

Effective Date

January 1, 2025

Approving Authority

City Council

Policy Owner

Director, Indigenous
Relations &
Community
Development

2025-01-CM

Housing Incentives Policy

Purpose & Scope

Purpose

- 1 The objectives of the incentives provided under this policy are:
 - (a) to support below market, affordable and accessible housing options,
 - (b) to stimulate below market and affordable rental housing development,
 - (c) to encourage housing development that makes efficient use of established City infrastructure and helps build vibrant, sustainable and inclusive neighbourhoods,
 - (d) to better focus the City's resources where there are gaps in the private market's ability to address housing needs, namely the needs of low-income households, and
 - (e) to encourage diverse housing options including housing for distinct and special needs groups.

Scope

- 2 Providers of affordable, accessible and rental housing including non-profit organizations, private developers and property owners.

Policy Provisions

Definitions

- 3 The following definitions apply to this policy:
 - 3.1 **Actual eligible costs** means the total value of eligible project costs incurred by an applicant based on complete invoices and other documentation submitted by an applicant upon project completion.

- 3.2 **Affordable ownership unit** means a dwelling unit that is sold to a household whose income is at or less than the maximum income threshold (for affordable ownership units).
- 3.3 **Affordable rental unit** means a dwelling unit that is rented to a household whose income is at or less than the maximum income threshold and at a rate that is at or less than the maximum rental rate (for affordable rental units).
- 3.4 **Applicant** means a non-profit housing provider or private sector developer that is the registered owner of the lands for which they are applying for financial incentives under this policy.
- 3.5 **Application** means a single application for incentives under this policy for the creation of one or more dwelling units or on-site support suites, the repair or acquisition of existing dwelling units or residential buildings, or pre-development grants.
- 3.6 **Assessed value** means the value of a property as determined by the City Assessor in accordance with *The Cities Act* and the Saskatchewan Assessment Manual adopted by the Saskatchewan Assessment Management Agency.
- 3.7 **Assisted care rental unit** means a self-contained, purpose-built rental unit available to any tenant that includes common areas for dining and socialization, and services such as meals, housekeeping and personal care but excludes a group care facility or personal care home.
- 3.8 **Backyard suite** means a subordinate, self-contained dwelling unit within an accessory building or portion of an accessory building, in the side or rear yard, on a lot that contains a principal dwelling unit, as defined in *The Regina Zoning Bylaw No. 2019-19*.
- 3.9 **Branch Manager** means the manager of the branch primarily responsible for administration of this policy, or their designate.
- 3.10 **Builder** means an individual or incorporated entity that constructs dwelling units for which an application has been made for financial incentives under this policy but does not include the non-profit housing provider or private sector developer that owns the land on which the dwelling units are situated.
- 3.11 **Building** means a structure used for the shelter or accommodation of persons, animals, goods, possessions, or equipment, having a roof which is supported by columns or walls situated on private property when so used.

- 3.12 **Building condition assessment** means a survey of a building's systems, components and equipment to identify the general condition of building elements in order to assess the useful life of the building and its elements and prioritize future repairs. In particular, building condition assessments address safety, structural integrity, building function, and compliance with building codes. Building condition assessments are carried out by a building inspector, engineer, or other building specialist.
- 3.13 **Building element** means components of a building such as the foundation, walls, roof, windows, doors, finishes, mechanical systems, etc.
- 3.14 **Building permit** means a permit issued under *The Building Bylaw* of the City of Regina authorizing the construction of a building.
- 3.15 **Capital grant agreement** means an agreement entered into between the City and a registered owner to allow the City to provide capital grants to the registered owner upon completion of a project and the owner meeting all other terms of the capital grant agreement.
- 3.16 **City Assessor** means the City of Regina City Assessor or their designate.
- 3.17 **City Manager** means the City of Regina City Manager or their designate.
- 3.18 **Complete invoices** include, at a minimum, the name and address of the contractor or service provider who performed the work; the date of the invoice; and a description, including quantity if appropriate, and cost of the services or materials supplied.
- 3.19 **Condition rating** means the general condition of a building element as reported in a building condition assessment. Condition ratings vary between methodologies. The following ratings are guidelines for assessing conditions described in building condition assessments:
- (a) **Good** means the building or building element shows little to no deterioration and is fully functional. Only regular maintenance needed.
 - (b) **Fair** means the building or building element shows moderate deterioration but still functions as intended. Maintenance or replacement is recommended in the short- to medium-term but immediate intervention is not required.
 - (c) **Poor** means the building or building element shows significant deterioration or is not functioning properly. Maintenance or replacement is recommended soon, possibly immediately. The building or unit may or may not be fit for occupancy until corrective action is taken.
- 3.20 **Condominium** means the land included in a condominium plan together with the buildings and units and the common property and common facilities belonging to them.

- 3.21 **Detached dwelling unit** means a dwelling unit contained in a "Building, Detached" as defined in *The Regina Zoning Bylaw No. 2019-19*. A detached dwelling unit may also contain a secondary suite subject to the regulations of *The Regina Zoning Bylaw No. 2019-19* as amended.
- 3.22 **Director** means the director of the department primarily responsible for administration of this policy, or their designate.
- 3.23 **Duplex** means a dwelling unit contained in a "Building, Stacked" with two dwelling units as defined in *The Regina Zoning Bylaw No. 2019-19* as amended.
- 3.24 **Dwelling unit** means a self-contained living unit of one or more rooms containing cooking facilities, sanitary facilities, living quarters and/or sleeping quarters.
- 3.25 **Emergency shelter space** means a space where an organization provides shelter to individuals on an emergency or temporary basis, typically within a property with a land use of Institution, Humanitarian Service, as defined in *The Regina Zoning Bylaw No. 2019-19*.
- 3.26 **Funding commitment** means a commitment by the City, authorized by the Director, to provide an amount of funding or maximum amount of funding for a project upon fulfilling the criteria to receive payment.
- 3.27 **Gross household income** means the combined total annual income of the purchaser(s) or all persons 18 years or older living in an affordable rental unit, as identified in the most recent Notice of Assessment issued by the Canada Revenue Agency and includes all income before taxes and deductions.
- 3.28 **Group care facility or personal care home** means a supervised dwelling unit, contained in a "Building, Detached", "Building, Row", or a "Building, Stacked" as defined in *The Regina Zoning Bylaw No. 2019-19* as amended and licensed or approved under provincial statute, for the accommodation of persons, excluding staff, referred by hospitals, courts, government agencies or recognized social services agencies or health officials. This does not include an assisted care rental unit.
- 3.29 **Market ownership units** means units constructed without requirements that purchasers meet maximum income thresholds. These are units offered in the open market to any buyer.
- 3.30 **Market rental units** means units constructed without requirements for maximum rental rates or maximum income thresholds. These are units offered in the open market to any tenant.
- 3.31 **Maximum income threshold (for affordable ownership units)** means the maximum gross household income to determine eligibility for affordable ownership units as determined by the City of Regina based on a percentage of median income, and with consideration of household net worth.

- 3.32 **Maximum income threshold (for affordable rental units)** means the maximum gross household income to determine eligibility for affordable rental units established by provincial Saskatchewan Household Income Maximums (SHIM) for each unit size by Saskatchewan Housing Corporation (SHC).
- 3.33 **Maximum rental rates** means the rate determined by the City calculated as 30 per cent of gross income using the provincial Saskatchewan Household Income Maximums (SHIM) for each unit size as determined by Saskatchewan Housing Corporation (SHC) and updated annually.
- 3.34 **Multi-dwelling unit** means a dwelling unit contained in a "Building, Row" or "Building, Stacked" with three or more dwelling units as defined in *The Regina Zoning Bylaw No. 2019-19* as amended.
- 3.35 **Non-profit housing provider** means a charitable or membership non-profit corporation incorporated or registered pursuant to *The Non-profit Corporations Act, 2022* or the *Canada Not-for-profit Corporations Act*.
- 3.36 **Occupancy permit** means an occupancy permit issued by the City for the unit or units. May include a temporary, conditional or partial occupancy permit. Where this policy references the date an occupancy permit was issued, the date the last occupancy permit issued for a project will be used as the reference.
- 3.37 **On-site support suite** means a dedicated, self-contained space within a project where support services are provided to assist households on the premises maintain their optimal level of health and well-being and may take a variety of forms or vary in intensity based on the clients' needs (e.g., space for residents to meet with a counsellor).
- 3.38 **Owner-occupied unit** means a dwelling unit where the registered owner of the property resides in the unit, and it is their primary and only residence.
- 3.39 **Ownership unit** means a dwelling constructed for intended sale to a purchaser as a principal place of residence including condominium units.
- 3.40 **Priority rating** is a measure of the threat represented by the condition of a building or building element. It is related to but distinct from condition rating as not all building elements in poor condition merit immediate attention. The following ratings are guidelines for assessing priority or work described in building condition assessments:
- (a) **Emergency** means the condition of the building element is an immediate threat to the health and safety of occupant or the public. Immediate corrective action should be taken and the unit or building should not be occupied until the issue is resolved.
 - (b) **High** means the condition of the building element is not an immediate threat to occupants or the public but may impair the habitability of the building or unit, or be at risk of becoming a threat to health and safety in the near-term. Alternatively, the condition of the building element shortens the useful life of the building considerably.

- (c) **Low** means the condition of the building element is not an immediate threat to occupants or the public, nor is there a reasonable risk of the element becoming a threat to health or safety. The element may impact quality of life for occupants but does not impair habitability. The condition of the element may reduce the useful life of the building but not considerably.
- (d) **None** means the condition of the building element is not an immediate threat to occupants or the public nor is there a reasonable risk of the element becoming a threat to health or safety. The element has no negative impact on quality of life for occupants. The condition of the element does not reduce the useful life of the building in a meaningful way.
- 3.41 **Private sector developer** means any developer or person that provides housing that does not fit within the definition of non-profit housing provider.
- 3.42 **Project** means the creation of new dwelling units or on-site support suites, or repair of existing dwelling units and residential buildings on a property or adjacent properties, or more than one non-adjacent properties subject to the approval of the Branch Manager. Projects may include multiple applications for incentives, subject to the approval of the Branch Manager.
- 3.43 **Property** means a discrete parcel of land as determined by the City Assessor.
- 3.44 **Purpose-built rental unit** means a rental unit that is designed and built for rental purposes and is not intended as an ownership unit. This includes duplex, semi-detached, townhouse and multi-dwelling units. Secondary suites and backyard suites are considered purpose-built rental units for the purpose of qualifying for incentives if they are part of a purpose-built rental property.
- 3.45 **Qualified person** means a registered architect or licensed architect as defined in *The Architects Act, 1996* and the bylaws of the Saskatchewan Association of Architects who is in good standing with the Saskatchewan Association of Architects, a licensed professional engineer as defined in *The Engineering and Geoscience Professions Act* who is in good standing with the Association of Professional Engineers & Geoscientists of Saskatchewan, a Professional Quantity Surveyor or Construction Estimator Certified designated by the Canadian Institute of Quantity Surveyors, or, as may be determined by the Director, a person who is otherwise knowledgeable, through education, training, or experience, about construction estimation and quantity survey in the context of the project at hand who is a member in good standing of a professional or technical association or who is working under the supervision of a person identified in this clause.
- 3.46 **Rental unit** means a dwelling unit for rent or lease to a tenant as a principal place of residence.
- 3.47 **Secondary rented unit** means an ownership unit where the registered owner rents the unit to a tenant or tenants who are not registered as owners on the property title. This includes condominiums, detached dwelling units, and secondary and backyard suites that are included in a detached dwelling unit or condominium property.

- 3.48 **Secondary suite** means a subordinate, self-contained dwelling unit within a building or portion of a building that contains a principal dwelling unit, as defined in *The Regina Zoning Bylaw No. 2019-19*, and where both dwelling units constitute a single real estate entity.
- 3.49 **Semi-detached dwelling unit** means a dwelling unit contained in a "Building, Row" with two dwelling units as defined in *The Regina Zoning Bylaw No. 2019-19*.
- 3.50 **Short-term accommodation** means the provision of sleeping and bathing quarters for less than 30 days, and where a daily or weekly rate is charged.
- 3.51 **Support service provider** means an organization that provides services to support households in maintaining occupancy of their housing unit. This may include supports for physical disabilities, mental illness, addictions, behavioural challenges, or a number of issues concurrently.
- 3.52 **Tax exemption agreement** means an agreement entered into between the City and a registered owner, as approved by City Council, to allow the City to provide a tax exemption on a property owned by the registered owner upon completion of a project and the owner meeting all other terms of the tax exemption agreement.
- 3.53 **Townhouse** means a dwelling unit contained in a "Building, Row" with three or more dwelling units as defined in *The Regina Zoning Bylaw No. 2019-19* as amended.

TRANSITION PROVISIONS

4 Tax Exemptions

- 4.1 Subject to section 6, applications for tax exemptions will be considered under the following terms:
- (a) All applications for tax exemptions for affordable rental and affordable ownership units will be considered under the Housing Incentives Policy that was in effect at the time of conditional approval for capital grants or where conditional approval was given for tax exemptions only under section 12.5.
 - (b) All applications for tax exemptions for market rental and market ownership units will be considered under the Housing Incentives Policy that is in effect at the time of application.
- 4.2 Where a property subject to a tax exemption agreement is sold to a purchaser who would be eligible to receive an exemption under the current policy and who is willing to carry out and abide by the terms of the agreement, the Director, with consent of the registered owner, may assign the agreement to the purchaser even if not previously allowed by the policy version under which the application was first considered. No additional tax exemptions will be provided beyond the initial scope of the agreement, and the purchaser must assume all liabilities of the agreement including repayment of tax exemptions where there is non-compliance with the agreement.

- 4.3 Where a property is sold to a purchaser who is not eligible to receive an exemption under the current policy, or who is not willing to carry out the terms of the agreement, then the exemption will cease, and the agreement will not be assigned.

5 Capital Grants

- 5.1 All applications for capital grants received and conditionally approved before the effective date of this policy will be considered under the Housing Incentives Policy that was in effect at the time of conditional approval.
- 5.2 All applications for capital grants received and conditionally approved on or after the effective date of this policy will be considered under this policy.
- 5.3 Where a capital grant application was conditionally approved before December 31, 2019, and the applicant subsequently converted an affordable unit to an on-site support suite, that applicant may receive a grant payment for the converted unit provided:
- (a) the grant payment does not exceed the funding amount originally committed for the unit, and
 - (b) the applicant provides confirmation that the on-site support suite complies with the criteria established in this policy.
- 5.4 Where a property subject to a capital grant agreement is sold to a purchaser who would be eligible to receive a grant under the current policy and who is willing to carry out and abide by the terms of the agreement, the Director, with consent of the registered owner, may assign the agreement to the purchaser even if not previously allowed by the policy version under which the application was first considered. No additional capital grants will be provided beyond the initial scope of the agreement, and the purchaser must assume all liabilities of the agreement including repayment of grants where there is non-compliance with the agreement.
- 5.5 Where a property subject to a capital grant is sold to a purchaser who would not be eligible to receive a grant under the current policy, or who is not willing to carry out the terms of the agreement, the grant agreement is not eligible to be assigned and the original owner may, at the discretion of the Director, be required to repay all or a portion of the grant money to the City in accordance with the agreement.

6 Multiple Applications for a Project

- 6.1 An existing tax exemption or capital grant application may be considered under a more recent version of the Housing Incentives Policy if:
- (a) it is part of a project as determined by the Branch Manager,
 - (b) a new application has been submitted for the same project, and
 - (c) all or a portion of the project has not yet received final payment of capital grants and has not yet started receiving a tax exemption.

- 6.2 For an existing application to be considered under a new version of the Housing Incentives Policy:
- (a) the registered owner must enter into an agreement with the City amending, restating, and subsuming any existing agreement under a new agreement reflecting the terms and conditions of the more recent version of the Housing Incentives Policy, and
 - (b) the application is not automatically eligible for increased capital grant amounts but may be reconsidered as part of the normal review process. Where capital grant amounts have decreased, the original amount will remain in place for the units in the original application.
- 6.3 Once an existing application has been subsumed under a more recent version of the Housing Incentives Policy, any requirements related to the date a funding commitment was made, when an agreement was executed, or other deadlines related to a fixed date will be based on the relevant date for the most recent application.

TAX EXEMPTIONS

- 7 Tax exemptions may be provided for housing projects that meet the policy criteria as outlined below. Tax exemptions described in this policy will be considered on a case-by-case basis. Per-unit tax exemption percentages and time periods within each program area are noted in Table 1 below and are summarized in Appendix C. They correspond to the program areas in Map 1, Appendix A.
- 8 The tax exemption percentages in this policy include the municipal, education and library portion of property taxes but excludes all other laneway, local improvement charges, utility charges or any other charges added to the taxes. Provisions within *The Education Property Tax Act* require provincial approval to exempt the education portion of the property taxes where the value of the educational tax is equal or greater than \$25,000 in a single year. If this approval is not granted, tax exemption percentages in this policy will cover the municipal and library portions of the taxes only.
- 9 The portion of assessed value on which property taxes are to be exempted will be determined in the following manner (See Appendix D for an example):
- 9.1 In all cases, only the portion of a property used for residential purposes or on-site support suites will be eligible for tax exemptions.
 - 9.2 For affordable and market rental units, on-site support suites in a rental project, and secondary and backyard suites the percentage of assessed value eligible for exemption will be determined based on the weighted share of affordable or market rental units, on-site support suites, and secondary or backyard suites in a project receiving tax exemptions compared to the total dwelling units or on-site support suites within a project.
 - 9.2.1 Weighted shares for dwelling units will be adjusted based on unit size according to the base rents for bachelor, 1-bedroom, 2-bedroom and 3-bedroom units in the most recent Multi-Residential Low-Rise Model, Multi-Residential High-Rise Model and Multi-Residential Townhouse Model used by the City Assessor to determine assessed values for property tax purposes.

Weights will be calculated based on the ratio of base rents for each unit relative to the 1-bedroom unit in the Multi-Residential Low-Rise Model and averaged across all models for each unit size.

- 9.2.2 Weighting for on-site support suites will be equal to the weighting for 1-bedroom dwelling units.
- 9.3 For affordable and market ownership units, and on-site support suites in an ownership project, the percentage of assessed value eligible for exemption will be determined based on the assessed value for individual dwelling units and on-site support suites.
- 9.4 The portion of a property’s assessed value that is exempted from taxation will not be adjusted due to changes in assessed value resulting from revaluation during a revaluation year as described in *The Assessment Management Agency Act*.

Table 1 – Tax Exemption by Program Area

Unit Type	Area 1 City Centre	Area 2 North Central and Heritage	Area 3 Established Areas	Area 4 New Areas
Affordable rental unit	Five years, 100%			
Affordable ownership unit (Charitable non-profit housing providers only)	Five years, 100%			
On-site support suite	Five years, 100%			
Market rental unit	Five years, 100%		None	
Market ownership unit	Five years, 100%		None	
Secondary suite/backyard suite	Five years, 100%			None
Rental repair	Suspended for duration of Rental Acquisition & Repair Pilot Incentive			

10 Tax Exemptions – General Eligibility Requirements

- 10.1 Tax exemptions are available for:
- 10.1.1 The creation of new dwelling units and new on-site support suites through new construction or conversion of existing non-residential buildings to dwelling units;
 - 10.1.2 Creation of new or legalization of existing secondary or backyard suites; and
 - 10.1.3 Acquisition and/or repair of purpose-built rental units and secondary rented units owned by a non-profit housing provider.
- Additional eligibility requirements are identified for specific tax exemptions, below.
- 10.2 Group care facilities, personal care homes, emergency shelter spaces, and units that are offered for short-term accommodation are not eligible for tax exemptions.
- 10.3 Assisted care rental units are eligible for tax exemptions.

- 10.4 Incentives are not provided where a designated heritage building has been demolished.
- 10.5 The City Assessor shall conclusively determine the portion of the project and individual residential units to be exempted including calculation of any percentage or proportion and the determination of any use.
- 10.6 To be eligible, units must comply with all applicable laws and policies.
- 10.7 The owner of the property must remain in good standing for local improvement charges, non-exempt portion of levies and other charges to tax accounts to remain eligible for tax exemptions received under this policy.
- 10.8 The City may require an applicant to provide any additional information as deemed necessary to confirm eligibility for incentives under this policy.
- 10.9 The tax exemption provided under this policy is only available for residential portions of a project.
- 10.10 Where the eligible residential portion of the project is also eligible for a tax exemption under another City policy, the applicant may only receive the tax exemption provided under one of the policies. The applicant may choose which exemption they would like applied.
- 10.11 Where a project includes a non-eligible residential portion or a non-residential portion that is eligible for tax exemption under another City policy, the other policy may apply to that portion of the project.
- 10.12 Other City programs that provide incentives must be applied for separately.
- 10.13 Tax exemptions provided under this policy may be eligible to stack with programs and incentives through provincial and federal governments.
- 10.14 Units that become non-compliant with this policy or the conditions in the tax exemption agreement or capital grant agreement may be fully taxable in the year of non-compliance or from the date the non-compliance occurred until such time as the non-compliance is remedied, as determined by the Director. The registered owner may be required to repay all or a portion of the tax exemptions received during the period where the units were not eligible for tax exemptions, or some other remedy, as may be determined by the Director.

11 Tax Exemptions – Application Requirements

- 11.1 The following are required for all tax exemption applications. Additional application requirements are identified for specific tax exemptions, below.
- 11.2 The applicant must be the registered owner of the lands being developed to be eligible for tax exemptions under this policy.

- 11.3 The registered owner of the land must enter into a legal agreement with the City to receive a tax exemption.
- 11.4 Complete tax exemption applications may be submitted during construction and must be submitted no later than October 31 of the calendar year in which an occupancy permit or letter of completion is received. The deadline to apply for dwelling units that receive an occupancy permit or letter of completion after October 31 of a given calendar year is October 31 of the following calendar year. Relaxation of these requirements is at the discretion of the Branch Manager.
- 11.4.1 Applications where an applicant, owner, or property has taxes, utilities, parking, or other charges owing and past due to the City may be considered but the past due amounts must be paid before entering into a tax exemption agreement. If payment is not received by the deadlines to apply indicated in section 11.4, the City may refuse the application.
- 11.5 Occupancy permits and applicable end-of-project documentation must be received for all dwelling units in a project and there must not be any taxes, utilities, parking or other charges owing and past due to the City before the tax exemption is applied. Occupancy permits and letters of completion must be received no later than October 31 in order to receive a tax exemption in the following year. Where occupancy permits or letters of completion are received after October 31, the property will be considered by City Council for a tax exemption beginning in the year two years after occupancy is received. Relaxation of this requirement is at the discretion of the Branch Manager.
- 11.5.1 Where a project spans multiple applications, all units in the project must have received occupancy permits, letters of completion, or applicable end-of-project documentation before an application for tax exemptions will be considered.
- 11.6 The tax exemption will begin on January 1 of the year the property was approved to begin receiving a tax exemption by City Council. The date for commencing the exemption for the property may be deferred for one year at the discretion of the Branch Manager.

12 Affordable Rental and Affordable Ownership Tax Exemptions

- 12.1 Subject to the conditions below and set out in Table 1, tax exemptions may be provided for the creation of new affordable rental and ownership units, and the acquisition and repair of affordable rental units by non-profit housing providers.
- 12.2 Affordable rental and affordable ownership units must comply with all requirements under sections 22.2 and 22.4 to 22.6 of this policy in order to be eligible for a tax exemption.
- 12.3 Only charitable non-profit housing providers are eligible for affordable ownership tax exemptions.
- 12.4 Affordable rental and ownership units must have received a funding commitment for capital grants under this policy in order to be eligible for a tax exemption.

12.5 Notwithstanding section 12.4, affordable rental units that apply and qualify for capital grants under this policy but do not receive a funding commitment due to the applicant exceeding unit maximums or capital funding being fully committed are eligible for a tax exemption. These units must comply with all requirements for affordable rental capital grant requirements in sections 22.2 and 22.4 to 22.6.

13 On-Site Support Suite Tax Exemptions

13.1 Subject to the conditions below and set out in Table 1, tax exemptions may be provided for the creation of new on-site support suites in projects containing affordable rental or affordable ownership units.

13.2 An applicant must provide evidence that it has partnered with a support service provider to use the on-site support suite.

13.3 The support service provider must have proven experience in the service provision of proposed services and be licensed under the applicable government agency. The support service provider can be an applicant or an external organization with a contractual partnership with the applicant.

13.4 The on-site support suite must be used as an on-site support suite or rental unit, only be used to support the tenants of the property, and not be used for commercial activity for 15 years from the date of the occupancy permit.

13.4.1 Where an on-site support suite is used as a rental unit within the first 10 years from the date of the occupancy permit, it must be offered as an affordable rental unit in accordance with the terms set out in this policy.

13.5 Applicants are limited to one on-site support suite where the project has 1 to 20 affordable units, two on-site support suites where the project has 21 to 40 affordable units and three on-site support suites where the project has 41 or more affordable units.

14 Market Rental Tax Exemptions

14.1 Subject to the conditions below and set out in Table 1, tax exemptions may be provided for the development of new purpose-built rental units and, if built by non-profit housing providers for use as rentals, detached dwelling units with secondary or backyard suites.

14.2 Eligible market rental units must be in a two-unit building or more. Units may be a combination of market and/or affordable rental or ownership units, subject to the requirements of other unit types.

14.3 Detached dwelling units with secondary or backyard suites constructed by private sector developers are only eligible for a tax exemption on the secondary or backyard

suite. Detached dwelling units with secondary or backyard suites constructed by non-profit housing providers may receive tax exemptions on both units.

- 14.4 Market rental units must remain rental for 10 years and shall not be eligible for conversion to condominiums, or for uses such as but not limited to group care facilities, personal care home, emergency shelter spaces, secondary rented units or for short-term accommodation during this time.
- 14.5 Tax exemptions may be transferred to a new owner under the same terms and conditions as the approved exemption and subject to the new owner entering into an assignment agreement.

15 Market Ownership Tax Exemptions

- 15.1 Subject to the conditions below and set out in Table 1, tax exemptions may be available for the development of new market ownership units.
- 15.2 In Program Area 1, buildings in a project must have a minimum of four units. Units may be a combination of market and/or affordable rental or ownership units, subject to the requirements of other unit types.
- 15.3 In Program Area 2, there is no unit minimum. Detached dwelling units must be occupied by the owner. For buildings with multiple units, units may be a combination of market and/or affordable rental or ownership units, subject to the requirements of other unit types.
- 15.4 In Program Area 2, a project is only eligible for a tax exemption where the subject property is vacant or contains building(s) that:
 - (a) have an overall condition rating of “poor”, or equivalent, or the building’s critical structural systems (e.g., foundation, exterior walls), have a condition rating of “poor” and a priority rating of “emergency”, or equivalent, as indicated in a building condition assessment and determined by the Director, or
 - (b) have been deemed to be unsafe or unsuitable for habitation by Fire & Protective Services, Regina Police Services, Ministry of Health, Bylaw Enforcement or Building Standards.
- 15.5 In Program Area 2, buildings in a project are only eligible for a tax exemption where the registered owner has promptly responded to any building or community standard orders in the previous five (5) years to the satisfaction of the Director.
- 15.6 Tax exemptions may be transferred to a new owner under the same terms and conditions as the approved exemption and subject to the new owner entering into an assignment agreement. Market ownership tax exemptions are not transferrable for detached dwelling units.

16 Secondary Suite and Backyard Suite Tax Exemptions

- 16.1 Subject to the conditions below and set out in Table 1, tax exemptions may be provided for the development of new secondary suites and backyard suites or the

legalization of existing secondary suites and backyard suites. Exemptions related to secondary and backyard suites that are part of a larger project are treated under other sections.

- 16.2 Secondary suites and backyard suites must be rented for the full term of the exemption and are subject to the same eligibility requirements as other rental units within the Housing Incentives Policy.
- 16.3 Tax exemptions may be transferred to a new owner under the same terms and conditions as the approved exemption and subject to the new owner entering into an assignment agreement.

17 Rental Repair Tax Exemptions

- 17.1 Rental Repair Tax Exemptions are suspended for the duration of the Rental Acquisition & Repair Pilot Incentive (see section 24).

CAPITAL GRANTS FOR NEW BUILDS

- 18 Capital grants may be provided for housing projects that meet the policy criteria as outlined below. Per unit amounts for capital grants available within each Program Area are noted in Table 2 and in maps in Appendix A, and are summarized in Appendix C.

Table 2 – Capital Grants by Program Area

Unit Type	Area 1 City Centre	Area 2 North Central and Heritage	Area 3 Established Areas	Area 4 New Areas
Affordable Rental Unit	\$20,000 per unit (< 1 bedroom) \$40,000 per unit (1-2 bedroom) \$45,000 per unit (≥ 3 bedroom)		\$10,000 per unit (<1 bedroom) \$20,000 per unit (1-2 bedroom) \$25,000 per unit (≥ 3 bedroom)	<u>Non-profits:</u> \$10,000 per unit (< 1 bedroom) \$20,000 per unit (1-2 bedroom) \$25,000 per unit (≥ 3 bedroom) <u>Private developers:</u> \$0 per unit (<1 bedroom) \$10,000 per unit (1-2 bedroom) \$15,000 per unit (≥ 3 bedroom)
Affordable Ownership Unit <i>(Charitable non-profit housing providers only)</i>	\$15,000 per unit (≤ 2 bedroom) \$20,000 per unit (≥ 3 bedroom)		\$10,000 per unit (≤ 2 bedroom) \$15,000 per unit (≥ 3 bedroom)	

On-Site Support Suite	\$20,000 per unit	<u>Non-profits:</u> \$20,000 per unit <u>Private developers:</u> \$10,000 per unit
Pre-development Grants	\$50,000 per project <ul style="list-style-type: none"> • 100% of eligible costs for non-profits • 50% of eligible costs for private developers (must target 4 units) 	\$50,000 per project <ul style="list-style-type: none"> • 100% of eligible costs for non-profits Private developers not eligible

19 Capital Grants for New Builds – General Eligibility Requirements

- 19.1 The following eligibility criteria apply to all applications for capital grants for new builds. Additional eligibility requirements are identified for specific capital grants, below. See section 28 for eligibility requirements for the Rental Acquisition & Repair Pilot Incentive and section 33 for eligibility requirements for the Pre-development Grants Pilot Incentive.
- 19.2 Projects may be new construction or conversion of an existing non-residential building for new dwelling units and new on-site support suites, or for expansion of existing residential construction that results in new dwelling units or new on-site support suites. Repair of existing residential units may be considered under the Rental Acquisition & Repair Pilot Incentive (Sections 24-30).
- 19.3 Non-profit housing providers can apply for up to a combined maximum of 80 grants for new affordable rental units and new on-site support suites or 20 grants for new affordable ownership units per calendar year. Relaxation of this requirement is at the discretion of the Director.
- 19.4 Private sector developers can apply for up to a combined maximum of 40 grants for new affordable rental units and new on-site support suites per calendar year. Relaxation of this requirement is at the discretion of the Director.
- 19.5 Projects developed by the same builder can receive a maximum of 80 capital grants for new dwelling units per calendar year. Relaxation of this requirement is at the discretion of the Director.
- 19.6 Group care facilities, personal care homes, emergency shelter spaces, and units that are offered for short-term accommodation are not eligible for capital grants.
- 19.7 Capital grants are not provided where a designated heritage building has been demolished.
- 19.8 Capital grants may be provided in addition to or in lieu of property tax exemptions or other in-kind assistance.
- 19.9 Applications where an applicant, owner, or property has taxes, utilities, parking, or other charges owing and past due to the City may be considered but the past due amounts must be paid before entering into a capital grant agreement.

- 19.10 To be eligible, units must comply with all applicable laws and policies.
- 19.11 Capital grants may be used in conjunction with incentives under other City policies, or provincial or federal programs unless it is determined by the Director that the program duplicates the City's capital grant program. At the discretion of the Director, exception may be made for non-profit housing providers who can ensure long-term affordability of units.
- 19.12 Capital grants will be disbursed after the following conditions are met:
- (a) An occupancy permit is issued;
 - (b) The applicant has submitted an affidavit demonstrating all units have been rented at rates at or below the maximum rental rates to tenants with incomes at or less than the maximum income threshold. This requirement may be relaxed at the discretion of the Director where a majority of units have been rented and the Applicant has a proven record of renting the units;
 - (c) There are no taxes, utilities, parking or other charges owing to the City; and
 - (d) Any other requirements specified in the capital grant agreement have been met.
- 19.13 Capital grants for all units in a project will be disbursed in one payment when all units have received occupancy permits. Where a project spans multiple applications, all units in the projects must have received occupancy permits before capital grants will be disbursed. Relaxation of this requirement is at the discretion of the Director.
- 19.14 Capital grants may be transferred to a new housing provider or developer provided the new owner is eligible under the current policy to receive a grant and the new owner enters into an assignment agreement with the City of Regina and meets all requirements of the capital grant. No additional grants will be provided beyond the initial scope of the agreement, and the purchaser must assume all liabilities of the agreement including repayment of grants where there is non-compliance with the agreement.
- 19.15 Where a property is transferred or sold after capital grants have been paid and prior to all requirements under this policy being met, and where the new owner does not enter into an assignment agreement with the City, the City may, at the discretion of the Director, require full or partial repayment of the capital grants by the original owner. Where a property subject to a capital grant is transferred or sold to a purchaser who would not be eligible to receive a grant under the current policy, or who is not willing to carry out the terms of the agreement, the grant agreement is not eligible to be assigned and the original owner may, at the discretion of the Director, be required to repay all or a portion of the grant money to the City in accordance with the agreement.
- 19.16 The Director has discretion to relax the requirement that an occupancy permit is issued before grant payments for affordable rental housing applications are disbursed once a building has been erected and is fully enclosed with roof, walls,

locking doors and windows and the applicant has entered into a capital grant agreement with the City. Requests to relax this requirement will be considered on a case-by-case basis and may consider the applicant's experience in completing projects in a timely manner.

19.17 Where a relaxation of this requirement has been approved, the City may disburse a portion of the committed grants equal to the portion of the project deemed completed by a qualified person with the remainder of the committed grants to be disbursed upon project completion. A pre-occupancy payout may be provided once for each project. Where a project spans multiple applications, each application may be considered for one pre-occupancy payout, subject to availability of supporting evidence.

20 Capital Grants for New Builds – Application Requirements

20.1 The following are required for all capital grant applications for new builds. Additional application requirements are identified for specific capital grants, below. See section 29 for application requirements for the Rental Acquisition & Repair Pilot Incentive and section 34 for application requirements for the Pre-development Grants Pilot Incentive.

20.2 The applicant must be the registered owner of or be the purchasing party in an accepted purchase agreement for the lands being developed in order to be eligible for capital grants for new builds under this policy. Third-party applicants may be considered if the registered owner has provided authorization to make the application on their behalf.

20.3 The registered owner of the property must enter into a capital grant agreement with the City in order to receive a capital grant for new builds.

20.4 Capital grants for new builds are disbursed to the registered owner. Capital grants for new builds may be disbursed to a third party if recognized in the capital grant agreement.

20.5 Applications may be made before issuance of a development permit or building permit. Applications must include:

- (a) copy of the land title showing registered ownership of the property or an accepted offer to purchase,
- (b) concept drawings of the building and site sufficient to confirm the project meets zoning requirements,
- (c) an indication of the number and type of units to be built:
 - (i) by tenure type (affordable/market rental, affordable/market ownership, on-site support suite, etc.), and
 - (ii) by unit size (i.e., bachelor, 1-bed, 2-bed, 3-bed, on-site support suite, etc.),

- (d) a project budget,
- (e) a project pro forma,
- (f) proof of registration as a non-profit or a business with the Information Services Corporation (ISC) of Saskatchewan,
- (g) if a membership non-profit housing provider, a statutory declaration stating the corporation provides housing primarily for the benefit of the public at large with revenue from the corporation invested back into affordable housing, and
- (h) a completed Design and Development Criteria Scorecard (Appendix B).

20.6 The City may require an applicant to provide any additional information as deemed necessary to confirm eligibility for incentives under this policy.

20.7 Applicants must provide the City with:

- (a) a copy of the development or building permit, and
- (b) a copy of the land title showing registered ownership of the property,

within six months of receiving a funding commitment. The Branch Manager has discretion to either extend the timeline for submission or withdraw the City's funding commitment.

20.8 Where an applicant does not meet the requirements of this policy within two years of an application receiving a funding commitment or, if a development permit is issued after the funding commitment is made, within two years of the project receiving a development permit, the Director has discretion to withdraw the City's funding commitments.

20.9 Applications will not be accepted after an occupancy permit has been issued. Relaxation of this requirement is at the discretion of the Director.

20.9.1 Applications may be considered if an occupancy permit is received between the date a complete application is received and next deadline to submit applications as described in sections 20.12 and 20.14.

20.10 All applications must include the Design and Development Criteria Scorecard found in Appendix B.

20.11 All applications must be complete and submitted between January 1 and July 31 to be considered for incentives that year.

20.12 Applications submitted by non-profit housing providers in all program areas and private sector developers in Program Areas 1 and 2 will be evaluated and prioritized for funding until July 31.

20.12.1 Eligible applications will be evaluated and prioritized for funding based on the Design and Development Criteria Scorecard (Appendix B).

- 20.12.2 Complete applications received by April 30 will be evaluated starting May 1, with up to half of the annual capital budget allocated to these applications.
- 20.12.3 All remaining complete applications received by July 31 will be evaluated starting August 1, with the remaining annual capital budget to be allocated. Eligible applications that did not receive funding under section 20.12.2 will be included in this evaluation.
- 20.13 Applications submitted by private sector developers in Program Areas 3 and 4 will be evaluated and prioritized for funding based on the Design and Development Criteria Scorecard (Appendix B) after August 1, subject to available capital funding remaining. This will take place after eligible applications described under section 20.12 have been allocated capital grants for new builds.
- 20.14 If funding remains after applications have been considered under sections 20.12 and 20.13, the City may accept applications on a first-come basis and award remaining funding to eligible applications that meet the minimum requirements of the Design and Development Criteria Scorecard (Appendix B).

21 Affordable Ownership Capital Grants for New Builds

- 21.1 Subject to the conditions below and set out in Table 2, capital grants may be provided for the creation of new affordable ownership units that are sold to households whose incomes are at or less than this policy's maximum income threshold.
- 21.2 There is no minimum for the number of units that must be built to receive affordable ownership capital grants.
- 21.3 Only non-profit housing providers with charitable non-profit incorporation status are eligible for affordable home ownership capital grants.
- 21.4 Eligible affordable housing ownership units are those sold to purchasers who are individuals or families whose incomes are at or below the maximum income threshold and where the capital grant is transferred to the purchaser. The purchaser cannot currently own a residential property other than the property that is subject to the grant.
- 21.5 Affordability will be confirmed through confirmation from a member in good standing of an accounting profession recognized pursuant to *The Accounting Profession Act* stating that purchaser of the unit has a household income at or below the maximum income threshold.
- 21.6 Capital grants must be passed along to an eligible purchaser of the unit as a down payment assistance grant or reduction in the sale price.

21.7 The registered owner is responsible for providing signed declarations from each purchaser receiving affordable ownership capital grants that they comply with the eligibility requirements under this policy.

22 Affordable Rental Capital Grants for New Builds

22.1 Subject to the conditions below and set out in Table 2, capital grants may be provided for the creation of new purpose-built rental units that are rented to households whose incomes are at or less than this policy's maximum income thresholds and where rents are provided at or below this policy's maximum rental rates.

22.2 Affordable rental units must be offered at rental rates that are at or below the maximum rental rate requirements to tenants whose gross household income is at or below the maximum income threshold (for affordable rental units) for 10 consecutive years or more commencing from the date an occupancy permit is issued.

22.3 Buildings in a project must be purpose-built rentals and have at least two affordable rental dwelling units. Private sector developers must have a minimum of four affordable rental units per project.

22.3.1 Detached dwelling units with secondary or backyard suites are eligible if built by a non-profit housing provider in program areas 1 and 2. Both units must be used as affordable rentals.

22.4 Maximum rental rates and maximum income thresholds will be confirmed on an annual basis through an affidavit stating that the number of dwelling units in the project as required by the capital grant agreement or tax exemption agreement are at or below the maximum rental rates and rented to households whose incomes are at or less than maximum income thresholds as established by the City of Regina and updated annually. Maximum income thresholds must be confirmed for any new tenant.

22.4.1 The number of dwelling units required to be below the maximum rental rates and at or below the maximum income thresholds must correspond to the type of the units (i.e., 1-bed, 2-bed, on-site support suite, etc.) for which capital grants were committed or tax exemptions provided. Where flexibility is desirable, relaxation of this requirement is at the discretion of the Branch Manager.

22.5 Non-profit and private sector housing providers can rent dwelling units directly to a support service provider provided that the support service provider in turn provides the dwelling unit to individuals or families that are at or below the maximum income threshold and at or below maximum rental rates.

22.6 Affordable rental units must remain rental for a minimum of 15 years after the issuance of the occupancy permit and shall not be eligible for conversion to condominiums, or for uses such as but not limited to group care facilities, personal care home, emergency shelter space, secondary rented units or for short-term accommodation during this time.

23 On Site Support Suite Capital Grants for New Builds

23.1 Subject to the conditions set out below and set out in Table 2, capital grants may be provided for the creation of new on-site support suites where a project includes affordable rental or affordable home ownership units.

23.2 An applicant must provide evidence that it has partnered with a support service provider to use the on-site support suite.

23.3 The support service provider must have proven experience in the service provision of proposed services and be licensed under the applicable government agency. The support service provider can be an applicant or an external organization with a contractual relationship with the applicant.

23.4 The on-site support suite must be used as an on-site support suite or rental unit, only be used to support the tenants of the property, and not be used for commercial activity for no less than 15 years from the date of the occupancy permit.

23.4.1 Where an on-site support suite is used as a rental unit within the first 10 years from the date of the occupancy permit, it must be offered as an affordable rental unit in accordance with the terms set out in this policy.

23.5 Applicants are limited to one on-site support suite where the project has 1 to 20 affordable units, two on-site support suites where the project has 21 to 40 affordable units and three on-site support suites where the project has 41 or more affordable units.

Rental Acquisition & Repair Pilot Incentive

24 The Rental Acquisition & Repair Pilot Incentive will be in effect for the years 2025 and 2026 or as directed by City Council.

25 The Rental Acquisition & Repair Pilot Incentive may commit up to \$2 million per year for capital grants in addition to the annual capital grant commitment indicated in section 40. Funding for this incentive is subject to appropriation of funding from Canada Mortgage and Housing Corporation (see section 41.1). If any of this funding remains unallocated at the end of the calendar year, the unallocated portion will be returned to the City's account for Housing Accelerator funds.

26 Capital grants and tax exemptions are available for the acquisition, repair, and renovation of existing purpose-built and secondary rented units. Capital grants and tax exemptions for new builds or conversion of non-residential buildings to residential uses will be considered under other incentive streams.

26.1 The capital grant funding commitment will be based on the expected final number and size of units at project completion and by applying the capital grant amounts in Table 2, adjusted for unit size, to those units.

- 26.2 The capital grant amount paid will equal 50 per cent of actual eligible costs reported upon project completion up to the maximum funding commitment.
- 26.3 The applicant will provide a number of affordable rental units or on-site support suites under the terms identified in sections 22.2, 22.4 to 22.6, and 23 based on the total capital grants paid.
- 26.4 Each affordable rental unit or on-site support suite created under this incentive stream will be eligible for a 5-year, 100 per cent tax exemption under the terms in sections 11, 12, and 13, subject to final approval by City Council.
- 27 The Tenant Protections Framework (Appendix E) applies to all applications for Rental Acquisition & Repair Pilot Incentives.
- 28 Eligibility:
- 28.1 Only non-profit housing providers are eligible for Rental Acquisition & Repair Pilot Incentives.
- 28.2 Applications where an applicant, owner, or property has taxes, utilities, parking, or other charges owing and past due to the City may be considered but the past due amounts must be paid before entering into a capital grant agreement.
- 28.3 Rental Acquisition & Repair Pilot Incentives may be used in conjunction with incentives under other City policies, or provincial or federal programs unless it is determined by the Director that the program duplicates the Rental Acquisition & Repair Pilot Incentive. At the discretion of the Director, exception may be made for non-profit housing providers who can ensure long-term affordability of units.
- 28.4 Rental Acquisition & Repair Pilot Incentives may be provided in addition to or in lieu of property tax exemptions or other in-kind assistance.
- 28.5 Units must comply with all applicable laws and policies.
- 28.6 Buildings for which Rental Acquisition & Repair Pilot Incentives are being applied for must be a minimum of 20 years old, based on the effective year built as determined by the City Assessor. Relaxation of this requirement is at the discretion of the Director.
- 28.7 All building types, including detached dwelling units, are eligible for Rental Acquisition & Repair Pilot Incentives.
- 28.8 A minimum of \$5,000 of eligible costs is required. Relaxation of this requirement is at the discretion of the Director.
- 28.9 The following work is eligible for Rental Acquisition & Repair Pilot Incentives:
- 28.9.1 Acquisition of existing buildings for use as rental;
- 28.9.2 Renovation of existing rental buildings to create new dwelling units or on site support suites; and

28.9.3 Major repair projects to existing rental buildings including work related to:

- (a) Exterior or interior walls;
- (b) Roof;
- (c) Ceilings;
- (d) Foundation;
- (e) Decks or balconies;
- (f) Electrical systems;
- (g) Water and plumbing systems;
- (h) Heating, ventilation, and air conditioning systems;
- (i) Fire suppression systems;
- (j) Elevators;
- (k) Site drainage including but not limited to grading and landscaping;
- (l) General health and safety issues (e.g., mold, asbestos, lead).

28.9.4 Minor repair projects to existing rental buildings including work related to:

- (a) Siding;
- (b) Shingles;
- (c) Windows;
- (d) Doors;
- (e) Floor coverings;
- (f) Stairs;
- (g) Ramps;
- (h) Lifts;
- (i) Cues for alarms;
- (j) Accessibility.

28.9.5 Other repair work to existing rental buildings as determined by the Director;
and

28.9.6 Risk mitigation projects for existing rental buildings including work related to:

- (a) Eliminating infestations; and
- (b) Risk mitigation measures including but not limited to:
 - Security
 - Fire detection
 - Leak detection
 - Carbon monoxide detection

28.10 The following applicants, projects, buildings, and properties are not eligible:

- (a) Private-sector developers, governments, or government agencies.
- (b) Repair and renovation projects where construction has started prior to entering into a capital grant agreement. Relaxation of this requirement is at the discretion of the Director.

- (c) Acquisition projects where the sale of the property has been finalized prior to entering into a capital grant agreement. Projects with conditional sale agreements in place are eligible.
- (d) Acquisition projects where the property to be purchased is vacant land.
- (e) Projects where one or more residential buildings on the property will be demolished.
- (f) Backyard suites.
- (g) Projects where tenants have been evicted for reasons other than cause or non-payment of rent, as defined in *The Residential Tenancies Act, 2006*, within the two months prior to application. Relaxation of this requirement is at the discretion of the Director.
- (h) Projects where all or some of the units are used as or intended to be used as group care facilities, personal care homes, emergency shelter spaces, or units that are offered for short-term accommodation.
- (i) Buildings where the building overall or most of the building elements have a condition rating of “poor”, or equivalent, or the building’s critical structural systems (e.g., foundation, exterior walls), have a condition rating of “poor” and a priority rating of “emergency”, or equivalent, as indicated in a building condition assessment and determined by the Director. Relaxation of this requirement is at the discretion of the Director.
- (j) Properties where a final capital grant payment under the Housing Incentives Policy was issued for prior work or development on the property in the 10 years prior to application.
- (k) Properties that started receiving a tax exemption under the Housing Incentives Policy in the 10 years prior to the year of application.
- (l) Properties owned fully or partially by a government.

28.11 Eligible costs are subject to approval by the Director and include but are not limited to:

28.11.1 Costs related to acquisition including but not limited to:

- (a) Third-party appraisals;
- (b) Building condition assessments;
- (c) Environmental assessments;
- (d) Other professional reports;
- (e) Option fees;
- (f) Legal fees;
- (g) Final purchase price of the property up to the appraised value;
- (h) Applicable taxes.

28.11.2 Costs related to repairs, renovations, and other work including but not limited to:

- (a) Materials;
- (b) Labour;
- (c) Building condition assessments;
- (d) Environmental assessments
- (e) Other professional reports;
- (f) Planning and permit fees;
- (g) Inspections;
- (h) Landfill and hauling fees;
- (i) Applicable taxes; and

28.11.3 Other costs as determined by the Director.

28.12 Ineligible costs include but are not limited to:

- (a) Costs related to the purchase of vacant land;
- (b) Costs related to the long-term lease of land;
- (c) Costs related to the purchase, repair, or installation of appliances other than water heaters, furnaces, or other mechanical systems; and
- (d) Costs related to fences, driveways, or other exterior improvements other than the eligible improvements identified in section 28.9.

28.13 Work required on building elements with a priority rating of “emergency”, or equivalent, as identified in a building condition assessment, or other immediate threats to the health and safety of occupants or the public as identified in an environmental assessment, building order, community standards order, other order, or the City, must be resolved before costs for other work can be claimed.

28.14 Each applicant is eligible for maximum capital grant payments of \$500,000 per year across all applications. Relaxation of this requirement is at the discretion of the Director.

29 Application process

29.1 The applicant must be the registered owner of or be the purchasing party in an accepted purchase agreement for the lands being developed to be eligible for capital grants under this policy. Third-party applicants may be considered if the registered owner has provided authorization to make the application on their behalf.

29.2 The registered owner of the property must enter into a capital grant agreement with the City to receive Rental Acquisition & Repair capital grants.

29.3 Applications may be made before issuance of a development permit or building permit. Applications will not be accepted per section 28.10. Applications must include:

29.3.1 General:

- (a) A completed Rental Acquisition & Repair application form;
- (b) A copy of the land title showing registered ownership of the property or an accepted offer to purchase;
- (c) A project budget;
- (d) A project proforma;
- (e) Proof of registration as a non-profit or a business with the Information Services Corporation (ISC) of Saskatchewan; and
- (f) If a membership non-profit housing provider, a statutory declaration stating the corporation provides housing primarily for the benefit of the public at large with revenue from the corporation invested back into affordable housing.

29.3.2 For acquisition projects:

- (a) A building condition assessment completed in the 12 months prior to application;
- (b) A phase I environmental assessment completed in the 12 months prior to application;
- (c) A third-party appraisal of the property completed in the 12 months prior to application;
- (d) A description of the scope of work; and
- (e) A work impact assessment.

29.3.3 For repair and renovation projects:

- (a) A building condition assessment completed in the 12 months prior to application;
- (b) A description of the scope of work; and
- (c) A work impact assessment.
- (d) If the work will result in changes to the number of units in a project, the number and type of units to be built must be indicated including by tenure type and unit size.

29.3.4 Concept drawings of the building and site sufficient to confirm the project meets zoning requirements are required where a project requires a development permit;

- 29.3.5 Building condition assessments, environmental assessments, and appraisals older than 12 months may be accepted at the discretion of the Director.
 - 29.3.6 The City may require an applicant to provide any additional information as deemed necessary to confirm eligibility for incentives under this policy.
 - 29.3.7 Applicants must provide the City with a copy of any development permits or building permits and a copy of the land title showing registered ownership of the property within six months of receiving a funding commitment. The Branch Manager has discretion to either extend the timeline for submission or withdraw the City's funding commitment.
- 29.4 Completed applications received by April 30 will be evaluated for funding starting May 1. Completed applications received by July 31 will be evaluated for funding starting August 1. At the discretion of the Director, applications for projects intended to address an urgent issue related to the health and safety of occupants or the public, as identified in a building condition assessment, environmental assessment, building order, community standards order, other order, or the City, may be considered on a first-come basis. If funding remains after the August evaluation period, all eligible applications may be evaluated for funding on a first-come basis.
- 29.5 Funding will be allocated as follows:
- (a) First, to projects intended to address an urgent issue related to the health and safety of occupants or the public, as identified in a building condition assessment, environmental assessment, building order, community standards order, other order, or the City.
 - (b) Second, to acquisition projects, renovation projects to create new dwelling units, and major repair projects, and minor repair projects related to accessibility for existing tenants.
 - (c) Third, to minor repair projects.
 - (d) Fourth, to risk mitigation projects.
- 29.5.1 The Director, in their sole discretion, may prioritize work out of this order.
- 29.5.2 Where the Director has authorized work under section 28.9.5, the Director determines the priority of the work.
- 29.5.3 Where a project contains a variety of work of differing priorities, the Director may choose to award funding to portions of the work instead of the full project.
- 29.6 In addition to the required documentation under section 29.3, if requested by the City, applicants must provide a Tenant Displacement Plan completed to the satisfaction of the Director within six months of receiving a funding commitment and prior to entering into a capital grant agreement. The Branch Manager has discretion

to either extend the timeline for submission or withdraw the City's funding commitment.

29.7 Rental Acquisition & Repair capital grants may be transferred to a new non-profit housing provider provided the new owner is eligible under the current policy and enters into an assignment agreement with the City of Regina and meets all requirements of the capital grant. No additional grants will be provided beyond the initial scope of the agreement, and the purchaser must assume all liabilities of the agreement including repayment of grants where there is non-compliance with the agreement.

29.8 Where a property subject to a capital grant is transferred or sold to a purchaser who would not be eligible to receive a grant under the current policy, or who is not willing to carry out the terms of the agreement, the grant agreement is not eligible to be assigned and the original owner may, at the discretion of the Director, be required to repay all or a portion of the grant money to the City in accordance with the agreement.

30 Payout process:

30.1 Rental Acquisition & Repair capital grants are disbursed to the registered owner. Capital grants may be disbursed to a third party if recognized in the capital grant agreement.

30.2 Capital grants will be disbursed once the following conditions have been met:

- (a) An occupancy permit or letter of completion has been issued, or the work has been verified complete by City staff;
- (b) The applicant has submitted an affidavit demonstrating all affordable rental units have been rented at or below the maximum rental rates to tenants with incomes at or below the maximum income threshold. This requirement may be relaxed at the discretion of the Director where a majority of units have been rented and the Applicant has a proven record of renting the units;
- (c) There are no taxes, utilities, parking, or other charges owing to the City;
- (d) The applicant has submitted all invoices for the work identified in the capital grant agreement;
- (e) If required by the capital grant agreement, the applicant has submitted a Final Tenant Displacement Report to the satisfaction of the Director;
- (f) Copies of any documents produced related to the project sites indicated in the capital grant agreement; and
- (g) Any other requirements of the capital grant agreement have been met.

30.3 Acquisition, repair, and renovation projects may be eligible for partial payment prior to occupancy under the same terms in sections 19.16 and 19.17 provided the cost

for eligible work claimed are at least \$5,000 and the project is a minimum of 50 per cent complete.

- 30.4 If the final costs for eligible work for a single application are less than \$5,000, no incentives will be provided. Relaxation of this requirement is at the discretion of the Director.
- 30.5 Where an applicant does not meet the requirements of this policy by October 31, 2027 the Director has discretion to withdraw the City's funding commitments.

Pre-development Grants Pilot Incentive

- 31 The Pre-development Grants Pilot Incentive will be in effect for the years 2025 and 2026 or until directed by City Council.
- 32 The Pre-development Grants Pilot Incentive may commit up to \$1 million per year for capital grants in addition to the annual capital grant commitment indicated in section 41. Funding for this incentive is subject to appropriation of funding from Canada Mortgage and Housing Corporation (see section 41.1). If any of this funding remains unallocated at the end of the calendar year, the unallocated portion will be returned to the City's account for Housing Accelerator funds.
- 33 Capital grants are available to undertake pre-development work required to determine project feasibility and obtain a development permit or building permit.
 - 33.1 The capital grant commitment will be \$50,000 per application and the amount of the grant paid will be subject to the limits in section 33.2.
 - 33.2 The capital grant amount paid will be determined based on actual eligible costs reported upon completion of pre-development activities, up to a maximum equal to the funding commitment.
 - (a) 100 per cent of actual eligible costs will be reimbursed for non-profit housing providers.
 - (b) 50 per cent of actual eligible costs will be reimbursed for private sector developers.
- 34 Eligibility
 - 34.1 Non-profit housing providers are eligible for the Pre-development Grants Pilot Incentive in all areas of the City. Private sector developers are eligible in program areas 1 and 2. Government and government agencies are not eligible. Projects intended to produce group care facilities, personal care homes, emergency shelter spaces, or units that are offered for short-term accommodation are not eligible.
 - 34.2 Applications where an applicant, owner, or property has taxes, utilities, parking, or other charges owing and past due to the City may be considered but the past due amounts must be paid before entering into a capital grant agreement.

- 34.3 Pre-development Grants Pilot Incentives may be used in conjunction with incentives under other City policies, or provincial or federal programs unless it is determined by the Director that the program duplicates the Pre-development Grants Pilot Incentive. At the discretion of the Director, exception may be made for non-profit housing providers who can ensure long-term affordability of units.
- 34.4 Pre-development Grants Pilot Incentives may be provided in addition to or in lieu of property tax exemptions or other in-kind assistance.
- 34.5 Projects must comply with all applicable laws and policies.
- 34.6 There is no minimum number of units required for applications from non-profit housing providers. Private sector developers must target at least four units per project.
- 34.7 There is no requirement for a project to proceed to construction to receive Pre-development Grants Pilot Incentives.
- 34.8 The following pre-development activities are eligible for incentives:
- (a) Need and demand studies;
 - (b) Business cases;
 - (c) Site surveys;
 - (d) Environmental site assessments;
 - (e) Building condition assessments;
 - (f) Third-party appraisals;
 - (g) Hazardous materials reports;
 - (h) Geotechnical reports;
 - (i) Preliminary drawings;
 - (j) Project drawings and specifications;
 - (k) Energy modelling studies;
 - (l) Accessibility modelling studies;
 - (m) Engineering studies (e.g., wind, shadow, traffic);
 - (n) Construction cost estimates;
 - (o) Quantity surveyor reports;
 - (p) Professional appraisal;
 - (q) Exploration of funding sources;
 - (r) Preliminary financial feasibility study;
 - (s) Project viability study;
 - (t) Final viability report; and
 - (u) Other activities as may be approved by the Director.
- 34.9 Applicants are eligible for up to two applications per year. Relaxation of this requirement is at the discretion of the Director.
- 34.10 Applicants may not receive a funding commitment for activities related to a property more than once.
- 34.11 Eligible costs are subject to approval by the Director and include but are not limited to:

- (a) Material and labour costs;
- (b) Costs related to accessing a property in order to perform pre-development work (e.g., options to purchase the property);
- (c) Applicable taxes; and
- (d) Other costs as may be determined by the Director.

34.12 Costs related to activities that have already been completed at the time of application are not eligible.

35 Application process:

35.1 The applicant must enter into a capital grant agreement with the City in order to receive Pre-development capital grants.

35.2 Applications must be made prior to applying for a development permit or building permit. Subject to approval by the Director, the City may accept applications for pre-development work requested by the City as part of a permit application.

35.3 Applications will be accepted on a first-come basis.

35.4 Applications must include the following:

- (a) A completed pre-development grants application form;
- (b) A project summary including planned type of work, timeline, planned building type, number of units, level of affordability, clientele, anticipated community impacts, and any other notable details;
- (c) A list of planned pre-development activities including any organizations engaged for work;
- (d) If the applicant does not own the property, written confirmation from the owner consenting to all pre-development activities identified in the application is also required.
- (e) Proof of registration as a non-profit or a business with the Information Services Corporation (ISC) of Saskatchewan; and
- (f) If a membership non-profit housing provider, a statutory declaration stating the corporation provides housing primarily for the benefit of the public at large with revenue from the corporation invested back into affordable housing.

35.5 The City may request additional information necessary to determine application eligibility.

35.6 Pre-development grants are not transferrable.

- 36 Payout process
- 36.1 Pre-development capital grants are disbursed to the applicant or, if recognized in the capital grant agreement, a third party.
- 36.2 Capital grants will be paid when all pre-development activities identified in the capital grant agreement have been completed, and any requirements of the capital grant agreement have been met including submission of the following documentation to the City:
- (a) Invoices for all work identified in the capital grant agreement;
 - (b) Copies of any documents produced related to the project sites indicated in the capital grant agreement.
- 36.3 Pre-development capital grants are not eligible for partial payment.
- 36.4 Where an applicant does not meet the requirements of this policy by October 31, 2027 the Director has discretion to withdraw the City's funding commitments.

Roles and Responsibilities

- 37 In addition to the authorities specified in this policy, the Branch Manager conclusively determines compliance with the eligibility criteria for tax exemptions and capital grants under this policy.
- 38 In addition to the authorities specified in this policy, the Director or their designate:
- (a) approves any funding commitments and capital grant agreements entered into pursuant to this policy;
 - (b) authorizes payments of capital grants;
 - (c) enforces the capital grant and tax exemption agreements;
 - (d) may make amendments to this policy provided that such amendments are technical or editorial changes and do not materially affect its substance or content;
 - (e) may update the maximum rental rates, maximum income thresholds, and tax exemption ratios used for calculating the portion of assessed value eligible for tax exemptions (as described in Appendix D); and
 - (f) exercises the authorities of the Branch Manager in absence of the Branch Manager.
- 39 In addition to the authorities specified in this policy, the City Manager or their designate:
- (a) conclusively interprets this policy and is the final authority on all aspects except those aspects for which City Council is responsible, or as otherwise determined through law;

- (b) may make minor substantive amendments to this policy where specific policy provisions conflict with the objectives of the policy;
 - (c) makes recommendations to City Council regarding tax exemption agreements and major policy changes; and
 - (d) exercises the authorities of the Director in the absence of the Director.
- 39.1 A report shall be brought before City Council at least once per year outlining any substantive changes authorized by the City Manager. If no changes are authorized, no report needs to be brought before City Council.
- 39.2 An informational memo shall be sent to Executive Committee at least once per quarter outlining any substantive changes authorized by the City Manager. If no changes are authorized, no memo needs to be sent to Executive Committee. The memo may be combined with the report required by section 39.1 where the two would overlap.
- 40 City Council is responsible for approving amendments to this policy and determining the annual allocation for capital grants through the budget process.
- 41 Annual capital grants committed under this policy shall not exceed \$1,500,000 annually, though a greater or lesser amount may be authorized by City Council through the budget approval process. If the full allocation is not committed in a given year, the uncommitted amounts will be returned to the Social Development Reserve at the end of the year as well as any funds that are uncommitted from previously approved applications and repayments of capital grants. Uncommitted allocations remaining in the Social Development Reserve may be committed in the current year in addition to the annual commitment through the budget process.
- 41.1 An additional \$3 million in capital grants may be committed per year for the duration of the Rental Acquisition & Repair and Pre-development Grants Pilot Incentives. The sole funding source of the grants under these incentives is the Housing Accelerator Fund (HAF) administered by the Canada Mortgage and Housing Corporation on behalf of the Government of Canada. If this allocation is not fully committed each year, the uncommitted amounts will be returned to the City's account for Housing Accelerator funds. Notwithstanding any other provisions of this policy or any funding commitments made by the City under this policy, the City will not provide a grant or tax exemption to an applicant under the Rental Acquisition & Repair or Pre-development Grants Pilot Incentives or may reduce a grant to an applicant under those incentives if at any time, for any reason the City is not able to use or access sufficient funding under HAF to pay for that grant. The City may reduce, terminate or require repayment of any payments or tax exemptions under these incentives for any reason including but not limited to in response to any reductions of funding under HAF or departmental funding levels, if for any reason the HAF program is discontinued or terminated or the City is not eligible to receive or use the funding under the terms of HAF, the City does not receive HAF funding at all, the City does not receive sufficient HAF funding that can be used for the grants under this policy or if all or a portion of HAF funding is required to be repaid and cannot be used to fund this policy. The City will not be liable for any damages including direct, indirect, consequential, exemplary or

punitive damages, regardless of the form of action, whether in contract, tort or otherwise, arising from any such reduction or termination of funding.

- 42 As per subsection 262(4) of *The Cities Act*, all tax exemptions under this policy must be done through a tax exemption agreement authorized by City Council through adoption of a bylaw.
- 43 Under the *Education Property Tax Act* and *The Education Property Tax Regulations*, the Government of Saskatchewan's approval is required to exempt the education portion of the property taxes where that portion of the taxes is equal to or greater than \$25,000 in a single year. If this approval is not granted, the exemption will cover the municipal and library portions of the taxes only.

Record Retention

- 44 The City shall maintain documentation related to an application under this policy for the duration specified in *The Records Retention And Disposal Schedules Bylaw, 2012, No. 2012-18*.

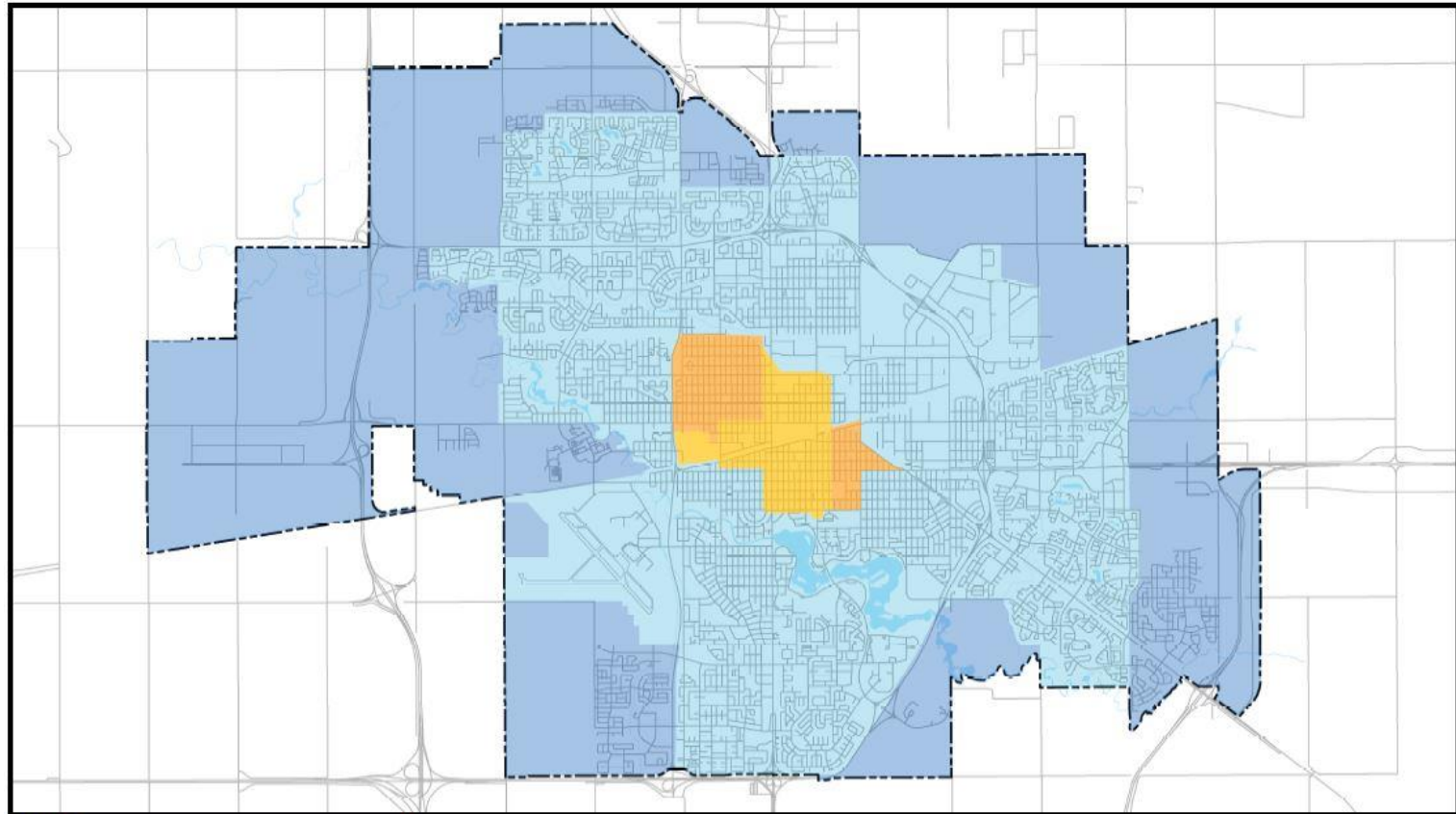
Related Documents

- 45 Application, payout, and reporting materials
 - (a) [Year] Affordable Rental Rate and Income Maximums
 - (b) Affordable Ownership Income Maximums
 - (c) Affordable Ownership Purchaser Declaration Form
 - (d) Affordable Ownership Mortgage Co-Signatory Statutory Declaration
 - (e) Building Condition Assessment Template
 - (f) Design and Development Criteria Scorecard
 - (g) Final Tenant Displacement Report
 - (h) Housing Incentives Policy Application Form
 - (i) Membership Non-Profit Statutory Declaration
 - (j) Pre-Development Activities Checklist
 - (k) Pre-Development Grants Application Form
 - (l) Project Description Spreadsheet
 - (m) Rental Acquisition & Repair Application Form
 - (n) Repair Work Description Template
 - (o) Tenant Communication & Consent Form
 - (p) Tenant Displacement Plan Template
 - (q) Work Impact Assessment
- 45 Standard Operating Procedures
 - (a) City Manager Amendments to HIP
 - (b) HIP Enforcement and Repayment for Affordable Rental Units
 - (c) HIP Tax Exemption Calculation

Date Approved	January 29, 2025
Date of Last Review	December 10, 2024
Date of Next Review	December 10, 2028

APPENDIX A: Program Areas for Housing Incentives Policy

Map 1: Program Areas



LEGEND

- Area 1 - City Centre
- Area 2 - North Central, Heritage
- Area 3 - Established Areas
- Area 4 - New Areas
- City Boundary



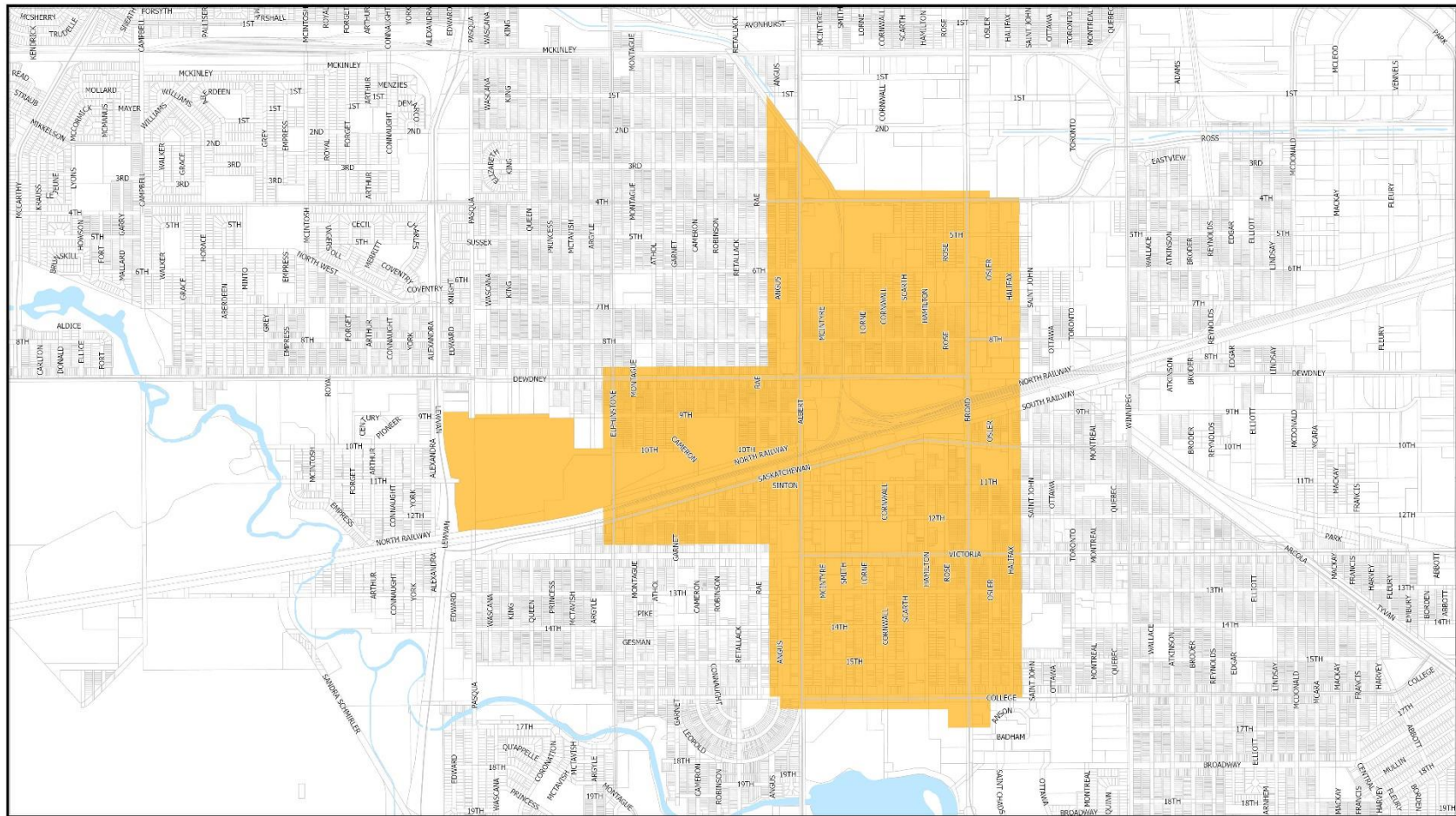
Proposed HIP Areas

LOCATION MAP



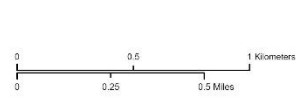
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Map 2: Detailed Map of Program Area 1



LEGEND

- Housing Incentive Areas
- Water Body



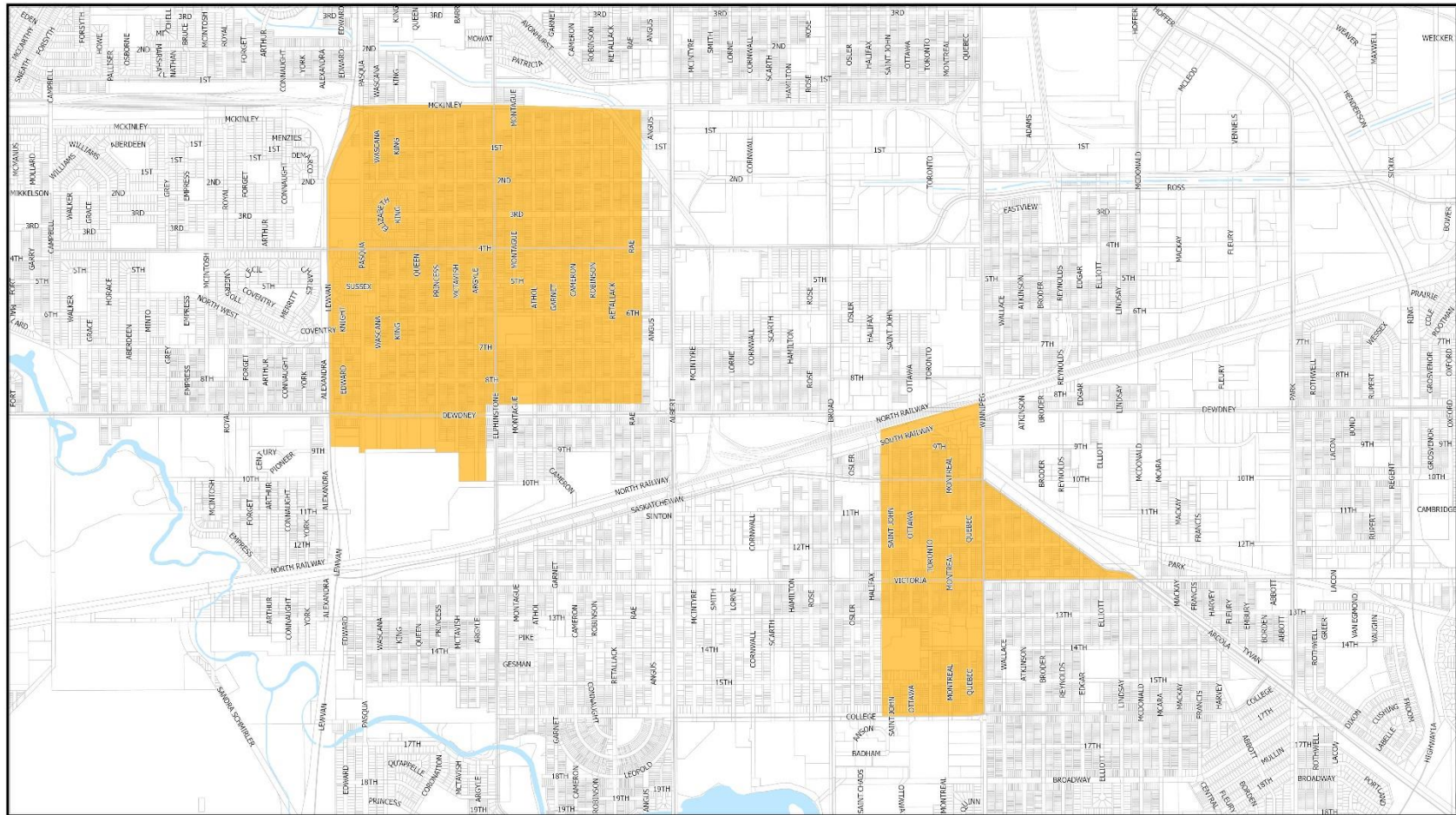
Area 1 - City Centre

LOCATION MAP



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Map 3: Detailed Map of Program Area 2



LEGEND

- Housing Incentive Areas
- Water Body



LOCATION MAP

Area 2 - North Centre_Heritage

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APPENDIX B: Design and Development Criteria Scorecard

All applications to the Housing Incentive Policy must complete this Score Card and submit it with an application for capital grants. Criteria are drawn from relevant policies of *Design Regina: The Official Community Plan Bylaw No. 2013-48 (OCP)* and other City policies. For each criterion, partial credit cannot be applied unless specified within the criteria. Applicants may be asked for further information or documentation to prove that they meet the requirements set out below. While the applicant is asked to fill out and submit this form with its application, the final evaluation and determination of the points for each category shall be conclusively determined by the Branch Manager.

Development Features		Potential Points	Earned Points
Housing Needs (45 points)	50% of affordable units are either: 1) Modest housing (units equal to or less than 500 Square Feet) or 2) Large units for families (3 bedrooms or more). 50% of units must be either unit type to receive points.	5	
	The project is intended to serve one of the following groups: <ul style="list-style-type: none"> Survivors fleeing domestic violence, particularly women and children; Youth; Seniors; Indigenous people; People with mental or physical disabilities; People dealing with mental health and addictions issues; Veterans; 2SLGBTQIA+; Racialized groups; Recent immigrants including refugees; People experiencing homelessness; or Other vulnerable groups identified in the National Housing Strategy, by the Federal Housing Advocate, or similar authority. <p>Applicants must submit proof of partnership with a support service provider or an organizational mission statement as supporting evidence.</p>	20	
	Accessible, barrier free design principles (wheelchair accessible buildings, units and bathrooms) of 10% or more of affordable units.	10	
	On-site Support Suite included (e.g.: counselling, day care).	10	

Building and Urban Design Elements (13 points)	Street level activity/pedestrian comfort/safety: three points if <u>one</u> of the following is met: a) porches or programmed amenity space (e.g. benches, play equipment, bike racks, etc.); b) there is interface with the street such as low or no fences; c) ground floor commercial development has been included or retained in mixed-use building.	3	
	Façade design: Building design includes variation in massing, materials or colour and avoids use of blank walls that are visually prominent.	3	
	Open site design: three points will be earned if either is met: a) there is continuity of the existing street and lane grid; b) the development's front facades do not turn back on adjacent houses, street or other buildings.	3	
	Active/weather-compatible amenity space and landscaping: one point if either of the following is met: a) 15% or more amenity area for planned groups containing 20 or more units (includes amenities for children, families, seniors, etc.); b) landscape improvements in excess of minimum planting requirements in a residential zone, as specified in <i>The Regina Zoning Bylaw No. 2019-19</i> . The requirements apply even when not required by the Zoning Bylaw (e.g., for Dwelling, Unit land use).	1	
	Construction uses and skill development and training initiatives recognized by the Saskatchewan Apprenticeship and Trade Certification Commission or a Municipal, Provincial or Federal labour market development program.	3	
Parking Facilities (5 points)	Parking/vehicular access is by the rear lane. Where no rear lane exists, any front yard parking is screened by the residential buildings or landscaping.	1	
	Enclosed or covered bicycle parking in excess of 10% of units.	1	
	On-site Car Share or Bicycle Share for tenants. ¹	3	
Adaptive Re-use/Infill (7 points)	Conversion of a non-residential building to residential use or infill on a previously developed vacant or brownfield site within the Intensification Boundary. ²	7	
Complete Neighbourhoods³ (21 points)	Access to public transit (within 400 m of a transit stop). ⁴	5	
	Access to nearby licensed childcare (within 1000 m of licensed childcare centre).	5	
	Access to nearby employment opportunities or shopping facilities (within 1000 m of commercial district).	5	
	Access to nearby green public space (within 500 m to a public park).	2	
	Access to nearby leisure facilities (within 1000 m of a public leisure centre).	2	
	Access to nearby schools (within 500 m of an elementary, secondary or high school).	2	

¹ For a car share, an agreement with Regina Care Share or equivalent is required; for a bike share program documents including a program description, membership requirements and other operational details are necessary to receive points.

² Redeveloped school sites are subject to the "School Site Re-Use Guidelines" (Appendix B of the OCP).

³ Based on the travel distance of a pedestrian using existing sidewalks or public pathways.

⁴ Project is eligible if the subject property is within 400m of a planned transit stop in an approved Concept Plan.

Sustainable Design (9 points)	On-site renewable energy generation.	2	
	One point is earned for outdoor landscaping or irrigation systems that meet one of the following requirements: (a) an irrigation system that uses grey water (b) an irrigation system equivalent for water capture, storage and reuse; or (c) permeable pavement.	1	
	Energy Efficiency (1 point for every 5% better than National Building Code; Max 5 points).	5	
	Green roof or passive solar design.	1	
Total		100	
Minimum to Qualify for Capital Incentives		40	
City evaluation completed by: _____		Date: _____	

APPENDIX C: Summary of Housing Incentives by Area

Area 1 – City Centre

Unit Type	Capital Grant	Tax Exemption
Affordable Rental Units <ul style="list-style-type: none"> • Minimum 2 units per building • Minimum 4 units per project for private developers • Maximum Rental Rates and Income Thresholds apply 	\$20,000 per unit (< 1 bedroom) \$40,000 per unit (1-2 bedroom) \$45,000 per unit (≥ 3 bedroom)	5 years, 100%
Affordable Ownership Units <i>(Charitable Non-Profit Housing Providers only)</i>	\$15,000 per unit (≤ 2 bedroom) \$20,000 per unit (≥ 3 bedroom)	5 years, 100%
On-Site Support Suites	\$20,000 per unit	5 years, 100%
Market Rental Units: <ul style="list-style-type: none"> • 2-unit building minimum 	None	5 years, 100%
Market Ownership Units: <ul style="list-style-type: none"> • 4-unit building minimum 	None	5 years, 100%
Secondary Suites	If part of an affordable rental project, as affordable rental units. Otherwise, none.	5 years, 100%
Backyard Suites	If part of an affordable rental project, as affordable rental units. Otherwise, none.	5 years, 100%
Rental Acquisition & Repair <ul style="list-style-type: none"> • For non-profits only 	As Affordable Rental Units	As Affordable Rental Units
Pre-Development Grants <ul style="list-style-type: none"> • For non-profits and private developers 	\$50,000 per project <ul style="list-style-type: none"> • 100% of eligible costs for non-profits • 50% of eligible costs for private developers (must target 4 units) 	None

Area 2 – North Central and Heritage

Unit Type	Capital Grant	Tax Exemption
Affordable Rental Units <ul style="list-style-type: none"> • Minimum 2 units per building • Minimum 4 units per project for private developers • Maximum Rental Rates and Income Thresholds apply 	\$20,000 per unit (< 1 bedroom) \$40,000 per unit (1-2 bedroom) \$45,000 per unit (≥ 3 bedroom)	5 years, 100%
Affordable Ownership Units <i>(Charitable Non-Profit Housing Providers only)</i>	\$15,000 per unit (≤ 2 bedroom) \$20,000 per unit (≥ 3 bedroom)	5 years, 100%
On-Site Support Suites	\$20,000 per unit	5 years, 100%
Market Rental Units <ul style="list-style-type: none"> • 2-unit building minimum 	None	5 years, 100%
Market Ownership Units <ul style="list-style-type: none"> • No unit minimum 	None	5 years, 100%
Secondary Suites	If part of an affordable rental project, as affordable rental units. Otherwise, none.	5 years, 100%
Backyard Suites	If part of an affordable rental project, as affordable rental units. Otherwise, none.	5 years, 100%
Rental Acquisition & Repair <ul style="list-style-type: none"> • For non-profits only 	As Affordable Rental Units	As Affordable Rental Units
Pre-Development Grants <ul style="list-style-type: none"> • For non-profits and private developers 	\$50,000 per project <ul style="list-style-type: none"> • 100% of eligible costs for non-profits • 50% of eligible costs for private developers (must target 4 units) 	None

Area 3 – Established Areas

Unit Type	Capital Grant	Tax Exemption
Affordable Rental Units <ul style="list-style-type: none"> • Minimum 2 units per building • Minimum 4 units per project for private developers • Maximum Rental Rates and Income Thresholds apply 	\$10,000 per unit (< 1 bedroom) \$20,000 per unit (1-2 bedroom) \$25,000 per unit (≥ 3 bedroom)	5 years, 100%
Affordable Ownership Units <i>(Charitable Non-Profit Housing Providers only)</i>	\$10,000 per unit (≤ 2 bedroom) \$15,000 per unit (≥ 3 bedroom)	5 years, 100%
On-Site Support Suites	\$20,000 per unit	5 years, 100%
Market Rental Units	None	None
Market Ownership Units	None	None
Secondary Suites	If part of an affordable rental project, as affordable rental units. Otherwise, none.	5 years, 100%
Backyard Suites	If part of an affordable rental project, as affordable rental units. Otherwise, none.	5 years, 100%
Rental Acquisition & Repair <ul style="list-style-type: none"> • For non-profits only 	As Affordable Rental Units	As Affordable Rental Units
Pre-Development Grants <ul style="list-style-type: none"> • For non-profits only 	\$50,000 per project <ul style="list-style-type: none"> • 100% of eligible costs for non-profits 	None

Area 4 – New Areas

Unit Type	Capital Grant	Tax Exemption
Affordable Rental Units <ul style="list-style-type: none"> • Minimum 2 units per building • Minimum 4 units per project for private developers • Maximum Rental Rates and Income Thresholds apply 	<u>Non-profits:</u> \$10,000 per unit (<1 bedroom) \$20,000 per unit (1-2 bedroom) \$25,000 per unit (≥3 bedroom) <u>Private developers:</u> \$0 per unit (<1 bedroom) \$10,000 per unit (1-2 bedroom) \$15,000 per unit (≥3 bedroom)	5 years, 100%
Affordable Ownership Units <i>(Charitable Non-Profit Housing Providers only)</i>	\$10,000 per unit (≤ 2 bedroom) \$15,000 per unit (≥ 3 bedroom)	5 years, 100%
On-Site Support Suites	<u>Non-profits:</u> \$20,000 per unit <u>Private developers:</u> \$10,000 per unit	5 years, 100%
Market Rental Units	None	None
Market Ownership Units	None	None
Secondary Suites	If part of an affordable rental project, as affordable rental units. Otherwise, none.	If part of an affordable rental project, 5-year, 100% Otherwise, none
Backyard Suites	If part of an affordable rental project, as affordable rental units. Otherwise, none.	If part of an affordable rental project, 5-year, 100% Otherwise, none
Rental Acquisition & Repair <ul style="list-style-type: none"> • For non-profits only 	As Affordable Rental Units	As Affordable Rental Units
Pre-Development Grants <ul style="list-style-type: none"> • For non-profits only 	\$50,000 per project <ul style="list-style-type: none"> • 100% of eligible costs for non-profits 	None

APPENDIX D: Calculating Portion of Assessed Value Eligible for Tax Exemption

This appendix describes the procedure for determining the portion of a property's assessed value that is eligible for exemption. In all cases, the eligible portion of assessed value is determined by the City Assessor. *Note, the values presented here are for example only and may not reflect the values used when calculating a specific tax exemption.*

Step 1: Determine the base eligible assessed value

Affordable or Market Ownership Exemption: The full assessed value of each eligible dwelling unit is used when calculating the exemption amount.

Affordable or Market Rental Exemption, and Secondary and Backyard Suites: The full assessed value of the residential portions of all properties in a project, less the assessed value of any ownership units in the project, used when calculating the exemption amount, subject to Steps 2 and 3.

On-Site Support Suite:

- If the project is entirely ownership units, the full assessed value of each eligible on-site support suite is used when calculating the exemption amount.
- If the project contains any rental units, include the on-site support suite as a 1-bedroom rental unit for calculating the portion of assessed value used when calculating the exemption amount.

Rental Repair: Suspended for duration of Rental Acquisition & Repair Pilot Incentive.

Step 2 (for rental projects only): Calculate share of total rental units

The portion of a rental property's assessed value to be used when calculating the exemption amount is determined based on the number of rental units and on-site support suites eligible for exemption as a share of total rental units and on-site support suites in the project (i.e., 30 affordable units/100-unit project = 30 per cent of the assessed value of the property eligible for exemption).

Step 3 (for rental projects only): Adjust exempt portion based on unit type

The portion of assessed value eligible for exemption is then adjusted to reflect unit sizes. This is accomplished by weighting units according to their approximate contribution to the assessed value based on the assessment models in effect at the time of application.

Given that HIP funding can be provided for units in a variety of building types, the policy uses the average ratio of base rents for unit sizes across the Multi-Residential High-Rise (M-H), Multi-Residential Low-Rise (M-L), and Multi-Residential Townhouse (M-T) assessment models, relative to the 1-Bedroom base rent in the M-L model, as shown in Table D1.

Table D1: Unit Type Weighting Calculation (2025 Assessment Models)

	Rents			Ratios*			Average Ratio (Weight)
	M-H	M-L	M-T	M-H	M-L	M-T	
Bachelor	\$1,133	\$1,075	N/A	0.94	0.89	N/A	0.92
1-Bedroom	\$1,319	\$1,205	\$1,154	1.09	1.00	0.96	1.02
2-Bedroom	\$1,524	\$1,346	\$1,412	1.26	1.12	1.17	1.18
3-Bedroom**	\$1,665	\$1,466	\$1,536	1.38	1.22	1.27	1.29
4-Bedroom	N/A	N/A	\$1,802	N/A	N/A	1.50	1.50

*Ratios are calculated relative to 1-bedroom unit in M-L model

**3-Bedroom rents in M-H and M-L apply to units with 3 or more bedrooms. Not included for 4-Bedroom ratios.

Example:

A 100-unit rental property with 30 2-bed affordable rental units eligible for exemption and 70 1-bedroom market rental units not eligible for exemption.

Step 1: Determine the base eligible assessed value

The property is entirely residential use. 100 per cent of the assessed value is used as the base.

Step 2: Calculate share of total rental units

30 affordable rental out of 100 units = 30 per cent.

Step 3: Adjust exempt portion based on unit type

33.15 per cent of assessed value eligible for exemption based on adjustment (Table D2).

Table D2: Sample Exemption Calculation

	Type	Count	Unweighted Total	Weight	Weighted Count
Affordable	2-Bed	30	30	1.18	35.4
Market (no exemption)	1-Bed	70	70	1.02	71.4
Total			100		
Affordable Share			30%		33.15%

This example assumes the project contains only a single property. It is possible for a project to be spread over multiple properties in which case the share is calculated for the project as a whole and the portion (e.g., 33.15 per cent) is applied to the residential portion of each property.

Appendix E: Tenant Protections Framework

Purpose

The purpose of the Tenant Protections Framework (the Framework) is to protect tenants from eviction due to an acquisition and repair project supported by the City or, where eviction is necessary to carry out the work, ensure tenants are supported in relocating to another unit. The Framework includes guidelines for determining when work requires a unit to be vacant, communications between housing providers and tenants, relocating tenants to suitable homes, and the rents that may be charged upon relocation.

Guidelines for When Work Requires a Unit to Be Vacant

The City will only support projects where a building is vacant, where the work does not require a unit to be vacant, or a tenant protection plan is in place.

Work can require a unit to be vacant if it is reasonably expected to:

- Result in temporary loss of the tenant's access to one or more of the following:
 - Drinkable water
 - Hot water
 - Heat (in cold seasons)
 - Electricity
 - Sanitation (e.g., toilet, shower, sink, sewer line)
 - Food preparation and storage (e.g., refrigerator, stove, oven, kitchen sink)
- Impede egress in event of an emergency (considering tenants' mobility);
- Interfere with safety systems (e.g., smoke alarms, strobes, carbon monoxide detectors);
- Compromise the security of the building or unit against unwanted entry;
- Reduce ventilation in a unit below levels required in the *National Building Code*;
- Create excessive dust or vapours (taking into account the tenant's health concerns such as asthma);
- Disturb hazardous substances (e.g., asbestos, fecal matter from rodent infestations, etc.);
- Create tripping or falling hazards (considering tenant mobility);
- Create other hazards which can reasonably be expected to have a negative impact on a tenant's health and wellbeing (e.g., fumes from infestation extermination, exposed electrical systems, etc.);
- Other factors as may be determined by the Branch Manager.

Tenant Protections

General Requirements

- Before giving notice of eviction to tenants and/or beginning work, housing providers must notify tenants of:
 - The expected scope and duration of the work;
 - The housing provider's obligations and rights under *The Residential Tenancies Act, 2006*;
 - The tenant's obligations and rights under *The Residential Tenancies Act, 2006*;
 - The tenant's rights and obligations under the Tenant Protections Framework.
- Housing providers must retain records of communications and attempts to communicate with tenants and tenant contact information.
- All work must be completed within a reasonable timeframe and minimize disruption to tenants.
- Work must not cause loud and continuous noise during unreasonable hours.

- Units must be left in a clean and habitable state when work is complete.
- The City is entitled to view records to ensure compliance with Housing Incentives Policy requirements.

Where the work does not require a unit to be vacant

- The housing provider must make all reasonable efforts to preserve the tenant's right to quiet enjoyment of the unit, as outlined in *The Residential Tenancies Act, 2006*.
- Efforts must be made to keep the unit tidy and clean during the work (e.g., hanging dust sheets, running air purifiers).

Where the work requires a unit to be vacant

- The housing provider must provide assistance to the tenant in finding suitable housing (e.g., number of bedrooms; proximity to work, school, medical services; accessibility; pet friendliness; smoking friendly; etc.).
- Consideration should be given to tenants who prefer to return to the unit when work is complete.
- For tenants who are relocated to another unit owned by the housing provider, the rent must be no greater than what they are paying under their existing tenancy agreement.
- If the work requires the unit to be vacant for only a short period of time, the tenant, with their consent, may be relocated to temporary lodging (e.g., a hotel). If the temporary lodging does not have cooking facilities, the housing provider must cover reasonable costs for food.