



TOWN OF CANMORE POLICY

EFFECTIVE DATE:	January 1, 2008
ADOPTED BY RESOLUTION:	603-2007 December 18, 2007 Council Meeting
POLICY TITLE:	Perpetually Affordable Housing (PAH) Contribution Policy
AMENDED BY RESOLUTIONS:	

PURPOSE

The decreasing supply of affordable housing in Canmore is a community wide issue. The Town of Canmore recognizes that a permanent, year-round population plays an important role in the social and economic health of the community. The availability and affordability of housing plays a critical role in creating opportunities for members of the workforce to establish themselves in the community on a permanent basis.

Perpetually affordable housing (PAH) is a way of introducing a type of rental or owned housing that, while not part of the open market, meets the demand for affordable housing by providing resident workers with an additional housing option that is price and resale restricted to ensure affordability over the long term. PAH is not social housing and is intended to meet the housing demands of median income households.

The basic principle of this policy is that the Town, the residents of Canmore, the development industry and the business community all have a vested interest in finding solutions that will address the affordable housing issue and keep Canmore socially sustainable into the future. The development of PAH equity and rental units are intended to address the affordable housing demand of those Canmore residents unable to purchase or rent accommodation on the open market.

This policy outlines the manner in which financial contributions are to be made by various segments of the community.

GUIDING PRINCIPLES

- PAH will provide housing with price and resale or rental rate restrictions.
- PAH will be restricted to people who are qualified, based on employment, residency, income, asset, and other qualifications as determined from time to time.
- PAH will be provided to meet the demand based on a variety of income levels above the level of social housing and below the level required to purchase market housing. Specific income level restrictions will be set from time to time within that range for individual projects and be expressed as a percentage of Canmore Median Income.
- PAH shall be “needs based”, provided for those who are unable to afford to purchase or rent housing on the open Canmore real estate market.

- PAH shall be provided in a diversity of locations across the community.
- PAH shall be in various housing forms ranging from staff accommodation, secondary suites, apartments and townhouses.
- All monies received as part of this PAH Policy will be used to further the development of PAH within the Town of Canmore.

POLICY

1.1 The PAH Reserve Fund

- (a) The PAH Reserve Fund is established and administered by Council. The Fund will be used solely for the creation of PAH equity and rental units. The Fund will be reported in the Town's annual financial statements. A detailed reporting of revenue into and expenditures from the fund will be made available to the public on an annual basis. The Fund is an interest bearing reserve and all interest is to accrue to the Fund.
- (b) The Reserve Fund shall be accessed to:
- i) use as working capital to build or contract the building of PAH projects,
 - ii) purchase land and service land that PAH will be constructed on,
 - iii) use as equity on rental units,
 - iv) used to reduce the sales price of equity units, or
 - v) facilitate any aspect of delivering PAH units within the Town of Canmore.

1.2 Accountability to the PAH Reserve Fund

The use of the PAH Reserve Fund will be by decision of Council. Prior to the use of any funds from the Reserve Fund, Council will seek comments and recommendations from the Board members of CCHC.

1.3 Contributions to the Reserve Fund

- (a) The contribution amount from each sector for the development of PAH will be determined annually during the Town of Canmore's budget process.
- (b) All contributions net of the annual operating costs associated with CCHC will be transferred to the Fund.
- (c) Any monies collected under previous versions of this Policy and deposited into the PAH Capital Trust Fund, shall be transferred in their entirety into the PAH Reserve Fund. The PAH Capital Trust Fund is dissolved.
- (d) Annual contributions to the Reserve Fund will be as follows:
- (i) Residential Property Owners
The Residential Property Owners' contribution is expected to be collected via a fixed residential mill rate established each year by Council.
 - (ii) Business Community (Non-Residential Property Owners)
The Business community contribution is expected to be collected via a fixed non-residential mill rate established each year by Council.

(iii) Other

The Town of Canmore will target a minimum contribution of \$350,000 annually from the Planning and Engineering Department to the PAH Reserve Fund. The actual annual contribution amount will be established each year by Council.

In addition, any year-end surplus above the budgeted operating surplus or deficit within the Planning and Engineering Department may be contributed to the PAH Reserve Fund as directed by Council.

1.4 PAH Capital Trust Fund Refunds

- (a) A building permit applicant that paid a prior Building Permit PAH surcharge under a prior version of this Policy, may request that a proportion of the original payment be refunded. Only the individual or corporation that paid the PAH surcharge shall be entitled to request a refund.
- (b) Any request made for a refund shall be made in writing.
- (c) Town Administration shall review and decide on any request for a refund based on this Policy.
- (d) Town Administration shall report to Council as required on any refunds made under this Policy.
- (e) The amount of the refund shall apply only to the over-collected proportion of the PAH Building Permit surcharge that was intended to be collected under prior versions of this Policy.

1.5 Prior PAH Policy

- (a) This Policy replaces all other prior Perpetually Affordable Housing policies and all amendments thereto, namely Council resolutions 539-2005 (November 22, 2005), 270-2006 (June 13, 2006) and 441-2005 (October 18, 2005).

DEFINITIONS

“Building permits” are approvals required for any new construction, additions, alterations or changes of use of existing buildings. The Province of Alberta Safety Codes Act and the Town of Canmore Building Permit Bylaw govern the Canmore building permit process.

“Business community” refers to any person or company that receives a tax assessment under the non-residential assessment code.

“Canmore Median Income (CMI)” refers to the median income of Canmore determined annually by CCHC using Statistics Canada data.

“CCHC” refers to the Canmore Community Housing Corporation.

“Council” refers to Council of the Town of Canmore.

“Dwelling unit” refers to the definition contained in the Canmore Land Use Bylaw 09-99.

“Fund” refers to the PAH Reserve Fund

“Non-residential property” refers to the commercial, industrial and institutional uses defined in the Canmore Land Use Bylaw 09-99 by either definition or by purpose and intent of sections of each land use district.

“PAH Reserve Fund” is an account established by the Town of Canmore through the PAH Contribution Policy (Resolution #179-2005) that currently receives all monies to be used for the specific and sole

purpose of developing equity or rental PAH projects or facilitating any aspect of constructing, producing or delivering PAH units.

“PAH Unit” refers to both equity and rental housing that is removed from the influence of the open real estate market. Detailed qualification requirements will restrict those who can purchase PAH, and specific resale restrictions will ensure lower-than-market selling prices over a long period of time.

VISION ALIGNMENT

The Town of Canmore has made affordable housing a strategic priority in its Business Plan and Municipal Development Plan. The Mining The Future vision identifies that a well stratified demographic profile and the provision of affordable housing are important elements of maintaining the community’s social fabric.

TOWN OF CANMORE

WHERE THERE IS ANY CONFLICT BETWEEN THE POLICIES ADOPTED BY THE TOWN OF CANMORE AND THE POLICIES SET FORTH IN A COLLECTIVE AGREEMENT ADOPTED BY CUPE LOCAL #37, OR POLICIES SET FORTH IN A STATUTE OF THE PROVINCIAL OR FEDERAL GOVERNMENT, THE COLLECTIVE AGREEMENT OR THE PROVINCIAL OR FEDERAL STATUTE SHALL SUPERCEDE SUCH OTHER POLICIES.

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