Recommendation

That the report of the Planner regarding Second Units Licensing and Registration be received for information; and

That a By-law No. 2019-040, being a by-law to establish a licensing and registration procedure for second units in the Township of Selwyn be brought forward to the By-law section of the agenda for consideration.

Information

The Township recently approved By-law 2018-82, which is a by-law to establish regulations related to second units. Such By-law will come into effect upon the approval of Official Plan Amendment No. 48. OPA 48 was approved by County Council of March 20th, 2019. The appeal period expires on April 9, 2019.

Please refer to the attached By-law Number 2018-082 for the regulations that have been established in the Townships Comprehensive Zoning By-law.

Clause ‘j)’ indicates that the secondary dwelling unit shall be registered with the Township in accordance with the normal requirements of the Township.

Previously, the Township established a licensing process via By-law Number 2009-088 which licensed second units in municipally serviced areas only. The process has served the Township well, therefore the proposed By-law is very similar to the previous one (which is being repealed). The draft By-law has been updated to reflect current standards and terminology. The intent of this registration process is to ensure that secondary dwelling units are safe for their occupants; and that the Township Zoning By-law, the Building Code, the Fire Code and the Township’s Property Standards By-law are being complied with.

A general outline of the process is below:

1. The property owner would submit a formal application to the Township. The application includes a site plan which would comply with the requirements of the Townships Zoning By-law (e.g. the proposed structure/ addition including
setbacks from lot lines and other structures, amenity space, parking spaces, etc.).

2. The Planning Department would review the application to ensure that the proposal is in compliance with the Zoning By-law. If additional information is required the Planning Department would notify the applicant. If no additional information is required, the Planning Department would notify the applicant they could apply for a building permit.

3. The applicant would be required to apply for a building permit and complete the building permit process including the completion of the required inspections.

4. Prior to final occupancy being granted, the Building and Fire Departments would complete an inspection to ensure compliance with applicable laws/regulations.

5. Once the final inspection has been completed, then the property would become part of a registry.

Township staff are preparing an application package and guidelines which will be available for public use at the Township Office and on our website. The intent of this package is to provide ratepayers with some direction related to establishing second units on their properties, if permitted.

**Financial Impact**

Additional revenue will be garnered as a result of increased assessment value.

**Environmental Impact**

The recommendation in this report has no environmental impact.

**Strategic Plan Reference**

Goal 3: Support a sustainable, balanced, and investment-ready community.

**Attachment**

- By Law Number 2018-082 Being a By-law to Establish Regulations Related to Second Units
- By-law 2019-040 prepared by Township Staff

\textit{Jeannette Thompson}

Prepared By: Jeannette Thompson, Planner