

# Inclusionary Zoning DIY Workshop Kit (Facilitator)

**This is the Workshop Facilitators' Kit. It includes:**



**Instructions for the Session**



**Instructions for Activities**



**Participant Conduct**



**Activity Worksheets**



**Workshop Summary Form**



**Participation Certificates**

Thank you for hosting a Do-It-Yourself workshop on inclusionary zoning! The City of Toronto appreciates your commitment to opening up the conversation on Inclusionary Zoning to members of your community. Your group's feedback will help to inform and shape the City's draft Inclusionary Zoning policies.

Check out our website:  
[toronto.ca/InclusionaryZoning](https://toronto.ca/InclusionaryZoning)  
for more information!



# DIY Kit Instructions

## Wondering how to get started?

### 1) Read through the material

This DIY Workshop Kit has everything you need to host a small workshop discussion on Inclusionary Zoning. Read through the material to build your understanding of the activities. As a facilitator, your goal will be to explain the activities, encourage participation and record feedback.

### 2) Book a meeting location and invite guests

Book a convenient meeting location with enough space for your guests. The workshop activities are intended for groups of about 5-20 people and will take about 60-90 minutes to complete. After you have confirmed your DIY Workshop, please contact Christine Ono at 416-392-1255 or [Christine.Ono@toronto.ca](mailto:Christine.Ono@toronto.ca) for details on how to get free pizza for workshop participants!

### 3) Host your Workshop!

This DIY Workshop Kit has been set up to allow for easy workshop facilitation. Simply print as many copies of the DIY Workshop Kit as you have participants. Every participant can work through the Kit during the workshop. Make sure to select one person to take notes during the discussion that can be provided back to the City!

### 4) Hand out Engagement Participation Certificates

We value the time that it takes to participate in civic conversations. We want to recognize your participants' time by providing Engagement Certificates for their feedback. Print off certificates and fill in participant names following the end of the DIY Workshop session.

### 5) Send Workshop Summary and Notes back to City staff

After you finish your workshop, please share the recorded notes from the session with the City before August 26, 2019:

**By Email:** [Christine.Ono@toronto.ca](mailto:Christine.Ono@toronto.ca) (scan or send pictures of the worksheets)

**By Mail/Drop-Off in Person:** City Planning, Attn: Christine Ono, 55 John Street, 22<sup>nd</sup> Floor, Toronto, ON M5V 3C6

The information collected during the DIY Workshop will help inform draft Inclusionary Zoning policies.

# Instructions for Activities

**The City of Toronto needs to determine where Inclusionary Zoning will apply, how many affordable units will be required, how long units will remain affordable and who will access the affordable units. There are five activities in this DIY Workshop Kit for you to facilitate to get input on these policy areas.**

## **1) Mapping Exercise (Activity #1)**

- The City needs to determine where to apply Inclusionary Zoning. Have participants read through the worksheet for Activity #1, which explains the key considerations for geographic application.
- Following the discussion, use the map and key questions to solicit feedback.
- Time required: about 10 minutes

## **2) Policy Discussion (Activities #2-4)**

- The City needs public input on the following policy areas:
  - How many units should be affordable in new developments (Activity #2)
  - How long units should remain affordable (Activity #3)
  - Who will access these affordable housing units (Activity #4)
- Have participants read through the worksheet for each activity, which explains the key considerations for the policy area. Facilitate a discussion about each policy area and document key points on the placemat.
- Time required: about 30 minutes (10 minutes for each policy area)

## **3) Priority Setting (Activity #5)**

- Ask the participants to prioritize what they think is most important for the Inclusionary Zoning policies to achieve. The group has a total of seven (7) points (“the budget”) to distribute between the three policy areas.
- Discuss and document the key considerations raised during your group discussion and come to a consensus on how to allocate the seven points. It can be helpful to start the discussion by asking participants to identify their top priority and why. Remind them that there are no right or wrong answers; the purpose is to help the City understand their priorities.
- Time required: about 20 minutes

# Participant Conduct

- **Welcome all feedback and discussion.**
- **Give everyone a chance to speak.**
- **Be respectful.**
- **Create a welcoming and safe environment.**
- **Listen to all perspectives.**
- **Find common ground.**



# Activity #1 Worksheet

## Geographic Application

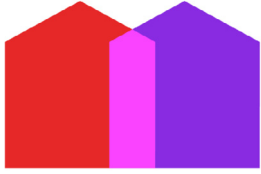
Use the space provided to record group feedback.



A large, empty rectangular area enclosed by a thick purple border, intended for recording group feedback.

# Activity #2-5 Worksheet

## Placemat



### More Units

Number of units that must be affordable (e.g. up to X% of the density increase)

### Longer Affordability Period

Length of time units must remain affordable (e.g. 15, 50 or 99 years)

### Deeper Affordability

Households eligible for the affordable housing units (e.g. very low, low or moderate income households)

**Discuss and document the key points raised during your group discussion.**

This will provide us with context for your point distribution. For the policy area with the most points, tell us your preferred policy solution.

**Activity #2**  
Do you think that Inclusionary Zoning should apply to a % of the entire building or the density increase?

**Activity #3**  
What do you think about the proposed 25 year affordability period?

**Activity #4**  
Do you think that Inclusionary Zoning should be created for moderate income households or lower income households?

**Activity #5**  
You have a total of seven (7) points (“the budget”).

Distribute these 7 points between the three policy areas (the policy area that you allocate the most points to is your highest priority for Inclusionary Zoning).

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# Workshop Summary Form

**Please complete and submit this workshop summary form for the City's records.**

<b>Date of Workshop</b>											
<b>Location</b>											
<b>Organization</b>											
<b>Facilitator Name</b>											
<b>Facilitator Email</b>											
<b>Total # of Participants</b>											
<b>Overall Ranking of the DIY Kit</b>	<table><tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr><tr><td colspan="3">Highly Ineffective</td><td colspan="2">Highly Effective</td></tr></table>	1	2	3	4	5	Highly Ineffective			Highly Effective	
1	2	3	4	5							
Highly Ineffective			Highly Effective								
<b>Feedback on the DIY Kit</b>											

# Certificate of Completion

THIS CERTIFICATE IS PRESENTED TO

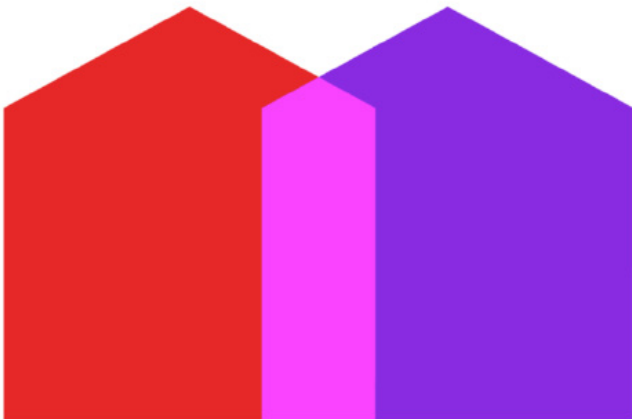
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on

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for successful completion of

**CITY OF TORONTO INCLUSIONARY ZONING WORKSHOP**





# Inclusionary Zoning DIY Workshop Kit (Participant)

**This is the Workshop Participant Kit. It includes:**



**Explanation of Inclusionary Zoning**



**Key Terms**



**Workshop Activities #1 - #5**

The City of Toronto wants your feedback on proposed Inclusionary Zoning policy directions. We need your help to better understand the needs and priorities of Torontonians. Your feedback will help inform changes and improvements to the proposed Inclusionary Zoning policies.

Check out our website:  
[toronto.ca/InclusionaryZoning](https://toronto.ca/InclusionaryZoning)  
for more information!



# What is Inclusionary Zoning?

Of the over 230,000 units built or approved in the last five years, only about 2% were affordable (with rents at or below average market rents for the City).

## Inclusionary Zoning is:

- A land use planning tool that would allow the City to require affordable housing units in new developments.
- It typically addresses the housing needs of low and moderate income households, such as those who earn too much to be eligible for low income housing (e.g. government funded rent-geared-to-income or affordable housing) but not enough to be able to afford market rents or prices.
- These households generally fall between the 30<sup>th</sup> and 60<sup>th</sup> percentile of the income distribution. In the City of Toronto, this generally includes households earning between \$35,000 and \$87,500 per year, depending on household size.
- Authority provided under the Planning Act and Ontario Regulation 232/18.

## Key Goals

- Increase the supply of affordable housing
- Continue to encourage market housing development by supporting a diverse range of housing supply
- Create more inclusive, complete and equitable communities

We are looking for feedback on how the following key directions should be applied within the inclusionary zoning policies:



Geographic application



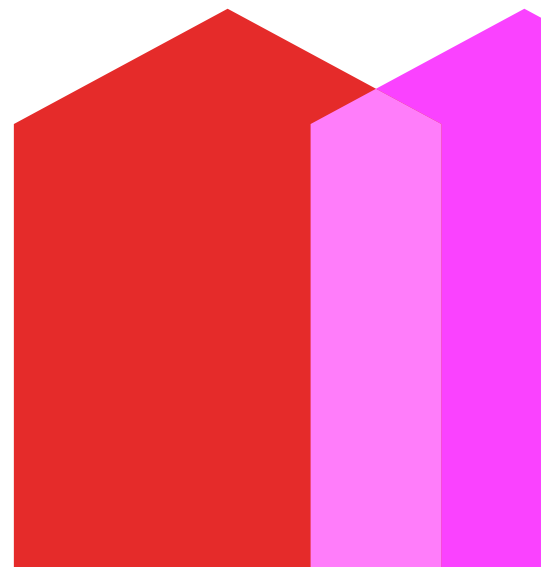
Types of developments



Number of units



Duration of affordability



# Key Terms

## Affordable

Housing where the total monthly cost (including utilities) is at or below Toronto's Average Market Rent (AMR) by unit type [as currently defined in Toronto's Official Plan].

## Average Market Rent (AMR)

Calculated based on an annual survey by the Canada Mortgage and Housing Corporation of all private apartment rental units, including those that have been occupied by the same tenant for many years as well as units that are vacant or recently turned over. AMR is more affordable (as much as 40% cheaper) compared to current asking market rental rates. The AMR in 2019 is \$1,270 for a one-bedroom apartment and \$1,492 for a two-bedroom apartment.

## Depth of Affordability

Households eligible for the affordable housing units (e.g. low to moderate income households) and corresponding prices or rents (e.g. 60%, 80% or 100% of Average Market Rent (AMR))

## Affordability Period

Length of time units must remain affordable (e.g. 15, 50 or 99 years).

## Measures and Incentives

E.g. density bonus, waived planning fees and development charges, streamlined approvals, reduced parking requirements.

## Offsite

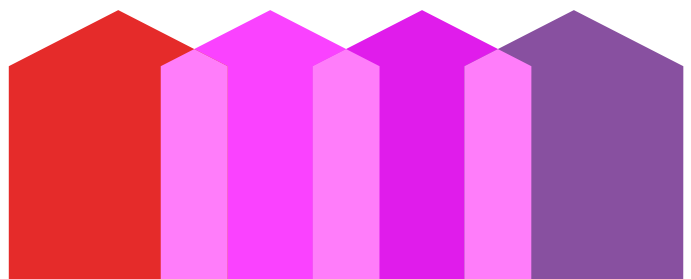
Option for affordable units to be built on another site.

## Protected Major Transit Station Area

An area generally within 500 to 800 metres of a transit station (subway or light rail, on dedicated right-of-ways) where official plan policies and zoning bylaw provisions have designated and zoned lands to accommodate transit-supportive densities (e.g. permitting uses, identifying minimum or maximum densities and minimum or maximum building heights).

## Scale of Development

Minimum size of buildings that inclusionary zoning would apply to (e.g. 100 units or more).



# Activity #1

## Geographic Application

### The City needs to determine where to apply Inclusionary Zoning.

#### Proposed Policy Direction

Inclusionary Zoning would apply in strong and moderate market areas of the city.

#### Key Considerations

- The Province of Ontario passed Bill 108 on June 6, 2019, which limits where the City can apply inclusionary zoning to “protected major transit station areas” (generally areas within 500m to 800m of subway or light rail stations on dedicated right-of-ways).
- A market area was determined to be a ‘strong market area’ based on the following criteria:
  - Resale prices for condominium apartments
  - Resale and new condominium price increases
  - New condominium and new rental prices
  - Intensity of development activity measured by the number of approved and proposed units in the development pipeline
  - Whether the financial viability analysis determined that a typical development in the market area could support a 10% or 20% Inclusionary Zoning requirement

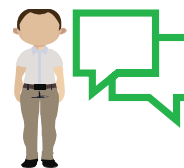
The strong and moderate market areas and major transit stations are outlined on the map.

#### Use the map to tell us what you think!

Do you have any concerns with the proposed areas?

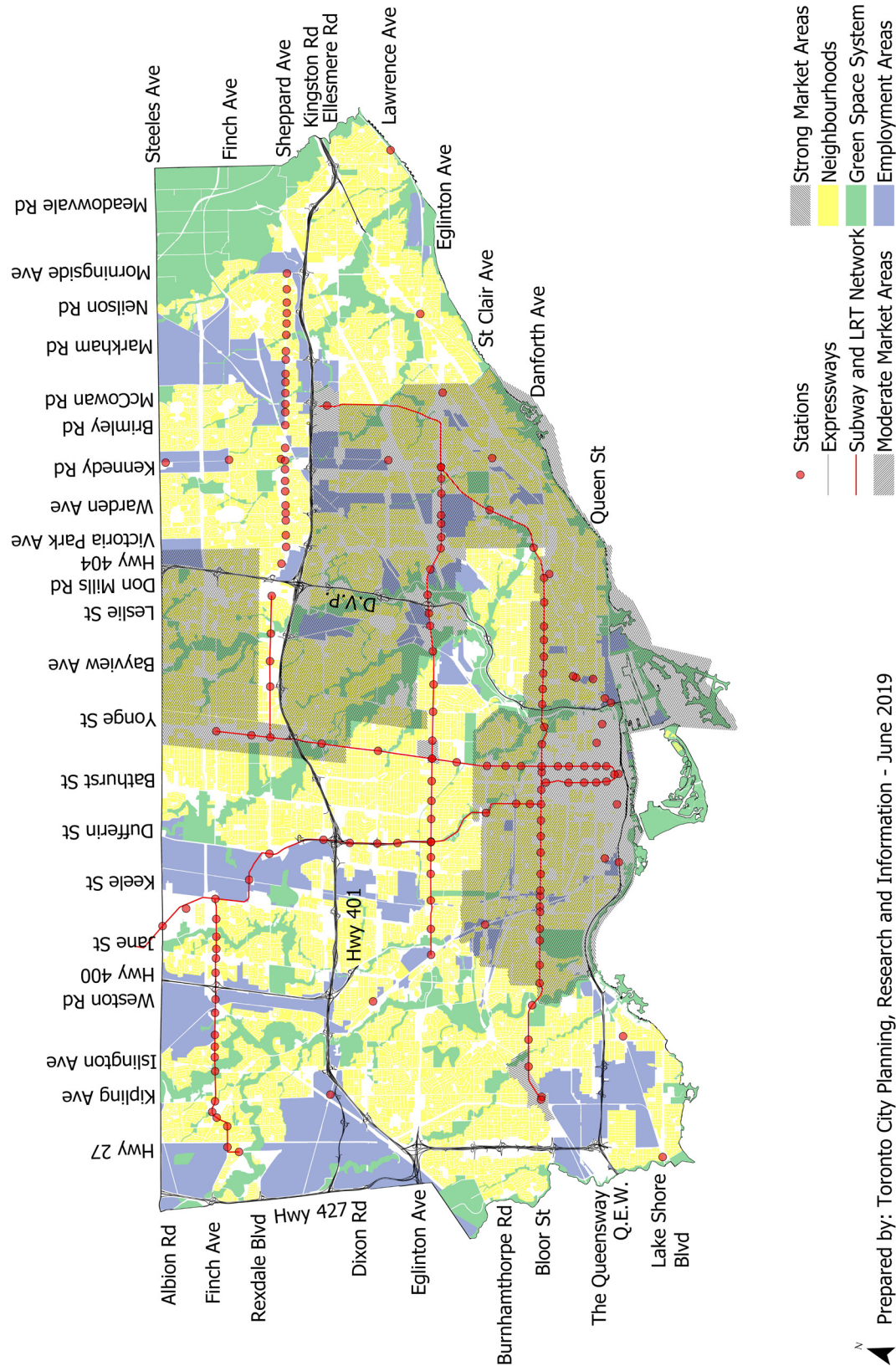
Are there areas which should be included?

Are there other criteria you think should be used to determine Inclusionary Zoning policy areas?



# Geographic Application

## TORONTO Strong and Moderate Market Areas



Prepared by: Toronto City Planning, Research and Information - June 2019

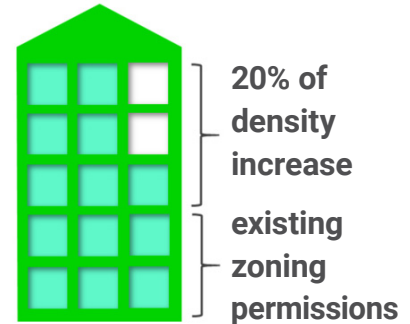
# Activity #2

## Number of Units

**The City needs to determine how many units should be affordable in new developments.**

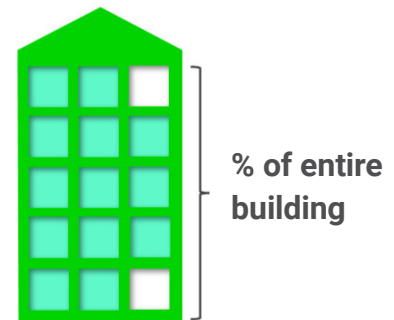
### Proposed Policy Direction

- Inclusionary Zoning would apply on up to 20% of the density increase OR an equivalent % across the entire project.
- 2.5-5% for purpose-built rental projects.
- Lower requirements for moderate market areas.



### Key Considerations

- Affordable rental units could be provided in condominium developments.
- In 2018, 2,472 purpose-built rental units were built compared to 11,816 condominium units.
- Other jurisdictions typically require between 10%-30%, with higher requirements tied to incentives.
- How can we ensure a fair and equitable approach that takes into consideration recent land transactions?



**For Discussion:**

**Do you think that Inclusionary Zoning should apply to a % of the entire building or the density increase?**





# Activity #3

## Period of Affordability

**The City needs to determine how long units should remain affordable.**

### Proposed Policy Direction

Affordable housing units created through Inclusionary Zoning would be secured at affordable prices or rents for 25 years.

### Key Considerations

- If a resident moves into an affordable unit during the affordability period, their rent will stay affordable until they move out.
- Other jurisdictions use 25 years to perpetuity.
- The City uses 30 years inclusive of a phase-out period to market rents for Open Door (which provides City financial incentives for rental housing) and 99 years for Housing Now (creating mixed-income housing on public lands).

### Proposed Policy Direction for IZ



### For Discussion:

What do you think about the proposed 25 year affordability period?



# Activity # 4

## Defining Affordability

### The City needs to determine who could access the Inclusionary Zoning units.

#### Toronto's Official Plan currently defines affordable rental housing as:

Housing where the total monthly shelter cost (gross monthly rent including heat, hydro and hot water utilities) is at or below the average City of Toronto rent, by unit type, as reported annually by the Canada Mortgage and Housing Corporation.

For 2019, the following affordable rent limits are used:

Bachelor unit:	One-bedroom unit:	Two-bedroom unit:	Three-bedroom unit:
\$1,089	\$1,270	\$1,492	\$1,657

#### The policy directions propose a new definition for affordable ownership housing as:

Housing which is priced at or below an amount where the total monthly shelter cost does not exceed 30 percent of gross annual income for households within the moderate income range. The moderate income range includes households earning approximately \$35,000 to \$87,500 per year and is defined as the 30<sup>th</sup> to 60<sup>th</sup> income percentiles, depending on household size.

	Income Percentile	Target Income	2019 Price	2019 Price based on current definition
Bachelor (1-person hh)	30	\$42,574	\$179,210	\$167,472
1-BDR (2-person hh)	40	\$55,698	\$234,450	\$197,339
2-BDR (3-person hh)	50	\$70,360	\$296,200	\$231,296
3-BDR (4-person hh)	60	\$87,545	\$368,500	\$272,186

#### Who would access the affordable housing units?

As part of the administration and implementation of Inclusionary Zoning, a Tenant Access Plan would be established and could outline requirements for eligibility (e.g. household incomes cannot exceed four times the annual rent of the affordable unit) and could establish a lottery system for offering units to income-eligible households).

For Discussion:

What are your thoughts on the existing and proposed definitions?





# Activity # 5

## Setting Priorities

### The City wants to know your priorities for the Inclusionary Zoning policy.

#### Financial Impact Assessment Findings (2019)

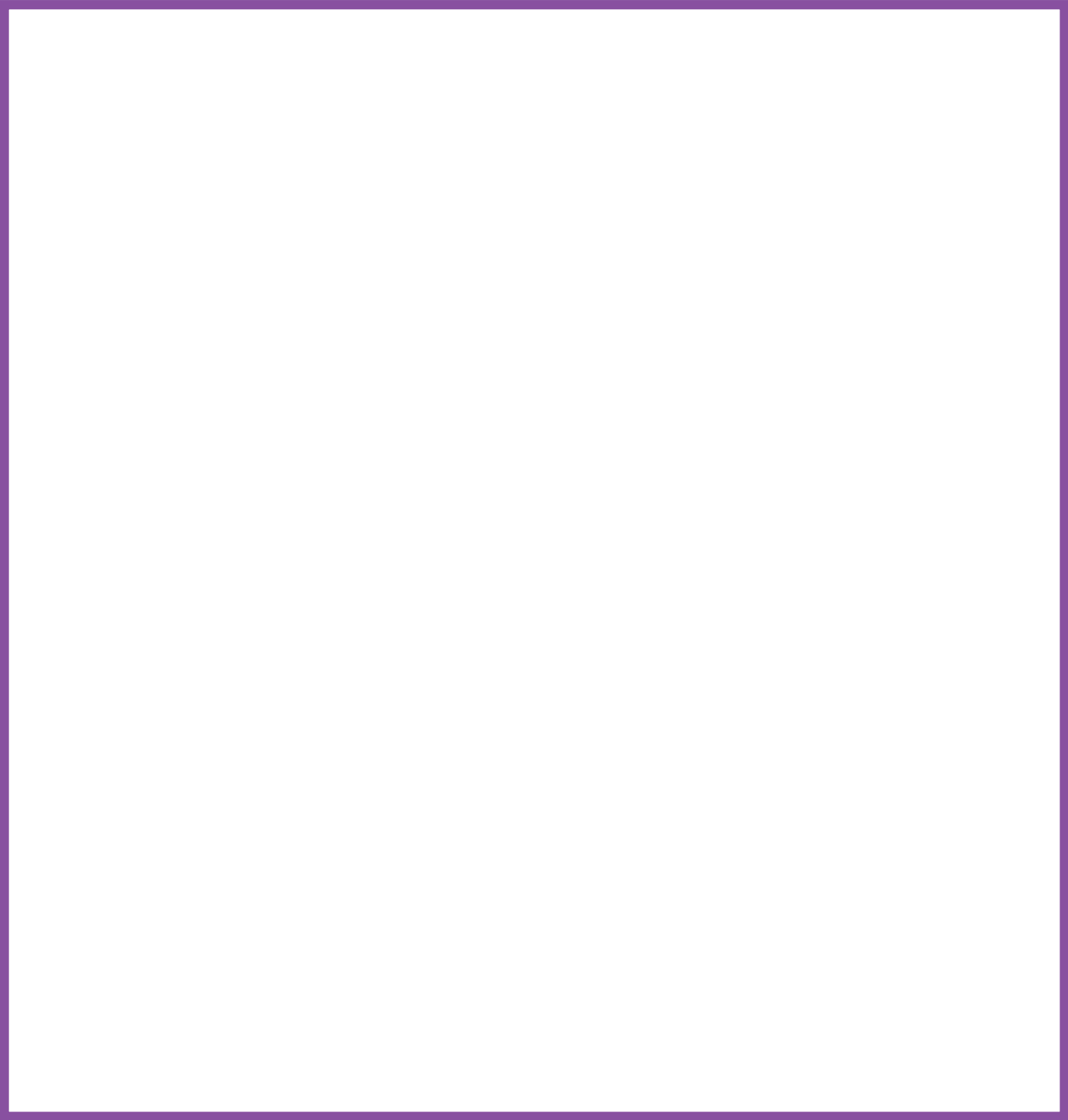
- Based on the findings from the Financial Impact Assessment, the City is looking to find the right balance between the policy requirements for number of affordable housing units, length of the affordability period and depth of affordability. Finding this balance will help to ensure that Inclusionary Zoning requirements support viable housing developments.
- **More Units:** Securing a higher or lower percentage of units had one of the biggest impacts on land values, making projects in some market areas no longer viable.
- **Longer Affordability Period:** In strong markets extending the affordability period from 25 to 99 years negatively impacted land values by up to an additional 3.3%. In moderate or emerging areas, a longer affordability period had a bigger impact, in some cases making development not viable with an 18% impact on land values.
- **Deeper Affordability:** Going from 100% of Average Market Rent (AMR) to 80% of AMR had less of an impact in strong markets as moving to a longer affordability period. In moderate or emerging areas, the impact was greater.

#### For Discussion:

What will have the greatest impact? You have a total of seven (7) points (“the budget”) to distribute between the three policy areas.



# Notes



# Thank you for attending the DIY Workshop for Inclusionary Zoning!

## Next Steps:



**Please complete the online survey and sign up for E-Updates at:  
[www.toronto.ca/inclusionaryzoning](http://www.toronto.ca/inclusionaryzoning)**



**Be sure to sign-up for the Speaker Series this fall!**



## For more information:

### Email:

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Planner, Strategic Initiatives, Policy & Analysis  
[Christine.Ono@toronto.ca](mailto:Christine.Ono@toronto.ca)

### Call:

416-392-1255

### Website:

[toronto.ca/  
InclusionaryZoning](http://toronto.ca/InclusionaryZoning)

### Social Hashtag:

[#InclusionaryZoningTO](https://twitter.com/InclusionaryZoningTO)