



**DEVELOPMENT SERVICES**

5 Mill Street S  
Port Hope, ON L1A 3Z9

t: 905.885.2431  
f: 905.885.0507

[www.porthope.ca](http://www.porthope.ca)

November 18, 2025

Cover Letter - Municipality-Initiated Zoning By-law Amendment  
Housing and Additional Residential Unit Update  
**Re: Zoning By-law Amendment – File # ZB06-25**

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This cover letter and enclosed materials form the first submission of the Municipality-initiated Zoning By-law amendment application (File # ZB06-25) as part of the Municipality's Housing Action Strategy. This Zoning By-law amendment ("ZBA") is intended to implement zoning provisions and definitions that would more easily permit the development of housing within the Municipality of Port Hope.

Enclosed in this submission is as follows:

- A "Key Document - Definition Amendments" dated November 17, 2025; and,
- A "Key Document – Provision Amendments" dated November 17, 2025.

These documents outline the conceptual proposed amendments that would result in more clear and flexible provisions and definitions that affect housing development.

**Background:**

An Affordable Housing Strategy was one of the pillars of the Port Hope Strategic Plan (2019-2022) with the stated objective of "facilitating the development of more affordable housing". The Northumberland Affordable Housing Strategy was approved in February 2019 and included recommendations for supporting the improvement of affordable housing throughout the County.

In 2022, Council approved By-laws 47/2022 and 48/2022 to approve an Official Plan amendment (File # OP01-2022) and Zoning By-law amendment (File # ZB02-2022) which brought the Municipality's current Accessory Residential Unit (ARU) Official Plan policies and zoning provisions into effect.

In 2023, Zoning By-law 20/2010 was updated through By-law 31/2023. The purpose of the Zoning By-law update was to implement "housekeeping" revisions to the Zoning By-law approved in 2010. The intent of the update was to implement the priorities of the Municipality and community. In addition, the review ensured that the Zoning By-law better aligned with the Provincial Policy Statement, 2020 (now the Provincial Planning Statement, 2024) and the Growth Plan for the Greater Golden Horseshoe (repealed through the Provincial Planning Statement, 2024).

On August 1, 2023, Council provided staff the following direction to staff:

*"That staff be directed to review the municipal zoning by-law provisions and all associated by-laws with respect to alternative and affordable housing options including but not limited to*

*ARUs, tiny homes, and trailers in order to consider a spectrum of affordable housing required in the community, so that Staff can report back to Council with holistic recommendations on these types of housing model in the Municipality moving forward.”*

This direction resulted in staff preparing a Housing Action Strategy through a staff report presented to Council on July 15, 2025. The Housing Action Strategy consists of two overarching phases: “**Key Actions – Immediate**” and “**Key Actions – Future**”. A description of each Key Action is as follows:

- The “**Key Actions - Immediate**” identify immediate changes that could be made to the Zoning By-law to consider a range of affordable and alternative housing options by modifying existing definitions and zone provisions.
- The “**Key Actions - Future**” identify further changes that can be made to increase housing development opportunities in Port Hope, as well as expedite planning processes for a range of housing options, but these actions would require additional review and more wide sweeping changes to both the Official Plan and Zoning By-law.

The staff report introducing the Housing Action Strategy and the Key Actions may be found in the following link: [Housing Action Strategy - Staff Report - July 15, 2025](#). This report also discusses Ontario Building Code considerations, and the existing zoning provisions affecting innovative housing options (i.e. Mobile Homes, Modular Homes, Tiny Homes, etc.).

This ZBA forms the implementation of the “**Key Actions – Immediate**” phase of the Housing Action Strategy. Of note, the “**Key Actions – Immediate**” consist of amendments which are consistent with the Provincial Planning Statement, 2024 as well as the Northumberland County Official Plan and the Municipality of Port Hope Official Plan, as discussed within the above linked staff report.

### Public Open House

A Public Open House was held by the Planning Division on September 25, 2025. The Open House consisted of a presentation, interactive display boards outlining themes for potential amendments, and questionnaires. A total of 16 residents attended the Open House.

Several overarching themes were introduced at the Open House, including permitting innovative housing forms (i.e. Mobile Homes, Modular Homes, and Tiny Homes); reduced parking rates for ARUs; greater gross floor area permissions for ARUs, greater lot coverage permissions for ARUs; and increased bedroom count permissions for ARUs.

The comments received were generally positive/supportive of the overarching themes. These comments helped guide staff in preparing the draft provisions as outlined in the supporting materials for the subject ZBA application.

### **Proposed Amendments to the Zoning By-law**

The supporting Key Definition and Key Provision Amending Documents outline the conceptual proposed amendments that currently form the subject ZBA application. Below is an overview briefly outlining the proposed amendments:

### Proposed Amended Provisions

The “Key Document - Provision Amendments” outlines proposed amendments to the “Section 4 – General Provisions” and “Section 5 – Parking and Loading Provisions” of Zoning By-law 20/2010.

As aforementioned, staff have prepared conceptual provisions that would implement more flexible development permissions for housing development. The “Key Document – Provision Amendments” outlines new and amended provisions that would permit greater bedroom counts; gross floor area; lot coverage; building height; and reduced parking rates for ARU developments. Additionally, the amending provisions includes a provision that would allow Modular Homes, Tiny Houses (both as defined) and other innovative housing technologies as a Primary Dwelling (as defined) or an ARU, where permitted.

The “Key Document – Provision Amendments” outlines each proposed provision amendment along with a rationale.

### Proposed Amended Definitions

The “Key Document - Definition Amendments” outlines proposed amendments to the “Section 3 – Definitions” of Zoning By-law 20/2010.

Through review of the existing definitions, staff have identified the need to introduce a “Dwelling” definition, in addition to the existing “Dwelling Unit” definition to adequately define housing types/configurations. In short, the introduction of a “Dwelling” definition allows the Zoning By-law to identify dwelling types (i.e. apartment buildings, single detached dwellings) whereas the term “Dwelling Unit” describes a unit within a “Dwelling”.

An important consideration for the definition amendments is how the term “Dwelling” is defined. The term “Dwelling” requires a dwelling (including Modular Homes and Tiny Houses, as defined) to be placed on permanent foundation over a concrete slab or basement. Furthermore, all housing development must comply with the Ontario Building Code.

In addition to the above, several housekeeping amendments have been identified as appropriate. It is staff’s opinion that these changes will allow for a clearer implementation of housing development permissions.

### **Conclusion**

This ZBA application is intended to implement zoning provisions and definitions that would more easily permit the development of housing within the Municipality of Port Hope. Furthermore, this ZBA forms the “**Key Actions – Immediate**” phases of the Municipality’s Housing Action Strategy.

This ZBA was guided through comments received at the Open House held on September 25, 2025. Comments from the public can be submitted for consideration until a decision is made on the ZBA application.

Respectfully Submitted,

Ken Scullion, MCIP, RPP  
Senior Planner  
Municipality of Port Hope