

Policy title:	Affordable Housing Incentive Policy	Date adopted:	September 18, 2023
Policy number:	P-DEV-15-C	Effective date:	September 18, 2023
Policy owner:	Community Growth	Last amended:	N/A

Purpose

- 1 This policy supports the creation of affordable housing projects within the City of Airdrie (“the City”) by exempting municipal development permit and building permit fees. This initiative is intended to encourage and streamline the construction of much-needed affordable housing units thereby enhancing the stability and well-being of the City.

Definitions

- 2 Words in this policy have the same meaning as defined in the Municipal Government Act, unless defined in this otherwise.
- 3 In this policy:
 - (1) “affordable housing” means dwelling units with a market price or rent that are affordable to households earning 65% or less of the median household income in Airdrie, without spending more than 30% of their gross income on housing;
 - (2) “affordable housing project” means a project that is providing affordable housing units; and
 - (3) “municipal fees” means all applicable Development Permit application fees and the municipal portion of all applicable Building Permit fees associated with the construction or remodeling of a qualifying Affordable Housing Project.

Scope

- 4 This policy applies to the fees charged for development permit applications and the municipal portion of building permits.

Accountability

- 5 Administration implements this policy including the review and approval of applications.
- 6 Administration monitors and reports on successful applicants’ projects to ensure fee exemptions are appropriately benefiting qualifying Affordable Housing Projects and contributing to the City’s housing goals.
- 7 Upon request, recipients of the fee exemption must provide attestations showing adherence to the terms of this policy.

Policy

Exempt fees

- 8 For eligible affordable housing projects, the following is exempt:
- (1) Development permit fees related to the creation or remodeling of affordable housing units.
 - (2) The municipal portion of all building permit fees necessary during the building or remodeling process, including inspection expenses, plan review fees, and application fees, among others.

Application process

- 9 To request a fee exemption, developers, builders, or organizations must submit a request to the City describing how their project complies with the policy's qualifying requirements.

Eligibility criteria

- 10 Applicants must have existing land or building asset identified for an affordable housing project to be considered for fee exemption.
- 11 The following eligibility criteria applies to non-profit applicants:
- (1) The applicant must include proof of non-profit status with fee exemption application.
 - (2) The affordable housing project being operated on a portfolio mixed-market basis (i.e. a mix of affordable housing and market-based housing) is eligible for full project exemption.
- 12 The following eligibility criteria applies to for-profit applicants:
- (1) Where affordable housing is a portion of an otherwise market-rate housing project, only those units designated as affordable housing units by the City may qualify for exemption of fees.
 - (2) The affordable housing project must be approved by a federal or provincial affordability-focused program (e.g., those provided by CMHC).

Application approval

- 13 Successful applicants must enter into a legal agreement with the City committing to the provision of affordable housing for at least 15 years, either for the entirety or a portion of their development.
- 14 The City may provide a letter of support to non-profit recipients detailing all fees and other supports granted to the project by the City.
- 15 The City may provide a commitment letter to for-profit recipients stating that the fee exemption is contingent on approval of the affordable focused provincial or federal program.

Roles and responsibilities

- 16 City Council reviews and approves revisions to this policy.
- 17 City Manager reviews and approves any administrative policy or procedures related to this policy.
- 18 The Manager, Community Growth, or their delegate, implements this policy, based on established administrative policy and or procedures.

Peter Brown

Mayor

Charlotte Satink

City Clerk

History

Date adopted: September 18, 2023

Resolution number: 2023-C-317

Council amendments: N/A

Administration reviews: N/A

Date rescinded: N/A