

Meeting Date: May 5, 2025
Department: Building, Planning & By-law Enforcement
Report No.: BBP-2025-46
Submitted by: Saja Alasmar, Development Services Coordinator
Reviewed by: Jake DeRidder, Senior Development Coordinator
Approved by: Rob Browning, Chief Administrative Officer

SUBJECT: Community Improvement Application – May 2025 – 8668 Longwoods Road

RECOMMENDATION: THAT: Report BBP-2025-46 “Community Improvement Application – May 2025 – 8668 Longwoods Road” be received for information, and further;

THAT: Council deny Greg Willsie’s application for funding through the Additional Unit Program to the maximum amount of \$20,210.46.

BACKGROUND:

A complete application for CIP funding was received in Q1 of 2025. The submission was made in accordance with the CIP application guidelines and the policies set forward and approved by Council. A summary of the submission is provided below:

Address of proposed works: 8668 Longwoods Road, Strathroy-Caradoc ON

Applicant: Greg Willsie

The applicant has submitted a CIP application under the *Additional Unit Program*, requesting support through the Building/Planning Permit Fee Grant, Construction Costs Matching Grant, and Professional Fees Matching Grant. The proposal includes the construction of a two-storey single-detached dwelling with an attached garage, to be located on the west side of the property, serving as an additional residential unit. All construction will be carried out in accordance with Ontario Building Code standards.

A building permit has already been obtained, and the applicant has indicated that construction will begin upon Council’s approval of the CIP application.

CONSULTATION:

The CIP application was reviewed in consultation with the CIP Committee and evaluated based on criteria outlined in the CIP Manual. The following conclusions and recommendations were made by the CIP Committee:

Greg Willsie Re: 8668 Longwoods Road, Strathroy-Caradoc ON

The CIP Committee has completed a thorough review of the application submitted for 8668 Longwoods Road under the *Additional Unit Program*. The application was deemed complete on April 11, 2025, and the subject property is located within the Eligible Stream Zones as outlined in 'Schedule A' of the Strathroy-Caradoc CIP Manual, which encompasses the entire Municipality. The applicant has applied for the Building/Planning Permit Fee Grant, Construction Costs Matching Grant and the Professional Fees Matching Grant under the *Additional Unit Program*.

The applicant has successfully submitted a Zoning By-law Amendment application (ZBA14-2024), which was approved through By-law No. 122-24 on December 2, 2024, to permit a second single detached dwelling on the property and be rezoned to a Site-specific Agricultural Small Holdings (A2-40) zone. The proposed second single detached dwelling, was determined to be larger than the existing dwelling, and for the applicant to comply with section 4.6 (5) (b) of the Zoning by-law, a reclassification of the dwellings was required to ensure compliance, in which to remain consistent, the proposed second single detached dwelling has been designated as the primary residence and the existing, smaller home has been reclassified as the secondary suite.

While the application is compliant with zoning and in accordance to section 7.3.10 of the CIP Manual, which states that "proposed works must conform to the Middlesex County Official Plan, Strathroy-Caradoc Official Plan, Strathroy-Caradoc Zoning By-law, and any other applicable planning legislation/documents" (CIP Manual, pg. 46), the reclassification of the existing dwelling as the secondary suite and the proposed second single detached dwelling as the primary residence is what affects eligibility under the CIP *Additional Unit Program*. The *Additional Unit Program* intends to assist property owners with the cost of creating secondary suites or garden suites. In this case, the application does not propose the creation of a new secondary unit. Instead, it involves reclassifying an existing dwelling as a secondary suite to allow for the construction of a new primary residence.

Based on this assessment, the Committee concluded that the application is not eligible for funding under the *Additional Unit Program*. Although the zoning by-law amendment permits the development from a land-use perspective, the nature of the project does not align with the *Additional Unit Program's* intent under the definition of secondary suites. The *Additional Unit Program* is specifically designed to support the creation of new secondary suites or garden suites, not the construction of primary dwellings. This intent is clearly stated in the *Additional Unit Program* of the CIP Manual and further supported by the definitions provided in the Strathroy-Caradoc Zoning By-law. Following a comprehensive review of all relevant materials, the Committee determined that the proposed development does not align with the purpose or intent of the *Additional Unit Program* and therefore falls outside its scope of eligibility.

Table 1. Greg Willsie (8668 Longwoods Road, Strathroy-Caradoc ON) CIP Funding Summary

FUNDING PROGRAM AND INCENTIVES	FUNDING REQUEST	CALCULATED INCENTIVE AMOUNT
ADDITIONAL UNIT PROGRAM		
1. Construction Costs Matching Grant	25% of Construction Costs, up to \$15,000.00 Quote 1: \$ 62,160.00 + HST Quote 2: \$ 111,445.36 + HST	25% of Lowest Quotes provided = \$ 15,000.00 (MAX)
2. Building/Planning Permit fees	75% of building/planning fees \$ 4,947.28	@75% = \$ 3,710.46
3. Professional Fees Matching Grant	50% of professional fees, up to \$1,500.00. Quote 1: \$ 3,500.00 + HST Quote 2: \$ 3,900.00 + HST	@50% = \$ 1,500.00 (MAX)
Total Incentive Amount (\$):		\$ 20,210.46

The grant value recommended for this application is \$ 20,210.46 (*Table 1*). Payment of the grant would be provided after occupancy for the additional unit is granted from the building department and after receiving proof of payment for all costs claimed for eligible works.

FINANCIAL IMPLICATIONS:

None.

ALTERNATIVE(S) TO THE RECOMMENDATION:

1. That Council approve Greg Willsie’s application for \$20,210.46 under the *Additional Unit Program*.
2. Council to provide alternate direction.

CONSULTATION:

Chief Administrative Officer
 Director of Finance & IT/Treasurer
 Director of Community Services
 Development Commissioner

STRATEGIC PLAN ALIGNMENT:

This matter is in accord with the following strategic priorities:

- 1. Economic Development:** Strathroy-Caradoc will have a diverse tax base and be a place that offers a variety of economic opportunities to current and prospective residents and businesses.
- 2. Managing the Challenges of Growth for the Municipal Organization:** Strathroy-Caradoc will be an inclusive community where growth is managed to accommodate a range of needs and optimize municipal resources. We are committed to maintaining operational efficiency and economies of scale through these times of change.

ATTACHMENTS:

[Strathroy-Caradoc CIP Manual](#)

- 5.3 Additional Unit Program