

COUNCIL POLICY

AFFORDABLE HOUSING POLICY

Policy #: D-05-2026

Section: Development

Rescind Policy #: D-05-2024

Legislative Reference:

1. PURPOSE

- 1.1 To encourage and regulate the development of Affordable Housing within the Town of Smoky Lake.
- 1.2 To set clear guidelines for the planning, approval, delivery, monitoring, and long-term stewardship of Affordable Housing.
- 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

In this Policy:

- 2.1 "*Affordable Housing*" shall mean Dwelling Units, whether rental or ownership, priced so that housing costs do not exceed 30% of before-tax household income for eligible income groups in the Smoky Lake Region;
- 2.2 "*Affordable Housing Agreement (AHA)*" shall mean a binding agreement between the Town and a Developer outlining affordability requirements, timelines, reporting, and remedies for non-compliance;
- 2.3 "*Council*" shall mean the duly elected Council of the Town of Smoky Lake;
- 2.4 "*Developer(s)*" shall mean any individual, company, or organization undertaking a housing project.
- 2.5 "*Dwelling Units*" shall mean residential units designed for occupancy;
- 2.6 "*Monitoring*" shall mean the Town's process for reviewing, verifying, and inspecting Affordable Housing Units to ensure compliance;
- 2.7 "*Town*" shall mean the Municipal Corporation of the Town of Smoky Lake;
- 2.8 "*Town-Owned Land*" shall mean any and all land of which the Town of Smoky Lake is the registered owner;

3. GENERAL GUIDELINES

- 3.1 The Town shall prioritize Affordable Housing on Town-Owned Land.
- 3.2 Affordable Housing projects should be integrated into existing neighborhoods to promote community diversity and cohesion.
- 3.3 Design standards for Affordable Housing should ensure high-quality construction, sustainability, and accessibility.

- 3.4 The Town shall promote mixed-income developments to enhance community diversity and economic integration.
- 3.5 The Town shall consider the proximity of Affordable Housing to, schools, employment centers, and essential services when approving projects.
- 3.6 The Town may engage with residents, community organizations, and other stakeholders to gather input during project planning.

4. FUNDING AND INCENTIVES

- 4.1 Developers seeking Town incentives must submit a complete Affordable Housing Plan including unit mix, design, financing, and affordability strategy.
- 4.2 The Town's Development Department will review submissions for compliance
- 4.3 Incentives may include fee reductions, utility connection fees, land price adjustments, or any other measures approved by Council.
- 4.4 Assistance in securing Provincial or Federal funding related to Affordable Housing.
- 4.5 Incentives are conditional on execution of an Affordable Housing Agreement (AHA).

5. MONITORING AND COMPLIANCE

- 5.1 Developers must enter into an Affordable Housing Agreement registered on title prior to building permit issuance.
- 5.2 The Town's Development Department will maintain a registry of all Affordable Housing Units and monitor compliance. The timeframe for monitoring will be specified in the AHA.
- 5.3 Developer's must submit an Annual Compliance Report by March 31, including rent rolls or sales records, affordability confirmation, tenant income verification declarations, and vacancy data.
- 5.4 The Town will conduct reviews within 60 days and may conduct site inspections at least every two years.
- 5.5 Non-compliance may result in repayment of incentives, withholding of future approvals, enforcement under the AHA, or other remedies.
- 5.6 The Town may publish an Annual Affordable Housing Monitoring Report.

6. REVIEW AND AMENDMENT

- 6.1 This Policy maybe reviewed every four years, or as deemed necessary.
- 6.2 Amendments may be proposed based on stakeholder feedback, market changes, or new regulatory requirements.

7. TOWN INITIATIVES

- 7.1 The Town of Smoky Lake shall identify and maintain a list of Town-owned land suitable for Affordable Housing.
- 7.2 The list will be maintained and updated regularly by the Town's Development department.

8. DEVELOPER SELECTION

- 8.1 The Town may issue a Request for Proposals (RFP) for the development of Affordable Housing on designated Town-Owned Land.

8.2 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.

8.3 Proposals shall be evaluated based on the following criteria:

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

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

9. DEVELOPER AGREEMENT

9.1 The Town shall enter into a Land Transfer Agreement with the selected Developer, outlining conveyance terms, timelines and required Affordable Units.

9.2 The Affordable Housing Agreement will define affordability obligations, reporting requirements, and penalties.

9.3 Incentives and Support shall be offered as outlined in Section 4.

10. PROJECT COMPLETION

10.1 Upon project completion, the Developer must submit documentation verifying that Affordable Housing Units meet the required standards.

10.2 A final building inspection shall be conducted by the Town's contracted Safety Code agency and must be deemed compliant with the Safety Codes Act and applicable regulations before occupancy.

	DATE	RESOLUTION NUMBER
Approved	January 13, 2026	34-2026

Original Signed _____

Marianne Prockiw-Zarusky
Mayor

Original Signed _____

Molly Fyten
Chief Administrative Officer