

## COUNCIL POLICY



## AFFORDABLE HOUSING POLICY

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Policy #: D-05-2024

Section: Development

Rescind Policy #:

Legislative Reference:

### 1. PURPOSE

- 1.1 To encourage the development of Affordable Housing, whether for rent or ownership, within the Town of Smoky Lake.
- 1.2 To set clear guidelines for the planning, approval, and implementation of Affordable Housing projects.
- 1.3 To ensure a diverse, inclusive, and vibrant community through mixed-income housing developments.
- 1.4 To enhance housing stability and economic mobility for low-income and moderate-income households.

### 2. DEFINITIONS

#### 2.1 In this Policy:

- a) *"Affordable Housing"* shall mean Dwelling Units, whether for rent or ownership, provided at a rate that is 30% of the monthly average income of residents of the Smoky Lake Region based on Statistics Canada;
- b) *"Council"* shall mean the duly elected Council of the Town of Smoky Lake;
- c) *"Developer(s)"* shall mean any individual, company, or organization that plans to build or invest in housing projects within the Town;
- d) *"Dwelling Units"* shall mean residential Units designed for occupancy by one or more persons, including individual houses, apartments, condominiums, townhouses, and other types of living spaces;
- e) *"Public-Private Partnerships"* shall mean cooperative arrangements between the Town and private sectors aimed at funding, constructing, operating, and maintaining housing projects;
- f) *"Town"* shall mean the Municipal Corporation of the Town of Smoky Lake;
- g) *"Town-Owned Land"* shall mean any and all land of which the Town of Smoky Lake is the registered owner;
- h) *"Unit(s)"* shall mean Residential Units designed for occupancy by one or more persons, including individual houses, apartments, condominiums, townhouses, and other types of living spaces.

### **3. GENERAL GUIDELINES FOR AFFORDABLE HOUSING**

- 3.1 The Town shall encourage the use of Town-Owned Land to increase Affordable Housing as deemed appropriate by Council.
- 3.2 When disposing of Town-Owned Land, the Town may prioritize purchasers who provide Affordable Housing.
- 3.3 The Town shall encourage Public-Private Partnerships to leverage additional resources and expertise.
- 3.4 Affordable Housing projects should be integrated into existing neighborhoods to promote community diversity and cohesion.
- 3.5 Design standards for Affordable Housing should ensure high-quality construction, sustainability, and accessibility.
- 3.6 The Town shall promote mixed-income developments to enhance community diversity and economic integration.
- 3.7 The Town shall consider the proximity of Affordable Housing to, schools, employment centers, and essential services when approving projects.
- 3.8 The Town may engage with residents, community organizations, and other stakeholders to gather input and support for Affordable Housing initiatives.

### **4. FUNDING AND INCENTIVES**

- 4.1 Developers must submit a detailed plan outlining the number of Affordable Housing Units, target income levels, design specifications, and financing to be eligible for any Town-operated funding or incentive.
- 4.2 The Town's planning department will review submissions to ensure compliance with this Policy and other applicable regulations.
- 4.3 The approval process may include an assessment of the project's impact on the local community, infrastructure, and services.
- 4.4 Incentives may include a reduction in lot prices, utility connection fees, or any other incentive deemed advantageous by Council.

### **5. MONITORING OF AFFORDABLE HOUSING**

- 5.1 The Developer must sign an agreement with the Town ensuring the provision of Affordable Housing for a specified time period.
- 5.2 The Town will establish a monitoring system to ensure the long-term affordability of Units.
- 5.3 Developers may be required to complete annual compliance reviews and provide necessary documentation to verify continued affordability.
- 5.4 The Town shall conduct periodic reviews of Affordable Housing projects to assess their effectiveness and make recommendations for improvements.

### **6. REVIEW AND AMENDMENT**

- 6.1 This Policy will be reviewed every four years by the Town Council to assess its effectiveness and make necessary adjustments.

6.2 Amendments to the Policy may be proposed based on feedback from stakeholders, changes in housing market conditions, or new regulatory requirements.

## **7. TOWN INITIATIVES FOR AFFORDABLE HOUSING DEVELOPMENT**

7.1 The Town of Smoky Lake shall identify and designate suitable Town-owned land for the development of Affordable Housing.

7.2 A list of available Town-owned properties designated for Affordable Housing will be maintained and updated regularly by the Town's Development department.

## **8. DEVELOPER SELECTION**

### **8.1 Request for Proposals (RFP) Process**

8.1.1 The Town shall issue a Request for Proposals (RFP) to solicit proposals from Developers for the development of Affordable Housing on designated Town-Owned Land as per the Town Purchasing Policy.

8.1.2 The RFP shall include the following requirements:

- a) A minimum of 25% of the total Dwelling Units in the proposed development must be Affordable Housing Units.
- b) Detailed project plans including site plans, architectural designs, timelines, and budgets.
- c) A statement of the Developer's experience in constructing Affordable Housing.
- d) A financial plan demonstrating the feasibility of the project and detailing the sources of funding.

### **8.2 Proposal Evaluation and Selection**

8.2.1 Proposals shall be evaluated based on criteria including but not limited to:

- a) The percentage of Affordable Housing Units above the minimum 25%.
- b) The quality of design and adherence to sustainability standards.
- c) The Developer's experience and past performance in similar projects.
- d) The financial viability of the proposed project.
- e) The proposed timeline for completion.
- f) Other criteria as per the Purchasing Policy.

8.2.2 Administration will evaluate the RFPs based on the evaluation criteria and bring a recommendation to Council for approval.

## **9. DEVELOPER AGREEMENT**

### **9.1 Land Transfer Agreement**

9.1.1 Upon selection of a Developer, the Town shall enter into a Land Transfer Agreement with the Developer, outlining the terms and conditions for the transfer of Town-owned land.

9.1.2 The agreement shall include provisions for:

- a) The conveyance of the designated land to the Developer at a nominal or reduced cost.
- b) The requirement for a minimum of 25% of the total Dwelling Units to be Affordable Housing Units.
- c) Penalties for non-compliance with the agreed-upon terms and timelines.

### **9.2 Incentives and Support**

- 9.2.1 The Town may offer additional incentives to the selected Developer to support the development of Affordable Housing, including but not limited to:
  - a) Discounted utility payments for the Affordable Housing Units.
  - b) Reduction or waiver of development fees, building permit fees, and other charges imposed by the Town.
  - c) Priority processing of planning and building applications related to the project.
  - d) Assistance in securing provincial and federal grants or funding for Affordable Housing.
- 9.2.2 The Town may provide technical support and guidance throughout the development process to ensure compliance with all regulatory requirements and to facilitate the timely completion of the project.

**10. MONITORING AND COMPLIANCE**

- 10.1 Upon completion of the project, the Developer must submit documentation verifying the provision of Affordable Housing Units as per the agreement.
- 10.2 The Town shall conduct a final inspection to ensure that the Affordable Housing Units meet the required standards and are ready for occupancy.

	DATE	RESOLUTION NUMBER
Approved	October 21, 2024	592-2024

Original Signed \_\_\_\_\_  
**Amy Cherniwchan**  
 Mayor

Original Signed \_\_\_\_\_  
**Dawn Phillips**  
 Chief Administrative Officer