

Sent by Email

March 9, 2023

The Honourable Doug Ford  
Premier of Ontario  
Legislative Building  
Queen's Park  
Toronto ON M7A 1A1  
[premier@ontario.ca](mailto:premier@ontario.ca)

The Honourable Steve Clark  
Minister of Municipal Affairs & Housing  
17<sup>th</sup> Floor  
777 Bay St.  
Toronto, ON M7A 2J3  
[minister.mah@ontario.ca](mailto:minister.mah@ontario.ca)

Subject: Re: Report PLN 04-23  
Municipal Housing Targets and Municipal Housing Pledges  
File: A-1400

The Council of The Corporation of the City of Pickering considered the above matter at a Meeting held on February 27, 2023 and adopted the following resolution:

1. That Report PLN 04-23 regarding Municipal Housing Targets and Municipal Housing Pledges be received;
2. That Council advise the Honourable Steve Clark, Minister of Municipal Affairs and Housing (MMAH), that Report PLN 04-23, constitutes the City of Pickering's Housing Pledge, as requested in his letter to the City's Clerk, dated October 25, 2022;
3. That Council advise the Honourable Steve Clark, MMAH, that it generally supports the Municipal Housing Target of 13,000 new homes by 2031, established by the Province for the City of Pickering, yet further advises that the City's development approval processes are but one small part of a very complex system that delivers housing to the market;
4. That Council advise Premier Doug Ford and Honourable Steve Clark, of the following:
  - a. that it appreciates the Province's recognition of the cumulative cost put on the construction of housing (including rental, affordable ownership and rental, and on attainable (still undefined)), of development charges, community benefits charges, and parkland contributions; and similarly advises

- b. that, if the funding for these services and facilities are to be transferred from these municipal charges to the property tax base, that home owners or tenants will bear the increased cost of home ownership, which will also jeopardize housing affordability; and,
  - c. that the City of Pickering welcomes the Premier's guarantee to keep municipalities financially whole;
- 5. That Council request the Honourable Steve Clark, MMAH, to obtain similar housing pledge commitments from the building community (through the Building Industry and Land Development Association (BILD)).
- 6. That Council direct, through the Office of the Chief Administrative Officer, that the following initiative be undertaken:
  - a. That the Director, City Development & CBO, in finalizing the first annual City of Pickering Housing Monitoring Report (as required by the Council adopted Pickering Housing Action Plan, 2021, Action 3.7), identify any proposed revisions to the Action Plan that would further assist in meeting the Municipal Housing Targets; and,
- 7. That a copy of Report PLN 04-23 and Council's resolution thereon be forwarded to Premier Ford, Minister Clark, MMAH, The Honourable Peter Bethlenfalvy, Region of Durham, and area municipalities.

A copy of Report PLN 04-23 is attached for your reference.

Should you require further information, please do not hesitate to contact the undersigned at 905.420.4660, extension 2019.

Yours truly,



Susan Cassel  
City Clerk

SC:am

Encl.

Copy:           The Honourable Peter Bethlenfalvy, Member of Provincial Parliament, Pickering-Uxbridge

Alexander Harras, Director of Legislative Services & Regional Clerk, The Regional Municipality of Durham  
Nicole Cooper, Director of Legislative & Information Services, Town of Ajax  
June Gallagher, Municipal Clerk, Municipality of Clarington  
Chris Harris, Clerk, Town of Whitby  
Fernando Lamanna, Clerk, Township of Brock  
Debbie Leroux, Clerk, Township of Uxbridge  
Mary Medeiros, City Clerk, City of Oshawa  
Becky Jamieson, Director of Corporate Services/Clerk, Township of Scugog  
Director, City Development & CBO  
Chief Administrative Officer



## Report to Executive Committee

**Report Number:** PLN 04-23

**Date:** February 6, 2023

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**From:** Kyle Bentley  
Director, City Development & CBO

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**Subject:** Municipal Housing Targets and Municipal Housing Pledges  
- File: D-1300-017

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### **Recommendation:**

1. That Report PLN 04-23 regarding Municipal Housing Targets and Municipal Housing Pledges be received;
2. That Council advise the Honourable Steve Clark, Minister of Municipal Affairs and Housing (MMAH), that Report PLN 04-23, constitutes the City of Pickering's Housing Pledge, as requested in his letter to the City's Clerk, dated October 25, 2022;
3. That Council advise the Honourable Steve Clark, MMAH, that it generally supports the Municipal Housing Target of 13,000 new homes by 2031, established by the Province for the City of Pickering, yet further advises that the City's development approval processes are but one small part of a very complex system that delivers housing to the market;
4. That Council advise Premier Doug Ford and Honourable Steve Clark, of the following:
  - a. that it appreciates the Province's recognition of the cumulative cost put on the construction of housing (including rental, affordable ownership and rental, and on attainable (still undefined)), of development charges, community benefits charges, and parkland contributions; and similarly advises
  - b. that, if the funding for these services and facilities are to be transferred from these municipal charges to the property tax base, that home owners or tenants will bear the increased cost of home ownership, which will also jeopardize housing affordability; and
  - c. that the City of Pickering welcomes the Premier's guarantee to keep municipalities financially whole;
5. That Council request the Honourable Steve Clark, MMAH, to obtain similar housing pledge commitments from the building community (through the Building Industry and Land Development Association (BILD)).
6. That Council direct, through the Office of the Chief Administrative Officer, that the following initiative be undertaken:
  - a. That the Director, City Development & CBO, in finalizing the first annual City of Pickering Housing Monitoring Report (as required by the Council adopted Pickering Housing Action Plan, 2021, Action 3.7), identify any proposed revisions to the Action Plan that would further assist in meeting the Municipal Housing Targets; and

- 
7. That a copy of Report PLN 04-23 and Council's resolution thereon be forwarded to Premier Ford, Minister Clark, MMAH, The Honourable Peter Bethlenfalvy, Region of Durham, and area municipalities.
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**Executive Summary:** Over the last year, the Province has made a series of legislative, regulatory, and other policy changes, aimed at improving the supply of new housing, while simultaneously reducing their cost. In particular, for rental (market and affordable), affordable ownership, and 'attainable' housing, the Province has eliminated, or decreased, a municipality's ability to require the payment of development charges (DCs), community benefits charges (CBCs), and parkland requirements.

With respect to improving housing supply, the Honourable Steve Clark, Minister of Municipal Affairs and Housing (MMAH) set the Provincial goal of building 1.5 million homes by 2031. To achieve this, large and fast growing municipalities have been given a housing target, and asked to develop a municipal housing pledge, and take the necessary steps to reach their target. Pickering's target is 13,000 new homes by 2031. The Minister requests the pledge from municipalities by March 1, 2023.

This report, and Council's corresponding resolution on the matter, is considered to be the City's Municipal Housing Pledge.

The City had undertaken a Housing Study between 2019 and 2021. As a result of that Study, Council adopted the "Pickering Housing Strategy & Action Plan 2021-2031", dated December 22, 2021, on January 24, 2022 (see Action Plan, and related Council Resolutions, Attachments #1 to #5).

Based on this information, and in consideration of forecasted growth within Seaton and the City Centre Neighbourhood, staff believe the 13,000 new homes target is achievable by 2031. However, there are many factors that determine when development occurs. One of the largest factors is the market conditions that influence the housing market in a particular area. The City will undertake a variety of initiatives to facilitate this housing target. However, staff strongly encourage MMAH to obtain similar housing pledge commitments from the building community.

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**Financial Implications:** At this time, an exhaustive costing exercise has not been undertaken to fully assess the legislated elimination of, or reduction to, the payment of municipal charges (development charge/community benefits charge/parkland requirements).

However, as actual building permits are issued, the exact dollar amount of lost revenue will then be calculated. Information regarding lost revenues will be presented to Council through the annual budget process and the annual "Development Charges Reserve Fund – Statement of the Treasurer for the Year Ended December 31" which reports on Development Charge activity for the year.

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**Discussion:****1. The Minister of Municipal Affairs and Housing is asking the City to develop a Municipal Housing Pledge**

On October 25, 2022, the Honourable Steve Clark, Ministry of Municipal Affairs & Housing (MMAH) informed the City of Pickering, among other municipalities, about the government's objective to get 1.5 million homes built over the next 10 years (see Minister Clark Letter, Attachment #6). To support this initiative, the Province introduced a series of legislative and non-legislative changes to "unlock more housing, streamline development approvals, remove barriers, accelerate planning, and further protect homebuyers".

In this letter, Minister Clark is asking the City of Pickering to demonstrate its commitment to accelerating housing supply by developing a Municipal Housing Pledge, and taking the necessary steps to facilitate the construction of 13,000 new homes in Pickering by 2031. There were 28 other lower and single tier municipalities that were assigned a Municipal Housing Target, ranging from a high of 289,000 for the City of Toronto, to a low of 8,000 units for Kingston and Niagara Falls. Other Durham municipalities that were assigned a Municipal Housing Target are:

- Town of Ajax at 17,000;
- Town of Whitby at 18,000;
- City of Oshawa at 23,000; and
- Municipality of Clarington at 13,000 houses.

The Minister is requesting the Councils of municipalities to deliver their pledges back to MMAH by March 1, 2023.

**2. The City undertook a Pickering Housing Strategy Study between 2020 and 2022**

On June 15, 2020, following the consideration of Report PLN 05-20, Council directed City Development staff to undertake a comprehensive Housing Strategy Study. The purpose of the Housing Strategy Study was to:

- establish the City's role and priorities with facilitating opportunities for developing housing, affordable housing, and age-friendly housing in Pickering over the next 10 years (2021-2031);
- assist Council with decision making;
- provide a framework for staff in implementing its responsibilities, including those that relate to the coordination of actions with other agencies, organizations and governments;
- assist in guiding residential growth within the City;
- aid in the education and creation of general public awareness of what the City is doing on this issue; and
- provide a mechanism to monitor progress as the City works to implement its plan.

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The Housing Strategy Study consisted of 3 phases:

- Phase 1: Research and Gap Analysis;
- Phase 2: Draft Housing Strategy and Action Plan; and
- Phase 3: Recommended Housing Strategy & Action Plan.

As a result of that Study, Council adopted the “Pickering Housing Strategy & Action Plan 2021-2031”, dated December 22, 2021, on January 24, 2022 (see Action Plan, Attachment #1, and related Council Resolutions #352/20, #790/22, #817/22, #956/22, Attachments #2 – #5).

Reports to Council and the Phase 1, 2 and 3 Housing Reports are available on the Housing Strategy Study page of the City’s website.

### **3. The Pickering Housing Strategy & Action Plan is the foundation of the City’s Housing Pledge**

The preparation of the City’s Action Plan demonstrates the City’s commitment to taking action to increase the supply of affordable ownership and rental house within the City, including facilitating options for a variety of household sizes.

The City’s Action Plan identifies 12 action items, including the following:

1. updating Pickering Official Plan policies respecting: defining affordable housing; defining housing options; maintaining a 15-year supply of land to accommodate growth and increasing the minimum short-term supply of land to 5 years; and protecting existing rental stock from conversion or demolition;
2. investigating inclusionary zoning;
3. updating policies regarding additional dwelling units;
4. enabling shared living arrangements;
5. considering reduced parking standards for affordable and or supporting housing;
6. discouraging down-zoning of higher density lands; and
7. requiring an affordability and accessibility analysis as part of a complete application.

Work is underway on ‘additional dwelling’ units and will be updated to be consistent with the recent *Planning Act* changes, allowing a total of 3 units per lot.

The Action Plan has 5 action items relating to Financial Incentives, including:

1. considering the use of City-owned land (not required for municipal purposes) first for affordable rental housing;
2. considering waiving fees or providing grants equivalent to the various charges for affordable rental, affordable ownership, and/or supportive housing developments;
3. prioritizing and facilitating approvals for affordable ownership, supportive housing, and purpose-built rental housing units;
4. considering establishing a Housing Reserve Fund under the Community Benefits Charge legislation; and
5. considering implementing a study for a Vacant Home Tax.

During the recent processing of planning and building permit applications for an affordable housing home ownership development (Trillium Housing), City staff prioritized and facilitated their approvals. The City's Community Benefits Study did not identify the use of funds for a Housing Reserve Fund.

Due to the recent implementation of new Provincial legislation requiring the refund of application fees where application processing fees exceed certain timeframes, the mandatory 5-year phase-in of development charge rates established in the City's July, 2022 by-law, and the elimination, or decrease, of municipal charges (development charges, community benefits charges, and parkland requirements) for certain eligible developments, staff do not recommend any further fee reductions or grants at this time.

The Action Plan has 8 action items under "Other", including:

1. encouraging developments with flexible space to accommodate multi-generational families;
2. connecting interested developers with experts in the management and operation of affordable, rental housing;
3. providing guidance on planning and building approvals to developers, not-for-profits, and other proponents of affordable rental, affordable ownership, and/or supportive housing;
4. sharing information with developers about funding sources to meet our housing needs;
5. advocating for the Province to establish a minimum number of accessible units within a development;
6. advocating for school boards to waive a portion of the development charge fees the collect for affordable rental housing;
7. establishing an annual monitoring plan that will update and review baseline data in the Research and Gap Analysis Report, to ensure the City's housing goals and objectives are being met; and
8. consider adding a dedicated function, similar to an Office of Affordability, within the City, the scope of work for which would include implementing the Housing Action Plan.

Work is under way on the preparation of the City's first Annual Housing Report. It is anticipated to be submitted, for Council's information, prior to summer recess 2023. In addition to that report, staff are also preparing a Monitoring Report specifically on the development of several of our Strategic Growth Area, including the City Centre Neighbourhood, and the Kingston Mixed Corridor and Brock Mixed Node Intensification Areas. The next phase of planning for the Kingston Mixed Corridor and Brock Mixed Node Development is the preparation of a new zoning by-law, thereby eliminating the need for site-specific zoning amendments. Development in the Seaton Community is carefully monitored on an on-going basis.



#### 4. The Provincial Streamline Development Approval Fund initiative

In 2022, the Province provided grant funding to eligible municipalities, via the Streamline Development Approval Fund (SDAF), in an effort to improve efficiencies within development approval processes. The SDAF has been instrumental in enabling the City to create the Pickering Resident Interface for Service Modernization (PRISM) portal, which is an electronic dashboard, where information about building permits can be viewed by applicants in real time. This project is anticipated to go live in the first quarter of this year. The SDAF has also been used as follows:

1. to hire a Senior Planner, dedicated to overseeing the consolidation of our 6 separate zoning by-laws to a single consolidated by-law, which will be accessible as an on-line tool to everyone;
2. to hire an additional Geomatics Analyst, to relieve more senior geomatics staff in keeping up with date base updates respecting new parcel fabric and addressing respecting the numerous subdivisions that are being registered;
3. to hire two planning interns, dedicated to the Annual Housing Monitoring Report and the Annual Development Monitoring Report of the Strategic Growth Areas; and
4. to ensure the staff hired under the program had appropriate, up-to-date laptops, monitors, licenses to access and utilize necessary applications and programs.

#### 5. Growth projections

The City is experiencing significant growth, particularly within the Seaton community and in the City Centre Neighbourhood. The total number of proposed units for the Seaton Community (at full buildout) is approximately 18,682 units, based on existing plans of subdivision. This total is projected to be reached by the 2041 timeframe. Furthermore, the City Centre Neighbourhood is forecasted to have an additional 4,310 units by 2031 (see Table below for approved development applications as of the end of 2022).

Neighbourhood	Units in 2022-2026	Units in 2027-2031
City Centre	1,203	2,433
Duffin Heights	1,104	1,007
Seaton(Lamoureux)	1,826	1,654
Seaton(Brock-Taunton)	0	0
Seaton(Mount Pleasant)	150	300
Seaton(Wilson Meadows)	906	523
Seaton(Thompson's Corners)	530	750
Remaining Pickering	1,614	1,021
<b>Total</b>	<b>7,333</b>	<b>7,688</b>

\*Note that the unit count for 2022-2026 excludes units built and occupied in 2022

As indicated in the table, the overall total housing unit count is projected to be 15,021 by 2031, which exceeds the 13,000 target for Pickering.

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Note that the City Centre Neighbourhood unit count does not take into account the residential development on OPB Realty lands, which was just approved for a zoning amendment at the January 2023 Council meeting.

Based on available information, and in consideration of forecasted growth within Seaton and the City Centre Neighbourhood, and the City collectively, staff believe the 13,000 new homes target is achievable by 2031. However, there are many factors outside of the City's control that determine when a community will be completely built as per the City's policies and vision. One of the largest factors is the market conditions that influence the housing market in a particular area.

The City will undertake a variety of initiatives to facilitate this Provincial housing target. However, staff would encourage MMAH to obtain similar housing pledge commitments from the building community.

Accordingly, staff recommend Council proceed with a housing pledge of 13,000 new homes within Pickering by 2031, subject to the noted limitations.

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**Attachments:**

1. City of Pickering Housing Action Plan, 2021–2031
  2. Council Resolution #352/20
  3. Council Resolution #790/22
  4. Council Resolution #817/22
  5. Council Resolution #956/22
  6. Letter from the Honourable Steve Clark, Minister of Municipal Affairs and Housing, dated October 25, 2022
- 

**Prepared By:**

Original Signed By

Catherine Rose, MCIP, RPP  
Chief Planner

CR:ld

**Approved/Endorsed By:**

Original Signed By

Kyle Bentley, P. Eng.  
Director, City Development & CBO

Recommended for the consideration  
of Pickering City Council

Original Signed By

Marisa Carpino, M.A.  
Chief Administrative Officer

## 5.0 Action Plan

The Action Plan is shown in the table below. It contains minor textual changes from the draft presented in the Phase 2: Draft Housing Strategy & Action Plan. It also adds a new Action Item 3.8 as follows “To consider adding a dedicated function, similar to an Office of Affordability, within the City, the scope of work which would include being responsible for implementing the Pickering Housing Strategy & Action Plan 2021-2031, December 22, 2021”, in accordance with the January 24, 2022 Council decision.

Each action is categorized according to the following themes: policy, financial incentives, and other. A timeframe and estimated cost of implementation has been identified for each action and is shown in the table below. In addition, the table identifies the gap from the Phase 1: Research and Gap Analysis Report, March 31, 2021, that the action addresses and the City department to lead the initiative.

The following provides information on each of the gaps identified in the Phase 1 Report:

- Gap 1 relates to the need for housing options for:
  - Low and moderate income earners;
  - Rental and ownership housing;
  - Range of unit sizes; and
  - Accessible units;
- Gap 2 relates to the need for:
  - Primary rental market units of all sizes
  - Protection of units in the primary rental market;
  - Accessible units in the primary rental market;
- Gap 3 relates to the need for:
  - Home ownership housing options for moderate income earners;
  - Range of unit sizes; and
  - Accessible units;
- Gap 4 are policy gaps related to housing in the City’s Official Plan that are the result of new or recent changes to provincial legislation.

Timeframe	
Short-term ■ □ □	1-5 years
Medium-term □ ■ □	5 -10 years
Long-term □ □ ■	10 or more years

Cost Estimate	
Low \$	Under \$10,000
Medium \$\$	\$10,000 - \$25,000
High \$\$\$	Over \$25,000

	Action	Gap # Addressed	Lead Department	Time Frame	Cost
1.0	Policy				
1.1	Add a definition of “affordable housing” to the City’s Official Plan which includes reference to the average purchase price and average market rent in accordance with the definition in the Provincial Policy Statement, 2020.	Gap 4	City Development	■ □ □	\$
1.2	Add a definition of “Housing Options” to the City’s Official Plan.	Gap 4	City Development	■ □ □	\$
1.3	Amend the City’s Official Plan to reflect the Provincial Policy Statement 2020 requirement for the municipality to maintain the ability to accommodate residential growth for a minimum of 15 years (as opposed to 10 years as currently written).	Gap 4	City Development	■ □ □	\$

	Action	Gap # Addressed	Lead Department	Time Frame	Cost
1.4	Consider amending the City's Official Plan to reflect the Provincial Policy Statement 2020 option to increase from 3 to 5 years the minimum number of years to accommodate a short-term supply of residential lands, subject to the outcome of Durham Region's Envision Durham exercise.	Gap 4	City Development	■□□	\$
1.5	Add new official plan policy to protect existing rental housing stock from conversion.	Gap 4	City Development	■□□	\$
1.6	Add new Official Plan policy which prohibits the demolition of existing rental housing units unless the proposed redevelopment meets specified conditions.	Gap 4	City Development	■□□	\$
1.7	Consider adding new Official Plan polices to implement "inclusionary zoning" in Major Transit Station Areas, following Durham Region's completion of the "Assessment Report".	Gap 4	City Development	■ ■ □	\$

	Action	Gap # Addressed	Lead Department	Time Frame	Cost
1.8	<p>Additional Dwelling Units:</p> <p>(a) Review and update the City zoning by-laws and Two-Dwelling Unit By-law to reflect the More Homes, More Choice Act changes to permit Additional Dwelling Units in a detached, semi-detached or townhouse as well as in a building or structure ancillary to a detached house, semi-detached or townhouse.</p> <p>(b) Consider allowing Additional Dwelling Units in rural areas subject to the capacity of well and septic systems.</p> <p>(c) Consider reducing or removing the City's parking requirement for Additional Dwelling Units located in areas well served by transit.</p> <p>(d) Examine other existing zoning requirements that may present barriers to increasing Additional Dwelling Units within the City.</p>	Gaps 2, 4	City Development, Corporate Services (Municipal Law Enforcement)	■ ■ □	\$
1.9	Ensure that the City's Official Plan policies and zoning regulations do not present barriers to shared living (co-housing, co-living) arrangements in appropriate areas as-of-right.	Gaps 1-3	City Development	■ □ □	\$

	Action	Gap # Addressed	Lead Department	Time Frame	Cost
1.10	Consider removing or reducing the minimum requirement for parking spaces for affordable housing and/or supportive housing and allowing developers to propose alternative parking space options.	Gap 4	City Development	■□□	\$
1.11	Consider discouraging “down zoning” high and medium density residential designations to lower density residential designations.	Gap 4	City Development	■□□	\$
1.12	Add an Official Plan policy requiring the submission of an Affordability and Accessibility Analysis as part of a complete application for residential development, subject to criteria.	Gaps 1-3	City Development	■□□	\$
2.0	Financial Incentives				
2.1	Consider establishing a corporate policy whereby surplus or underutilized City-owned lands or buildings that are not required for municipal purposes, such as for parkland, are first considered for development of affordable rental housing.	Gaps 1-3	Corporate Services, Finance	■ ■ □	\$\$ - \$\$\$
2.2	Consider waiving fees or providing a grant equivalent to certain development application fees, development charges, property taxes, and/or parkland dedication requirements, for affordable rental, affordable ownership, and/or supportive housing developments on a case-by-case basis.	Gaps 1-3	Finance Department	□ ■ □	\$\$ - \$\$\$

	Action	Gap # Addressed	Lead Department	Time Frame	Cost
2.3	Prioritize and facilitate approvals for projects which provide affordable rental, affordable ownership, supportive housing, and purpose-built rental housing units.	Gaps 1-3	City Development, Engineering, Fire	■□□	\$
2.4	Consider establishing a Housing Reserve Fund which can be funded through a special levy and/or Community Benefit Charge.	Gaps 1-3	Finance	□■□	\$
2.5	Consider undertaking a feasibility study for a Vacant Home Tax.	Gaps 1-3	Finance	□■□	\$
3.0	Other				
3.1	Encourage developers to consider designing flexible spaces that can accommodate shared living or multi-generational living.	Gaps 1, 3	City Development	■□□	\$
3.2	Consider connecting interested developers with experts or consultants in the field of management and operation of affordable, rental housing.	Gaps 2	Economic Development, City Development	■□□	\$
3.3	Provide guidance to developers, not-for-profits and other proponents of affordable rental, affordable ownership and/or supportive housing, on the planning and building approvals processes.	Gaps 1-3	City Development	■□□	\$
3.4	Share information with developers about funding and other incentives available to address the City's housing needs.	Gaps 1-3	City Development	■□□	\$



	Action	Gap # Addressed	Lead Department	Time Frame	Cost
3.5	Consider advocating for the Province to establish a minimum number of accessible units or a percentage of accessible units for major residential development.	Gaps 1-3	Corporate Communications	■□□	\$
3.6	Consider advocating for the school boards to reduce, waive and/or defer their portion of Development Charges for affordable rental housing.	Gaps 1, 2	Corporate Communications	■□□	\$
3.7	Establish a Monitoring Plan that will annually update and review the baseline data set established in the Research and Gap Analysis Report, March 31, 2021, to ensure goals and objectives of the Housing Strategy are being met.	Gaps 1-4	City Development	■□□	\$
3.8	To consider adding a dedicated function, similar to an Office of Affordability, within the City, the scope of work which would include being responsible for implementing the Pickering Housing Strategy & Action Plan 2021-2031, December 22, 2021.	Gaps 1-4			



**“The Action Plan consists of themed actions – policy, financial incentives, and other.”**

Legislative Services Division  
Clerk's Office

**Directive Memorandum**

July 6, 2020

To: Kyle Bentley  
Director, City Development & Chief Building Official

From: Susan Cassel  
City Clerk

Subject: Direction as per Minutes of the Meeting of City Council held on  
June 29, 2020

Director, City Development & CBO, Report PLN 05-20  
Pickering Housing Strategy Study and Association of Municipalities of  
Ontario Report titled "Fixing the Housing Affordability Crisis, Municipal  
Recommendations for Housing in Ontario"

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**Council Decision**

**Resolution #352/20**

1. That City Development staff undertake a study to prepare a comprehensive housing strategy generally as outlined in Report PLN 05-20, with Staff reporting back to Council in six months with a status update and a final completion study report being completed and presented to Council no later than June 2021; and,
2. That the staff review and comments contained in Report PLN 05-20 on the Association of Municipalities of Ontario Report titled "Fixing the Housing Affordability Crisis, Municipal Recommendations for Housing in Ontario", be received.

Please take any action deemed necessary.

Susan Cassel

Copy: Chief Administrative Officer

Legislative Services Division  
Clerk's Office

**Directive Memorandum**

February 1, 2022

To: Kyle Bentley  
Director, City Development & CBO

From: Susan Cassel  
City Clerk

Subject: Direction as per Minutes of the Meeting of City Council held on  
January 24, 2022

Director, City Development & CBO, Report PLN 02-22  
Pickering Housing Strategy Study  
Recommended Pickering Housing Strategy, Phase 3 Report

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**Council Decision**

**Resolution #790/22**

1. That Council approve the Phase 3: Recommended Housing Strategy & Action Plan, December 22, 2021, as the Pickering Housing Strategy & Action Plan 2021-2031, December 22, 2021, save and except that a new Action Item 3.8 be added as follows "To consider adding a dedicated function, similar to an Office of Affordability, within the City, the scope of work which would include being responsible for implementing the Pickering Housing Strategy & Action Plan 2021-2031, December 22, 2021"; and,
2. That the appropriate officials of the City of Pickering be authorized to take the necessary actions as indicated in the Pickering Housing Strategy & Action Plan 2021-2031, December 22, 2021.

Please take any action deemed necessary.

Susan Cassel

Copy: Chief Administrative Officer

Legislative Services Division  
Clerk's Office  
**Directive Memorandum**

March 4, 2022

To: Kyle Bentley  
Director, City Development & CBO

From: Susan Cassel  
City Clerk

Subject: Direction as per Minutes of the Meeting of City Council held on  
February 28, 2022

Corr. 14-22  
Jake Lawrence, Chair, Housing Affordability Taskforce  
Re: Report of the Ontario Housing Affordability Taskforce

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**Council Decision**

**Resolution # 817/22**

1. That Corr. 14-22, from Jake Lawrence, Chair, Housing Affordability Taskforce, regarding the Report of the Ontario Housing Affordability Taskforce, be received; and,
2. That Corr. 14-22 be referred to the Director, City Development & CBO for consideration as part of the Pickering Housing Strategy and Action Plan.

Please take any action deemed necessary.

A copy of the original correspondence is attached for your reference.

Susan Cassel

Copy: Chief Administrative Officer

Legislative Services Division  
Clerk's Office  
**Directive Memorandum**

June 30, 2022

To: Kyle Bentley  
Director, City Development & CBO

From: Susan Cassel  
City Clerk

Subject: Direction as per Minutes of the Meeting of City Council held on  
June 27, 2022

Director, City Development & CBO, Report PLN 34-22  
April 25, 2022 Notice of Motion - Reporting of Affordable Housing  
Pickering Housing Strategy & Action Plan 2021-2031

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**Council Decision**

**Resolution #956/22**

1. That Report PLN 34-22 of the Director, City Development & CBO, providing a response to Council's April 25, 2022 Notice of Motion – Reporting of Affordable Housing, be received for information;
2. That Council authorize staff to report to Council, annually, on the results of tracking affordable and rental housing within the City, including existing, approved, and/or pending private rental apartment buildings, through the annual Housing Monitoring Report, in accordance with Action Item 3.7 of the January 24, 2022 Council-approved Pickering Housing Strategy & Action Plan 2021-2031; and,
3. That the appropriate City of Pickering officials be authorized to take the necessary actions as indicated in this report.

Please take any action deemed necessary.

Susan Cassel

Copy: Chief Administrative Officer

**Ministry of  
Municipal Affairs  
and Housing**

Office of the Minister

777 Bay Street, 17<sup>th</sup> Floor  
Toronto ON M7A 2J3  
Tel.: 416 585-7000

**Ministère des  
Affaires municipales  
et du Logement**

Bureau du ministre

777, rue Bay, 17<sup>e</sup> étage  
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234-2022-4625

October 25, 2022

**Clerk  
City of Pickering  
1 The Esplanade  
Pickering Ontario L1V 6K7**

**Subject: Municipal Housing Targets and Municipal Housing Pledges  
City of Pickering: 13,000**

Dear Susan Cassel,

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

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

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

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

To implement the 1.5 million homes target I am asking the City of Pickering to demonstrate its commitment to accelerating housing supply by developing a **Municipal Housing Pledge** and take the necessary steps to facilitate the construction of 13,000 new homes in your community by 2031. I ask that you bring this letter to the attention of your Head of Council so that your municipality is positioned to deliver its pledge to me, the Minister of Municipal Affairs and Housing, by the March 1, 2023, deadline. See the info sheet attached to this letter for information and considerations in developing a Municipal Housing Pledge.

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

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

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

Sincerely,



Steve Clark  
Minister

Encl.

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

## **Info Sheet: Considerations in Developing Municipal Housing Pledge**

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

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

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

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

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

- Municipal Housing Target



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

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

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

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