



Council Policy

Council Policy No.:	CP2019-XXX
Council Policy Name:	Affordable Housing Incentives
Date Approved by Council:	September 2019
Date revision approved by Council:	
Related SOP, Management Directive, Council Policy, Form	

Policy Statement and Rationale:

The City of Kawartha Lakes is the provincially designated Service Manager for the administration and delivery of Housing and Homelessness services under the Housing Services Act (“the Act”) within the City and the County of Haliburton.

Although the City is the designated Service Manager within the Act for the City and County, policy direction with financial impacts for both are developed in a coordinated approach.

This policy is applicable for additional affordable housing in both the City and the County since the Service Manager is the responsible party for approval and administration of the Municipal Housing Facility Bylaw and any project specific agreements occurring under that bylaw. The Service Manager is also the recipient and responsible for any federal and/or provincial affordable housing funding.

In connection with the council adopted Affordable Housing Framework, this policy will provide clarity and guidance to proponents wishing to assist the City or County in the development of new affordable housing units and more specifically in achieving targets established in the 2020-2029 Housing & Homelessness Plan.

Any incentive or funding will apply only to the unit(s) which meet or exceed the definition of affordable housing for the City and County as defined in Bylaw 2018-057.

Scope:

Eligible Proponent Types:

- KLH Housing Corporation (KLH)
- Community Housing Provider (CHP)
- Private Non Profit (PNP)

- Private Developer (PD)
- Habitat for Humanity (HH)
- Homeowner (HO)

Available Municipal Incentives:

The incentives listed in Table 1 are provided in order for proponents to complete expression of interest packages. While councils have approved these items as incentives to help create affordable housing units, proponents and budgets must still be approved on a case by case basis.

Table 1: Municipal Incentives

Incentive	Method	Eligible Proponent	Program Type
Municipally Owned Land	Donation	KLH, CHP, HH	New Rental Construction
Municipally Owned Land	Lease	KLH, CHP, PNP	New Rental Construction
Municipally Owned Land	Below Market Value	KLH, CHP, PNP, PD, HH	New Rental or Ownership Construction
Land Management Fees & Charges	Offsetting grant	KLH, CHP, PNP, PD, HH	New Rental or Ownership Construction
Property Tax Exemption	Offsetting grant	KLH, CHP, PNP	New Rental Construction
Property Tax Deferral	Offsetting grant	PD	New Rental Construction, Secondary Suite, Rehabilitation
Pre Consultation Fee	Offsetting grant	KLH, CHP, PNP, PD, HH	New Rental Construction, Secondary Suite, Rehabilitation
Zoning application fee, advertising fee	Offsetting grant	KLH, CHP, PNP, PD, HH	New Rental or Ownership Construction, Rehabilitation, Secondary Suite
Official Plan Amendment application fee, advertising fee	Offsetting grant	KLH, CHP, PNP, PD, HH	New Rental or Ownership Construction, Rehabilitation,



Council Policy

Incentive	Method	Eligible Proponent	Program Type
			Secondary Suite
Removal of Holding System application fee, advertising fee	Offsetting grant	KLH, CHP, PNP, PD, HH	New Rental or Ownership Construction, Rehabilitation, Secondary Suite
Minor Variance application fee, advertising fee	Offsetting grant	KLH, CHP, PNP, PD, HH	New Rental or Ownership Construction, Rehabilitation, Secondary Suite
Consent Fees, advertising fee	Offsetting grant	KLH, CHP, PNP, PD, HH	New Rental or Ownership Construction, Rehabilitation, Secondary Suite
Site Plan Application Fees	Offsetting grant	KLH, CHP, PNP, PD, HH	New Rental or Ownership Construction
Site Plan Security	Requirement to provide waived	KLH, CHP, PNP, PD, HH	New Rental or Ownership Construction
Subdivision or Condominium application fee, advertising fee	Offsetting grant	KLH, CHP, PNP, PD, HH	New Rental or Ownership Construction
Building Permit Fee	Offsetting grant	KLH, CHP, PNP, PD, HH	New Rental or Ownership Construction, Rehabilitation, Secondary Suite
Demolition Permit Fee	Offsetting grant	KLH, CHP, PNP, PD, HH	New Rental or Ownership Construction, Rehabilitation
Accessory Dwelling Unit Permit	Offsetting grant	KLH, CHP, PNP, PD, HH	Secondary Suite
Landfill Tipping Fees, contaminated soil & construction/demolition waste	Offsetting grant	KLH, CHP, PNP, PD, HH	New Rental or Ownership Construction, Rehabilitation, Secondary Suite



Council Policy

Incentive	Method	Eligible Proponent	Program Type
Development Charges	Offsetting grant	KLH, CHP, PNP, PD, HH	New Rental or Ownership Construction
Development Application Approvals Process (DAAP) fees	Offsetting grant	KLH, CHP, PNP, PD, HH	New Rental or Ownership Construction
Parkland Levy	Requirement to provide land or cash value waived	KLH, CHP, PNP, PD, HH	New Rental or Ownership Construction
Entrance Permit	Offsetting grant	KLH, CHP, PNP, PD, HH	New Rental or Ownership Construction
Conservation Permit Fee	Offsetting grant	KLH, CHP, PNP, PD, HH	New Rental or Ownership Construction
Demolition Water Turn Off Service	Offsetting grant	KLH, CHP, PNP, PD, HH	New Rental or Ownership Construction, Rehabilitation
Water & Sewer Connection Fee	Offsetting grant	KLH, CHP, PNP, PD, HH	New Rental or Ownership Construction, Rehabilitation, Secondary Suite
Water & Sewer Frontage Charges	Offsetting grant	KLH, CHP, PNP, PD, HH	New Rental or Ownership Construction, Rehabilitation, Secondary Suite
Water Responsibility Agreement Security	Security requirement waived	KLH, CHP, PNP, PD, HH	New Rental or Ownership Construction
Municipal Improvement Cost Sharing	Offsetting grant	KLH, CHP, PNP, PD, HH	New Rental or Ownership Construction
Debt Servicing Assistance	Secured financing only, reimbursement of interest and principal payments responsibility of proponent	KLH, CHP	New rental construction



Council Policy

Incentive	Method	Eligible Proponent	Program Type
Cash Contribution	Grant	KLH, CHP	New rental construction
Rent Supplement/Housing Allowance Funding	Operating subsidy	KLH, CHP, PNP, PD, HO	Existing Rental

Other Funding:

In addition, the Service Manager may have access to allocations of funding under certain federal and/or provincial programs. Any funding available within these programs will be communicated during the annual information/education sessions and Expression of Interest.

Rental Affordability Period:

In order to receive incentives, proponents will be required to meet affordable rents for a period of time. That period of time, or affordability period, will be established by considering the per unit contribution to the project by totalling the value of all incentives. The affordability period would range from a minimum of five years to a maximum of forty years.

Ownership Affordability Period:

In order to receive incentives, proponents will be required to initially offer the home at an affordable price, as agreed to by Service Manager.

Agreements:

New development ownership and rental proponents will enter into formal agreements that outline the requirements including the affordable home prices or rents, the affordability period and the value of each incentive provided. The total value of the incentives will be registered on the title of the property. Registrations will not be removed until conditions are met (home sold at affordable price or end of affordability period). Should the agreement be breached at any point during its term, the full value of the original incentives provided will become due and payable to the Service Manager.

Existing rental proponents receiving rent supplement or housing allowance subsidies will enter into agreements that outline the requirements including the rents and affordability periods. These agreement are not registered on title as they are receiving monthly payments in order for tenants to receive a subsidy.

Policy:

1. Following the scope of this policy staff will develop management directives, standard operating procedures, applications, information and education packages.
2. At least once each year this information will be delivered through workshops in the City and the County to interested proponents comprising at minimum of:
 - a. Overview of the plan and targets
 - b. Policy overview
 - c. How to participate in the Expression of Interest
 - d. Next steps following the Expression of Interest
 - e. Feedback on the policy and process
3. An Expression of Interest process will be developed by staff and documented within management directives or standard operating procedures.
4. At least once each year, following information sessions and prior to budgets being established, a request for Expressions of Interest will be communicated publically. The requirements of the Expression of Interest process will include, but not be limited to some of the following:
 - a. How the project meets the affordable housing targets
 - b. A calculation and a sliding scale which provides the anticipated price or rental charge and affordability period based the dollar value of the incentives or funding being provided
5. Staff will assess Expressions of Interest in order to make recommendations during subsequent budget cycles.
6. Following approvals, proponents will be required to enter into municipal housing facilities agreement with the City.

Revision History:

Proposed Date of Review:

Revision	Date	Description of changes	Requested By
0.0	[Date]	Initial Release	



Council Policy
