



SustainaCity

CONSULTING FIRM

Final Report

*Comparison of Other Municipalities: Improving Access to Secondary Dwelling
Unit Information*

Prepared for: The City of Cambridge

April 7, 2021



Wednesday April 7, 2021
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Dear Deanne Friess,

Our team at SustainaCity Consulting would like to thank the City of Cambridge for continuing their partnership with Wilfrid Laurier University and the Capstone Urban Sustainability Project. Attached within this document is our finale report regarding the information we found, for the advancement of a more integrative and user-friendly environment, for those requiring information about secondary units in the City of Cambridge.

SustainaCity Consulting has examined numerous case studies that follow strict guidelines that are comparative to Cambridge's characteristics and population size. In doing so, a summary of the extensive research can be found attached within this document, revealing possible recommendations that can encourage the development of secondary dwelling units in Cambridge.

We are confident that this report will be able to satisfy the requirements made by the City of Cambridge and be able to provide a possible direction for what the City of Cambridge website could include with regards to information relating to accessory dwelling units.

Please contact our communications liaison, Jane Kelsey if there are any questions or comments at kels4510@mylaurier.ca. Thank you for working with SustainaCity Consulting, we appreciate your time and consideration and look forward to what the future holds.

Sincerely,



Acknowledgements

The members of SustainaCity Consulting wish to acknowledge the City of Cambridge, specifically Ms. Friess, who has provided her expertise and support throughout the project of comparing the regulations regarding accessory dwelling units in other municipalities. We would also like to thank Dr. Shirkhodaee and Ms. Coupland for giving us the opportunity to work on this project and providing us with helpful advice throughout the duration of the project.

This report was submitted as per the requirements of the GESC465A Capstone Urban Sustainability Project (CUSP) at Wilfrid Laurier University. CUSP is a unique partnership between Wilfrid Laurier and the City of Cambridge that immerses students in a real-world consulting environment. Any statement of “SustainaCity Consulting” is in reference to the group of Students from Wilfrid Laurier who have submitted this report.



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Executive Summary

SustainaCity Consulting is a student-led environmental consulting group that actively strives to benefit local businesses and aid in environmental and sustainable decision-making whilst additionally meeting the demands of the public sector. With a team of motivated and experienced professionals with immense background knowledge in the field, Sustain-a-city offers a well-rounded approach to any project.

This report was commissioned primarily to demonstrate how the accessibility of information regarding the development of accessory dwelling units can be improved in Cambridge. SustainaCity Consulting's research draws attention to the weaknesses in Cambridge's secondary housing process with heavy focus on availability of online information on the City's municipal website in particular.

Upon completion of the necessary research, SustainaCity Consulting has targeted several problems with Cambridge's current accessory dwelling unit development and building application process. Key considerations include the public's lack of direct access to vital information regarding accessory dwelling units as well as the absence of a dedicated webpage for accessory dwelling units to reflect the recent by-law amendments, which considerably complicates the process. Additionally, further investigations suggest that these limiting factors affect practicality and feasibility which, in turn may hinder the future development of accessory dwelling units.

SustainaCity Consulting recommends that the City of Cambridge implements an easily accessible webpage dedicated to providing accessory dwelling unit information to residents. This webpage would include all the information needed to obtain a building permit, meet site development and zoning requirements, and access additional links such as frequently asked question sheets and public consultations. The page should guide the user through this process in the simplest and most time efficient manner. As well, these technological advancements can be easily achieved given that the team's chosen case studies highlight how to effectively target and reverse the problem.

In response to Cambridge's Request for Proposal (RFP), this report evaluates similarities throughout the accessory dwelling unit regulations in neighbouring cities such as Kingston and Guelph. SustainaCity Consulting aims to produce a valid contribution to Cambridge's accessory housing market by comparing regulations and available information in similar municipalities

throughout the province. SustainaCity offers a new perspective to accessing information and fittingly, this is why the team feels that we would make an ideal candidate to move forward with this project and begin promoting change throughout the city.

Introduction

The City of Cambridge has outlined in their official plan that they will contribute to the Region of Waterloo's urbanization target that a minimum of 45% of future residential development within the Region occur in the built-up area. With the population of Cambridge expected to increase by approximately 50,000 residents by 2031, maintaining an adequate supply of affordable housing will be crucial (City of Cambridge, 2018). The development of secondary units in existing areas will be pivotal over the course of the next decade in order to facilitate moderate and environmentally sustainable growth within the City of Cambridge's built-up area as well as to provide rental stock to accommodate the projected population increase. Despite the City of Cambridge passing a by-law in 2018 to allow accessory apartments on residential properties, there is an absence of information resources on the City of Cambridge website regarding accessory apartments. For this reason, the recommendations provided below are an approach to increase the accessibility of information regarding accessory apartments for residents of the City of Cambridge. Through a comparative analysis of case studies, SustainaCity Consulting has developed practical recommendations that best suit the City of Cambridge and the community.

Project Goals & Objectives

The objective of this project was to address possible issues with the current accessory dwelling unit building permit application process through practical recommendations, specifically the accessibility of information resources regarding this process as well as other information required when constructing an accessory apartment. This was done by conducting research on a series of case studies of municipalities similar in structure to the City of Cambridge involving an assessment of the available accessory dwelling unit information resources as well as the accessibility of this information. Once the case studies were completed, workflows were developed to compare the accessibility and quality of accessory apartment information for each case study municipality to that of the City of Cambridge.

SustainaCity Consulting's original intention with this project was to conduct a comparative analysis of information available from the chosen case study sites and create a 'master list' of key elements we deemed would inform residents. We then planned to include those key elements in an Accessory Dwelling Unit Information Guide for the City of Cambridge. The objective with establishing an information guide was to improve access to information and resources discussing the permit application process, by-law requirements and additional information to streamline the permit and application process.

Philosophy/Approach

SustainaCity Consulting is a consulting firm that firmly believes in creating a welcoming environment to allow all voices and opinions to be heard. Consisting of four qualified individuals, we aim to provide unique and knowledgeable insight to the clients we serve to help shape more sustainable communities. SustainaCity has developed modern recommendations for revising the City of Cambridge's current website, focusing on improving the accessibility of information concerning accessory dwelling units. In doing so, users of the website will be a few clicks away from finding their answers to the questions and concerns they have in respect to accessory dwelling units, offering a user-friendly and proactive approach.

Research Questions

The questions we aimed to answer through our comparative study are as follows:

1. How accessible is secondary unit information made for users of the municipal webpage?
2. What pertinent information is made accessible?
3. How can the City of Cambridge improve and enhance the accessibility of information on secondary units?

Research and Methodology

SustainaCity Consulting conducted preliminary research to ensure that the data analysis process was inclusive of all external factors. Our main goal with our research was to conduct individual inquiries surrounding our designated case study municipalities: we looked at the permit application process, specific municipal requirements, as well as the accessibility of

information and resources related to accessory dwelling units. SustainaCity Consulting first examined the specific municipal regulations for each case study municipality in order to determine if the current by-laws that apply to accessory dwelling units are effective. After reviewing the Planning Act and reviewing the specific regulations of each municipality, our research found that most of the regulations applicable to accessory apartments are enforced at the provincial level and SustainaCity Consulting resolved to focus our further case study research on the accessibility of information and resources related to accessory apartments.

The investigation into our designated case studies allowed for the SustainaCity Consulting team to divide and conquer. By recording a workflow and noting each step needed to follow in order to gain access to information or resources on accessory dwelling units, the team was then able to conduct a comparison on how the different municipalities were making information available between themselves; a visual comparison of the number of steps followed can be seen in our work flow diagram found in Appendix A. SustainaCity Consulting later contrasted the case study workflows against all steps followed in order to obtain these information resources from the City of Cambridge. A secondary component of our research included conducting a comparison of what information each case study municipality had available and compared that to what information the City of Cambridge had available. The results of this research and the subsequent comparisons are further discussed in the Findings section later in the report.

Case Studies

Case Study Criteria

When selecting case studies for the comparative research SustainaCity Consulting was very careful to select cities or municipalities which could provide a fair comparison to the City of Cambridge.

The case site must meet all of the following:

- Located in Ontario
- Similar population size to Cambridge
- Housing affordability program or financial support option

- Changing demographics

The case site must meet one of the following

- City with similar municipal status compared to City of Cambridge
- Has an outlined Guide or designated resources for Accessory Dwelling Units

Other possible municipalities that SustainaCity Consulting considered for this research project but were not used as they did not meet the set criteria include Richmond Hill, St. Catharines and Welland. Preliminary research was conducted yet upon realization that sites did not meet the criteria they were no longer considered a viable option.

Guelph

The primary reason for selecting Guelph as a case study was its overt similarities with Cambridge in terms of the city's population and societal demographics. Similar to Cambridge, Guelph maintains a population of approximately 135,000 residents. Given that Cambridge is a part of the greater Waterloo Region. Though Guelph is a single-tier municipality, the team felt that there were enough similarities to provide valid insight and information regarding secondary units. In regard to accessing public information on secondary units, the city of Guelph simplifies this process by maintaining an up-to-date, easy-to-use website with all the necessary material for a homeowner to start renovating.

As opposed to Cambridge, Guelph's city site has designated a webpage to house information and provide outside resources to aid in the development of secondary housing. The forum includes everything from how to go about creating an additional suite to the region's specific zoning and lot requirements. In addition to the initial webpage, with a quick google search, Guelph-Eramosa Township's Accessory Apartment Guide can be retrieved. The document walks the user through almost the entire process, containing provincial regulations and guidelines for obtaining a permit. The site and all of its extensions are practical and straightforward. By storing all the necessary information in one place, it is more easily accessible, less time-consuming, and more user-friendly.

Kingston

The City of Kingston is a single-tier municipality with a similar population and projected population growth to the City of Cambridge (City of Kingston, 2019).

Upon researching the City of Kingston's guidelines towards secondary units, the city's website offers all of the information that is needed in regard to secondary units. In doing so, a whole page within the city's website is provided, including links to different permits, zoning by-law requirements, summary of the official plan amendment, the City of Kingston's affordable housing grant, and much more (City of Kingston, 2019). Having this information present, offers an easy and user-friendly experience for those who are interested in the construction of secondary units, or who want to learn more about them. Near the beginning of the page, viewers can find Kingston's Second Residential Unit Permit Guide. Within this guide, information ranging from obtaining a building permit or building code requirements, to details about the fees, plumbing, smoke alarms and electrical and heating, can all be found within the guide (City of Kingston, 2019). The guide is easy to read and offers viewers precise sizes in respect to the minimum size and height of the units. Furthermore, all answers and concerns can be solved by reading Kingston's guide to secondary units, which can be found at a click of a button on their website.

Navigating the City of Kingston's website is easy and offers everything one may need when pursuing a secondary dwelling unit. With just a few clicks, viewers can simply find the information they are looking for by first going to the city's website, and clicking "Resident", then selecting "Building & Renovating" (City of Kingston, 2019). From here, "Building Permits" is selected next, followed by scrolling down and on the right side under "Links", click "Second Residential Units" (City of Kingston, 2019). In doing so, this brings the viewer to the page where all information regarding secondary dwelling units can be found. As an example, this page offers permit guides, approval steps, grant applications, official plan and zoning by-laws, and every other hyperlink one may need pertaining to secondary dwelling units (City of Kingston, 2019).

Milton

The Town of Milton is a lower-tier municipality with a slightly smaller population than the City of Cambridge, however, the projected population growth is slightly higher than that of

the City of Cambridge (Malone Given Parsons Ltd., 2019). Furthermore, a housing analysis prepared by Malone Given Parsons Ltd. (2019) showed that accessory dwelling units account for a larger percentage of the housing stock in the Town of Milton compared to 2011 which is attributed to a “shift in housing types based on the market response to the Growth Plan (2006), which forced a more efficient use of land through the constraint of available developable land in the Greater Golden Horseshoe”. This is similar to the goals outlined in the official plan of the City of Cambridge regarding intensification of the built-up area (City of Cambridge, 2018). As a result, SustainaCity Consulting found that the methods in which the Town of Milton makes accessory apartment information available could provide some insight into how the City of Cambridge can improve the way that accessory apartment information is made accessible.

In addition to a webpage that contains general information on building permits, the Town of Milton’s website features a dedicated webpage that contains all the relevant information needed when one is going through the process of obtaining a permit to construct a secondary suite or basement apartment as well as the information required when constructing a secondary suite. This webpage outlines what a secondary suite is, the permits and forms that are required to construct a secondary suite, the rates at which building fees are calculated, zoning requirements for secondary suites, as well as various building inspections that must be booked when constructing a secondary suite. In addition to this webpage, the Secondary Suites Guidelines document contains this information in a summarized form so residents can download this information instead of referring back to the Town of Milton website when undertaking a secondary suite construction project on their property. Ultimately, information pertaining to secondary suites has been made accessible to residents of the Town of Milton through this dedicated webpage and the associated Secondary Suites Guidelines document.

Newmarket

The fourth case study analyzed in this project, the town of Newmarket, is a part of the tiered Regional Municipality of York, as well as part of the Greater Toronto Area (GTA). When comparing Newmarket to the population demographic of Cambridge the population in Newmarket is slightly smaller than that of Cambridge. The population growth rate in Newmarket has exceeded the rates in Ontario and Canada, with the population expected to continue to grow through to 2026, similar to changing population predictions to the City of Cambridge.

Newmarket's Official Plan and Secondary Plan emphasize the importance of concentrating intensification efforts to urban centers and including more green spaces to meet growth targets of reaching 100,000 residents by the year 2025 (Town of Newmarket, 2018).

The town of New Market passed an amended By-law 2013-13 in 2013, requiring all residences in Newmarket to register their Accessory Dwelling Units (ADU's) through a simple one-time application process. They defined ADU's as "two separate living units within one house" and some examples allowed in Newmarket include in-law suites, basement apartments, and second suites (Town of Newmarket, 2019). Newmarket's official website provides some general information on the components an ADU must have and outlines why it is important for residents to register their units. Some benefits Newmarket provides for registering units include helping emergency responders identify additional units in homes and allowing households to put out more garbage/recycling items.

Finding information on ADU's from Newmarket's site is very simple, and the registration process is outlined step by step. The website even provides users with a hyperlink at the bottom of the page to a step-by-step registration page. The website also has a Frequently Asked Questions page and a registration list containing all units registered – linked and available to the public (Town of Newmarket, 2019). It is evident that Newmarket has prioritized access to information for their residents and should be used as an example for the City of Cambridge to follow.

Findings

Comparison of Regulations

In our research, SustainaCity Consulting found that the regulations regarding accessory apartments in other municipalities throughout Ontario are for the most part similar to Cambridge as every municipality is required to: adhere to the Ontario Building Code, the local Zoning by-laws, have building permits and fees; as well as "authorize second units in detached, semi-detached and row houses if an ancillary building or structure does not contain a second unit; and in a building or structure ancillary to these housing types provided that the primary dwelling does not contain a second unit" (Ministry of Municipal Affairs and Housing, 2017). As such, many of the regulations regarding secondary units in Ontario municipalities are enforced at

the provincial level under the Planning Act. Despite this, it was observed that each municipality had slight differences in the regulations and requirements regarding secondary unit construction; a comparative analysis of these regulations was conducted to determine their effectiveness.

In this analysis, we found that each of our case study municipalities has specific requirements for: the maximum floor area of an accessory dwelling unit, the number of parking spaces, connection to municipal water and wastewater services, the maximum height of an accessory dwelling unit, as well as the number of accessory dwelling units per lot, and the number of bedrooms per accessory dwelling unit. It was observed that certain requirements, such as connection to municipal waste and wastewater services, and access through the principal dwelling unit, are constant among each municipality. Conversely, other requirements, such as the maximum floor area of an accessory dwelling unit, the number of accessory dwelling units per lot, the number of bedrooms per accessory dwelling unit, and the number of parking spaces required varied between municipalities. Regarding the maximum floor area of an accessory dwelling unit, each municipality uses different methods to specify this value: either as a percentage of the total floor area for the principal dwelling, or as a discrete value in meters squared. Furthermore, it was observed that the City of Guelph allows up to two accessory dwelling units per lot, while the other municipalities only allow one accessory dwelling unit per lot. Regarding the number of required parking spaces, each municipality requires that at least one parking space be provided per accessory dwelling unit, with certain municipalities, such as the Town of Newmarket, requiring a minimum number of “three exterior parking spaces” (Town of Newmarket, 2019).

Upon comparing the specific municipal requirements regarding accessory dwelling units of the City of Cambridge to those of our case study municipalities, SustainaCity Consulting observed that the current requirements are inclusive and effective. Many of these regulations were similar to those of the case study municipalities, such as maximum building height and maximum floor area requirements, while other regulations seem to be less restrictive than those of the case study municipalities. Specifically, the maximum number of bedrooms allowed in an accessory dwelling unit in the City of Cambridge is two, while only one bedroom is allowed per accessory dwelling unit in the other municipalities. Additionally, the number of parking spaces required per accessory dwelling unit in the City of Cambridge is contingent upon the number of bedrooms rather than a discrete requirement as seen in the Town of Newmarket. Ultimately, it

was observed that the current regulations and requirements pertaining to accessory dwelling units in the City of Cambridge are nonrestrictive and effective when compared to our case study municipalities.

Comparison of Information Accessibility

For this reason, SustainaCity Consulting opted to focus our research on the accessibility of information regarding secondary units among each municipality in our case studies. In our comparative analysis of the information accessibility workflows we created for each case study municipality, we initially found that each municipality had made information regarding accessory apartments accessible by providing a webpage dedicated to the subject on their website. Accessing this information for each municipality involved a number of steps; these steps were the main source of information that SustainaCity Consulting used to establish and conduct our comparative study. Furthermore, it was observed that each municipality's webpage varied in the quality and extent of information provided. For example, the City of Kingston's Second Residential Units webpage includes information regarding recent by-law amendments to encourage secondary residential unit development, a guide summarizing all the information required to construct a secondary residential unit, in addition to various hyperlinks used to direct users of the website to other information related to secondary residential units (City of Kingston, 2021). Conversely, the Town of Newmarket's Accessory Dwelling Units webpage is divided into various sections regarding what an accessory dwelling unit is, why accessory dwelling units need to be registered, as well as the process of registering an accessory dwelling unit (Town of Newmarket, 2019).

Upon comparing the accessibility of information for the City of Cambridge to that of our case study municipalities, SustainaCity Consulting identified various aspects of the current City of Cambridge website that can be improved to make the relevant information more accessible. Firstly, there is no webpage dedicated to accessory apartments on the City of Cambridge website; we found that a webpage dedicated to accessory apartments could be added to the Building and Planning section of the website. Secondly, the current Building Permit Requirements document for accessory apartments is not accessible to users of the website; we found that including a hyperlink to this document on the aforementioned accessory apartments webpage in a similar way to our case study municipalities would greatly improve the

accessibility of this information. A workflow created to summarize the modified process of accessing accessory dwelling unit information for the City of Cambridge is shown in Appendix A.

Summary of Primary Recommendation

Dedicated Webpage for Accessory Apartments

Based on the findings from our case study research, the most viable option proposed for the City of Cambridge to improve the accessibility of information regarding accessory apartments is to implement a dedicated webpage for accessory apartments that contains the information required during the building permit application process and the subsequent construction process. While the City of Cambridge introduced the by-law in 2018 allowing accessory apartments on residential properties, the information required to undertake such a project is currently inaccessible to residents of Cambridge compared to other municipalities with similar regulations regarding accessory apartments. Through workflow comparisons of the accessibility of each case study's accessory apartment information, SustainaCity Consulting clearly identified that adding a dedicated webpage for accessory apartment information will be a crucial factor in improving the accessibility of this information to residents of the City of Cambridge. This aligns with the objectives outlined by the City of Cambridge in their official plan "to direct and encourage new development within the built-up area of the city" as well as to shift the focus for new development from greenfield areas to "intensification within the built-up area" (City of Cambridge, 2018). Ultimately, improving the accessibility of this information will play a role in increasing the number of accessory apartments in the City of Cambridge. This opportunity is beneficial for all parties involved, is adaptable, feasible, and could be implemented immediately with little changes made to the current City of Cambridge website.

Our proposed recommendation would be to add an Accessory Dwelling Units webpage to the Building and Planning section of the City of Cambridge website. This webpage could be organized in a similar way to the Accessory/Temporary Structures webpage and would include a variety of information regarding accessory apartments such as a description of what they are, as well as references to the City of Cambridge's zoning and building permit requirements. Additionally, a link to a Building Permit Package for Accessory Apartments document would

also be added, similar to the document provided on the Accessory/Temporary Structures webpage. In our research, we found that this document currently exists for accessory apartments in the City of Cambridge, however users of the website must contact the Building Division by email to receive the document which can take multiple days. Ultimately, including a link to this document would increase the accessibility of this information while also relieving the employees of the City of Cambridge from inquiries regarding accessory apartments. Furthermore, the contents of this document could be enhanced with various aspects pertaining to accessory apartments that are included in the information resources of our case study municipalities; these aspects include references to the municipal official plan, the inspection process, frequently asked questions, as well as information to know when one is the homeowner of a dwelling unit that contains an accessory apartment.

This recommendation is adaptable so the City of Cambridge can decide which aspects of the recommendation to implement as well as which vernacular to be used to define accessory dwelling units, such as secondary suites or accessory apartments. The City can also decide where they want to display this information: either in the building permit package for accessory dwelling units, or on the dedicated webpage itself. This webpage would be beneficial for the employees of the City of Cambridge, due to the fact that making the Building Permit Package for Accessory Dwelling Units accessible to users of the website eliminates the need for employees of the City of Cambridge to respond to inquiries regarding this information. The feasibility and ease of implementation of this recommendation is attributed to the fact that current infrastructure is already in place for this type of webpage on the City of Cambridge website in the form of the current Accessory/Temporary structures webpage; this webpage could easily be duplicated and modified to form the Accessory Dwelling Units dedicated webpage.

Examples of the proposed hyperlink to the Building Permit Package for Accessory Dwelling Units and the dedicated webpage are provided in Appendix A.

Implications

To implement this recommendation, the City of Cambridge would first need to determine the relevant information to be included on the dedicated webpage for Accessory Dwelling Units. To do this, SustainaCity Consulting would work with the City of Cambridge to get a better understanding of how the webpage would be structured. In doing so, the necessity of certain

aspects of the webpage, such as descriptive information and frequently asked questions regarding accessory dwelling units, could be determined. SustainaCity Consulting would provide advice regarding what information to be included on the webpage, while the City of Cambridge would use these recommendations to determine what information that they feel users of the webpage should be made aware of. During this process, it would also be determined if the current Building Permit Package for Accessory Dwelling Units should be updated to include more general information, effectively transforming this document into an “accessory dwelling unit guide”. Conversely, this document could also be unchanged if the City of Cambridge would rather have this document focus on the building permit and site requirement information required during the accessory dwelling unit construction process, while the dedicated webpage should contain more general information such as frequently asked questions. By carrying out the implementation of a dedicated webpage for accessory dwelling units, the City of Cambridge would greatly improve the accessibility of this information while also alleviating employees from responding to inquiries pertaining to information regarding accessory dwelling units.

Summary of Discarded Recommendation: Accessory Apartments Information Guide

The goal with the creation of an Accessory Apartment Information Guide was to increase accessibility to information on accessory apartments for the residents of Cambridge. Upon initial investigation there was no indication on the City of Cambridge website that this information was compiled anywhere. Through a more intense and thorough search we reached out to the Building Division of the City of Cambridge for clarification on the permit application requirements for accessory apartments. In their response the City of Cambridge’s Buildings Department forwarded SustainaCity Consulting a document which contained all the relevant information one would need if they were interested in creating and legalizing an accessory apartment. The document SustainaCity Consulting wished to create for the City of Cambridge was already in existence but was very much hidden from the public. This caused a shift in our research, which allowed us to conduct a comparison on how our case study municipalities were making information available, establish a workflow for each case study city based on the accessibility of the information, and summarize information available for each case study city to then compare to the information available in the document sent to us by the City of Cambridge. Ultimately, the

inclusion of this document was incorporated into our recommendation to establish a dedicated webpage for accessory apartments in the City of Cambridge.

Conclusion

After introducing a by-law outlining the regulations and permitting the construction of accessory dwelling units in residential areas, the City of Cambridge should implement a dedicated webpage for accessory dwelling units in order to improve the accessibility of this information to residents of Cambridge. With the current regulations being inclusive and effective, creating a more accessible platform for the people of Cambridge will allow for this information to be readily available. Residents of Cambridge will no longer have to search for this information throughout the website or to contact city employees with inquiries regarding accessory dwelling unit information, as hyperlinks for this information would be provided on the webpage. Moreover, having all available information in respect to accessory dwelling units within one webpage will provide an easier and accessible experience for those interested in learning more about accessory dwelling units. Alternative housing options such as accessory dwelling units are becoming more and more popular as housing prices continue to rise and the available rental stock decreases. Making information regarding accessory dwelling units more obtainable and accessible will ultimately facilitate the further construction of accessory dwelling units in the City of Cambridge. In doing so, the City of Cambridge will play a substantial role in facilitating the construction of additional affordable housing stock in the form of accessory dwelling units while also contributing to the Region of Waterloo's urbanization target aimed at intensifying the built-up area of the region.

Appendix A. Figures

Figure 1. Case Study Workflows

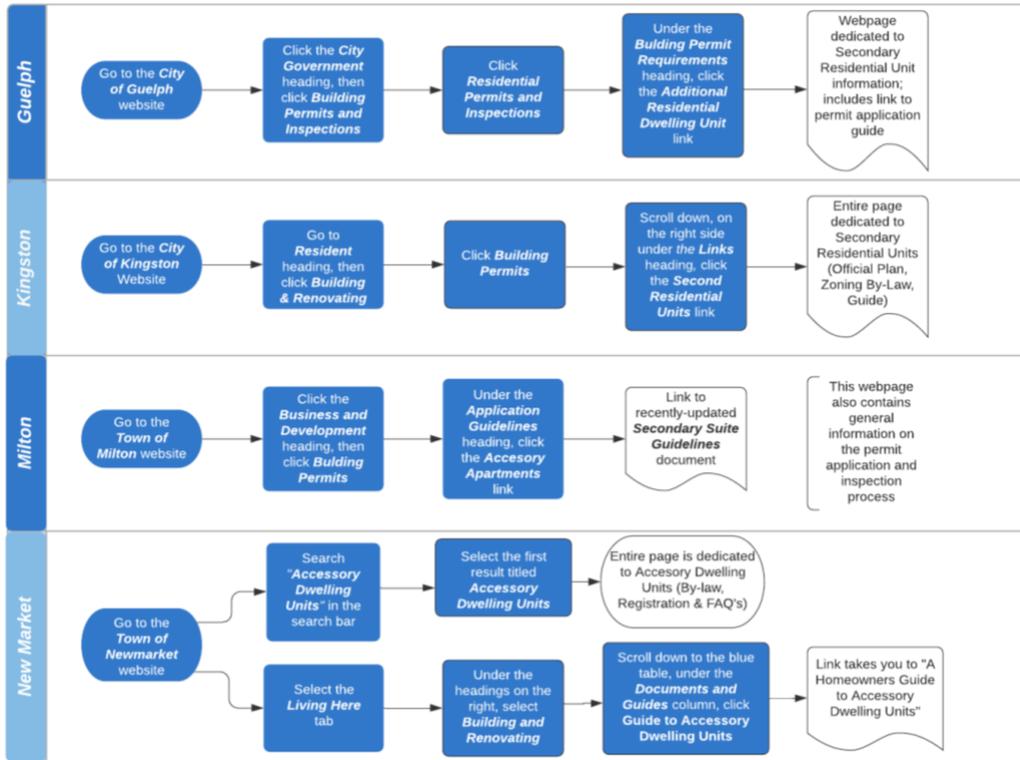


Figure 2. Current City of Cambridge Workflow

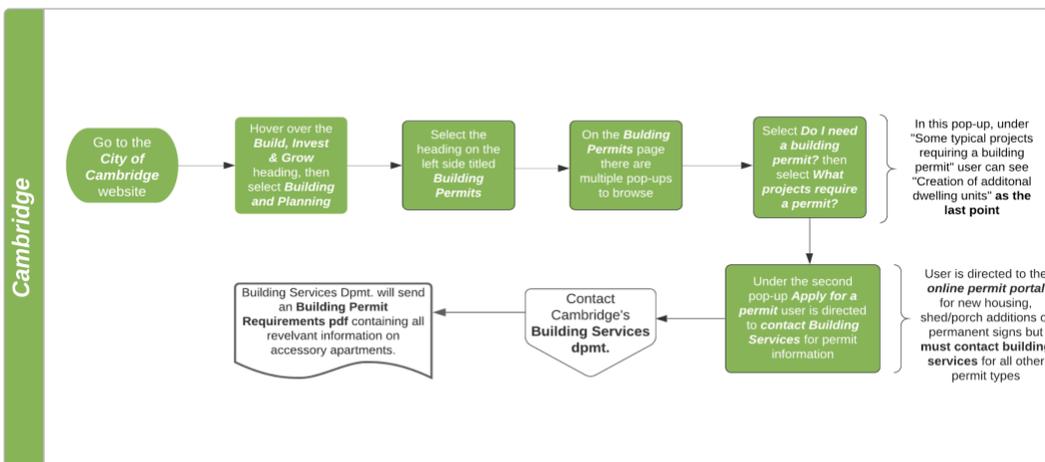


Figure 3. Proposed Workflow for City of Cambridge

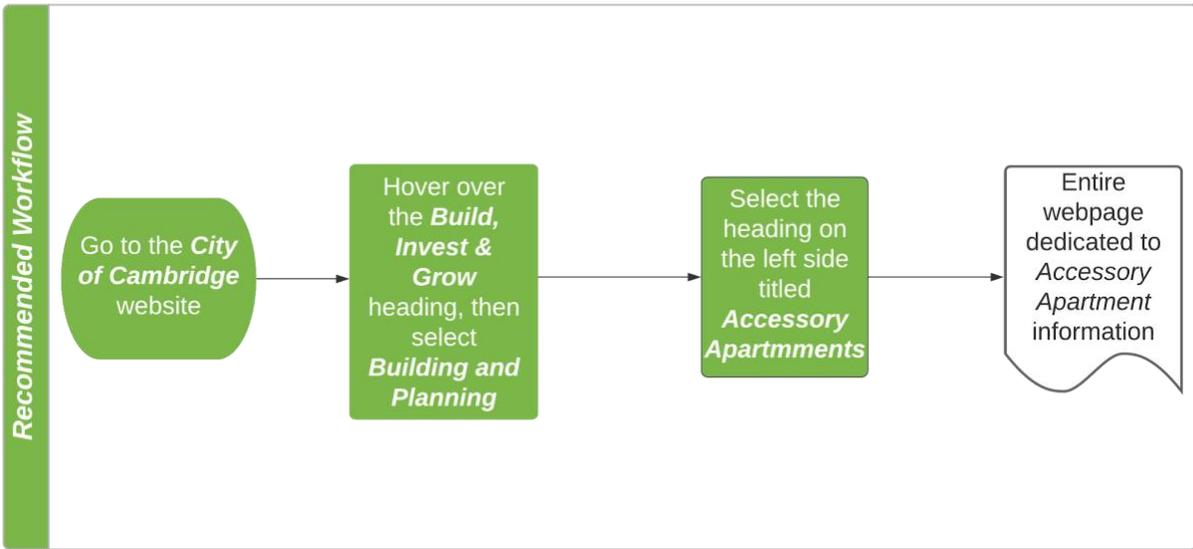


Figure 4. Mock-up of Potential Website Design for Dedicated Accessory Dwelling Unit Webpage



Building and Planning

- Accessory Dwelling Units
- Accessory/Temporary Structures
- Building Inspections
- Building Permits
- Development Charges
- Development Design Guidelines
- Official Plan
- Ontario Building Code
- Planning Process
- Property Standards
- Site Plan Approval Process
- Zoning

The **Community Development** department manages the City of Cambridge's public infrastructure, development and policy planning, and building enforcement. There are four divisions within this department that provide these services.

For emergencies and after-hours inquiries, contact our 24/7 line at (519) 621-0740.

Welcome to the Planning & Development... Close Link

www.cambridge.ca

Engineering Division +

Public Works Division +

Planning Division +

AAA Share

Quick Links

- Bids and tenders
- Licences and permits
- Building and Planning
- Property Tax



Building and Planning

- Accessory Dwelling Units
- Accessory/Temporary Structures
- Building Inspections
- Building Permits
- Development Charges
- Development Design Guidelines
- Official Plan
- Ontario Building Code
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- Property Standards
- Site Plan Approval Process
- Zoning

Are you looking to convert part of your home to a rental unit? Consider putting in an accessory dwelling unit. Accessory dwelling units, also known as accessory apartments, basement apartments or secondary suites, are self-contained dwellings created by converting part of an existing dwelling or creating a new dwelling. The **Zoning By-law** outlines in which residential zones accessory dwelling units are permitted to be constructed and a **Building Permit** is required to begin construction.

The **Building Permit Package for Accessory Dwelling Units** includes more information about this type of building permit application and the various documents required.

The City of Cambridge also requires that certain site development specifications are met before construction of an accessory dwelling unit can begin. Please refer to **By-law 108-18** for more information about accessory apartment site development specifications and requirements.

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Quick Links

- Bids and tenders
- Licences and permits
- Building and Planning
- Property Tax

Appendix B. References

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