

MEMORANDUM

To: Mayor Lambshead and Members of Council
Copy: Ms. Barbara Waldon, CBO, Ms. Adele Arbour, RPP
From: Chris Jones MCIP, RPP
Date: June 9, 2025
Re: Additional Residential Units

RESOLUTION R2025-193

On May 20, 2025, Council provided the following direction to the Planning Department with respect to the development of zone regulations for additional residential units:

***That** Council receive the report from the Planning Consultant regarding Additional Residential Units; and further,*

***That** Council direct the Planning Department to prepare draft Official Plan and Zoning By-law Amendments for the June 17 Council meeting, as outlined in the report with reconsideration of items (a) and (h); and further,*

***That** Council direct the Planning Department to schedule a public meeting in accordance with the Planning Act.*

DRAFT OFFICIAL PLAN AND ZONING BY-LAW AMENDMENTS

In accordance with the direction of Council a draft OPA and ZBA that would permit and regulate a maximum of one ARU within a detached dwelling or as a separate detached accessory dwelling are attached as Appendix 1 and Appendix 2 to this memo.

The draft ZBA would permit ARUs in the Rural (RU), Rural Residential (RR), Hamlet Residential (HR) and Shoreline Residential (SR) Zones.

We have conducted further analysis of parcel and zoning data with the County GIS Department and find that there would be approximately 1,000 eligible parcels in these zones that would potentially comply with the proposed regulations. It is noted that approximately 20% of these parcels are located in the SR Zone.

With respect to sub-section 4.3.1 and 4.3.2 a) in the draft ZBA, this regulation has been shortened to require existing buildings and structure to be lawful as a measure to ensure that any building on the lot requiring a building permit has a record of a building permit.

With respect to sub-section 4.3.2 h), this regulation has been deleted and the minimum

front yard setback of the respective zone will prevail.

The Planning Department is prepared to schedule and circulate the draft OPA and ZBA for a statutory public meeting on July 17. The amendments remain in a draft state and can be subject to minor modifications subsequent to the public meeting.

RECOMMENDATION

If Council is in agreement with the findings of this report, the following recommendation is provided for Council's consideration:

1. That Council receive this report;
2. That Council gives direction to the Planning Department to schedule a public meeting in accordance with the Planning Act.

Respectfully Submitted,

A handwritten signature in black ink, appearing to be 'Chris Jones', written over a faint circular stamp.

Chris Jones MCIP, RPP

•Appendix 1•

**AMENDMENT NO. 64
TO THE MUNICIPALITY OF TRENT LAKES
OFFICIAL PLAN**

**An Amendment to Establish Policies to Authorize and Regulate
Additional Residential Units in the Municipality of Trent Lakes**

Draft – June 9, 2025

**CERTIFICATE
OFFICIAL PLAN
OF THE
MUNICIPALITY OF TRENT LAKES
AMENDMENT NO. 64**

The explanatory text and attached schedule, constituting Amendment No. 64 to the Official Plan of the Municipality of Trent Lakes was initiated by the Municipality in accordance with the provisions of Sections 17 and 22 of The Planning Act, R.S.O. 1990 on the xxth day of xxx xx 2025.

MAYOR

CORPORATE SEAL
OF MUNICIPALITY

CLERK

This Amendment to the Official Plan of the Municipality of Trent Lakes which has been prepared and adopted by the Council of the Municipality of Trent Lakes is hereby approved in accordance with the provisions of Sections 17 and 22 of The Planning Act, R.S.O. 1990 as Amendment No. 64 to the Official Plan of the Municipality of Trent Lakes.

DATE

IAIN MUDD,
DIRECTOR OF PLANNING
COUNTY OF PETERBOROUGH

BY-LAW B2025-xxx
A BY-LAW TO ADOPT
OFFICIAL PLAN AMENDMENT NO. 64
MUNICIPALITY OF TRENT LAKES

The Council of the Corporation of the Municipality of Trent Lakes in accordance with the provisions of Sections 17 and 22 of The Planning Act R.S.O. 1990 hereby enacts as follows:

1. Amendment No. 64 to the Official Plan of the Municipality of Trent Lakes is hereby adopted.
2. That the Clerk is hereby authorized and directed to make application to the County of Peterborough for approval of the aforementioned Amendment No. xx to the Official Plan of the Municipality of Trent Lakes.
3. The Clerk is hereby authorized and directed to proceed with the giving notice under Sections 17 and 22 of The Planning Act.
4. This By-law shall come into force and take effect on the day of the final passing thereof subject to the approval of the County of Peterborough.

Read a FIRST, SECOND, and THIRD TIME and FINALLY passed this xxth day of xxx 2025 and given By-law No. B2025-xxx.

MAYOR

CLERK

CORPORATE SEAL
OF MUNICIPALITY

I, Jessie Clark, Clerk of the Municipality of Trent Lakes do hereby certify that the above is a true copy of By-law No. B2025-xxx as enacted and passed by the Council of the Municipality of Trent Lakes on the xxth day of xxx 2025.

CLERK

CONSTITUTIONAL STATEMENT

The following Amendment to the Official Plan of the Municipality of Trent Lake consists of three parts.

Part A - The Preamble, consisting of the purpose, location and basis of the Amendment, does not constitute part of this Amendment.

Part B - The Amendment consisting of the noted text and mapping constitutes Amendment No. 64 to the Official Plan for the Municipality of Trent Lakes.

Part C - The Appendices

PART A - THE PREAMBLE

PURPOSE

The purpose of this Amendment is to establish planning policies to permit and regulate additional residential units.

LOCATION

The Amendment generally applies to residential lands in the Rural and Hamlet designations in the Municipality of Trent Lakes and for this reason there is no schedule to this Amendment.

BASIS

The basis and authority for the amendment is fundamentally derived from the following sources:

1. Section 17 and 22 of The *Planning Act*, which authorizes a Municipality to amend its Official Plan.
2. Section 16 (3) of the Planning Act, which authorizes Official Plans to allow additional residential units.
3. Section 2.2 b) 1. and Sections 2.5 and 2.6 of The Provincial Planning Statement (2024).

In consideration of the above-mentioned legislation and policy documents, the Municipality finds the proposed amendment to be appropriate because the Municipality of Trent Lakes is a primarily rural community without municipal sanitary or water systems and therefore has a limited diversity in housing type. Additional residential dwelling units are viewed as a form of housing that is suitable in a rural area, with some exceptions, that will potentially assist in producing a form of housing that is more affordable and accessible to residents who wish to live and/or work in the community.

PART B – THE AMENDMENT

By adding the following new sub-section as Section 5.10.20.3:

5.10.20.3 Additional Residential Units

An additional residential unit is an accessory self-contained residential dwelling unit located within a single detached dwelling or accessory building which is capable of functioning as an independent dwelling unit. Additional residential units are a permitted housing type in the Municipality subject to the following policies:

- a) Given that the Municipality is rural in nature and generally all development must be sustained by a private sewage system and water supply, a maximum of one additional residential unit shall be permitted per residential lot.
- b) The Zoning By-law will define and regulate additional residential units and will permit additional residential units only within residential zone categories that are suitable for the use.
- c) There are a number of partially serviced residential lots in the Municipality serviced by municipal water systems. These municipal water systems have limited capacity and were not designed to accommodate the demand that would be caused by additional residential units. On this basis, additional residential units will not be permitted in residential areas of the Municipality serviced by municipal water systems. This policy will be re-assessed subsequent to the full build-out of all residential lots to be serviced by municipal water systems to determine if there is residual capacity available to serve additional residential units.
- d) Additional residential units are not permitted on land accessed by private roads, or by water access or on lands within 300 metres of a highly sensitive lake trout lake as described in Section 5.1.10.8. a). Additional residential units may be permitted on a moderately sensitive lake trout-lake as described in Section 5.1.10.8 b) subject to the lot being located on and accessed by a public road and a planning approval which shall require the following as part of a complete application:
 - (i) A septic system assessment confirming the existing septic system on-site is in good condition; and,
 - (ii) An Environmental Impact Study and Shoreline Restoration Plan providing recommendations to protect natural features and habitat and maintain and/or restore the riparian zone of the shoreline in the interest of improving lake water quality and lake trout habitat.
- e) Additional residential units must be connected to a Class 4 septic system and should share a water supply with the principal use.
- f) Under no circumstances will an additional residential unit be authorized by this Official Plan for a consent to sever from the land occupied by the principal dwelling.

- g) Additional residential units must comply with the Zoning By-law, the Ontario Building Code, Fire Code, the Trent Lakes Building By-law and all other applicable law.

PART C - THE APPENDICES

There are no appendices at this time.

•Appendix 2•

**The Corporation of the
Municipality of Trent Lakes**

**By-law No. B2025-xxx
(Draft - June 9, 2025)**

**A By-law to Amend By-law B2014-070 Otherwise Known as
“The Municipality of Trent Lakes Comprehensive Zoning By-law”**

Whereas the Municipality of Trent Lakes is in receipt of an application (21-22) to amend By-law No. B2014-070, as amended;

And Whereas pursuant to Section 34 of the *Planning Act*, R.S.O. 1990, as amended, By-laws may be passed by Council of municipalities for prohibiting or regulating the use of land and the erection and use of buildings or structures within the Municipality;

And Whereas the Council of the Corporation of the Municipality of Trent Lakes held a public meeting as required by Section 34(12) of the *Planning Act*;

And Whereas the matters herein are in conformity with Official Plan Amendment xx to the Municipality of Trent Lakes Official Plan, as amended;

Now Therefore the Council of the Corporation of the Municipality of Trent Lakes enacts as follows:

1. Section 3, Definitions is hereby amended by deleting sub-section 3.83 (j), “Second Dwelling Unit”.
2. Section 3, Definitions is hereby amended by adding the following new definition at 3.83 (j):

Additional Residential Unit means an accessory self-contained residential dwelling unit located within a single detached dwelling or accessory building which is capable of functioning as an independent dwelling unit in a manner compliant with the Ontario Building Code. For the purpose of this definition, an additional residential unit shall not be a mobile home, park model trailer or tourist trailer.

3. Section 3, Definitions is hereby amended by adding the following new definition at 3.119A and 3.119B:

Habitable means capable of being utilized as a place of residence by virtue of the building or structure being comprised of facilities such as but not limited to running water, plumbing, a bathroom, a kitchen, bedrooms or any other habitable room.

Habitation means the act or process of living in a building or structure that is capable of being used in a habitable manner.

4. Section 3, Definitions is hereby amended by adding the following new definition at 3.133A:

Lake-Trout Lake, At-Capacity means a coldwater lake trout lake that is extremely vulnerable to the impacts of human activities and development including harvesting, increased phosphorus inputs from waterfront septic systems and other sources of nutrient enrichments, acidification, species introductions and habitat destruction. At-capacity lake trout lakes include Beaver Lake, Fortescue Lake, Cavendish Lake, Concession Lake, Pencil Lake, Crystal Lake, Bottle Lake and Salmon Lake.

5. Section 3, Definitions is hereby amended by adding the following new definition at 3.133B

Lake-Trout Lake, Moderately Sensitive means a coldwater lake trout lake that is potentially vulnerable to the impacts of human activities and development including

harvesting, increased phosphorus inputs from waterfront septic systems and other sources of nutrient enrichments, acidification, species introductions and habitat destruction. Moderately sensitive lake-trout lakes include Catchacoma Lake, Gold Lake and Mississauga Lake.

6. Section 4, General Zone Provisions is hereby amended by deleting Section 4.3 and replacing it with the following new sub-section:

4.3 Additional Residential Units

Notwithstanding sub-sections 5.2.11, 6.2.11, 7.2.11, 8.2.13 and any other provisions of this By-law to the contrary, a maximum of one additional residential unit shall be permitted per lot on lands located in the Rural (RU), Rural Residential (RR), Hamlet Residential (HR) or Shoreline Residential (SR) Zone either within a detached dwelling or within a detached accessory building subject to the regulations set out in sub-section 4.3.1 and 4.3.2.

4.3.1 Additional Residential Units within or attached to a Detached Dwelling

- a) all existing buildings and structures on the lot shall be lawful;
- b) the lot shall have a minimum lot area of 4,000 m²;
- c) the septic system on the lot shall be lawful and/or compliant with the provisions of this By-law, the Municipality's Building By-law and the Ontario Building Code;
- d) the maximum total floor area of the additional residential unit shall be 85 square metres (915 ft²) but shall not exceed the total floor area of the primary dwelling unit;
- e) a minimum of two parking spaces shall be provided on the lot;
- f) the resultant two-unit dwelling shall share one well and a common driveway on the lot accessed directly from a maintained public road;
- g) the principle dwelling and the additional residential unit shall have separate external points of entry directly from the outside of the building;
- h) the resultant two-unit dwelling shall be compliant with the applicable zone regulations for a detached dwelling;
- i) where the additional residential unit is constructed onto an existing dwelling in a lateral manner the additional dwelling unit and the principal dwelling share a common wall of at least 5 metres in length. Where the additional residential unit is constructed above an attached garage the attached garage shall share a common wall of at least 5 metres in length with the principal dwelling;
- j) the additional residential unit shall be connected to a Class 4 septic system;
- k) on any lot that abuts a shoreline, there shall be no more than one marine facility; and,
- l) notwithstanding, Section 4.3, an additional residential unit is not permitted on any lot subject to any one or more of the following criteria:
 - (i) the lot is serviced by a municipal-owned and maintained water system and a private septic system;
 - (ii) the lot is located within 300 metres of the highwater mark of an at-capacity or moderately sensitive lake trout lake;
 - (iii) the lot does not abut and have direct access to a public street or road that is maintained on a year-round basis;
 - (iv) the lot is already occupied by a guest cabin or an accessory building that contains plumbing facilities; or,
 - (v) in no case shall an additional residential unit be permitted on lands located below a regulated floodline or within 30 metres of a high water mark, a watercourse or a wetland.

4.3.2 Additional Residential Units within a Detached Accessory Building

- a) all existing buildings and structures on the lot shall be lawful;
- b) the lot shall have a minimum lot area of 4,000 m² and the building shall be compliant with the lot coverage and height regulations of Section 4.2.5;
- c) the septic system on the lot shall be lawful and/or compliant with the provisions of this By-law, the Municipality's Building By-law and the Ontario Building Code;
- d) the maximum floor area of the additional residential unit shall be 85 square metres (915 ft²), which shall include decks, balconies and porches, and shall not exceed the total floor area of the primary dwelling unit;
- e) a minimum of two parking spaces shall be provided on the lot;
- f) the additional residential unit shall be confined to one floor and where the additional residential unit is located in a second storey or within the roof of a building, an internal and external access stair to the upper floor shall be permitted as well as a main floor utility room with a maximum floor area of 15 m² (161.5 ft²);
- g) the principle dwelling and additional residential unit shall share a common well and driveway on the lot accessed directly from a maintained public road;
- h) the accessory building housing the additional residential unit shall be compliant with the applicable yard and setback regulations for a detached dwelling;
- i) the accessory building housing the additional residential unit shall be located no more than 10 metres from the principle dwelling in the RR, HR and SR Zones and no more than 20 metres from the principle dwelling in the RU Zone;
- j) the additional residential unit shall be connected to a Class 4 septic system;
- k) on any lot that abuts a shoreline, there shall be no more than one marine facility; and,
- l) notwithstanding Section 4.3, an additional residential unit is not permitted on any lot subject to any one or more of the following criteria:
 - (i) the lot is serviced by a municipal-owned and maintained water system and a private septic system;
 - (ii) the lot is located within 300 metres of the highwater mark of an at-capacity or moderately sensitive lake trout lake;
 - (iii) the lot does not abut and have direct access to a public street or road that is maintained on a year-round basis;
 - (iv) the lot is already occupied by a guest cabin or an accessory building that contains plumbing facilities; or,
 - (v) in no case shall an additional residential unit be permitted on lands located below a regulated floodline or within 30 metres of a high water mark, a watercourse or wetland.

4.3.3 Existing Non-Compliant Additional Residential Units

Existing non-compliant additional residential units located on lots zoned Rural (RU), Rural Residential (RR), Hamlet Residential (HR) or Shoreline Residential (SR) that were not lawfully authorized by a planning approval and building permit may apply for a change of use permit and subject to compliance with Section 4.3.2 or 4.3.3 may be authorized and issued a building permit.

4.3.4 Additional Residential Units and Expansion to Existing Buildings

The regulations of Section 4.30.3 do not apply to permit the construction or addition of an additional residential unit.

- 7. In all other respects the provisions of B2014-070 shall apply.
- 8. This By-law shall come into force on the date that it is passed by the Council of the Municipality of Trent Lakes, subject to the provisions of Section 34 of

the *Planning Act*, R.S.O. 1990, as amended.

9. The Clerk is hereby authorized and directed to proceed with the giving of notice under Section 34(18) of the *Planning Act*, R.S.O. 1990, as amended.

Read a first and second time this xth day of xxxxxx, 2025.

Read a third and final time this xth day of xxxxxx, 2025.

Terry Lambshead, Mayor

Jessie Clark, Clerk

DRAFT