



The Corporation of the Town of Tecumseh

Development Services

To: Mayor and Members of Council

From: Brian Hillman, Director Development Services

Date to Council: June 25, 2024

Report Number: DS-2024-21

Subject: Expanding Housing Choices and Improving Affordability
Tecumseh Housing Accelerator Fund
June 2024 Status Update

Recommendations

It is recommended:

That Report DS-2024-21, entitled “Expanding Housing Choices and Improving Affordability - Tecumseh Housing Accelerator Fund: June 2024 Status Update,” **be received;**

And that the new Housing Advisory Panel Terms of Reference in Attachment 1 to Report DS-2024-21 **be adopted;**

And further that Councillor _____ (select member) **be appointed** to the Tecumseh Housing Advisory Panel for the remaining term of Council ending November 14, 2026 or until such time as new members are appointed.

Background

Tecumseh Housing Action Plan

On August 8, 2023, by way of [Report DS-2023-15](#), Council adopted the Tecumseh Housing Action Plan (“Tecumseh HAP”). The Tecumseh HAP was prepared with input

from Council, Town Staff, and community stakeholders. It includes housing goals, initiatives and targets that are intended to:

- accelerate and increase the supply of new housing in Tecumseh;
- expand housing options; and
- improve housing affordability for residents and their families, and for new households that want to move to this growing community.

The Town's Strategic Plan for 2023-2026 ("Strategic Plan") establishes a strategic priority to "achieve prosperity and a livable community through sustainable growth." More specifically, the Strategic Plan prioritizes the need to "increase the population of Tecumseh through new housing supply."

The goals and initiatives as set out in the Tecumseh HAP build on the foundation that has been established by Council as part of the Strategic Plan.

The goals of the Tecumseh HAP are to:

- increase the Town's housing supply and to accelerate new home construction to meet a growing demand for housing;
- improve housing affordability for Tecumseh residents, for both rental and home-ownership housing;
- diversify the Town's existing housing stock;
- streamline municipal approvals of new housing; and
- engage, collaborate and educate the public on the intent of the HAP.

CMHC Approved Housing Accelerator Funding

The Tecumseh HAP was submitted to Canada Mortgage and Housing Corporation ("CMHC") in August 2023 as part of the Town's Housing Accelerator Fund (HAF) Application. On February 12, 2024, the Town received notification from CMHC that the Town's application had been approved and an agreement was executed with CMHC that provides funding to support the implementation of the Town's Housing Action Plan.

This Report, prepared with the assistance of Larry Silani of MillerSilani Inc., is intended to provide Council with a status update of the work that has been undertaken to date, key project deliverables, and community/stakeholder consultation dates that have been established. Mr. Silani will attend the June 25, 2024 Council meeting as a delegation.

Comments

Collectively, the nine initiatives funded by the Town’s HAF are intended to accelerate the delivery of much needed new housing in Tecumseh, and to contribute to positive long-term changes that will broaden housing choices and improve affordability in both the rental and ownership market. Collaboration with community stakeholders, the public at large, the local homebuilding industry, non-profit housing providers and senior levels of government will be key to achieving Council’s stated housing goals.

Status of Housing Initiatives

Individual work plans for all nine initiatives, in keeping with milestones that have been established in the HAF Agreement, have been prepared and are being followed to ensure that key tasks are being completed in a timely and cost-effective manner.

The following table provides a summary as to the status of all nine initiatives and identifies various timelines associated with the initial rounds of community/stakeholder consultation and when Council can expect to receive various reports.

HAF Initiative #	Initiative Details	Current Status
1	Pre-zoning lands to allow up to four housing units as-of-right as part of all low density residential districts.	<ul style="list-style-type: none"> • Consultant has been selected, contract has been awarded, and background research is underway. • Discussion Paper to be made available in July 2024. • Briefing of Council to be held on July 9, 2024, with the initial Community/Stakeholder Open House to be held in August, with 2nd round of consultation scheduled for October 2024.
2 and 4	Pre-zoning lands within the Town’s Main Street	<ul style="list-style-type: none"> • Background research and parking utilization analysis is underway, and

HAF Initiative #	Initiative Details	Current Status
	<p>Community Improvement Plan (CIP) Area to allow “missing middle” housing forms and Mid-Rise Apartments.</p> <p>and</p> <p>Implementing revised parking requirements such as reduced or eliminated parking spaces for new developments.</p>	<p>Technical Memo will be prepared and made available for review in August, summarizing parking utilization and research results.</p> <ul style="list-style-type: none"> • Council briefing and consultation to take place in September 2024.
<p>3</p>	<p>Implementing land use changes permitting residential intensification and mixed-use development/redevelopment in the Manning Road Commercial District.</p>	<ul style="list-style-type: none"> • Consultant has been selected and background research is underway, with Discussion Paper to be made available in September 2024. • Initial round of community/stakeholder and Council consultation to take place in September 2024, with 2nd round scheduled for February 2025
<p>5</p>	<p>Implementing incentives (reduced DC and other fees) and a Property Tax Equivalent Tax Program for new rental/affordable housing in Main Street CIP Area.</p>	<ul style="list-style-type: none"> • Background research is underway, and a Planning Report and initial draft of the Amendment to the existing CIP to be available in October 2024. • Council briefing in November 2024, with public meeting scheduled for January 2025.

HAF Initiative #	Initiative Details	Current Status
<p>6 and 7</p>	<p>Preparing a user-friendly Information Kit on how to add an ARU, provide illustrative design guides, outline stream-lined permit process.</p> <p>and</p> <p>Eliminating building permit fees for ARUs for a 3-year period.</p>	<ul style="list-style-type: none"> • Work is underway on best practices and content for new ARU Information Kit. • Draft Information Kit and Amending Building By-law to be available for initial Administrative review in October 2024 and for Council review and adoption in December 2024.
<p>8</p>	<p>Implementing a new e-processing system for all planning-related applications.</p>	<ul style="list-style-type: none"> • Background research is underway, with a target to identify and select a preferred vendor by September 2024. • Installation of new software and training of Staff is scheduled to be completed by December 2024, with a formal launch scheduled for January 2025.
<p>9</p>	<p>Creating a new Housing Advisory Panel to advise Council on housing-related matters.</p>	<ul style="list-style-type: none"> • Terms of Reference has been prepared for the Town's new Housing Advisory Panel (see Attachment 1), to be reviewed and endorsed by Council at the June 25, 2024 Council meeting. • The initial meeting of the panel is scheduled to take place in August 2024, and on a quarterly basis

HAF Initiative #	Initiative Details	Current Status
		thereafter for the duration of the HAF program.

With respect to Initiative 9, it is noted that the Terms of Reference for the new Housing Advisory Panel includes a list of members, including the Mayor as ex-officio and one member of Council. Accordingly, Council is requested to appoint a member of Council to the Tecumseh Housing Advisory Panel for the remaining term of Council ending November 14, 2026, or until such time as new members are appointed.

As outlined in Attachment 1, the balance of the membership for the Panel is comprised of several local organizations and interests in the housing sector. A forthcoming report will provide recommendations to Council for appointment of the remaining members. All panel members are expected to complete their duties on a voluntary basis.

Next Steps

Status Update Reports will be prepared and presented to Council for the duration of the HAF Program, with the next general report scheduled for October 2024. Individual reports with respect to each initiative will occur in accordance with the timelines noted in the preceding chart.

Consultations

Canada Mortgage and Housing Corporation
 MillerSilani Inc.

Financial Implications

The Council-approved 2024 Planning Services budget incorporates HAF funding to fund the costs being incurred by the Town to complete these initiatives.

Link to Strategic Priorities

Applicable	2023-2026 Strategic Priorities
<input checked="" type="checkbox"/>	Sustainable Growth: Achieve prosperity and a livable community through sustainable growth.
<input checked="" type="checkbox"/>	Community Health and Inclusion: Integrate community health and inclusion into our places and spaces and everything we do.
<input type="checkbox"/>	Service Experience: Enhance the experience of Team Tecumseh and our citizens through responsive and respectful service.

Communications

Not applicable

Website

Social Media

News Release

Local Newspaper

This report has been reviewed by Senior Administration as indicated below and recommended for submission by the Chief Administrative Officer.

Prepared by:

Brian Hillman, MA, MCIP, RPP
Director Development Services

Recommended by:

Margaret Misek-Evans, MCIP, RPP
Chief Administrative Officer

Attachment Number	Attachment Name
1	Tecumseh Housing Advisory Panel – Terms of Reference

Attachment 1, DS-2024-21 Tecumseh Housing Advisory Panel – Terms of Reference



Town of Tecumseh
Housing Advisory Panel
TERMS OF REFERENCE
June 25, 2024

1. Purpose

The purpose of the Housing Advisory Panel (Panel) is to advise Council and Staff on housing initiatives set in the Council adopted Housing Action Plan in the Town of Tecumseh.

2. Membership

The Panel will be comprised of interested stakeholders from across the local housing continuum with expertise and knowledge in housing related matters in the non-profit, private and public sectors. The Panel shall be comprised of a minimum five (5) members and a maximum of eleven (11) members. The Panel will be comprised of the following as members:

- Council – the Mayor ex-officio and one (1) member of Council
- Windsor-Essex Homebuilders Association – up to two (2) members
- Developers active in rental and ownership housing in Tecumseh – up to two (2) members
- Windsor-Essex County Association of Realtors – one (1) member
- Windsor-Essex Community Housing Corporation – one (1) member
- Family Services of Windsor-Essex – one (1) member
- County of Essex, Community Services – one (1) member
- United Way of Windsor-Essex – one (1) member

Non-Council Members on this Panel shall be appointed on the advice of the Director, Development Services Department. Council members on this Panel shall be appointed by Council resolution and shall be a voting member of the Panel. The Mayor is a member ex-officio of this Panel.

The term of membership will coincide with the term of Council. There is no remuneration for Panel membership.

3. Mandate

The Panel is an advisory committee to Council. Members will provide advice and feedback to Council and Staff, and will be a forum for vetting creative ideas and discussion, to expand housing choices and improve affordability in Tecumseh.

The Panel will provide:

- Advice and feedback on key actions and housing-related initiatives from the Town's Housing Action Plan;
- Information sharing on best practices and innovative approaches that have been successful;
- A forum to share data and exchange ideas on housing needs, development activity, and process improvements;
- Informed insight from various sectors on how to accelerate and expand the range of housing options and help make housing more affordable in the Town of Tecumseh.

The Panel will not approve policies, strategies, incentives or actions or make policy decisions, nor will it replace statutory public consultation and stakeholder engagement on implementation measures that may require amendments to the Town's adopted policies, by-laws or procedures.

Work of the Panel will also be used to assist the Development Services department staff in preparing annual and such other updates to Council on the Housing Action Plan.

4. Meeting and Reporting

- I. The Housing Advisory Panel will be administered through the Development Services Department. The Development Services Department will provide administrative assistance through Development Services staff and the HAF Project Manager with the preparation of the Panel's agendas, minutes and general record keeping.
- II. Meetings shall be held in public open session and adhere to the Town's Procedural By-Law.
- III. Meetings shall be quarterly, four (4) times annually or at the call of the Chair. The scheduling of a meeting will be coordinated through the Development Services Department. Meeting notice, circulation of agendas and minutes, and meeting procedures will adhere to the Town's Procedural By-Law.

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- IV. Recommendations to Council as a result of Panel meeting minutes shall be listed in addition to the minutes on the Regular Council Agenda. Council may vote on the recommendations collectively or may vote on each resolution separately if it is capable of standing on its own.
 - V. At the inaugural Panel meeting, the the Panel will conduct an election for the chair and vice-chair positions. The appointed positions will be noted as a resolution in the minutes.
 - VI. Annually, the Director Development Services will present a report to Council on the housing initiatives of the Housing Action Plan.

5. Conflict of Interest

A conflict of interest may arise from a member when their personal and/or business interests conflict with the duties and decisions of the Panel. The *Municipal Conflict of Interest Act, R.S.O 1900, c M.50* requirements as defined will apply to the Panel. If a member discloses a pecuniary interest, that member shall remove themselves from the meeting for the duration of the discussion and voting (if any) with respect to the matter. A member must complete a Declaration of Pecuniary Interest for which can be obtains in the Legislative & Clerk Services Department.

6. Review of Terms of Reference

These terms of reference take effect as of June 25, 2024 and shall be reviewed and updated from time to time by the Panel on the advice of the Director Development Services in consultation with the Director Legislative Services & Clerk.