examined the timelines of the various projects, as presented in Exhibit A - General Timeline of Major Policy Planning Projects, 2021-2022. Given the number of public meetings anticipated through Planning Committee in conjunction with major policy projects and development applications, staff have identified potential dates for two special meetings of the Planning Committee, plus potentially one special meeting of Council, related specifically to the New Zoning By-Law project in order to ensure this important project is provided with dedicated public consultation time without impacting the regularly scheduled meetings. It is important to note that City staff had originally identified a date of early December 2021 for the final public meeting at Planning Committee with the comprehensive report, which would then be considered by Council before the end of 2021. For this type of by-law, the Planning Act also requires the scheduling of a final statutory open house to be held at least 7 days before the public meeting. In reviewing the current Council and Committee calendar for the end of November (for the open house) and early December (for the comprehensive report), combined with the Holiday Season in December, Staff suggest that the final recommendation of the Comprehensive Zoning By-Law be postponed from December 2021 to January 2022. This would allow the statutory open house to be scheduled in early January and the final public meeting at Planning Committee to be held in mid to late January, with Council consideration likely in late January or early February. Staff are prepared to meet the December 2021 timeline, as previously committed, but recognize that the Planning Committee and Council have a significant workload during this time period and the Holiday Season can limit public engagement. This minor change in timeline was discussed and supported by the Planning Committee during its March 4, 2021 meeting, [Report Number PC-21-022](#), Exhibit B - PC-21-022, New Zoning By-Law Project – Phase Three Timeline.

Planning Services will report to Council in late spring or early summer to identify a specific date to schedule a special meeting of Council, which will follow the release of the second draft of the New Zoning By-Law and the first Statutory Public Meeting through Planning Committee.

March 23, 2021

Page 3 of 13

Recommendation:

That Council endorse the timelines for major policy planning projects as outlined in Exhibit A to Report Number 21-076.

March 23, 2021

Page 4 of 13

Authorizing Signatures:

ORIGINAL SIGNED BY COMMISSIONER

**Paige Agnew, Commissioner,
Community Services**

ORIGINAL SIGNED BY CHIEF
ADMINISTRATIVE OFFICER

**Lanie Hurdle, Chief
Administrative Officer**

Consultation with the following Members of the Corporate Management Team:

Peter Huigenbos, Commissioner, Business, Environment & Projects	Not required
Brad Joyce, Commissioner, Corporate Services	Not required
Jim Keech, President & CEO, Utilities Kingston	Not required
Desirée Kennedy, Chief Financial Officer & City Treasurer	Not required
Sheila Kidd, Commissioner, Transportation & Public Works	Not required

March 23, 2021

Page 5 of 13

Options/Discussion:

This report provides an overview of major policy planning work being led by the Planning Services Department, with support from other municipal departments, external agencies and consulting firms. Exhibit A to this report presents a high-level timeline for each project. It is noted that each project is supported by a more detailed project work plan which identifies roles, specific project tasks, milestones, deliverables, and broad phases. The ability of staff to complete the work in accordance with the timeline outlined in Exhibit A is dependent on staff capacity, and those in supporting roles, to execute current and future assigned tasks while evaluating technical work and the feedback received through community engagement. It is important to note that these timelines may be impacted should there be a direction to add new projects, or to research elements that are currently outside of the project scope. This report specifically focuses on projects that are in Planning Services' work plan for 2021 and 2022.

New Zoning By-Law

The City currently has five principal zoning by-laws covering various portions of the municipality. The by-laws were prepared under a different jurisdictional context and policy framework than what exists today. The New Zoning By-Law (New ZBL) will replace the existing separate and outdated zoning by-laws with one comprehensive vision for planning and development in the city. The first draft of the New ZBL was released to the public on October 27, 2016, accompanied by a series of consultation events. At the time of the public release of the first draft, work on the Official Plan Update was still ongoing. The release of the second draft of the New ZBL was put on hold in 2017 pending the completion of the Official Plan Update and also because of staff's focus on the Central Kingston Growth Strategy (CKGS). The Official Plan Update came into effect in August 2017, and all appeals were complete by May 2019. The CKGS project is anticipated to be completed in 2021. The zoning recommendations coming out of this project will be included in the New ZBL.

Since the release of the first draft of the New ZBL, staff have been working on a number of "bucket issues" as described in [Report Number 18-135](#) and [Report Number 20-229](#). Work on the following items has been completed:

- Planning Framework for Reddendale;
- Second Residential Units;
- Trade Shows and Specific Day Sales (under appeal); and
- Front Yard and Recreational Vehicle Parking.

Staff have identified the following list of issues to be more complex, and worthy of their own individual public consultation meetings at Planning Committee. As such, staff intend to complete a series of "Discussion Papers" which will be presented at Planning Committee in Q2 2021, with time for questions and feedback from both the public and members of Council. The feedback received in response to the Discussion Papers will help inform staff's approach to these topics in the second draft of the New ZBL:

March 23, 2021

Page 6 of 13

- Tiny Homes, Shipping Containers and Additional Residential Units;
- Schools and Places of Worship;
- Environmental Protection Areas and the “Ribbon of Life”; and
- Parking Standards.

Staff are aiming to complete the New ZBL project by the end of 2021. The overall timeline includes: Discussion Papers at Planning Committee and public consultation in Q2 2021; Second Draft of the New ZBL and public consultation in Q3 and Q4 2021; and Final Draft of the New ZBL could be submitted by the end of 2021 or at the beginning of 2022 as suggested in consultation with members of the Planning Committee.

Second Residential Units

In June 2019, Council approved amendments to the Official Plan and the zoning by-laws to broaden second residential unit permissions across the City and to introduce policies to ensure new second residential units in specific areas of potential or known servicing constraints are evaluated on the basis of the City’s overall ability to support such units while protecting the public interest. Staff have been monitoring applications received for second residential units since that time and have identified additional amendments to the Official Plan and the zoning by-laws, primarily in regards to servicing constraint areas, pathway access requirements and detached second residential units.

Staff are also seeing a number of applications with high bedroom counts in low density forms of housing. Concerns have been raised by residents that the overall number of bedrooms being proposed on a lot are too much, especially where the application proposes more than one unit on a lot. The proposed amendments to the zoning by-laws include bedroom limits within principal residential dwellings in the residential zones in the urban boundary to limit activity and occupancy levels in low density forms of housing. The amendments also include new proposed bedroom limits for second residential units, depending on whether the second residential unit is located within a principal dwelling or within a detached building. The amendments are intended to encourage the supply of these units in a manner that ensures compatible development.

A Statutory Public Meeting regarding these amendments was held on February 18, 2021 ([Report Number PC-21-020](#)). At this time, it is anticipated that a comprehensive report will be presented to the Planning Committee on March 25, 2021.

Central Kingston Growth Strategy

Undertaking the [Central Kingston Growth Strategy](#) was one of the long-term recommendations of [Report Number 17-139](#) related to the consideration of an Interim Control By-Law for the Williamsville, Portsmouth and Sydenham Electoral Districts in 2017. WSP Canada Group Limited was retained to complete this study. The study area includes the lands designated Residential in Central Kingston, except for those located within the proposed North King’s Town Secondary Plan and the Kingston Provincial Campus Secondary Plan.

March 23, 2021

Page 7 of 13

The primary focus of this study is to create a policy and regulatory framework to guide infill and intensification in Central Kingston. The study will identify residential areas where growth is not anticipated, and strategic sites and locations to accommodate future intensification. The intended outputs of this review will include Official Plan policies, zoning recommendations, design guidelines, and a servicing and infrastructure plan. The recommended zoning framework, which could apply itself to a sizeable portion of the City's urban core, will be incorporated into the New Zoning By-Law.

The project is comprised of the following phases which will culminate in a set of final recommendations:

- Discovery: This includes the project start up process and finalization of the community engagement plan, a review of background materials, and an existing conditions analysis.
- Options and recommendations: The second phase will include the preparation of draft urban design guidelines and 3D visualizations, an identification of potential intensification areas and the preparation of a draft servicing and infrastructure plan.
- Policy directions: This phase will include the preparation of draft Official Plan policy recommendations, draft zoning recommendations, and finalization of the urban design guidelines and the servicing and infrastructure plan.
- Final reports: The fourth stage will include the preparation of the final reports and presentation to the Planning Committee.

The project is currently in Phase 3 (policy directions). There have been delays because of the impact of the ongoing COVID-19 pandemic on staff capacity and the significant resources required for interdepartmental review. It is anticipated that the project will be completed in the fall of 2021.

Site Plan Control By-Law Update

The [Site Plan Control By-Law](#) was passed by Council in November 2010 and was most recently updated in 2017. The Site Plan Control process reviews the design and technical aspects of a proposed development to ensure it is compliant with zoning. Details such as building design, site accessibility, servicing, stormwater management, parking, loading, lighting, noise mitigation, waste storage and landscaping are reviewed through the Site Plan Control process. Following approval of an application, a Site Plan Control agreement is required to be executed between the property owner and the City. This agreement binds the owner to develop and maintain the site in accordance with the approved plans and the terms of the agreement. The owner is also required to provide security to the City to ensure completion of the required works in accordance with the approved plans.

Staff have initiated a review of the Site Plan Control By-Law and proposed amendments are anticipated to be released in August 2021 for public consultation. The current by-law only applies to residential developments containing four or more dwelling units. Staff will be reviewing the current threshold for the number of dwelling units, and will also be reviewing the option of adding a new threshold based on a number of bedrooms, which would provide staff an

March 23, 2021

Page 8 of 13

opportunity to secure appropriate parking, amenity areas, waste management, accessibility and provisions to support active transportation in a broader range of residential uses in the City.

Fiscal Impact Study (Life Cycle Analysis)

The Fiscal Impact Study was initiated to determine the operating and capital cost impacts of new development, over the long-term, relative to the revenue generated through the taxation of such development. The purpose of this Study is, in part, to identify the form and density of development that provides for the greatest level of cost recovery to the City. The Study will include an evaluation of the costs and revenues associated with residential and non-residential uses within different geographic contexts. As it relates to residential land use, and mixed residential/non-residential land use, consideration will be given to varying degrees of residential density so as to highlight where specific densities that support enhanced cost recovery. The findings of this Study will be used to inform land use planning policy which supports provincial planning policy objectives and the desire to make fiscally responsible decisions pertaining to growth in the City.

Watson & Associates Economists Ltd. were retained to undertake the study in November 2017. City staff have since held several meetings with the project consultant to confirm objectives, approach and data needs. This work is in its final stages. It is anticipated that the recommendations of the study will be presented to Council by the end of Q2 2021.

Williamsville Main Street Study Update

On May 21, 2019, Council passed an [Interim Control By-Law](#) within the Williamsville Main Street Corridor to prohibit intensified uses, and directed staff to complete a land use planning study specifically clarifying where taller buildings or intensification greater than that permitted by the existing zoning bylaw can be supported. The Interim Control By-Law was initially passed for a period of one year and was subsequently extended to December 31, 2020.

During this time, staff completed an update to the Williamsville Main Street Study, which included a review of the land use and built form policies and zoning provisions for development along the corridor, including locations for taller buildings and greater density ([Report PC-20-065](#)). This work was supported by a detailed transportation study and a review of the available servicing capacity. On December 1, 2020, Council passed amendments to the Official Plan and the zoning by-law to implement the update to the Williamsville Main Street Study.

One appeal has been received regarding these amendments. As per the *Planning Act*, the appeal has the effect of extending the Interim Control By-Law that applies to the Williamsville Main Street Corridor until the date the Local Planning Appeal Tribunal (LPAT) makes a decision on the matter, unless the interim control bylaw is repealed. Amendments made to the Official Plan and the zoning bylaw are not available for use in the review of development applications until such time. This matter is now before the LPAT.

March 23, 2021

Page 9 of 13

Density by Design: Mid-Rise and Tall Building Policies

Well-designed mid-rise buildings and high-rises or “tall buildings” can contribute to the City’s goal of achieving smart growth through appropriate infill and intensification. On July 10, 2018, Council authorized staff to retain the services of planning expert Brent Toderian to undertake the development of tall building policies for the City’s Official Plan ([Report Number 18-071](#)) to provide clear direction on the design of tall buildings in the City. This policy work was expanded to include mid-rise buildings as a proactive step considering the lack of policy direction in the Official Plan around the design of mid-rise buildings. On March 5, 2019, staff presented an information report to Council, [Report Number 19-074](#) outlining the scope of work to be undertaken for the mid-rise building policies in coordination with the tall building policies previously authorized by Council and the overall public engagement strategy related to the development of the mid-rise and tall building policies. This work is now referred to as the [Density by Design](#) project.

Originally, the Density by Design project intended to provide policies to direct the design of buildings taller than four storeys, without considering the “where” or the location of those buildings. As the project team researched and began developing recommendations, it found that more work was needed to direct those buildings to locations where they are appropriate. As a result, this work now includes options to both direct the design of buildings taller than four storeys, as well as their permitted locations across the City. An Issues and Options Report for Density by Design was released in November 2019 for public feedback and comment.

The Official Plan policies for the update to the Williamsville Main Street Study were the first set of policies coming out of this work. The next phase of the project will include the development of policies for the Central Business District (CBD). Scoping of the project is to be completed in 2021 with consultation on the CBD to commence in 2022.

Mayor’s Task Force on Housing – Implementation of Planning-related Recommendations

On March 3, 2020, Council endorsed the Mayor’s Task Force on Housing Final Report, “A Foundation for the Public Good: Recommendations to Increase Kingston’s Housing Supply for All”. An implementation plan was presented to Council on December 15, 2020 ([Report Number 21-029](#)), which identified Planning Services as the lead on several items, including the following:

- Undertaking third-party land economics analyses for all land use plans/policy, including secondary plans;
- Encouraging the creation of second residential units (with Building Services as co-lead);
- Reviewing planning policies through the New ZBL to encourage co-housing arrangements for seniors (with Housing & Social Services as co-lead);
- Reviewing planning policies through the New ZBL to encourage co-living buildings;
- Exploring options to designate lands to permit mixed-use development through the next Official Plan update;
- Updating land use planning documents including the Official Plan and New ZBL to continue to support a healthy long-term supply of housing and vacancy rate;

March 23, 2021

Page 10 of 13

- Reviewing and updating various plans and policies to prioritize and demonstrate consideration in terms of Indigenous health and social equity, cultural concerns, social history factors in all supportive/housing related visions/plans/decisions in the future (with Housing & Social Services as co-lead);
- Completing the New ZBL;
- Allowing for residential density to be added to commercially zoned areas through the New ZBL;
- Accommodating increased density in areas such as the arterial road borders of low-rise neighbourhoods, public transit hubs or active transportation corridors, and adding affordable housing where possible, through the New ZBL, Central Kingston Growth Strategy, North King's Town Secondary Plan, and Density by Design;
- Permitting second and third residential units in the New ZBL in accordance with provincial legislation related to Additional Residential Units;
- Managing staff workload (with Building & Enforcement Department as co-lead);
- Adding planning staffing resources to assist community groups, property owners and developers who wish to construction multi-residential projects, with a particular focus on projects that include affordable units;
- Reviewing the planning process to ensure that staff and the Planning Committee request only studies necessary to support decisions made on the basis of good planning, and providing training to planning staff;
- Implementing an earlier, open and more collaborative process to postpone as many technical studies as possible until a later stage of development;
- Fast tracking affordable housing projects;
- Incentivizing the construction of residential projects within a prescribed time frame (with Utilities Kingston as co-lead);
- Reviewing Community Improvement Plan (CIP) options as well as other incentives and reporting back to Council with more information and recommendations on most appropriate incentives to support affordable housing (with Housing and Financial Services as co-leads);
- Review the option of reducing development charges for smaller units (with Housing and Financial Services as co-leads);
- Updating policies to reflect the need for a variety of housing options (with Housing and Social Services as co-lead);
- Exploring options as it relates to a rental housing demolition and conversion by-law (with Building & Enforcement Services as co-lead);
- Undertaking a review of the supply of land (residential, employment and commercial) to accommodate anticipated future growth as part the next Official Plan update; and
- Implementing design policies as it relates to new affordable housing development to maintain better products and outcomes (with Housing and Social Services as co-lead).

Many of the above-noted items are related to the planning projects already underway as discussed in this report. The next Official Plan Update will be initiated in 2023.

March 23, 2021

Page 11 of 13

North King's Town Secondary Plan

The North King's Town (NKT) Secondary Plan includes the Inner Harbour and Old Industrial Areas of the City, just north of the downtown. The first phase of the project, initiated in 2016, involved the creation of a long-term community vision, planning principles, and design directions to realize opportunities for this area and to promote a sustainable, healthy, vibrant and livable community. This phase involved extensive consultation with the community including numerous engagement events. A preliminary market analysis was also conducted and was intended to support the development of a realistic, balanced and achievable vision for NKT by reviewing local economic factors and broader development market trends. The "Visioning Report & Preliminary Market Analysis for the North King's Town Secondary Plan" was approved by Council on June 6, 2017 ([NKT Phase 1 Report](#)).

A consulting team led by DIALOG assisted with the first phase of the secondary plan and was subsequently retained to work on the second phase of the project, which involves the completion of five technical studies. These studies are summarized below:

1. Land Use – The Land Use Study for NKT will identify areas for growth and change, including intensification and infill development, as well as areas that are expected to remain relatively stable. It will involve all land use categories – residential, commercial, industrial and open space – as well as the protection of important natural heritage features. The land use plan will be complemented by urban design guidelines that will speak to appropriate built form for the various areas within NKT. The draft land use plan will provide a framework to lead the other technical studies.
2. Transportation – The NKT Transportation Master Plan (TMP) is intended to identify alternative transportation options for all modes of travel that support the broad objectives of the NKT Visioning Report, consider the transportation network deficiencies previously identified through the Kingston Transportation Master Plan (KTMP), and explore transportation options and alternatives to the proposed WSE.
3. Servicing – The Servicing Plan will examine existing infrastructure in NKT, including water, sanitary sewer, stormwater, electrical and natural gas, and identify areas where improvements are needed to support future development proposed by the Land Use Study. The Servicing Plan will incorporate green infrastructure and low impact development (LID) as part of the development of future stormwater infrastructure. The results of the Servicing Plan will be used to inform the staging of development on the basis of understanding the availability of servicing capacity both now and as a result of upgrades to be implemented in the future.
4. Cultural Heritage – The Cultural Heritage Resources Study for NKT is intended to identify areas of heritage resource potential (both built heritage resources and intangible heritage aspects) and provide a strategy and recommendations for further conservation work.
5. Finance and Implementation – The Financial and Implementation Plan for NKT will identify incentives, public investments and other strategies to implement the

March 23, 2021

Page 12 of 13

recommendations of the other technical studies that form part of the NKT Secondary Plan.

A draft of the Cultural Heritage Study was completed in April 2019 and posted on the project [website](#) for public feedback. In addition, a strategic corridor analysis was completed that looked at the need for the proposed Wellington Street Extension (WSE), and outlined the additional operational review and analysis that will be needed to complete the transportation work for the NKT Secondary Plan. Some of these early results from the NKT transportation work were used to remove the southern portion of the proposed Wellington Street Extension from the update to the City's Development Charges By-Law in 2019.

The staff and consulting team working on the NKT transportation model is also the same team that is responsible for the work that was done for the transportation model for the update to the Williamsville Main Street Study. In 2020, staff re-focused efforts on Williamsville to meet the timelines associated with the Interim Control By-Law. This re-focusing, combined with the impact of the ongoing COVID-19 pandemic on staff capacity and the significant resources required for interdepartmental review, the work on the NKT Secondary Plan has been put on hold. It is anticipated that this project will be completed in 2023.

Community Benefits Charge Strategy

Through Bill 108, *More Homes, More Choice Act, 2019* and Bill 197, *COVID-19 Economic Recovery Act, 2020*, the Province made amendments to Section 37 of the *Planning Act*, replacing the current height and density provisions set out in this Section with a new Community Benefits charge. Under the new provisions, a Community Benefits charge strategy and consultation prepared in accordance with *Ontario Regulation 509/20, Community Benefits Charges and Parkland*, are required prior to enacting a by-law to impose a Community Benefits charge.

The following terms and conditions apply with respect to the new Section 37 Community Benefits charge:

- A Community Benefits charge does not apply to developments that are less than five storeys or under 10 units, to any redevelopment that adds less than 10 units to an existing building, or to other prescribed types of development listed in Ontario Regulation 509/20, including long-term care homes, retirement homes, specified uses by post-secondary institutions, etc.
- The amount of the Community Benefits charge cannot exceed 4% of the value of the land as of the valuation date (being the day before the first (or only) building permit is issued in respect of the development or redevelopment).
- In-kind contributions are permitted for facilities or services in a Community Benefits charge by-law and the value of those services will be deducted from what is owed.
- A Community Benefits charge by-law can be appealed to the LPAT and an owner may pay a community benefits charge under protest if the owner believes the maximum percentage has been exceeded.

March 23, 2021

Page 13 of 13

The new Section 37 provisions came into effect on September 18, 2020; however, the existing Section 37 provisions of the *Planning Act* related to height/density bonusing will remain in effect until September 18, 2022, or until the municipality enacts a Community Benefits charge by-law, whichever is earlier.

Staff had previously prepared [Draft Community Benefit Guidelines](#) based on the current Section 37 provisions related to height/density bonusing. However, given the amendments to the *Planning Act*, staff will be preparing a draft Community Benefits charge strategy and undertaking public consultation in 2022.

Existing Policy/By-Law:*Planning Act*

Provincial Policy Statement, 2020

City of Kingston Official Plan

City of Kingston Zoning By-Laws

Notice Provisions:

None

Accessibility Considerations:

None

Financial Considerations:

None

Contacts:

Sukriti Agarwal, Acting Manager, Policy Planning, 613-546-4291 extension 3217

Other City of Kingston Staff Consulted:


Laura Flaherty, Project Manager, Planning Services

Exhibits Attached:

Exhibit A General Timeline of Major Policy Planning Projects, 2021-2022

Exhibit B PC-21-022, New Zoning By-Law Project – Phase Three Timeline

General Timeline of Major Policy Planning Projects, 2021-2022

Project	January 2021	February 2021	March 2021	April 2021	May 2021	June 2021	July 2021	August 2021	September 2021	October 2021	November 2021	December 2021	January 2022	February 2022	March 2022	April 2022	May 2022	June 2022	July 2022	August 2022	September 2022	October 2022	November 2022	December 2022
New Zoning By-Law	DP			DP		PM			OH/ CR		FC													
Second Residential Unit Amendments	PM	CR	FC																					
Central Kingston Growth Strategy	WG					PM		CR		FC														
Site Plan Control By-Law Update							PM		CR		FC													
Fiscal Impact Study (Life Cycle Analysis)	IR																							
Density by Design - Phase 2																								
Mayor's Task Force on Housing - Implementation	Ongoing																							
North King's Town Secondary Plan																								To 2023 
Community Benefits Charge Strategy																								

Notes:

- WG = Community Working Group Meeting
- DP = Discussion Paper at Special Meeting of Planning Committee (potential dates: April 29, 2021 and June 23, 2021)
- PM = Public Meeting Report
- OH = Statutory Open House
- CR = Comprehensive Report to Planning Committee
- IR = Information Report to Council
- FC = Final Recommendations at Council



**City of Kingston
Report to Planning Committee
Report Number PC-21-022**

To: Chair and Members of the Planning Committee
From: Paige Agnew, Commissioner, Community Services
Resource Staff: Laura Flaherty, Project Manager, Planning Services
Date of Meeting: March 4, 2021
Subject: New Zoning By-law Project – Phase Three Timeline
File Number: D14-043-2016

Council Strategic Plan Alignment:

Theme: 2. Increase housing affordability

Goal: 2.1 Pursue development of all types of housing city-wide through intensification and land use policies.

Goal: 2.2 Build a significant number of new residential units with a range of affordability.

Goal: 2.4 Promote secondary suites and tiny homes.

Theme: 3. Improve walkability, roads and transportation

Goal: 3.2 Enhance public safety through active transportation and a focus on pedestrian access and enforcement.

Executive Summary:

As outlined in [Information Report Number 20-229](#) to Council, staff in Planning Services are in the third and final phase of the new zoning by-law project (New ZBL), with the ultimate goal of bringing a final document for Council's consideration In January of 2022. It is important to note that this timeline may be impacted should there be a direction to add additional public engagement to the overall project, or if additional elements need to be researched that are currently outside of the scope of the project.

Report to Planning Committee

March 4, 2021

Page 2 of 6

The purpose of this report is to provide a summary of the anticipated timeline for various events related to the New Zoning By-Law project, along with the general anticipated timeline for other major policy planning work being led by Planning Services in 2021.

The intent is to provide Planning Committee with background related to the complex policy workplan for 2021, and to identify the desire for additional special meetings of Planning Committee related specifically to the New ZBL project in order to ensure this important project is provided with dedicated public consultation time without impacting the regularly scheduled meetings.

March 4, 2021

Page 3 of 6

Authorizing Signatures:

ORIGINAL SIGNED BY COMMISSIONER

**Paige Agnew, Commissioner,
Community Services**

ORIGINAL SIGNED BY CHIEF ADMINISTRATIVE OFFICER

**Lanie Hurdle, Chief
Administrative Officer**

Consultation with the following Members of the Corporate Management Team:

Peter Huigenbos, Commissioner, Business, Environment & Projects	Not required
Brad Joyce, Commissioner, Corporate Services	Not required
Jim Keech, President & CEO, Utilities Kingston	Not required
Desirée Kennedy, Chief Financial Officer & City Treasurer	Not required
Sheila Kidd, Commissioner, Transportation & Public Works	Not required

March 4, 2021

Page 4 of 6

Options/Discussion:

New ZBL Phase Three Workplan

As identified in [Information Report Number 20-229](#), Planning Services staff began work on what they are considering “Phase Three”, the final phase of the New ZBL project in September 2020. Phase Three is primarily being completed “in house” by Planning Services staff, including all background research, stakeholder consultation, zoning by-law drafting and its associated mapping, with input from technical advisors and other staff where required.

At this stage, Phase Three of the New ZBL project is well underway, with Planning Services staff working diligently to complete the background work identified in [Information Report Number 20-229](#). Part of the Phase Three consultation includes a series of “Discussion Papers” to allow focused conversations about specific topics prior to the release of the second draft of the zoning by-law. The intent of the Discussion Papers is to provide background information in an information report to Planning Committee and hold a non-statutory public meeting, allowing the public and members of Planning Committee time to provide feedback on a specific topic. The Discussion Papers include the following topics:

- Tiny Homes, Shipping Containers & Additional Residential Units;
- Schools & Places of Worship;
- Environmental Protection Areas & the “Ribbon of Life”; and
- Parking Standards.

Following the completion of the Discussion Papers, Staff will be finalizing the second draft of the New ZBL with the goal of releasing it to the public in the summer of 2021. After the second draft of the document is released, public consultation events will be held including a statutory public meeting in early Fall 2021. Ultimately, Planning Services staff are aiming to have a final statutory open house, with a comprehensive report to Planning Committee for the final statutory public meeting in January of 2022.

Other Major Policy Projects

A future information report to Council on March 23, 2021 (Report Number 21-076) will detail the major policy projects that are anticipated for 2021 and 2022, with general timelines for public consultation on events on each of the topics. A high-level summary of these projects includes:

- Second Residential Units amendments and Bedroom Limitations – a public meeting was held in February 2021, with a Comprehensive Report planned by April 2021;
- Central Kingston Growth Strategy – to be completed in late Fall of 2021;
- Site Plan Control By-Law Update – public meeting in August 2021;
- Density by Design – Phase Two – scoped by the end of 2021 to commence in 2022;
- Mayor’s Task Force on Housing implementation – ongoing throughout 2021 and 2022 as part of major policy projects that are underway;

Report to Planning Committee

March 4, 2021

Page 5 of 6

- North King's Town Secondary Plan – completion in 2023;
- Community Benefits Charge Strategy – to commence in 2022; and
- Fiscal Impact Study (Life Cycle Analysis) – final recommendations by Q3 of 2021.

Special Meetings of Planning Committee

Given the number of public meetings anticipated through Planning Committee in conjunction with other major policy projects and development applications, Planning Services Staff have identified that the scheduling of two special meetings of Planning Committee, plus potentially one special meeting of Council, would assist in the management of agendas for regularly scheduled meetings and would allow staff to consult with both the public and members of Planning Committee and Council at key points of the New ZBL process.

At the time of writing of this report, a request for the special meetings of Planning Committee has been circulated through the Clerk's department to members of Planning Committee. Staff have identified the following dates as potential special meetings of Planning Committee:

- Thursday, April 29, 2021 – two Discussion Papers - Schools & Places of Worship, and Environmental Protection Areas & the "Ribbon of Life"; and
- Wednesday, June 23, 2021 – two Discussion Papers - Tiny Homes, Shipping Containers & Additional Residential Units, and Parking Standards.

Staff will ensure member of the public are provided with final dates for any Special Meetings of Planning Committee related to the New ZBL project. Planning Services will also report to Council in late spring or early summer to identify a specific date for late summer or early fall to schedule a special meeting of Council.

Contact Information for New ZBL Project

Planning Services staff are maintaining a project email list for the New ZBL. Updates are provided to the email list when events are scheduled or new documents are available for review. Anyone wishing to be added to the project email list, or wishing to be notified of Council's decision on the New Zoning By-law project must submit a written request to:

Laura Flaherty, Project Manager
The Corporation of the City of Kingston
Planning Services
216 Ontario Street
Kingston, ON K7L 2Z3
613-546-4291 extension 3157
NewZBL@cityofkingston.ca

Report to Planning Committee

March 4, 2021

Page 6 of 6

Existing Policy/By-Law:

Planning Act

Provincial Policy Statement, 2020

City of Kingston Official Plan

City of Kingston Zoning By-Laws

Notice Provisions:

None

Accessibility Considerations:

None

Financial Considerations:

None

Contacts:

Laura Flaherty, Project Manager, Planning Services, 613-546-4291 extension 3157

Other City of Kingston Staff Consulted:

None

Exhibits Attached:

None