



Kawartha Lakes and County of Haliburton

Affordable Housing Targets Program Information Package





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This package is meant to provide information at a high level. For detailed information contact:

Elise Karklins
Affordable Housing Program Coordinator ekarklins@kawarthalakes.ca
705-324-9870 ext. 3105
Visit our website: www.kawarthalakes.ca/ahtp

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Kawartha Lakes is committed to complying with the Accessibility for Ontarians with Disabilities Act (AODA) in order to create a barrier-free Ontario. We are committed to the four core principles of dignity, independence, integration and equal opportunity. We support the full inclusion of persons as set out in the Canadian Charter of Rights and Freedoms and the AODA. If this document is required in an alternate format, please contact accessibility@kawarthalakes.ca.

Introduction

Service Manager Role

As Service Manager (SM) under the Housing Services Act, the City's role is to administer and fund housing and homelessness programs in both the City of Kawartha Lakes & the County of Haliburton. The Building Stronger Communities, The City of Kawartha Lakes & County of Haliburton Housing & Homelessness Plan 2020-2029 (HHP) includes rental targets and ownership approaches in order to create additional affordable housing.

Definition of Affordable Housing

The Service Manager and HHP focus is specific for low to moderate (middle) income households. Targets are striving to create housing, both rental and ownership to meet the affordable definition; rent or accommodation costs not to exceed 30% of the gross annual household income for low to moderate income households.

Municipal Incentives

Various incentives are available to developers, non-profits, community housing providers, landlords and homeowners to create affordable housing. Incentives apply to new construction, rehabilitation, secondary suites and rent supplements within market units. These are made available through Kawartha Lakes and the County of Haliburton to assist with achieving affordable housing targets.





Rental Targets 2020-2029

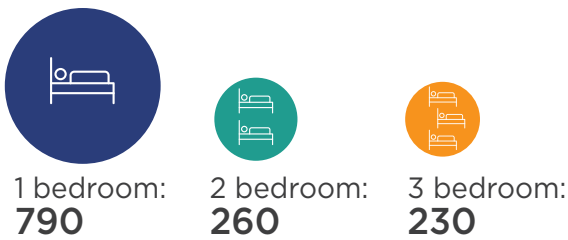
Types:

- 1. New - KLH Housing (KLH)**
 - New construction of units developed by the KLH Housing
- 2. New - Non Profit (NP)**
 - New construction of units developed by community housing providers and non-profits
- 3. New - Private market (PM)**
 - New construction of units developed by private developers;
 - New units created by the rehabilitation of spaces not formerly provided as rental housing; or
 - New units created by the addition of a second suite in a previous single family home
- 4. Subsidy in Existing**
 - Rent supplement provided to make a market unit affordable to a low or moderate income

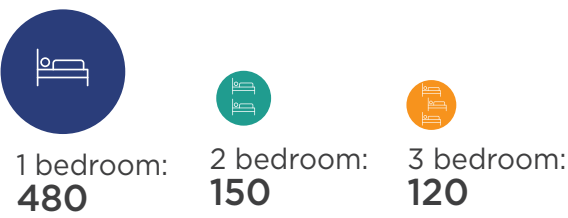
Affordable rental units to be created over 10 years (2020-2029)

By bedroom size:

Kawartha Lakes: 1,280 units

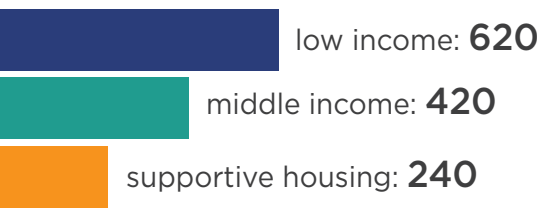


County: 750 units

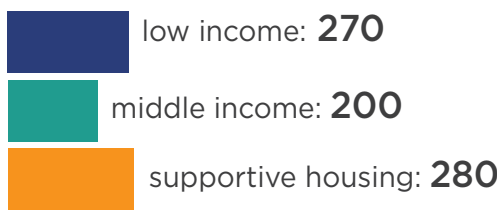


By category:

Kawartha Lakes: 1,280 units



County: 750 units



Ownership Approaches 2020-2029

In order to encourage options for low and middle income households in Kawartha Lakes and the County, the following initiatives will occur:

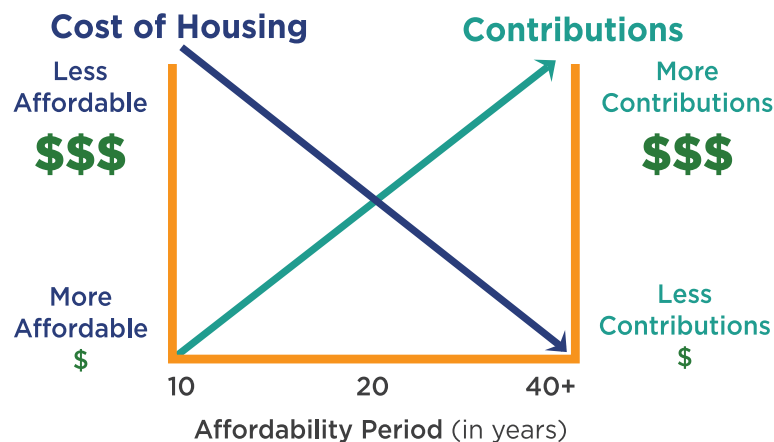
1. Continue to offer Homeownership funding to assist with down payments.
2. Establish policies and offer incentives.
3. Actively pursue ownership options with Habitat for Humanity and other similar not for profit organizations.

Sliding Scale

A sliding scale has been developed to determine rents, house prices and affordability period for contribution level. If receiving more than one type of incentive, the lowest affordability level and longest affordability period will apply overall.

Resources:

The Affordable Housing Target Program, Sliding Scale Incentive calculator can be found on the Affordable Housing Target program website at www.kawarthalakes.ca/ahtp.



Max Rent and Sale Prices

The Max Rent and Sale Price change annually. They are posted on the Affordable Housing Target Program website at www.kawarthalakes.ca/ahtp. The rental rate or sales price are locked in once the agreement is signed.

Rental units receiving the incentives have to be located within Kawartha Lakes or the County and are rented to low to moderate income individuals on (or eligible to be on) the housing waiting list(s). For New Home Development, the homes need to be located within the geographical area of Kawartha Lakes or the County. The first purchaser will be low to moderate income individuals. The developer will be responsible to verify the income of the first purchaser.

Max Rent, Sales Price and incomes are located at www.kawarthalakes.ca/ahtp under the “Additional Information” section.



Incentives from Council Policy

Eligible Proponents Types:



Private Non Profit (PNP)



Private Developer (PD)



Homeowner (HO)

Municipal Incentives:

- Pre Consultation Fees
- Zoning application fees, advertising fees
- Official plan amendment application fee, advertising fee
- Removal of holding system application fee, advertising fee
- Consent fees, advertising fee
- Site plan application fees
- Site plan security
- Subdivision or condominium application fee, advertising fee
- Building permit fee
- Demolition permit fee
- Accessory dwelling unit permit
- Development charges
- Development application approvals process (DAAP) fees
- Parkland Levy
- Entrance permit
- Conservation permit fee
- Demolition water turn off service
- Water and sewer connection fee
- Water and sewer frontage charges
- Water responsibility agreement security
- Rent supplement/ housing allowance funding

For full list of Municipal Incentives please visit www.kawarthalakes.ca/ahtp under “Additional Information”.



Program Types

New Rental Development Program (NRDP)

What it is and how it works:

The program provides financial assistance to developers of new rental projects to achieve affordable rents in some or all of the units by way of providing certain incentives. The financial assistance generally applies only to the units that achieve the affordable rent. Most of the incentives offer developers financial assistance by way of waivers or exemptions of municipal fees and charges.

In return for the funding or incentives, the unit(s) will be offered to applicants on the City's waiting lists at an agreed upon market rent for an agreed upon number of years. An agreement for the value of the funding or incentives is registered on title. As long as the requirements are met, the value of the funding and incentives is forgiven.

Benefits:

The program benefits the developer by reducing costs and benefits a low to moderate income household with access to a unit at or below the average market rent for the area (inclusive of utilities).

Eligibility Criteria:

1. The applicant(s) must be the owner(s) of the property for which the NRDP funds are being requested.
2. The property must be located in Kawartha Lakes or the County.
3. The owner(s) must not be applying for bankruptcy or have an active bankruptcy file.
4. The owner(s) must not have a mortgage that is in default.
5. Property taxes on the subject property must be in good standing.

Agreements:

In order to receive the incentives, the successful applicants will enter into a municipal housing facilities agreement through a project specific municipal housing facilities bylaw adopted by the City of Kawartha Lakes in its role as Service Manager. These agreements will be registered on title.

Each agreement provides the specific requirements of each party including but not limited to:

- The affordability level
- The affordability term

- The value of all funding and incentives provided
- Default triggers and provisions for how funding and incentives may be affected in the case of default
- Permission for a media release

New Home Development Program (NHDP)

What is this and how it works:

The program provides financial assistance to developers of new homes to achieve affordable sale prices in some or all of the homes by way of providing certain incentives. The financial assistance applies only to the units that achieve the affordable rent. Most of the incentives offer developers financial assistance by way of waivers or exemptions of municipal fees and charges.

In return for the funding or incentives, the first purchaser will be a low to moderate income household. An agreement for the value of the funding or incentives is registered on title. As long as the requirements are met, the value of the funding and incentives is forgiven.

Benefits:

The program benefits the developer by reducing costs and benefits a low to moderate income household with access to a home at or below the average sale price for the area.

Eligibility Criteria:

1. The unit(s) must be located within Kawartha Lakes or the County.
2. The developer must offer the unit(s) for sale at or below the price agreed upon and set out in the funding agreement.
3. The developer will be required to enter into a municipal housing facilities agreement through a project specific municipal housing facilities bylaw adopted by the City of Kawartha Lakes, in its role as Service Manager, in order to receive the incentives.
4. The developer will be required to verify that the income of the first purchaser is at or below the income limits established by the SM and set out in the funding agreement.
5. The SM will remove the agreement from title, at the purchasers own expense, to allow the sale to the first purchaser pending the conditions in Item 2 and 3 above have been met.

Secondary Suite Program (SSP)

What it is and how it works:

The program provides financial assistance to homeowners to create a rental unit in their home with an affordable rent by providing certain incentives.

In return for the funding or incentives, the unit created will be offered to tenants with a low to moderate income at an agreed upon market rent for an agreed upon number of years. An agreement for the value of the funding or incentives is registered on title. As long as the requirements are met, the value of the funding and incentives is forgiven.

Benefits:

The program benefits the homeowner by reducing costs and providing a monthly revenue and benefits a low to moderate income household with access to a unit at or below the average market rent for the area (inclusive of utilities).

Eligibility Criteria:

1. The applicant(s) must be the Homeowner(s) of the home for which the SSP funds or incentives are being requested.
2. The home must be the sole and principal residence of the Homeowner. They must reside there at the time of the application and throughout the affordability period.
3. Homeowner(s) must not have a vested interest in any other property.
4. The home must be located within Kawartha Lakes or the County.
5. The Homeowner(s) must be a permanent resident of Kawartha Lakes or the County.
6. The combined gross income of the Household must be at or below the maximum household income limit set by the SM and adjusted annually. The income limit(s) will be provided as part of the information package released with annually.
7. The Homeowner(s) must not be applying for bankruptcy or have an active bankruptcy file.
8. The value of the home must be at or below the maximum house value as determined by the SM. The maximum house value will be provided as part of the information package released annually.
9. The Homeowner(s) must not have a mortgage that is in default.
10. The total of all mortgages, including the loan amount must not exceed the market value of the property.
11. Property taxes on the subject property must be in good standing.
12. The property must be insured for the full value of the home.
13. Homes may be detached, semi-detached, row houses or townhouses.
14. Work done prior to applying for program assistance is not eligible for funding consideration.
15. The funding cannot be used for any other purpose other than that approved.
16. Misrepresentation of income or information will result in the applicant(s) being deemed ineligible and, if all or a portion of the forgivable loan has been paid, the loan will immediately become due and payable to the SM. At the sole discretion of the SM these funds may be collected by placing a lien on the property or through the services of a collection agency.

Agreements:

In order to receive the incentives, the successful applicants will enter into a municipal housing facilities agreement through a project specific municipal housing facilities bylaw adopted by the City of Kawartha Lakes in its role as Service Manager. These agreements will be registered on title.

Each agreement provides the specific requirements of each party including but not limited to:

- The affordability level
- The affordability term
- The value of all funding and incentives provided
- Default triggers and provisions for how funding and incentives may be affected in the case of default
- Permission for a media release

Multi-Unit Rehabilitation Program (MURP)

What it is and how it works:

The program provides financial assistance to a landlord or building owner to rehabilitate former rental or open space to achieve affordable rents in some or all of the units by way of providing certain incentives. The financial assistance applies only to the units that achieve the affordable rent.

In return for the funding or incentives, the unit(s) will be offered to applicants on the City's waiting lists at an agreed upon market rent for an agreed upon number of years. An agreement for the value of the funding or incentives is registered on title. As long as the requirements are met, the value of the funding and incentives is forgiven.

Benefits:

The program benefits the developer by reducing costs and benefits a low to moderate income household with access to a unit at or below the average market rent for the area (inclusive of utilities).

Eligibility Criteria:

1. The applicant(s) must be the owner(s) of the property for which the MURP funds are being requested.
2. The property must be located within Kawartha Lakes or the County.
3. The owner(s) must not be applying for bankruptcy or have an active bankruptcy file.
4. The owner(s) must not have a mortgage that is in default.
5. The total of all mortgages, including the loan amount must not exceed the market value of the property.
6. Property taxes on the subject property must be in good standing.
7. The property must be insured for the full value of the building(s).
8. Work done prior to applying for program assistance is not eligible for funding consideration.
9. The funding cannot be used for any other purpose other than that approved.
10. Misrepresentation of information will result in the applicant(s) being deemed ineligible and, if all or a portion of the forgivable loan has been paid, the loan will immediately become due and payable to the SM. At the sole discretion of the SM these funds may be collected by placing a lien on the property or through the services of a collection agency.

Agreements:

In order to receive the incentives, the successful applicants will enter into a municipal housing facilities agreement through a project specific municipal housing facilities bylaw through the City of Kawartha Lakes in its role as Service Manager. These agreements will be registered on title.

Each agreement provides the specific requirements of each party including but not limited to:

- The affordability level
- The affordability term
- The value of all funding and incentives provided
- Default triggers and provisions for how funding and incentives may be affected in the case of default
- Permission for a media release

Rent Supplement Program (RSP)

What it is:

The program provides a supplement to landlords, non-profits and community housing providers by way of a monthly payment which addresses the gap between what the tenant pays and the established market rent for the unit.

How it works:

The unit(s) will be offered to applicants on the City's waiting lists at an agreed upon market rent for an agreed upon number of years. The City will calculate the portion of rent that tenant will pay to the landlord and monthly the City will pay the landlord the difference between what the tenant pays and the established market rent for the unit.

Benefits:

The program will benefit the landlord, non-profit or community housing provider in several ways including: receiving full rental income (to the maximum level approved by the SM), potential damage expenses and a connection to support services for their tenants. The program will benefit a low to moderate income household with access to a unit at or below the average rent for the area (inclusive of utilities).

Eligibility Criteria:

Throughout the duration of the affordability period:

1. The owner(s) must continue to own the property or the head lease or similar agreement must be in place during the affordability period.
2. Should the property be listed for sale, considered for transfer or should the head lease be terminated, notification must be provided to the SM in order to consider the successor for the program.
3. On an annual basis, the owner(s) must provide (in whatever form is required by the SM) confirmation of their continued ownership, property tax and utility accounts are in good standing and compliance with applicable Municipal By-Laws, Building Code and Fire Code requirements.
4. The owner(s) must continue to charge a rent that meets the SM's definition of affordable rent, is inclusive of utilities, as provided by the SM on an annual basis.
5. The owner(s) must only lease the unit to an eligible applicant, provided by the SM, from the SM's Waiting List(s).
6. The owner(s) must advise the SM within 15 calendar days of receiving a Notice to Vacate from the tenant, if the tenant abandons the unit or the tenant leaves the unit without notice the owner(s) must advise the SM within 3 calendar days.
7. The owner(s) must provide the SM a copy of the lease between the tenant and the owner(s) within 10 days of any new tenancy.
8. The owner(s) are required to adhere to Residential Tenancies Act (RTA) or any successor legislation in respect of the tenancy.
9. The owner(s) shall inform the SM within an appropriate timeframe if the tenancy becomes at risk of ending early under grounds for eviction within the RTA.

Timelines

1. Expression of Interest Submission (EOI)

- always open

Remains open throughout the year for interested proponents to apply.



3. Application Submission

Eligible proponents will be invited to a pre-application meeting to review program requirements, followed by an opportunity to submit an application.



5. Steering Committee Review (Quarterly)

Committee members (senior municipal staff) make application recommendations based on technical team review and program policy for council decisions.



7. Approval Period and Agreements

All successful proponents will sign an agreement, which will be registered on title.



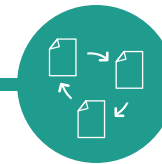
2. EOI Review for Eligibility

Review and determination of eligibility; by confirming the property has no tax arrears, outstanding utility charges, contraventions, penalties, fines, fees, or any other legal claim, lien or order.



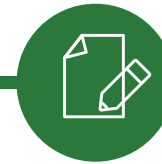
4. Technical Team Review

Incentive request review completed by all levels of municipal staff from various municipal departments.



6. Council Decisions (Quarterly)

County or Township CAO's will use the Steering Committee Report and its recommendations to take reports forward to their councils.



8. Annual Monitoring



Application Process

Step 1: EOI Submission Requirements

(always open)

- Information about the applicant (company or legal name if applicable, name, address, phone, email)
- Information about the property (address, existing use, owner if different than applicant)
- Program Type (new rental, new home, rent supplement, secondary suite or multi-unit rehabilitation)
- Project information (total value, brief description of project)

Step 2: Application Requirements

(Quarterly Intakes if project is eligible)

- Information contained in EOI (applicant and property information)
- Project Information (total number of units, number of affordable units, rents, development timeline, operational of project following occupancy)
- Conceptual Drawings (site plan at minimum)
- Approvals Already in Place (land ownership, zoning, site plan, building permit, financing, other sources of funding)
- Financial Plan (capital, financial contributions and five year operating)
- Incentives Requested

