

APPENDIX B



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Honourable Sean Fraser
Minister of Housing, Infrastructure and Communities
P.O. Box 8777, Postal Station T
Ottawa, Ontario K1G 1C0

December 21, 2023

Dear Minister Fraser,

The Town of Oakville is committed to playing its part in meeting the urgent need for housing and addressing the demands of Canada's growing population. As a lower-tier municipality, we recognize our role within the housing system as an approval authority with the ability to enable housing development and housing supply. MPAC has just recognized Oakville as Ontario's municipality with the fourth highest growth in assessment and I offer that as proof Oakville is at the forefront of work to fix the national housing supply crisis.

I understand from town staff that they appreciated the participation of CMHC staff in bringing our application together. CMHC staff provided very encouraging remarks in their review of the application indicating that we have a strong application.

We agree with you that your Housing Accelerator Fund program is an opportunity to accelerate our work to satisfy housing demand in Oakville. Your letter of October 25, suggesting additional measures to improve our June 14 application to the Housing Accelerator Fund has motivated the following response and commitments.

In your letter, you identified four things that you requested we consider to allow you to approve our application. I am happy to offer the following commitments under your four requests, as labelled with your original wordings below.

1. "Permitting four units as-of-right Town-wide"

Town staff will undertake a review to evaluate permissions for four units as-of-right across the town, and determine appropriate regulations for their implementation.

2. *“Increasing densification around Sheridan College”*

Through the Trafalgar Road Corridor Study and the resulting Council approved official plan amendment number five to the town’s official plan, significant development opportunity was added to the Sheridan College lands and surrounding properties. Implementing zoning was to be brought forward by privately-initiated development applications. However, opportunities to pre-zone lands may be available to implement the town’s established policy framework sooner and we will develop those opportunities.

Staff will co-ordinate the preparation of by-laws with Sheridan College to pre-zone lands to give effect to the official plan policies on its lands.

Additional housing opportunities will also be realized through the town’s existing HAF application Action Plan (Initiative 3), will review town-owned lands for development opportunities. Staff will also look at other opportunities for additional housing in the area surrounding Sheridan College.

3. *“Designating dedicated staff to implement an affordable housing strategy, and identifying lands for affordable non-market housing”*

We will create a Housing Secretariat office, complete with dedicated staff. This office will be charged with implementing the Town’s Housing Strategy and Action Plan and assist in the identification of lands for affordable non-market housing. In addition to these duties, the Housing Secretariat can also:

- Implement the HAF Action Plan initiatives.
- Examine intensification opportunities throughout Oakville for under-utilised properties.
- Take the lead on the ongoing rental replacement by-law guidelines, forms, and monitoring.
- Undertake an inventory of rental properties across the town.
- Create outreach programs for those looking to implement additional dwellings units.
- Work with Halton Region to advance housing projects that can qualify for housing programs sponsored by the federal or provincial governments.

4. *“Delegating approvals for variances, affordable housing, and modular housing to Town staff with timelines”*

A number of approvals have recently been delegated to staff including site plan approvals, lifting of holding symbols, temporary use by-laws, and housekeeping by-laws for the purpose of making clerical or other changes to assist in the interpretation of the zoning by-law. These changes have been undertaken to streamline the development process and make it more efficient.

Town staff will work with the province to develop a modular housing demonstration project on town-owned lands and on surplus school sites. Delegated approvals will be explored, as you suggest.

These commitments are in addition to the seven initiatives that Oakville Council and I have already approved in our Action Plan under the HAF program:

Initiative 1: Innovative Housing Solutions - Policy Enhancements and Fee Updates

Aligning development charges with the cost of infrastructure and servicing and ensuring that the Town's Development Charge By-law, Community Benefits Charge By-law, and Parkland Dedication By-law are clear, transparent, and predetermined to ensure timely development with understood costs. Changes include lowering fees to incent high density development, including purpose built rental housing and affordable housing, among other changes resulting in fee reductions and greater transparency of costs.

This initiative also considers enhancements to amend the town's official plan to promote and target purpose built rental and other forms of housing and ownership structures. Results of this initiative may include policies to enshrine the town's stance on rental housing protection including the implementation and maintenance of a rental protection by-law, policies that demonstrate the town's commitment to creating purpose-built rental housing and other housing forms that are affordable which may include financial considerations, and policies which consider replacement rental housing units that maintain affordability, and other policies as they are identified as also useful.

Initiative 2: Policy & Regulation Updates Promoting and Permitting Accessory Dwelling Units

Updating official plan policies and zoning by-law regulations regarding accessory dwelling unit permissions, as well as creating a financial incentive program to waive building permit fees for the purpose of building accessory dwelling units and creating a communications plan and promotional materials/campaign to promote the town's program for additional dwelling units.

Initiative 3: Town Surplus Land (including Public Works Site)

Undertake a review to explore locations for increased housing opportunities, including mixed use development where appropriate, within the town's residential and mixed-use areas on town-owned lands. This may

lead to new official plan policies and new land use designations to enable residential development. This review will look at all town-owned lands.

Following the identification of development opportunities and putting in place applicable official plan policy, identify tools to implement new official plan policies including but not limited to accelerated service delivery, pre-zoning lands, and involvement of our Oakville Municipal Development Corporation.

Initiative 4: Hard and Soft Infrastructure Planning – Bronte GO MTSA

Undertake the required work, including Environmental Assessment, Area Servicing Plan, and Transportation plans to advance the delivery of housing and a mixed-use complete community around the Bronte GO Major Transit Station Area, which is planned for a minimum of 5,800 residential units and almost 1 million square metres of retail, service commercial and employment space.

Initiative 5: Complete Midtown Oakville Urban Growth Centre

Complete the review of the Midtown Oakville Urban Growth Centre and Major Transit Station Area (MTSA) to assure it will be a transit-oriented community with a minimum of 20,600 people and jobs by 2031. This initiative includes getting an official plan amendment approved by council and completing the necessary infrastructure implementation plans to align with the official plan vision for growth around Midtown Oakville.

Initiative 6: Zoning Updates for as-of-right Intensification Permissions

Update the Zoning By-law to put in place as-of-right zoning, where possible, to enable increased housing supply in locations which promote transit use and complete communities. Focus areas may include Major Transit Station Areas (MTSAs) to be pre-zoned.

An assessment report to examine the use of inclusionary zoning may also be considered as part of this work carried out in the town's major transit station areas.

Initiative 7: Application Processing - Digital Enhancements

Implement new and enhanced electronic processes and systems to accelerate development approvals and improve efficiency, including implementation of ProjectDox ePlan.

Together, these initiatives will incent at least 1,074 new residential units. Many more units will be created through the measures you requested in your letter, and which I have committed to above.

Town Council and I appreciate how the Housing Accelerator Fund program can support the town's goals to accelerate housing delivery and increase housing supply. I am eager to hear about the success of our June 14 application that was unanimously endorsed by council and to sign the necessary contribution agreement with CMHC to enable us to work with you in partnership to accelerate our work to meet the national housing supply crisis.

Sincerely,

A handwritten signature in black ink, appearing to read 'Rob Burton', written in a cursive style.

Mayor Rob Burton, Town of Oakville
Head of Council & CEO

cc Jane Clohecy, Chief Administrative Officer, Town of Oakville
Minister Anita Anand, Member of Parliament for Oakville and President of the Treasury Board
Pam Damoff, Member of Parliament for Oakville North—Burlington and Parliamentary Secretary to the Minister of Foreign Affairs (Consular Affairs)