

**Ministry of Municipal Affairs and Housing
Streamline Development Approval Fund Reporting Requirements**

**City of Brampton
Final Report Back**

SUBJECT

This report serves as the “Final Report Back” component of the submission requirements of the Ministry of Municipal Affairs and Housing’s (MMAH) Streamline Development Approval Fund (SDAF).

The report provides an accounting of how SDAF funds were allocated, a summary of each SDAF funded project and a high level summation of the measures or actions expected to be achieved through each project.

BACKGROUND

In January 2022, MMAH, in response to the Ontario housing crisis, introduced the SDAF. This program is designed to support municipalities in the implementation of initiatives to streamline development approvals that result in unlocking housing supply.

MMAH advised in January 2022 that the City was eligible for up to \$1,000,000, subject to the City returning a copy of the letter, signed by the Mayor and the execution of a transfer payment agreement (TPA). The fully executed TPA was received by the City on March 4, 2022. As per the TPA, 50% of the City’s SDAF allocation (\$500,000) was deposited to the City’s accounts, with the balance to be provided upon the City’s submission, and Provincial approval, of the final report back. This was initially to be completed no later than February 28, 2023.

As per program requirements, the City submitted an Interim Report to the Province in May 2022, detailing the projects that SDAF funds would be directed to, and the upper limit of funding allocated to each (SDAF Proposed Projects):

Proposed Project	Funding Allocation
Development Engineering Process Review	Up to \$300,000
Comprehensive Zoning By-law Update	Up to \$500,000
Development Application Improvement Implementation (including Committee of Adjustment and Urban Design)	Up to \$100,000
Development-related Legal Processes Review	Up to \$100,000

The Province confirmed via email in June 2023 that each of the proposed projects met the eligibility criteria for the SDAF program and work was initiated with the expectation that all work had to be completed by the end of February 2023.

Program Deadline Extension and Impact on SDAF Proposed Projects

On January 24, 2023, MMAH advised municipalities that the deadline for the SDAF program would be extended by nine months, with a revised end date of November 1, 2023. This presented the City with time to revisit the proposed project’s funding allocations to identify opportunities to reallocate funds, either by increasing project allocations, or redirecting allocations to emerging bodies of work aligned with SDAF program parameters.

In consultation with MMAH to ensure program compliance, the following changes to the proposed projects and funding allocations were made:

Proposed Project	Change Rationale	Revised Funding Allocation
Development Engineering Process Review	KPMG was engaged to complete this review with the understanding that the final report was required to be delivered to the City no later than February 1, 2023 to ensure staff could comply with SDAF reporting requirements. Due to the limited time frame in which to complete the project, the scope of work was scaled accordingly. The total cost for this contract was \$149,500.	Up to \$150,000 (Reduced by \$150,000)
Comprehensive Zoning By-law Update	Reduction of \$15,000 to reallocate to Value for Money Audit	Up to \$485,000 (Reduced by \$15,000)
Development Application Improvement Implementation (including Committee of Adjustment and Urban Design)	Reallocation of dollars originally earmarked for Development Engineering Process Review	Up to \$250,000 (Increased by \$150,000)
Development-related Legal Processes Review (See note below)	This work was initiated in July of 2022, led by the former Director, Special Projects but was not completed due to capacity and resource constraints. Decision to redirect allocation.	\$0 (reduced by \$100,000)
Value for Money Audit of Development Application Workflow Tool (new project)	Emerging body of work. Reallocation of Legal project funds, and \$15,000 from CZBL project	Up to \$115,000 (new)

Total Project Expenditures

Proposed Project	Total Project Expenditure
Development Engineering Process Review	\$149,000
Comprehensive Zoning By-law Update	\$384,238.80
Development Application Improvement Implementation (including Committee of Adjustment and Urban Design)	\$362,998
Value for Money Audit of Development Application Workflow Tool (new project)	These projects were invoiced under one Purchase Order to simplify accounting processes as both were managed by Dillon.

Project Summaries

Development Engineering Process Review – Appendix 1

Description and Project Completion

Brampton's Development Engineering division engaged KMPG to review the City's detailed engineering review process of subdivision to identify opportunities and provide recommendations to further increase service levels and efficiency for its customers.

KPGM completed this project using a robust evidence base, including both qualitative and quantitative sources of information, including process mapping with staff, workshops with industry and cross-jurisdictional scan of best practices. The result of this work was the identification of 12 recommendations that will improve service delivery.

Project Outcomes

The recommendations of this report will achieve the following outcomes:

- Increase consistency, predictability, and transparency;
- Reduce process steps and decrease review time;
- Improve workload distribution and staff capacity; and,
- Enhance the staff and applicant experience.

A detailed list of all measures and actions to be achieved to facilitated the above noted outcomes can be found in the full report in Appendix 1.

Project Costs

No costs were ascribed to this project at the Interim Report stage in April 2023.

The full project cost of **\$149,000** were invoiced to the City between April 2023 and November 1, 2023.

Comprehensive Zoning By-law Update – Appendix 2

Description and Project Completion

The Comprehensive Zoning By-law Review (CZBR) project advances the City's review on existing zoning approaches and practices and facilitates for a new Comprehensive Zoning By-law (CZBL).

WSP Canada Group Limited was retained by the City to advance the CZBR project, with subconsultant The Planning Partnership to advance the revised Urban Design Guidelines draft, which serves as a key building block in assessing potential codification of relevant urban design provisions into the zoning by-law.

Funding has enabled the CZBR project team to undertake project planning, coordination and management, internal and external liaison/engagement (e.g. workshops, presentations, meetings) and execution of key project deliverables within the SDAF eligible period, including:

- Updated / Final Zoning Strategy Report
- Draft #1 of the Comprehensive Zoning By-law (CZBL)
- Updates to a series of key Technical Memoranda (to reflect recent legislative and other changes)
- Strategic assessment in approaches with transition, Exception Zones
- Internal and External Engagement (Final Zoning Strategy Report, Draft #1)
- Partial update of the Draft Comprehensive Zoning By-law Mapping
- Project website
- CZBR Engagement Plan (draft)
- Draft #1 of the City-wide Urban Design Guidelines (which helps inform the draft CZBL)

Project Outcomes

The Comprehensive Zoning By-law Review project will:

- Enhance clarity on the City's development permissions, restrictions and standards to residents, property owners, development industry members and City staff alike.
- Reduce the time (and cost) required for both applicants in preparing and City staff and commenting partners in reviewing development applications that involve amendments (e.g. rezoning or minor variance) or compliance assessment (e.g. site plan control) of the Zoning By-law.
- Reduce the amount of Zoning By-law Amendment and Minor Variance applications with the updated zoning that better reflects the current planning, legislative and policy context and landscapes – thus freeing up City staff's time and resources on expediting other development application review and approvals.
- Improve direct access to accurate zoning information for residents and property owners, and in turn triage out basic inquiries that City staff would otherwise have to respond to and thus further freeing staff time and resources on reviewing other active development applications.
- Enable more property owners and developers to directly advance Site Plan Control applications

Project Costs

No costs were ascribed to this project at the Interim Report stage in April 2023.

The full project cost of **\$384,238.80** were invoiced to the City between April 2023 and November 1, 2023.

Development Application Improvement Implementation and Value for Money Audit of the Development Application Workflow Tool – Appendix 3

Description and Project Completion

Utilizing funds from the Province's Audit and Accountability Fund (AAF), the City, in 2022, completed three end-to-end reviews of various development application related processes – Committee of Adjustment, Urban Design, and Development Applications (Official Plan, Zoning

By-law and Subdivision). The result of these reviews was the identification of multiple recommendations that, when fully implemented, would result in tangible, measurable reductions in the processing of developing applications. In addition, staff were also directed by Council to conduct a value for money audit of the City's development application workflow tool to ensure that the City is leveraging the best technology to support expedient application review.

Dillon Consulting Limited was engaged by the City to support the implementation of various process improvements and to serve as the independent audit team to complete the value for money audit. A detailed list of completed tasks can be found on page 1 of Appendix 3.

Project Outcomes

Process Improvement Implementation

Collectively, the process improvements implemented across the Committee of Adjustment, Development Application review and the Urban Design aspect of development application review result in the following outcomes:

- Increased consistency, predictability and transparency for applicants
- Improved processing timelines resulting from the elimination of unnecessary or duplicative tasks
- Increased management oversight on application status and pinch points, creating quicker issue resolution on applications

For more detailed outcomes related to each line of business noted above, please refer to the Reporting Memo attached in Appendix 3.

Value for Money Audit

In addition to providing Council with a Net Present Value calculation to guide their decision on retaining the City's current development application workflow tool, the Audit provides insights and observations that position the City to optimally streamline application workflows, automate additional manual processes, and gain efficiencies from leveraging technology.

For more detailed outcomes related to the Value for Money Audit, please see the Reporting Memo in Appendix 3.

Signing Authority Signature

I, Steve Ganesh, Commissioner, Planning, Building and Growth Management, in accordance with the signing authority granted to me through the City of Brampton's Administrative Authority By-law 216-2017, section 63, attest that I have reviewed the final report and the supporting materials and can verify that it is accurate to the best of my knowledge and understanding.



Steve Ganesh, Commissioner, Planning, Building & Growth Management

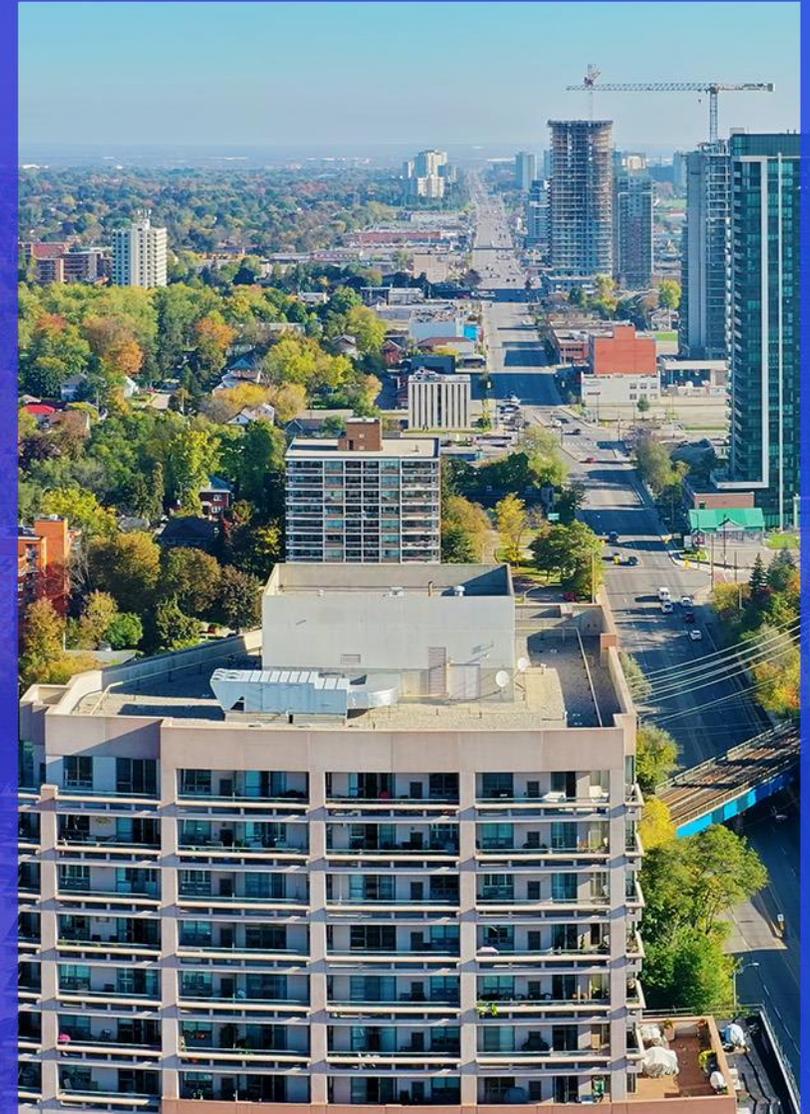


Development Engineering Process Review

City of Brampton

Final Report

—
October 2023



Disclaimer

This report has been prepared by KPMG LLP (“KPMG”) for the City of Brampton (“Client”) pursuant to the terms of our Agreement with the Client dated August 2, 2022. KPMG neither warrants nor represents that the information contained in this report is accurate, complete, sufficient or appropriate for use by any person or entity other than Client or for any purpose other than set out in the Engagement Agreement. This report may not be relied upon by any person or entity other than Client, and KPMG hereby expressly disclaims any and all responsibility or liability to any person or entity other than Client in connection with their use of this report.

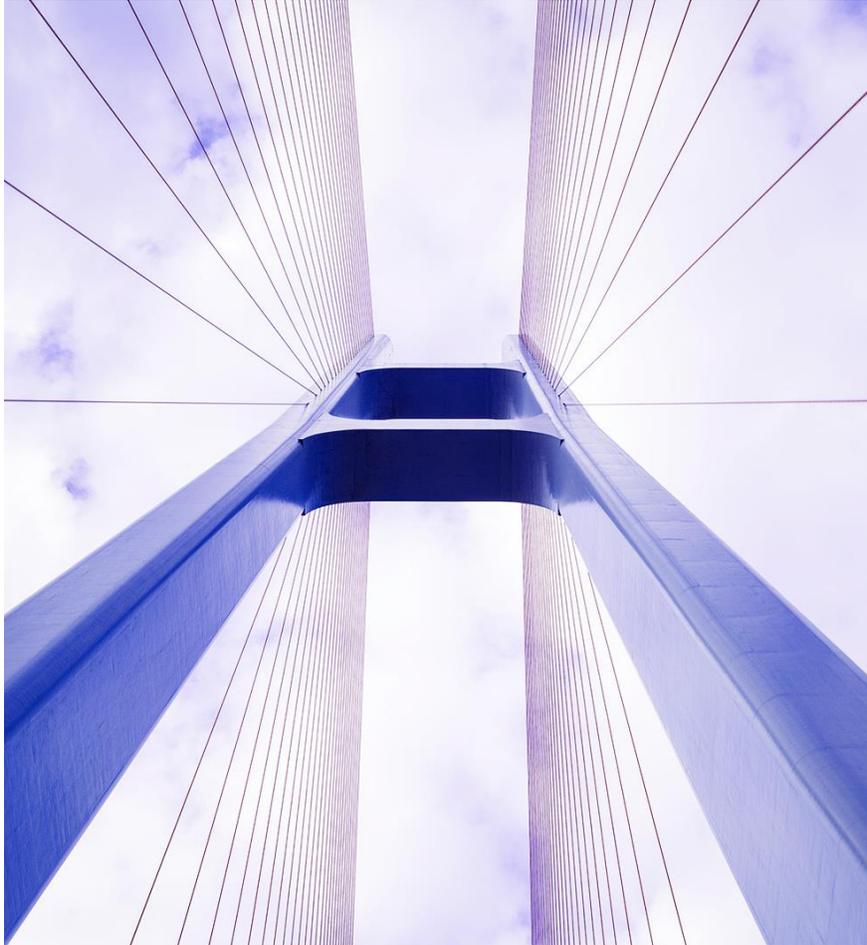
This report is based on information and documentation that was made available to KPMG at the date of this report. KPMG has not audited nor otherwise attempted to independently verify the information provided unless otherwise indicated. Should additional information be provided to KPMG after the issuance of this report, KPMG reserves the right (but will be under no obligation) to review this information and adjust its comments accordingly.

Pursuant to the terms of our engagement, it is understood and agreed that all decisions in connection with the implementation of advice and recommendations as provided by KPMG during the course of this engagement shall be the responsibility of, and made by, Client. KPMG has not and will not perform management functions or make management decisions for the Client.

Comments in this report are not intended, nor should they be interpreted, to be legal advice or opinion.

Limitations

The findings presented herein are based on information collected through stakeholder conversations held October 2022 through January 2023, as well as other relevant documentation provided by the Client. Stakeholder feedback was collected via virtual engagement sessions facilitated by KPMG. The analysis reflects a point in time view, and does not take into account ongoing organizational change and evolution. KPMG did not independently verify the accuracy and completeness of information received.



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01

Executive Summary

Executive Summary (1/2)

The City of Brampton's Development Engineering division engaged KPMG LLP (KPMG) to review the City's detailed engineering review process of subdivisions to identify opportunities and provide recommendations to further increase service levels and efficiency for its customers.

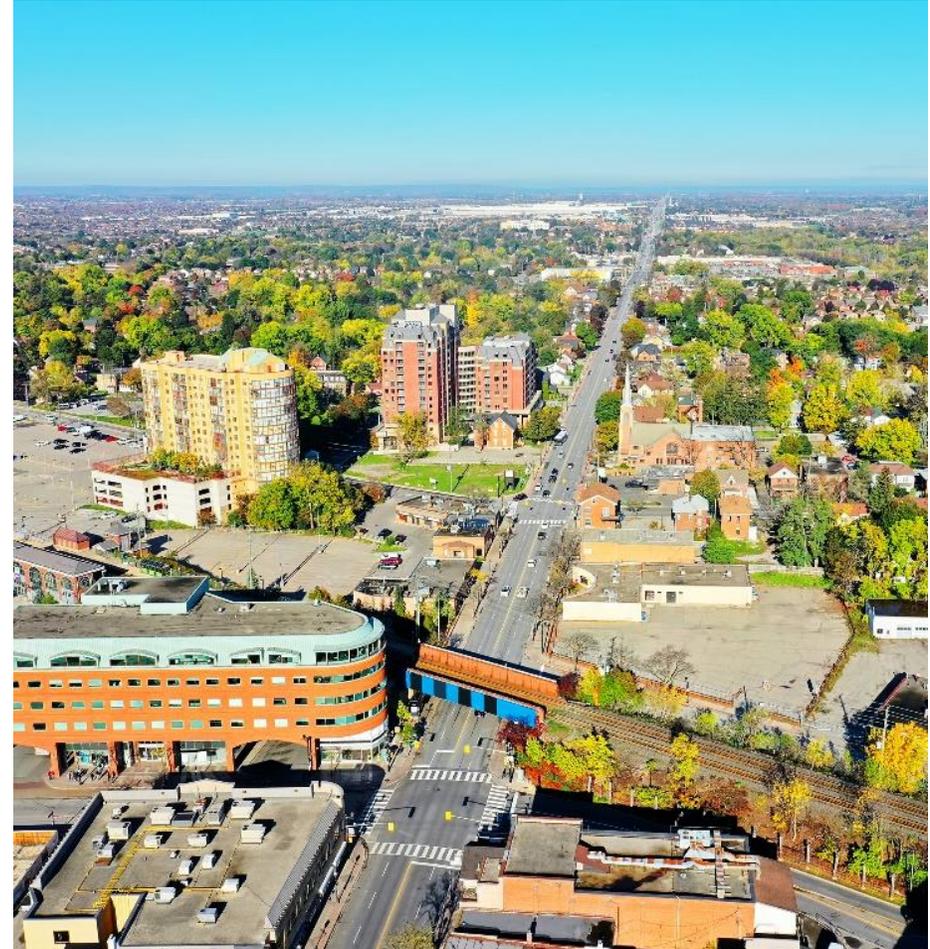
Brampton is the second-fastest growing city in Canada, with a growth rate 2.5 times faster than the national average. This growth is reflected in the number of development applications the City reviews and processes each year.

This high level of development activity, coupled with the City's recent transition to a digital application intake and review system offers an opportunity to identify ways to optimize the delivery of the City's Development Engineering services in the most efficient, consistent, and value-added manner.

Recommendations

Through KPMG facilitated workshops with the City's project team, a shortlist of recommended options has been identified. This report includes 12 opportunities that will improve the Development Engineering review process. These opportunities include:

- Streamlining the review process and circulation practices;
- Introducing a mandatory pre-consultation meeting with Open Space development;
- Implement a comprehensive performance management framework and key performance indicators (KPIs);
- Digitizing past and historical documentation and consolidating information in a central file repository; and
- Expanding engagement and communication efforts to increase stakeholder collaboration.



Executive Summary (2/2)

To assist in the City's prioritization of recommendations, a matrix estimating the impact and implementation effort of each recommendation is presented in Figure 2 on Page 30.

A detailed discussion of each recommendation is included in Section 2.

These recommendations build on the City's existing strengths in service delivery and customer service. Taken together, they will:

- Increase consistency, predictability, and transparency;
- Reduce process steps and decrease review time;
- Improve workload distribution and staff capacity; and
- Enhance the staff and applicant experience.

Project Overview: Evidence Base

Our recommendations are grounded in a robust evidence base, including both qualitative and quantitative sources of information, which include:

- Discussions with senior staff across Development Engineering, Development Construction and Open Space sections.
- Two process map improvement workshops with key City staff members.
- Four group workshops with industry, including developers and consultants.
- A review of existing process maps, GTA fee benchmarking, File Transfer Protocol ("FTP") user guides, submission matrices, and other relevant documents and materials provided by the City.

- KPMG knowledge of leading practices and comparable jurisdictions across Ontario and Canada.

How to Read this Report

The body of this report has three sections:

- Section 1 is this executive summary;
- Section 2 presents the detailed recommendations; and
- Section 3 outlines the proposed implementation plan.

Summary of Recommendations (1/2)

Table 1 presents a summary of our 12 recommendations. They are organized into the six layers of our assessment framework. Section 2 provides a more detailed description of each recommendation. To support the successful implementation of these recommendations, Section 3 includes a roadmap with detailed actions for each recommendation, as well as the resourcing and governance required to support delivery.

Table 1: Summary of recommendations

Layer	#	Recommendation
Services and Processes	1*	Streamline subdivision assumption and Letter of Credit reduction processes.
	2*	Implement an application streaming mechanism to i) optimize staff capacity; and ii) improve resource allocation.
	3*	Introduce mandatory pre-consultation meetings with Open Space staff to discuss park and playground details prior to first engineering submission to improve certainty of park budget and design.
	4	Clarify inspection criteria prior to assumption.
	5	Standardize the use of workflow management to improve consistency and efficiency and reduce staff workloads.
Organization, People and Culture	6	Undertake detailed staff resourcing assessment in response to new legislation to plan for future growth.
Performance Management and KPIs	7	Consolidate data collected from time tracking to inform KPIs as part of an integrated performance management framework that improves the management of the Development Engineering processes.

[List of recommendations continued on next slide]

* Recommendations identified for prioritization by the City.

Summary of Recommendations (2/2)

Table 1: Summary of recommendations

Layer	#	Recommendation
Technology and Information	8*	Digitize historical documentation and consolidating other process review-related materials in a central file repository to serve as a knowledge hub for staff.
	9	Establish an online dashboard for applicants and general public that provides immediate and up-to-date information on application status to enhance customer experience.
Legislation and Policy	10	Review existing development charges and escalation fee mechanisms to ensure fairness for the City and the applicant. <i>(Note: This is not part of the Development Engineering review process but was identified in this study as a recommendation for the City's next development charges update)</i>
Applicant and Public Experience	11*	Continue conducting public engagement and enhance communication efforts to increase stakeholder collaboration and buy-in for future City process changes.
	12*	Enhance access to reference documentation, guidelines and standards for applicants and the public to provide applicants with the materials necessary to reduce the administrative burden on City staff and to improve customer self-service opportunities.

* Recommendations identified for prioritization by the City.

02

Recommendations

1. Streamline Review Process (1/2)

Streamline subdivision assumption and Letter of Credit reduction processes.

Recommendation Description

Stakeholder engagement identified several opportunities to improve the Development Engineering review process that will add value. The City would benefit in considering the following revisions to the Development Engineering review process:

1. Streamline subdivision assumption process:

Currently the City of Brampton's subdivision assumption process requires two reports to Council. Eliminating the report to Committee of Council is an opportunity to improve the efficiency of the process. Once all departments and external agencies have cleared for assumption, one consolidated Assumption Report and By-law can be presented to Council for their consideration. This will reduce the times spent on redundant administrative tasks and improve efficiency.

2. Streamline the Letter of Credit reduction process:

For each credit release request made to the City, property owners are required to sign an acknowledgement to guarantee that no liens exist on the property. The City should review the Legal Department's involvement in the Letters of Credit ("LC") reduction process to determine if there is value added from their involvement. If their involvement is overall of low value, then streamlining this process may free up City Legal resources for more value-add work elsewhere.

3. Re-evaluate the securities calculation method:

The City currently collects the full value of securities based on all site works, at the time of subdivision registration. The City should consider reviewing this requirement in-lieu of site works completed as part of Pre-Servicing Approval. This represents an opportunity to improve customer experience by reducing required securities while maintaining the guarantees required by the municipalities and assists the applicants to free-up cash-flow. This will also reduce an LC reduction request from the applicant prior to subdivision registration, further reducing City staff time spent on administration tasks.

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1. Streamline Review Process (2/2)

Streamline subdivision assumption and Letter of Credit reduction processes.

Recommendation Description (cont'd):

4. Reduce top asphalt warranty periods:

Warranty period for aboveground works is currently 12 months and the warranty period for underground works is 24 months. The City should consider a reduction in aboveground warranty to six months inclusive of a winter season. The adjustment of the warranty period for aboveground works increases efficiency and can improve the applicant experience by facilitating the reimbursement of homeowner grading deposits sooner.

Rationale

Streamlining the process steps is expected to:

- Reduce process steps that are considered non-value-added;
- Alleviate staff workloads and increase capacity; and
- Free up applicant cashflow that could be more efficiently deployed towards other development projects.

2. Implement Application Streaming Mechanism

Implement an application streaming mechanism to i) optimize staff capacity; and ii) improve resource allocation.

Recommendation Description

Stakeholders indicated that the City generally utilizes a one-size-fits-all approach to applications, regardless of complexity, meaning that some applications undergo longer than necessary review processes, leading to an inefficient use of time and resources. In some instances, applicants request and work with City engineering staff to determine a reduced review time on projects that are considered less complex, routine or small. This practice is informal, but allows City staff to adjust the circulation matrix to reduce review time on the application to enable a faster turn-around time to meet the applicant's expectations for these types of applications.

To formalize this, the City should consider classifying applications into different categories/streams of review. Applications of certain characteristics or categories would be subjected to different types of review. For example, applications could be streamed based on the size and/or complexity.

Straightforward applications could potentially be subject to shortened review times and/or fewer review cycles. If the applicant is able to address the City's comments, the City should aim for an expedited review. The ability for the City to shorten application review times will be reliant on the quality of applications being submitted. Other obstacles include the dependency on other departments and external agencies that may not necessarily have the resources to restructure their work processes to accommodate such changes.

Rationale

Introducing an application streaming mechanism to the Development Engineering review process is expected to:

- Reduce application review and process times;
- Incentivize higher quality submissions;
- Reduce the need for interim submissions (i.e., application resubmissions) and reduce the burden of additional review charges to the client.

3. Mandatory Meetings with Open Space Staff

Introduce mandatory pre-consultation meetings with Open Space staff to discuss park and playground details prior to first engineering submission to improve certainty of park budget and design.

Recommendation Description

The Open Space Development team is required to be involved in subdivision applications to provide context related to requirements for park design and park playground details, however, their participation in pre-consultation meeting is not always valuable due to incomplete applications submissions (e.g., delayed response from utilities), preventing the City from providing proper direction to the applicant on park and playground design. Open Space Development staff can be more involved in the application process at early stages if application is complete to provide a wholistic assessment and they can work with the applicant to discuss not only site servicing requirements but also:

- Park budget;
- Park design; and
- Playground option requirements.

City stakeholders indicated that this opportunity would be the most impactful if held prior to the first engineering submission. To introduce this new step in Development Engineering applications, the City should consider establishing a terms of reference that sets out clear criteria on what application types are required to participate in such a meeting, as well as what the applicant would need to prepare beforehand.

Rationale

Introducing a mandatory pre-consultation meeting with Open Space staff to discuss playground details prior to pre-consultation is expected to:

- Provide the City with application details required to determine park budget;
- Provide the applicant with park budget and adequate time to prepare park design and playground options; and
- Reduce timeline challenges related to National Heritage System (NHS) review required for trails and bridges.

4. Initial Assumption Inspections

Clarify inspection criteria prior to assumption.

Recommendation Description

The City's expectation of the timing of repairs for assumption is that deficiencies are to be remedied as soon as possible after initial inspections. Often the applicant's timing of repairs results in long time lapses to occur between initial inspection and reinspection, which results in additional deficiencies arising during the time lapse. This results in additional costs in repairs to the applicant.

Modifications of the City's final inspection policy can improve this situation by clarifying that the final inspection and the subdivision assumption recommendation must happen in the same calendar year. This ensures timely repair of deficiencies to avoid additional re-inspections and repairs as a result of time lapses and additional winter cycles. Criteria for inspections should be supported by minimum maintenance standards and material quality requirements.

Additional engagement with the industry (related to Recommendation 11) may be useful to align expectations.

Rationale

Implementing this recommendation is expected to:

- Lead to issues raised at inspection being resolved faster;
- Reduce the need for repeated re-inspections; and
- Reduce workloads for both City staff and applicants.

5. Standardize Workflow Management

Standardize the use of workflow management to improve consistency and efficiency and reduce staff workloads.

Recommendation Description

Each commenting department and external agency uses their own tracking systems to manage the subdivision review workflow. This leads to inconsistencies across the process. This challenge is exacerbated by external commenting partners and agencies who operate with different priorities, which affect the City of Brampton's timelines for application review. City staff indicated that information located in existing hard copy files requires more time to access as compared to the digital file systems more recently adopted.

The Development Engineering review process would benefit from the use of standardized digital management tools across the different departments/commenting groups. Standard platforms such as Development Engineering's ProjectWise application may be leveraged to improve data sharing and coordination of comments to reduce workload pressures on staff as well as minimizing service inconsistencies for applicants.

Adopting a standard digital workflow may provide an opportunity to improve linking historical applications/documentation to current files.

Rationale

Standardizing application workflows and the use of management tools is expected to:

- Improve consistency in workflow management;
- Enable performance management;
- Reduce some of the administrative work that currently exists by using a digital workflow.

6. Staff Resourcing Assessment

Undertake detailed staff resourcing assessment to better understand staff workloads and plan for future growth.

Recommendation Description

Incoming legislative changes are going to fundamentally change the development review process, including the Development Engineering review process within it. Changes to mandated timelines, delegation of authority, and more will require municipalities to revise their processes related to development review and will place greater pressure on timeline reduction. Through our engagement activities, stakeholders expressed concern that the incoming changes will increase staff workloads and place stress on resourcing abilities across Development Engineering¹.

Implementing a detailed staff resourcing assessment has the potential to support the City in ensuring that the Development Engineering division both obtains and retains the human capital required to meet the newly legislated timelines and process changes as a result of Bills 109 and 23. Understanding resourcing requirements can also help to ensure that the right mix of staff competencies are represented within the process and that workloads are effectively managed. A staff resourcing assessment may consist of:

1. A review of Brampton's strategic plan and development objectives;
2. An assessment of job-specific requirements to meet new legislated requirements and development objectives;
3. Determine the resource requirements to accomplish organizational goals and legislated timelines; and
4. Identify, at a high-level, cost requirements that could inform a review of fees used for cost recovery.

A detailed staff resourcing assessment could also support the work included in Recommendation 5 to help standardize application workflows and the use of management tools. To fill in future resourcing gaps, the City may begin to explore staffing options through internal or external sources, as well as conduct a cost-benefit analysis to determine if further investment is required in the area of talent attraction and retention.

Rationale

Completing a detailed staff resourcing assessment is expected to:

- Inform the City on appropriate staffing levels, personnel needs and costs, to seek additional headcount or resources in the future; and
- Put the City in a stronger position to be able to respond to Bills 109 and 23, or other development review-related provincial legislative changes.

¹ City staff indicated that the current workloads are manageable and that timelines for Development Engineering reviews are mostly met.

7. Performance Measurement (1/4)

Consolidate data collected from time tracking to inform KPIs as part of an integrated performance management framework that improves the management of the Development Engineering processes.

Recommendation Description

Stakeholders indicated that the City of Brampton’s Development Engineering review processes follow established review timelines. However, the workflow of external departments and commenting agencies is outside of Development Engineering’s control. Recognizing that commenting departments across the City each have their own priorities, therefore mandating when comments are to be received by the Development Engineering group is a challenge.

Collaboration with commenting departments and external regulatory agencies on developing a mutual agreement to establish review timelines can ensure timely reviews across components of the review process, is an opportunity to improve customer experience. This can be supported with the time tracking to provide important business insights and improve the overall management and performance of complex processes and services. In the Development Engineering review context, time tracking can:

- Enhance understanding of the overall time and resource requirements (and indirectly, costs) of the Development Engineering review process, which is a fee-based service.
- Establish review timelines to provide predictability for applicants to better facilitate their next phase of work (e.g., applicants can rely on the City's Development Engineering group to receive all comments within the established five-week timeline for second submission).

The City should consider introducing time tracking for all processes and activities related to the Development Engineering review process, including but not limited to the following examples:

- Review and commenting time for each Development Engineering team;
- Review and commenting time for external commenting partners and agencies;
- Communication (with applicants, consultants, etc.);
- Applicant response/resubmission times; and
- Participation in auxiliary processes, such as pre-consultation meeting.

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7. Performance Measurement (2/4)

Consolidate data collected from time tracking to inform KPIs as part of an integrated performance management framework that improves the management of the Development Engineering processes.

Recommendation Description

Stakeholders indicated that the City's Development Engineering monitors the efficiency and effectiveness of its services using basic KPIs and conventional tracking methods. Development Engineering has completed several process mapping exercises and updates over the years which has helped them increase their service levels and adapt to changes in legislation, meet customer needs, and keep up with increased demands from growth. Supported by time tracking data, the City should consider establishing an integrated performance management framework, including KPIs relevant to the Development Engineering review process to enhance accountability and improve the management of the Development Engineering processes. The performance management framework should include the following:

- KPIs for each Development Engineering service, including efficiency and effectiveness measures;
- Information to support each KPI, including how, when and by whom the data will be collected;
- A process for reporting on KPIs; and,
- A process for reviewing the effectiveness of KPIs.

The development of KPIs should first require a baseline which can be determined based on an analysis of Development Engineering work completed to date. The targets should include both efficiency and effectiveness indicators:

- Efficiency: measures productivity or the amount of resources used to produce a given output (usually expressed as cost or effort per unit of output); and,
- Effectiveness: measures the extent to which an activity or service achieves a desired outcome.

A list of potential performance measures is included in Table 3 on the following page. These performance measures are based on KPMG leading practices, a review of existing performance metrics in place for the Development Engineering review process and jurisdictional research. They are not exhaustive and are meant as a starting point for further review and discussion.

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7. Performance Measurement (3/4)

Consolidate data collected from time tracking to inform KPIs as part of an integrated performance management framework that improves the management of the Development Engineering processes.

Recommendation Description (cont'd)

Table 3: Proposed KPIs

Efficiency	Effectiveness
<ul style="list-style-type: none"> — Number of reviews by application type — Number of reviews by application complexity — Total elapsed time for Development Engineering to provide comments (for each circulation) — Total elapsed time for each commenting team (open space, engineering, etc.) to provide comments (for each circulation) — Staff cost by circulation and application type 	<ul style="list-style-type: none"> — Applicant satisfaction surveys

An effective performance management framework should have clear reporting procedures and a process for reviewing the effectiveness of KPIs. Tracking against the established KPIs can be reproduced in a visual monthly report to senior management.

As numerous application types in the wider development review will be required to meet the newly legislated timelines and process changes as a result of Bills 109 and 23, introducing a similar recommendation to the broader development review process has the potential to add significant value to improve accountability and transparency across the process.

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7. Performance Measurement (4/4)

Consolidate data collected from time tracking to inform KPIs as part of an integrated performance management framework that improves the management of the Development Engineering processes.

Rationale

Incorporating time tracking into components of the Development Engineering review process and creating an integrated performance management framework with KPIs is expected to:

- Provide management with a comprehensive view of the time and resources associated with each commentor, including external agencies, partners, and other commenting departments to facilitate future agreements on delivery timelines;
- Improve transparency around the Development Engineering review process (as well as the broader development review process) if shared with applicants;
- Inform a detailed resourcing assessment and help plan for future growth (Recommendation 6);
- Help foster a collaborative culture in the team, where positive performance can increase motivation and encourage productive performance;
- Serve as an indicator of how Development Engineering performance supports the City's wider planning and development targets; and
- Allow for better management of overall performance, by helping each City staff maintain personal and team accountability.

8. Central File Repository

Consider digitizing past and historical documentation and consolidating other process review-related materials in a central file repository to serve as a knowledge hub for staff.

Recommendation Description

The Development Engineering division has been undergoing a transition to paperless files and digital review processes since 2018 and is now processing and filing all projects digitally. City staff indicated that the older project files are hard copies and stored in traditional paper filing systems. As staff require fast access to information to respond to queries, the City should explore digitizing existing paper records into a central file repository/database. This will increase efficiency by providing fast access to digital information and provide the ability to share digital records quickly.

The contents of the central file repository could include:

- Standard operating procedures (SOPs);
- Commenting templates;
- Terms of reference;
- Roles and responsibilities; and
- Historical application information.

When setting up a central file repository, the system should enable the following functions:

- Digital and user-friendly upload and download processes;
- Keyword search;
- Integration with ProjectWise; and
- File sharing support.

Rationale

Developing a central file repository to house historical documentation and other process review-related materials is expected to:

- Create a streamlined and simple process for accessing all key documentation and Development Engineering resources;
- Reduce the administrative workload that comes from looking for and organizing paper files;
- Enable online versioning that allows for archiving and will provide opportunities for future file updates and system modifications; and
- Serve as a key training resource for new staff.

9. Online Application Status

Establish an online dashboard for applicants and general public that provides immediate and up-to-date information on application status to improve transparency for all stakeholders.

Recommendation Description

As the City continues its ongoing transition to digital processes, our research indicates that application status and related information is not yet available for public access. Applicants indicated that they would like the ability to access their application status on a self-serve platform. Addressing this request would improve customer experience and reduce staff time responding to routine inquiries that may otherwise be made available online.

To improve applicant access to information, the City should consider creating an online applicant dashboard where application status and associated/relevant information is consolidated in one location. As a starting point, the online dashboard could include application status updates, such as information on where the file currently sits and its review status; as well as who the file lead/contact person for the application is.

The implementation of this recommendation could be supported by updated workflow management practices outlined in Recommendation 5. There is an opportunity to link the functionality of the dashboard with the enhanced resources and materials made available to applicants on the City's website outlined in Recommendation 12. In developing the web infrastructure to provide this online application status capability, the City can explore integrating the implementation of this opportunity with the wider development review process and associated planning review timelines.

Rationale

Establishing an online dashboard to provide applicants with application status and related updates is expected to:

- Increase transparency in the process and allow applicants to better plan and anticipate when they will receive comments back;
- Reduce staff time spent answering applicant inquiries on application status;
- Enhance the capabilities of the City's digital operations to improve customer experience; and
- Increase web traffic to the City of Brampton's website and Development Engineering pages, which can serve as a good resource for applicants with other development-related process questions.

10. Review Development Charge Reimbursement Rate

Review existing development charges and escalation fee mechanisms to ensure fairness for the City and the applicant.

Recommendation Description

The industry noted that the City's current development charge reimbursement mechanism does not accurately reflect costs for the construction of public infrastructure (e.g. roads, community centres, libraries, parks, etc.) in new developments. This is because development charges are determined by the current development charges by-law rate (from the 2019 Development Charge Background Study and is only updated every five years), and does not accurately reflect actual construction costs that are incurred as the project is built. In most cases, development costs increase over the course of construction, however, Brampton's development charges reimbursement mechanism does not adequately capture said increases.

To address this challenge, the City should consider reviewing the existing calculation mechanism for development charges and consider an escalation fee clause for projects of sufficient duration so as to adequately reimburse applicants and incentivize equitable development in the City.

In initial discussions with stakeholders, the City acknowledged that there is an opportunity to introduce adjustment/escalation mechanisms in more frequent intervals than five-year terms to better reflect inflation/increasing costs. Acknowledging that the Development Charges Act has an impact on City development beyond Development Engineering functions, this recommendation should be considered as an item to put forward for discussion at the next Development Charges background study update, currently scheduled for 2024.

Rationale

Implementing a new mechanism to determine fair development charge reimbursements is expected to:

- Provide applicants with fair reimbursement of development charges for the construction of community infrastructure; and
- Improve applicant experience working with the City.

11. Public Engagement

Continue conducting public engagement and enhance communication efforts to increase stakeholder collaboration and buy-in for future City process changes.

Recommendation Description

As City processes continue to change in response to policy changes, any future policy or program changes associated with the City's Development Engineering processes and the broader development review process should continue to require consultation and engagement with industry. The City can continue to utilize and enhance their formal mechanisms to facilitate more thorough stakeholder engagement; the City can educate applicants and the industry and, as a result, increase the likelihood of buy-in and support of future changes and also avoid any unintended negative impacts for applicants (e.g., additional time and/or resource requirements to comply with minimum standards and requirements).

This process includes utilizing and enhancing current formal mechanisms and identifying new mechanisms to engage with industry stakeholders and members of the public outside of the existing development application process to enable them to provide input on proposed changes. Building on current practices of stakeholder engagement and community meetings, continue to organize opportunities/events in partnership with industry associations such as BILD, and could include:

- Training sessions for applicants, consultants and members of the public on the Development Engineering application and review process changes as needed; and
- Co-identify meeting opportunities with industry representatives and resident associations to gather feedback about new initiatives, policies and/or processes, including the potential implementation of the recommendations included in this report.

Rationale

These structured engagement opportunities with the industry are expected to:

- Engage stakeholders in consultation of new programs or policy changes to hear their opinions, providing them with an opportunity to comment on implementation challenges and other industry concerns;
- Establish a two-way channel for feedback between Development Engineering and the industry to proactively identify and address stakeholder needs and concerns; and
- Provide the public with the opportunity to ask specific questions to understand the Development Engineering processes and how the City of Brampton functions (e.g. transparency in regards to how tree removal fees are determined and how the funds are used for community benefits).

12. Enhance Information Access (1/2)

Enhance access to key documentation and information for applicants and the public to provide applicants with the materials necessary to produce high-quality applications and reduce the administrative burden on City staff.

Recommendation Description

Industry stakeholders indicated that development-related materials are difficult to find on the City's website, and/or are simply not available. As a result, applicants have to contact City staff directly to seek clarity on certain items by way of informal information requests and/or requests for specific materials. City staff must spend significant time and resources searching for the information for applicants, which detracts from their ability to perform their core mandate of Development Engineering review. This issue is exacerbated by the fact that historical and development-related materials are not stored in a central location, as outlined in Recommendation 9. The lack of public-facing information negatively impacts the quality and speed of application processing, and places additional administrative burden on City staff.

To address this, the City should consider enhancing access to public facing information such as:

- A high-level description of the Development Engineering review processes, including an overview of key process steps (process maps, standard operating procedures) and anticipated timelines;
- Terms of reference for studies and reports, along with other guidelines, standards and regulations; and
- Links to additional resources and materials.

As a start, the City should review and evaluate the effectiveness of the Development Engineering resources currently on the City's website, looking for improvement opportunities in areas where key information is missing, difficult to find, and/or unclear. The City should also consider reviewing all content using a plain language lens to improve readability and understandability for all applicants, regardless of development experience.

[continued on next slide]

12. Enhance Information Access (2/2)

Enhance access to key documentation and information for applicants and the public to provide applicants with the materials necessary to produce high-quality applications and reduce the administrative burden on City staff.

Recommendation Description (cont'd)

Any new or refreshed public-facing information should be integrated into public notices (e.g., include a website link to a consolidated list of Development Engineering resources). The City should also consider engaging a communications specialist to help develop these and other public-facing materials to help ensure that they are easy-to-use and accessible to a wide audience.

This challenge has been underscored through recent changes to the City's governance structure, with Development Engineering being moved from within Public Works to City Planning. With this change, the City's website underwent a series of revisions to recategorize the Development Engineering web infrastructure under the revised site structure – a tedious process that required significant time and resources. To futureproof the opportunities suggested in this recommendation, any changes to the Development Engineering website should be done with the potential for them to be more easily moved and/or manipulated in the future.

Rationale

Enhancing public access to useful application and process-related information is expected to:

- Help lessen the number of development applications related inquiries received from industry and the public;
- Allow staff to prioritize their time for more valuable work; and
- Provide industry with the information required to produce high quality applications.

03

Implementation Plan

Implementation Plan

This section presents a proposed plan for the implementation of the recommendations included in Section 2. The implementation plan has three subsections and guided by feedback obtained from the City through various workshops, leading practice and KPMG experience.

A critical requirement in support of the implementation of this report is integration and alignment with the City's broader approach to addressing the impacts of recently announced provincial legislation (i.e., Bill 109 and Bill 23). Where relevant, we have identified specific considerations that the City should consider along with its ongoing response to provincial legislative change.

Implementation Structure

The successful implementation of the recommendations included in this report will require dedicated resources and effective governance.

The City should consider establishing a dedicated Implementation Team that will lead, monitor, and report on the implementation of the recommendations in Section 2 of this report.

The project management and supporting resources should be dedicated full time to the Implementation Team. Resources should have experience with business transformation initiatives as well as Development Engineering review processes. At a high level, Implementation Team capabilities should include:

- Program and project management;
- Change management;
- Communications;
- Stakeholder engagement (both internal and external); and
- Business process improvement.

We anticipate the Implementation Team staff will be required for up to 24 months. The Implementation Team will also need to draw on staff with subject matter expertise in the Development Engineering review process on an as-needed basis.

To ensure effectiveness of the implementation process, an Implementation Committee comprised of senior decision-makers from each of the key departments in the Development Engineering review process should be formed. The mandate of the Implementation Committee should include strategic direction and oversight of the implementation of recommendations included in this report, decision-making on key approvals, and monitoring implementation progress and overall project success.

Implementation Matrix Overview

To help the City prioritize recommendations for implementation, the next page presents a matrix that maps each opportunity based on anticipated impact and effort. The definitions are included below.

Definitions of Level of Impact (LOI)

The recommendations have been assessed for their potential impact and expected effort. The definitions of high, medium, and low impact and effort are included below.

Level of Impact:

- **Low:** incremental or minor impact across all departments
- **Medium:** moderate and noticeable impact across all departments
- **High:** transformational impact across all departments

Definitions of Ease of Implementation (EOI)

The Ease of Implementation (EOI) dimension is composed of resources, maturity, current status, complexity, risk, and change requirements to implementation. These are elaborated upon at the bottom of the page.

Ease of Implementation:

- **Low (easy):** low to moderate effort and time required to implement (3-6 months)
- **Medium (moderate):** some effort and time required to implement (6-12 months)
- **High (hard):** significant effort and time required to implement (12+ months)

Implementation Matrix

The figure below presents an estimate of the service level impact on the Development Engineering processes (landscape design and subdivision assumption), and the associated estimated implementation effort for each of the recommendations. The recommendations with a low estimated implementation effort have been categorized as quick wins.

Figure 2: Implementation matrix



Implementation Roadmap (1/10)

Table 4: Proposed implementation roadmap

#	Recommendation	Description of Activities	Timeline
1	Streamline subdivision assumption and Letter of Credit reduction processes.	<ul style="list-style-type: none"> — Implementation Team to engage internal and external stakeholders to confirm list of process improvements and identify additional opportunities to streamline. — Develop a comprehensive roadmap on the processes that will be impacted by the changes (e.g., Finance refund processes, Legal review processes, etc.). — Develop communications to inform industry of changes. — Implement suggested changes to streamline review process. <ul style="list-style-type: none"> • Update existing SOPs, documents, TORs, etc. where appropriate, to reflect new changes. — Leverage discussion opportunities with industry (Recommendation 11) to gather feedback on process changes to determine if objectives have been achieved. 	— 6 to 12 months

Implementation Roadmap (2/10)

Table 4: Proposed implementation roadmap

#	Recommendation	Description of Activities	Timeline
2	Implement an application streaming mechanism to i.) optimize staff capacity; and ii.) improve resource allocation.	<ul style="list-style-type: none"> — Implementation Team to work with internal and external stakeholders to develop a streaming matrix, criteria for streamlining, and develop SOPs, as needed. <ul style="list-style-type: none"> • Establish criteria that identifies how applications will be streamed, and what the different streams entail in terms of associated service. • Coordinate with Planning and/or other departments, as needed, to ensure criteria and streamlining of applications are aligned with department resources and expectations. — Implementation Team to obtain approval for streaming matrix, criteria, and other steps as identified. — Implementation Team to work with stakeholders to develop SOPs for streaming, refining streaming matrix as needed. — Implementation Team to develop transition plan to implement new streaming system, including internal & external communications. — Implement streamlining processes for new applications <ul style="list-style-type: none"> • Consider implementing on a pilot basis to refine prior to full rollout. 	— 6 to 12 months

Implementation Roadmap (3/10)

Table 4: Proposed implementation roadmap

#	Recommendation	Description of Activities	Timeline
3	Introduce mandatory pre-consultation meetings with Open Space staff to discuss park and playground details prior to first engineering submission to improve certainty of park budget and design.	<ul style="list-style-type: none"> — Implementation Team to work with internal stakeholders and Open Space staff to establish the criteria for involvement in mandatory pre-consultation meetings with applicant. — Implementation Team to develop a TOR that outlines: <ul style="list-style-type: none"> • Meeting objectives; • Meeting attendance; and • Required information. — Draft TOR to be submitted to the Implementation Committee for approval. — Update existing SOPs to reflect changes in process. — Develop communication materials. — Review and promote updated roles and responsibilities with staff and applicants. — Conduct resourcing assessment. 	— 6 to 12 months
4	Clarify inspection criteria prior to assumption.	<ul style="list-style-type: none"> — Implementation Team to consult with industry on the introduction of deadlines to address inspection comments to determine appropriate timelines (e.g., same calendar year). — Inventory existing SOPs related to inspections and update accordingly based on new timelines and processes. — Develop communication materials that ensure applicants are aware that changes will address pain points related to reinspection. — Communicate changes to City staff, and applicants where appropriate, and outline implementation timelines and provide sufficient training. — Implementation Team can monitor changes and evaluate results. 	— 6 to 12 months

Implementation Roadmap (4/10)

Table 4: Proposed implementation roadmap

#	Recommendation	Description of Activities	Timeline
5	Standardize the use of workflow management to improve consistency and efficiency and reduce staff workloads.	<ul style="list-style-type: none"> — Develop a list of existing application workflow management tools across Development Engineering functions. — Engage with staff to identify their needs and gaps in current management tools and systems. — Implementation Team to conduct internal engagement with Development Engineering leaders to agree on a tool to use going forwards. — Develop a work plan with the relevant budget, timeline and resources required based on gaps and needs for tools and systems. — Create training manuals. <ul style="list-style-type: none"> • Implement necessary changes (e.g., implementation of any new workflows, systems, and tools. Update SOPs and TORs where appropriate). — Communicate changes to City staff, and applicants where appropriate, and outline implementation timelines and provide sufficient training. — After tools, systems, or technology is implemented, collate feedback from staff to distinguish if any additional investments or upgrades need to occur. 	— 12 to 18 months

Implementation Roadmap (5/10)

Table 4: Proposed implementation roadmap

#	Recommendation	Description of Activities	Timeline
6	Undertake detailed staff resourcing assessment in response to new legislation to plan for future growth.	<ul style="list-style-type: none"> — Implementation Committee to support the Project Manager’s review of the City of Brampton Strategic Plan to understand corporate-wide objectives and related city development goals. — Implementation Team to conduct an analysis of the volume of work across the Development Engineering review process, mapping this against resource allocation and key pain points. The analysis would include: <ul style="list-style-type: none"> • A gap analysis to determine current state and projected future needs; • Identifying the highest value areas where resourcing is not aligned with volume; and • Determining where staff working across the process are undertaking work that could be reassigned, e.g., engineers time could be freed up by reallocating some filing work. — Implementation Committee to approve proposed changes to staff roles and responsibilities, and Implementation Team to update job descriptions as needed. — Conduct cost benefit analysis on internal training programs or recruitment strategies. — Explore staffing options (e.g., internal promotions, internal transfers, agency support, etc.) <ul style="list-style-type: none"> • Establish informal mechanisms that empower internal staff to surface ideas and initiatives to improve ways of working across the process. — Post implementation, evaluate results and outcomes against initial gap analysis. 	— 12 to 18 months

Implementation Roadmap (6/10)

Table 4: Proposed implementation roadmap

#	Recommendation	Description of Activities	Timeline
7	Consolidate data collected from time tracking to inform KPIs as part of an integrated performance management framework that enhances accountability and to improve the management of the Development Engineering processes.	<ul style="list-style-type: none"> — Implementation Team to inventory existing time tracking practices and performance measures across the Development Engineering review process. <ul style="list-style-type: none"> • Establish criteria that identifies elements for time tracking. • Work with leadership and managers to review existing metrics and develop any additional KPIs and performance standards as needed. Identify performance measures that can be implemented immediately (Recommendation 7). • Coordinate with Planning and/or other departments, as needed, to ensure criteria and time tracking are aligned with department resources and expectations. — Implementation Team to develop business case for additional time tracking along with a work plan to implement it. <ul style="list-style-type: none"> • Align implementation of expanded time tracking with any new workflow management tools, systems, technologies, as needed to ensure efficient mechanisms of time tracking and reporting (Recommendation 5). — Business case and work plan to be submitted to Implementation Committee for approval. — Implementation Team to develop detailed project plan to develop performance measurement framework and consider using new tools, capabilities, and automation opportunities. Identify department leads to be accountable for the various KPIs; develop TORs accordingly. — Implementation Team to consult with internal and external stakeholders to refine and improve on existing KPIs and workshop the implementation of new ones. <ul style="list-style-type: none"> • Enhance transparency by identifying performance measures that can be shared with the public. Public measures should provide indication of volume and timelines by application type. — Produce monthly reports for senior leadership to provide regular insight on performance levels. <ul style="list-style-type: none"> • Establish an ongoing review of KPIs and the performance framework for effectiveness. 	— 6 to 12 months

Implementation Roadmap (7/10)

Table 4: Proposed implementation roadmap

#	Recommendation	Description of Activities	Timeline
8	Digitize historical documentation and consolidating other process review-related materials in a central file repository to serve as a knowledge hub for staff.	<ul style="list-style-type: none"> — Implementation Team to work with relevant staff to inventory existing data and information that is: (a) available but not currently online; (b) under development; and (c) not currently under development. <ul style="list-style-type: none"> • Digitize the documentation (e.g., scan hard copies into digital copies) and file/store in a central repository that aligns with the steps of the development process as needed, as well as ensuring alignment with the software/tools being utilized. — Implementation Team to develop a comprehensive data/information management strategy that identifies how the information should be used and how information/data will be updated and maintained. — Implementation Team to lead the development of a roadmap to make the additional data/information available in a central location for City staff. — Implementation Team to identify a dedicated knowledge management resource to ensure materials are digitized and remain up to date. — Conduct regular, ongoing reviews of accuracy and relevance of materials included in central repository. Update as required. 	— 12 to 18 months

Implementation Roadmap (8/10)

Table 4: Proposed implementation roadmap

#	Recommendation	Description of Activities	Timeline
9	Establish an online dashboard for applicants and general public that provides immediate and up-to-date information on application status to enhance customer experience.	<ul style="list-style-type: none"> — Assess available dashboarding capability within any existing tools, systems, or technology. — Engage internal and external stakeholders to understand the detail and information desired to be captured in the dashboard. — Conduct cost-benefit analysis of implementing upgrades to the existing systems or sourcing another system for the dashboard capability. — Look for integration opportunities with existing systems in use across the City's development review process to enable efficient data transfer and automation where possible. — Rollout pilot dashboard for capacity and user testing. — Collect feedback on pilot program and adjust dashboard accordingly. — Full launch of web-based dashboard capability with complimentary documentation and training (if required). — Assess dashboard utility and uptake on an annual basis to review if any adjustments need to be made. 	— 18 to 24 months

Implementation Roadmap (9/10)

Table 4: Proposed implementation roadmap

#	Recommendation	Description of Activities	Timeline
10	<p>Review existing development charges and escalation fee mechanisms to ensure fairness for the City and the applicant.</p> <p><i>(Note: This is not part of the Development Engineering review process but was identified in this study as a recommendation for the City's next development charges update)</i></p>	<ul style="list-style-type: none"> — Coordinate and work with Finance team to review the current development charges bylaw (item for discussion in the 2024 Development Charges background study update). <ul style="list-style-type: none"> • Examine existing City procedures on development charge reimbursements. Conduct top-to-bottom review of development charges. Gather data related to the costs associated with development charges. — Consult with internal and external stakeholders to prepare plan ahead of development charges review in 2024. — Review development charges to ensure they represent value to the development community and are benchmarked against peer/neighbouring jurisdictions. <ul style="list-style-type: none"> • Develop criteria to determine whether additional fees should apply. • Communicate changes and ensure details are publicly available to be transparent with applicants. — Work with Finance team to support a case for amendments to existing development charges reimbursement rates <ul style="list-style-type: none"> • Get approval for amending charges as needed. — Conduct development charge reimbursement reviews annually and update as needed (currently updated every 5-years). 	— 18 to 24 months

Implementation Roadmap (10/10)

Table 4: Proposed implementation roadmap

#	Recommendation	Description of Activities	Timeline
11	Continue conducting public engagement and enhance communication efforts to increase stakeholder collaboration and buy-in for future City process changes.	<ul style="list-style-type: none"> — Identify key internal and external stakeholders and target audiences for public engagement and communication efforts. — Engage with key stakeholders to identify key topics to support two-way learning opportunities — Develop a high-level communication plan that outlines the goals and objectives of the public engagement efforts, the methods that will be used, and any metrics. — Allow the public to access information about the projects, communications, and upcoming events as needed. <ul style="list-style-type: none"> • Encourage public feedback — Implementation Team to develop a business case for a two-way learning program (i.e., training opportunities, work plan, costs, anticipated benefits). — Business case to be submitted to Implementation Committee for approval. — Identify lead internal resource with ownership of the program. — Implement program. 	— 3 to 6 months
12	Enhance access to reference documentation, guidelines and standards for applicants and the public to provide applicants with the materials necessary to reduce the administrative burden on City staff and to improve customer self-service opportunities.	<ul style="list-style-type: none"> — Implementation Team to inventory existing applicant-facing material for the Development Engineering review process. — Consult with industry stakeholders, Development Engineering staff, and commenting partners to identify the type of information and material to be included on the City's website. — Implementation Team to incorporate feedback from stakeholders and address gaps in existing information and materials. Socialize with key stakeholders and incorporate feedback. — Implementation Team to identify a staff lead responsible for keeping applicant-facing materials up to date. 	— 6 to 12 months



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04

Appendices

Appendix A:

**Background &
Approach**

Background & Context

The City of Brampton engaged KPMG to conduct a review of the City's Development Engineering processes to identify opportunities for more efficient and streamlined processes and to enhance existing process capacity and capabilities. The City is looking to improve development application processing times while maintaining legislated requirements and excellence in customer service.

Project Objectives & Scope

The City's objectives of the review were to ensure that Brampton has a class-leading Development Engineering review process. To achieve this, the review aimed to:

1. Identify opportunities to create greater efficiencies and effectiveness in service delivery;
2. Enhance existing process capacity and capabilities in a digital environment; and
3. Improve development processing times in accordance with the latest legislated requirements.

The scope of our review included an assessment of:

- Current Development Engineering review processes;
- Roles and responsibilities of staff and departments;
- Staff resources and skill sets;
- Development of application management and governance practices;
- The effectiveness of technology systems in place; and,
- Review timelines and KPIs.

Assessment Framework

For this review, KPMG leveraged its Target Operating Model ("TOM") methodology – a proprietary six layer assessment framework that builds upon

key principles and leading practices established from reviewing development processes for over 30+ municipalities in Canada.

We used the assessment framework to structure our research and organize our findings, including the strengths, challenges, and preliminary improvement opportunities presented in this report. Our robust, tried and tested framework ensures that a holistic view with broad improvement opportunities are considered. An overview of the assessment framework is provided on page 46.

Work Plan

KPMG adopted a structured four phase approach for this review (see page 45). This final report represents the completion of the four phases described below:

1. Plan – Get to know each other and align on the project's key tasks, schedule, and objectives as well as our shared project management routines.
2. Discover & Describe – Build a substantive evidence base to understand current state strengths, challenges and improvement opportunities.
3. Ideate & Innovate – Co-develop detailed improvement opportunities to improve the efficiency and effectiveness of the development approvals system.
4. Report & Implementation – Develop a final report and implementation with clearly detailed recommendations to facilitate implementation.

This project kicked-off on August 24, 2022 and will be completed by February 2023.

Project Workplan

Table 5: Project workplan

	 Phase 1: Plan	 Phase 2: Discover & Describe	 Phase 3: Ideate & Innovate	 Phase 4: Final Report & Implementation
Objectives	Get to know each other and align on the project's key tasks, schedule, and objectives as well as our shared project management routines.	Building a substantive evidence base to understand current state strengths, challenges and improvement opportunities	Co-develop detailed improvement opportunities to improve the efficiency and effectiveness of the Development Engineering review process.	Develop final report with clearly detailed recommendations to facilitate implementation.
Activities	<ul style="list-style-type: none"> › Kick-off meeting › Stakeholder engagement planning › Determine & finalize assessment framework › Align on project approach, timing, required materials and information, and other project management information 	<ul style="list-style-type: none"> › Quick start leadership interviews › Review background materials › Current state process review › Process maps review › Stakeholder engagement › Comparator fee benchmarking › Preliminary maturity assessment 	<ul style="list-style-type: none"> › Improvement opportunity workshops › Validation workshops 	<ul style="list-style-type: none"> › Draft Report & Implementation Roadmap › Presentation of Draft Report & Implementation Roadmap
Deliverables	<ul style="list-style-type: none"> ✓ Project Charter ✓ Stakeholder engagement strategy ✓ Assessment framework 	<ul style="list-style-type: none"> ✓ Interim report 	<p><i>Outputs from this phase have been incorporated into our Final Report</i></p>	<ul style="list-style-type: none"> ✓ Draft Development Process Review Report & Implementation Roadmap ✓ Final Development Process Review Report & Implementation Roadmap

Target Operating Model | Assessment Framework

This page shows the six layer assessment framework we used to guide our analysis.

Figure 3: TOM assessment framework

 Services and Processes	The internal and external Development Engineering services delivered by the City, along with the processes, practices, and procedures used to deliver those services.
 Organization, People, & Culture	The roles and responsibilities of staff, the City's organizational structure and the governance structures used to manage work and coordination within Development Engineering.
 Performance Management & KPIs	The performance management structures used to measure, monitor, and evaluate the Development Engineering processes and overall performance.
 Technology and Information	The use of data, information, analytics, and technology that support Development Engineering's service delivery and regulatory mandates.
 Legislation & Policy	The policy and legislative framework that structures the policy formulation around Development Engineering review processes, from formulation to implementation and evaluation.
 Applicant & Public Experience	The experience of applicants and other beneficial clients related to the City's Development Engineering review and approval services.

Appendix B:

**Current State
Assessment**

Current State Assessment | Overview

This section presents the current state assessment that was delivered as part of the interim report in December 2022. The current state assessment consisted of two parts: strengths (page 49) and challenges (pages 50-59). Our current state assessment is based on five sources of information, identified below. The culmination of these efforts has allowed us to draw initial conclusions and to identify final recommendations that are data driven and a direct reflection of these efforts.

Staff Engagement	Process Improvement Workshops	Industry Workshops	Document Review	Leading Practices
<p>Over six hours of Group discussions with seven senior staff across, Development Engineering, construction development, and open space development.</p> 	<p>Two process map improvement workshops with seven key City staff members.</p> 	<p>Four group workshops with industry, including developers and consultants.</p> 	<p>A review of existing relevant documents of available data sources and data files provided by the City.</p> 	<p>KPMG knowledge of Leading practices across Ontario and Canada comparable jurisdictions.</p> 

Current State Assessment | Strengths

A summary of the key strengths identified through our current state assessment is captured below.

Development Engineering Review Process



Staff go above and beyond to assist the applicant prior to application.



Management is very accessible.



Documentation for applications is accessible.



City staff are solution-oriented.



Consistent predictable timelines.



Online submission processes have been effective and well-received.



Pre-submission coordination meetings are effective and help clarify issues early.



Technology tools, such as PDF markup and Microsoft Teams have been effective.



Good working relationships between industry and City staff.



Online resources (when available) for applicants are simple and clear.



Dedicated staff and application liaison (single point of contact).

Assumption Process



Compartmentalizing warranty and security release payments based on completion.



Willingness to absorb maintenance of trees and softscapes while other project elements are being completed.



Staff are accountable and competent in their duties.



Staff embrace digital change and improvements.



City is transparent when implementing new by-laws/policies.

Current State Assessment | Challenges

The tables on the pages that follow present a summary of the challenges identified in the Development Engineering review process as it relates to overall Development Engineering and Landscaping Design and the Subdivision Assumption processes through our current state assessment.

Description	Page No.
Services and Processes	51
Organization, People and Culture	54
Performance Management and KPIs	55
Technology and Information	56
Legislation and Policy	57
Applicant and Public Experience	58



Preliminary Challenges | Services & Processes (1/3)

#	Challenge Description
1	<p>One-size-fits-all approach to applications</p> <ul style="list-style-type: none">▶ The Development Engineering review process doesn't consider application-specific characteristics (e.g., complexity). All applications are subjected to the same review process, regardless of whether they are complex or routine and there currently are no mechanisms in place to streamline or expedite any processes or review periods.▶ Straightforward applications are subject to similar timelines as large applications and could potentially be expedited to satisfy smaller developers.▶ Stakeholders indicated that the Open Space review process has infrequent meetings which hinders the application process (e.g., infrequent schedule of Parks Review Meeting).
2	<p>Limited budget and fee transparency across the Development Engineering review process</p> <ul style="list-style-type: none">▶ The budgetary component of the Development Engineering review process lacks adequate transparency. For example, when the City is working with an applicant to develop a new park, the applicant has indicated that they are unaware of what the City's park budget is for the project, requiring multiple iterations of park designs by the applicant to gradually try to accommodate an unknown City budget.▶ Fees are often unclear for work related to park design budgets, development charge reimbursements, and tree removal charges, which reduces transparency and creates challenges to the applicant's financing, resources, and budget processes.
3	<p>Limited handoff mechanisms between staff</p> <ul style="list-style-type: none">▶ Our assessment indicates that there are limited formal file or information transfer/handoff mechanisms between staff. As a result, staffing changes (e.g., vacation, retirement, or job change) can result in disruptions to the workflow, such as communications breakdowns and/or omissions of key file-related context critical to the review.▶ Workflow disruptions extend review timelines, lead to process inefficiencies, and contribute to staff and applicant frustration.



Preliminary Challenges | Services & Processes (2/3)

#	Challenge Description
4	<p>Inconsistent use of project management and workflow management systems</p> <ul style="list-style-type: none">▶ There is inconsistency across departments in the use of workflow management tools and systems. Our research indicates that several departments employ “in-house” solutions to tracking and managing workflow (e.g., Excel spreadsheets with live applications), however these are not consistently used nor available process-wide.▶ They also contribute to data quality issues, as it can be difficult to access historical application-related information not centrally located (e.g., stored in hard copy and/or in an offline Excel file). This also contributes to challenges linking historical applications/documentation to current files.
5	<p>As part of the engineer reviewing process, onsite inspectors identify new issues upon re-inspection</p> <ul style="list-style-type: none">▶ Issues identified during the inspection process are not always a priority for applicants, often resulting in a significant time lapse between initial inspection and the re-inspection.▶ Industry stakeholders indicated that the City identifies new issues upon final inspection/re-inspection which withhold the application from proceeding and lead to negative impacts on development timelines.
6	<p>Increasing complexity of the Development Engineering review process</p> <ul style="list-style-type: none">▶ The Development Engineering Review process is inherently complex. Over the years, additional components and requirements have been added to the process, without sufficient review to assess their ongoing relevancy and/or how requirements integrate with one another within the process overall (e.g. involvement from the City’s Capital Works group, requirements for notice signs to be erected in multiple locations of the development site after assumption).▶ The City frequently seeks the construction of walk ways when subdivisions border a regional road, but the Region generally does not permit encroachments on the regional right of way, leading to additional back and forth on the application.▶ Applicants feel that the City is asking for requirements or documentation that were not previously required, increasing the complexity of the project.▶ This is exacerbated by the many stakeholders involved in the review process (e.g. the subdivision assumption report to council requires sign-off from each department), leading to long approval timelines and increased work, and frustration.



Preliminary Challenges | Services & Processes (3/3)

#	Challenge Description
7	<p>Communications disconnect between internal City departments and applicant at applications submission</p> <ul style="list-style-type: none">▶ Stakeholders indicated there is often delay between formal submission and when applications are deemed complete due to miscommunications between internal City teams (e.g., miscommunication between Open Space reviews/approvals on applications).▶ Applicants assume and expect submitted applications to be processed immediately and are frustrated to know if there has been little to no progress on their file.
8	<p>Subdivision assumption process</p> <ul style="list-style-type: none">▶ Currently the City of Brampton's subdivision assumption process requires two reports to Council.▶ Initiation of Assumption, being the first step in the process, appears to be redundant and takes up to three months of time to conduct the circulation and have Council approval.
9	<p>Complexity in the review and approval required for security reductions</p> <ul style="list-style-type: none">▶ The process for security reduction requests requires the City's legal team to conduct a title search on the property to determine if there are any liens. However, applicants are already required to provide a notarized statutory declaration as part of their request to confirm there are no liens and throughout the lifecycle of the project, the property is under the responsibility of the applicant until the final security reduction request.▶ The legal review adds times to the refund process, preventing the cashflow from being used towards other development projects.
10	<p>Rigid process used to determine Letters of Credit (LC) security amounts</p> <ul style="list-style-type: none">▶ When registering plans, applicants are required to submit letters of credit for securities for the entire costs of servicing, despite a portion of the servicing works typically having been previously completed through the pre-servicing phase.▶ This prevents cashflow from being used towards other development projects.



Preliminary Challenges | Organization, People and Culture

#	Challenge Description
12	Commenting approaches vary by district <ul style="list-style-type: none">▶ Different districts have varying approaches to inspection reviews and providing comments, and often provide different levels of customer service to applicants (e.g., varying levels of collaboration). This leads to greater process inconsistencies, reduced predictability for applicants, and contributes to applicant frustration.
13	Ineffective collaboration and communication between City staff and departments <ul style="list-style-type: none">▶ Decisions are sometimes made in silos, with certain departments often unaware of others' decisions, leading to conflicts and delays in the application review process.



Preliminary Challenges | Performance Management and KPIs

#	Challenge Description
15	Manual measurement and tracking of process-related information and associated tasks for Development Engineering review <ul style="list-style-type: none">▶ Process-related Development Engineering elements are tracked and reported on monthly.▶ Stakeholders indicated that the elements that are tracked are done so by way of individually-managed Excel spreadsheets with limited automation.▶ Associated processes or tasks (e.g., stakeholder coordination, communication with applicants and applicant response/resubmission times) are not measured.



Preliminary Challenges | Technology and Information

Challenges

16 Multiple non-integrated tools and systems

- ▶ Multiple, non-integrated tools, systems, and platforms are employed in the Development Engineering review process. Staff communicate using a variety of tools (e.g. Outlook, FTP, spreadsheets, phone calls, etc.) and store information across multiple locations and platforms (i.e. OneDrive, local folders, and paper files).
- ▶ This results in challenges with version control and task tracking, contributes to a lack of consistency in how applications are processed and passed between departments or stages of the process, and also leads to confusion in information sharing. Often times the data found is of poor quality or difficult to use as a result of inconsistencies between information record keeping (e.g., hard copy vs. soft copy).
- ▶ This also leads to increased time and resources required to locate information and/or documents (e.g., to address applicant enquiries).

17 Inconsistent use of workflow management systems

- ▶ Our research indicates ProjectWise as the core application management tool, is not used consistently across staff. Some staff choose not to use ProjectWise, relying on email, phone, and in-person communication which impacts application organization and will bring about challenges if file is handed-off to another staff.
- ▶ These variations contributes to service inconsistencies. This also contributes to data quality issues, which negatively impact management's ability to incorporate data into service planning and decision-making.

18 Lack of data collection and analysis

- ▶ Information and data that is tracked is currently done so manually (e.g., Excel for application tracking in circulation and Excel to track the number of applications submitted). This creates challenges around extracting and manipulating data/information, and is a key barrier to performance management and the City's ability to report on key performance metrics.

19 File storage of historical application related information

- ▶ Historical files are in hard copies and housed in paper filing systems at the City.
- ▶ Information from digital project files is more quickly accessible than from traditional project file sources.
- ▶ The City is currently working with both filing systems and as a result, is not able to access, share and respond to customer inquiries with the same speed as with digital information.



Preliminary Challenges | Legislation and Policy

Challenges

20 Constraints and challenges in City-initiated policies and programs

- ▶ Industry stakeholders perceive the metrics and standards to be too high and indicated that there are challenges with respect to achieving the requirements under the Sustainability Metrics Program (e.g., tree removals and tree density requirements); these high standards and metrics lead to significant increases in development costs and are above and beyond the Ontario Building Code requirements.
- ▶ Stakeholders also indicated that parks often also house the necessary utilities infrastructure, but when the City calculates cash-in-lieu of parkland payments, they do not account for the land used for public infrastructure (e.g. utilities box, etc.).

21 Provincial legislation pressures

- ▶ As a result of the timeline pressures from changing legislation, staff may no longer have adequate capacity (i.e., Bill 23 and Bill 109). Processes may need to be adapted to react to increased pressures on processing timelines.



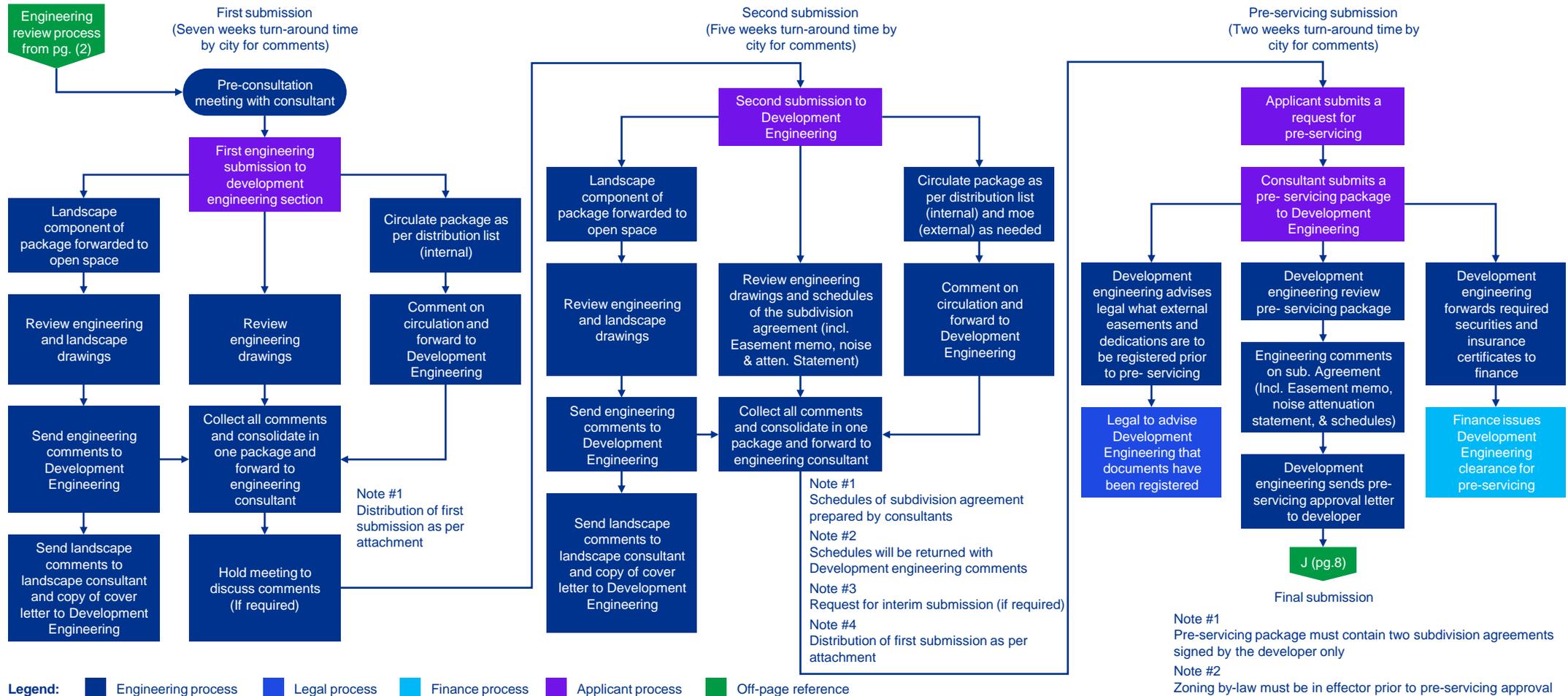
Preliminary Challenges | Applicant and Public Experience

#	Challenges
22	<p>Not all commenting partners are engaged at the appropriate time</p> <ul style="list-style-type: none">▶ Stakeholders indicated that some commenting partners, both internally and externally, are often not engaged early enough in the Development Engineering review process (e.g., coordination for utilities or various landscaping requirements frequently occur too late).▶ This leads to late stage comments and revisions causing applicant frustration and negatively impacts development timelines.
23	<p>Application status and related information is not easily accessible</p> <ul style="list-style-type: none">▶ Application status and associated information is not tracked or made available to relevant stakeholders.▶ Applicants indicated that they often do not know the status of their application until an official inquiry has been made, which prevents them from proactively identifying and managing issues. These constraints lead to staff having to spend considerable time responding to informational and status-related inquiries, which reduces the time available for more valuable work.

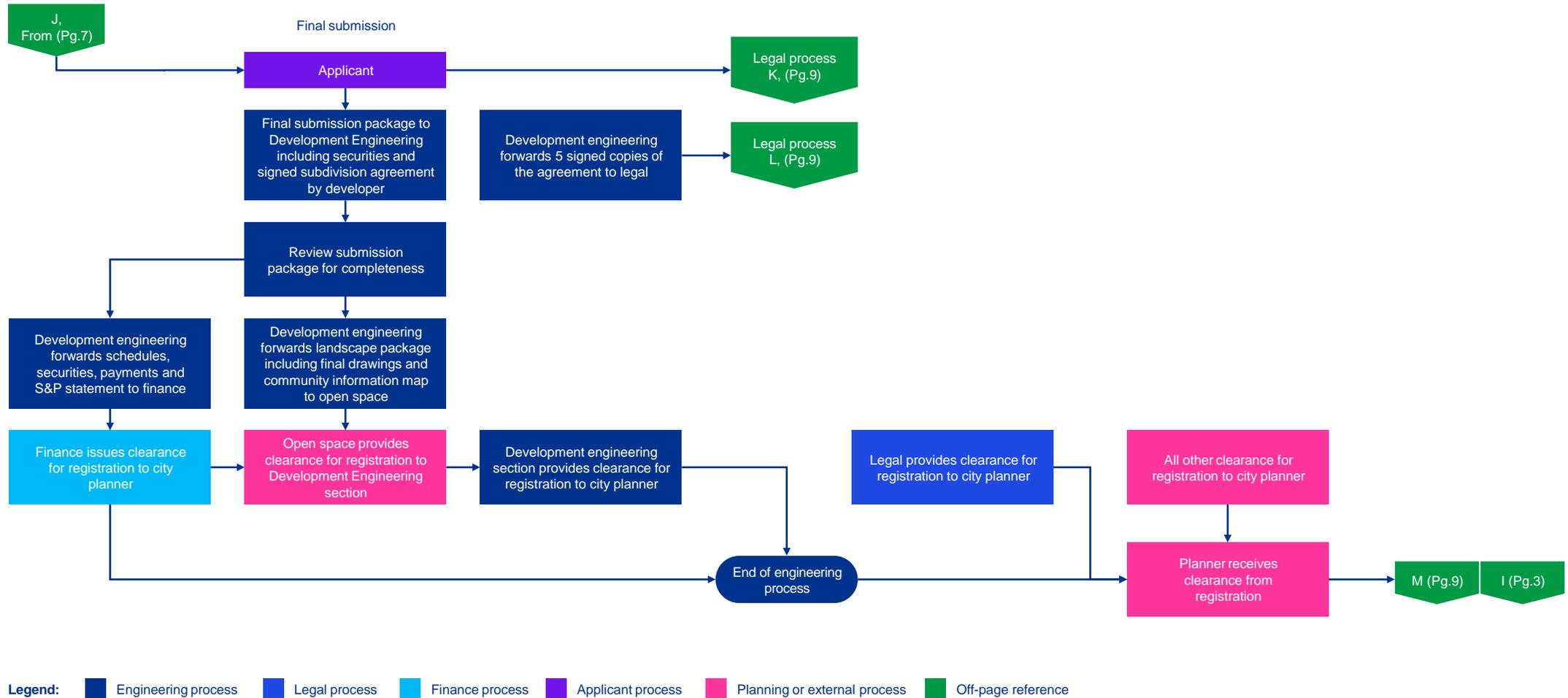
Appendix C:

Process Maps

Brampton Subdivision Submission (Current State)

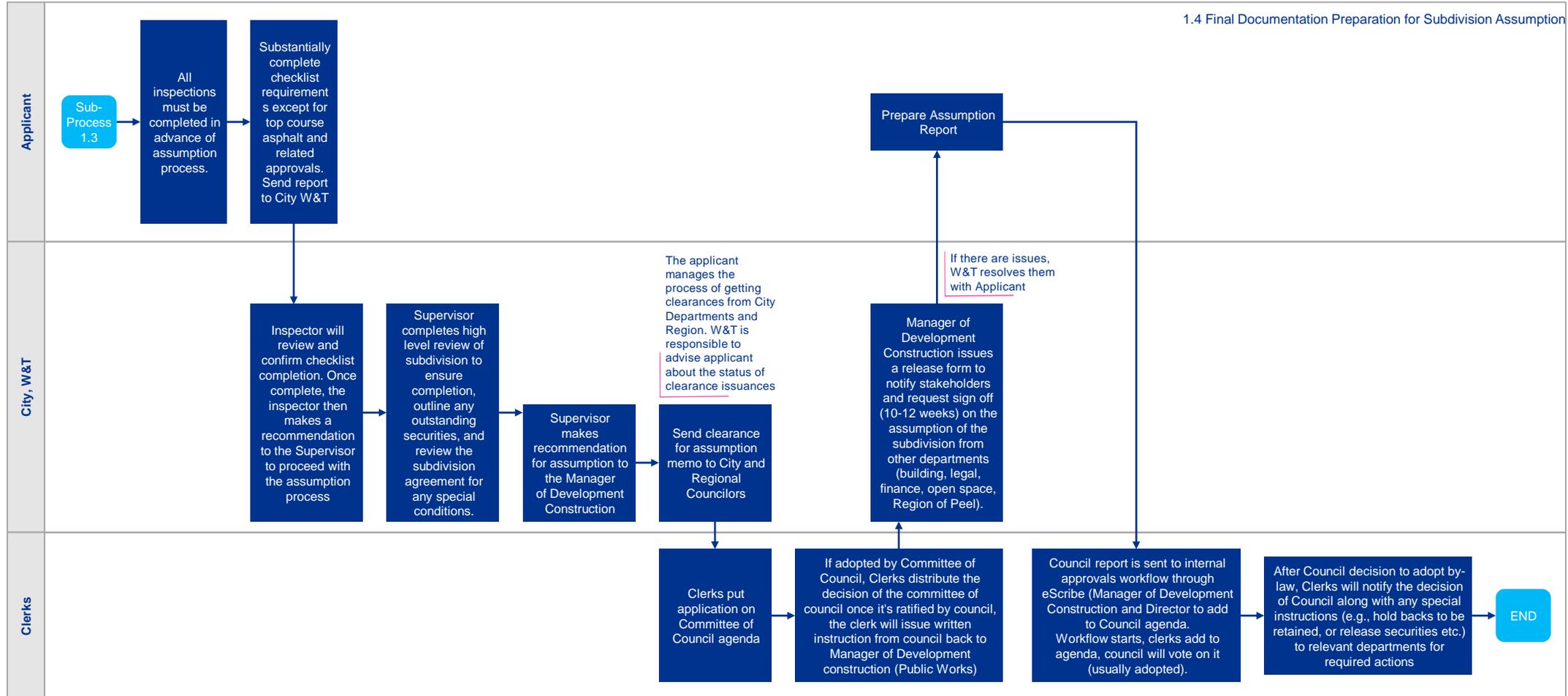


Brampton Subdivision Submission (Current State)



Brampton Subdivision Assumption Process

1.4 Final Documentation Preparation for Subdivision Assumption





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The information contained herein is of a general nature and is not intended to address the circumstances of any particular individual or entity. Although we endeavour to provide accurate and timely information, there can be no guarantee that such information is accurate as of the date it is received or that it will continue to be accurate in the future. No one should act on such information without appropriate professional advice after a thorough examination of the particular situation.

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BRAMPTON ZONING BY-LAW



2023

Draft for TAC Review | September 2023





 **BRAMPTON**



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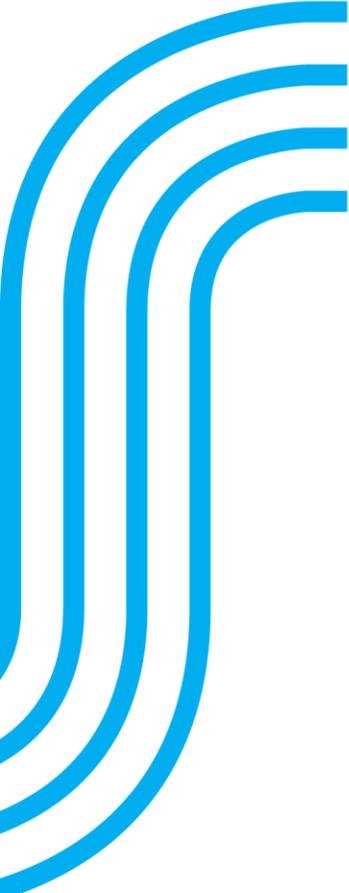
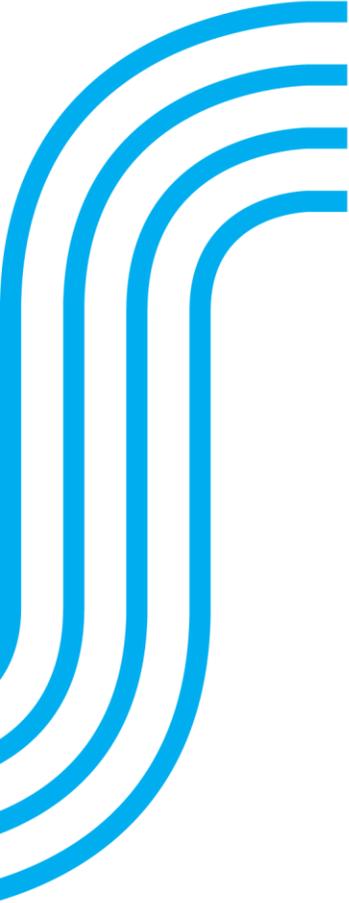


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Chapter 1: Administration and Interpretation

Section 1.1: Title

- .1 This By-law may be referred to as the Comprehensive Zoning By-law or the City of Brampton Comprehensive Zoning By-law.

Section 1.2: Application

1.2.A Lands Subject to this By-law

- .1 This By-law applies to all lands within the City of Brampton, except within certain lands excluded from this By-law, as specifically shown on Schedule A.

1.2.B Conformity with By-law

- .1 No lands shall be used, and no building or structure shall be erected, located, used or altered, nor shall the use of any building, structure or lot be changed, in whole or in part, except in conformity with the provisions of this By-law.
- .2 Nothing in this By-law shall prevent the use of any lot, building or structure for any purpose prohibited by this By-law if such lot, building or structure was lawfully used for such purpose on the date of passing of this By-law, so long as it continues to be used for that purpose.

Section 1.3: Establishment of Zones

This By-law establishes the following zones and places all lands subject to this By-law in one or more of the zones established in Table 1.3.1 through 1.3.6 inclusive and shown on Schedule A. For convenience in referring to groups of zones in this By-law, the zones are organized into categories as indicated by the Table captions.

Table 1.3.1 – Residential Zones

Zone Name	Zone Symbol
Residential Estate	RE
Residential Hamlet	RH
Residential First Density	R1
Residential Second Density	R2
Residential Third Density – Low Rise	R3L
Residential Third Density – Mid Rise	R3M

Zone Name	Zone Symbol
Residential Third Density – High Rise	R3H

Table 1.3.2 – Commercial Zones

Zone Name	Zone Symbol
Local Commercial	LC
General Commercial	GC
Highway Commercial	HC
Recreational Commercial	RC

Table 1.3.3 – Mixed Use Zones

Zone Name	Zone Symbol
Mixed Use Low Rise	ML
Mixed Use Mid Rise	MM
Mixed Use High Rise	MH

Table 1.3.4 – Employment Zones

Zone Name	Zone Symbol
Mixed-Use Employment	MUE
General Employment	GE
Prestige Employment	PE
Mineral Aggregate	ME
Heavy Employment	HE

Table 1.3.5 – Institutional Zones

Zone Name	Zone Symbol
Institutional	I1
Major Institutional	I2

Table 1.3.6 – Other Zones

Zone Name	Zone Symbol
Utility	U
Agricultural	A
Open Space	OS
Natural Heritage	NH

Section 1.4: Schedules

1.4.A Schedule A

- .1 The zones and their boundaries are shown on Schedule A which forms part of this By-law.

1.4.B Schedule B

- .1 The Parking Regulation Areas, as referred to in Chapter 3 of this By-law, are shown on Schedule B which forms part of this By-law.

1.4.C Schedule C

- .1 The Lester B. Pearson International Airport Operating Area is shown on Schedule C, which forms part of this By-law.

1.4.D Schedule D

- .1 The Mature Neighbourhood Areas are shown on Schedule D, which forms part of this By-law.

1.4.E Interpretation of Schedules

The following provisions shall apply with respect to the interpretation of a zone boundary, the boundary of an overlay, the boundary of any Regulation Area referenced in this By-law, as shown on any Schedule to this By-law:

- .1 Where the boundary is indicated as following a street or lane, the boundary shall be the centre line of such street or lane.
- .2 Where the boundary is indicated as approximately following lot lines shown on a registered plan of subdivision or of lots registered in the Land Registry Office, the boundary shall follow such lot lines.
- .3 Where a street, lane, railroad or railway right-of-way, electrical transmission line right-of-way, or watercourse is included on the Schedules, said street, lane, railroad or railway right-of-way, electrical transmission line right-of-way, or watercourse shall, unless otherwise indicated, be included in the zone, overlay or Parking Regulation Area of the abutting property on either side thereof.
- .4 Where none of the above provisions apply, the boundary shall be scaled from the Schedule.

1.4.F Special Sections (-#)

Where a zone symbol is followed by a hyphen and a number, the provisions of the corresponding Special Section of this By-law, contained in Section 13, shall apply to those lands.

1.4.G Holding Symbol (h) Prefix

Where a zone symbol is preceded by the symbol “(h)”, the following provisions shall apply:

- .1 The only permitted uses, buildings and structures shall include those uses, buildings and structures that were legally existing when the holding symbol was applied to those lands by by-law.
- .2 The holding symbol shall be lifted only in accordance with the provisions for lifting the holding symbol as stated in the holding by-law.
- .3 Upon lifting the holding symbol, the permitted uses, lot and building requirements of the applicable zone shall apply.
- .4 Where the lands are subject to a Special Section that contains provisions for permitted uses or provisions for lifting the holding symbol, the Special Section shall take precedence over the provisions of this Section.

1.4.H Overlay and Suffix Zones

Where a zone symbol is followed by a hyphen and letters or a combination of letters and numbers not referred to in Section 1.4.F and Section 1.4.G, or where an area is hatched or shaded with an overlay on Schedule A:

- .1 That area of land so affected shall be subject to the corresponding provisions of the applicable overlay zone, as contained in Section 11.
- .2 The requirements of the overlay zone, where shown, shall take precedence over the related requirements of the zone. All other requirements of the underlying zone and this By-law shall continue to apply.

Section 1.5: Administration

1.5.A Authority

- .1 This By-law shall be administered by the Commissioner of Planning and Development and such other person or persons as appointed by by-law or resolution of Council.

1.5.B Penalty

- .1 Every person who contravenes any provision of this By-law is guilty of an offence and on conviction is liable to fines in accordance with the Planning Act.

1.5.C Severability

- .1 A decision of any court or tribunal with suitable jurisdiction that any specific portion of this By-law is invalid or is not in effect does not affect the validity or enforceability of any other portion of this By-law.

Section 1.6: Non-Conformity and Non-Compliance

1.6.A Non-Conforming Uses

- .1 Nothing in this By-law shall prevent the repair or renovation of a legally non-conforming building or structure which was erected prior to the date of the passing of this By-law, provided that such repair or renovation shall not:
 - .a Cause those provisions of this By-law with which the existing building or structure does not comply to be contravened to a greater extent; and,
 - .b Cause non-compliance with any other provisions of this By-law.

1.6.B Non-Complying Buildings and Structures

- .1 Where a building or structure was erected prior to the date of the passing of this By-law and used for a purpose that is permitted by this By-law, but the building or structure does not comply with the minimum requirements or restrictions of this By-law relating to such building or structure or the lot upon which it is located, the building or structure may be occupied, reconstructed, repaired, renovated, or enlarged, provided that such reconstruction, repair, renovation or enlargement does not:
 - .a Contravene the requirements of this By-law with which the existing building, structure or lot does not comply to a greater extent; and,
 - .b Cause non-compliance with any other provisions of this By-law.

1.6.C Non-Compliance Due to Public Expropriation or Land Acquisition

- .1 No building, structure, lot, parking area or landscaped open space or portion thereof, shall be deemed to be in contravention of the provisions of this By-law if the contravention is due to a legal expropriation or other land acquisition by a public authority.

Section 1.7: Compliance with Other Legislation, By-laws and Regulations

- .1 This By-law shall not be effective to reduce or mitigate any restrictions lawfully imposed by a governmental authority having jurisdiction to make such restrictions.
- .2 Compliance with this By-law shall not necessarily represent compliance with any other applicable by-laws, legislation, regulations, or other laws.
- .3 References to the Zoning By-law or Zoning By-law 270-2004 in any other City of Brampton By-law shall be deemed to refer to this By-law.

Section 1.8: Transition

1.8.A Building Permits

- .1 Nothing in this By-law shall prevent the erection of a building or structure in accordance with a building permit application submitted prior to the date of passing of this By-law, provided the building permit is in accordance with all applicable zoning by-laws that affected the lot before this By-law came into effect.
- .2 This By-law is deemed to be modified to the extent necessary to permit a building or structure that is erected in accordance with clause .1 of this subsection.

1.8.B Planning Applications

- .1 Nothing in this By-law shall prevent the erection of a building or structure in accordance with any minor variance, site plan, consent, plan of subdivision or plan of condominium that has been submitted and deemed complete by the City or approved or conditionally approved by the relevant approval authority before the passing of this By-law, provided the application complies with all applicable zoning by-laws that affected the lot before this By-law came into effect.
- .2 This By-law is deemed to be modified to the extent necessary to permit a building or structure that is erected in accordance with clause .1 above.

1.8.C Lapse of Transition Provisions

- .1 Section 1.8 shall lapse and is deemed to be deleted three years after the date of passing of this By-law. For clarity, this provision shall not require an amendment to this By-law to take effect.

Section 1.9: Interpretation

1.9.A Defined Terms

- .1 Wherever a term appears in the text of this By-law in bold letters, the term is intended to have the meaning set out for it in Section 12. Wherever a term appears in the text of this By-law in regular font, it is intended to have the meaning ordinarily attributed to it in the English language. When a verb is defined, the definition applies to all tenses of the verb.

1.9.B Interpretation of Permitted Use Tables

Key P Permitted Use E Legally existing use permitted

- .1 Where the permitted use key is shown in this By-law, the following shall apply:
 - .a **Permitted Use:** These uses are permitted in the corresponding zone(s) where the Permitted Use symbol is shown, provided the use complies with all of the applicable regulations of this By-law.

- .b **Legally Existing Use Permitted:** These uses are permitted in the corresponding zone(s) where the Legally Existing Use Permitted symbol is shown, but only if the use was legally existing on the date of adoption of this By-law.

1.9.C Words and Abbreviations

- .1 In this By-law, unless that context requires otherwise:
 - .a Words used in the singular number include the plural; and
 - .b Words used in the plural include the singular number
- .2 In this By-law, the word “shall” is mandatory.
- .3 In this By-law, “m” means metres.
- .4 In this By-law, “ha” means hectares.
- .5 In this By-law, “m²” means square metres.
- .6 In this By-law, all buildings, structures and uses permitted and classified under the headings "residential", "commercial", "industrial", "institutional" and "agricultural" may be referred to as residential, commercial, industrial, institutional and agricultural buildings, structures and uses, respectively.
- .7 In this By-law, unless the context requires otherwise:
 - .a the word “used” shall include the meaning “designed to be used” and “arranged to be used”; and,
 - .b the word "occupied" shall include the meaning "designed to be occupied" and "arranged to be occupied".

1.9.D Conflicts

- .1 Where there is conflict between any provisions of this By-law that apply to a circumstance, then the more restrictive provision shall apply.

1.9.E Operative Parts and Convenience Features

- .1 In this By-law, all of the text, tables and provisions thereto, and the schedules referenced in this By-law form the operative part of this By-law.
- .2 In this By-law, any illustration or notation is provided for the purposes of convenience only and does not form a part of this By-law, unless the illustration or notation is explicitly referenced in the operational text of this By-law.

1.9.F Reference to Legislation or Public Authorities

- .1 Any reference to legislation, regulations or the names of any public authorities shall be deemed to incorporate any amendments or successor legislation or public authority.

Section 1.10: Technical Revisions

1.10.A Revisions

Provided that the purpose, effect, intent, meaning and substance of this By-law are in no way affected, the following technical revisions to this By-law are permitted without a zoning by-law amendment:

- .1 Changes to the numbering, cross-referencing, format and arrangement of the text, tables, schedules and maps;
- .2 Additions to and revisions of technical information on maps and schedules including, but not limited to infrastructure and topographic information, road right-of-way limits, notes, legends, shading and title blocks;
- .3 Alterations of punctuation or language; and,
- .4 Correction of grammatical, dimensional, boundary, mathematical or typographic errors.

1.10.B Allowance for Construction-Related Margin of Error

- .1 Where a building permit has been lawfully issued and not revoked and where a constructed building or structure has been found to be in contravention of any minimum or maximum requirement for height or a yard by no more than 0.03 m, said building or structure shall be deemed to comply with the applicable height or yard requirement of this By-law.

Chapter 2: General Provisions for All Zones

Section 2.1: Uses, Buildings and Structures Permitted in All Zones

2.1.A General

The following uses, buildings and structures shall be permitted in all zones and are not subject to the requirements of this By-law:

- .1 Temporary uses, buildings and structures associated with construction in progress on the same lot, provided:
 - .a a building permit has been issued where a building permit is required for the work being undertaken; and
 - .b the uses, buildings and structures associated with construction in progress are temporary and shall be removed at such time as construction activities are finished or have been discontinued for more than 120 days.
- .2 Conservation uses.
- .3 Trails, walkways and similar passive recreational features and associated structures.
- .4 Electric vehicle charging structures, excluding any associated parking space which shall be subject to the provisions of this By-law.
- .5 Soft landscaping landform features and permeable surfaces, including but not limited to bioswales, rain gardens and infiltration trenches are permitted in all zones and not subject to requirements of this By-law.
- .6 Model homes and temporary sales offices, provided:
 - .a the land is located within a proposed plan of subdivision or condominium that has been draft approved within the meaning of the *Planning Act* and the lands have been zoned to permit development;
 - .b the location of the model home or temporary sales office is not within the Natural Heritage zone;
 - .c a development agreement has been executed with a public authority;
 - .d the model homes will comply with the requirements of this By-law with respect to the applicable zone and shall not be occupied for residential use until such time as the plan of subdivision or condominium has been registered within the meaning of the *Planning Act*;
 - .e the number of model homes does not exceed the lesser of 10 units or 10% of the proposed number of dwelling units within the applicable plan of subdivision or plan of condominium; and
 - .f a model home may also be used as a temporary sales office.

2.1.B Utility Uses

- .1 Notwithstanding any other provision of this By-law, the requirements of this By-law shall not apply to the use of any land, or the erection or use of any building or structure by a public authority for the purpose of an energy generation facility, infrastructure, power generation facility, telecommunications or communication infrastructure, a public use, wayside pit, wayside quarry, or any structure required for the purpose of flood control or shoreline erosion mitigation, subject to the following provisions:
- .a Other than an electric power transmission line, the size, height, coverage and yard regulations required for the zone in which such land, building, structure, plant, or equipment is located shall be complied with except for a facility less than 1.0 m² in area and 2.0 m in height, which may be located not less than 3.0 m from a public street and 1.5 m from any other property line;
 - .b No goods, material or equipment may be stored in the open in a Residential Zone or in a lot abutting a Residential Zone;
 - .c Any parking and loading regulations prescribed for these uses shall be complied with;
 - .d Areas not used for parking, driveways or storage shall be landscaped; and,
 - .e All electric power facilities of Hydro One Inc. and Brampton Hydro Networks Inc. existing on the date of enactment of this By-law shall be deemed to conform with the requirements and restrictions pertaining to the applicable zone.

2.1.C Public Uses

- .1 A public use, including an accessory use thereto, owned or leased by the Corporation of the City of Brampton is permitted in all zoning categories and is not subject to requirements and restrictions applicable to any zone category.

Section 2.2: Accessory Uses, Buildings and Structures

2.2.A General

- .1 In this By-law, where a use is permitted, any use which is accessory to the principal permitted use shall also be permitted.
- .2 Notwithstanding Section 2.2.A.1, where a specified accessory use is identified in the permitted use regulation tables for any zone, the permission of that accessory use shall be restricted in accordance with the permitted use tables.

2.2.B Accessory Buildings and Structures in Non-Residential Zones

In all zones except the Residential Zones, the following provisions shall apply to any accessory buildings or structures:

- .1 The height of an accessory building or structure shall not exceed 4.5 m.
- .2 The accessory building or structure shall be located at least 3.0 m from any lot line except where the lot abuts any Residential, Institutional, Natural Heritage, or Open Space Zone, in which case the minimum setback shall be the minimum required setback as stated in the applicable zone.
- .3 Notwithstanding the provisions of this subsection, a security gatehouse or building used for a parking attendant or an enclosed stairwell into an underground parking structure shall be:
 - .a Located at least 3.0 m from any lot line;
 - .b A maximum of 3.5 m in height;
 - .c Prohibited in any required minimum exterior side yard of the applicable zone; and
 - .d A maximum of 20.0 m² of gross floor area.

Section 2.3: Provisions for Specific Uses

The following provisions apply to specific uses where they are permitted by this By-law. The requirements of this Section shall be read in conjunction with all other requirements of this By-law. Where there is conflict, the more restrictive requirements shall apply.

2.3.A Additional Residential Units

Additional residential units shall be in accordance with the following provisions:

- .1 An additional residential unit shall only be permitted on the same lot as a principal detached dwelling, a semi-detached dwelling, or townhouse dwelling.
- .2 A maximum of two additional residential units are permitted per residential lot which may include either:
 - .a One attached additional residential unit and one garden suite; or
 - .b Two attached additional residential units.
- .3 An additional residential unit shall not be permitted within or on the same lot as a lodging house or supportive housing residence.
- .4 An additional residential unit shall not be permitted on properties located within a Natural Heritage Zone or Open Space Zone, or within the -DF overlay.
- .5 Lots containing both an attached additional residential unit and a garden suite are required to provide one additional parking space in addition to the parking required under Section 3 for the principal dwelling unit located on the same lot. All required parking spaces shall be located entirely within the boundaries of the subject lot. No additional parking spaces shall be required for a lot containing only one additional residential unit.
- .6 Notwithstanding Section 3.1, each parking space on a residential lot containing both a second unit and a garden suite shall be not less than 2.6 metres in width and 5.4 metres in length. Tandem parking spaces shall be permitted and, the maximum width for a driveway shall not

exceed the permitted width as specified in Section 3 of this By-law. For the purposes of this section, tandem parking shall mean a parking space that can only be accessed by passing through another parking space from a street, lane or driveway.

- .7 An additional residential unit shall be subject to the applicable Registration By-law.
- .8 Where the principal entrance to an attached additional residential unit is provided through a door located in the side yard or rear yard, an unobstructed pedestrian path of travel having a minimum width of 1.2 metres shall be provided along any portion of the yard extending from the front wall of the building to the door used as the principal entrance to an attached additional residential unit unless the principal entrance to the attached additional residential unit has direct unobstructed access having a minimum width of 1.2 metres from a public street or private laneway at the rear of the property.
- .9 An above grade side door meeting the minimum 1.2 metre path of travel requirement used as the principal entrance to an attached additional residential unit may be accessed by a landing less than 0.6 metres above ground level having a maximum length and width of 0.9 metres. Steps shall be provided at both the front and rear of the landing as may be necessary to provide pedestrian access from the front yard to the rear yard.

2.3.B Automobile Impound Yard

An automobile impound yard shall be in accordance with the following provisions:

- .1 The automobile impound yard shall include permanent building on the site.
- .2 The minimum lot area shall be 1,800 m².
- .3 A minimum of 5 public parking spaces shall be provided on the site.
- .4 The outdoor storage area used for impounded motor vehicles shall be screened from view from any lands not zoned General Employment (GE) with an opaque fence that is no less than 1.8 m in height.
- .5 A minimum 3.0 m wide landscaped strip shall be provided abutting a public street.

2.3.C Automobile Service Stations

An automobile service station shall be in accordance with the following provisions:

- .1 The lot shall have a minimum lot depth of 30.0 m.
- .2 The lot shall have a minimum lot frontage of 36.0 m.
- .3 No portion of a gas bar canopy or gas pump shall be located closer than 6.0 m from any lot line.
- .4 Accessory convenience retail and an accessory restaurant shall be permitted.
- .5 No underground or above ground storage tanks for fuel shall be permitted in any yard that abuts any residential or mixed-use zone.

- .6 A drive-through shall also be permitted in association with an accessory restaurant on a lot with an automobile service station.
- .7 No portion of a gas bar canopy or gas pump shall be located closer than 30.0 m from any residential, institutional, mixed-use or open space zone.
- .8 Notwithstanding any other provision of this By-law, no dwelling unit shall be permitted on the same lot as the automobile service station.

2.3.D Community Garden

A community garden shall be in accordance with the following provisions:

- .1 In any residential zone where the community garden is the principal use of the lot, any buildings and structures associated with the community garden shall be in compliance with the setbacks for the main building requirements of the zone. Where the community garden is an accessory use on a residentially zoned lot, the buildings and structures associated with the use shall be in accordance with the applicable requirements for accessory buildings and structures.
- .2 In any residential zone where a community garden is the principal use of the lot, the maximum lot coverage shall be 10% and no minimum landscaped area shall be required.
- .3 In any zone other than a residential zone, any buildings and structures associated with the community garden shall be in accordance with the lot and building requirements of the applicable zone.
- .4 A community garden shall not include any retail use, except that a temporary outdoor market may be used to sell or trade the produce grown on the premises, provided the market does not exceed 10 days in any calendar year, and provided the temporary outdoor market is located no closer than 3.0 m from any lot line and does not include any permanent structures.

2.3.E Drive Throughs and Automatic Automobile Washing Facilities

A drive-through or automatic automobile washing facility shall be in accordance with the following provisions:

- .1 The minimum number of stacking spaces shall be in accordance with Table 2.2.1.

Table 2.2.1 – Minimum Stacking Spaces

Use	Minimum Number of Stacking Spaces
Restaurant	10
Retail	3
Automatic automobile washing facility	8
Financial establishment	4

Use	Minimum Number of Stacking Spaces
Any other use providing service to patrons while they remain in their motor vehicle	3

- .2 The minimum dimensions of a stacking space shall be 3.0 m by 5.5 m.
- .3 No part of a drive-through shall be located within 20.0 m of any residential zone or open space zone.
- .4 No part of a drive-through or stacking space shall be located within a parking area or driveway.

2.3.F Farm Help Dwelling

[Note to draft: To discuss whether these provisions are necessary in Brampton's context]

A farm help dwelling shall be in accordance with the following provisions:

- .1 A maximum of one farm help dwelling is permitted on a lot.
- .2 A farm help dwelling shall be used exclusively for the residence of farm labourers.
- .3 A farm help dwelling shall be located on the same lot as the agricultural use and subject to the minimum setback requirements as the dwelling unit.
- .4 A farm help dwelling shall be located no closer than 6.0 m to the dwelling unit and no closer than 3.0 m to any other accessory building on the lot.

2.3.G Garden Suites

A garden suite shall be subject to the following provisions:

- .1 A garden suite shall only be permitted in the rear yard or interior side yard of a lot containing a principal detached dwelling, a semi-detached dwelling, or townhouse dwelling.
- .2 A garden suite shall be subject to the lot coverage requirements of the applicable zone or Section 11.3 of this By-law where applicable, whichever is more restrictive.
- .3 The maximum gross floor area shall not exceed:
 - .a 80 m² on a lot in a Residential Hamlet, Residential Estate or Agricultural zone;
 - .b 35 m² on a lot in all other Residential zones; or,
 - .c Notwithstanding subsection .a and .b, a garden suite located above a detached garage shall be permitted provided that the maximum gross residential floor does not exceed 48 m² or the gross floor area of the detached garage, whichever is less. The combined gross floor area for a detached garage with a garden suite above shall not exceed 96 m² or twice the area of the garage, whichever is less.
- .4 The minimum rear yard shall be 2.5 metres.

- .5 The minimum interior side yard shall be 1.8 metres.
- .6 The minimum separation distance from the principal dwelling shall be 3 metres.
- .7 Encroachments into the minimum required rear yard depth set out in subsection .4 or into the building separation distance set out in subsection .6 shall be permitted as follows:
 - .a Maximum 0.6 metres for a window bay or without foundation;
 - .b Maximum 0.5 metres for eaves, cornices, gutters, chimneys, pilasters or parapets; and
 - .c Maximum 0.9 metres for an open sided, roofed porch or deck.
- .8 The building height shall not exceed:
 - .a 7.5 metres or the height of the principal building, whichever is less, on a lot in a Residential Hamlet, Residential Estate or Agricultural zone;
 - .b 4.5 metres of the height of the principal building, whichever is less, on a lot in all other Residential zones; or,
 - .c Notwithstanding subsection .8.a and .8.b above, and Section 4.2.C, a garden suite shall be permitted above a detached garage provided the overall height of the building does not exceed 7.5 metres or the height of the principal dwelling, whichever is less.
- .9 Balconies and roof top patios shall not be permitted.
- .10 A minimum 1.2 metre wide unobstructed pedestrian path of travel shall be provided along any portion of the yard extending from the front wall of the principal dwelling to the main entrance of the garden suite, unless the garden suite has direct unobstructed access having a minimum width of 1.2 metres from a public street or private laneway at the rear of the property.
- .11 Except as required by Section 2.2.A, no additional parking space is required for a garden suite.
- .12 A garden suite is permitted within a converted intermodal shipping container.

2.3.H Home Occupations

A home occupation is shall be subject to the following provisions:

- .1 A maximum of one home occupation is permitted per dwelling unit.
- .2 The home occupation shall be operated by the residents occupying the associated dwelling unit and a maximum of one employee who does not reside in the associated dwelling unit.
- .3 A home occupation shall occupy a maximum of 15% of the gross floor area of the dwelling unit.
- .4 A home occupation is permitted within the principal dwelling unit, or within an attached or detached garage.
- .5 The home occupation use is carried out entirely within an enclosed building or structure.
- .6 The home occupation and dwelling shall meet the applicable minimum parking requirement of this By-law.

- .7 The home occupation shall not include any of the following:
- .a Repair or servicing of motor vehicles;
 - .b Operation or storage of heavy machinery;
 - .c Any associated outside storage;
 - .d Visitation by clientele between the hours of 10:00 pm and 7:00 am;
 - .e Visitation by a courier or mail service more than twice daily;
 - .f The sale of any goods to customers on the premises, except that the storage of goods used in the home occupation or sold on the internet shall be permitted;
 - .g The manufacturing, sale or service of any explosives, fuels, firearms, or otherwise hazardous or explosive substances; and
 - .h Any use, which from its nature of operation, creates a nuisance or is liable to become a nuisance by the creation of noise, vibration, or by reason of the emission of gas, fumes, dust, glare or objectionable odour.

2.3.I Kennel

A kennel shall be in accordance with the following provisions:

- .1 The minimum lot area shall be 1.0 ha.
- .2 No part of a kennel use, building or structure shall be located within 150 m of any lot line other than a front lot line or exterior lot line.

2.3.J Lodging Houses

A lodging house shall be in accordance with the following provisions:

- .1 A lodging house shall be permitted only in a detached dwelling and is permitted to encompass all or part of the dwelling.
- .2 A lodging house shall comply with the requirements of the Lodging House Licensing By-law.

2.3.K Micro Manufacturing

Micro manufacturing shall be in accordance with the following provisions:

- .1 An accessory retail and/or restaurant use shall be a component of the micro manufacturing use.
- .2 The gross floor area used for any manufacturing purposes shall be limited to 1,200 m² on the lot, including any storage areas.
- .3 Any proposed accessory retail shall be included in the calculation of total retail gross floor area for the purposes of meeting any applicable maximum amount of retail uses, as may be required by the zone.

2.3.L Outside Display and Sales

Outside display and sales shall be in accordance with the following provisions:

- .1 Outside display and sales shall be permitted as an accessory use only, and for the purposes of clarity, there shall be a principal building on the lot.
- .2 No portion of outside display and sales shall be permitted within any minimum required yard setback.
- .3 The maximum height of an outside display and sales area shall be 3.0 m.
- .4 The maximum lot coverage of an outside display and sales area shall be 10%.
- .5 The total amount of outside display and sales shall not exceed 25% of the gross floor area of the related principal commercial use.
- .6 Sections 2.3.L.4 and .5 shall not apply to an outside display and sales area associated with an automobile dealership, boat or recreational vehicle sales and service, or garden centre.
- .7 Notwithstanding Section 2.3.L.2, in any mixed-use zone, an outside display and sales area shall be permitted within any part of the front yard or exterior side yard.

2.3.M Outside Storage

Outside storage shall be in accordance with the following provisions:

- .1 Outside storage shall be permitted as an accessory to the principal use only.
- .2 Outside storage shall not be permitted within any front yard or exterior side yard.
- .3 The location of outside storage shall be in accordance with the required minimum yard setbacks of the zone.
- .4 Outside storage shall be screened from view from a street by an opaque fence or wall where the outside storage use abuts a street, or along any lot line where the outside storage use is adjacent to any zone other than a General Employment zone.

2.3.N Place of Worship

[Note to draft: These are largely existing provisions and further refinement for conformity with the latest OP is required]

A place of worship shall be in accordance with the following provisions:

- .1 Notwithstanding the lot and building requirements of the applicable zone, a place of worship shall be in accordance with the requirements in Table 2.2.2.
- .2 Where any lot and building requirements are not specified in Table 2.2.2, the requirements of the zone shall apply.
- .3 A place of worship shall only be permitted on a lot abutting a road having a minimum right-of-way width of 23.0 m.

- .4 The parking requirements for places of worship in accordance with Chapter 3 of this By-law shall apply.

Table 2.2.2 – Place of Worship Lot and Building Requirements

	In Any Residential Zone Where a Place of Worship is Permitted	In Any Commercial or Mixed-Use zone where a Place of Worship is Permitted	In Any Employment Zone where a Place of Worship is Permitted	In Any Other Zone where a Place of Worship is Permitted
Minimum Lot Area	8,000 m ²	In accordance with the applicable zone	In accordance with the applicable zone	In accordance with the applicable zone
Minimum Lot Frontage	In accordance with the applicable zone	In accordance with the applicable zone	In accordance with the applicable zone	In accordance with the applicable zone
Minimum Front Yard	4.5 m	In accordance with the applicable zone	In accordance with the applicable zone	In accordance with the applicable zone
Minimum Interior Side Yard	3.0 m	In accordance with the applicable zone	7.5 m	In accordance with the applicable zone
Minimum Exterior Side Yard	3.0 m	In accordance with the applicable zone	7.5 m	In accordance with the applicable zone
Minimum Rear Yard	7.5 m	In accordance with the applicable zone	7.5 m	In accordance with the applicable zone
Minimum Landscaped Strip Width	3.0 m abutting all lot lines	In accordance with the applicable zone	3.0 m abutting all lot lines	In accordance with the applicable zone
Height	In accordance with the applicable zone	In accordance with the applicable zone	In accordance with the applicable zone	In accordance with the applicable zone
Maximum Gross Floor Area	N/A	N/A	3,000 m ² ^{Error!} Reference source not found.	In accordance with the applicable zone

2.3.0 Restaurant Patio

A restaurant patio shall be in accordance with the following provisions:

- .1 A restaurant patio shall be permitted within any portion of the front yard, interior side yard or exterior side yard provided it is no closer than 3.0 m to any lot line.

- .2 A restaurant patio shall be enclosed with a decorative fence that is no less than 1.2 m in height.
- .3 Notwithstanding the provisions above, a restaurant patio shall be permitted up to 0.0 of any front lot line or exterior side lot line in any mixed-use zone.
- .4 Notwithstanding the provisions above, a restaurant patio shall not extend beyond the lot line onto an abutting street without the prior written consent of the municipality having jurisdiction over the street.
- .5 The parking requirements for a restaurant patio shall be in accordance with this By-law.
- .6 No portion of a restaurant patio shall be closer than 15.0 m to any residential, institutional, or open space zone.
- .7 A restaurant patio shall not be permitted within any sight triangle.

2.3.P Seasonal Garden Centre or Sales Tent

A seasonal garden centre or a sales tent shall be in accordance with the following provisions:

- .1 The seasonal garden centre or seasonal sales tent shall be prohibited within any required minimum yard setback.
- .2 The height of any associated tent or structure shall be in accordance with the maximum height contained in the zone provisions.
- .3 No additional parking shall be required for a temporary sales tent, provided it operates for no more than 60 days in any calendar year.
- .4 The seasonal garden centre or seasonal sales tent is permitted to be located within any part of a parking area, provided it does not result in a deficiency in the suitable provision greater than 10% of the applicable minimum number of parking spaces which are accessed by aisles and driveways.

2.3.Q Waste Transfer Station or Waste Processing Station

A waste transfer station or waste processing shall be in accordance with the following provisions:

- .1 Notwithstanding the permitted uses of the zone, no open, outside storage of any waste shall be permitted. For clarity, outside storage is permitted to be in the form of enclosed bins or containers and in accordance with the provisions of this By-law for outside storage.

2.3.R Hazardous Waste Transfer

A hazardous waste transfer use shall be in accordance with the following provisions:

- .1 This use shall not be permitted within 300 m of any Residential, Zone Open Space Zone or Institutional Zone.

2.3.S Hazardous Waste Processing and Thermal Degradation

A hazardous waste processing or a thermal degradation use shall be in accordance with the following provisions:

- .1 This use shall not be permitted within 1000 m of any Residential, Mixed-Use, Open Space or Institutional Zone.

Section 2.4: Other General Provisions

2.4.A Frontage on Road or Street

- .1 No person shall erect any building or structure in any zone unless:
 - .a the lot upon which such building or structure is to be erected fronts upon a public street;
 - .b the lot will have frontage on a public street that will be assumed by a public authority, pursuant to an approved development agreement with a public authority;
 - .c the building or structure is part of a plan of condominium whose lot has direct access to a public street; or
 - .d Notwithstanding the provisions of this section, infrastructure, trails and conservation uses shall not require frontage on a public street.

2.4.B Mix of Uses

- .1 Where more than one use is permitted in the applicable zone, the lot may be used for any combination of the permitted uses, except as otherwise specified in this By-law.
- .2 Where any land or building is used for more than one purpose, all provisions of this By-law relating to each use shall be complied with.

2.4.C Number of Buildings Per Lot

- .1 Except where specifically prescribed in an applicable zone, this By-law shall not restrict the number of permitted buildings on one lot, provided all requirements of the By-law are complied with for each building.
- .2 Notwithstanding Section 2.4.C.1, a maximum of one detached dwelling, semi-detached dwelling, linked dwelling, triplex dwelling, duplex dwelling, and street townhouse dwelling is permitted per lot. This shall not apply to restrict the creation of any additional residential unit or garden suite as may be permitted by this By-law.

2.4.D Permitted Yard Encroachments

- .1 Every part of any minimum yard as required by this By-law shall be open and unobstructed by any building or structure from the ground to the sky except by:
 - .a an accessory building or structure, where permitted in accordance with the provisions of this By-law;
 - .b minor accessory structures or components inclusive of drop awnings, clothes lines or poles, flag poles, garden trellises, fences, retaining walls, and signs; and
 - .c the structures listed in Table 2.4.1 which are permitted to project into the minimum yards indicated for the distances specified.

Table 2.4.1 – Permitted Yard Encroachments in All Zones

Structure	Yard Where an Encroachment is Permitted	Maximum Encroachment
Sills, belt courses, cornices, gutters, pilasters, eaves, parapets or canopies	Any yard	0.5 m
Barrier-free access ramp	Any yard	Up to 0.6 m from any lot line
Access stairs, landings, stoops or fire escapes associated with the main building	Any yard	Up to 0.6 m from any lot line
Covered entryway for a second unit, with or without a foundation, not exceeding 3.5 m in width, or any landing or stairs providing entry into a second unit	Exterior side, interior side or rear yards	Up to 0.6 m from any lot line
Fireplace or chimney not exceeding 2 m in width	Interior side, exterior side or rear yards	1 m, but no closer than 0.6 m from any lot line
Windows bays, with or without a foundation, up to a maximum width of 3 m	Front, rear, and exterior side yards	1 m, but no closer than 1.2 m from any lot line
Balconies and decks, including any associated access stairs	Exterior side yard or interior side yard	1.5 m, but no closer than 0.6 m from any lot line
	Rear yard	3.5 m, but no closer than 0.6 m from any lot line
Awning in any Mixed-Use zone	Front yard or exterior side yard	Up to 0.0 from the front or exterior lot line
	Interior side yard or rear yard	3.0 m, but no closer than 0.6 m from any lot line
Awning in any zone except a Residential or Mixed-Use zone	Front yard or exterior side yard	Up to 0.6 m from the front or exterior lot line
	Interior side yard or rear yard	3.0 m, but no closer than 0.6 m from any lot line
Unenclosed, roofed porches, with or without a foundation, not exceeding one storey in height	Front, rear and exterior side yards	1.8 m, but no closer than 0.6 m from any lot line

2.4.E Reserves

- .1 Any front yard, rear yard or side yard that is separated from a street by a reserve of less than 1 metre in width, owned by the City of Brampton, the Regional Municipality of Peel, or the Province of Ontario, shall be deemed to directly abut that street for the purposes of this By-law, except where the context of a specific section requires otherwise.

- .2 Any reserves of 1 metre or less owned by the City of Brampton, the Regional Municipality of Peel, or the Province of Ontario, may be considered as part of the required front yard, rear yard or side yard.

2.4.F Rooftop Mechanical Equipment

- .1 Rooftop mechanical equipment shall not be included in the determination of meeting any minimum height requirement of this By-law.
- .2 Rooftop mechanical equipment used to house an elevator or similar structure shall not be subject to the maximum height requirements of this By-law, provided the height of any rooftop mechanical equipment does not exceed 6.0 m.
- .3 Any part of rooftop mechanical equipment that exceeds 2.0 m in height shall be enclosed and shall be located at least 4.0 m from the edge of the roof.
- .4 The total coverage of rooftop mechanical equipment that exceeds 2.0 m in height shall not exceed 35% of the roof area on which the equipment is situated.

2.4.G Setbacks from Provincial Highways

- .1 Notwithstanding any other provision of this By-law, the minimum required setback for any building or structure from any Provincial 400-Series Highway right-of-way shall be 14.0 m.

2.4.H Setbacks from Rail Corridors

- .1 The minimum required setback for any building or structure from a lot line abutting any rail main line shall be 30.0 m.
- .2 The minimum required setback for any building or structure from a lot line abutting any rail spur line shall be 7.5 m. In any Employment zone, this setback shall be 0.0 m.

2.4.I Setbacks from the TransCanada Pipeline

- .1 The minimum required setback for any principal building or structure from a lot line abutting the TransCanada pipeline corridor shall be 7.0 m.
- .2 The minimum required setback for any accessory structure or permitted encroachment from a lot line abutting the TransCanada pipeline corridor shall be 3.0 m.

2.4.J Sight Triangles

- .1 On any corner lot, a sight triangle shall be required to be provided and maintained with the minimum dimensions of 6.0 m by 6.0 m measured from the projected point of intersection of the lot lines abutting the streets and by joining those two points creating a triangular area.
- .2 No landscaping, planting, tree, or any type of structure greater than 0.8 m in height shall be permitted within any portion of a required sight triangle.
- .3 No part of a driveway shall be permitted within a sight triangle.

- .4 Notwithstanding the provisions of this subsection, no sight triangle shall be required where a curved or triangular area of land abutting a corner lot has been incorporated into the public right-of-way or will be incorporated in accordance with a development agreement. No portion of a driveway shall intersect with the lot line that forms part of the site triangle on the public right-of-way.

Chapter 3: Access and Parking Standards

Section 3.1: Parking Space Requirements

3.1.A Parking Ratios

- .1 No person shall erect, enlarge, or change the use of a lot, building, or structure unless parking is provided and maintained in accordance with the regulations contained in Section 3.
- .2 This By-law places all lands subject to this By-law into Parking Regulation Areas shown on Schedule B. In accordance with Table 3.1.1, minimum and maximum parking supply requirements are calculated using the ratios listed for the applicable Parking Regulation Area. For the purposes of this By-law, the following nomenclature may be used interchangeably:
 - .a Parking Regulation Area 1 or PRA1;
 - .b Parking Regulation Area 2 or PRA2; and
 - .c Parking Regulation Area 3 or PRA3.
- .3 Notwithstanding Table 3.1.1, the required maximum number of parking spaces shall be the greater of:
 - .a the legally existing number of parking spaces on the lot; or
 - .b the maximum permitted number of parking spaces as specified in Table 3.1.1.
- .4 Where a maximum number of parking spaces is identified in Table 3.1.1, the maximum applies to the number of parking spaces and excludes barrier-free parking spaces, car-share spaces, and visitor spaces.
- .5 The minimum parking requirements of this By-law shall only apply to any new gross floor area, dwelling units or buildings that did not exist on the date of passing of this By-law.
- .6 Where the calculation of minimum parking spaces in accordance with Section 3.1 and Table 3.1.1 results in a fraction, the required minimum and maximum number of parking spaces shall be rounded down to the previous whole number.
- .7 Where there are multiple uses on the lot, the requirements of Table 3.1.1 shall apply cumulatively to each use on the lot. For clarity, where there are multiple uses on the same lot, a reduction to the minimum parking requirements shall only be permitted in accordance with Section 3.2 of this By-law.

Table 3.1.1 – Minimum and Maximum Parking Space Requirements

Land Use	PRA1 Min	PRA1 Max	PRA2 Min	PRA2 Max	PRA3 Min	PRA3 Max
Residential Uses (parking spaces per dwelling unit unless otherwise stated)						
1. Detached Dwelling	1	-	2	-	2	-
2. Linked Dwelling, Semi-Detached Dwelling, Street Townhouse Dwelling	1	2	2	-	2	-
3. Duplex Dwelling, Triplex Dwelling	2	3	2	-	2	-
4. Additional Residential Unit	-	1	1	-	1	-
5. Podium Townhouse Dwelling, Stacked Townhouse Dwelling, Back-to-Back Townhouse Dwelling, Cluster Townhouse Dwelling	Visitor Parking Applies	1.5 plus Visitor Parking	1.5 plus Visitor Parking	-	1.5 plus Visitor Parking	-
6. Live Work Townhouse Dwelling	2 plus 1 visitor parking space per unit	2 plus 2 visitor parking space per unit	2 plus 2 visitor parking space per unit	-	2 plus 2 visitor parking space per unit	-
7. Lodging House	Visitor Parking Only (for lodging units)	2	2 plus 0.20 per lodging unit	-	2 plus 0.20 per lodging unit	-
8. Apartment Dwelling	Visitor Parking Only	1 plus Visitor Parking	0.75 plus Visitor Parking	-	1 plus Visitor Parking	-
9. Senior Citizen Residence	Visitor Parking Only	1 plus Visitor Parking	0.5 plus Visitor Parking	-	0.75 plus Visitor Parking	-
10. Supportive Housing Residence (Type 1/2)	-	-	2 plus 0.20 per bedroom	-	2 plus 0.20 per bedroom	-
11. Visitor Parking Requirements	0.15 per dwelling unit for visitors	-	0.20 per dwelling unit for visitors	-	0.20 per dwelling unit for visitors	-
Commercial and Employment Uses (spaces per 100 m² of gross floor area unless otherwise stated)						
12. Banquet Hall, Convention Centre, Dining Room or Convenience Restaurant,	-	10	7.5	-	10	-

Land Use	PRA1 Min	PRA1 Max	PRA2 Min	PRA2 Max	PRA3 Min	PRA3 Max
Commercial Recreation						
13. Automobile Repair, Automobile Body Shop, Automobile Washing Facility, Automobile Dealership, Automobile Service Station, Automobile Impound Yard, Boat or Recreational Vehicle Sales and Service	-	3, exclusive of vehicle storage and display areas	3, exclusive of vehicle storage and display areas	-	3, exclusive of vehicle storage and display areas	-
14. Building Supply Depot, Take-Out Restaurant, Office, Medical Office or Clinic, Broadcasting Data or Call Centre, Garden Centre, Personal Service, Retail, Business Service, Shopping Centre, Heavy Equipment Sales and Service, Museum or Art Gallery, Outdoor Market, Commercial School	-	3	2.25	-	3	-
15. Transportation Depot or Distribution Centre, Contractor's Establishment, Workshop, Warehouse	-	0.5	0.5	-	0.5	-
16. Hotel	-	1 per guest room, plus parking requirement for non-ancillary commercial use	0.5 per guest room, plus parking requirement for non-ancillary commercial use	-	0.5 per guest room, plus parking requirement for non-ancillary commercial use	-
17. Theatre	-	4	3	-	4	-
18. Driving Range, Golf Course	-	1 space per hole/tee plus parking requirement	1 space per hole/tee plus parking requirement	-	1 space per hole/tee plus parking requirement	-

Land Use	PRA1 Min	PRA1 Max	PRA2 Min	PRA2 Max	PRA3 Min	PRA3 Max
		for non-ancillary use	for non-ancillary use		for non-ancillary use	
19. Day Care Centre, Veterinary Clinic, Kennel, Research and Development	-	2.5	2.5	-	2.5	-
20. Funeral Home	-	7.5	7.5	-	7.5	-
21. Health or Fitness Centre	-	2	1.5	-	2	-
22. Micro-Manufacturing, Manufacturing, Processing or Assembly	-	1	1	-	1	-
23. On-Farm Diversified use, Vertical Agriculture, Hospital	-	-	-	-	-	-
24. Farm Help Dwelling	-	-	-	-	1	-
25. Home Occupation	-	-	-	-	-	-
26. Energy Generation Facility, Salvage Yard, Hazardous Waste Processing, Taxi-Based Use	-	-	2	-	2	-
27. Mineral Aggregate Operation	-	-	-	-	2	-
28. Any other Commercial or Employment Use	-	3	2.25	-	3	-
Community & Institutional Uses						
29. Community Garden	-	4 per lot	1 per lot	-	1 per lot	-
30. Place of Worship	-	6.5 per 100 m ² of worship space	6.5 per 100 m ² of worship space	-	6.5 per 100 m ² of worship space	-
31. Community Centre	-	1 per 100 m ² of worship space	0.75 per 100 m ² of gross floor area	-	1 per 100 m ² of gross floor area	-
32. Long Term Care Facility	-	-	0.33 per dwelling unit or bed,	-	0.33 per dwelling unit or bed,	-

Land Use	PRA1 Min	PRA1 Max	PRA2 Min	PRA2 Max	PRA3 Min	PRA3 Max
			whichever is greater		whichever is greater	
33. Fairground	-	2 per 100 m ² of fairground area	2 per 100 m ² of fairground area	-	2 per 100 m ² of fairground area	-
34. Cemetery	-	4 per 100 m ² of cemetery area	3 per 100 m ² of cemetery area	-	4 per 100 m ² of cemetery area	-
35. Public or Private Elementary School	-	1 (excluding portables) plus 1 per each portable	1 (excluding portables) plus 1 per each portable	-	1 (excluding portables) plus 1 per each portable	-
36. Public or Private Secondary School, College or University	-	1.5 (excluding portables) plus 1 per each portable	1.5 (excluding portables) plus 1 per each portable	-	1.5 (excluding portables) plus 1 per each portable	-
37. Transit Station	-	-	2 per staff on duty, minimum of 2	-	2 per staff on duty, minimum of 2	-
38. Other Community Use	-	-	4 per playing field, pool, court, or similar structure or facility	-	4 per playing field, pool, court, or similar structure or facility	-
39. Emergency Services	-	-	2 per use/unit	-	2 per use/unit	-

3.1.B Parking Spaces to be Provided on the Same Lot

- .1 The minimum required number of parking spaces in accordance with Section 3.1.A shall be provided on the same lot as the use, building or structure in which the use is located.
- .2 Notwithstanding Section 3.1, all or any portion of the required minimum parking on a lot (hereafter the “subject lot”) shall be permitted to be provided on another lot (hereafter the “other lot”), provided:
 - .a The other lot is located no further than 250 m from the boundary of the subject lot; and
 - .b An agreement has been entered into by the owner of the subject lot, the owner of the other lot and the City, and the agreement is registered on title.

Section 3.2: Reductions to Parking Space Provisions

3.2.A Shared Parking

- .1 Notwithstanding the minimum parking space requirements, the minimum number of required parking spaces may be reduced in any zone in accordance with the provisions of this subsection. The provisions of this subsection shall not be applicable to any required maximum number of parking spaces. For clarity, the purpose of this section is to permit a reduction to the required minimum number of parking spaces for mixed-use development consisting of any combination of the uses listed in Table 3.2.1.
- .2 A reduced minimum parking requirement permitted by Section 3.2.A is calculated:
 - .a First, by calculating the required minimum number of parking spaces for each use in accordance with Section 3.1;
 - .b Second, by multiplying the required minimum number of parking spaces for each use by the percentages indicated in Table 3.2.1;
 - .c Third, by adding each column to determine the total amount of parking that is required within each of the time periods indicated in Table 3.2.1; and
 - .d Fourth, the highest column total identified in the third step is the required minimum number of parking spaces that is required to be provided on the lot.

Table 3.2.1 – Maximum Parking Space Reduction for Shared Uses

Land Use	Weekday			Weekend		
	Morning	Afternoon	Evening	Morning	Afternoon	Evening
Office	100%	95%	5%	10%	10%	0%
Medical Office or Clinic	100%	100%	65%	0%	0%	0%
Retail, Personal Service Shop, Business Service	70%	90%	80%	90%	100%	75%
Supermarket	65%	100%	100%	100%	100%	50%
Restaurant	90%	100%	100%	90%	100%	100%
Residential Dwelling Units	15%	25%	65%	20%	40%	100%
Theatre	0%	40%	65%	0%	60%	100%

3.2.B Dedicated Car Sharing Spaces for Apartments

- .1 Notwithstanding the minimum parking requirements of this By-law, the minimum number of required parking spaces in conjunction with an apartment dwelling is permitted to be reduced where a dedicated car sharing space is provided on the same lot for which the minimum parking is required, provided that:
 - .a The minimum number of required parking spaces may be reduced at a rate of four spaces for every one dedicated car sharing space, to a maximum of a 10% reduction of the total minimum number of required parking space.
 - .b This reduction shall not apply to any required visitor parking spaces.
- .2 A dedicated car sharing space shall be included in the total minimum number of required parking spaces.

3.2.C Additional Bicycle Parking

- .1 Notwithstanding the minimum parking space requirements, the minimum number of required parking spaces is permitted to be reduced at a rate of 1 required parking space for every 4 bicycle parking spaces that are provided and maintained in excess of the minimum number of required bicycle parking spaces in accordance with this By-law.
- .2 The reduction shall be limited to a maximum reduction of 25% of the required minimum number of motor vehicle parking spaces.
- .3 The reduction shall not apply with respect to the minimum parking requirement for any residential dwelling unit.

3.2.D Customer Pick-Up and Drop-Off Parking Spaces

- .1 A customer pick-up and drop-off parking space shall be counted towards calculation of minimum and maximum parking requirements.
- .2 Customer pick-up and drop-off parking spaces shall be considered a parking space for the purposes of this By-law and shall be in accordance with the requirements of Section 3.3.

Section 3.3: General Parking Space and Parking Area Requirements

- .1 A required minimum parking space shall be maintained as an unobstructed area with a minimum height clearance of 2.0 m that is used or available for use for the temporary storage of a motor vehicle.
- .2 In any zone except any Residential First Density, Residential Second Density, Residential Third Density, Agricultural or Open Space zone, individual parking spaces shall be marked by permanent lines, markings or an equivalent treatment of the parking area surface.
- .3 An angled parking space shall be a rectangular area measuring not less than 2.7 m in width and 5.7 m in length subject to the following:

- .a This shall not apply to single detached dwelling, semi-detached dwelling, townhouse dwelling, or stacked townhouse dwelling.
- .4 A parallel parking space shall be a rectangular area measuring not less than 2.75 m in width and 6.5 m in length, the long side of which is parallel to an aisle.
- .5 Notwithstanding the provisions above, a parking space shall be permitted to be partially encroached by a structure in accordance with the following provisions:
 - .a The encroachment is a utility box, electric vehicle supply equipment, column, wall, HVAC equipment, fence or similar structure.
 - .b The encroachment is a maximum of 1.2 m by 0.3 m.
 - .c The parking space is designated as a parking space that is suitable for compact vehicles within common parking areas.
- .6 For clarity, minimum distance between any driveway and a point of intersection shall be 6.0 m.
- .7 Every parking space shall have access via a parking aisle or from a driveway that is maintained as an unobstructed area designed to provide access to parking spaces. This requirement shall not apply to tandem parking spaces where tandem parking is specifically permitted by this By-law.
- .8 The minimum width of a parking aisle shall be in accordance with Table 3.3.1.

Table 3.3.1 – Minimum Parking Aisle Width

Angle of Parking	Minimum Parking Aisle Width
Up to 50 degrees	4.0 m
50 degrees to 70 degrees	5.75 m
70 degrees and up to and including 90 degrees	6.6 m

- .9 All portions of a parking area shall be treated with asphalt, concrete, brick, permeable surface or other similar surface that is suitably treated to prevent erosion and provide stability.
- .10 In any zone except any Residential First Density, Residential Second Density, Residential Third Density, Agricultural or Open Space zone, the minimum width of a driveway providing access to a parking area shall be a minimum width of 3 m for one-way traffic, and a minimum width of 6 m for two-way traffic.

3.3.A Payment in Lieu of Parking

- .1 All or any part of the minimum parking requirements of Section 3.1 shall not apply where a by-law is passed by Council providing for payment in lieu of minimum parking and where an agreement has been entered into in accordance with the *Planning Act*.

Section 3.4: Parking Structures

- .1 Any portion of an above grade parking structure shall be subject to the lot and building requirements that are applicable to the main buildings on the lot.
- .2 Where a build-to requirement is contained in the applicable zone, no portion of an above grade parking structure is permitted to be located within the building frontage of the minimum build-to requirement.
- .3 The minimum setback of an underground parking structure shall be 0.0 m from any lot line. For clarity, an entrance providing access to an underground parking structure shall be subject to the lot and building requirements of the zone in which the parking structure is located.

Section 3.5: Electric Vehicle Parking Provisions

- .1 Electric vehicle supply equipment shall be provided in accordance with Table 3.5.1.

Table 3.5.1 – Minimum Number of Parking Spaces Equipped with Electric Vehicle Supply Equipment

Uses	Minimum Number of Parking Spaces Equipped with Electric Vehicle Supply Equipment
Residential	
Apartment Dwelling or Stacked Townhouse Dwelling	20% of the total required resident parking spaces or 1.0 space, whichever is greater, and 10% of the total required visitor parking spaces or 1.0 space, whichever is greater
Back to Back Townhouse Dwelling Cluster Townhouse Dwelling	20% of the total required parking spaces or 1.0 space, whichever is greater
Non-Residential	
Non-residential uses	10% of the total required parking spaces, or 1.0 space, whichever is greater

- .2 Notwithstanding Section 3.5.1, required electric vehicle supply equipment shall only be required for new buildings. Any conversion of use within an existing building, or expansion to an existing building, shall not be required to provide electric vehicle supply equipment. The first 10 dwelling units and the first 1,000 m² of gross floor area of non-residential uses shall also be exempt from providing electric vehicle supply equipment.

Section 3.6: Bicycle Parking Requirements

3.6.A Required Number of Bicycle Parking Spaces

- .1 No person shall erect, enlarge, or change the use of a lot, building, or structure unless the number of bicycle parking spaces is provided in accordance with Table 3.6.1.
- .2 The provisions of this section shall only be applicable to any new buildings, or the net increase in gross floor area where any part of a building is reconstructed. For clarity, the minimum bicycle parking and end of trip bike facilities requirements shall not be applicable to any change of use, or reconstruction or development where there is no increase in the gross floor area.
- .3 Where the calculation of minimum bicycle parking spaces in accordance with Section 3.6.A results in a fraction, the required minimum number of bicycle parking spaces shall be rounded up to the next highest whole number.
- .4 If a lot contains more than one non-residential building, the bicycle parking space requirements shall be calculated and provided for each building as though they are on their own lot.
- .5 Where there are multiple uses on the lot, the requirements of Table 3.6.1 shall apply cumulatively to each use on the lot.

Table 3.6.1 – Minimum Bicycle Parking Requirements

Type of Use	Minimum Required Bicycle Parking	
	Long-Term	Short-Term
Residential Uses		
Apartment Dwelling or Stacked Townhouse Dwelling	PRA1 and PRA2: 0.7 per dwelling unit PRA3: 0.4 per dwelling unit	0.10 per dwelling unit
Detached Second Unit or Garden Suite	1.0 per dwelling unit	-
Non-Residential Uses		
Elementary or Secondary School	1 per classroom	2 per classroom
College or University	1 per 200 m ² of net floor area	3 per classroom
Offices (excluding an accessory office to another employment use)	1 per 200 m ² of net floor area	1 per 300 m ² of net floor area
Retail, personal service, business service, or restaurant	1 per 300 m ² of net floor area	1 per 500 m ² of net floor area

3.6.B Location of Bicycle Parking

- .1 Bicycle parking shall be located on the same lot as the use or building for which it is required.

- .2 Required bicycle parking spaces shall not be located in a dwelling unit, storage locker, or on a balcony.
- .3 Bicycle parking spaces are permitted to be located in any required minimum yard but shall not be closer than 0.6 m to any lot line.
- .4 Where four or more short term bicycle parking spaces are provided outdoors in any yard each space must contain a parking rack that is securely anchored to the ground and attached to a heavy base such as concrete, asphalt, or pavers.
- .5 All indoor bicycle parking spaces shall be:
 - .a Located on the ground floor; or
 - .b Located within one storey of the ground floor and be:
 - .i Accessible from the ground floor with ramps; or
 - .ii Accessible from the ground floor by elevator.

3.6.C Bicycle Parking Space Dimensions

- .1 A maximum of 50% of the required bicycle parking spaces shall be permitted to be vertical spaces, and the rest shall be horizontal bicycle parking spaces.
- .2 The minimum dimensions for bicycle parking spaces shall be in accordance with Table 3.6.2.

Table 3.6.2 – Bicycle Parking Space Dimensions

Type of Bicycle Parking Space	Minimum Dimensions	
	Width (m)	0.6
Horizontal Bicycle Parking Space	Length (m)	1.8
	Vertical Clearance (m)	2.0
	Access Aisle Width (m)	1.5
	Width (m)	0.5
Vertical Mounted Bicycle Parking Space	Length (m)	1.6
	Vertical Clearance (m)	2.0
	Access Aisle Width (m)	1.5
	Vertical Clearance (m)	1.2
Stacked Bicycle Parking Space	Vertical Clearance (m)	1.2

3.6.D Enhanced Bicycle Parking Facilities

- .1 Where a long term bicycle parking space is required by Table 3.6.1 for residential uses, enhanced bicycle parking facilities shall be provided as follows:

- .a A minimum of 10% of long term bicycle parking spaces shall be provided as horizontal bicycle parking spaces with minimum dimensions of 1.0 metre in width and 2.6 metres in length, with a vertical clearance of 1.9 metres and must be provided with access to one standard electrical outlet.
- .b A minimum of 10% of the long term bicycle parking spaces provided in a shared room must be provided with access to one standard electrical outlet per long term bike space.

3.6.E End of Trip Bicycle Facilities for Non-Residential Uses

- .1 Where long term bicycle parking spaces are required for non-residential uses, end of trip bike facilities shall be provided in accordance with Table 3.6.3.

Table 3.6.3 – Minimum Required End of Trip Facilities

Minimum Required Long-Term Bicycle Parking Spaces	Minimum Required End of Trip Facilities	
	PRA1 and PRA2	PRA3
5 to 60 long-term bicycle parking spaces	1	None
61 to 150 long-term bicycle parking spaces	2	1
151 or more long-term bicycle parking spaces	3	1

- .2 1 shower unit shall be provided per 30 bicycle parking spaces provided.

Section 3.7: Loading Requirements

- .1 No person shall erect, enlarge, or change the use of a lot, building, or structure unless the number of loading spaces is provided in accordance with Table 3.7.1. The provisions of this section shall only be applicable to any new buildings, or the net increase in gross floor area where any part of a building is reconstructed, or a change in use where the new use is required to be provided with loading spaces under this section.
- .2 A minimum loading space is not required where the use is not explicitly listed in Table 3.7.1.
- .3 The minimum dimensions of any loading space shall be in accordance with the requirements of Table 3.7.2.
- .4 A loading space shall be accessible by a driveway or parking aisle.
- .5 No part of a loading space shall be permitted in:
 - .a Any front yard;
 - .b In any required minimum yard; and
 - .c Within any parking space or parking aisle.

Table 3.7.1 – Minimum Loading Space Requirements

Net Floor Area (m ²) or Number of Dwelling Units	Minimum Number of Type 1 Loading Spaces	Minimum Number of Type 2 Loading Spaces
Retail, hotel and restaurant uses		
Less than 500	-	-
500 to 2,300	1 Type 1 loading space	-
Over 2,300 up to 7,500	-	1 Type 2 loading space
Over 7,500 up to 15,000	-	2 Type 2 loading spaces
Over 15,000	-	3 Type 2 loading spaces
Office and medical clinic or office uses		
Over 500 and up to 5,000	1 Type 1 loading space	-
Over 5,000	-	1 Type 2 loading space
Residential Uses		
Between 30 and 200 apartment dwelling units on the lot		1 Type 2 loading space
More than 200 apartment dwelling units on the lot	1 Type 1 loading space	1 Type 2 loading space
Manufacturing, assembly, or processing, transportation depot or distribution centre, or a warehouse use		
Over 500 and up to 2,000	1 Type 1 loading space	-
Over 2,000	-	1 Type 2 loading space

Table 3.7.2 – Minimum Loading Space Dimensions

Type of Loading Space	Minimum Width	Minimum Length	Vertical Clearance
Type 1 Loading Space	3.0 m	9.0 m	3.25 m
Type 2 Loading Space	3.5 m	12.0 m	4.25 m

Chapter 4: Residential Zones

[Note to Draft: Residential zones are subject to further refinement in light of recent Council direction with respect to permitting up to four units on a lot as-of-right. Also, further refinement to the R3 zones will be required in conjunction with the updated UDGs]

Table 4.1 – List of Residential Zones

Residential Zones	Zone Symbol
Residential Estate	RE
Residential Hamlet	RH
Residential First Density	R1
Residential Second Density	R2
Residential Third Density – Low Rise	R3L
Residential Third Density – Mid Rise	R3M
Residential Third Density – High Rise	R3H

Section 4.1: Requirements for the Residential Zones

4.1.A Permitted Uses

In any Residential zone, no person shall use a lot, or erect, alter or use a building or structure for any purpose except for the uses permitted in accordance with Table 4.1.1.

Key P Permitted Use E Legally existing use permitted

Table 4.1.1 – Residential Zone Permitted Uses

Permitted Uses	Residential Zones							Use-Specific Standards
	RE	RH	R1	R2	R3L	R3M	R3H	
Residential								
Apartment Dwelling					P	P	P	
Attached Additional Residential Unit	P	P	P	P				Section 2.2.A
Back-to-Back Townhouse Dwelling					P			
Cluster Townhouse Dwelling				P				
Detached Dwelling	P	P	P					
Duplex Dwelling			P					

Permitted Uses	Residential Zones							Use-Specific Standards
	RE	RH	R1	R2	R3L	R3M	R3H	
Garden Suite	P	P	P	P				Section 2.2.H
Linked Dwelling			P					
Lodging House			P					Section 2.2.K
Podium Townhouse Dwelling						P	P	
Rear Lane Townhouse Dwelling				P				
Semi-Detached Dwelling			P					
Single Room Occupancy Housing					P	P	P	
Stacked Townhouse Dwelling					P	P	P	
Street Townhouse Dwelling				P				
Triplex Dwelling			P					
Civic and Institutional								
Cemetery	E							
Day Care Centre						P	P	
Golf Course	E							
Place of Worship	P	P	P	P	P	P	P	Section 2.3.N
Residential Care Home					P	P	P	
Supportive Housing Residence Type 1	P	P	P	P	P	P	P	
Supportive Housing Residence Type 2						P	P	
Retail and Service								
Convenience Retail ⁽¹⁾						P	P	
Personal Service ⁽¹⁾						P	P	
Agricultural								
Agricultural Use	E							
Specified Accessory Uses								
Home Occupation	P	P	P	P	P	P	P	Section 2.2.H

Regulations to Table 4.1.1:

- (1) This use shall only be permitted in the first storey of the building and shall comprise a maximum total of 120 square metres in gross floor area, or 10% of the gross floor area of the residential uses, whichever is less.

4.1.B Lot Requirements

Table 4.1.2 – Residential Zone Lot Requirements

	RE	RH	R1	R2	R3L	R3M	R3H
All Permitted Uses, Except As Specified Below							
Corner Lot Area (min. sq. m.)	1350	1350	320	150	600	1200	1800
Interior Lot Area (min. sq. m.)	1350	1350	240	150	600	1200	1800
Corner Lot Width (min. m.)	45	30	12 ⁽¹⁾	6.5 ⁽¹⁾	18	24	30
Interior Lot Width (min. m.)	45	30	8.5 ⁽¹⁾	5.5 ⁽¹⁾	18	24	30
Semi-Detached Dwelling							
Lot Area (min. sq. m.) per dwelling unit	-	-	200	-	-	-	-
Lot Width (min. sq. m.) per dwelling unit	-	-	6.8 ⁽¹⁾	-	-	-	-
Rear Lane Townhouse Dwelling							
Lot Area (min. sq. m.) per dwelling unit	-	-	-	150	-	-	-
Corner Lot Width (min. sq. m.) per dwelling unit	-	-	-	6 ⁽¹⁾	-	-	-
Interior Lot Width (min. sq. m.) per dwelling unit	-	-	-	5 ⁽¹⁾	-	-	-
Cluster Townhouse Dwelling							
Lot Area (min. sq. m.)	-	-	-	1800	-	-	-
Lot Width (min. sq. m.)	-	-	-	24	-	-	-

Regulations to Table 4.1.2

- (1) Where the min lot width is shown in the zone code as per Section 11.4 of this By-law, it shall take precedence over Table 4.1.2.

4.1.C Building Location

Table 4.1.3 – Residential Zone Building Location Requirements

	RE	RH	R1	R2	R3L	R3M	R3H
All Permitted Uses, Except As Specified Below							
Front Yard (min. m.)	12	7.5	4.5	4.5	3	4.5	4.5
Rear Yard (min. m.)	12	12	6	6	6	7.5	7.5
Exterior Side Yard (min. m.)	7.5	7.5	3	3	3	4.5	4.5
Interior Yard (min. m.)	7.5	7.5	1.2 ⁽¹⁾	1.2 ⁽¹⁾	3	3	3
Interior Yard (min. m.)	7.5	7.5	1.2 ⁽¹⁾	1.2 ⁽¹⁾	3	3	3
Cluster Townhouse Dwelling							
Front Yard (min. m.)	-	-	-	6	-	-	-
Rear Yard (min. m.)	-	-	-	4.5	-	-	-
Exterior Side Yard (min. m.)	-	-	-	4.5	-	-	-
Interior Yard (min. m.)	-	-	-	3	-	-	-
Rear Lane Townhouse Dwelling							
Front Yard (min. m.)	-	-	-	-	3	-	-
Rear Yard (min. m.)	-	-	-	-	9	-	-
Exterior Side Yard (min. m.)	-	-	-	-	3	-	-
Interior Yard (min. m.)	-	-	-	-	1.2	-	-
Back-to-Back Townhouse Dwelling							
Front Yard (min. m.)	-	-	-	-	4.5	-	-
Rear Yard (min. m.)	-	-	-	-	0	-	-
Exterior Side Yard (min. m.)	-	-	-	-	4.5	-	-
Interior Yard (min. m.)	-	-	-	-	1.2	-	-

Regulations to Table 4.1.3

- (1) The min interior yard shall be 1.2 m on one side and 0.6 m on the other side.

4.1.D Building Height and Form

Table 4.1.4 – Residential Zone Building Height and Form Requirements

	RE	RH	R1	R2	R3L	R3M	R3H
Building Height (min m.)	-	-	-	-	6.5	11	11
Building Height (max m.)	11	8.7	11	11	14.5 ⁽¹⁾	26 ⁽¹⁾	60 ⁽¹⁾
Angular Plane	-	-	-	-	-	Applies ⁽²⁾	Applies ⁽²⁾
Build-To Requirement	-	-	-	-	50% of the lot frontage shall be occupied by a building main wall within the minimum front yard setback to 6.0 m	60% of the lot frontage shall be occupied by a building main wall within the minimum front yard setback to 6.0 m	70% of the lot frontage shall be occupied by a building main wall within the minimum front yard setback to 6.0 m
Minimum Horizontal Separation of Buildings or Towers on the Same Lot (min. m.)	-	-	-	-	-	20	20
Setback for any storey above the fourth storey from any Interior or Rear Lot Line (min. m.)	-	-	-	-	-	10	10
Maximum Floor Plate for all storeys above the ninth storey (max. sq.m.)	-	-	-	-	-	-	800

Regulations to Table 4.1.4:

- (1) The maximum building height shall be as shown in Table 4.1.4 or on the zone code as shown on Schedule A. The building height, if shown in the zone code, shall take precedence over Table 4.1.4.
- (2) A 45-degree angular plane shall apply from any interior side lot line or rear lot line which abuts any Residential First or Second Density zone, any minor institutional zone, or any open space zone. The angular plane shall be measured beginning from a 7.5 m setback from the applicable lot line and starting at elevation of 10.5 m. The angular plane extends over the remainder of the lot, within which no portion of a building or structure is permitted to encroach above the plane.

4.1.E Site and Landscaping

Table 4.1.5 – Residential Zone Site and Landscaping Requirements

	RE	RH	R1	R2	R3L	R3M	R3H
Landscaped Open Space (min. %)	-	-	-	-	20	15	10
Front Yard Landscaped Open Space (min. %) – Interior Lot	70	70	40	30	-	-	-
Front Yard Landscaped Open Space (min. %) – Corner Lot	70	70	70	40	-	-	-
Lot Coverage (max. %)	-	-	50	55	60	70	80
Surface Parking Area Location	-	-	-	-	Restricted (1)	Restricted (1)	Restricted (1)

Regulations to Table 4.1.5:

- (1) Surface area parking shall only be permitted in the rear yard.

Section 4.2: General Regulations for Residential Zones

4.2.A Accessory Buildings and Structures in Residential Zones

In any Residential Zone, accessory buildings and structures excluding detached private garages or carports and swimming pool enclosures shall be subject to the following provisions:

- .1 Any accessory building or structure that is attached to the main dwelling shall not be subject to the provisions of this subsection but shall be subject to the yard and setback requirements in the applicable zone.
- .2 An accessory building or structure is prohibited to be constructed in any part of the front yard, exterior side yard, or in the minimum required interior side yard specified in the applicable zone.
- .3 An accessory building or structure shall be subject to the following minimum setback requirements:
 - .a Where the accessory building or structure is located in the rear yard, it shall be located at least 0.6 m from all lot lines.
 - .b Where the accessory building or structure is located in the interior side yard, it shall be located at least 3.0 m behind the front wall of the main building.
 - .c Notwithstanding the requirements above, the minimum setback for an accessory building or structure in the rear yard shall be 1.2 m from the closest lot in any Residential Estate zone.
- .4 Human habitation shall be prohibited within any accessory building or structure except where specifically allowed by this By-law.
- .5 No accessory building or structure shall be constructed upon any easement.
- .6 The maximum height of an accessory building or structure in any Residential Zone shall be in accordance with Table 2.3.1.

Table 2.3.1 – Maximum Height for Accessory Buildings and Structures in any Residential Zone

Zone	Maximum Height
Residential, except a Residential Estate	3.0 m
Residential Estate	4.0 m

- .7 The gross floor area of accessory buildings and structures on a lot in any Residential Zone shall be subject to the requirements of Table 2.3.2. Table 2.3.2 shall not apply to any detached garage, swimming pool, or accessory buildings and structures associated with a swimming pool.

Table 2.3.2 – Maximum Gross Floor Area for Accessory Buildings and Structure in any Residential Zone

Zone	Maximum Gross Floor Area Per Accessory Building	Maximum Combined Gross Floor Area for All Accessory Buildings on the Lot
Residential, except a Residential Estate Zone	15.0 m ²	20.0 m ²
R3	No requirement	No requirement

4.2.B Minimum Amenity Area Requirements

- .1 Amenity area(s) shall be provided in accordance with the requirements of Table 4.2.1 and the provisions of this section shall be applicable to any apartment dwelling units, cluster townhouse dwelling units, stacked townhouse dwelling units, podium townhouse dwelling units, and back-to-back townhouse dwelling units. For clarity, minimum amenity area requirements do not apply to any detached dwelling, linked dwelling, semi-detached dwelling, rear lane townhouse dwelling, single room occupancy housing, street townhouse dwelling or any other defined residential use.

Table 4.2.1 – Minimum Amenity Area Requirements

Number of Dwelling Units on the Lot	Minimum Amenity Area
Less than 8	No requirement
8 – 20	8.0 m ² per unit
21 – 200	160.0 m ² plus 6.0 m ² per unit over 20 units
More than 200	1,240.0 m ² plus 4.0 m ² per unit over 200 units

- .2 The required minimum amenity area shall be located on the same lot as the associated dwelling units.
- .3 The minimum amenity area shall include at least one contiguous area of a minimum 50 m² of amenity area with minimum dimension of at least 5 m in width.
- .4 The minimum amenity area is permitted to consist of only outdoor common amenity area and is permitted to be located at-grade, on any rooftop, or terraces.
- .5 Private amenity areas including private balconies and other areas accessed by individual units shall not be included in the calculation of amenity area requirements.
- .6 No portion of a dwelling unit shall be located closer than 1.5 m from any outdoor amenity area.

4.2.C Below Grade Windows

- .1 A below grade window shall not be permitted where the interior side yard is less than 1.2 metres.

4.2.D Detached Private Garages or Carports

- .1 A maximum of one detached private garage or carport shall be permitted on any lot in a Residential zone.
- .2 A detached private garage or carport shall be located no closer than 1.0 m to the main building on the lot.
- .3 A detached private garage or carport shall only be permitted where there is no attached private garage or carport.
- .4 The maximum gross floor area of a detached private garage in a residential zone shall be the lesser (more restrictive) of:
 - .a 48.0 m²; or
 - .b 10% of the lot area.
- .5 The interior dimensions of a detached private garage or carport shall have a minimum rectangular area of 3.3 m by 5.4 m, within which a portion of a staircase may encroach a maximum of 0.3 m by 1.5 m.
- .6 The maximum height of a detached private garage shall be 4.5 m.
- .7 A detached private garage shall be located no closer than 0.6 m to an interior side lot line or rear lot line.
- .8 A detached private garage shall not be permitted in any part of the front yard.
- .9 A detached private garage shall not be permitted in the required minimum exterior side yard, as established in the applicable zone.
- .10 In no case shall the opening of a detached private garage be located closer than 5.7 m to the exterior lot line or front lot line from which it receives access.
- .11 A detached private garage or carport that is attached to a detached private garage or carport on an abutting lot shall be permitted to have a minimum interior side yard setback or minimum rear yard setback of 0.0 m where applicable to permit the attachment, provided they share one common wall along the common lot line and are constructed as one building.

4.2.E Driveway Requirements for R1, R2, and R3 Zones

The following provisions are applicable to any attached private garage in a Residential R1, R2 or R3 zone:

- .1 Every lot shall be provided with a driveway that is used to provide access to any required parking spaces.
- .2 A driveway is permitted to be used for parking spaces.
- .3 No parking shall be permitted on any part of a lot except within a parking space.

- .4 The minimum distance between any part of a driveway and the point of intersection of two streets shall be 6.0 m. This requirement shall not apply with respect to a street townhouse dwelling, provided the sight visibility triangle is maintained in accordance with Chapter 3 of this By-law.
- .5 Tandem parking is permitted.
- .6 The maximum number of driveways on a lot shall be 1, except that a semi-circular driveway shall only be permitted in accordance with the following provisions:
- .a A semi-circular driveway is only permitted on a detached dwelling lot with a minimum lot frontage of at least 21.0 m.
 - .b The maximum driveway width requirements of this section are applicable to every portion of the semi-circular driveway.
 - .c Each portion of the semi-circular driveway is separated by a distance of at least 6.0 m.
 - .d The semi-circular driveway covers no more than 50% of the front yard or exterior side yard (where the semi-circular driveway is located).
- .7 A hammerhead shall only be permitted where the lot frontage is at least 15.0 m, and where the lot depth is at least 45.0 m.
- .8 The maximum width of a driveway shall be in accordance with Table 4.2.2. The width of the driveway shall be measured along the driveway perpendicular to the intended path of travel of a motor vehicle.

Table 4.2.2 – Maximum Driveway Width in any R1, R2 or R3 zone

Lot Frontage	Maximum Driveway Width in the Right-of-Way	Maximum Driveway Width on the Lot (m)
Lot frontage is less than 8.23 m	4.9 m	4.9 m
Lot frontage is equal to 8.23 m but less than 9.14 m	5.2 m	5.2 m
Lot frontage is equal to or more than 9.0 m but less than 12.0 m	6.71 m	6.71 m
Lot frontage is equal to 8.23 m but less than 9.14 m	9.0 m	The greater of: (a) 50% of the lot frontage; or (b) the width of the private garage.

- .9 Notwithstanding sub-section .7, a walkway shall be permitted to abut each side of the driveway, and shall not be included in the calculation of the driveway width, provided the walkway abuts the driveway edge by a distance of no more than 2.0 m.
- .10 The maximum driveway width requirements of this section shall include any surface that is capable of being used for parking in the calculation of driveway width.

- .11 Where any portion of a driveway is located in an interior side yard or rear yard, the width of the driveway shall not exceed the greater of:
- .a 3.3 m; or
 - .b The width of the private garage;
- For clarity, a walkway shall be permitted to abut any portion of a driveway located in an interior side yard or rear yard.
- .12 Any portion of a front yard, exterior side yard, rear yard or interior side yard that is not permitted to be used for a driveway or walkway providing access to a private garage shall be landscaped open space.
- .13 Where the exterior side yard is used for the driveway providing access to a private garage, any portion of the exterior side yard that is not permitted to be used for a driveway or walkway in accordance with this section shall be landscaped open space.
- .14 On any interior lot, the following landscaped open space requirements shall apply:
- .a A strip of landscaped open space not less than 0.6 m in width shall be required abutting both of the interior side lot lines. This strip shall not be required:
 - .i In the public right-of-way; or
 - .ii Where the lot is a pie shaped lot, within 3 m the front lot line or within the public right-of-way.
 - .b For any semi-detached dwelling or townhouse dwelling, the landscaped open space strip shall only be required abutting on one interior side lot line.
- .15 Notwithstanding subsection .14, landscaped open space strips abutting the interior side lot line(s) shall not be required on any lot, provided that:
- .a The driveway is graded and designed to direct stormwater away from the lot and an adjacent lot and towards the street, to the satisfaction of the City.
 - .b A minimum 0.6 m strip of landscaped open space is provided along the rear lot line and interior side lot lines whose total distance is at least the total distance of landscaped open space strips that would be required in accordance with subsection .14; and
 - .c At least 60% of the front yard or exterior side yard (where the driveway is located) is landscaped open space.
- .16 A driveway providing access to parking spaces shall be located on the same lot as the use for which the parking spaces are required, unless otherwise permitted by an easement.

4.2.F Driveway Requirements for the RE and RH Zones

- .1 The maximum driveway width shall not exceed 50% of the lot width or 14 m, whichever is less, provided that the maximum driveway width where the driveway intersects the public right-of-way shall be 9 m.

- .2 Tandem parking is permitted.
- .3 The minimum distance between any part of a driveway and the point of intersection of two streets shall be 6 m.
- .4 A driveway is permitted to be used for parking spaces.
- .5 No parking shall be permitted on any part of a lot except within a parking space.

4.2.G Exterior Entrances

- .1 For a single detached dwelling, semi-detached dwelling, or townhouse dwelling, exterior stairways constructed below the established grade shall not be located in a required side yard, front yard, or in a yard located between the main wall of a dwelling and a front lot line or exterior side lot line.
- .2 The front of an above grade door located on a wall facing a side lot line of a detached, semidetached, or street townhouse dwelling shall have a minimum distance of 1.2 metres to an interior side lot line. Any steps or landings for such a door shall have a minimum distance of the lesser of:
 - .a 0.9 metres to an interior side lot line; or
 - .b the required interior side yard setback.

4.2.H Fences

[Note to Draft: To discuss whether fence provisions are desirable in zoning]

- .1 In any Residential zone, a fence shall be subject to the following maximum height requirements:
 - .a A maximum of 1.0 m in height in any part of the front yard; and
 - .b A maximum of 2.0 m in height in any other yard, or up to 2.5 m where the lot line abuts an Institutional Zone.

4.2.I Setbacks where Dwellings are Attached

- .1 Notwithstanding any other provision of this By-law, where dwelling units or private garages are attached by a common or shared wall as provided by the definition of the dwelling unit or dwelling type, the minimum setback shall be 0 m for that portion of the lot line where the dwelling units or private garages are attached.
- .2 The requirements for accessory buildings and structures shall continue to apply, except that an unenclosed deck is permitted to encroach to 0 m for that portion of the lot line where the dwelling units are attached. Where a deck is provided along the common lot line, a privacy screen or opaque fence shall be provided along the lot line to a height of at least 1.8 m above the deck's elevation.

4.2.J Swimming Pools, Tennis Courts, and other Recreation Facilities

Swimming pools, tennis courts, and other recreational facilities shall be in accordance with the following provisions:

- .1 An uncovered swimming pool, tennis court, basketball court or similar recreation use, shall be permitted only within the rear yard, interior side yard or exterior side yard of a lot.
- .2 Notwithstanding subsection .1, where the lot is a corner lot and where the rear lot line coincides with an abutting interior side yard, a private, uncovered swimming pool, tennis court, basketball court or similar recreation use shall not be permitted in the exterior side yard.
- .3 A swimming pool or similar recreation use shall be prohibited in any part of the front yard.
- .4 A swimming pool shall have a maximum height of 1.5 m above the established grade.
- .5 A swimming pool or similar recreation use shall be located no closer than 3.0 m to the exterior side lot line and 1.2 m to any other lot line.
- .6 A swimming pool or similar recreation use shall be located no closer than 1.2 to any easement.
- .7 For clarity, the setback provisions of this subsection shall be measured to the nearest part of the edge of the structure containing water or the edge of any part of the recreational use that is used for the recreational purpose, and shall not include any accessory patio, deck or landscaping.

4.2.K Temporary Tents and Garage or Yard Sales

A temporary tent or a garage or yard sale use shall be in accordance with the following provisions:

- .1 A garage or yard sale shall be permitted on a temporary basis in any Residential zone, in accordance with the following provisions:
 - .a The use is carried out for no more than 4 consecutive days and no more than 14 days within any calendar year.
 - .b The use is permitted within any part of the front yard, the exterior side yard or within any attached private garage.
 - .c The use is located no closer than 0.6 m to any lot line.
- .2 A temporary tent shall be permitted in any residential zone, provided:
 - .a The minimum lot frontage is at least 9.0 m and the minimum rear yard depth is at least 7.5 m.
 - .b The temporary tent is only permitted within the rear yard.
 - .c The temporary tent is no closer than 1.0 m to any lot line.
 - .d The temporary tent is used for no more than 3 consecutive days and no more than 7 days within any calendar year.

4.2.L Trailer, Recreational and Commercial Vehicle Parking

- .1 Except as permitted in this section, a person shall not park or store a commercial vehicle, travel trailer or recreational vehicle or any other type of trailer, in any part of an exterior side yard or in the front yard, including any part of the driveway therein, of any lot in a residential zone.
- .2 The temporary parking of a maximum of 1 commercial vehicle is permitted within a driveway in a residential zone where parking is permitted, provided:
 - .a The commercial vehicle does not utilize a minimum required parking space; and
 - .b The commercial vehicle is a maximum of 6 m in length and does not exceed 2.3 m in height.
- .3 A travel trailer not exceeding 6 m in length and 2.3 m in height is permitted to be or stored in the driveway provided it does not utilize a minimum required parking space.
- .4 Recreational vehicles are permitted to be parked, stored in any part of a private garage provided the minimum required parking is maintained and provided a minimum area of 1.2 m by 2 m is maintained for the storage of household garbage and recycling containers.
- .5 A maximum of one recreational vehicle not exceeding 7 m in length and 2.7 m in height is permitted to be stored on the lot in any part of the rear yard or in the interior side yard, but not closer than 0.6 m to the rear lot line and no closer than 1.8 m to the interior side lot line.
- .6 A maximum of one recreational vehicle is permitted to be temporarily stored on any part of a driveway, or up to two recreational vehicles that are set upon a trailer that is designed to transport the recreational vehicles, provided:
 - .a The length of the recreational vehicle or trailer does not exceed 7 m in length, 3 m in width and 2.7 m in height, except that where the driveway is at least 20.0 m in length, the length of the recreational vehicle or trailer is permitted to be a maximum of 12.0 m and the height is permitted to be a maximum 3 m.
 - .b The recreational vehicle or trailer is not parked or stored on the driveway for more than a total of 90 days in any calendar year.
 - .c The recreational vehicle or trailer is not parked or stored for more than 45 consecutive calendar days.
 - .d The recreational vehicle or trailer does not use a minimum required parking space or obstruct access to a minimum required parking space.

4.2.M Attached Private Garage Requirements

The following provisions are applicable to any attached private garage, and for clarity, are not applicable to a parking area or parking structure:

- .1 The requirements of this section shall only apply to attached private garages. An attached private garage shall be subject to the requirements of the zone and this subsection, whichever is more restrictive.

- .2 Where a garage or carport is attached to a dwelling unit, it shall not be considered an accessory building and shall be subject to the requirements of the applicable zone.
- .3 A carport or garage door opening shall be located a minimum distance to the front lot line or exterior lot line, in accordance with the greater distance of 5.7 m; or, the minimum setback of the zone in which the use is located.
- .4 The minimum dimensions of any parking space in an attached private garage shall be in accordance with Table 4.2.3.

Table 4.2.3 – Minimum Attached Private Garage Parking Spaces

Number of Parking Spaces	Cumulative Width of Parking Spaces	Length
1	3.3 m	6.0 m
2	5.75 m	6.0 m
3	8.25 m	6.0 m
More than 3	8.25 m plus 2.5 m for any additional space more than 3 spaces	6.0 m

- .5 A maximum of one parking space shall be permitted to be encroached by a portion of a staircase by a maximum of 0.3 m by 1.2 m.
- .6 No parking shall be permitted on any part of a lot except within a parking space.

4.2.N Waste Storage

- .1 In any Residential Third Density (R3) Zone, waste shall be stored within a fully enclosed building or within a waste storage enclosure or underground storage structure in accordance with the following provisions:
 - .a A waste storage enclosure shall be screened by a wall or fence on at least 3 sides, or alternatively waste shall be stored in an underground storage structure.
 - .b The waste storage enclosure or underground storage structure shall not be permitted in the front yard or exterior side yard.
 - .c The waste storage enclosure or underground storage structure shall be located at least 3.0 m from any interior side lot line or rear lot line.
 - .d The waste storage enclosure or underground storage structure shall be located at least 15.0 m from any lot line abutting any residential, institutional or open space zone.
 - .e No part of a waste storage enclosure shall be permitted within any required minimum landscaped open space or any required landscaped strips.
- .2 The provisions of this section shall not apply to waste storage associated with construction.

4.2.0 Height Exceptions

- .1 Any maximum height requirement of this By-law shall not be applicable to the following structures, and further, the following structures shall not be counted towards achieving any minimum height requirement specified in this By-law:
 - .a A spire, minaret or similar structure associated with a place of worship.
 - .b A chimney associated with a dwelling unit, provided it does not exceed 2.0 m in height above the maximum permitted building height in the applicable zone.
 - .c A rooftop structure used only as an ornamental architectural feature or to house the mechanical equipment of any building, provided they do not exceed 0.5 m in height.
 - .d Infrastructure maintained by a public authority.

Chapter 5: Commercial Zones

Table 5.1 – List of Commercial Zones

Commercial Zones	Zone Symbol
Local Commercial	LC
General Commercial	GC
Highway Commercial	HC
Recreational Commercial	RC

Section 5.1: Requirements for the Commercial Zones

5.1.A Permitted Uses

In any Commercial Zone, no person shall use a lot, or erect, alter or use a building or structure for any purpose except for the uses permitted in accordance with Table 5.1.1.

Key P Permitted Use E Legally existing use permitted

Table 5.1.1 – Permitted Uses in Commercial Zones

Permitted Uses	Commercial Zones				Use-Specific Standards
	LC	GC	HC	RC	
Automobile Dealership		P	P		
Automobile Repair		P	P		
Automobile Service Station		P	P		Section 2.3.C
Automobile Washing Facility		P	P		Section 2.3.E
Banquet Hall			P		
Boat or Recreational Vehicle Sales and Service		P	P		
Business Service ⁽¹⁾	P	P			
Commercial Campsite				P	
Commercial Parking Lot	P	P	P		
Commercial Recreation		P		P	
Commercial School		P			
Commercial Service and Repair		P	P		

Permitted Uses	Commercial Zones				Use-Specific Standards
	LC	GC	HC	RC	
Convenience Retail	P	P	P		
Driving Range				P	
Financial Service ⁽¹⁾	P	P			
Funeral Home		P			
Garden Centre		P	P		
Golf Course				P	
Health or Fitness Centre	P	P			
Hotel			P		
Micro Manufacturing		P	P	P	Section 2.3.K
Museum or Gallery	P	P			
Office		P			
Organizational Club		P	P		
Outdoor Market	P	P			
Personal Service ⁽¹⁾	P	P			
Pet Day Care	P	P			
Restaurant ⁽¹⁾	P	P	P		
Retail ⁽¹⁾	P	P			
Self Storage Facility			P		
Shopping Centre		P			
Supermarket ⁽¹⁾	P	P			
Theatre		P			
Community Uses					
Community Garden	P				Section 2.3.D
Community Use	P	P			
Conservation Use					
Day Care Centre	P	P		P	
Medical Office or Clinic	P	P	P		

Permitted Uses	Commercial Zones				Use-Specific Standards
	LC	GC	HC	RC	
Place of Worship	P	P	P		Section 2.3.N
Transit Station	P	P	P	P	
Specified Accessory Uses					
Drive-Through		P	P		Section 2.3.E
Outside Display and Sales	P	P	P		Section 2.3.L
Restaurant Patio	P	P	P	P	Section 2.3.O
Seasonal Garden Centre or Sales Tent		P	P	P	Section 2.3.P

Regulations to Table 5.1.1:

- 1) In the LC zone, the maximum gross floor area for any single store or unit shall be 1,500 m².

5.1.B Lot Requirements

Table 5.1.2 – Commercial Zone Lot Requirements

	LC	GC	HC	RC
Lot Area (min. sq. m.)	900	900	2000	2000
Lot Frontage (min. m.)	20	20	38	38

5.1.C Building Location

Table 5.1.3 – Commercial Zone Building Location

	LC	GC	HC	RC
Front Yard (min. m.)	4.5	3	4.5	7.5
Rear Yard (min. m.)	6 ⁽²⁾	6 ⁽²⁾	6 ⁽³⁾	10
Exterior Side Yard (min. m.)	4.5	3	6	7.5
Interior Yard (min. m.)	1.5 ⁽¹⁾	1.5 ⁽¹⁾	3 ⁽¹⁾	3 ⁽²⁾

Regulations to Table 5.1.3:

- (1) Where the interior side yard abuts any Residential or Institutional Zone, the minimum interior side yard shall be 4.5 m.
- (2) Except that where the rear yard abuts any Residential or Institutional Zone, the minimum rear yard shall be 9.0 m.
- (3) Where the rear yard abuts any Residential or Institutional Zone, the minimum rear yard shall be 15.0 m.

5.1.D Building Form

Table 5.1.4 – Commercial Zone Building Form

	LC	GC	HC	RC
Building Height (max. m.)	10	10	10	7

5.1.E Site and Landscaping

Table 5.1.5 – Commercial Zone Site and Landscaping

	LC	GC	HC	RC
Landscaped Open Space (min. %)	30	20	20	30
Front Lot Line Landscaped Strips (min. m.)	1.5	1.5	2.5	-
Exterior Side Lot Line Landscaped Strips (min. m.)	1.5	1.5	2.5	-
Interior Side Lot Line Landscaped Strips (min. m.)	1.5 ⁽¹⁾	1.5 ⁽¹⁾	3 ⁽¹⁾	-
Rear Lot Line Landscaped Strips (min. m.)	1.5 ⁽¹⁾ Error! Reference source not found.	1.5 ⁽¹⁾	3 ⁽¹⁾	-

Regulations to Table 5.1.5:

- (1) The specified minimum landscaped strip shall only apply where the lot line abuts a Residential, Institutional or Open Space zone. In all other cases, there is no requirement.

Section 5.2: General Regulations for Commercial Zones

5.2.A Accessory Buildings and Structures

- .1 Accessory buildings and structures in commercial zones shall be in accordance with Section 2.2.B.

5.2.B Waste Storage

- .1 In Commercial Zones, waste shall be stored within a fully enclosed building or within a waste storage enclosure in accordance with the following provisions:
- .a The waste storage enclosure shall be screened by a wall or fence on at least 3 sides, or it shall comprise an underground storage structure.
 - .b The waste storage enclosure or underground storage structure shall not be permitted in the front yard or exterior side yard.

- .c The waste storage enclosure or underground storage structure shall be located at least 3.0 m from any interior side lot line or rear lot line.
 - .d The waste storage enclosure or underground storage structure shall be located at least 15.0 m from any lot line abutting residential, institutional or open space zone.
 - .e No part of a waste storage enclosure shall be permitted within any required minimum landscaped open space or any required landscaped strips.
- .2 The provisions of this section shall not apply to waste storage associated with construction.

5.2.C Height Exceptions

- .1 Any maximum height requirement of this By-law shall not be applicable to the following structures, and further, the following structures shall not be counted towards achieving any minimum height requirement specified in this By-law:
- .a A spire, minaret or similar structure associated with a place of worship.
 - .b A chimney or smokestack associated with any Employment use.
 - .c A rooftop structure used only as an ornamental architectural feature or to house the mechanical equipment of any building, provided they do not exceed 0.5 m in height.
 - .d Infrastructure maintained by a public authority.
 - .e Buildings and structures associated with transit stations, public works yards, or emergency services.

Chapter 6: Mixed-Use Zones

[Note to Draft: Additional work is required to align these zones with the OP and UDGs and forthcoming directions from the MTSA studies]

Table 6.1 - List of Mixed-Use Zones

Mixed-Use Zones	Zone Symbol
Mixed-Use Low Rise	ML
Mixed-Use Mid Rise	MM
Mixed-Use High Rise	MH

Section 6.1: Requirements for the Mixed-Use Zones

6.1.A Permitted Uses

In any Mixed-Use Zone, no person shall use a lot, or erect, alter or use a building or structure for any purpose except for the uses permitted in accordance with Table 6.1.1.

Key P Permitted Use E Legally existing use permitted

Table 6.1.1 – Permitted Uses in Mixed-Use Zones

Permitted Uses	Mixed-Use Zones			Use-Specific Standards
	ML	MM	MH	
Residential				
Apartment Dwelling ⁽¹⁾	P	P	P	
Live-Work Townhouse Dwelling	P			
Lodging House	P	P	P	Section 2.3.J
Podium Townhouse Dwelling		P	P	
Single Room Occupancy Housing		P	P	
Civic and Institutional				
Community Centre	P		P	
Community Use	P	P	P	
Day Care Centre	P	P	P	
Long Term Care Facility	P	P	P	

Permitted Uses	Mixed-Use Zones			Use-Specific Standards
	ML	MM	MH	
Medical Office or Clinic	P	P	P	
Residential Care Home	P	P	P	
Place of Worship	P	P	P	Section 2.3.N
School	P	P	P	
Retail and Service				
Banquet Hall		P	P	
Business Service	P	P	P	
Commercial Parking Lot or Garage		P	P	
Commercial School		P	P	
Commercial Recreation		P	P	
Commercial Service and Repair		P	P	
Convenience Retail	P	P	P	
Convention Centre		P	P	
Financial Service	P	P	P	
Funeral Home		P	P	
Health or Fitness Centre	P	P	P	
Hotel		P	P	
Micro Manufacturing	P	P	P	Section 2.3.K
Museum or Gallery	P	P	P	
Office	P	P	P	
Restaurant	P	P	P	
Organizational Club		P	P	
Outdoor Market	P	P	P	
Personal Service	P	P	P	
Pet Day Care	P	P	P	
Retail	P	P	P	
Shopping Centre		P	P	

Permitted Uses	Mixed-Use Zones			Use-Specific Standards
	ML	MM	MH	
Supermarket	P	P	P	
Theatre		P	P	
Transit Station	P	P	P	
Veterinary Clinic	P	P	P	
Specified Accessory Uses				
Home Occupation	P	P	P	Section 2.3.H
Outdoor Sales and Display Area	P	P	P	Section 2.3.L
Restaurant Patio	P	P	P	Section 2.3.O

Regulations to Table 6.1.1:

- (1) In the MM and MH zones, dwelling units shall not be permitted within the first 15 m of the building's ground floor where any building faces a street line. Notwithstanding this provision, up to 30% of this area is permitted to be used for lobbies and other common areas associated with residential uses.

6.1.B Lot Requirements

Table 6.1.2 – Mixed-Use Zone Lot Requirements

	ML	MM	MH
All Permitted Uses, Except as Specified Below			
Lot Area (min. sq. m.)	600	1200	1800
Lot Width (min. m.)	18	24	30
Live-Work Townhouse Dwellings on Individual Lots			
Lot Area (min. sq. m.)	200	-	-
Interior Lot Width (min. m.)	6.5	-	-
Corner Lot Width (min. m.)	9	-	-

6.1.C Building Location

Table 6.1.3 – Mixed-Use Zone Building Location

	ML	MM	MH
Front Yard (min. m.)	3	0	0
Rear Yard (min. m.)	7.5	7.5	7.5
Exterior Side Yard (min. m.)	3	3	0
Interior Yard (min. m.)	3 ⁽¹⁾	3 ⁽¹⁾	3 ⁽¹⁾
Minimum Horizontal Separation of Buildings or Towers on the Same Lot (min. m.)	-	20	20
Setback for any storey above the fourth storey from any Interior or Rear Lot Line (min. m.)	-	10	10

Regulations to Table 6.1.3:

- (1) The minimum interior side yard shall be 0 m provided the adjacent zone is another Mixed-Use zone, a commercial zone or an employment zone, and provided there is access to the rear yard from a public street.

6.1.D Building Form

Table 6.1.4 – Mixed-Use Zone Building Form

	ML	MM	MH
Maximum Building Height (max. m.)	14 ⁽¹⁾	37.5 ⁽¹⁾	60 ⁽¹⁾
Minimum Building Height (min. m.)	7.5	11	11
Build-to Requirement	50% of the lot frontage shall be occupied by a building main wall within the minimum front yard setback to 6.0 m	60% of the lot frontage shall be occupied by a building main wall within the minimum front yard setback to 4.5 m	70% of the lot frontage shall be occupied by a main wall within the minimum front yard setback to 4.5 m
45-Degree Angular Plane Requirement	-	Applies ⁽²⁾	Applies ⁽²⁾
Ground Floor Height (min. m.)	4.5	4.5	4.5
Maximum Floor Plate for all storeys above the ninth storey (max. sq.m.)	-	-	800

Regulations to Table 6.1.4:

- (1) The maximum building height shall be as shown in Table 6.1.4 or on the zone code as shown on Schedule "A". The building height, if shown in the zone code, shall take precedence over Table 6.1.4.
- (2) A 45-degree angular plane shall apply from any interior side lot line or rear lot line which abuts any Residential First or Second Density zone, any minor institutional zone, or any open space zone. The angular plane shall be measured beginning from a 7.5 m setback from the applicable lot line and starting at elevation of 10.5 m. The angular plane extends over the remainder of the lot, within which no portion of a building or structure is permitted to encroach above the plane.

6.1.E Site and Landscaping

Table 6.1.5 – Mixed-Use Zone Site and Landscaping

	ML	MM	MH
Parking Area Location	Restricted ⁽¹⁾	Restricted ⁽¹⁾	Restricted ⁽¹⁾
Minimum Landscaped Open Space (%)	10%	5%	5%

Regulations to Table 6.1.5

- (1) Surface parking areas shall only be permitted in the rear yard.

Section 6.2: General Regulations for Mixed-Use Zones

6.2.A Accessory Buildings and Structures

In Mixed-Use Zones, the following provisions shall apply to any accessory buildings or structures:

- .1 The requirements of Section 2.2.B shall apply to accessory buildings and structures in the Mixed Use Zones.

6.2.B Amenity Area Requirements

- .1 Minimum amenity areas shall be required for dwelling units in accordance with the provisions of Section 4.2.B.

6.2.C Waste Storage

- .1 In Mixed-use Zones, waste shall be stored within a fully enclosed building or within a waste storage enclosure in accordance with the following provisions:
- .a The waste storage enclosure shall be screened by a wall or fence on at least 3 sides, or it shall comprise an underground storage structure.
 - .b The waste storage enclosure or underground storage structure shall not be permitted in the front yard or exterior side yard.
 - .c The waste storage enclosure or underground storage structure shall be located at least 3.0 m from any interior side lot line or rear lot line.
 - .d The waste storage enclosure or underground storage structure shall be located at least 15.0 m from any lot line abutting residential, institutional or open space zone.
 - .e No part of a waste storage enclosure shall be permitted within any required minimum landscaped open space or any required landscaped strips.
- .2 The provisions of this section shall not apply to waste storage associated with construction.

6.2.D Height Exceptions

- .1 Any maximum height requirement of this By-law shall not be applicable to the following structures, and further, the following structures shall not be counted towards achieving any minimum height requirement specified in this By-law:
 - .a A spire, minaret or similar structure associated with a place of worship.
 - .b A rooftop structure used only as an ornamental architectural feature or to house the mechanical equipment of any building, provided they do not exceed 0.5 m in height.
 - .c Infrastructure built by a public authority.
 - .d Buildings and structures associated with transit stations, public works yards, or emergency services.

Chapter 7: Employment Zones

[Note to Draft: Further work is required to align the MUE zone with the Official Plan such as retail limitations and to integrate UDGs]

Table 7.1 – List of Employment Zones

Employment Zones	Zone Symbol
Mixed-Use Employment	MUE
General Employment	GE
Prestige Employment	PE
Mineral Aggregate	ME
Heavy Employment	HE

Section 7.1: Requirements for the Employment Zones

7.1.A Permitted Uses

In any Employment Zone, no person shall use a lot, or erect, alter or use a building or structure for any purpose except for the uses permitted in accordance with Table 7.1.1.

Key P Permitted Use E Legally existing use permitted

Table 7.1.1 – Permitted Uses in Employment Zones

Permitted Uses	Employment Zones					Use-Specific Standards
	GE	PE	ME	MUE	HE	
Employment Uses						
Automobile Impound Yard	E				E	Section 2.3.B
Automobile Repair	P				P	
Broadcasting, Data or Call Centre	P	P			P	
Building Supply Depot	P				P	
Commercial Truck School	P					
Contractor’s Establishment	P	P			P	
Crematorium	P					
Data Storage Facility	P	P				

Permitted Uses	Employment Zones					Use-Specific Standards
	GE	PE	ME	MUE	HE	
Energy Generation Facility	P				P	
Hazardous Waste Transfer Use	P				P	Section 2.3.R
Hazardous Waste Processing					P	Section 2.3.S
Heavy Equipment Sales and Service	P				P	
Industrial Mall	P	P			P	
Manufacturing, Processing or Assembly	P	P			P	
Medical Laboratory	P	P				
Mineral Aggregate Operation			P			
Non-Hazardous Solid Waste Processing					P	
Office		P		P		
Power Generation (Fuel Combustion) Use					P	
Research and Development	P	P			P	
Salvage Yard					E	
Thermal Degradation (Energy from Waste) Use					P	Section 2.3.S
Thermal Degradation (Hazardous Waste) Use					P	Section 2.3.S
Thermal Degradation (Non-Energy Producing) Use					P	Section 2.3.S
Transportation Depot or Distribution Centre	P				P	
Vertical Agriculture	P	P				
Warehouse	P	P			P	
Waste Processing Station	P				P	Section 2.3.Q
Waste Transfer Station	P				P	Section 2.3.Q
Workshop	P	P			P	
Commercial Uses						
Business Service	P	P		P		
Commercial School				P		
Commercial Service and Repair				P		

Permitted Uses	Employment Zones					Use-Specific Standards
	GE	PE	ME	MUE	HE	
Convenience Retail	P	P		P		
Convention Centre				P		
Financial Service				P		
Health or Fitness Centre				P		
Hotel				P		
Micro Manufacturing				P		Section 2.3.K
Personal Service				P		
Restaurant				P		
Retail				P		
Community Uses						
Day Care Centre				P		
Emergency Services				P		
Place of Worship	P	P			P	Section 2.3.N
Transit Station	P	P	P	P		
Specified Accessory Uses						
Accessory Day Care Centre	P	P			P	
Accessory Office ⁽¹⁾	P	P	P		P	
Ancillary Restaurant ⁽²⁾	P	P			P	
Ancillary Retail ⁽²⁾	P	P				
Outside Display and Sales	P	P			P	Section 2.3.L
Outside Storage	P		P		P	Section 2.3.M
Restaurant Patio				P	P	Section 2.3.O

Regulations to Table 7.1.1:

- (1) In any Employment zone except the Mixed-Use Employment zone and Prestige Employment zone, the maximum gross floor area of an accessory office shall be 15% of the gross floor area of the associated principal employment use. Where the associated principal employment use is not associated with a main building, the maximum gross floor area of an accessory office shall be 100 m².
- (2) In the Prestige Employment and General Employment zones, the maximum gross floor area of ancillary retail and restaurant uses shall be 15% of the associated principal employment use.

7.1.B Lot Requirements

Table 7.1.2 – Employment Zone Lot Requirements

	MUE	GE	PE	ME	HE
Lot Area (min. sq. m.)	1200	900	1200	5000	-
Lot Frontage (min. m.)	24	20	24	60	-

7.1.C Building Location

Table 7.1.3 – Employment Zone Building Location

	MUE	GE	PE	ME	HE
Front Yard (min. m.)	3	4.5	3	10	9
Rear Yard (min. m.)	7 ⁽³⁾				
Exterior Side Yard (min. m.)	3	4.5	3	10	9
Interior Yard (min. m.)	3 ⁽²⁾	3 ⁽¹⁾	3 ⁽²⁾	25	4

Regulations to Table 7.1.3:

- (1) Where the lot line abuts any Residential or Mixed-Use zone, except the Mixed-Use Employment zone, the minimum interior side yard shall be 15.0 m.
- (2) Where the lot line abuts any Residential or Mixed-Use zone, except the Mixed-Use Employment zone, the minimum interior side yard shall be 9.0 m.
- (3) Where the lot line abuts any Residential or Mixed-Use zone, except the Mixed-Use Employment zone, the minimum rear yard shall be 15.0 m.

7.1.D Building Form

Table 7.1.4 – Employment Zone Building Form

	MUE	GE	PE	ME	HE
Building Height (max. m.)	14 ⁽¹⁾	No requirement ⁽¹⁾	No requirement ⁽¹⁾	10.5	10.5
Minimum Height (min. m.)	7.5	-	-	-	-
45-Degree Angular Plane Requirement	Applies ⁽¹⁾	Applies ⁽¹⁾	Applies ⁽¹⁾	-	-
Build-to Requirement	50% of the lot frontage shall be occupied by a building	-	-	-	-

	MUE	GE	PE	ME	HE
main wall within the minimum front yard setback to 6.0 m					
Ground Floor Height (min. m.)	4.5	-	-	-	-

Regulations to Table 7.1.4:

- (1) The maximum building height shall be as shown in Table 7.1.4 or on the zone code as shown on Schedule “A”. The building height, if shown in the zone code, shall take precedence over Table 7.1.4.
- (2) A 45-degree angular plane shall apply from any interior side lot line or rear lot line which abuts any Residential First or Second Density zone, any minor institutional zone, or any open space zone. The angular plane shall be measured beginning from a 7.5 m setback from the applicable lot line and starting at elevation of 10.5 m. The angular plane extends over the remainder of the lot, within which no portion of a building or structure is permitted to encroach above the plane.

7.1.E Site and Landscaping

Table 7.1.5 – Employment Zone Site and Landscaping

	MUE	GE	PE	ME	HE
Lot Coverage (max. %)	-	80	70	50	-
Landscaped Open Space (min. %)	-	10	20	20	-
Front Lot Line Landscaped Strips (min. m.)	-	3	1.5	1.5	-
Exterior Side Lot Line Landscaped Strips (min. m.)	-	3 ⁽¹⁾	1.5 ⁽¹⁾	1.5 ^{(1)Error! Reference source not found.}	-
Interior Side Lot Line Landscaped Strips (min. m.)	1.5	3 ⁽¹⁾	3 ^{(1)Error! Reference source not found.}	1.5 ^{(1)Error! Reference source not found.}	-
Rear Lot Line Landscaped Strips (min. m.)	1.5	3	3	1.5	-
Surface Parking Location	Restricted ⁽²⁾	-	-	-	-

Regulations to Table 7.1.5:

- (1) The minimum landscaped strip shall only apply where the lot line abuts a :Residential, Institutional or Open Space zone
- (2) Surface parking areas are only permitted in the rear yard.

Section 7.2: General Regulations for Employment Zones

7.2.A Accessory Buildings and Structures

- .1 Accessory buildings and structures shall be in accordance with Section 2.2.B.

7.2.B Employment Supportive Uses in the Mixed-Use Employment Zone

- .1 Where a commercial use or community use is permitted in the Mixed-Use Employment (MUE) zone, it shall be in accordance with the following provisions:
 - .a A commercial use or community use shall only be permitted in the Mixed-Use Employment zone where it is part of a mixed-use development and is accessory to the principal employment use.
 - .b The total gross floor area of a commercial use or community use as part of a mixed-use development in the Mixed-Use Employment zone shall be 20% of the total gross floor area of all uses on the lot.
 - .c Where a commercial use or community use is part of a mixed-use development in the Mixed-Use Employment zone, it shall be located on the ground floor.

7.2.C Waste Storage

- .1 In any Employment Zones, waste shall be stored within a fully enclosed building or within a waste storage enclosure in accordance with the following provisions:
 - .a The waste storage enclosure shall be screened by a wall or fence on at least 3 sides, or it shall comprise an underground storage structure.
 - .b The waste storage enclosure or underground storage structure shall not be permitted in the front yard or exterior side yard.
 - .c The waste storage enclosure or underground storage structure shall be located at least 3.0 m from any interior side lot line or rear lot line.
 - .d The waste storage enclosure or underground storage structure shall be located at least 15.0 m from any lot line abutting residential, institutional or open space zone.
 - .e No part of a waste storage enclosure shall be permitted within any required minimum landscaped open space or any required landscaped strips.
- .2 The provisions of this section shall not apply to waste storage associated with construction.

7.2.D Height Exceptions

- .1 Any maximum height requirement of this By-law shall not be applicable to the following structures, and further, the following structures shall not be counted towards achieving any minimum height requirement specified in this By-law:
 - .a A spire, minaret or similar structure associated with a place of worship.
 - .b A chimney or smokestack associated with any Employment use.
 - .c A rooftop structure used only as an ornamental architectural feature or to house the mechanical equipment of any building, provided they do not exceed 0.5 m in height.
 - .d Infrastructure operated by a public authority.
 - .e Buildings and structures associated with transit stations, public works yards, or emergency services.

Chapter 8: Institutional Zones

Table 8.1 – List of Institutional Zones

Institutional Zones	Zone Symbol
Institutional	I1
Major Institutional	I2

Section 8.1: Requirements for the Institutional Zones

8.1.A Permitted Uses

In any Institutional Zone, no person shall use a lot, or erect, alter or use a building or structure for any purpose except for the uses permitted in accordance with Table 8.1.1.

Key P Permitted Use E Legally existing use permitted

Table 8.1.1 – Permitted Uses in Institutional Zones

Permitted Uses	Institutional Zones		Use-Specific Standards
	I1	I2	
Employment Uses			
Office		P	
Commercial Uses			
Museum or Gallery		P	
Organizational Club	P	P	
Outdoor Market	P	P	
Community Uses			
College or University		P	
Community Centre	P	P	
Community Garden	P	P	Section 2.3.D
Community Use	P	P	
Day Care Centre	P	P	
Emergency Services	P	P	
Fairground		P	

Permitted Uses	Institutional Zones		Use-Specific Standards
	I1	I2	
Hospital		P	
Library	P	P	
Long Term Care Facility	P	P	
Medical Office or Clinic	P	P	
Place of Worship	P	P	Section 2.3.N
Private Elementary or Secondary School	P	P	
Public Elementary or Secondary School	P	P	
Senior Citizen Residence	P	P	
Single Room Occupancy Housing		P	
Transit Station	P	P	
Specified Ancillary and Accessory Uses			
Ancillary Retail ⁽¹⁾	P	P	
Accessory Office ⁽¹⁾	P	P	
Ancillary Restaurant ⁽¹⁾	P	P	

Regulations to Table 8.1.1:

- .1 In the I1 zone, the total amount of gross floor area of retail and restaurants shall not exceed 15% of the gross floor area of all buildings and structures on the lot. An accessory retail or restaurant use shall not include a drive-through, but a restaurant patio is permitted.

8.1.B Lot Requirements

Table 8.1.2 – Institutional Zone Lot Requirements

	I1	I2
Minimum Lot Width (min. m.)	15	30

8.1.C Building Location

Table 8.1.3 – Institutional Zone Building Location

	I1	I2
Front Yard (min. m.)	3	3
Rear Yard (min. m.)	7.5	7.5
Exterior Side Yard (min. m.)	3	3
Interior Yard (min. m.)	3	4.5

8.1.D Site and Landscaping

Table 8.1.4 – Institutional Zone Site and Landscaping

	I1	I2
Front Lot Line Landscaped Strips (min. m.)	1.5	2
Exterior Side Lot Line Landscaped Strips (min. m.)	1.5	2
Interior Side Lot Line Landscaped Strips (min. m.)	3 ⁽¹⁾	4.5 ⁽¹⁾
Rear Lot Line Landscaped Strips (min. m.)	3 ⁽¹⁾	4.5 ⁽¹⁾

Regulations to Table 8.1.4:

- (1) The minimum landscaped strip shall only apply where the lot line abuts a Residential, Institutional or Open Space zone.

Section 8.2: General Regulations for Institutional Zones

8.2.A Accessory Buildings and Structures

- .1 Accessory buildings and structures shall be in accordance with Section 2.2.B.

8.2.B Waste Storage

- .1 In Institutional Zones, waste shall be stored within a fully enclosed building or within a waste storage enclosure in accordance with the following provisions:
- .a The waste storage enclosure shall be screened by a wall or fence on at least 3 sides, or it shall comprise an underground storage structure.
 - .b The waste storage enclosure or underground storage structure shall not be permitted in the front yard or exterior side yard.
 - .c The waste storage enclosure or underground storage structure shall be located at least 3.0 m from any interior side lot line or rear lot line.

- .d The waste storage enclosure or underground storage structure shall be located at least 15.0 m from any lot line abutting residential, institutional or open space zone.
 - .e No part of a waste storage enclosure shall be permitted within any required minimum landscaped open space or any required landscaped strips.
- .2 The provisions of this section shall not apply to waste storage associated with construction.

8.2.C Height Exceptions

- .1 Any maximum height requirement of this By-law shall not be applicable to the following structures, and further, the following structures shall not be counted towards achieving any minimum height requirement specified in this By-law:
- .a A spire, minaret or similar structure associated with a place of worship.
 - .b A chimney or smokestack associated with any Employment use.
 - .c A water tower.
 - .d A rooftop structure used only as an ornamental architectural feature or to house the mechanical equipment of any building, provided they do not exceed 0.5 m in height.
 - .e Infrastructure maintained by a public authority.
 - .f Buildings and structures associated with transit stations, public works yards, or emergency services.

Chapter 9: Open Space and Natural Heritage Zones

Table 9.1 - List of Open Space and Natural Heritage Zones

Open Space and Natural Heritage Zones	Zone Symbol
Open Space	OS
Natural Heritage	NH

Section 9.1: Requirements for the Open Space and Natural Heritage Zones

9.1.A Permitted Uses

In any Open Space Zone, no person shall use a lot, or erect, alter or use a building or structure for any purpose except for the uses permitted in accordance with Table 9.1.1.

Key P Permitted Use E Legally existing use permitted

Table 9.1.1 – Permitted Uses in the Open Space and Natural Heritage Zones

Permitted Uses	Open Space and Natural Heritage Zones		Use-Specific Standards
	NH	OS	
Residential			
Single Detached Dwelling	E	E	
Commercial Uses			
Golf Course		E	
Community Uses			
Cemetery		P	
Community Garden		P	
Community Use		P	
Conservation Use	P	P	
Passive Recreation	P	P	
Public Park		P	
Specified Ancillary Uses			

Permitted Uses	Open Space and Natural Heritage Zones		Use-Specific Standards
	NH	OS	
Ancillary Restaurant ⁽¹⁾		P	
Ancillary Retail ⁽¹⁾		P	
Agricultural			
Agricultural Use	E	E	

Regulations to Table 9.1.1:

- (1) In the OS zone, the total amount of gross floor area of accessory retail and accessory restaurants shall not exceed 100 m² per 1 ha of lot area. An accessory retail or restaurant use shall not include a drive-through, but an accessory restaurant patio is permitted.

9.1.B Building Form

Table 9.1.2 – Open Space Zone Building Form

	NH	OS
Building Height (max. m.)	9	9

9.1.C Site and Landscaping

Table 9.1.3 – Open Space Zone Site and Landscaping

	NH	OS
Lot Coverage (max. %)	10	10

Section 9.2: General Regulations for Natural Heritage and Open Space Zones

9.2.A Accessory Buildings and Structures

- .1 Accessory buildings and structures shall be in accordance with Section 2.2.B.

9.2.B Height Exceptions

- .1 Any maximum height requirement of this By-law shall not be applicable to the following structures, and further, the following structures shall not be counted towards achieving any minimum height requirement specified in this By-law:
 - .a A chimney associated with a permitted dwelling unit, provided it does not exceed 2.0 m in height above the maximum permitted building height in the applicable zone.

- .b A silo associated with a permitted use.
- .c Infrastructure maintained by a public authority.

Chapter 10: Other Zones

Table 10.1 - List of Other Zones

Other Zones	Zone Symbol
Agricultural	A
Utility	U

Section 10.1: Requirements for the Other Zones

10.1.A Permitted Uses

In the Agricultural Zone, no person shall use a lot, or erect, alter or use a building or structure for any purpose except for the uses permitted in accordance with Table 10.1.1 and this section.

Key P Permitted Use E Legally existing use permitted

Table 10.1.1 – Permitted Uses in Other Zones

Permitted Uses	Other Zones		Use-Specific Standards
	A	U	
Residential			
Single Detached Dwelling	P		
Employment Uses			
Veterinary Clinic	P		
Community Uses			
Cemetery	E		
Community Use		P	
Conservation Use	P	P	
Kennel	P		Section 2.3.I
Specified Accessory Uses			
Farm Help Dwelling	P		Section 2.3.F
Home Occupation	P		Section 2.3.H
Outside Storage	P		Section 2.3.M
Agricultural			

Permitted Uses	Other Zones		Use-Specific Standards
	A	U	
Agricultural Use	P	E	

10.1.B Lot Requirements

Table 10.1.2 – Other Zone Lot Requirements

	A	U
Lots used for agricultural uses - Minimum Lot Area (min. ha.)	30	-
Lots used for non-agricultural uses - Minimum Lot Area (min. ha.)	0.4	-
Lots under 5 hectares - Minimum Lot Width (min. m.)	45	-
Lots equal to or more than 5 hectares - Minimum Lot Width (min. m.)	150	-

10.1.C Building Location

Table 10.1.3 – Other Zone Building Location

	A	U
Lots under 5 hectares	12	-
Lots equal to or more than 5 hectares	22	-
Interior and Exterior Side Yard (min. m.)	-	-
Lots under 5 hectares	7.5	-
Lots equal to or more than 5 hectares	15	-
Rear Yard Setback (min. m.)	15	-

10.1.D Building Form

Table 10.1.4 – Other Zone Building Form

	A	U
Building Height (max. m.)	10.6	-

10.1.E Site and Landscaping

Table 10.1.5 – Other Zone Site and Landscaping

	A	U
Lot Coverage (max. %)	15 ⁽¹⁾	-
Landscape Coverage in Front Yard (min. % for lots equal to or more than 5 hectares)	70	-

Regulations to Table 10.1.5:

- (1) The minimum lot coverage requirement shall not apply to greenhouses.

Section 10.2: General Regulations for Other Zones

10.2.A Agricultural Zone Driveway Requirements

- .1 The maximum driveway width shall not exceed 50% of the lot width or 14 m, whichever is less, provided that the maximum driveway width where the driveway intersects the public right-of-way shall be 9 m.
- .2 Tandem parking is permitted.
- .3 The minimum distance between any part of a driveway and the point of intersection of two streets shall be 6 m. This requirement shall not apply within any R3 zone, provided the sight visibility triangle is maintained in accordance with Chapter 12 of this By-law.
- .4 A driveway is permitted to be used for parking spaces.
- .5 No parking shall be permitted on any part of a lot except within a parking space.

10.2.B Agricultural Zone Accessory Building and Structure Requirements

In the Agricultural Zone, accessory buildings and structures excluding detached private garages or carports, swimming pools, or accessory buildings and structures associated with a swimming pool, shall be subject to the following provisions:

- .1 Any accessory building or structure that is attached to the main dwelling shall not be subject to the provisions of this subsection but shall be subject to the yard and setback requirements in the applicable zone.
- .2 An accessory building or structure is prohibited to be constructed in any part of the front yard, exterior side yard, or in the minimum required interior side yard specified in the applicable zone.
- .3 Human habitation is prohibited within any accessory building or structure, unless otherwise expressly permitted by this By-law.

- .4 An accessory building or structure shall be subject to the following minimum setback requirements:
- .a Where the accessory building or structure is located in the rear yard, it shall be located at least 0.6 m from all lot lines.
 - .b Notwithstanding the requirement above, the minimum setback for an accessory building or structure in the rear yard shall be 1.2 m from the closest lot in any Agricultural zone where the minimum lot area is 2.0 hectares.
- .5 No accessory building or structure shall be constructed upon any easement.
- .6 The maximum height of an accessory building or structure in an Agriculture Zone shall be in accordance with Table 10.2.1.

Table 10.2.1 – Maximum Height for Accessory Buildings and Structures in the Agricultural Zone

Zone	Maximum Height
Agricultural, where the Lot Area is less than 2.0 hectares	4.0 m
Agricultural, where the Lot Area is greater than 2.0 hectares	No requirement

- .7 The gross floor area of accessory buildings on a lot in an Agriculture Zone shall be subject to the requirements of Table 10.2.2. Table 10.2.2 shall not apply to any detached garage, swimming pool enclosure or accessory buildings and structures associated with a swimming pool, nor shall it apply to any accessory structures.

Table 10.2.2 – Maximum Gross Floor Area for Accessory Buildings and Structures in the Agricultural Zone

Zone	Maximum Gross Floor Area Per Accessory Building	Maximum Combined Gross Floor Area for All Accessory Buildings on the Lot
Agricultural, where the Lot Area is less than 2.0 hectares	23.0 m ²	40.0 m ²
Agricultural, where the Lot Area is greater than 2.0 hectares	No requirement	No requirement

10.2.C Height Exceptions

- .1 Any maximum height requirement of this By-law shall not be applicable to the following structures, and further, the following structures shall not be counted towards achieving any minimum height requirement specified in this By-law:
- .a A spire, minaret or similar structure.
 - .b A water tower.

- .c A rooftop structure used only as an ornamental architectural feature or to house the mechanical equipment of any building, provided they do not exceed 0.5 m in height.
- .d A silo or similar accessory building associated with an agricultural use.
- .e Infrastructure.
- .f Buildings and structures associated with transit stations, public works yards, or emergency services.

Chapter 11: Overlay and Suffix Zones

Section 11.1: Downtown Floodplain Overlay Zones

11.1.A Provisions Applicable to All Downtown Floodplain Overlay Zones (-DF)

- .1 Notwithstanding any other provision of this By-law, on any lands subject to any Downtown Floodplain Overlay Zone, as denoted by the suffix “-DF1”, “-DF2”, “-DF3” or “-DF4” in the zone symbol on Schedule “A”, the following provisions shall apply:
- .a New residential uses and hotels constructed shall provide an emergency pedestrian access from the building to lands situated at or above the Regulatory Storm Flood elevation as established by the Toronto and Region Conservation Authority. Such emergency pedestrian access shall be above the Regulatory Storm Flood elevation in its entirety.
 - .b All new buildings and structures shall be floodproofed to the level of the Regulatory Storm Flood elevation and dry passive floodproofing of new buildings or structures may be required. Where it has been demonstrated to the satisfaction of the City in consultation with the Toronto and Region Conservation Authority that it is technically impractical to flood proof a building or structure to the Regulatory Flood level, floodproofing must be to the highest level technically feasible. However, the minimum floodproofing level shall be to the 1:350 storm elevation, as determined by the Toronto and Region Conservation Authority.
 - .c All new buildings and structures shall locate primary building system controls, such as service units and panels, at or above the Regulatory Storm Flood elevation.
 - .d No new dwelling units, or any portion of the suites associated with hotels shall be constructed below the Regulatory Storm Flood elevation.
 - .e The following uses shall not be permitted:
 - .i hospital;
 - .ii residential care home;
 - .iii day nursery;
 - .iv elementary school;
 - .v essential emergency services, including fire, police (except for a neighbourhood-serving police station that is not designed or intended to serve an essential function during an emergency event such as flooding and not exceeding 464 m² in gross floor area), ambulance stations and electrical substations; and,
 - .vi uses associated with the disposal, manufacturing, treatment or storage of hazardous substances.

11.1.B Downtown Floodplain Overlay Zone 1 (-DF1)

- .1 Notwithstanding any other provision of this By-law, on any lands subject to the Downtown Floodplain Overlay 1 Zone, as denoted by the suffix “-DF1” in the zone symbol on Schedule “A”, the following provisions shall apply:
 - .a The maximum total number of residential units permitted to be constructed within all lands subject to the -DF1 Overlay after May 7, 2017 shall be 900.
 - .b The maximum total gross floor area of non-residential uses permitted to be constructed within all lands subject to the -DF1 Overlay after May 7, 2017 shall be 41,000 m².

11.1.C Downtown Floodplain Overlay Zone 2 (-DF2)

- .1 Notwithstanding any other provision of this By-law, on any lands subject to the Downtown Floodplain Overlay 2 Zone, as denoted by the suffix “-DF2” in the zone symbol on Schedule “A”, the following provisions shall apply:
 - .a The maximum total number of residential units permitted to be constructed within all lands subject to the -DF2 Overlay after May 7, 2017 shall be 185.
 - .b The maximum total gross floor area of non-residential use permitted to be constructed within all lands subject to the -DF1 Overlay after May 7, 2017 shall be 45,000 m².

11.1.D Downtown Floodplain Overlay Zone 3 (-DF3)

- .1 Notwithstanding any other provision of this By-law, on any lands subject to the Downtown Floodplain Overlay 3 Zone, as denoted by the suffix “-DF3” in the zone symbol on Schedule “A”, the following provisions shall apply:
 - .a No new residential dwelling units shall be permitted.
 - .b The maximum gross floor area of non-residential uses permitted to be constructed within all lands subject to the -DF3 Overlay after May 7, 2017, including any hotels subject to Section 11.1.D.1.a shall be 88,000 m².
 - .c The total amount of gross floor area of any new or expanded hotels shall not exceed 150 suites and 11,000 m² of gross floor area within all lands subject to the -DF3 Overlay.
 - .d Notwithstanding Section 11.1 A .1, development abutting Main Street and/or Queen Street is permitted to be floodproofed and provide entrances and ground floor finished floor elevations to the 1 in 350 year storm elevation. Entrances to below-grade parking structures shall be dry passively floodproofed in accordance with Section 11.1 A .1.

11.1.E Downtown Floodplain Overlay Zone 4 (-DF4)

- .1 Notwithstanding any other provision of this By-law, on any lands subject to the Downtown Floodplain Overlay 4 Zone, as denoted by the suffix “-DF4” in the zone symbol on Schedule “A”, the following provisions shall apply:

- .a No additional dwelling units shall be permitted unless safe access to lands outside of the Downtown Floodplain Regulation Area can be achieved from the building. Such access shall be over lands entirely above the Regulatory Storm elevation as established by the Toronto and Region Conservation Authority.
- .b All newly constructed residential habitable living space within or added to an existing dwelling shall be floodproofed to the Regulatory Storm Flood elevation.

Section 11.2: Lester B. Pearson International Airport Operating Area Overlay Zone

- .1 Notwithstanding any other provision of this By-law, on any lands subject to the Lester B. Pearson International Airport Operating Area regulation, as shown on Schedule C, the following uses shall be prohibited:
 - .a any type of dwelling unit;
 - .b residential care home;
 - .c day nursery;
 - .d hospital; and
 - .e elementary or secondary school.
- .2 Notwithstanding clause .1, a residential dwelling, a day nursery, a hospital, a residential care home, an elementary or secondary school that was legally existing on the day the date of adoption of this By-law shall be a permitted use in accordance with the lot and building requirements of the applicable zone.
- .3 For lands located north of Steeles Avenue, no building or structure shall be higher than 9.0 m above established grade if the building or structure is located within 178 m east of the easterly limits of Torbram Road.

Section 11.3: Mature Neighbourhood Overlay Zone (-M)

Notwithstanding any other provision of this By-law, on any lot subject to the Mature Neighbourhood Regulation Area, as shown on Schedule D, the following provisions shall apply:

- .1 The minimum rear yard shall be the greater (more restrictive of):
 - .a 25% of the lot depth; or,
 - .b The minimum rear yard required in the applicable zone.
- .2 The minimum interior side yard shall be in accordance with Table 11.3.1.

Table 11.3.1 – Minimum Interior Side Yard Requirements in the Mature Neighbourhood Overlay (-M) Zone

Lot Frontage	Minimum Interior Side Yard
Less than 16.0 m	1.2 m for the first storey plus 0.6 m for each additional storey or part thereof
Equal to or greater than 16.0 m, but less than 21.0 m	1.8 m
Equal to or greater than 21.0 m, but less than 30.0 m	2.8 m
Equal to or greater than 30.0 m	3.0 m

- .3 The maximum lot coverage shall be the lesser (more restrictive) of:
 - .a 30%; or,
 - .b The maximum lot coverage permitted in the applicable zone.
- .4 The maximum building height shall be the lesser (more restrictive) of:
 - .a 8.5 m; or,
 - .b The maximum building height in the applicable zone.
- .5 Notwithstanding the permitted yard encroachments under Section 2.4an uncovered balcony or deck is permitted to encroach into an existing legal non-complying rear yard to a maximum of 3.0 m.

Section 11.4: Suffices for Permitted Uses, Lot, and Building Requirements

- .1 Where any land is subject to an overlay suffix denoted by a dash followed by the letter W and a value contained in parentheses (e.g., “-W(15)”), the minimum lot width shall be as indicated in metres in the parentheses. This value, if shown, shall take precedence over the related zone requirement. If no value is shown, the zone requirements apply.
- .2 Where any land is subject to an overly suffix denoted by a dash followed by the letter H and one or more values contained in parentheses (e.g., “-H(10-30)”), the minimum and maximum permitted building height on the applicable land shall be as indicated in the parentheses, respectively, in metres. Where only one value is indicated in parentheses, the value shall be the maximum permitted building height. This value, if shown, shall take precedence over the related zone requirement. If no value is shown, the zone requirements apply.
- .3 Where any land is subject to an overly suffix denoted by a dash followed by the letter D and parentheses (e.g., “-D(0.5-3.5)), the minimum and maximum permitted floor space index on the applicable land shall be as indicated in the parentheses, respectively. Where only one value is indicated in parentheses, the value shall be the maximum permitted floor space index. This value, if shown, shall take precedence over the related zone requirement. If no value is shown, the zone requirements apply.

- .4 The provisions of Section 1.4.E shall apply with respect to the interpretation of overlay suffix boundaries on Schedule A.

Chapter 12: Definitions

A

Accessory: shall mean a use, building or structure which is incidental, subordinate and exclusively devoted to the principal use of the lot and buildings thereon, located on the same lot.

Additional Residential Unit (ARU): shall mean a self-contained residential dwelling unit, with its own cooking facility, sanitary facility and sleeping area, that either forms part of the same building as the principal dwelling, or is located within an ancillary building on the same lot as the principal dwelling.

Additional Residential Unit, Attached (Attached ARU): shall mean an additional residential unit (ARU) located within the same building as a principal dwelling to create a two-unit dwelling or three-unit dwelling.

Adult Entertainment Establishment: shall mean premises involved in the sale of or provision of goods, entertainment or services that are designed to appeal to erotic or sexual appetites or inclinations.

Agricultural Use: shall mean the use of land, buildings or structures for the growing of crops, including, biomass, and horticultural crops; raising of livestock; raising of other animals or food, fur or fibre, including poultry and fish; aquaculture; apiaries; agro-forestry etc., but shall exclude any use deemed manufacturing, processing, or assembly.

Amenity Area: shall mean a common amenity area designed for active or passive recreation for the exclusive use and benefit of the residents/tenants in a residential building or development.

Ancillary Retail: shall mean a retail service subordinate to the permitted principal use of a site.

Angular Plane: shall mean a horizontal plane extending over a lot at a 45-degree angle from a specified lot line, above which no buildings and structures are permitted to extend above the plane, except permitted height exceptions in accordance with Chapter 4 of this By-law.

Attached: shall mean, when used in reference to a building or part thereof, a building which is structurally supported by and partly or wholly dependent upon another building for enclosure.

Automobile Body Shop: shall mean a building or place used for the repair, rebuilding and painting of the exterior portions of motor vehicles.

Automobile Dealership: shall mean a building or place used for the display, sale or rental of motor vehicles.

Automobile Impound Yard: shall mean premises operated by or under an agreement with a public authority for the storage of motor vehicles, which have been seized pursuant to the power of the public authority and may include a collision reporting centre.

Automobile Repair: shall mean a building or structure used for the repair and servicing of motor vehicles, but shall not include an automobile body shop, an automobile dealership or an automobile service station.

Automobile Service Station: shall mean premises principally used for the retail sale of fuel for motor vehicles and accessory retail sales and which may include an accessory automobile washing facility,

accessory detailing, accessory retail or accessory restaurant uses in accordance with the permitted uses and requirements of this By-law.

Automobile Washing Facility: shall mean a building or place containing facilities for washing motor vehicles either through production line methods, which may include a conveyor system or similar mechanical devices, or a self-service operation.

B

Banquet Hall: shall mean a building or portion of a building used for the assembly of persons and may include the preparation of food and beverages for consumption on the premises.

Basement: shall mean a storey that is below the first storey.

Boat or Recreational Vehicle Sales and Service: shall mean premises where boats, recreational vehicles, travel trailers, trailers are kept for sale, lease or rent and which include services related to the maintenance and repair of these vehicles.

Broadcasting, Data or Call Centre: shall mean a radio or television studio, recording studio, and premises principally used for providing customer services via telephone/internet, and associated transmission infrastructure.

Building: shall mean any structure, whether temporary or permanent, used or erected for the shelter, accommodation or enclosure of persons, animals, materials or equipment, but shall not include a house trailer or mobile home.

Building, Main: shall mean the building(s) in which the principal purpose for which the lot is used and excludes any accessory buildings and accessory structures.

Building Frontage: shall mean the first 9.0 m of depth of the first storey, measured where the first storey faces a street line.

Building Supply Depot: shall mean premises for the sale of building and construction materials and supplies.

Build-to Requirement: shall mean the specified required setback in which a building main wall is required to be located. In this By-law, the build-to requirement is specified as a range of setbacks and a percentage of the lot frontage. A main wall is required to be built within the setback range for the percentage of the lot frontage identified. For any other portion of building, the minimum and maximum setback range shall not apply, but any other minimum or maximum setbacks in the zone shall apply.

Business Service: shall mean a premise used for servicing, repairing or refurbishing goods, other than vehicles. A Personal Service Shop is not a Business Service.

C

Carport: shall mean an accessory building or structure or part thereof, the perimeter of which is at least 40% unenclosed and which is used for the parking or temporary storage of vehicles.

Cemetery: shall mean premises used for the interment of human remains and includes a mausoleum, columbarium or other structure intended for the interment of human remains.

Central Area: shall mean lands shown as the Central Area on a schedule to this By-law.

City: shall mean the Corporation of the City of Brampton.

College or University: shall mean a public college or university approved by the Province for providing post-secondary level education or trades, and includes accessory dormitories, administrative offices and commercial uses.

Community Centre: shall mean premises used for public activities of a social, cultural, educational or recreational nature, and includes an arena, public place of assembly, indoor recreational facilities, community education courses, outdoor recreational fields, and which may include an accessory restaurant or other incidental sale of food and beverages principally for consumption on the premises.

Community Garden: shall mean lands used for gardening vegetables, flowers or other produce and operated by nearby residents for non-commercial purposes.

Commercial Campsite: shall mean area or place (as a field or grove) used for a camp, for camping, or for a camp meeting, and is conducted as a commercial business,

Commercial Parking Lot or Garage: shall mean a parking area or parking structure that is used for the storage of motor vehicles for remuneration.

Commercial Recreation: shall mean a building or place which is designed and used for providing entertainment to patrons, and without limiting the generality of the foregoing, includes a bowling alley, billiard or pool room, miniature golf, bingo hall, indoor paintball facility, indoor rock climbing facility, indoor commercially operated recreational courts/rinks/fields, indoor gaming facility, and which may also include accessory retail or restaurant uses. For the purposes of this By-law, commercial recreation shall exclude any other use explicitly defined by this By-law such as a theatre, health or fitness centre, golf course, and driving range.

Commercial Service and Repair: shall mean a building or part thereof used for the repair, servicing, refinishing, restricting of articles or things except motor vehicles and incidental sales as an accessory use, but does not include any service or repair of motor vehicles or a heavy equipment sales and service shop. Without limiting the generality of the foregoing, a service and repair shop may include watch repair, bicycle repair, service and repair of computers/electronics, furniture repair or refinishing, small household appliance repair or major household appliance repair.

Community Use: shall mean an area, surface, place, installation or device, which is designed and used principally for outdoor active recreational purposes by the general public. Without limiting the generality of the foregoing, a community use shall include a public park, picnic area, community garden, tennis court, soccer field, baseball field, skating rink, hiking or cycling trails, skateboard park, swimming pool, horseshoe pit, bocce court, lawn bowling court, croquet pitch and shuffleboard court and associated bleachers, washrooms, change rooms and related accessory uses. A community use shall not include commercial recreation or a community centre.

Commercial Vehicle: shall mean a motor vehicle having attached to it a truck or delivery body and includes an ambulance, a hearse, a casket wagon, a fire apparatus, a bus and a tractor used for hauling purposes on a highway.

Conservation: shall mean the use of land, water, and/or structures for the protection, stewardship, management, and conservation of the natural environment. and may include structures of a public authority used only for managing the resource and for managing natural hazards, such as flood and slope control.

Contractor's Establishment: shall mean a premises used for the temporary storage or maintenance of equipment and includes the regular place of business of a tradesperson or contractor, but does not include a building supply depot.

Convenience Retail: shall mean a retail use intended to provide goods and incidental services to meet the day-to-day needs of patrons, such as the sale of food, beverages, personal care products, household hardware, groceries, lottery sales and similar items, and with a net floor area that does not exceed 200 m².

Convention Centre: shall mean a place of assembly consisting of meeting rooms and assembly areas that is used for hosting events and guests, and which may include ancillary preparation and service of food and beverages.

Crematorium: shall mean a building used for the purposes of cremating human remains and is licenced in accordance with the requirements of the Province.

Customer Pick-Up and Drop-Off Parking Space: shall mean a parking space that is designated and used for the temporary parking of patrons who receive service at their motor vehicle.

D

Data Storage Facility: shall mean a premises principally used for the storage and operation of data storage or processing.

Day Care Centre: shall mean premises used for the temporary care and supervision of children and licensed by the Province.

Deck: shall mean an attached platform or series of platforms not covered by a solid roof with at least two sides that are open, and which has direct access to the ground.

Dedicated Car Sharing Space: shall mean a parking space that is reserved exclusively for the use of an organized car sharing service and is maintained and clearly demarcated accordingly.

Detached: when used in reference to a building, shall mean a building which is not dependent on any other building for structural support or enclosure.

Drive-Through: shall mean premises designed or intended to be used for commercial transactions to be conducted with patrons who remain in their motor vehicle.

Driveway: shall mean a surface used to provide vehicular access from a street or lane to a parking area, parking space, loading space, parking structure or a private garage. A driveway is permitted to be used for tandem parking spaces in certain circumstances as permitted by this By-law.

Driving Range: shall mean premises containing golf driving ranges and which may include accessory retail sales but does not include a golf course.

Dwelling: shall mean a building that is occupied or intended to be occupied as a home, residence or sleeping place by one or more persons and consisting of one or more dwelling units.

Dwelling, Apartment: shall mean a building containing four (4) or more apartment dwelling units which have a common entrance from the street level, and the occupants of which have the right to use common areas.

Dwelling, Back-to-Back Townhouse: shall mean a building containing four or more dwelling units, separated vertically by a common wall, including a rear common wall, that do not have rear yards.

Dwelling, Cluster Townhouse: shall mean a townhouse dwelling in which each unit is not located on its own lot and where each dwelling unit does not have individual access from a public street.

Dwelling, Duplex: shall mean a building that is divided horizontally into 2 dwellings units which are either accessed directly from an entrance outside the building or from a common entrance. A duplex dwelling is not a principal dwelling that contains an additional residential unit.

Dwelling, Farm Help: shall mean a temporary, mobile or portable detached dwelling for farm help which is accessory to a permitted non-residential use.

Dwelling, Linked: shall mean dwelling units that are attached solely below grade and are completely detached above grade.

Dwelling, Live-Work Townhouse: shall mean a townhouse dwelling where commercial uses are permitted on the first storey.

Dwelling, Podium Townhouse: shall mean a townhouse dwelling that is attached to a tower and the units are not located on individual lots.

Dwelling, Rear Lane Townhouse: shall mean a townhouse dwelling (street or block townhouse) that is not a stacked townhouse dwelling or back to back dwelling

Dwelling, Semi-Detached: shall mean a building that is divided vertically into 2 separate dwelling units, where the two dwelling units share a common wall which is not less than 10 m² and extends from the ground level to the roofline, and which may be a garage wall.

Dwelling, Detached: shall mean a detached residential building containing only one principal dwelling unit.

Dwelling, Stacked Townhouse: shall mean a dwelling containing 4 or more dwelling units, where each dwelling unit is separated horizontally and which may also include dwelling units separated vertically, and where all dwelling units have a private access via an exterior entrance.

Dwelling, Street Townhouse: shall mean a townhouse dwelling where each dwelling unit is located on its own lot with frontage on a public street.

Dwelling, Three-Unit: shall mean a detached dwelling, semi-detached dwelling or townhouse dwelling containing two attached additional residential units.

Dwelling, Townhouse: shall mean a building that is divided vertically above established grade into three (3) or more dwelling units where each dwelling unit is attached with another dwelling unit by a common wall, which may be a garage wall, not less than 10 m² in area from the ground level to the roofline of the wall; and where each dwelling unit has an independent entrance to the front and rear yard immediately abutting the front and rear wall of the unit.

Dwelling, Triplex: shall mean a detached building containing 3 dwelling units where at least 2 units are divided horizontally, and each dwelling unit is accessed directly from an entrance outside the building or from a common entrance. A triplex dwelling is not a principal dwelling that contains additional residential units.

Dwelling, Two-Unit: shall mean a detached dwelling, semi-detached dwelling, linked, or townhouse dwelling which contains one attached additional residential unit.

Dwelling Unit: shall mean an individual, self-contained unit that is intended for use as a residence, consisting of cooking, sleeping and sanitary facilities, and which encompasses all or a portion of a dwelling.

Dwelling Unit, Apartment: shall mean a dwelling unit that is contained within an apartment dwelling or within a mixed-use building.

E

Electric Vehicle Supply Equipment: shall mean an assembly consisting of conductors, connectors, devices, apparatus, and fittings installed specifically for the purpose of power transfer and information exchange between a branch electric circuit and an electric vehicle.

Emergency Services: shall mean services operated by a public authority to house and supply emergency services, and shall include fire, police, ambulance/paramedic dispatches, temporary emergency shelters, and associated maintenance of vehicles.

End-of-Trip Bike Facility: shall mean a dedicated area in a non-residential building where showers, clothing lockers and private change rooms are provided for cyclists.

Energy Generation Facility: shall mean premises used for generating electricity, including a cogeneration facility, but does not include centralized heating or local district energy facilities that do not sell electricity to a wider area.

Erect (or Construct): shall mean to build, construct, reconstruct, alter or relocate and, without limiting the generality of the foregoing, shall be taken to include any preliminary physical operation such as excavating, grading, piling, cribbing, filling or draining, structurally altering any existing building or structure by an addition, removal, enlargement or extension.

F

Fairground: shall mean premises where fairs, circuses and exhibitions and associated amusements, attractions and activities are held principally outdoors, and includes associated preparation and service of food and beverages for consumption on the premises.

Financial Service: shall mean premises principally used for financial transactions and where financial consultations occur, and without limiting the foregoing, includes a bank, trust company office, credit union, tax or financial consultation service.

First Storey: shall mean the storey that has its floor closest to established grade and its ceiling at least 1.8 m above established grade.

Floodplain: shall mean those lands which are subject to flooding under regulatory storm conditions, as determined by the conservation authority having jurisdiction.

Floor Area, Gross: shall mean the aggregate of the area of all floors in a building, whether at, above, or below established grade, measured from the exterior of the outside walls, but excluding any parts of the building used for mechanical equipment relating to the operation or maintenance of the building, stairwells or elevators.

Floor Area, Net: shall mean the aggregate of the areas of each storey, at, above, or below established grade, measured from the exterior of the outside walls, but excluding any parts of the building used for mechanical equipment, stairwells, elevators, washrooms, enclosed loading areas, parking structures, waste containment areas, common vestibule and hallway areas that is not used for any residential, commercial or industrial purpose, or any part of the building below established grade used for storage purposes.

Floor Space Index: shall mean the ratio of gross floor area of a building divided by the lot area on which the building is situated.

Front Wall: shall mean a main wall that faces the street line.

Funeral Home: shall mean premises used for the provision of funeral and memorial services to the general public, including the temporary interment of human remains under the supervision of a Provincially authorized or licenced person, as well as the storage, display and sale of funeral supplies, but does not include a crematorium.

G

Garage, Private: shall mean an enclosed structure used or capable of being used principally for the storage of one or more vehicles and used exclusively by the associated dwelling unit(s).

Garden Centre: shall mean premises used for the display and retail sale of plants, gardening supplies and related goods or materials, including outdoor display and sales areas.

Garden Centre, Seasonal: shall mean a garden centre operated on a seasonal or temporary basis in association with the retail use.

Garden Suite: shall mean an additional residential unit (ARU) that is located in an ancillary building on the same lot as a principal dwelling

Glazing: shall mean an area of a wall that is covered by transparent glass providing visibility into the building as well as any doors. The calculation of glazing over a wall surface shall include any doors and

necessary framing of the windows and doors but does not include any other materials, signage, articulation or treatment of the wall.

Golf Course: shall mean premises operated for playing golf, including courses, accessory driving range, accessory miniature golf course, a club house and other structures and uses incidental to maintaining and operating the golf course.

Grade, Established: shall mean the average finished surface elevation at the outside walls of any building or structure, which is determined by calculating the average finished ground surface elevation at the midpoint of each of those outside walls.

Greenhouse or Nursery: shall mean the use of land, structure or buildings for the sale of products grown on the farm from which the sale is made.

Ground Floor Height: shall mean the height of the first storey.

H

Habitable Room: shall mean any room in a dwelling unit used or that can be used for purposes of living, sleeping, cooking or eating.

Half Storey: means that part of any building wholly or partly within the framing of the roof, where the floor area is not more than 70% of the ground floor area of the building.

Hammerhead: shall mean a portion of a residential driveway that is designed for vehicles to turn around or to be parked, but is not required to provide access to parking spaces or a private garage.

Hazardous Waste: shall mean wastes that include:

- .a “Severely Toxic Waste” shall mean commercial chemical products or manufacturing intermediates defined as Severely Toxic Waste under O.Reg. 347 of the Environmental Protection Act, however it shall not include Pharmaceutical Waste.
- .b “Hazardous Waste Chemicals or Manufacturing Intermediaries” shall mean hazardous wastes that include: Hazardous Industrial Waste, Acute Hazardous Waste Chemicals, Hazardous Waste Chemicals, Ignitable Waste, Corrosive Waste, Reactive Waste and Leachate Toxic Waste; but does not include: Medical, Veterinary or Pathological Waste, Severely Toxic Waste, Radioactive Waste and PCB Waste as defined by O.Reg. 347 of the Environmental Protection Act.
- .c “Medical, Veterinary or Pathological Waste” shall mean any waste items generated through medical treatment, such as parts of the human body, including tissues and bodily fluids, or any part of the carcass of an animal, and includes Pharmaceutical Waste.
- .d “PCB Waste” shall mean PCB Waste as defined by O.Reg. 362 of the Environmental Protection Act, such as PCB equipment, PCB liquid or PCB material but excluding decontaminated PCB material or equipment, or equipment with PCB at levels below the definition of PCB waste in Provincial regulations.

- .e “Radioactive Waste” shall mean waste is required to be licensed to permit handling under the federal Nuclear Safety and Control Act.

Hazardous Waste Processing: shall mean a Waste Disposal Use that manages or prepares hazardous waste for subsequent reuse or disposal, that handles hazardous waste, either solid or liquid, that is defined as hazardous waste by O.Reg. 347 of the Environmental Protection Act, but shall not include the thermal degradation of hazardous waste, nor shall it include mechanical sterilization.

Hazardous Waste Transfer Use: shall mean a Waste Disposal Use used for the purpose of transferring hazardous waste as defined by O.Reg. 347 of the Environmental Protection Act, from one vehicle to another for transport to another Waste Disposal Use. Some limited degree of processing (e.g., compaction) of the waste may take place at a Hazardous Waste Transfer Use.

Health or Fitness Centre: shall mean premises in which exercise equipment and related facilities are provided for use by patrons and which may include incidental retail sale of exercise equipment, food and beverage sales.

Heavy Equipment Sales and Service: shall mean the sale, lease, renting and service and repair of heavy equipment such as farm equipment, farm vehicles, commercial or industrial manufacturing or processing equipment or machinery, construction equipment, or commercial vehicles.

Height: shall mean the vertical distance between the established grade, and:

- .a in the case of a flat roof, the highest point of the roof surface;
- .f in the case of a mansard roof, the deck line; or
- .g in the case of a peaked, gabled, hip or gambrel roof, the mean height level between eaves and ridge.

Home Occupation: shall mean an occupation or undertaking conducted for gain or profit within a dwelling unit or an accessory building, but shall not include the repair and servicing of motor vehicles or internal combustion engines.

Hospital: shall mean any public or private institution intended for the emergency and long-term treatment of patients in accordance with Provincial legislation, and which may include associated research and development, education and other related accessory uses devoted to the care and service of patients, staff and visitors.

Hotel: shall mean premises used for the temporary accommodation of guests in furnished rooms, with or without any cooking facilities, recreational amenities exclusively intended for use by guests or staff, and accessory retail uses, accessory restaurants, and an accessory convention centre.

Impermeable Surface: shall mean an area of land covered by buildings, structures, asphalt, concrete, brick, stone, wood, grouted pavers and any other surfaces that prevent the infiltration of water.

Industrial Mall: shall mean a building that contains five (5) or more separated spaces which have been developed and are managed as a unit by a single owner or tenant, or by a group of owners or tenants.

Infrastructure: shall mean the buildings, structures, and corridors forming the foundation for development including water lines, wastewater lines, oil and gas distribution mains, telecommunications lines and other cabled services, transit and transportation corridors, district energy lines without cogeneration, and local electrical power lines, but shall not include a power generation facility or renewable energy system.

J

K

Kennel: shall mean a place, whether enclosed or not, where cats, dogs, or other household pets are kept for the purposes of raising, breeding, boarding, training, or selling and which may include an outdoor run or outdoor play area for the pets.

L

Landscaped Open Space: shall mean an unoccupied area of land which is used for:

- .a soft landscaping elements such as the growth, maintenance and conservation of grass, flowers, trees and shrubs, vegetation or vegetable gardening;
- .h hard landscaped elements such as surfaced walkways and patios; and
- .i structures such as patios, fencing, noise attenuation walls, children’s play areas and accessory structures and equipment, gazebos, clothes lines, and other similar structures.

A landscaped open space shall exclude any part of a driveway, parking space, loading space, parking aisle, curb, retaining wall, or any solidly covered space beneath or within any building or structure.

Landscaped Strip: shall mean a strip of land used and maintained for growing grass, vegetation, trees, and which may include fences, noise attenuation walls, retaining walls or similar structures. Where required abutting any rear lot line or interior side lot line, a landscaped strip shall be required to include vertical plantings, grass or fences with an average height of at least 1.0 m. Driveways, bicycle paths and walkways shall be permitted to cross a landscaped strip.

Lane: shall mean a public thoroughfare which affords only a secondary means of access to abutting lots and which is not intended for general circulation of traffic, and shall not include a street.

Library: shall mean a premises for the collection of printed, electronic, and pictorial material for public use for the purposes of study, reference, and recreation, and which may include meeting rooms for community use, activity areas, cafeteria, and space for recreational uses.

Loading Space: shall mean an unobstructed area of land used or intended for use by the parking of one motor vehicle while such vehicle is being loaded or unloaded.

Lodging House: shall mean a single detached dwelling in which residential accommodation is provided, or is intended to be provided in which each lodger does not have access to all of the habitable areas of the

building and consists of more than four (4) lodging units; or a single detached dwelling in which lodging is provided for more than four (4) persons with or without meals.

Long Term Care Facility: shall mean premises operated for persons requiring nursing care and licensed accordingly by the Province.

Lot: shall mean a parcel of land which fronts on or abuts a street and that is legally conveyable in accordance with the *Planning Act*.

Lot Area: shall mean the total horizontal area enclosed within the lot lines of a lot, excluding:

- .a the horizontal area covered by water, marsh or flood plain;
- .j land located between the top and toe of a cliff or embankment having a slope of thirty degrees or more from the horizontal; or,
- .k In the case of a corner lot having a street line rounding at the corner with a radius of 7.5 m or less, the lot area shall be calculated as if the lot lines were produced to their point of intersection.

Lot Coverage: shall mean the percentage the lot covered by buildings. For greater clarity, lot coverage shall be exclusive of coverage by any driveways, paved areas, patios, parking spaces, parking aisles, swimming pools, decks, or walkways.

Lot Depth: shall mean the straight-line distance from the mid-point of the front lot line to the mid-point of the rear lot line of the same lot.

Lot Width: shall mean the least distance, measured in a straight line, between the side lot lines, where the side lot lines are parallel, and:

- .a where such lot lines are not parallel but converge towards the front lot line, the lot width shall be the straight-line distance between two points, one on each side lot line, each six (6) metres back from the front lot line, or
- .b where such lot lines are not parallel but converge towards the rear lot line, the lot width shall be the straight-line distance between two points, one on each side lot line, each fifteen (15) metres back from the front lot line, or
- .c in the case of a corner lot having a street line rounding at the corner with a radius of seven decimal five (7.5) metres or less, the lot width of such lot shall be calculated as if the lot lines were produced to their point of intersection.

Lot, Corner: shall mean a lot situated at the intersection of two or more streets, or at the intersection of two parts of the same street and provided the interior angle of intersection of not more than 135 degrees.

Lot, Interior: shall mean a lot other than a corner lot.

Lot, Line: shall mean any boundary of any lot.

Lot, Through: shall mean a lot bounded on two (2) opposite sides by streets, provided however that if any lot qualifies as being both a corner lot and a through lot, such lot shall be deemed to be a corner lot for the purposes of this By-law.

Lot Line, Exterior Side: shall mean the longer lot line which abuts a street on a corner lot.

Lot Line, Front: shall mean the line that divides a lot from the street, provided that in a case of a corner lot, the shorter lot line that abuts a street shall be deemed to be the front lot line and the longer lot line that abuts a street shall be deemed to be the exterior side lot line.

Lot Line, Interior Side: shall mean a lot line other than a front, rear or exterior side lot line.

Lot Line, Rear: shall mean the lot line opposite the front lot line.

M

Main Wall: shall mean a primary structural exterior front, rear, or side wall as part of a building, including any essential structural elements, but excluding any permitted, non-structural projections.

Manufacturing, Processing or Assembly: shall mean premises for the assembly, fabrication, processing, repairing, producing, alteration or treatment of raw materials or previously produced materials into new products, materials, or merchandise, and included associated storage of input materials and produced materials and which may include ancillary retail sales of produced merchandise in accordance with the provisions of this By-law. For the purposes of this By-law, manufacturing, processing or Assembly includes an indoor vertical farming use involving hydroponic growth of produce but does not include other agricultural uses.

Mechanical Sterilization: shall mean the destruction of microbes in medical, veterinary and pathological waste through the use of high pressure steam.

Medical Office or Clinic: shall mean premises where a licensed medical doctor, dentist or other legally qualified medical practitioner provides services with respect to the diagnosis, treatment and examination of patients, is licensed by the Province, but does not include any overnight accommodation.

Medical Laboratory: shall mean premises for the medical or forensic testing, experimentation or analysis of biological material.

Micro Manufacturing: shall mean a building or part thereof used for small-scale manufacturing or production of goods which are also sold and/or consumed on the premises, and which may include shipment for sale at other locations. Without limiting the generality of the foregoing, a micro manufacturing use shall include a micro-brewery or micro-winery.

Mineral Aggregate Operation: shall mean a use that includes a pit, quarry or underground mining operation and aggregate related uses including a wayside pit/quarry as well as any asphalt plant or concrete batching plant.

Mixed Use Building: shall mean a multi-storey building consisting of a combination of office, retail, commercial uses, community uses or residential uses, and which generally includes principally residential or office uses within the upper storeys and generally non-residential uses in the first storey.

Model Home: shall mean a building or part thereof used temporarily for display purposes and may include a temporary sales office that is used for the sale of homes within the associated development, and which is not occupied as a residential use.

Motor Vehicle, Oversized: shall mean any motor vehicle having a height greater than 2.6 metres or overall length greater than 6.7 metres or combination of both. External attachments to the vehicle are included in the measurement of height and length.

Museum or Gallery: shall mean premises where paintings, sculptures, works of art, or exhibits of scientific or cultural interest are exhibited or sold.

N

Night Club: shall mean a building whose principal function is the provision of music entertainment and/or live performances, which may include areas for dancing, and whose secondary function is the service food or beverages. A night club does not include a restaurant or a theatre and does not form part of those uses.

Non-Complying: shall mean the lot, building or structure which is described as such is being used for a purpose permitted in the zone in which it is located, but does not comply with one or more of the other requirements and restrictions relating to that zone.

Non-Conforming: shall mean that the lot, building or structure which is described as such is being used for a purpose not permitted in the zone, in which it is located.

Non-Hazardous Solid Waste Processing Use: shall mean a Waste Disposal Use that manages or prepares waste for subsequent reuse or disposal. Non-hazardous Solid Waste Processing Use typically include material recovery facilities (MRFs) and compost facilities (i.e., for municipal waste). The waste handled at a Non-hazardous Waste Solid Processing Use is not liquid industrial waste and is not hazardous waste, both as defined by O. Reg. 347 of the Environmental Protection Act.

Non-Hazardous Solid Waste Transfer: shall mean a Waste Disposal Use used for the purpose of transferring waste from one vehicle to another for transport to another Waste Disposal Use. Some limited degree of processing (e.g., compaction) of the waste may take place at a Non-hazardous Solid Waste Transfer Use. The waste handled at a Non-hazardous Solid Waste Transfer Use is not liquid industrial waste and is not hazardous waste, both as defined by O. Reg. 347 of the *Environmental Protection Act*.

Non-Residential Building: shall mean a building that does not contain a dwelling.

O

Office: shall mean any building or part thereof used by an agency, business or organization where administrative, clerical and professional service practices are carried out, but shall exclude a medical office or clinic as separately defined in this By-law.

Organizational Club: shall mean premises used by a social, recreational, professional development club of members and their guests and includes facilities associated with the organizational activities of the club and associated preparation of food and beverages for consumption on the premises, but does not include a restaurant or any retail use.

Outdoor Market: shall mean an unenclosed area where opened spaces, stalls, tents, similar structures or open areas are used for the retail sale of goods, articles, agricultural products, and which may include

incidental preparation of food and products, but does not include any display or sale of motor vehicle parts, heavy equipment or building materials.

Outside Display and Sales: shall mean an accessory outdoor area that is used for the display of products or services sold, leased or rented in conjunction with a commercial use on the lot.

Outside Storage: shall mean the storage of goods, materials, any shipping containers, machinery or vehicles including oversized motor vehicles that are not actively engaged in loading and unloading of goods and materials in conjunction with a business located within a building or structure on the same lot. For greater certainty, outside storage shall not include materials that are displayed as part of an outdoor display and sales area.

P

Bicycle Parking Space: shall mean an area used exclusively for the parking of bicycles.

Bicycle Parking Space, Long Term: shall mean secure bicycle parking located within a building, bike locker, or shelter.

Bicycle Parking Space, Short Term: shall mean any bicycle space other than a long term bicycle space.

Bicycle Parking Space, Stacked: shall mean a horizontal bicycle parking space that is positioned above or below another bicycle parking space and equipped with a mechanical device providing floor level access to both bicycle parking spaces.

Parking Aisle: shall mean a component of a parking area used to provide vehicular access to parking spaces.

Parking Area: shall mean an area of land used by parking spaces and parking aisles but does not include a driveway.

Park, Public: shall mean an area of public land consisting of landscaped open space or other open areas which is used for active or passive recreation.

Parking Space: shall mean an area used for the parking or temporary storage of one motor vehicle.

Parking Space, Angled: shall mean a parking space that is accessed by a motor vehicle at an angle of up to 90 degrees.

Parking Space, Parallel: shall mean a parking space that is accessed by a motor vehicle at an angle that does not exceed 15 degrees.

Parking Space, Visitor: shall mean a parking space for the exclusive use of visitors to a lot or building.

Parking Structure: shall mean a building or structure used in whole or in part for the temporary parking of at least 4 motor vehicles, but excludes a private garage.

Passive Recreation: shall mean activity characterized by low intensity outdoor pastimes including but not limited to non-motorized trail uses and natural heritage appreciation requiring minimal modification of the

land surface and relatively few if any buildings or structures, such as a trail, benches, boardwalk, or gazebo.

Permeable Surface: shall mean an area of land utilizing soft landscaping or hard landscaped elements which permit the infiltration of water.

Person: shall mean any association, partnership, corporation, municipal corporation, agent or trustee and the heirs, successors, assigns, executors, administrators or other legal representatives of a person to whom the context can apply according to law.

Pet Day Care: shall mean a facility where dogs, cats and other domestic pets are kept and cared for temporarily and during the majority of the pet's stay the pets are socializing and playing with other pet(s), bathing, grooming or other similar treatment, but does not include a kennel or veterinary clinic as defined in this By-law and includes no overnight boarding.

Pharmaceutical Waste: shall mean a waste that is derived from medicines, pharmaceuticals and instruments used to administer medicines or pharmaceuticals.

Place of Worship: shall mean premises primarily used for faith-based spiritual purposes wherein people assemble for religious worship, and which may include faith-based instruction or teaching, fellowship, recreation and charitable community outreach activities. Accessory uses or facilities to a Place of Worship shall include, but not be limited to classrooms for religious instruction, nursery or daycare facilities, assembly areas related to faith-based activities, kitchens and eating areas, fellowship halls, recreation facilities and administrative offices related to the place of worship, and a residential unit in accordance with this By-law.

Point of Intersection: shall mean the point where two street lines intersect with one another. On any corner lot, where the street line is curved, the point of intersection shall be determined by projecting from where the street lines begin to curve towards the point where the projected street lines meet.

Power Generation (Fuel Combustion) Use: shall mean a facility that, by means of combustion of a fuel, converts thermal energy to electricity through a series of turbines and generators. This excludes centralized heating plants and localized district energy facilities that do not sell power to the provincial electrical distribution system.

Private Garage Projection: shall mean the portion of an attached private garage that is located between the main wall of a building and a street line.

Private Street: shall mean a private right-of-way or lane used by motor vehicles and is privately maintained.

Public Authority: shall mean the Corporation of the City of Brampton, The Regional Municipality of Peel, the Crown in Right of Ontario, and the Crown in Right of Canada, and any board, commission, committee or any body or company established or exercising any power or authority under a statute of Ontario or Canada.

Public Street: shall mean a road, avenue, highway, thoroughfare, parkway, bridge or place owned by the Corporation of the City of Brampton, the Regional Municipality of Peel, or the Crown in Right of Ontario, and designed and intended for, or used by, the general public for the passage of vehicles.

Public Use: shall mean uses that are owned or leased by a public authority for community, recreational, administrative, educational, health care, protection, waste disposal, utility or other governmental purposes, and includes accessory uses to public use.

Q

R

Recreational Vehicle: shall mean a motorhome, motorized camper, boat, personal watercraft, snowmobile or similar vehicle, but excludes a travel trailer as separately defined herein.

Residential Care Home: shall mean a building or place offering supervised living accommodation that may include associated support services, accessory uses and amenities, and:

- .l Is licensed or funded under Federal or Provincial legislation;
- .m Is for persons requiring semi-independent or supervised group living arrangements; and
- .n Is for more than 10 residents, exclusive of staff.

Restaurant: shall mean premises where food and/or beverages are prepared and offered for sale to the public for consumption either on or off the premises.

Restaurant Patio: shall mean an outdoor seating or lounging area used in association with, and accessory to, a restaurant.

Research and Development: shall mean premises where scientific research, technical research, prototype development, or product testing, is conducted.

Reserve: shall mean a strip of land owned by a public authority for the purpose of preventing legal access from adjoining lands.

Retail: shall mean premises where goods or materials are kept and sold, leased, rented to the general public and, unless otherwise stated elsewhere in this By-law, excludes a garden centre, automobile dealership, or boat, recreational vehicle sales and service.

Rooftop Mechanical Equipment: shall mean mechanical and structural equipment located on the roof of any building, and used in association with electrical, plumbing, HVAC, elevators, and similar systems essential to the operation or maintenance of the building.

S

Sales Tent: shall mean a temporary structure or associated outdoor area that is used for outdoor display and sales and retail transactions and is accessory to a retail use on the same lot.

Salvage Yard: shall mean a place where land is used for the outside handling or storage of used goods and materials intended for reclamation, resale and/or disposal purposes. Without limiting the generality of the foregoing, a salvage yard includes uses such as auto wreckers and scrap metal dealers.

School, Commercial: shall mean premises where instruction or training in specialized skills or general knowledge is provided for compensation including recreational instruction and tutoring, but does not include a commercial truck school, an elementary or secondary school, or a college or university.

School, Commercial Truck: shall mean premises where the instruction or training in the operation of commercial vehicles is provided.

School, Elementary: shall mean a public or private school that is Provincially approved to provide instruction principally for kindergarten to grade 8 students.

School, Secondary: shall mean a public or private school that is Provincially approved to provide instruction principally for grade 9 to grade 12 students.

Self Storage Facility: shall mean a building or part thereof in which individual units or defined spaces are rented, leased or sold to the general public for the purposes of providing indoor storage space for temporary or permanent use.

Semi-circular Driveway: shall mean, with respect to a single-detached dwelling, a driveway that has two accesses from any street.

Senior Citizen Residence: shall mean a building owned and operated by a government agency, or by a non-profit and non-commercial organization, primarily for the housing of senior citizens, containing only one or two bedroom dwelling units.

Service Shop, Personal: shall mean an establishment wherein a personal service is provided to patrons, and, without limiting the generality of the foregoing, includes a hairdressing/beauty shop, day spa, a dressmaker shop, tattoo parlour, , dry cleaning establishment, laundry service, massage therapy, travel agency, interior decorator business, picture framing, a shoe repair shop, a tailor, a photo studio or similar use and which may include incidental accessory sales of articles related to the service.

Setback: shall mean the distance between a lot line and the nearest wall of any building or structure, as indicated in the context in which the term is applied.

Shopping Centre: shall mean a group of at least five separate units for commercial uses have been developed and are managed as a unit by a single owner or tenant, or by a group of owners or tenants.

Single Room Occupancy Housing: shall mean a form of multi-tenant housing operated by organized entities, consisting of single room dwelling units where amenities are shared. The SRO housing form is attributed to apartment dwellings that can be either standalone or integrated new buildings, integrated into new development, or repurposed from existing buildings.

Sight Triangle: shall mean the portion of the triangular or rounding limit of a road right-of-way that is created along a corner lot for the purpose of providing an unencumbered sight visibility area for pedestrians and vehicles.

Soft Landscaping: shall mean an unoccupied area of land which is used only for permeable soft landscaping elements which largely permit the infiltration of water and is not suitable for parking by a motor vehicle.

Stacking Space: shall mean a portion of a lane used for queueing motor vehicles that are awaiting or receiving service from a drive-through or another automotive service.

Step Back: shall mean an additional required setback for the upper storeys of a building, relative to the lower storeys of the building, from a street line. The step back is measured from the roof edge of the lower storeys.

Storey: shall mean that portion of a building between a floor surface and the ceiling or roof that is above it, and with a height of at least 1.8 m. Any portion of a storey that exceeds 4.0 m in height from the floor surface to the ceiling or roof above it shall be deemed to be an additional storey. A basement as defined in this By-law is not considered a storey.

Street Line: shall mean any front lot line or exterior side lot line.

Structure: shall mean anything that is erected, built, or constructed, the use of which requires location on the ground or attachment to something having location on the ground, but shall not include fences.

Supermarket: shall mean a retail establishment engaged in the business of selling groceries, meat, fruit, vegetables and household items to the general public.

Supportive Housing Residence Type 1: shall mean a single dwelling unit in a residential dwelling of any kind that is licensed, approved or funded under Federal or Provincial statute for the accommodation of 3 to 10 residents, exclusive of staff, that provides a group living arrangement under responsible supervision. A Supportive Housing Residence Type 1 shall not include a Supportive Housing Residence Type 2 or have any correctional purpose.

Supportive Housing Residence Type 2: shall mean a single dwelling unit that is licensed, approved or funded under Federal or Provincial statute for the accommodation of 3 to 10 residents, exclusive of staff, that provides housing and rehabilitation for persons on probation, parole, early or re-release, or any other form of executive, judicial or administrative release from a penal institution. A Supportive Housing Residence Type 2 shall not include a Supportive Housing Residence Type 1.

Surface Parking: shall mean any parking space that is located on the finished ground surface and is not contained or otherwise enclosed in a building or structure, including an above-ground or below-ground parking structure.

Swimming Pool: shall mean any structure, basin, chamber or tank containing or capable of containing an artificial body of water intended for swimming, wading, diving or recreational bathing, and having, when filled, a water depth of 0.6 m or more at any point.

T

Tandem Parking: shall mean an arrangement of parking spaces in which one or more parking spaces are accessible by motor vehicles only via other parking spaces.

Temporary Tent: shall mean a temporary tent or other non-permanent structure set up and used to shelter persons and things in association with a private event and shall not include any commercial activities.

Theatre: shall mean an entertainment facility including cinemas, live performances and concerts are provided and which may include incidental retail or food/beverage sales for consumption on the premises, but does not include a night club.

Thermal Degradation: shall mean a Waste Disposal Use that treats non-hazardous waste and Hazardous Waste by thermal means, including incineration, gasification, pyrolysis or plasma arc treatment, and includes:

- a) “Thermal Degradation (Energy from Waste) Use” shall mean a Waste Disposal Use that treats non-hazardous waste by Thermal Degradation and is accompanied by the generation of electricity, in which case the waste is used as a fuel source for the production of energy and/or heat. It shall not include the thermal degradation of hazardous wastes.
- b) “Thermal Degradation (Non-Energy Producing) Use” shall mean a Waste Disposal Use designed and operated for the degradation or destruction of non-hazardous waste by Thermal Degradation. For the purposes of this category, Thermal Degradation of waste shall not include the generation of electricity. It shall not include the Thermal Degradation of Hazardous Wastes.
- c) “Thermal Degradation (Hazardous Waste) Use” shall mean a Waste Disposal Use that treats hazardous waste by Thermal Degradation. Thermal Degradation shall not include mechanical sterilization.”

Transit Station: shall mean premises used for the temporary parking of buses, railcars or other transit vehicles which are engaged in the pickup and drop-off of passengers and transferring of passengers, and includes accessory uses and structures to provide amenities to passengers.

Transportation Depot or Distribution Centre: shall mean premises used for parking, storage or dispatch of commercial vehicles, shipping containers, intermodal facilities, and incidental maintenance, and which also may include the receiving, storage and distribution of goods, materials and merchandise including associated warehouse uses.

Travel Trailer: shall mean a trailer that is used or intended to be used for short-term or seasonal occupancy and is or is intended to be located or parked on a site for a temporary or seasonal period.

U

Use: shall mean:

- a) when used as a noun, the purpose for which a lot or building or structure or any combination thereof, is designed, arranged, intended, occupied or maintained; and
- b) when used as a verb, anything that is done or permitted by the owner or occupant of any land, building or structure directly or indirectly or by or through any trustee, tenant, servant or agent acting for or with the knowledge or consent of such owner or occupant for the purpose of making use of the said land, building or structure.

V

Vertical Agriculture: shall mean a building used for the indoor production, cultivation and processing of agricultural crops and produce. Vertical agriculture shall not include any use involving the raising, keeping, or harvesting of livestock.

Veterinary Clinic: shall mean premises used for the medical or surgical treatment of pets and animals, and which does not include overnight boarding, except for the accommodation of pets and animals undergoing medical treatment and under the supervised care of a veterinarian or employee of the veterinarian.

W

Warehouse: shall mean a building or part thereof used to store goods, equipment, merchandise or materials but does not include the display of merchandise for sale, rental, or lease. A warehouse excludes a commercial self-storage use.

Waste Disposal Use: shall mean:

- a) any land upon, into, in or through which, or building or structure in which, waste is deposited, disposed of, handled, stored, transferred, treated or processed, and,
- b) any operation carried out or machinery or equipment used in connection with the depositing, disposal, handling, storage, transfer, treatment or processing referred to in clause (a); and,
- c) notwithstanding clause (a) and (b), it does not include any product, returned to a manufacturer or supplier of the product for reprocessing, repackaging or resale for any reason, including that the product, substance or organism is:
 - i. defective or otherwise not usable for its original purpose,
 - ii. or in surplus quantities but still usable for its original purpose.
- d) notwithstanding clause (c), it does not apply to severely toxic waste, hazardous waste chemicals or manufacturing intermediaries, radioactive waste, or PCB waste; and,
- e) notwithstanding clause (a) and (b), it does not include the temporary storage of spent or surplus material inputs or by-products of a manufacturing use that are temporarily stored at a manufacturing facility until such time as they are removed from the facility for disposal.

Waste Processing Station: shall mean a facility that receives, stores and/or processes waste materials for the purpose of creating new products or materials within an enclosed building unless it is owned or operated by the Regional Municipality of Peel on lands where outside storage is permitted.

Waste Storage Enclosure: shall mean a structure used to visually screen and eliminate odour impacts from waste, recycling and compost bins.

Waste Transfer Station: shall mean a facility where waste materials are collected for shipment and may be sorted and/or prepared for transportation within a storage bin or enclosed building.

Wholesaling Store: shall mean a retail store specialized in the retail or wholesale of goods and products to other businesses, organizations or other wholesalers.

Workshop: shall mean a building where the design and custom production of goods and articles occurs on the premises, including custom woodworking, clothing articles, signs, jewelry, antique refinishing, custom metalworking, and similar products.

Worship Area: shall mean the portion of the Place of Worship in which the main worship functions occur, and contain seating such as seats or benches permanently attached to the floor, or linked yet moveable seats, or a number of moveable seats, or seating as open floor area that shall exclude any areas intended solely for the use of the worship group leader or leaders, or musicians, such as an alter, a pulpit, a sanctuary, holy book area, or other named areas that are not intended to be occupied by the general worshipping public.

X

Y

Yard: shall mean an open portion of the land on the same lot with the main building or structure, unoccupied and unobstructed except as specifically permitted in this By-law and located between any main building and a lot line.

Yard, Exterior Side: shall mean a yard extending from the front yard to the rear lot line between the exterior side lot line and the nearest wall of any main building on the lot.

Yard, Front: shall mean a yard extending across the full width of a lot between the front lot line and the nearest wall of any main building on the lot.

Yard, Interior Side: shall mean a yard, other than an exterior side yard, extending from the front yard to the rear yard of a lot between an interior side lot line and the nearest wall of any main building on the lot.

Yard, Rear: shall mean:

- a) in the case of an interior lot, a yard extending across the full width of the lot between the rear lot line and the nearest wall of any main building on the lot; or
- b) in the case of a corner lot, a yard extending from a side lot line to an exterior side yard, and between the rear lot line and the nearest wall of any main building on the lot.

Yard, Side: shall mean an interior side yard or an exterior side yard.

Z

Zone: shall mean an area of land designated for certain uses, lot and building requirements by this By-law.

Chapter 13: Site-Specific Zone Standards

Note to Preliminary Draft Zoning By-law: Site-Specific Zone Standards to be included in a future draft of the Comprehensive Zoning By-law.

Chapter 14: Enactment

Section 14.1: Former Zoning By-laws are Repealed and Replaced

From the date of the coming into force of this By-law, Zoning By-law 270-2004, as amended, is repealed in its entirety, including all sections, schedules, and amendments that apply to all lands subject to Zoning By-law 270-2004, as amended, save and except to give effect to the transition provisions established in Section 1.15 of this By-law.

Section 14.2: Effective Date

The By-law shall come into force on the date of its final passing.

ENACTED and PASSED this [enter date] of [enter month, [enter year]].

Patrick Brown, Mayor

Peter Flay, City Clerk

Memo



To: Carolyn Crozier, City of Brampton
From: Rory Baksh
Date: October 19, 2023
Subject: SDAF Briefing Note to Support Final Reporting-Back to the Province
Our File: 23-5958

The following provides a reporting-back on the application/outcomes of the Streamline Development Approval Fund (SDAF) as required by the Province for Brampton's Development Approvals Process Implementation (DAP Implementation) project.

Written Description of the Completed Project

The completed DAP Implementation project is multi-faceted and includes the following:

- 1. DAP Key Performance Indicators and Building of the DAP Dashboard:** This involves defining the key performance indicators (KPIs) that reflect DAP work outputs, regulatory timelines, and city-controllable file processing days/timeframes. It also involves the evolution and redesign of the current information-based dashboard to a DAP performance dashboard that illustrates/reports against DAP performance targets.
- 2. Quick Wins and Triage from the End-to-End Review:** This involves distillation of the quick wins and identifying those for priority action, including the specific recommendation to consider a triage approach to certain applications to help fast-track them.
- 3. Housing Pledge Tracker:** This involves the conceptualization of the dashboard to enable management to specifically monitor development approvals/building permitting against the Provincially-mandated housing pledge.
- 4. Bill 109 Immediate Adaptations:** This involves process mapping adaptations for Bill 109-impacted development approvals, and the expansion of the DAP dashboard to better monitor timelines for applications subject to refunds.
- 5. Committee of Adjustment Updated Application Form:** This implements Recommendation C4 from Brampton's preceding Committee of Adjustment Review, and involves simplifying and enhancing the application to be easier to understand and more user-friendly for residents/non-experts.

6. **Committee of Adjustment New Guide for Consents:** This implements Recommendation C3 from Brampton's preceding Committee of Adjustment Review, and involves preparing an updated and more user-friendly guide for residents/non-expects applying for consent.
7. **Committee of Adjustment Variance New Guide for Variances:** This implements Recommendation C3 from Brampton's preceding Committee of Adjustment Review, and involves preparing an updated and more user-friendly guide for residents/non-expects applying for a minor variance.
8. **Committee of Adjustment Training:** This involves delivery of training to the newly-appointed members of the Committee to Adjustment to familiarize them with the efficiencies identified through Brampton's preceding Committee of Adjustment Review (site visits, consent agenda).
9. **Urban Design Review Panel Refinement:** This involves a scoping of opportunities for immediate improvement related to urban design, then a resultant assessment of the Urban Design Review Panel to clarify their role.
10. **Value-for-Money Audit of the Accela Workflow Software:** This involves an assessment of the Accela workflow software that is used to facilitate the development approvals process, to determine whether Brampton should continue investing in this tool or whether there is merit in changing to another workflow solution.

How the Initial Payment was Spent and Additional Costs

The initial budget for the DAP Implementation project was \$362,998. This budget was expended on professional consulting services to provide Brampton with the technical assistance required to complete the items listed above. No additional costs were incurred.

Anticipated Cost Savings and/or Outcomes

Below are the estimated cost savings and/or anticipated outcomes aligned to the project facets listed above.

1. **DAP Key Performance Indicators:** Greater insight is gained on end-to-end application processing, to facilitate continuous improvement/streamlining.

- Management has gained a real-time view of DAP performance pinch points and can better remove roadblocks to approvals.
2. **Quick Wins and Triage from the End-to-End Review:** There are fewer pinch points in Brampton's DAP overall and the speed of approvals is increased.
 3. **Housing Pledge Tracker:** Brampton has gained real-time insight on the number of new housing units being created on the way to meeting its housing pledge.
 4. **Bill 109 Immediate Adaptations:** Brampton has gained insight on site plans that are lagging and can better intervene to move them along to approval.
 5. **Committee of Adjustment Updated Application Forms:** Arising from increased clarity on application requirements:
 - a. Customer-centric improvements to the application form and customer-centric application guides make the Committee of Adjustment process easier to understand, thereby enabling a greater degree of customer self-service and reducing the burden on staff to respond to basic inquiries;
 - b. The amount of time lost by staff following up with applicants can be reduced, thereby incrementally increasing staff's available time to work on more applications in the same Committee cycle;
 - c. The amount of time lost by staff and Committee members from deferred applications due to incomplete/insufficient materials can be reduced, thereby incrementally increasing the throughput of the Committee of Adjustment;
 - d. Improved documentation from applicants can reduce the amount of time spent by staff conducting site visits, thereby incrementally increasing staff's available time to work on more applications in the same Committee cycle; and,
 - e. Cost-savings estimated in the preceding Committee of Adjustment Review will be realized.
 6. **Committee of Adjustment New Guide for Consents:** As noted for #5 above.
 7. **Committee of Adjustment New Guide for Variances:** As noted for #5 above.
 8. **Urban Design Review Panel Refinement:** Arising from increased clarity on the role of the Urban Design Review Panel (URDP):
 - a. Streamlining how development applications are brought to the UDRP;

- b. Realignment of staff effort to better reflect the less formal nature of the URDP, thereby incrementally increasing staff's available time to achieve throughput on other development approvals tasks;
9. **Value-for-Money Audit of the Accela Workflow Software:** Arising from a value-for-money understanding of this workflow software:
- a. Appropriate investment in the training and tools that staff need to optimize throughput of development applications, thereby increasing staff's efficiency with using the workflow software;
 - b. Enhanced application of the workflow software at Brampton that allows management to more easily identify pinch points, respond pro-actively, and keep applications moving towards approval;
 - c. Improved management oversight of Brampton's achievement of the Provincial housing pledge and improved responsiveness to facilitate achieving the pledge;
 - d. Time-savings of staff across the entire development approvals lifecycle through better document management, centralized communication, enhanced process tracking, improved management oversight, and enhanced performance management (meeting timelines). The time-savings is expected to incrementally increase staff's available time to achieve throughput on other development files. Over time, processing timeframes are expected to shorten, and the City could more reliably predict when approvals will be given; and,
 - e. Brampton moving into a stronger leadership position as one of Ontario's fastest growing cities.

Measures/Actions Expected to be Achieved Through Modernization/Streamlining

Below are the measures or actions expected to be achieved aligned to the project facets listed above.

1. **DAP Key Performance Indicators and Building of the DAP Dashboard:**
Implementation of the dashboard improvements recommended in the City of Brampton's End-to-End Development Application Review report is achieved.

2. **Quick Wins and Triage from the End-to-End Review:** The portion of the cost savings (attributable to the quick wins) estimated in Brampton's End-to-End Development Application Review report is achieved.
3. **Housing Pledge Tracker:** Brampton's housing pledge is achieved.
4. **Bill 109 Immediate Adaptations:** Brampton achieves compliance with Bill 109, specifically accelerated approvals of site plans.
5. **Committee of Adjustment Updated Application Forms:** Implementation of Recommendation C4 as noted in the City of Brampton's Committee of Adjustment End-to-End Process Review reporting is achieved.
6. **Committee of Adjustment New Guide for Consents:** Implementation of Recommendation C3 as noted in the City of Brampton's Committee of Adjustment End-to-End Process Review reporting is achieved.
7. **Committee of Adjustment New Guide for Variances:** Implementation of Recommendation C3 as noted in the City of Brampton's Committee of Adjustment End-to-End Process Review reporting is achieved.
8. **Urban Design Review Panel Refinement:** Implementation of Recommendation D4 as noted in the City of Brampton's Urban Design Process Review Future State Reporting is achieved.
9. **Value-for-Money Audit of the Accela Workflow Software:** Brampton's optimal streamlining of workflows, automating for former manual processes, and efficiency gains from the leveraging of technology is achieved.

Closure

If you have any questions or need clarification on the above, please feel free to reach out via email to rbaksh@dillon.ca or phone 613.715.1274.