

Council Policy No.:	CP2019-004
Council Policy Name:	Affordable Housing Incentives
Date Approved by Council:	November 19, 2019 (CR2019-643)
Date revision approved by Council:	December 15, 2020
Related SOP, Management Directive, Council Policy, Form	MD2020-001 through 006

## 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)



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- 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	<del>Waived</del> 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	<del>Waived</del> Offsetting grant	KLH, CHP, PNP, PD, HH	New Rental Construction, Secondary Suite, Rehabilitation
Zoning application fee, advertising fee	<del>Waived</del> Offsetting grant	KLH, CHP, PNP, PD, HH	New Rental or Ownership Construction, Rehabilitation, Secondary Suite



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Incentive	Method	Eligible Proponent	Program Type
Official Plan Amendment application fee, advertising fee	<u>Waived</u> <del>Offsetting</del> grant	KLH, CHP, PNP, PD, HH	New Rental or Ownership Construction, Rehabilitation, Secondary Suite
Removal of Holding System application fee, advertising fee	<u>Waived</u> <del>Offsetting</del> grant	KLH, CHP, PNP, PD, HH	New Rental or Ownership Construction, Rehabilitation, Secondary Suite
Minor Variance application fee, advertising fee	<u>Waived</u> <del>Offsetting</del> grant	KLH, CHP, PNP, PD, HH	New Rental or Ownership Construction, Rehabilitation, Secondary Suite
Consent Fees, advertising fee	<u>Waived</u> <del>Offsetting</del> grant	KLH, CHP, PNP, PD, HH	New Rental or Ownership Construction, Rehabilitation, Secondary Suite
Site Plan Application Fees	<u>Waived</u> <del>Offsetting</del> 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	<u>Waived</u> <del>Offsetting</del> grant	KLH, CHP, PNP, PD, HH	New Rental or Ownership Construction
Building Permit Fee	<u>Exemption</u> <del>Offsetting</del> grant	KLH, CHP, PNP, PD, HH	New Rental or Ownership Construction, Rehabilitation, Secondary Suite
Demolition Permit Fee	<u>Exemption</u> <del>Offsetting</del> grant	KLH, CHP, PNP, PD, HH	New Rental or Ownership Construction, Rehabilitation
Accessory Dwelling Unit Permit	<u>Waived</u> <del>Offsetting</del> grant	KLH, CHP, PNP, PD, HH	Secondary Suite



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Incentive	Method	Eligible Proponent	Program Type
Landfill Tipping Fees, contaminated soil & construction/demolition waste	<u>Waived</u> <del>Offsetting</del> grant	KLH, CHP, PNP, PD, HH	New Rental or Ownership Construction, Rehabilitation, Secondary Suite
Development Charges	<u>Exemption, recovery through Contingency Reserve</u> <del>Offsetting</del> grant	KLH, CHP, PNP, PD, HH	New Rental or Ownership Construction
Development Application Approvals Process (DAAP) fees	<u>Waived</u> <del>Offsetting</del> 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	<u>Waived</u> <del>Offsetting</del> grant	KLH, CHP, PNP, PD, HH	New Rental or Ownership Construction
Conservation Permit Fee	<u>Waived</u> <del>Offsetting</del> grant	KLH, CHP, PNP, PD, HH	New Rental or Ownership Construction
Demolition Water Turn Off Service	<u>Waived</u> <del>Offsetting</del> grant	KLH, CHP, PNP, PD, HH	New Rental or Ownership Construction, Rehabilitation
Water & Sewer Connection Fee	<u>Waived</u> <del>Offsetting</del> grant	KLH, CHP, PNP, PD, HH	New Rental or Ownership Construction, Rehabilitation, Secondary Suite
Water & Sewer Frontage Charges	<u>Waived</u> <del>Offsetting</del> 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

Incentive	Method	Eligible Proponent	Program Type
Municipal Improvement Cost Sharing	<del>Exemption</del> 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
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 ~~on the City's website 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. Information including pre-recorded webinars will be available At least once each year this information will be delivered through workshops on the in the City and the County websites 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. Application intake information Next steps following the Expression of Interest Feedback on the policy and process
3. An Expression of Interest, application and review 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 form may be submitted at any time during the year. will be communicated publically. At least quarterly, applications from those submitting an Expression of Interest, will be accepted and reviewed.
- 4.5. The requirements of the application 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
- 5.6. Staff will assess applications Expressions of Interest in order to make recommendations which where required, will be included induring subsequent budget cycles.



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6-7. Following approvals, proponents will be required to enter into municipal housing facilities agreement with the City.

## Revision History:

Proposed Date of Review: December 2021

Revision	Date	Description of changes	Requested By
<u>1.00-0</u>	<u>Dec 2020</u> <del>[Date]</del>	<u>Clarification of methods to provide incentives</u> <u>Revision of application intakes</u> <del>Initial Release</del>	<u>Manager, Human Services</u>