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Item No. 15.1.10
Halifax Regional Council
August 20, 2024

TO: Mayor Savage and Members of Halifax Regional Council
FROM: Cathie O'Toole, Chief Administrative Officer
DATE: July 25, 2024
SUBJECT: **Proposed Amendments to Administrative Order Number 2020-008-ADM Respecting Grants for Affordable Housing**

ORIGIN

On [November 14, 2023](#), Item 15.1.3, Halifax Regional Council passed the following motion:

THAT Halifax Regional Council:

...

4. Direct the Chief Administrative Officer to conduct a review of Administrative Order Number 2020-008-ADM, Grants for Affordable Housing Administrative Order and the HRM Affordable Housing Grant Program in advance of the 2024/25 Affordable Housing Grant Program grant year;

...

On [June 6, 2023](#), Item 15.1.4, Regional Council passed the following motion:

THAT Halifax Regional Council:

1. Direct the Chief Administrative Officer to submit a Housing Accelerator Fund Action Plan that includes the initiatives as generally outlined in Attachment A of the staff report dated June 3, 2023, along with all additional required documentation to the Canada Mortgage and Housing Corporation as the Municipality's application under the Housing Accelerator Fund program; and
2. Authorize the Chief Administrative Officer to enter into any contribution agreements or amending agreements that may be required should the Municipality be approved for funding under the program.

RECOMMENDATION ON PAGE 2

EXECUTIVE SUMMARY

This staff report is in response to a motion from Halifax Regional Council on November 14, 2023 to undertake a review of the Affordable Housing Grant Program (AHGP). The report also addresses one of HRM's commitments under the Housing Accelerator Fund (HAF) agreement with the Canadian Mortgage and Housing Corporation (CMHC) to expand and enhance the AHGP. With this report, staff are recommending changes to improve, clarify and expand the scope of *Administrative Order Number 2020-008-ADM, Respecting Grants for Affordable Housing* (Affordable Housing AO).

The AHGP is a relatively new HRM program and has disbursed three annual rounds of incentives to eligible affordable housing projects. Through the course of administering the program, Planning and Development staff have received feedback from non-profit housing providers and other stakeholders on suggested approaches to improve the effectiveness and timeliness of the AHGP.

The changes proposed in this report and its appendices include:

- The expansion of program budget through the use of HAF funds;
- The addition of a requirement to meet with staff prior to submitting a grant application;
- Clarity around submission requirements and program eligibility;
- Alignment with CMHC reference geography to measure affordability;
- Enhanced and transparent evaluation criteria for applications; and
- A requirement that contribution agreements with successful applicants include assurance of ongoing affordability.

Staff do not anticipate significant risk or financial implications from the proposed changes to the Affordable Housing AO. The proposed changes will help staff target eligible projects that most clearly meet Council's priorities relating to affordable housing.

An ongoing review of the AHGP is anticipated as part of HRM's HAF Action Plan Initiative 8 to expand the program. Staff will continue to analyze best practices in affordable housing incentive programs and expect to bring additional program improvements to Regional Council for consideration following further research and stakeholder engagement.

RECOMMENDATION

It is recommended that Halifax Regional Council:

1. Adopt amendments to Administrative Order Number 2020-008-ADM, the *Grants for Affordable Housing Administrative Order*, as set out in Attachment B of this report.

BACKGROUND

Halifax Regional Council created the Affordable Housing Grant Program (AHGP) in the fall of 2020 to disburse funds collected through the incentive or bonus zoning program. Incentive or bonus zoning allows HRM to collect a public benefit in the form of money-in-lieu of affordable housing from developments in the Regional Centre that exceed 2,000 square metres in floor area. For the majority of eligible developments, 60% of the public benefit must be in the form of money-in-lieu of affordable housing. Funds collected through incentive or bonus zoning can only be used to support public benefits in the Regional Centre.

On March 21, 2023, Halifax Regional Council approved amendments to the Regional Plan and applicable land use by-laws to create an interim density bonus program that applies to certain new residential developments that are outside the Regional Centre but within the Urban Service Boundary (“Suburban Area”). Similar to the incentive or bonus zoning program in the Regional Centre, the interim density bonus program requires eligible projects to pay money-in-lieu of affordable housing, which can be used to support the AHGP.

[Administrative Order Number 2020-008-ADM Respecting Grants for Affordable Housing](#) (Affordable Housing AO) directs how funds can be disbursed to non-profit housing providers through the AHGP. Eligible projects include:

- Construction of new affordable housing;
- Renovations to existing housing;
- Property and building assessments;
- Purchase of existing housing or land for affordable housing; and
- Payment of Halifax Water Regional Development Charges.

Section 25 of the Affordable Housing AO provides a list of criteria for staff to consider when prioritizing projects, including access to additional funding, providing deeply affordable housing, enhancing accessibility, improving energy efficiency, and the experience and capacity of applicants. The application window noted in the Affordable Housing AO is September 1 to December 1.

On November 14th, 2023, Halifax Regional Council directed staff to undertake a review of the AHGP, ahead of the 2024/25 application window. The intent of this review was to consider the overall structure and funding sources of the program, and whether strategic amendments to the AO and program are necessary to refine program criteria and better support affordable housing projects.

Housing Accelerator Fund

The HAF is a housing program administered by the CMHC that provides funding directly to municipalities to incentivize and support initiatives to accelerate the supply of housing. On October 12, 2023, HRM signed a HAF Contribution Agreement with CMHC, which included 11 initiatives meant to increase the supply of housing in HRM. Initiative 8 is to expand the Affordable Housing Grant Program. The HAF Contribution Agreement permits HRM to use HAF funding for investments in affordable housing, and on May 21, 2024, Regional Council approved the allocation of HAF funding for the 2023/24 Affordable Housing Grant Program. In addition to the review requested in the November 2023 Council motion, the amendments recommended in this report expand the funding and eligibility of the AHGP in accordance with Initiative 8 of HRM’s HAF contribution agreement.

The intent behind this initial review and recommended changes is to support an expansion to the AHGP, enhance fairness and consistency for applicants, and to address practical deficiencies in the program criteria that have caused administrative challenges in previous years. As part of HRM’s HAF commitments, staff will continue to analyze best practices in affordable housing incentive programs and expect to bring additional program improvements to Regional Council for consideration following further research and stakeholder engagement.

DISCUSSION

In keeping with Regional Council’s November 2023 motion to review the AHGP, and with the objective of considering improvements and efficiencies to the program in accordance with Initiative #8 of HRM’s HAF contribution agreement, staff have reviewed the Affordable Housing AO.

As part of the review, staff identified challenges with the program’s eligibility criteria, prioritization scheme and terminology based on experience administering the program in previous years and discussion with internal stakeholders. Staff also elicited feedback from provincial and federal funding partners, the AGHP

review teams, past applicants and from non-profit housing providers. Table 1 below provides an overview of amendments proposed for the 2024/25 intake. Proposed amendments to the Affordable Housing AO are shown in Attachment A, and described in text in Attachment B.

Table 1: Overview of Proposed changes to the Affordable Housing AO

Affordable Housing AO Change Summary	Rationale
Indicate HAF funds as available to support the AHGP (alongside bonus zoning)	HAF was not an available source of funding when the Affordable Housing AO was originally developed and the AHGP is the most appropriate framework through which to use HAF funding to support grants for affordable housing. The addition of HAF funds greatly expands the potential program budget at a time of increased need.
Add a requirement for a pre-application meeting with staff	This proposed change arises from feedback received from the application review team that some applications could have been improved and strengthened through a pre-application meeting, and in some cases meetings would have clarified application eligibility. Pre-application meetings may also serve to inform the need for any pre-development studies, and be a source for feedback to continue to improve the AHGP.
Clarify the eligibility of Building Condition Assessments and pre-development studies	<p>The AO currently allows for grants to “support building assessments.” In the past, the review team has considered pre-development studies as eligible under this category and the proposed changes provide clarity on the content of these studies, and a prioritization of pre-development studies that are requested by HRM staff during a discretionary planning application process.</p> <p>This proposal arises from feedback received from the application review team and the anticipated result is that eligibility and award decisions are more consistent, transparent and predictable.</p>
Update the reference geography for average market rent to match the CMHC Rental Market Survey Zone	The AO currently references “the most specific geographic zone available through the Canadian Mortgage and Housing Corporation” for determining the applicable Average Market Rent. Staff in the past have used the “Neighbourhood” level data where it is available, however CMHC does not publish housing data for geographic areas where the number of rental housing units is too low. This change would mean matching the process used by primary funding partners and will allow applicants to understand how their proposed project compares to other housing available in the area.
Remove reference to “affordable housing dwelling units” and simply refer to “affordable housing”	Expand the list of eligible projects to include shared housing uses and repairs to parts of existing housing that aren’t dwelling units (e.g. roofs, cladding, mechanical systems, and common areas.) This

	<p>proposal arises from feedback received from the application review team.</p>
<p>Remove the requirement that applicants provide confirmation that the development can be carried out under current land use regulations.</p>	<p>Under the current application review process, an HRM Development Officer reviews each application. This practice will continue. Requiring the applicant to provide an independent planning opinion is an unnecessary expense. This proposal arises from feedback received from the application review team.</p>
<p>Require that an application to purchase housing or land for affordable housing include an independent property appraisal on the fair market value of the property.</p>	<p>This proposal originates from staff feedback that this information is vital to ensuring grant funds are supporting acquisitions at fair market value.</p>
<p>Amend prioritization criteria in Section 25 to:</p> <ul style="list-style-type: none"> • Prioritize individual projects (rather than organizations) that include deeply affordable housing; • Give consideration of affordability standards that may not reach the level of deeply affordable but which do meet benchmarks relating to depth or length of affordability; • Give consideration for projects that target housing for vulnerable populations; and • Consider accessibility improvements to older buildings even if they do not exceed the requirements of the building code. (Note that for new construction, the evaluation continues to prioritize projects that exceed code requirements.) • Remove priority for projects that are required to provide a public benefit for incentive or bonus zoning pursuant to incentive and bonus zoning provisions in a land use by-law or a development agreement; 	<p>The proposed changes reflect feedback from staff and stakeholders and would help to more clearly convey to applicants the priorities of the program.</p> <p>While the program continues to have deep affordability as an utmost priority, flexibility is provided to evaluate projects with standards of affordability between deeply affordable and market rents.</p> <p>CMHC and Statistics Canada data consistently identify vulnerable populations that are at higher risk of being in Core Housing Need. The proposed change would prioritize projects that would support affordable housing targeting specific vulnerable populations most in need.</p> <p>On May 23, 2024, Halifax Regional Council exempted housing projects owned by an eligible non-profit organization from providing a public benefit for incentive or bonus zoning.</p>
<p>Require that contribution agreements include the project's required level of affordability.</p>	<p>The contribution agreement includes the legally binding conditions of AHGP awards, and is required prior to any funds being disbursed to award recipients. The current text of the Affordable Housing AO does not require that the level of affordability be included in the contribution agreement.</p> <p>It has been the municipality's practice to include the required level of affordability in contribution agreements. This change is to ensure transparency and that applicants are aware of this requirement prior to making their application.</p>

Implementing the changes outlined in this report for the Fall 2024 would fulfil Initiative #8 of HRM's HAF contribution agreement, which includes a commitment to implement the expanded program by November 30, 2024.

Next Steps

Staff will continue to monitor the performance of the AHGP to ensure consistency with other major funding programs, that the most current best practices are being considered and that the administration of the program is efficient and transparent.

HRM's HAF Action Plan contains initiatives to enhance and expand affordable housing programs and incentives. As part of this work, staff are planning continued engagement with housing stakeholders in late 2024 and anticipate additional enhancements to the AHGP program and processes. As part of this work, staff are planning continued engagement with housing stakeholders in late 2024 and anticipate that additional enhancements to the AHGP program and processes will be presented to Council for consideration.

FINANCIAL IMPLICATIONS

By refining the scope of pre-development work that is eligible for the AHGP, the proposed changes could result in some projects becoming ineligible. However, staff anticipate that any unused funds from ineligible projects would be disbursed among eligible projects.

RISK CONSIDERATION

The primary purpose of the proposed amendments is to clarify text in the Affordable Housing AO to promote consistency and transparency in how staff administer the AHGP.

The amendments also fulfill HRM's commitment under Initiative #8 of the HAF Agreement with CMHC. Failure to implement the proposed changes may place the HAF initiative at risk, which could result in the need to requests an extension to the agreement deadlines or a loss of funding.

COMMUNITY ENGAGEMENT

Community engagement with respect to the proposed changes included discussions with representatives from provincial and federal funding partners, and feedback from non-profit housing providers. On an ongoing basis, staff will continue to request and consider feedback from housing providers and other stakeholders and the Halifax Housing and Homelessness Partnership as part of ongoing and iterative reviews of the Affordable Housing Grant Program.

Additional stakeholder engagement relating to HAF affordable housing initiatives for expanding the grant program and the use of surplus land are anticipated in late 2024.

ENVIRONMENTAL IMPLICATIONS

No environmental implications are identified.

ALTERNATIVES

Halifax Regional Council may:

1. Modify the proposed amendments to the Administrative Order Respecting Grants for Affordable Housing. If this alternative is chosen, specific direction regarding the requested modifications is required. Any amendments requiring significant analysis may require a supplementary staff report, which would not be available until after the AHGP application window opens on September 1, 2024.
2. Refuse to approve the proposed amendments to the Administrative Order Respecting Grants for Affordable Housing. If this alternative is chosen, staff would continue to administer the HRM Affordable Housing Grant Program without alteration. This could require staff to request an extension for the HAF contribution agreement milestone, which currently anticipates launching an expanded program by November 30, 2024.

LEGISLATIVE AUTHORITY

Halifax Regional Municipality Charter (HRM Charter):

- 59 *(3) In addition to matters specified in this Act or another Act of the Legislature, the Council may adopt policies on any matter that the Council considers conducive to the effective management of the Municipality.*
- 120 *(1) The Municipality shall maintain a capital reserve fund.*
(6) The Municipality may maintain other reserve funds for such purposes as the Council may determine.

Administrative Order 2014-015-ADM Respecting Reserve Funding Strategies

Administrative Order Number 2020-008-ADM Respecting Grants for Affordable Housing

Regional Municipal Planning Strategy Objectives 4(g) and 8, and Policies S-30 and CH-18

ATTACHMENTS

Attachment A: Showing Proposed amendments to Administrative Order Number 2020-008-ADM Respecting Grants for Affordable Housing

Attachment B: Amending Administrative Order 2020-008-ADM Respecting Grants for Affordable Housing

Report Prepared by: Jamy-Ellen Proud, Planner III, Regional and Community Planning, 902.476.8361

Attachment A

(Showing Proposed Amendments)

ADMINISTRATIVE ORDER NUMBER 2020-008-ADM RESPECTING GRANTS FOR AFFORDABLE HOUSING

BE IT RESOLVED AS AN ADMINISTRATIVE ORDER of the Council of the Halifax Regional Municipality under the authority of the *Halifax Regional Municipality Charter*, including subsection 71(4), as follows:

WHEREAS the *Incentive or Bonus Zoning Public Benefits Administrative Order* allows money-in-lieu accepted for affordable housing to be spent under this Administrative Order; **and**

WHEREAS Section 5.1 of the Housing Accelerator Fund Contribution Agreement between Canada Mortgage and Housing Corporation and Halifax Regional Municipality, as signed on October 12, 2023, allows the Municipality to use Housing Accelerator Funding for investments in affordable housing;

Short Title

1. This Administrative Order may be known as the “Grants for Affordable Housing Administrative Order.”

Interpretation

2. In this Administrative Order,

(a) “affordable housing” means housing that meets the needs of a variety of households in the low to moderate income range;

(b) “Bonus Zoning Reserve” means the reserve established to hold the incentive or bonus zoning payments of money-in-lieu of a contribution under the applicable land use by-laws;

(ba) “building condition assessment” means an inspection, review, and report on the state of the structure and systems of a building, and may include the following:

(i) an inspection of the building’s structural components, such as walls, floors, roofs, windows, and doors,

(ii) an inspection of the building’s systems, such as plumbing, HVAC, and electrical,

(iii) an inspection of the building’s interior and exterior components, such as finishes and fixtures,

(iv) identification of any issues or deficiencies in building components, and

(v) a summary of expected costs to remedy any issues and deficiencies;

(dc) “CAO” means the Chief Administrative Officer of the Municipality;

(ed) “contribution agreement” means an agreement signed between the Municipality and the non-profit organization under this Administrative Order;

(e) “Council” means the Council of the Municipality;

(f) “deep affordability” means dwelling units rented at a minimum of 40% below the average market rents for a dwelling unit of the same type and within the same Canadian Mortgage and Housing

Corporation Rental Market Survey Zone ~~the most specific geographic zone available through the Canadian Mortgage and Housing Corporation or Statistics Canada;~~

- (g) “fiscal year” means the period from April 1st in one year to March 31st in the following year, including both dates;
- (h) “Municipality” means the Halifax Regional Municipality;
- (i) “non-profit organization” means a
 - (i) society incorporated pursuant to the *Societies Act*, R.S.N.S 1989 c.435, as amended,
 - (ii) non-profit association incorporated pursuant to the *Co-Operative Associations Act*, R.S.N.S c.98, as amended,
 - (iii) not-for-profit incorporated pursuant to the Canada Not-for-profit Corporations Act, S.C 2009, c.23,
 - (iv) non-profit organization otherwise incorporated pursuant to an Act of the Nova Scotia Legislature, or
 - (v) registered Canadian charitable organization;
- (j) “registered Canadian charitable organization” means a charitable organization registered pursuant to the Income Tax Act (Canada) and the regulations made pursuant to that Act; and
- (k) “Regional Centre Area” means the Regional Centre Area shown on the most recent version of Regional Centre Secondary Municipal Planning Strategy.

Purpose

3. The purpose of this Administrative Order is to provide grants to eligible organizations for the construction or rehabilitation of affordable housing **dwelling units**, building condition assessments, **pre-development studies**, or the acquisition of buildings, dwelling units, **shared housing uses**, or property.

Roles and Responsibilities

4. The CAO, or delegate, shall expend the funds contained in the Bonus Zoning Reserve for affordable housing in accordance with the policies contained in this Administrative Order.

Eligibility for Consideration for Affordable Housing Grant

5. To be eligible for consideration for a grant for affordable housing under this Administrative Order, an applicant must:

- (a) be a non-profit organization that has been incorporated for at least one year; and
- (b) be applying for a grant to:
 - (i) rehabilitate **or repair** existing **affordable housing dwelling units for the purpose of affordable housing**,
 - (ii) construct new affordable housing **dwelling units**,
 - (iii) support building **condition** assessments **and pre-development studies, reports and analyses**,

- (iv) acquire buildings, housing units, or properties for affordable housing, or
- (v) pay Water Regional Development Charges for affordable housing **dwelling units**.

Eligible Costs

6. The following rehabilitation **and repair** costs for **affordable housing dwelling units** are eligible for a grant under this Administrative Order:

- (a) construction costs; and
- (b) design costs.

7. The following costs for new affordable housing **dwelling units** are eligible for a grant under this Administrative Order:

- (a) construction costs; and
- (b) design costs.

8. Construction costs for partnerships between a non-profit organization and a person may only be considered for a grant under this Administrative Order if there is an agreement between the non-profit and the person under which:

- (a) the person agrees to:
 - (i) transfer ownership of the affordable housing **dwelling units**, or
 - (ii) lease, for the life of the building, the affordable housing **dwelling units**,
that are the subject of the grant to the non-profit organization prior to occupancy; or
- (b) the affordable housing **dwelling units are is** owned by the non-profit organization.

Ineligible Costs

9. The following work and materials are ineligible for a grant under this Administrative Order:

- (a) private sector construction of affordable housing **dwelling units**, unless **Section 8 clause 8(a)** applies;
- (b) rehabilitation **or repair** of affordable housing **dwelling units** that are not owned by a non-profit organization; and
- (c) operating expenses of the non-profit organization, including wages of employees of the non-profit organization, debt payment, or losses from a previous fiscal year.

General Requirements

- 10. This Administrative Order operates on the Municipality's fiscal year.
- 11. There is one intake period per fiscal year.
- 12. Subject to section 13, applications under this Administrative Order will only be accepted between September 1st and December 1st in a given calendar year for the following fiscal year.

13. Where December 1st falls on a weekend or holiday, the intake period shall be extended until the end of the next business day.

14. All applications must be received by the Municipality by mail, in person, or by e-mail.

14A. (1) Prior to submitting their application, all applicants must meet with the CAO, or their designates, and such meeting must occur during the period under Section 12.

(2) Unless the CAO, or their designate, decide otherwise, applications shall not be accepted by the Municipality if the meeting under 14A (2) has not occurred.

15. The address for submission of applications will be posted on www.halifax.ca prior to the intake period.

16. Subject to the amount in the Bonus Zoning Reserve and budget, there is no maximum annual amount of financial assistance per property.

17. The minimum annual amount of financial assistance per property is \$500.00.

Required Information For All Applications

18. All the items required under sections 19, 20, and 21 must be received by the Municipality by the application deadline under section 12.

19. All applications under this Administrative Order must include the following items:

(a) proof, satisfactory to the CAO or designate, that the applicant is:

(i) a non-profit organization, and

(ii) has been a non-profit organization for more than 1 year;

(b) the amount of financial assistance requested;

(c) confirmation of ownership of the land containing the affordable housing ~~dwelling units~~;

(d) in the case of a partnership under section 8, copies of all existing agreements between the non-profit organization and the person, including a for profit business, regarding the lease to or ownership transfer to the non-profit organization of the affordable housing ~~dwelling units~~;

(e) a summary describing the project, including:

(i) the total number of affordable housing dwelling units, and the approximate size and number of bedrooms, **or for a shared housing use, the total number bedrooms and their approximate size,**

(ii) who the affordable housing ~~dwelling units are~~ **is** intended to serve, such as the targeted clients income levels, household composition, immigration status, or related health issues;

(iii) the address and location of the proposed development,

(iv) the ownership structure of the affordable housing ~~dwelling units~~ and the development, and

- (v) how the project will achieve long term stability;
- (f) a summary describing the non-profit organization, including who it serves and any examples of similar projects the organization lead or had participated in;
- (g) all sources of funding, whether confirmed or unconfirmed, that will be used to purchase the property,
- (h) if **capital or operating** funding is being provided by
 - (i) the Province of Nova Scotia, ~~including Housing Nova Scotia~~, or
 - (ii) the Government of Canada, including Canada Mortgage and Housing Corporation (CMHC) **or Infrastructure Canada**,
 then a letter from them confirming approval or eligibility for such funding;
- (ha) **if the project targets a population at a higher risk of being in Core Housing Need according to the definition of Core Housing Need as established by the Canada Housing and Mortgage Corporation, information that satisfies the CAO, or their designate, that the population is experiencing that higher risk;**
- (i) a valid email address for communication by the Municipality; and
- (j) any other information that may be required by the CAO, or delegate.

Additional Content for Affordable Housing Rehabilitation Applications

20. In addition to section 19, applications for affordable housing ~~dwelling-unit~~ rehabilitation costs must contain an overview of the rehabilitation project, including:

- (a) a description of the work to be completed, such as the extent of required repairs, and a description of the importance of that work in maintaining the availability of the affordable housing ~~dwelling-unit~~ to people in the low to moderate range income range;
- (b) a description of how the project will improve the energy efficiency of the building; ~~and~~
- (c) estimates from two professional contractors for the proposed repairs or renewal work; ~~and~~
- (d) **a description of how the project will improve the accessibility of the building.**

Additional Content for New Affordable Housing Construction Applications

21. In addition to section 19, for the construction of new affordable housing ~~dwelling-units~~, applications must contain an overview of the proposed affordable housing development, including:

- (a) ~~confirmation that the development can be carried out under current land use regulations~~ **Repeal**;
- (b) a description of how the project will meet or exceed the energy efficiency requirements of the *National Building Code*; ~~and~~
- (ba) **a description of how the project will exceed the accessibility requirements of the *National Building Code*; and**
- (c) a project proforma that

- (i) identifies hard and soft costs associated with the development,
- (ii) identifies all fees payable to the Municipality,
- (iii) identifies all sources of financing, both confirmed and unconfirmed;
- (iv) estimates the operational costs and rental income, and
- (v) the names and experience of the project management team for the project.

Additional Content for Purchase of Affordable Housing or Land for Affordable Housing

21A In addition to section 19, for the acquisition of affordable housing or land for affordable housing, applications must contain an independent appraisal of the fair market value of the housing or land being considered for purchase.

Discretionary Information for All Applications

22. Unless the information is required by the CAO, or delegate, under clause 19(j), the following information is recommended to help with project evaluation and prioritization:

- (a) detailed building plans;
- (b) supporting information from a qualified professional that the proposed development exceeds accessibility and environmental requirements outlined in *the National Building Code*;
- (c) supporting information outlining how the non-profit organization currently provides housing for those in need of deep affordability;
- (d) copies of all existing capital and operating funding agreements with the Province of Nova Scotia Department of Municipal Affairs, Housing Nova Scotia, and, the Canada Mortgage and Housing Corporation or Infrastructure Canada for the project purposes of providing affordable housing;
- (e) copies of an order to comply with Municipal minimum standards; and
- (f) any further supplemental material that, in the opinion of the applicant, demonstrates how the project meets the eligibility or priority criteria in this Administrative Order affordable housing.

Project Evaluation and Prioritization for Affordable Housing Incentives Grant

23. Submissions will be evaluated by HRM staff, who may seek input from members of the Housing and Homelessness Partnership.

24. Monies that have been collected through incentive or bonusing zoning program for affordable housing from development projects located inside the Regional Centre Area shall only be used for projects within the Regional Centre Area.

24A. Monies that have been collected through incentive or bonus zoning programs for affordable housing from development projects located outside the Regional Centre Area shall only be used to support projects located outside the Regional Centre Area but within the Urban Service Boundary.

25. The following criteria will be used to prioritize applications:

- (a) projects that have applied and are eligible for capital funding by
 - (i) the Province of Nova Scotia, including Housing Nova Scotia, or

(ii) the Government of Canada, including Canada Mortgage and Housing Corporation (CMHC) and Infrastructure Canada, for the purposes of developing or restoring affordable housing units;

(b) ~~projects that are required to provide a public benefit for incentive or bonus zoning pursuant to incentive and bonus zoning provisions in a land use by-law or a development agreement~~
Repeal;

(ba) projects that target a population that is at higher risk of being in Core Housing Need;

(c) projects to construct, rehabilitate or repair deeply affordable housing; ~~projects by those non-profit organizations who currently serve those in need of deep affordability;~~

(d) projects that exceed accessibility requirements of the *National Building Code*;

(e) projects that include energy efficient design and components that substantially exceed the requirements of the *National Building Code*;

(f) projects that have received an order from the Municipality to rehabilitate or repair affordable housing to comply with By-law M-200, the *Standards For Residential Occupancies By-law*;

(g) projects that demonstrate financial self-sustainability;

(h) projects by applicants that demonstrate resources and capacity to complete the proposed project and support any additional housing units;

(i) projects by applicants with experience in successfully managing existing affordable housing dwelling units; and

(j) balancing the allocation of money collected through the incentive or bonus zoning program throughout the Urban Service Boundary;

(k) project affordability when considering:

(i) the depth of affordability,

(ii) the length of the affordability term, and

(iii) the number of dwelling units or rooms in a shared housing use in the project that will be affordable;

(l) projects to undertake rehabilitation or repairs with the primary objective of improving accessibility;

(m) projects to acquire buildings or land for affordable housing where the purchase price is consistent with an independent property appraisal; and

(n) pre-development studies, reports and analyses requested by staff of the Municipality during a discretionary planning application process.

Application Review Process

26. Applications will be screened by staff of the Municipality for basic eligibility as they are received.
27. Applicants will be notified if their applications are ineligible.
28.
 - (1) Eligible applications will be evaluated and prioritized by staff of the Municipality.
 - (2) A report and recommendations will be prepared by staff for consideration by the CAO or delegate.
29. Council hereby delegates to the CAO the authority to:
 - (a) approve grants under this Administrative Order;
 - (b) determine the amount of such grants; and
 - (c) approve and execute contribution agreements under section 35 on behalf of the Municipality, including amendments to such agreements.
30. The CAO may further delegate any or all of the authorities granted by Council to one or more employees of the Municipality.
31. Final approval of all applications for a grant, and the amount thereof, is a decision of the CAO or delegate in their sole discretion.
32. Notification of the decision of the CAO will be e-mailed to applicants after it is made.
33. Due to limited funds, not all eligible applications may receive funding.
34. Staff of the Municipality will provide an information report annually to the Council on the grants approved by the CAO, or their delegate.

Conditions of Approval and Payments of Grants

35. A successful applicant must sign a contribution agreement with the Municipality prior to any funds being issued.
36. Financial assistance provided through this Administrative Order will be detailed in the Contribution Agreement.
37. The Applicant must agree in the Contribution Agreements to the following items:
 - (a) the amount to be received under this Administrative Order;
 - (b) the work to be completed and the timeframe by which it must be completed;
 - (c) the process for reporting to the Municipality;
 - (d) money received under this Administrative Order must be used for the purposes outlined in the recipients funding application;
 - (e) repayment or recourse if:
 - (i) the project is not completed,
 - (ii) the scope of the project is changed, or

(iii) any portion of the money received from the Municipality is used for any purpose other than the approved project;

(f) to complete a final report describing the impact of the funding received from the Municipality within the timeframe indicated in the Contribution Agreement; **and**

(g) to notify the Municipality if;

(i) there is a change in scope of the project from that description in the application,

(ii) the project does not proceed, or

(iii) the project is not completed.

(ga) the affordability standard of the project; and

(h) any other matter needed to ensure that the money received from the Municipality is used to support the proposed project.

Done and passed this 30th day of September, 2020.

Mayor Mike Savage

Phoebe Rai, Acting Municipal Clerk

I, Phoebe Rai, Acting Municipal Clerk of the Halifax Regional Municipality, hereby certify that the above noted Administrative Order was passed at a meeting of Halifax Regional Council held on September 30, 2020.

Attachment B

(Amending Administrative Order for 2020-008-ADM)

ADMINISTRATIVE ORDER NUMBER 2020-008-ADM RESPECTING GRANTS FOR AFFORDABLE HOUSING

BE IT RESOLVED AS AN ADMINISTRATIVE ORDER of the Council of the Halifax Regional Municipality that Administrative Order 2020-008-ADM, the *Grants for Affordable Housing Administrative Order*, is amended, as follows:

1. The Preamble is amended by:

(a) adding the word “and” after the words and comma “Administrative Order” in the first recital; and

(b) adding a second recital before the header “short title”, as follows:

WHEREAS Section 5.1 of the Housing Accelerator Fund Contribution Agreement between Canada Mortgage and Housing Corporation and Halifax Regional Municipality, as signed on October 12, 2023, allows the Municipality to use Housing Accelerator Funding for investments in affordable housing;

2. Section 2 is amended by:

(a) adding clause 2(ba) after clause 2(b) and before clause (c), as follows:

(ba) “building condition assessment” means an inspection, review, and report on the state of the structure and systems of a building, and may include the following:

(i) an inspection of the building’s structural components, such as walls, floors, roofs, windows, and doors,

(ii) an inspection of the building’s systems, such as plumbing, HVAC, and electrical,

(iii) an inspection of the building’s interior and exterior components, such as finishes and fixtures,

(iv) identification of any issues or deficiencies in building components, and

(v) a summary of expected costs to remedy any issues and deficiencies;

(b) re-lettering the existing definition of “CAO” as clause 2(c) and re-lettering the existing definition of “contribution agreement” as clause 2(d); and

(c) amending clause 2(f), as follows:

(i) adding the words “the same Canadian Mortgage and Housing Corporation Rental Market Survey Zone” after the word “within”, and

(ii) striking out the words “the most specific geographic zone available through the Canadian Mortgage and Housing Corporation or Statistics Canada” after the newly added word “Zone”;

3. Section 3 is amended by:

(a) striking out the words “dwelling units” after the word “housing” and before the comma and word “, building”;

(b) adding the words and comma “pre-development studies,” after the word and comma “assessments,” and before the word “or”; and

(c) adding the words “shared housing uses” after the word and comma “units,” and before the word “or”.

4. Section 5 is amended by:

(a) adding the words “or repair” after the word “rehabilitate” and before the word “existing” in subclause 5(b)(i);

(b) striking out the words “dwelling units for the purpose of affordable housing” after the word “existing” in subclause 5(b)(i);

(c) adding the words “affordable housing” after the word “existing” and after the newly struck word “dwelling” in subclause 5(b)(i);

(d) striking out the words “dwelling units” after the word “housing” in subclause 5(b)(ii);

(e) adding the word “condition” after the word “building” and before the word “assessments” in subclause 5(b)(iii);

(f) adding the words “and pre-development studies, reports and analyses” after the word “assessments” in subclause 5(b)(iii); and

(g) striking out the words “dwelling units” after the word “housing” in subclause 5(b)(v).

5. Section 6 is amended by:

(a) adding the words “and repair” after the word “rehabilitation” and before the word “costs”;

(b) striking out the words “dwelling units” after the word “for” and before the word “are”; and

(c) adding the words “affordable housing” after the word “for” and before the newly struck words “dwelling units”;

6. Section 7 is amended by striking out the words “dwelling units” after the word “housing” and before the word “are”.

7. Section 8 is amended by:

(a) striking out the words “dwelling units” after the word “housing” and before the word “or” in subclause 8(a)(i);

(b) striking out the words “dwelling units” after the word “housing” in subclause 8(a)(ii);

(c) striking out the words “dwelling units are” after the word “housing” and before the word “owned” in clause 8(b); and

(d) adding the word “is” after the newly struck word “are” and before the word “owned” in clause 8(b).

8. Section 9 is amended by:

(a) striking out the words “dwelling units” after the word “housing” and before the word and comma “, unless” in clause 9(a);

(b) striking out the word, letters and brackets “clause 8(a)” after the word “unless” and before the word “applies” in clause 9(a);

(c) adding the word and number “Section 8” after the word “unless” and before the word “applies” in clause 9(a);

(d) adding the words “or repair” after the word “rehabilitation” and before the word “of” in clause 9(b); and

(d) striking out the words “dwelling units” after the word “housing” and before the word “that” in clause 9(b).

9. Section 14A is added after Section 14 and before Section 15, as follows:

14A. (1) Prior to submitting their application, all applicants must meet with the CAO, or their designates, and such meeting must occur during the period under Section 12.

(2) Unless the CAO, or their designate, decide otherwise, applications shall not be accepted by the Municipality if the meeting under 14A (2) has not occurred.

10. Section 19 is amended by:

(a) striking out the words “dwelling units” after the word “housing” in clause 19(c);

(b) striking out the words “dwelling units” after the word “housing” in clause 19(d);

(c) adding the word "adding the words and comma “or for a shared housing use, the total number bedrooms and their approximate size,” after the word “units” and before the word “and” in subclause 19(e)(i);

(d) striking out the words “dwelling units are” after the word “housing” and before the word “intended” in subclause 19(e)(ii);

(g) adding the word “is” after the newly struck word “are” and before the word “intended” in subclause 19(e)(ii);

(h) striking out the words “dwelling units” after the word “housing” and before the words “and” in subclause 19(e)(iv);

(i) adding the words “capital or operating” after the word “if” and before the word “funding” in clause 19(h);

(j) striking out the words and commas “, including Housing Nova Scotia,” in subclause 19(h)(i); and

(k) adding the words “or Infrastructure Canada” after the word “(CMHC)” in subclause 19(h)(ii); and

(l) adding clause (ha) after clause 19(h) and before clause 19(i), as follows;

(ha) if the project targets a population at a higher risk of being in Core Housing Need according to the definition of Core Housing Need as established by the Canada Housing and Mortgage Corporation, information that satisfies the CAO, or their designate, that the population is experiencing that higher risk;

11. Section 20 is amended by:

(a) striking out the words “dwelling unit” after the word “housing” and before the word “rehabilitation”;

(b) striking out the words “dwelling unit” after the word “housing” and before the word “to” in clause 20(a);

(c) striking out the word “and” after the word “building” in clause 20(b);

(d) striking out the period after the word “work” in clause 20(c);

(d) adding the word and semi-colon “; and” after the word “work” in clause 20(c); and

(e) adding clause 20(d) after clause 20(c), as follows:

(d) a description of how the project will improve the physical accessibility of the building.

12. Section 21 is amended by:

(a) striking out the words “dwelling units” after the word “housing” and before the word and comma “, applications”;

(b) repealing clause 21(a);

(c) striking out the word “and” after the word “Code” in clause 21(b); and

(e) adding clause 21(ba) before clause 21(b), as follows:

(ba) a description of how the project will exceed the accessibility requirements of the *National Building Code*; and

13. Section 21A is added after section 21 and before section 22, as follows:

Additional Content for Purchase of Affordable Housing or Land for Affordable Housing

21A In addition to section 19, for the acquisition of affordable housing or land for affordable housing, applications must contain an independent appraisal assessing the fair market value of the housing or land being purchased.

14. Section 22 is amended by:

(a) adding the words “capital and operating funding” after the word “existing” and before the word “agreements” in clause 22(d);

(b) striking out the words and commas “Department of Municipal Affairs, Housing Nova Scotia, and” after the words “with the” in clause 22(d);

(c) adding the words and comma “Province of Nova Scotia, the” after the words “with the” and before the word “Canada” in clause 22(d);

(d) adding the words “or Infrastructure Canada” after the word “Corporation” and before the word “for” in clause 22(d);

(e) adding the word “project” after the words “for the” in clause 22(d);

(f) striking out the words “affordable housing” after the word “meets” in clause 22(f); and

(g) adding the words “the eligibility or priority criteria in this Administrative Order” after the word “meets” in clause 22(f).

16. Section 25 is amended by:

(a) adding the word “capital” after the word “for” and before the word “funding” in clause 25(a);

(b) striking out the words and comma “including Housing Nova Scotia,” in subclause 25(i);

(c) adding the words “and Infrastructure Canada” after the word “(CMHC)” and before the word “, for” in subclause 25(a)(ii);

(d) striking out the word “units” after the word “housing” in subclause 25(a)(ii);

(e) repealing clause 25(b);

(f) adding clause 25(ba) after the newly repealed clause 25(b) and before clause 25(c), as follows:

(ba) projects that target a population that is at higher risk of being in Core Housing Need;

(g) striking out the words “projects by those non-profit organizations who currently serve those in need of deep affordability” after the word “housing” and before the semi-colon in clause 25(c);

(h) adding the words “projects to construct, rehabilitate or repair deeply affordable housing;” at the beginning of clause 25(c);

(i) adding the words “to rehabilitate or repair affordable housing” after the word “Municipality” and before the word “to” in clause 25 (f);

(j) adding the words “complete the proposed project and” after the word “to” and before the word “support” in clause 25(h);

(k) adding the word “any” after the word “support” and before the word “additional” in clause 25(h);

(l) striking out the words “dwelling units” after the word “housing” and before the word and semi-colon “;and” in clause 25(i);

(m) striking out the word “and” after the semi-colon in clause 25(i);

(n) adding a semi-colon after the word “Boundary” in clause 25(j);

(o) striking out the period at the end of clause 25(j);

(p) adding clause 25(k) after clause 25(j), as follows:

(k) project affordability when considering:

- (i) the depth of affordability,
 - (ii) the length of the affordability term,; and
 - (iii) the number of dwelling units or rooms in a shared housing use in the project that will be affordable;
- (p) adding the following clauses after clause 25(j) and before section 26, as follows:
 - (l) projects to undertake rehabilitation or repairs with the primary objective of improving accessibility;
 - (m) projects to acquire buildings or land for affordable housing where the purchase price is consistent with an independent property appraisal; and
 - (n) pre-development studies, reports and analyses requested by staff of the Municipality during a discretionary planning application process.

17. Section 37 is amended by:

- (a) striking out the word “and” after the word “Agreement” in clause 37(f); and
- (c) adding clause 37(ga) after clause 37(g) and before clause 37(h), as follows:
 - (ga) the affordability standard of the project; and

Done and passed this day of , 202.

Mayor

Municipal Clerk