

Appendix A: Prioritization of Action Plan by Chronological Order

Start When	Tool / Program	#	Action Item	Lead	Comment
COMPLETED	Implementation Oversight	1.1	Create an Affordable Housing Strategy Implementation Committee to guide the implementation of the Strategy.	Policy Planning	Terms of Reference approved by Council on February 9, 2022. Members appointed on April 13 Council Meeting.
COMPLETED	Capacity Building	7.4	Once the City has brought into effect its Official Plan Amendment and Zoning By-law Amendment to permit additional residential units, update the relevant sections of the City's website to help homeowners plan and build additional residential units on their lot.	Policy Planning and Building Division	https://www.richmondhill.ca/en/register-apply-or-pay/additional-residential-unit.aspx#Applying-for-a-Building-Permit
2022 (Q1), then ongoing	Capacity Building	7.1	Work with the Region to promote the Handbook for Developing Affordable Housing.	Policy Planning	Handbook posted on the City Website in December 2021
2022 (Q2)	Policy	2.3	Introduce policies to enable a multi-tach zoning category to allow, as of right, multi-unit buildings that fit within the existing envelope in low density zones, as a way to introduce gentle density in established residential areas.	Policy Planning	See OPA 18.3. Will seek council adoption in June 2022.
2022 (Q2)	Policy	2.4	Ensure there are no barriers in the Official Plan to building innovative housing forms , such as smaller units, laneway homes or garden homes as well as micro/tiny homes etc. in appropriate areas, provided they meet health and safety standards.	Policy Planning	See OPA 18.4. Proposes to permit diverse housing types. Will seek council adoption in June 2022. <i>NOTE: OPA 23 Additional Residential Units is already in effect and permits laneway homes or garden homes as well as micro/tiny homes.</i>
2022 (Q2)	Policy	2.6	Strengthen policy 3.1.5.4 in the Official Plan to implement a demolition and conversion control policy that prevents the	Policy Planning	See OPA 18.3. Will seek council adoption in June 2022.

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			demolition and conversion of rental properties into another tenure.		
2022 (Q2)	Policy	2.7	Update policy 3.1.5.6 in the Official Plan to require 5% of units in all new multi-residential buildings with 20 or more units be built to include 3 or more bedrooms (except for supportive housing and/or not-for-profit housing).	Policy Planning	See OPA 18.3. Will seek council adoption in June 2022.
2022 (Q2)	Policy	2.8	Adopt a policy in the Official Plan that encourages public agencies to make surplus or underutilized public land or buildings where housing is permitted, where other public agencies have not expressed an interest in them, available to developers who commit to creating affordable, purpose-built rental, and especially supportive housing at no cost or a nominal cost.	Policy Planning	See OPA 18.3. Will seek council adoption in June 2022
2022 (Q2)	Policy	2.10	Update the Official Plan to further promote the creation of complete communities by addressing the wealth creation initiatives related to mobility, mix of uses, access to jobs, and housing options among others that are provided in the Background Report.	Policy Planning	See OPA 18.4, which expands permissions for more commercial, retail and community uses closer to or within neighbourhood areas, and permits missing middle housing in more areas of the Neighbourhood designation.
2022 (fall)	Land Inventory	6.1	Identify surplus or underutilized City-owned land or buildings for the purpose of developing affordable housing. In addition, consider options to re-develop/use City land to include affordable housing on these sites where appropriate (e.g., above or next to libraries and/or other City owned properties or land such as municipal parking sites).	Policy Planning	Preliminary mapping of city-owned lands has been completed, requires confirmation and further analysis regarding possible sites. (Work with the Office of the City Manager, Parks and Natural Heritage Planning, and Community Services)

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2022 (fall)	Financial Tools and Incentives	5.1	It is recommended that the City explore the use of a Community Improvement Plan (CIP) to incentivize purpose-built rental, additional residential units, and affordable housing, in areas where inclusionary zoning is applied, or city-wide.	Policy Planning	Through the 2022 Capital Budget, Council has approved the budget to prepare a Joint CIP to incentivize affordable housing and sustainable building design See also Action Items 4.7, 5.5 and 5.6 for funding source for this program.
2022 (fall)	Financial Tools and Incentives	5.2	The City should implement a Purpose-Built Rental Housing - Building Renovation Program (CIP) to offer grants or forgivable loans to rental properties that require improvements to improve accessibility or require critical repairs to improve the safety.	Policy Planning	Through the 2022 Capital Budget, Council has approved the budget to prepare a Joint CIP to incentivize affordable housing and sustainable building design See also Action Items 4.7, 5.5 and 5.6 for funding source for this program.
2022 (fall)	Financial Tools and Incentives	5.4	Consider allowing developers to provide parkland offsite, in appropriate locations, in lieu of in situ or cash in lieu.	Parks and Natural Heritage	The existing conveyance clause in the Parkland Dedication By-law provides authority to seek land dedication on-site or off-site (likely via a recommendation in the Development application report to Council). NOTE: Official Plan policy already recognizes this as a means to dedicate parkland. <i>Per Planning Act</i> , the City is required to adopt a new Parkland Dedication by-law by the Fall of 2022, as such this permission shall be renewed through that process.

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2022 (fall)	Capacity Building	7.7	Expand the City's concierge program, RH Concierge , to not-for-profit housing providers and supportive housing providers to prioritize these types of residential development. This service should have as its goal to fast-track affordable housing developments as well as make City Planning staff available to help developers of these projects navigate the approvals' process.	Office of the City Manager	There may be a need for additional resources to extend the A+ Service program for applications relating to affordable housing. Consideration also needs to be given to how external approval parties will also prioritize these applications (e.g., TRCA, York Region, etc.)?
2022	Regulatory Tools	4.2	As part of the Comprehensive Zoning By-Law review, ensure there are no barriers to shared housing/co-housing and co-living arrangements where dwellings are permitted or currently exist, as-of-right, in Richmond Hill.	Zoning Development	Analysis is underway to determine which by-laws need to be updated by updating references to "single-family", with "single-detached" housing within specific by-laws.
2022	Regulatory Tools	4.3	As part of the Comprehensive Zoning By-Law review, ensure there are no barriers to building innovative housing forms , such as modular units, smaller units, laneway homes or garden homes as well as micro/tiny homes etc. in appropriate areas, provided they meet health and safety standards.	Zoning Development	Currently under review
2022	Regulatory Tools	4.7	Undertake a Community Benefits Charge Strategy and adopt a Community Benefits Charge by-law in accordance with the Community Benefits Charge Strategy.	Corporate and Financial Services	Deadline for the Strategy is September 2022 as per requirement by the Planning Act

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2022	Guidelines and Standards	3.1	Based on the findings from the Parking Strategy Update, consider permitting further reductions of parking requirements for affordable, supportive and purpose-built rental housing projects where appropriate and where the proponent can demonstrate that the demand for parking will be less than what is otherwise required.	Transportation	<p>The draft Parking and Transportation Demand Management Strategy recommends reduced rates from the 2010 Parking Strategy, which supports the Affordable Housing Strategy. These draft rates will be available on a site-specific basis in 2022 (through rezoning applications), they will then be incorporated city-wide through the Comprehensive Zoning By-law. Additional reductions in these rates may be considered for affordable, supportive, and purpose-built rental housing using guidance from the Strategy.</p> <p>(See Action Item 4.1 re: regulatory implementation; finalization of the Parking and TDM Strategy will follow the Comprehensive Zoning By-law)</p>
2022	Guidelines and Standards	3.2	Consider permitting above ground structured parking in mid-rise and high-rise buildings across the city where these developments are zoned.	Transportation	<p>The draft Parking and Transportation Demand Management Strategy provides guidance/standards with respect to above ground parking structures.</p> <p>OPA 18.3 proposes policy to permit above ground parking structures subject to criteria and conditions.</p> <p>(See Action Item 4.1 re: Comprehensive Zoning By-law for related policy and regulatory implementation)</p>

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2022-2023	Policy	2.5	Update the definition of affordable housing in the Official Plan and update the affordable threshold for prices and rents on an annual basis based on the methodology identified in the Background Report.	Policy Planning	City's draft OPA will need to conform with the approved new Regional Official Plan. This could be addressed in a Batch 2 OPA.
2022-2023	Regulatory Tools	4.8	If policy 3.1.5.4 in the Official Plan is updated, strengthen the demolition control by-law in accordance.	Policy Planning (with Building Division and Community Standards)	Depends on the approval of OPA, see Action Item 2.6. The administration of the new provisions should be carefully considered while developing changes to the Demolition by-law.
2022 (Q3) for the Parkland Dedication By-law 2023 for other fees	Financial Tools and Incentives	5.3	Review and, where practicable, amend fee by-law(s) to reduce, defer or provide grant-in-lieu of fees associated with the provision of affordable housing, purpose-built rental housing, and/or supportive housing in new residential developments.	Policy Planning Park & Natural Heritage Development Planning Corporate and Financial Services	In Q3 2022, the parkland dedication by-law update will exempt Housing York. After the Background study for the CIP is completed (See Action items 5.1 and 5.2), Policy Planning will report back to the Technical Advisory Committee for further actions, including updates to any fee by-laws. Permits should be processed as usual to avoid administrative challenges. The City can provide a separate grant to cover all the development fees paid by the Developer, as appropriate.
2022-2023	Policy	2.9	The City should update its land disposition policies , pursuant to the Municipal Act, to prioritize the sale or lease of land first to other public authorities, and then to providers of affordable rental or supportive housing.	Office of the City Manager	Need to review current corporate policy and determine if amendments are needed. (See Action Item 2.8)
2023	Implementation Oversight	1.2	In accordance with policy 3.1.5.7, the Committee should work with the City and the Region of York to update common	Policy Planning	York Region will be updating its measuring and monitoring procedures in 2023.

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			measuring and reporting tools to monitor progress towards implementing this Plan and achieving its targets.		
2023 Stratification Study - Done	Guidelines and Standards	3.3	Consider revising non-regulatory standards that may have the effect of reducing capital and/or operating costs of housing and enable more flexible and innovative residential development .	Urban Design Development Engineering	Urban Design Standards (flowing from Action Item 2.10 OP policies). Stratification Study has been completed in 2021.
2023	Policy	2.1	Develop and incorporate an inclusionary zoning policy for Protected Major Transit Station Areas (PMTSAs) in Richmond Hill.	Policy Planning	If warranted, City's OP policies on IZ will need to conform with the approved new Regional Official Plan, specifically regarding PMTSAs. Anticipated Regional OP adoption in June 2022. The OP Update Key Directions Report proposes this as a Batch 3 OPA (for adoption in late 2023).
2023	Policy	2.2	Update Official Plan policies to enable the City to implement Community Planning Permit System (CPPS) policies. Working through the Comprehensive Zoning By-law development process, determine whether or not to implement CPPS by-law(s) in appropriate areas of the city.	Policy Planning	A draft study regarding the use of CPPS is presently underway. If warranted, City's OP policies on CPPS will need coordination with Comprehensive Zoning By-law work.
2023-2024	Regulatory Tools	4.1	Ensure the Comprehensive Zoning By-law conforms with the Official Plan policies to provide as-of-right zoning for multi-residential developments in areas identified in the Official Plan for mid- and- high-rise developments.	Zoning Development	The by-law update will follow the Official Plan update.
2023-2024	Regulatory Tools	4.4	As part of the Comprehensive Zoning By-Law review, introduce a multi-tach zoning category to allow, as of right, multi-unit buildings that fit within the existing envelope in low density zones, as a way to introduce gentle density in established residential areas.	Zoning Development	If enabling policies proposed in OPA 18.4 Neighbourhoods are in effect. (See Action 2.3)

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2023-2024	Regulatory Tools	4.5	Once an inclusionary zoning policy for Protected Major Transit Station Areas has been adopted, develop and incorporate an implementing inclusionary zoning by-law .	Policy Planning	Subject to approval of OPA, see Action Item 2.1.
2023-2024	Regulatory Tools	4.6	If Community Planning Permit Systems (CPPS) policies have been adopted, develop a CPPS by-law .	Zoning Development	Subject to approval of OPA, see Action Item 2.2. Studying viability in 2022.
2024	Financial Tools and Incentives	5.5	Investigate whether a Vacant Homes Tax for residential properties that are empty for several months during the year should be implemented.	Corporate and Financial Services	Wait for York Region's research on a regional vacant home tax; likely to be completed in 2023.
2024	Financial Tools and Incentives	5.6	Investigate whether a property tax levy should be imposed on residential and non-residential properties to develop an ongoing fund to be used towards affordable housing and purpose-built rental housing projects.	Corporate and Financial Services	Should there be no alternative funding source, this action item may be considered.
Ongoing	Capacity Building	7.2	Update the Handbook for Developing Affordable Housing on a regular basis.	Policy Planning	Align with Action Item 7.6
Ongoing	Capacity Building	7.3	Building on the Region's updated Housing Solutions Plan, continue to work with the Region to explore and promote alternative forms of affordable home ownership models , such as rent-to-own, shared equity, unbundling, and life lease, within the development community. This could be an additional section incorporated within the Handbook for Developing Affordable Housing.	Policy Planning	
Ongoing	Capacity Building	7.5	Continue to update the City's Affordable Housing website on an ongoing basis to increase the awareness of housing needs in Richmond Hill and the benefits of including affordable and rental housing in all communities.	Policy Planning	

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Ongoing	Capacity Building	7.6	Share updated affordable housing price and rent thresholds with the public annually through communications published on the City's Affordable Housing Strategy webpage.	Policy Planning	
Ongoing	Capacity Building	7.8	Work with the development and construction industry to promote the use of alternative construction materials and methods (e.g., mass timber, 3D concrete printing etc.) to reduce the cost of construction for new projects in Richmond Hill. This could potentially be achieved through partnerships with organizations like the University of Toronto's Mass Timber Institute.	The CBO is authorized to approve alternative solution that satisfies the Building Code.	Based on new technology and emerging industry practices. The proponent should consult with the Chief Building Official at a very early stage on the concept being considered. This will save time and cost for the proponent before advancing too far with the concept.
Ongoing	Capacity Building	7.9	Train City staff on alternative design and development standards to ensure these are recognized in the approvals process.	All	
Ongoing	Capacity Building	7.11	Support non-profits in their quest to expand their affordable housing portfolio by facilitating collaboration with private sector developers, advocating on their behalf to high orders of government, as appropriate, and involving them in education initiatives sponsored by the City or Region.	Implementation Committee	
Ongoing	Capacity Building	7.12	Continue to facilitate partnerships among property owners, non-profit and for-profit residential developers, and community agencies to redevelop vacant or underutilized lands, homes, and non-residential buildings, including heritage buildings, to increase the supply of affordable and supportive housing.	Implementation Committee (with other departments)	
Ongoing	Capacity Building	7.13	Facilitate partnerships among faith groups , non-profit and for-profit residential developers, and community agencies to redevelop vacant or underutilized property, including church-owned property, to increase the supply of affordable and supportive housing, as well as market rate rental.	Implementation Committee (with other departments)	

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Ongoing	Capacity Building	7.14	Support investigations by the Region of York, other local municipalities, and community-based organizations in the exploration of establishing a land trust for the purposes of affordable and supportive housing development.	Implementation Committee (with Policy Planning)	
To be determined	Capacity Building	7.10	If it is determined that an inclusionary zoning policy and by-law will be implemented, the inclusionary zoning regulation requires a status report be provided to Council every two years to track performance.	Policy Planning	As per Ontario Regulation 232/18: 2 years after the IZ by-law has come into effect, and every 2 years thereafter