



# **MAYOR'S HOUSING COMMISSION**

**Thursday, September 4, 2014  
4:00 PM**

**Henry Baker Hall, Main Floor, City Hall**



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Office of the City Clerk

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**Public Agenda  
Mayor's Housing Commission  
Thursday, September 4, 2014**

**Approval of Public Agenda**

**Minutes of the meeting held on August 5, 2014**

**Administration Reports**

MHC14-15 Mayor's Housing Summit - Update

**Recommendation**

That this report along with a tentative agenda for the 2014 Mayor's Housing Summit provided in Appendix A be received and filed.

MHC14-16 Update on the Community Plan Application and Homelessness Partnering Strategy

**Recommendation**

This report be received and filed.

MHC14-17 Housing Incentives Policy - Housekeeping Revisions

**Recommendation**

1. That the Mayor's Housing Commission provide feedback on revisions to City of Regina Housing Incentives Policy, as set out in the Appendix A, attached.
2. That this report, together with a supplementary report summarizing feedback from the Mayor's Housing Commission, be forwarded to the September 22, 2014 meeting of City Council for approval of the amended City of Regina Housing Incentives Policy, attached as Appendix A.

**Adjournment**

AT REGINA, SASKATCHEWAN, TUESDAY, AUGUST 5, 2014

AT A MEETING OF THE MAYOR'S HOUSING COMMISSION  
HELD IN PUBLIC SESSION

AT 2:00 PM

Present: Mayor Michael Fougere, in the Chair  
Councillor Bryon Burnett  
Councillor Bob Hawkins  
Robert Byers  
Terry Canning  
Blair Forster  
Tim Gross

Regrets: Councillor Barbara Young  
Malcolm Neill

Also in Attendance: Committee Assistant, Elaine Gohlke  
Solicitor, Cheryl Willoughby  
Executive Director, City Planning & Development, Jason Carlston  
Manager, Neighbourhood Planning, Yves Richard  
Senior City Planner, Jennifer Barrett

APPROVAL OF PUBLIC AGENDA

**Councillor Burnett moved, AND IT WAS RESOLVED, that the agenda for this meeting be approved, as submitted.**

ADOPTION OF MINUTES

**Tim Gross moved, AND IT WAS RESOLVED, that the minutes for the meeting held on June 12, 2014 be adopted, as circulated.**

TABLED REPORT

MHC14-12 Mayor's Housing Summit 2014  
(Tabled July 8, 2014)

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**Recommendation**

That members of the Mayor's Housing Commission provide input for the Mayor's Housing Summit set to occur the week of October 20, 2014.

Jim Elliott addressed the Commission.

**Councillor Hawkins moved, AND IT WAS RESOLVED, that this report be received and filed.**

ADMINISTRATION REPORTS

MHC14-14     Laneway Housing: Design and Development Guidelines and Infill Pilot Project

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**Recommendation**

1. That the Mayor's Housing Commission provide input and endorsement of the project work plan for laneway housing guidelines and an infill pilot project as outlined in this report and detailed in Appendix A.
2. That a memo be provided to City Council and the Regina Planning Commission for informational purposes that outlines the project work plan for laneway housing guidelines and an infill pilot project.

The following addressed the Commission:

- Wilma Staff, representing the Al Ritchie Community Association;
- Ken Watson, representing Slingshot Residential; and
- Yves Richard, Manager of Neighbourhood Planning, made a PowerPoint presentation, a copy of which is on file in the Office of the City Clerk.

**Councillor Hawkins moved, AND IT WAS RESOLVED, that the recommendation contained in the report be concurred in.**

MHC14-13     Spring Rental Vacancy Report

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**Recommendation**

That this report be received and filed.

Jennifer Barrett, Senior City Planner, made a PowerPoint presentation, a copy of which is on file in the Office of the City Clerk.

**Tim Gross moved, AND IT WAS RESOLVED, that this report be received and filed.**

RESOLUTION FOR PRIVATE SESSION

**Robert Byers moved, AND IT WAS RESOLVED, that the Commission recess for 10 minutes and reconvene in private session.**

The Commission recessed at 3:17 p.m.

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Chairperson

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Secretary

September 4, 2014

To: Members,  
Mayor's Housing Commission

Re: 2014 Mayor's Housing Summit Update

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RECOMMENDATION

That this report along with a tentative agenda for the 2014 Mayor's Housing Summit provided in Appendix A be received and filed.

CONCLUSION

In the past five years, Regina has experienced unprecedented economic growth and population increases and housing has become an important issue needing to be addressed. In 2013, the City of Regina made significant progress in addressing housing issues including the completion of the Comprehensive Housing Strategy (CHS), organization of the Mayor's Housing Summit and the creation of the Mayor's Housing Commission. In continuing to move forward on housing issues, the Mayor announced in February 2014 that a second Housing Summit would be held in October 2014.

BACKGROUND

Following the release of the CHS, the City of Regina hosted the first Mayor's Housing Summit held May 13 and 14, 2013. The theme of the Summit was "Housing in a Growing Economy: Supply of Rental and Affordable Housing, Innovation and Partnerships." The Summit attracted 250 delegates and 29 speakers from across Canada representing all levels of government as well as the public and private sectors. The Summit agenda included presentations by public, private and non-profit housing providers, policy makers, program administrators, urban planners and others. In total, the two-day event provided a broad range of examples and case studies of housing programs, policies, data and housing innovation. The Summit ended with an afternoon interactive session with Summit delegates to provide feedback on housing issues and potential solutions in the context of Regina.

In June 2013, a Housing Strategy Implementation Plan was approved by Council and implementation of short- and medium-term strategies has begun. As part of the implementation of the CHS, Mayor's Housing Commission has addressed and reviewed a range of housing issues from revisions to the Condominium Policy Bylaw, a pilot project for laneway suites and housing incentives policies as well as examples of housing innovation such as a pocket suite project recently completed in the Heritage neighbourhood of Regina and a variety of housing data and updates on the city's housing incentives. On June 12, 2014, the Mayor's Housing Commission was provided with a report on housing statistics showing the progress that has been made since the CHS was approved.

In general, the housing situation in Regina has improved with more housing starts each year and more purpose-built rental units entering the market annually. Vacancy rates have risen and prices have started to level after substantial increases between 2006 and 2013. More specifically, the percentage of purpose-built rentals for 2013 was 24 per cent of all housing starts for a total of

764 units. Subsequently, the spring 2014 vacancy rate was reported at 2.5 per cent, significantly higher than the 1 per cent vacancy rate when the CHS was approved. Similarly, while rental rates have continued to increase, the increase has remained at 5 per cent annually since 2010 after a 14 percent annual increase from 2007 to 2008. Home prices also appear to be leveling off after a dramatic 140 per cent increase between 2006 and 2013.

There is still work to be done in order to meet the goals of the CHS and the policy objectives of *Design Regina: The Official Community Plan Bylaw No. 2013-48* (OCP). Increasing home prices and rental rates have impacted the City's most vulnerable households. The diversity of housing that has entered the market in the past few years has helped to provide housing choice for households based on neighbourhood and housing preference, yet there is still a greater need for new housing development in proximity to necessary services and amenities including schools, employment opportunities, retail services and access to public transit in order to address the policy objectives of the OCP to create complete communities. The second Mayor's Housing Summit will build on the progress to date to address current housing issues and to continue the discussion on potential solutions for Regina.

## DISCUSSION

The second Mayor's Housing Summit is scheduled for October 21, 2014. The purpose of the Summit will be to continue the conversation since the 2013 Housing Summit, to discuss the progress realized with the creation of the Housing Commission and the start of implementation of the Comprehensive Housing Strategy (CHS). Following on the 2013 Summit, the event will bring together subject experts and stakeholders to further assess housing issues, needs and potential solutions. The Summit will be a one-day event.

The outcomes of the Housing Summit are four-fold:

1. Further the discussion related to strategies of the Comprehensive Housing Strategy, *Design Regina: The Official Community Plan* and other policy objectives;
2. Assess current housing issues, challenges and opportunities for Regina;
3. Continue the dialogue among partners including multiple levels of government as well as private, public and non-profit entities; and
4. Evaluate the City's housing incentives in the context of discussions and presentations to assess possible changes.

The Administration has taken the input of the Mayor's Housing Commission, gathered on July 8, 2014 and on August 5, 2014 and has put together a tentative agenda. Building on the themes of affordability, innovation and partnership solutions, the proposed agenda would focus on preserving and growing affordable, social and below market housing through a variety of approaches. The Summit would include an opening speaker who will provide an overview of economic growth in Regina and western Canada as the basis for presentations and discussion on housing. Speakers would include a high-level presentation on housing policy throughout Canada along with a number of case examples, which have been chosen for their applicability to Regina. Presentations would be followed by an afternoon session of brainstorming, collaborating and discussion of local solutions for Regina. An overview on housing trends and progress in Regina has also been included in the agenda to provide local context for the interactive session. The tentative agenda is included in Appendix A. The final selection of speakers will be based on input from members of the Mayor's Housing Commission and subject to the availability of speakers.

## RECOMMENDATION IMPLICATIONS

### Financial Implications

At the August 25, 2014 City Council meeting, approval was received for funding the 2014 Housing Summit from the General Fund Reserve, based on the proposed budget that was submitted. As part of the approval, Administration was directed to review the proposed registration fee with a view to keeping costs reasonable and affordable to all who have an interest in attending. After reviewing and adjusting the registration fee as directed, the unrecovered costs to the City are anticipated to be in the range of \$12,000 - \$20,000, based on the number of anticipated attendees.

### Environmental Implications

None with respect to this report.

### Policy and/or Strategic Implications

The Mayor's Housing Commission and Mayor's Housing Summit contribute to the implementation of the Comprehensive Housing Strategy and to advancing the conversation on and decisions related to housing issues affecting Regina and its residents.

### Other Implications

None with respect to this report.

### Accessibility Implications

None with respect to this report.

## COMMUNICATIONS

A communications strategy will be an important component of the Summit and will be used to advertise, promote and bring awareness to housing issues locally, provincially and nationally. Some of the tactics will include:

- Online advertising
- E-mail promotions
- Invitational letters
- Print advertisements
- Newsletters
- Social media
- Earned media

Participants will have the opportunity to register online through the Summit website found at **Regina.ca/MayorsHousingSummit.ca** or by mailing or faxing a form that can be accessed on the website. The Commission will play an important and active role in the promotion of the Summit via their existing channels as well as their large networks of interested stakeholders.

DELEGATED AUTHORITY

The Mayor's Housing Commission has the authority to seek, gather and research information that will assist in providing overall guidance in the implementation of the Comprehensive Housing Strategy.

Respectfully submitted,



Jason Carlston, Executive Director  
City Planning and Development

Respectfully submitted,



Jim Nicol,  
Chief Legislative Officer & City Clerk

Report prepared by:  
J. Barrett, Senior City Planner



## APPENDIX A

### Mayor's Housing Summit

October 21, 2014

#### **Draft Agenda**

*Final agenda and speakers are to be confirmed.*

7:30 – 8:15 a.m.	Registration/breakfast
8:15 – 8:30 a.m.	<i>Opening Remarks</i>
8:30- 9:30 a.m.	<i>Opening Plenary</i>
9:30 – 10:15 a.m.	Presentation- <i>Economic Update on Regina and western Canada</i>
10:15 -10:30 a.m.	Break
10:30 - 11:45 a.m.	Presentation(s) - <i>Housing Case Examples</i>
11:45 - 12:15 p.m.	Presentation - <i>Update on Comprehensive Housing Strategy</i>
12:15 - 1 p.m.	Break/ Lunch buffet
1- 3 p.m.	<i>Interactive Facilitated Workshop session</i>
3 – 3:15 p.m.	Break
3:15 - 4 p.m.	<i>Question &amp; Answer Panel</i>
4- 4:30 p.m.	<i>Closing Presentation</i>
4:30 p.m.	<i>Closing Remarks</i>
4:45 p.m.	Media Scrum (following closing remarks)

September 4, 2014

To: Members,  
Mayor's Housing Commission

Re: Update on the Community Plan Application and Homelessness Partnering Strategy

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RECOMMENDATION

That this report be received and filed.

CONCLUSION

The federal government approved the Homelessness Partnering Strategy Community Plan application in June of this year. This means that the federal government will provide the community of Regina with approximately \$1.1 million each year for five years to prevent and reduce homelessness. First year funding can now be allocated within the guidelines of the following five priorities identified in the Community Plan application:

1. Support Services;
2. Coordination of Resources and Leveraging;
3. Capital Investment Projects;
4. Housing First; and
5. Data Collection and Use

The funds will be allocated to the community through three calls for proposals one each issued in July, August and the fall.

BACKGROUND

The Homelessness Partnering Strategy is a federal government initiative aimed at preventing and reducing homelessness. It provides funds to designated communities across Canada to address homelessness issues.

The federal government recently renewed the Homelessness Partnering Strategy for five years from April 1, 2014 to March 31, 2019. The Strategy was renewed with the expectation that communities will reduce the size of their homeless population. Housing First has been identified as the vehicle to make the shift from simply managing the issue by placing the homeless in emergency shelters and other temporary places to actually reducing the size of the population by providing permanent housing and supports.

Housing First is based on the assumption that the first and primary need of a homeless individual is to obtain stable, permanent housing. Once stable housing is obtained, other issues such as addictions or mental health can be appropriately addressed.

Permanent housing is then complemented by providing support services to assist clients to maintain their housing and work toward stability and inclusion.

The federal government will provide the Regina community with approximately \$1.1 million each year over the five-year term. To receive the funds, a Community Plan application must be completed under the direction of a Community Advisory Board. The Community Plan works within the strategic priorities established by the federal government and identifies community needs and priorities based on community consultations and input.

The Community Advisory Board consulted with more than 100 service providers, landlords, property managers, policy makers and elected officials to gather advice on what Housing First could look like in Regina. Members of the Mayor's Housing Commission participated in the Charrette held in January 2014. The final Charrette report has been provided to the Commission. The report has 52 recommendations. Eleven key recommendations were presented to the Commission in April.

To complete the Community Plan application, the Community Advisory Board also consulted with individuals who have experienced homelessness and reviewed key documents. The Community Plan application was submitted to the federal government in early March. It was approved in mid-June.

## DISCUSSION

The Community Plan application identifies five priorities to fund each year over the five years. The priorities are as follows:

### **1. Support Services**

For the Homelessness Partnering Strategy, a support service is defined as any service to improve the self sufficiency of homeless individuals and families and those at imminent risk of homelessness, through individualized services. They include the following eligible activities:

- Housing placement;
- Connecting clients to income supports;
- Pre-employment support and bridging to the labour market;
- Life skills development;
- Supports to improve clients' social integration;
- Culturally relevant responses to help Aboriginal clients;
- Connecting clients to education and supporting success;
- Liaise and refer to appropriate resources;
- Housing loss prevention (for families and individuals at imminent risk of homelessness); and
- Basic or urgent needs services.

## **2. Coordination of Resources and Leveraging**

For the Homelessness Partnering Strategy, coordination of resources and leveraging is defined as a model in support of a broader systemic approach to addressing homelessness. They include the following eligible activities:

- Determining a model in support of a broader systematic approach to addressing homelessness;
- Identifying, integrating and improving services (including community training on activities and functions in support of a broader systematic approach to addressing homelessness);
- Partnership development in support of a broader systematic approach to addressing homelessness;
- Working with the housing sector to identify opportunities for and barriers to permanent housing (e.g. establishing landlord relationships, mapping of current available assets in support of a broader systematic approach to addressing homelessness); and
- Community consultation, coordination, planning, and assessment.

## **3. Capital Investment Projects**

For the Homelessness Partnering Strategy, capital investment projects are intended to increase the quantity or improve the quality of facilities that address the needs of people who are homeless or who are at risk of homelessness. They include the following eligible activities:

- Construction, renovation and purchase of transitional housing facilities, permanent supportive housing facilities, and non-residential facilities (e.g. drop-in centres and multi-service centres);
- Purchase of furniture, equipment, and/or vehicles; and
- Renovation of emergency shelters.

## **4. Housing First**

At least 40% of the funding must be targeted to Housing First no later than April 1, 2016 (the start of the 3<sup>rd</sup> year of the program). To prepare for this shift, the first-year work on Housing First will focus on Housing First Readiness. Housing First Readiness is the developmental phase and the foundational piece toward implementing Housing First. Housing First Readiness includes the following eligible activities:

- Determining the Housing First model (e.g. consultation, coordination, planning and assessment);
- Identifying, integrating and improving services (including community training on Housing First activities and functions);
- Partnership development in support of a Housing First approach; and
- Working with the housing sector to identify opportunities for and barriers to permanent housing barriers (e.g. establishing landlord relationships, mapping of current available assets).

When Housing First Readiness is achieved, funds will move to implementation measures such as client intake and assessment, connecting clients to permanent housing, accessing services through case management, and data tracking and monitoring. A part of Housing First Readiness is to lay out a plan to address these key implementation measures.

## **5. Data Collection and Use**

This includes the following eligible activities:

- Identifying the size and make-up of the entire homeless population;
- Tracking non-Housing First clients;
- Point-in-time counts;
- Community indicators; and
- Local research, information collection and sharing (including implementing and using HIFIS).

With the approval of the Community Plan application, first year funds are being allocated to the five priorities as follows:

- 1) A call for proposals was issued in July to fund support services, coordination and leveraging activities and capital investment projects. Multi-year capital investment projects will be considered. At least 35% of the budget will be targeted to capital investment projects. This budget will decline gradually over the five years as dollars will be shifted from capital investment projects to Housing First. The Community Advisory Board will make funding decisions on the proposals in September.
- 2) A call for proposals was issued in August to secure the services of a consultant to lead and manage a point-in-time count of the homelessness and to undertake a survey research project to complement the point-in-time count with qualitative and quantitative information. The count will be completed in the spring. It will train volunteers and involve the non-profit sector and other housing services to ensure community input and support for the project.

The intended outcomes of the project are:

- To provide the Community Advisory Board with up-to-date information on Regina's homelessness population to help the Board make decisions on funding applications;
  - To provide the community with up-to-date information on homelessness to assist with decision-making;
  - To quantify Regina's homelessness issue; and
  - To provide the Community Advisory Committee with a point-in-time count that can be replicated on an annual basis to measure progress.
- 3) A third call for proposals will be issued this fall related to Housing First. The project will secure the services of a consultant to lead the activities of the Housing First Readiness work as outlined above. The intended outcome is to have a report to be used by the Community Advisory Board to guide the implementation of Housing First over the long-term.

## **RECOMMENDATION IMPLICATIONS**

### **Financial Implications**

There are no financial requests of the City related to this report. With the approval of the Community Plan application, the community of Regina through the Community Advisory Board and the Community Entity (YMCA) have secured funding for five years.

The funds will be housed with the Community Entity and allocated to the community through several calls for proposals.

#### Environmental Implications

There are no environmental issues related to this report.

#### Policy and/or Strategic Implications

The City's role does not include being the primary level of government responsible for the overall issue of housing; however, the City will continue to support and complement the policies and programs of the provincial and federal governments.

#### Other Implications

There are no other implications associated with this report.

#### Accessibility Implications

There are no accessibility issues associated with this report.

#### COMMUNICATIONS

The Community Plan was developed based on stakeholder and community consultation and input. Members of the Mayor's Housing Commission and City Council participated in the Housing First community consultations held in January. The final report on the community consultations was sent to the Commission in July. The Community Plan application was approved by the federal government in June.

The Administration will continue to provide updates on the Homelessness Partnering Strategy as the work progresses.

#### DELEGATED AUTHORITY

The disposition of this report is within the Commission's authority.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'Yves Richard', with a long horizontal stroke extending to the right.

Yves Richard, A/Director  
Planning Department  
Report prepared by:  
Janice Solomon, Coordinator of Social Development

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'Diana Hawryluk', with a stylized, cursive script.

Diana Hawryluk, A/Executive Director  
City Planning & Development

September 4, 2014

To: Members,  
Mayor's Housing Commission

Re: Housing Incentive Policy – House Keeping Revisions

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RECOMMENDATION

1. That the Mayor's Housing Commission provides feedback on revisions to the City of Regina Housing Incentives Policy, as set out in the Appendix A, attached.
2. That this report, together with a supplementary report summarizing feedback from the Mayor's Housing Commission, be forwarded to the September 22, 2014 meeting of City Council for approval of the amended City of Regina Housing Incentives Policy, attached as Appendix A.

CONCLUSION

In July 2013, revisions were made to the Housing Incentives Policy (HIP). These revisions were made to align the policy with the recommendations of the *Comprehensive Housing Strategy* (CHS) and to support or incentivize areas of the housing market to address housing needs. More specifically, the policy was revised to stimulate the rental market, to encourage more below market and affordable ownership and rental units, and to support a diversity of housing types throughout the city.

The new policy has been in place since November 1, 2013. Through an annual review of the policy, Administration has identified areas of the policy needing reformatting, revision or rewording to make it more understandable and to clarify criteria and incentives. Besides changes in formatting and language, an amendment has also been made to align the eligibility requirements across program areas. This revision amends the Warehouse District Policy to align with the recently-revised Downtown Residential Incentive Policy. In addition, there are other small changes intended to make the policy more effective at achieving policy objectives including an extension of the required tenure of rental units from five to ten years to ensure rental units receiving incentives are retained for rental purposes and not allowed to convert to condominiums. The revisions also include a change in the method of calculating maximum rental rates for affordable units based on methodology used by Saskatchewan Housing Corporation (SHC). All changes to the incentives policy are reflected in the new policy attached to this report as Appendix A. If approved, these policy changes would be in place for applications starting November 1, 2014.

BACKGROUND

The City's CHS was completed in February of 2013 and approved by Council with Administration's Recommendations on April 29, 2013.

On July 29, 2013, Council approved revisions to the HIP to align with recommendations outlined in the CHS, and on an internal review of the policy by members of the Administration who either work directly with the policy or are involved in the policy's effectiveness through development review, permits and development approvals.

For the most part, revisions to the policy were intended to clarify elements of the existing policy with regards to interpretation and administration of the policy including definitions of terms, policy language and eligibility requirements. There were, however, five significant revisions that reflect a change from the previous HIP last revised in January 2012. These changes include:

- Changes to the percentages and eligible locations for tax incentives to expand incentives for rental and below market home ownership units throughout the city.
- A partial tax incentive equating to 25 per cent of property tax for the addition of a secondary suite to an existing or new home.
- Revisions to the policy to eliminate tax incentives for market ownership units.
- An increase in the annual allocation from the Social Development Reserve (SDR) from \$2.2 to \$2.5 million annually, which is used to fund the capital incentives program.
- An increase in the capital contribution from \$10,000 to \$15,000 per unit for affordable units to account for increases in the cost of construction and land since the policy was established in 2009.

A report on Housing Statistics was brought to the Mayor's Housing Commission and Council in the spring of 2014 which shows evidence of the effect of the housing incentives policy. For example, purpose-built rental units receiving incentives exceeded any previous year by nearly double, totaling 454 units. Similarly, capital grants for below market and affordable rental and ownership units equaled 187 units, higher than any year since the policy has been in place. As a result of these developments, the rental vacancy rate has increased to 2.5 per cent, up from 1 per cent when the CHS was completed in late 2012 and more affordable and below market units have entered the market. Maps showing the location of tax and capital incentives have been provided in Appendices B and C.

Proposed revisions to the HIP are not intended to alter the results or intentions of the current HIP. The focus on the policy remains to increase the rental supply, to support below market and affordable rental and ownership projects, and to encourage housing diversity. A full review of the HIP will follow in 2015 to reevaluate the focus and goals of the HIP based on changes to the housing situation and to address new issues that may have arisen since the 2013 policy. This review of the policy will also include feedback from the Mayor's Housing Commission and information gathered at the second Mayor's Housing Summit in mid-October 2014 as well as consultation with housing stakeholders. As stated in the July 29, 2013 report to Council when the current policy was approved, a two-year period until the next thorough policy review provides the necessary time to administer the policy and evaluate changes to the housing situation, and will allow time to suggest appropriate revisions to the policy to address emerging issues. The current revisions are therefore intended to improve upon the current policy while a more substantial policy review is underway.

## DISCUSSION



Specific revisions made to the HIP, including revisions to different programs areas (Downtown, Warehouse District and existing and new neighbourhoods), are detailed below. In general, revisions aim to create a more usable and more understandable policy document. In addition to revisions for the purpose of clarification, there are changes that will make the policy outcomes more effective at achieving the objectives of the HIP including a cap on tax incentives for units in the Warehouse District, methods for calculating maximum rental rates for affordable units, and the minimum tenure requirements for rental units receiving incentives. These changes are based on policy objectives as defined in the HIP and the CHS, and also reflect best practices throughout Canada.

#### Format change

The format for the HIP policy has been changed for ease of use for customers and the Administration. Previously, there were separate policies including the HIP for existing and new neighbourhoods and capital contributions, the Downtown Residential Incentive Policy (DRIP), and the Regina Housing Incentive Policy – Warehouse District (RHIP). The revised version includes housing incentives for all program areas in one document. The general incentive policy information is provided in the main body of the document, with specific requirements pertaining to the four separate program areas provided as appendices. This provides all program information in one document and will allow for easier reference and use as well as more simplified policy amendments. More detailed information about different program areas and sections of the policy are detailed below.

#### Changes to the Housing Incentives Policy

The HIP was formerly the policy that identified incentives for existing and new neighbourhoods outside of Downtown and the Warehouse District as well as eligibility criteria for capital grants. This document includes general eligibility requirements, statements of regulatory authority and policy background. This section forms the basis for housing policies across all program areas. Revisions to this section are as follows:

- Housekeeping changes have been made to reflect the current department and position titles.
- Rewording to clarify eligibility requirements and policy intention.
- Revision to remove incentives for properties where a designated heritage building has been demolished.

#### Tax Incentives (HIP)

Tax Incentives are currently in place throughout the city for rental and affordable ownership units. Changes to this section of the policy will clarify eligibility requirements for all tax exemptions and will also distinguish differences in exemptions based on different program areas. The changes are as follows:

- Clarification of incentives for two-unit rental buildings. Two-unit buildings in an R2 zone or higher, classified as a duplex or semi-detached, are considered a multi-unit building and may qualify as a two-unit rental building for a full five-year exemption. In an R1 and R1A zone, a two-unit building is limited to a single-detached house with a subordinate secondary suite. Therefore, in order to align with zoning requirements and to keep with the intent of an R1 or R1A zone as a low-density residential zone, any two-unit building in these zones

may only apply for a secondary suite incentive regardless of whether both units are rented.

- Purpose built rental units receiving a tax incentive must remain as rental for ten years before a condominium conversion would be considered. This increases the period from five years in the current policy and reverts to the requirements of the previous incentives policy of 2011. This is also in keeping with best practices. A policy review of housing incentives in other Canadian municipalities has shown a minimum tenure of ten years and requirements of up to 60 years for units receiving municipal incentives thereby keeping these units in the rental market by limiting their conversion to ownership units.
- Clarification that ownership units in all areas except Downtown and Warehouse must be approved for capital incentives as affordable homeownership units in order to qualify for tax exemptions. This ensures that units meet the requirements for affordable housing as determined by the criteria for capital grants in order to be eligible for tax exemptions. Revisions to the policy in 2013 limited tax exemptions for owner-occupied units to those qualifying for capital grants for income-eligible households, or to units in the Downtown and Warehouse districts where affordability criteria are not required but where a maximum exemption applies.
- To allow for the inclusion of laneway suites, the definition of a secondary suite has been amended to allow for a 25 per cent tax incentive for an approved laneway suite.

#### Downtown (DRIP)

- No changes have been made to the Downtown program at this time.

#### Warehouse (WRIP)

Previous to these revisions, the Warehouse District incentives policy has not been reviewed since 2009. Changes to this program area align incentives with the revisions made to incentives in the Downtown in 2013:

- New residential units developed in the Warehouse area are now subject to the same incentives as the Downtown area, including a \$7,500 cap on tax exemptions for ownership units. Purpose-built rental units are eligible for a five-year, 100 per cent tax exemption as per the current policy for the Warehouse District and the housing incentives for Downtown.
- Formatting and language revisions to bring the policy up to date with other policy changes made in 2013 as the Warehouse incentives policy was not revised at that time.
- Authority to administer tax exemptions for the Warehouse area is designated to the Executive Director of City Planning and Development in accordance with the HIP and DRIP.

#### Capital Incentives

As per policy changes made in 2013, affordable and below market units in all areas of the city are eligible for a \$15,000 per unit grant provided units are sold to income-eligible households or rental units are kept below maximum rental rates for affordability. Slight revisions to the capital incentives are as follows:

- Purpose built rental units receiving capital funding must remain rental for a minimum of 15 years before consideration of condominium conversion.

This increases the period from ten years as per the current policy and is in alignment with the increased requirements for rental units receiving tax exemption, which has increased from five to ten years. This change is based on common practices in other Canadian cities. These requirements insure that units that have received both tax exemptions and capital funding remain in the rental market and may not be converted to ownership units and sold during the required time period.

- Starting in 2015, Administration will establish maximum rental rates calculated as 30 per cent of gross income based on the provincial Saskatchewan Household Income Maximums (SHIM). Previously, the City of Regina used the average rental rate as reported by Canada Mortgage Housing Corporation (CMHC) to determine maximum rental rates for units defined as affordable. However, due to the increasing average rental rates caused by new units entering the market at a greater proportion than in previous years (equal to a 5% increase in average rental rates each year since 2010), Administration worked with SHC to establish a method to calculate rental rates based on the SHIM for each unit size. This method will provide consistency between City and Provincial programs and better equates rental rates with the financial capacity of households identified for affordable housing.
- Applications being made for capital incentives are required to complete a score card based on a list of Design and Development Criteria (Appendix E in the new HIP). Since 2002, the HIP has included development criteria, but the criteria have remained under-utilized as a means of encouraging site and development standards that match policy direction provided by *Design Regina: the Official Community Plan Bylaw No. 2013-48* (OCP), the CHS and the objectives of the HIP. As part of the eligibility requirements to receive capital grants, the score card criteria aim to ensure that development meets housing policy goals. The score card provides a list of development standards to encourage housing development that supports safety, resident needs, access to services, positive streetscapes and quality living environments. Only a portion of the criteria in the score card must be addressed in order to meet the minimum points required and most of the criteria involve small changes such as bike racks, low fences, open site design, variation in façade colours, play equipment or benches that can be easily accommodated in a development without additional cost while enhancing the quality of the development.

While Administration has not yet had to reject an application for capital grants due to lack of funding, if applications were to exceed funding, the score card would be one of the measures used to evaluate applications for selection.

## RECOMMENDATION IMPLICATIONS

### Financial Implications

2014 tax exemptions under the HIP and DRIP totaled 541 units, 454 of which were rental units. The municipal portion of these exemptions was \$361,391. For 2015, based on applications received to date, tax exemptions are anticipated to be at or slightly below 2014 numbers, ranging from 450 to 550 units total. As for capital grants, Administration has received applications for 162 affordable units for 2014, totaling \$2.35 million. Expenditures from the Social Development Reserve to fund capital grants for below market and affordable units are capped at \$2.5 million annually.

Policy changes recommended herein will not have any additional financial impact when compared to the current HIP with the exception of changes for units in the Warehouse District where tax exemptions for ownership units will be limited to \$7,500 per unit.

#### Environmental Implications

None for this report.

#### Policy and/or Strategic Implications

Revisions to the Housing Incentives Policy have been made to clarify the policy for administration and implementation. Revisions to the Housing Incentives Policy are also in keeping with the recommendations brought forth in the *Comprehensive Housing Strategy* approved by Council on April 29, 2013.

#### Other Implications

None for this report.

#### Accessibility Implications

Development criteria established for eligibility for housing incentives encourages development of accessible units that exceed the required 5 per cent in multi-unit rental developments and the creation of accessible units in ownership developments. The score card for applications for capital incentives includes additional points for developments that provide 10 per cent or more accessible units.

#### COMMUNICATIONS

Information on HIP has been consolidated and updated on the City's website to make the policy and application forms easier to locate including additional information and 'Frequently Asked Questions' documents. The new policy document will also be accompanied by updated information sheets and applications to assist applicants in understanding and accessing incentives. In addition to on-line resources, Administration has created printed materials available through the Planning and Tax & Assessment Branches. Administration maintains a list of developers who have accessed housing incentives and provides updates on the housing incentives policy to these companies and individuals by mail or email.

Administration will also provide updates to individuals and developers involved in the CHS. Since revisions to HIP do not alter the eligibility requirements for units, any units currently eligible under the existing policy will remain eligible under this revised policy.

Administration meets with members of SHC on a regular basis to discuss ways of collaborating on outreach strategies for provincial and municipal programs so as to not duplicate efforts. With the on-going implementation of the CHS, Administration will continue to improve access to information on municipal, provincial and federal programs and to communicate how programs may be stacked with the City's housing incentives.

DELEGATED AUTHORITY

The Mayor's Housing Commission has the authority to provide overall guidance in the implementation of the CHS. This report requires approval by City Council.

Respectfully submitted,

A handwritten signature in blue ink, appearing to be 'Yves Richard', with a long horizontal flourish extending to the right.

Yves Richard, A/Director  
Planning Department

Respectfully submitted,

A handwritten signature in blue ink, appearing to be 'Diana Hawryluk', with a stylized, cursive script.

Diana Hawryluk, A/Executive Director  
City Planning & Development

Report prepared by:  
Jennifer Barrett, Senior City Planner



City of Regina

## Housing Incentives Policy

### 1. Purpose

The objectives of the incentives provided under this policy are:

- To support modest, below market and accessible housing options.
- To stimulate rental housing development.
- To encourage housing development that makes efficient use of established City infrastructure and helps build vibrant, sustainable and inclusive neighbourhoods.
- To better aim the City's resources where there are gaps in the private market's ability to address housing needs, namely the needs of low and moderate income households.
- To encourage diverse housing options including housing for distinct and special needs groups

### 2. Scope

Stakeholders involved with affordable, moderate and accessible housing including non-profit organizations, developers and property owners.

### 3. Definitions

**Below Market Housing** - housing for individuals and families who are at or below the provincial Eligible Income Levels or housing established by non-profit housing providers to provide below market dwelling units. Below market rental developments are defined as those that provide units that are below the Maximum Rental Rates.

**Condominium** – the land included in a condominium plan together with the buildings and units and the common property and common facilities belonging to them.

**Executive Director** – the Executive Director of the City Planning and Development Division, or his/her designate.

**Dwelling Unit** – one or more rooms that may be used as a residence, each unit having sleeping, cooking and toilet facilities.

**Dwelling Unit, New** – a newly constructed dwelling unit within two years of issuance of a building permit.

**Dwelling Unit, Detached** – a building which contains only one dwelling unit. Where a Secondary Suite is a Permitted Use in a zone, a detached dwelling unit may also contain a Secondary Suite subject to the regulations of *The Zoning Bylaw No. 9250* as amended from time to time.

**Eligible Income Level** – the maximum income levels based on the criteria and requirements set out by SHC's Saskatchewan Household Income Maximum (SHIM) and Program Assistance Levels, as updated periodically.

**Group Care Facility or Personal Care Home** – a supervised residential dwelling unit, 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.

**Maximum Rental Rates:** as determined by the City of Regina 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.

**Owner-Occupied Unit** – a dwelling unit where the registered owner of the property resides in the unit as their primary residence.

**Ownership Unit** – a dwelling constructed for intended sale to a purchaser as a principal place of residence including condominium units.

**Purpose Built Rental Unit** – a rental unit that is designed and built for rental purposes and is not intended as an Ownership Unit. This includes semi-detached, duplex, tri-plex, four-plex multi unit buildings and apartment buildings.

**Rental Unit** - a dwelling unit for rent or lease to a tenant as a principal place of residence.

**Secondary Rented Unit** – 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. Secondary Rented Units are not purpose-built rentals but intended as owner-occupied units or investor-owned properties and include condominiums, single family homes or town homes.

**Secondary Suite** – a subordinate, self-contained dwelling unit occupying no more than 40 percent of the total gross floor area of the building, including the area of the basement. A secondary suite may include a laneway dwelling unit or alternative secondary accessory dwelling unit as approved by Council.

#### 4. Transition Provisions

##### *Tax Incentives*

All applications for tax incentives received and conditionally approved up to and including October 31, 2014, will be considered under the existing Housing Incentives Policy, approved July 29, 2013. All applications submitted on or after November 1, 2014 will be considered under this Policy.

##### *Capital Incentives*

All applications for Capital Incentives received and conditionally approved up to and including October 31, 2014, will be considered under the existing Housing Incentives Policy, approved July 29, 2013. All applications submitted on or after November 1, 2014 will be considered under this Policy.

#### 5. Program Areas

Program Areas for all Housing Incentive Policies are provided in the map in **Appendix A** of this policy. The percentages and terms of each tax exemption can be found below:

<b>Table 5.1 – Tax Exemption by Program Area</b>	<b>Downtown Area 1</b>	<b>Warehouse Area 2</b>	<b>Incentive Area 3</b>	<b>Incentive Area 4</b>	<b>Incentive Area 5</b>
<b>Percent Exempt</b>	100%	100%	100%	100%	100%
<b>Term of Exemption</b>					
Rental developments with two Dwelling Units or more	5 Years	5 Years	5 Years	5 Years	5 Years
Affordable Ownership Unit developments	5 Years	5 Years	5 Years	5 Years	5 Years
Residential portion of a mixed-use residential-commercial development if two or more rental or below market ownership units are created	5 Years	5 Years	5 Years	5 Years	5 Years
Market Ownership Unit developments	5 years \$7500 cap	5 years \$7500 cap	n/a	n/a	n/a
<b>Percent Exempt</b>	25%	25%	25%	25%	25%
<b>Term of Exemption</b>					
Detached Dwelling Unit with a Secondary Suite	n/a	n/a	5 years	5 years	5 years



## 6. Appendices and Other Policies

- a) Description of the Downtown Residential Tax Incentives (Area 1) is provided in **Appendix B** of this policy.
- b) Description of the Warehouse Housing Tax Incentives (Area 2) is provided in **Appendix C** of this policy.
- c) Description of the Tax Incentives for Existing and New Neighbourhoods (Areas 3, 4, and 5) are provided in **Appendix D** of this policy.
- d) Designated Heritage properties may apply for funding under the Municipal Incentive for the Preservation of Heritage Properties (MIPPHP). MIPPHP is a separate policy document.

## 7. General Eligibility Requirements for Tax Exemptions

### 7.1 Purpose:

The following general eligibility requirements pertain to all tax exemptions. Additional requirements based on development location can be found in the appropriate program area detailed in Appendices B (Downtown), C (Warehouse) and D (Existing and New Neighbourhoods).

### 7.2 General Tax Exemption Eligible Unit Types:

- a) Amount of tax incentive (percentage) and period of time for tax incentive are as per Program Areas noted in Table 5.1 and corresponds to the areas in Map 1, **Appendix A**.
- b) Eligible Rental Units must be Purpose Built Rental Units.
- c) Tax Incentives are available for the creation of New Dwelling Units exclusively. Developments may be new construction or conversion of an existing non-residential building for New Dwelling Units, or for expansion of existing residential construction that results in new residential units.
- d) Renovations of existing residential units will not be eligible for tax incentives.
- e) Group care facilities or personal care homes are not eligible for assistance under this policy.
- f) Incentives are not provided where a designated heritage building has been demolished.
- g) Secondary Rented Units are not eligible for tax incentives in that an Ownership Unit rented to tenants as a Rental Unit is not eligible for incentives under this policy.
- h) Ownership Units owned or held by private corporations other than non-profit organizations are not eligible. To be eligible, Ownership Units must be sold and tax incentives provided to purchasers.

- i) To be eligible, Ownership Units must be occupied by a titled owner and used as a principal residence.
- j) In the case where Purpose Built Rental Units are under one condominium title, eligibility requirements are as follows:
  - 1. Dwelling Units must meet eligibility and two or more Rental Units must be created
  - 2. Rental status must be maintained for a minimum of ten years
  - 3. Condominium title is not eligible for re-division to single Condominium titles for each Dwelling Unit maintained for a minimum of ten years
  - 4. Rental units under one condominium title are subject to the requirements of *The City of Regina Condominium Policy Bylaw, 2012, Bylaw 2012-14*
- k) To be eligible, units must comply with all applicable laws.
- l) For a mixed-use building, the exemption is provided for the residential portion of new mixed-use construction.
- m) Ground floor commercial development must be retained in multi-floor buildings unless this requirement results in substantial, undue hardship.
- n) Adaptive re-use of existing buildings should endeavour to preserve important historic features of the building.
- o) The City Assessor shall conclusively determine the portion of the development and individual residential units to be exempted including calculation of any percentage or proportion and the determination of any use or cost.
- p) Properties that have taxes or other charges past due to the City of Regina are not eligible for support under this policy. Taxes and other charges must be paid during the construction phase. Also, local improvement charges and non-exempt portion of levies and other charges to tax accounts must be paid in the year due to remain in good standing.
- q) Projects approved for tax incentives under this policy will not be eligible for other tax incentive programs in the City of Regina. Relaxation of this requirement is at the discretion of the Executive Director.
- r) Incentives provided under this policy may be eligible to stack programs and incentives through Provincial and Federal governments.
- s) Below market ownership and rental units in all Areas may be eligible for capital incentives under the Housing Incentives Policy as per Section 8.

### 7.3 Tax Exemption Application Requirements:

- a) To be eligible, applications must be made while development is underway and will not be accepted retroactively once development is complete and occupancy permit has been issued. Relaxation of this requirement is at the discretion of the Executive Director.
- b) Developments of four units or more must address the Development Design Criteria, **Appendix E** in this policy to qualify for Tax Incentives.
- c) Dwelling Units must obtain a final occupancy permit before the tax exemption is applied. For new Secondary Suites in existing buildings, a Letter of Completion will serve the purpose of a final occupancy permit.

### 7.4. Exemption and Reporting Requirements:

- a) The tax exemption for the development will begin on January 1 of the year following the approval of the application for tax incentives. The date for commencing the exemption for the development may be deferred for one year at the sole discretion of the Executive Director.
- b) Rental units must remain rental for ten years and shall not be eligible for conversion to condominiums.
- c) For rental properties, 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.
- d) For Ownership Units, tax incentives are non-transferable except in Areas 1 and 2. This includes ownership units with secondary suites.
- e) Units or developments that cease to meet the eligibility criteria in this policy and the conditions of the exemption agreement for the development shall be fully taxable in the year in which the breach of conditions occurs and in all subsequent years.

## 8. **Capital Housing Incentives (All Program Areas)**

### 8.1 Purpose:

A capital contribution of \$15,000 per unit may be provided from the Social Development Reserve for housing developments that meet the policy criteria as outlined below.

Capital contributions may be provided for the development of new Purpose Built Rental Units that are at or below Maximum Rental Rate for five years or more, or for Ownership Units that are provided to individuals and families that are at or below Eligible Income Levels. Capital Contributions described in this policy will be considered on a case-by-case basis.

## 8.2 Below Market Housing Eligible Unit Types:

- a) Residential units in all Areas from the Map 1, **Appendix A** of this policy are eligible for capital incentives.
- b) Eligible below market residential units and building types include:
  - 1. Newly constructed residential developments with two or more Purpose Built Rental Units. See section 8. c) and 8. e) for rental rate requirements and unit minimum and maximum for private sector developments.
  - 2. Newly constructed Ownership Units. See section 8. d) and 8. e) for eligible ownership requirements and unit minimum and maximum for private sector developments.
  - 3. Rental or Ownership Units created through the conversion of a non-residential building.
- c) Eligible rental developments are those that provide Dwelling Units that meet rental requirements for five years or more. Maximum Rental Rates are set by the City of Regina and are not to exceed the maximum rents established by Saskatchewan Housing Corporation (SHC).
- d) Eligible Ownership Units are those provided to individuals and families who are at or below the provincial Eligible Income Levels set by SHC and housing established by non-profit housing providers.
- e) Non-profit organizations and private sector developers are eligible. However, the following limits apply:
  - 1. Priority will be given to the non-profit housing developments.
  - 2. Private sector developers can apply for capital incentives for buildings with a minimum of four units and up to a maximum of 50 units per development in a calendar year (January-December) or at the discretion of the Executive Director.
  - 3. There is no minimum or maximum unit number for non-profit housing organizations.
- f) Capital incentives apply for the creation of new Dwelling Units exclusively. Renovations of existing residential units will not be eligible.
- g) Purpose Built Rental Units under one condominium title are eligible provided:
  - 1. Two or more Rental Units are created; four unit minimum for private sector developments;
  - 2. Rents remain at or below Maximum Rental Rents for five years;
  - 3. Rental status is maintained for a fifteen-year period;

4. Condominium title is not eligible for re-division to single Condominium titles for each Dwelling Unit during the full term of exemption;
  5. Rental units under one condominium title are subject to the requirements of *The Condominium Policy Bylaw*, Bylaw 2012-14.
- h) Group care facilities and personal care homes are not eligible for capital incentives.
  - i) Secondary Rented Units are not eligible for capital incentives in that an Ownership Unit rented to tenants as a Rental Unit is not eligible for incentives under this policy.
  - j) Secondary suites are not eligible for capital incentives.
  - k) Capital incentives may be provided in addition to or in lieu of property, a building, tax exemption or other in-kind assistance.
  - l) Properties that have taxes or other charges past due to the City of Regina are not eligible for support under this policy.
  - m) Incentives are not provided where a designated heritage building has been demolished.
  - n) Capital Incentives may be used in conjunction with Provincial and Federal programs.

### 8.3 Capital Grant Application Requirements:

- a) To be eligible, applications must be made while development is underway and will not be accepted retroactively once development is complete and occupancy permit has been issued; relaxation of this requirement is at the discretion of the Executive Director.
- b) Projects of four units or more must address the Development and Design Criteria, **Appendix E** in this policy to qualify for the below market Housing Capital Incentives.

### 8.4. Capital Grant Disbursement and Reporting Requirements:

- a) Capital incentives will be awarded after an occupancy permit is issued and the requirements for income or rental affordability are met. Capital grants for all units in a development will be dispersed in one payment upon completion.
- b) Rental rates will be confirmed on an annual basis for five years through affidavit stating that all units in the development are at or below the Maximum Rental Rates as established by the City of Regina and updated annually.
- c) Rental Units will remain rental and shall not be eligible for conversion to condominiums for fifteen years after the issuance of the occupancy permit.
- d) For Ownership Units, affordability will be confirmed through affidavit stating that purchaser of the unit has a household income at or below the Eligible Income Level as defined by the Province and updated periodically.

- e) Capital grants may be transferred to a new owner, who must comply with the policy. A new owner must enter into a new legal agreement with the City of Regina.

## 9. Development and Design Criteria

Developments of four units or more including single buildings, planned group developments and multi-family housing forms must complete this Score Card (**Appendix E**) and submit it with an application for Capital Incentives. Criteria are drawn from the Design and Development Criteria of the Housing Incentives Policy (November 2013) as well as relevant policies of *Design Regina: The Official Community Plan Bylaw No. 2013-48 (OCP)*. Applications for Tax Exemption are asked to consider the Design and Development Criteria in **Appendix E** and submit a Score Card with their application.

In addition, redeveloped school sites are subject to the "School Site Re-Use Guidelines" (Appendix B of the OCP). Should applications exceed our allocated funds; these criteria will be used to evaluate applications for existing funding. Applications may be denied at the discretion of the Executive Director.

## 10. Roles & Responsibilities

The Executive Director in his or her sole discretion conclusively determines compliance with the eligibility criteria for tax and capital incentives under this policy. The Executive Director is authorized to approve any capital contribution agreements entered into pursuant to this Policy.

The maximum yearly expenditure from the Social Development Reserve shall be two million five hundred thousand dollars.

Amendments to the Housing Incentives Policy made from time to time require approval by City Council.

## 11. Authority

Subsection 262(4) of *The Cities Act* provides authority for City Council by bylaw to enter into an agreement subject to any terms and additions the Council may specify for the purposes of exempting land from taxation for a period of not more than five years.

## 12. Related Forms – Tax and Capital Incentives

An application should be made by completing one of the following application forms:

*Housing Incentives Policy: Tax Incentives Application or Secondary Suite Tax Incentives Application*

*Housing Incentives Policy: Downtown Residential Tax Incentives Application*

*Housing Incentives Policy: Warehouse Tax Incentives Application*

*Housing Incentives Policy: Capital Incentives Application*

### 13. Reference Material

This policy supports objectives and policies established by Council through *Design Regina: The Official Community Plan Bylaw No.2013-48 (OCP)* including inner-city revitalization, growth management and economic development, below market and special needs housing, compatible infill, and cost effective, sustainable development.

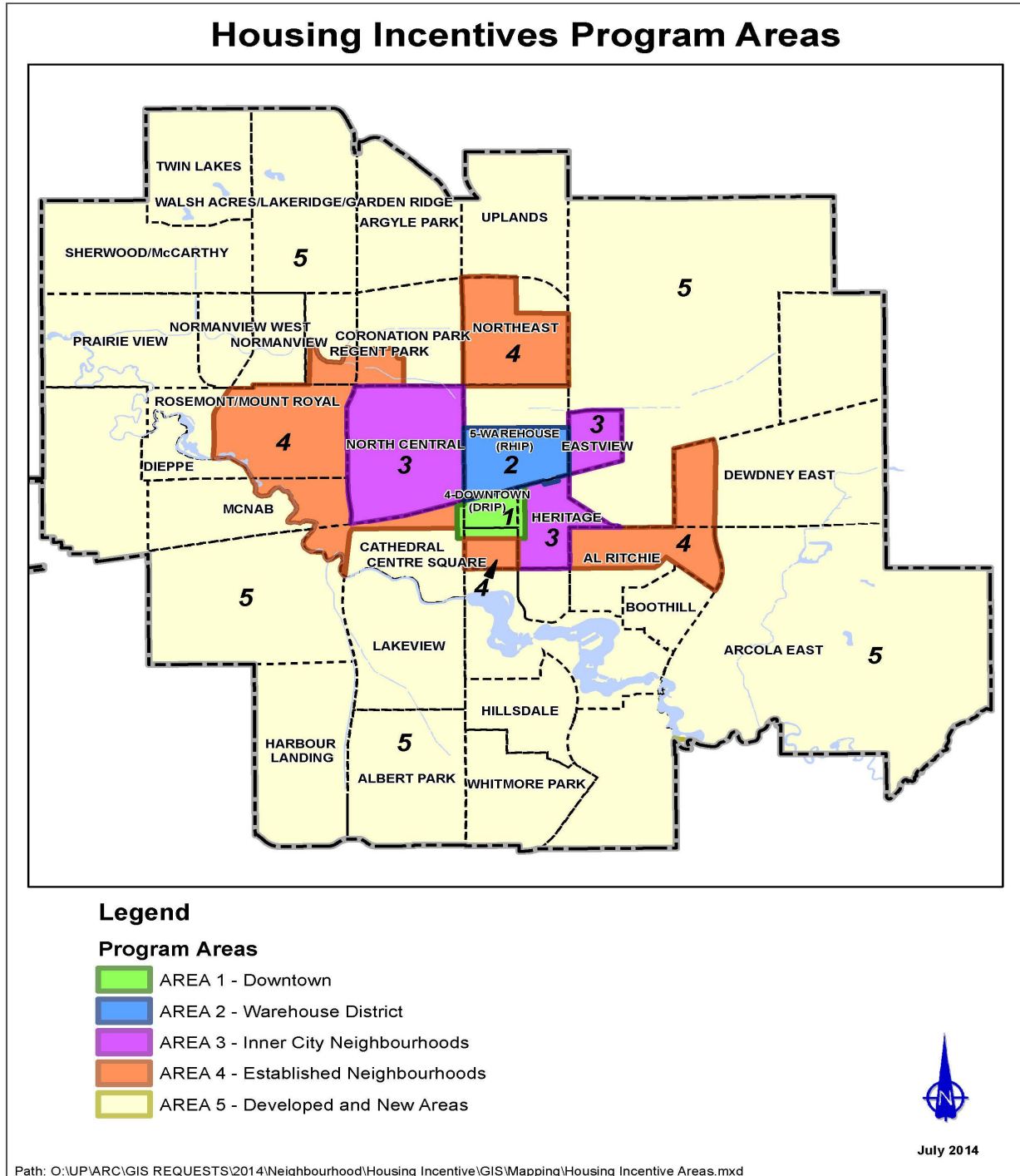
The City of Regina acknowledges a Consultant's Final Report, *The Comprehensive Housing Strategy*, submitted to the City of Regina in February 2013 and its recommendations regarding revisions to the Housing Incentives Policy.

## APPENDIX A

### Program Areas for Housing Incentives Policy

#### Map 1 – Program Areas

Program areas identified on this map dictate the percentage and period of tax exemptions.







# Downtown Residential Tax Incentives (Area 1)

## 1. Purpose

The purpose of incentives is to support residential development in the Downtown by encouraging the conversion of existing buildings (no longer suited for commercial purposes) to residential purposes, or for the construction of new residential development, to increase the viability and population in the downtown area in accordance with principles of *Design Regina: The Official Community Plan Bylaw No. 2013-48 (OCP)* and the *Regina Downtown Neighbourhood Plan (RDNP)*.

## 2. Program

The Executive Director will consider assistance in the form of a property tax exemption for residential portions of development in the D - Downtown zone, based on the following terms:

- a) That the exemption applies in the D - Downtown zone (Area 1) as outlined in the map in **Appendix A** of this policy.
- b) A five-year, 100 per cent property tax exemption will be provided for development of Purpose Built Rentals;
- c) A five-year tax exemption to a maximum of \$7,500 per unit will be provided for Ownership Units.
- d) All tax exemptions are subject to the general eligibility requirements for tax exemption set out in the Housing Incentives Policy, section 7.
- e) Development must abide by the requirements of the *Regina Downtown Neighbourhood Plan*.
- f) Developments of four units or more must address the Development Design Criteria, **Appendix E** in this policy to qualify for tax incentives.
- g) Below market ownership and rental units may be eligible for Capital Incentives under the Housing Incentives Policy based on the terms and conditions for Capital Incentives outlined in the Housing Incentives Policy, section 8.

# Boundary of Downtown





### Warehouse Residential Tax Incentives (Area 2)

#### 1. Purpose

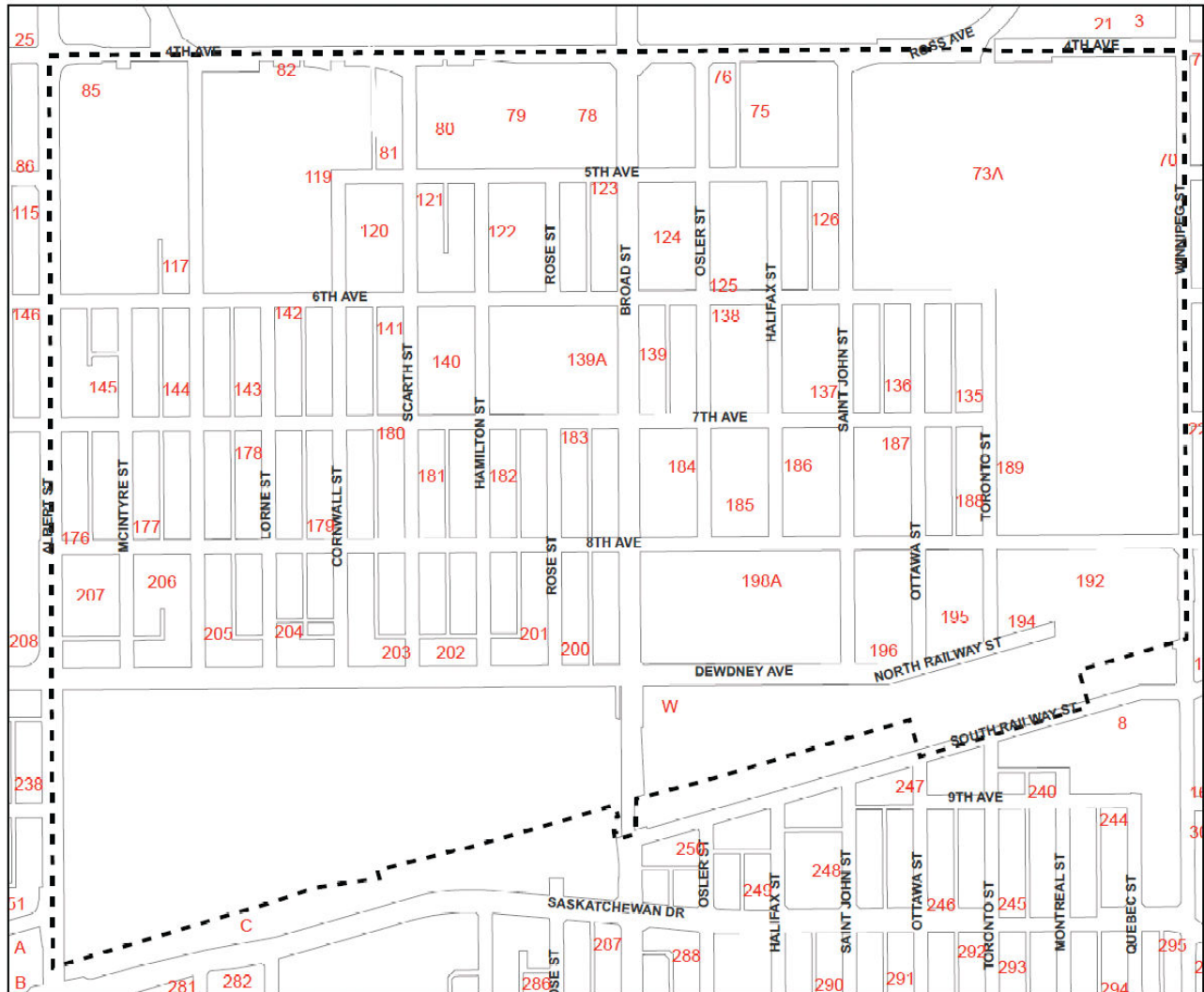
The purpose is to support residential development in Regina's Old Warehouse Business Improvement District (ROWBID) and revitalization of the central area of the city in accordance with principles in *Design Regina: The Official Community Plan Bylaw No. 2013-48 (OCP)* and the *Regina's Old Warehouse District Strategic Plan*.

#### 2. Program

The Executive Director will consider assistance in the form of a property tax exemption for residential portions of development in the WH - Warehouse zone, based on the following terms:

- a) That the exemption applies to Regina's Old Warehouse Business Improvement District (ROWBID) as shown in **Appendix A**, Area 2.
- b) A five-year, 100 per cent property tax exemption will be provided for development of Purpose Built Rentals;
- c) A five-year tax exemption to a maximum of \$7,500 per unit will be provided for Ownership Units.
- d) All tax exemptions are subject to the general eligibility requirements set out in the Housing Incentives Policy, section 7.
- e) Developments of four units or more must address the Development Design Criteria, **Appendix E** in this policy to qualify for Tax Incentives.
- f) Below market ownership and rental units may be eligible for Capital Incentives under the Housing Incentives Policy based on the terms and conditions for Capital Incentives outlined in the Housing Incentive Policy, section 8.

## Map of Warehouse Area:



## APPENDIX D



### Existing and New Neighbourhoods Tax Incentives (Areas 3, 4 and 5)

#### 1. Purpose

The purpose is to support residential development in Existing and New Neighbourhoods as shown in **Appendix A**, Areas 3, 4 and 5 to encourage the revitalization of neighbourhoods in accordance with principles in *Design Regina: The Official Community Plan Bylaw No. 2013-48 (OCP)* and relevant neighbourhood plans.

A tax exemption may be provided on residential properties that meet the policy criteria as outlined below.

#### 2. Program

The Executive Director will consider assistance in the form of a property tax exemption for existing and new neighbourhoods, based on the following terms:

##### 2.1 Eligible Unit Types

Percentage and period of tax exemptions are established in Table 5.1 of the Housing Incentives Policy and based on Program Areas 4, 5 and 6 as established by the City of Regina and defined in Map 1 in **Appendix A** of this policy. All tax exemptions are subject to the general eligibility requirements set out in the Housing Incentives Policy, section 7.

Table 2.1. Eligible Unit Types	
<b>a) Rental Units</b>	<ul style="list-style-type: none"><li>1) Eligible Dwelling Unit types include:<ul style="list-style-type: none"><li>a. Newly constructed residential development with two or more Rental Units in an R2 zone or greater</li><li>b. Conversion of non-residential building to create two or more Rental Units</li></ul></li><li>2) Rental status will be confirmed on an annual basis with owner for ten years following start of tax exemption.</li></ul>
<b>b) Ownership Units</b>	<ul style="list-style-type: none"><li>1) Eligible Dwelling Unit types include:<ul style="list-style-type: none"><li>a. Newly constructed Ownership Units that meet affordability criteria in subsection 2 below</li><li>b. Conversions of non-residential uses for Ownership Units that meet affordability criteria in subsection 2 below</li></ul></li></ul>

	<p>2) Ownership affordability criteria include:</p> <ul style="list-style-type: none"> <li>a. Units must qualify for capital grants in order to be eligible for tax exemption as affordable ownership units</li> </ul>
<b>c) Secondary Suites/Lane-way Dwelling Units</b>	<p>1) Unit types that are eligible include:</p> <ul style="list-style-type: none"> <li>a. Secondary Suite in a newly constructed Detached Dwelling Unit</li> <li>b. Addition of a new Secondary Suite within an existing Detached Dwelling Unit (renovation must create a suite where one did not previously exist)</li> <li>c. Laneway Dwelling Unit or alternative secondary accessory dwelling unit as approved by Council</li> </ul> <p>2) Secondary 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</p> <p>3) Tax incentives for secondary suites will equal 25 per cent of the property taxes levied for the whole property.</p> <p>4) A two-unit building in an R1 or R1A is eligible for a 25 per cent secondary suite exemption, regardless of whether both units are rented and may not qualify for 100 per cent exemption as a two-unit rental building since a duplex and semi-detached building are not permitted in an R1 or R1A zone.</p>

- d) Developments in Areas 1 and 2 should apply under the Program Guidelines for the Downtown Area (**Appendix B**) and Warehouse Area (**Appendix C**).
- e) Developments of four units or more must address the Development Design Criteria, **Appendix E** in this policy to qualify for Tax Incentives.
- f) Below market ownership and rental units may be eligible for Capital Incentives under the Housing Incentives Policy based on the terms and conditions for Capital Incentives outlined in the Housing Incentive Policy, section 8.

## APPENDIX E

### Score Card - Design and Development Criteria for Housing Incentives Policy

Developments of **four units or more** including single buildings, planned group developments and multi-family housing forms **must complete this Score Card and submit it with an application for Capital Incentives**. Criteria are drawn from the Design and Development Criteria of the *Housing Incentives Policy* (November 2013) as well as relevant policies of *Design Regina: The Official Community Plan Bylaw No. 2013-48 (OCP)*. In addition, redeveloped school sites are subject to the "School Site Re-Use Guidelines" (Appendix B of the OCP). Should applications exceed funds, these criteria will be used to evaluate applications for existing funding. Applications may be denied at the discretion of the Executive Director of City Planning and Development. **Application for Tax Incentives should consider these criteria and submit a Score Card.**

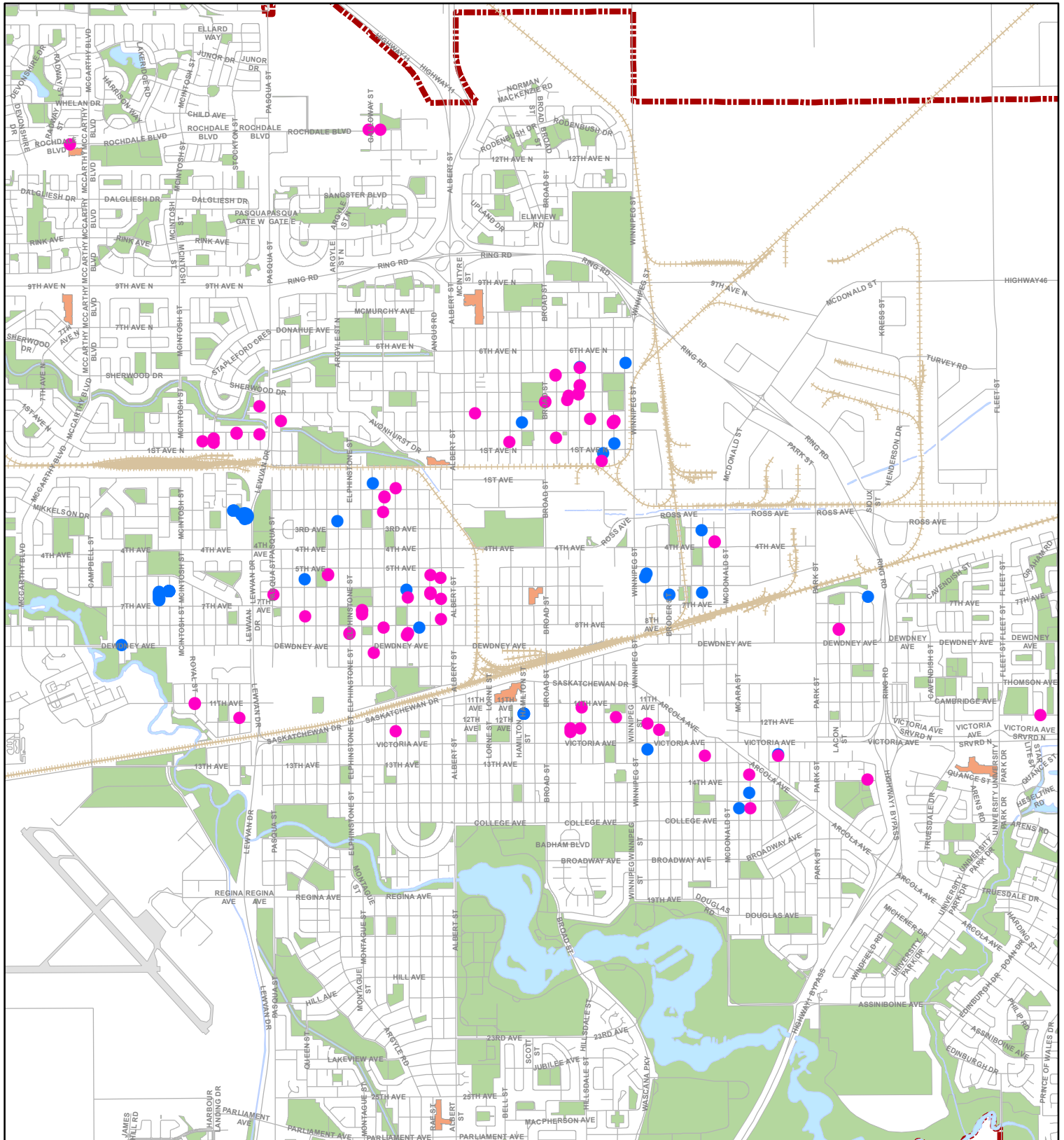
DEVELOPMENT FEATURES		POTENTIAL POINTS	EARNED POINTS
<b>Housing Needs</b>	Modest housing (units less than 500 SF)	5	
	Needs based accommodation (Select target population: Aboriginals, At-risk youth, persons with specific needs, large family housing (3 BR or more), seniors or students)	5	
	Accessible, barrier free design principles (wheelchair accessible, buildings, units and bathrooms) of 10% of more of units (5% required for multi-unit rental)	5	
	Inclusive development: 100 % Below Market Rental Units (5 pts); at least 25% of Rental or Ownership Units are below market if market development (3 pts).	5	
<b>Building and Urban Design Elements</b>	Unusual unit types or building features (e.g. flexible units or indoor amenity space)	4	
	Uses at the street level increase activity and pedestrian comfort and safety such as porches or programmed amenity space (e.g. benches, play equipment, bike racks, etc.)	2	
	Ground floor commercial development has been included or retained in multi-floor building to create active streetscape.	1	
	Façade design includes variation in massing, materials or color.	4	
	Open site design: interface with street such as low or no fences, greenspace; continuity of the existing street and lane grid; facades do not turn back on adjacent houses or other buildings.	2	
	Active and weather compatible amenity space in excess of 10% minimum for 20 more or units (includes amenities for children, families, seniors, etc.); Landscape improvements in excess of minimum requirements (significant addition or conservation of trees, hedges, bushes, shrubs)	3	
	Utility and/or service boxes and visible infrastructure are not positioned in front yard space	1	
	Buildings are compatible with the surrounding built form and character of the neighbourhood in terms of height, massing, materials, setbacks, proportion of building elements	4	
<b>Parking Facilities</b>	Parking/vehicular access is by the rear lane and parking is screened by the residential buildings as much as possible	2	

	Where rear lane parking is not possible, garage design minimizes the dominance of the garage and garage façade does not extend further into front yard than façade of house.	1	
	Enclosed or covered bicycle parking in excess of 10% of units (5% is required for multi-unit)	3	
	On-site Car Share for tenants	4	
	On-site Bicycle Share Program for tenants	3	
<b>Adaptive Re-use/Infill</b>	Building Adaptive Re-use for conversion of a non-residential building to residential use	5	
	Infill on a vacant or brownfield site in an established residential or mixed-use neighbourhood.	5	
<b>Complete Neighbourhoods</b>	Access to nearby public transit (within 400 m of a transit stop)	5	
	Access to nearby child care (within 1000 m of child care)	4	
	Access to nearby employment opportunities (within 1000 m of commercial district)	4	
	Access to nearby green public space (within 500 m to a public park)	4	
	Access to nearby leisure facilities (within 1000 m of a public leisure centre)	3	
	Access to nearby schools (within 500 m of an elementary, secondary or high school)	4	
	Access to nearby shopping facilities (within 1000 m of a shopping centre)	5	
<b>Sustainable Development</b>	Development addresses energy efficiency and water conservation measures.	4	
	Site and building design takes maximum advantage of passive solar access where possible.	4	
	Area dedicated to the separation and collection of materials for recycling and composting.	1	
	On-site renewable energy generation and/or use including transpired solar collectors	5	
	Outdoor landscaping not requiring permanent irrigation system or use of grey water or equivalent for water capture, storage and reuse; permeable pavement	4	
	Does not exceed parking requirements and offers options for other forms of transit (see Parking Facilities)	1	
	Local Food Production on site (garden/raised beds for tenants)	2	
	District Heating and Cooling	5	
	LEED certified or LEED shadow building	5	
	Green roof	3	
	New unit number exceeds unit number on the site prior; incentives are not available if a designated heritage building is destroyed	3	
	On-site snow storage	1	
<b>Other/Social</b>	Construction uses local labour and training initiatives	4	
	On-site support service (e.g: counselling, day care)	5	
<b>TOTALS</b>		140	
<b>MINIMUM TO QUALIFY FOR CAPITAL INCENTIVES</b>		40	
<b>CITY EVALUATION</b>		completed by staff	





# TAX EXEMPTION INCENTIVES 2014



## Legend

- Owner Occupied 73 HIP +5 DRIP
- Rental Units 454 HIP



05/Jun/2014

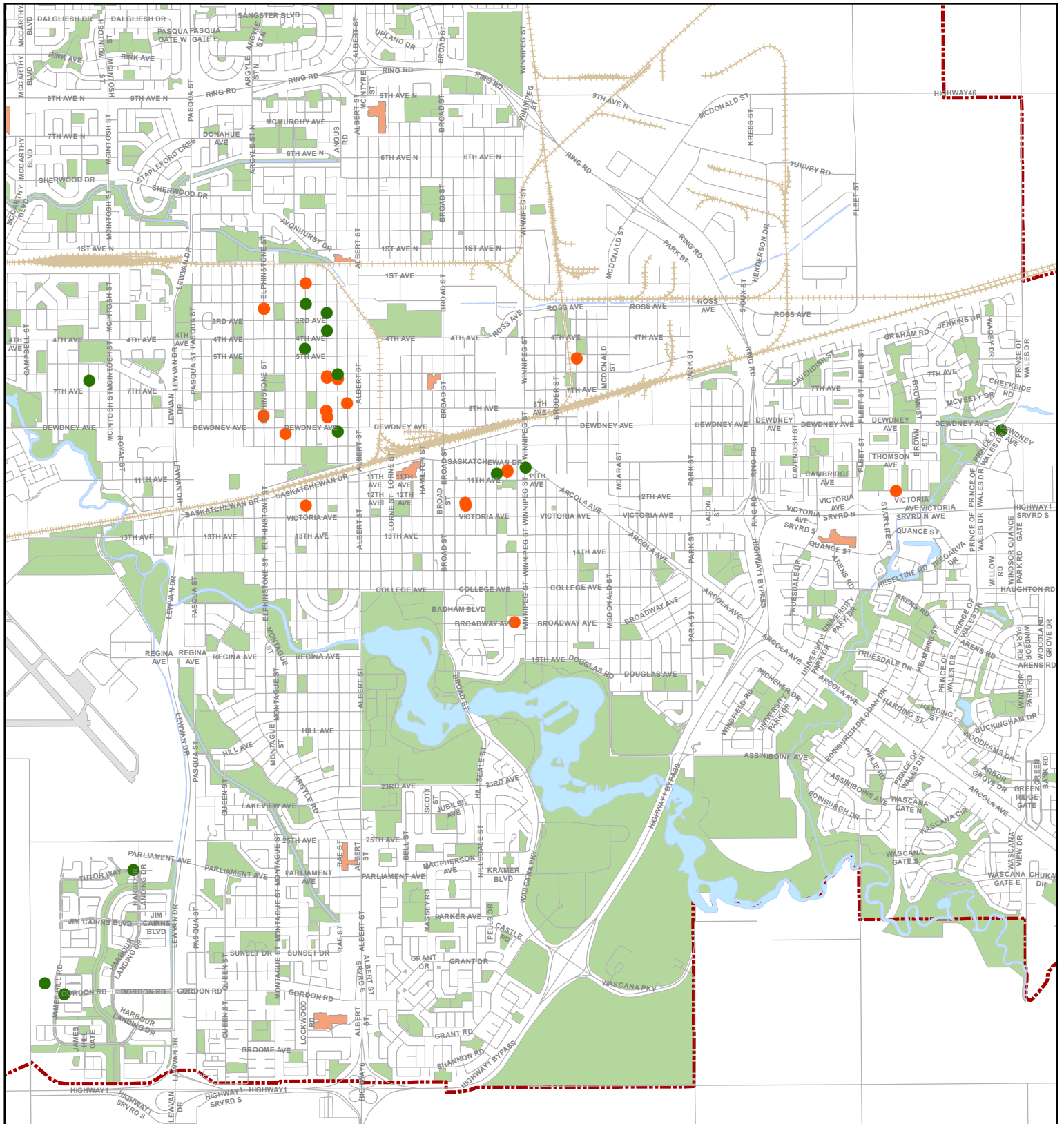
PLANNING DEPARTMENT

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City of Regina



# CAPITAL INCENTIVES 2013



## Legend

- Owner Occupied 105
- Rental Units 63



30/Apr/2014

PLANNING DEPARTMENT

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