

<b>Policy Title:</b>	<b>Applies to:</b>		
<b>Housing Incentives Policy</b>	City of Regina City Planning & Community Development Financial Strategy & Sustainability		
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<b>Authority:</b>	Council, or Executive Director, City Planning and Community Development, or designated where noted		

## 1.0 Purpose

The objectives of the incentives provided under this policy are:

- To support below market, affordable and accessible housing options.
- To stimulate below market and affordable 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-income households.
- To encourage diverse housing options including housing for distinct and special needs groups

## 2.0 Scope

Stakeholders involved with affordable, below market, accessible and rental housing including non-profit organizations, private developers and property owners.

## 3.0 Definitions

**Affordable Ownership**– A Dwelling Unit that is sold to a household that meets the Maximum Income Threshold (for Affordable Ownership Unit)

**Affordable Rental** – A Dwelling Unit that is rented to a household that meets the Maximum Rental Rate and Maximum Income Threshold (for Affordable Rental Unit).

**Affordable Rental (Rental Repair Program)** – A Dwelling Unit that is rented to a household that meets the Maximum Rental Rate (Rental Repair Program).

**Applicant** – A Non-Profit Housing Provider or Private Sector Developer that is the registered owner of the lands for which they are applying for financial incentives under this Policy.

**Assisted Care Rental Unit** - A self-contained, purpose built rental unit available to any tenant that includes common areas for dining and socialization, and services such as meals, housekeeping and personal care but excludes a Group Care Facility or Personal Care Home.

**Backyard Suite** – A subordinate, self-contained dwelling unit in an accessory building in the side or rear yard.

**Builder** – An individual or incorporated entity that constructs Dwelling Units for which an application has been made for financial incentives under this Policy but does not include the Non-Profit Housing Provider or Private Sector Developer that owns the land on which the Dwelling Units are situated.

**Below Market Housing** - Housing for individuals and families who are at or below the Maximum Income Thresholds. Below market rental developments are also defined as those that provide units that are at or below Maximum Rental Rates and Maximum Income Thresholds.

**Building Permit** – A permit issued under *The Building Bylaw* of the City of Regina authorizing the construction of a building.

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

**City Assessor** – The City of Regina City Assessor or their designate.

**CMHC** – Canada Mortgage and Housing Corporation.

**Dwelling Unit** – A self-contained living unit of one or more rooms containing cooking facilities, sanitary facilities, living quarters and/or sleeping quarters.

**Dwelling Unit, Detached** – A Dwelling Unit contained in a "Building, Detached" as defined in the Zoning Bylaw No. 2019-19. A detached Dwelling Unit may also contain a Secondary Suite subject to the regulations of The Zoning Bylaw No. 2019-19 as amended from time to time.

**Dwelling Unit, Duplex** – A Dwelling Unit contained in a "Building, Stacked" with two Dwelling Units as defined in the Zoning Bylaw No. 2019-19 as amended.

**Dwelling Unit, Semi-Detached** – A Dwelling Unit contained in a "Building, Row" with two Dwelling Units as defined in the Zoning Bylaw No. 2019-19 as amended.

**Dwelling Unit, Multi** – A Dwelling Unit contained in a "Building, Row" or "Building, Stacked" with three or more Dwelling Units as defined in the Zoning Bylaw No. 2019-19 as amended.

**Dwelling Unit, New** – A Dwelling Unit contained in a "Building, Detached", "Building, Row", or a "Building, Stacked" as defined in the Zoning Bylaw No. 2019-19 as amended and constructed within two years of issuance of from a Building Permit.

**Dwelling Unit, Townhouse** – A Dwelling Unit contained in a "Building, Row" with three or more Dwelling Units as defined in the Zoning Bylaw No. 2019-19 as amended.

**Eligible Costs (Rental Repair Program)** – Refers to costs associated with materials, labour, equipment, insurance, regulatory approvals and professional fees related to internal or external building works, building, fire and other code compliance upgrades linked to the repair of residential units.

**Executive Director** – The Executive Director of the City Planning & Community Development Division, or their designate.

**Gross Household Income** - The total annual income of the purchaser(s) or lessee(s), identified in the most recent notice of assessment issued by Revenue Canada and includes all income before taxes and deductions.

**Group Care Facility or Personal Care Home** – A supervised Dwelling Unit, contained in a "Building, Detached, "Building, Row", or a "Building, Stacked" as defined in the Zoning Bylaw No. 2019-19 as amended and licensed or approved under provincial statute, for the accommodation of persons, excluding staff, referred by hospitals, courts, government agencies or recognized social services agencies or health officials. This does not include an Assisted Care Rental Unit.

**Major Repair** – Where a Dwelling Unit is deemed to be unsafe or unsuitable for habitation by Fire & Protective Services, Regina Police Services, Ministry of Health, Bylaw Enforcement or Building Standards.

**Market Ownership Units** – Units constructed without requirements that purchasers meet Maximum Income Thresholds. These are Units offered in the open market to any buyer.

**Market Rental Units** – Units constructed without requirements for Maximum Rental Rates or Maximum Income Thresholds. These are Units offered in the open market to any tenant.

**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.

**Maximum Rental Rates (Rental Repair Program)** – 80 per cent of the Median Market Rental Rate as described in the most recent CMHC Rental Market Survey for the market and unit type in question.

**Maximum Income Threshold (for Affordable Rental Units)** – The maximum Gross Household Income to determine eligibility for Affordable Rental Units established by provincial Saskatchewan Household Income Maximums (SHIM) for each unit size by Saskatchewan Housing Corporation (SHC).

**Maximum Income Threshold (for Affordable Ownership Units)** – The maximum Gross Household Income to determine eligibility for Affordable Ownership Units as determined by the City of Regina based on a percentage of median income, and with consideration of household net worth.

**Non-profit Housing Provider (for Affordable Rental Units)** – A charitable non-profit corporation incorporated pursuant to *The Non-profit Corporations Act, 1995*, whose

primary mission is to deliver Affordable and Below Market Housing or a membership non-profit corporation that provides housing primarily for the benefit of the public at large with revenue from the corporation invested back into Below Market Housing.

**Non-profit Housing Provider (for Affordable Homeownership Units)** – A charitable non-profit corporation incorporated pursuant to *The Non-profit Corporations Act, 1995*.

**Occupancy Permit** – An Occupancy Permit issued by the City for the Unit or Units. May include a Temporary, Conditional or Partial Occupancy Permit.

**On-Site Support Suite** – A dedicated, self-contained space within a Project where Support Services are provided to assist households on the premises maintain their optimal level of health and well-being and may take a variety of forms or vary in intensity based on the clients' needs (e.g. space for residents to meet with a counsellor).

**Owner-Occupied Unit** – A Dwelling Unit where the registered owner of the property resides in the unit and it is their primary and only residence.

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

**Project** – The creation of new residential units located within a single building, or multiple buildings that share common amenity space, services and/or parking, developed by an individual housing provider or through a collaborative enterprise between multiple housing providers.

**Private Sector Developer** – Any developer or person that provides housing that does not fit within the definition of Non-profit Housing Provider

**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 Duplex, Semi-Detached, Townhouse and Multi Dwelling Units.

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

**Secondary Suite** – A subordinate, self-contained Dwelling, Unit within a building or portion of a building that contains a principal Dwelling, Unit, and where both Dwelling Units constitute a single real estate entity.

**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 and Detached Dwelling Units.

**Short-Term Accommodation** – The provision of sleeping and bathing quarters for less than 30 days, and where a daily or weekly rate is charged.

**Support Service Provider** – An organization that provides services to support households in maintaining occupancy of their housing unit. This may include supports for physical disabilities, mental illness, addictions, behavioural challenges, or a number of issues concurrently.

## **4.0 Transition Provisions**

### **4.1 Tax Exemptions**

Applications for Tax Exemptions will be considered under the following terms:

- 4.1.1 Any application where a Building Permit has been issued before October 31, 2015 is ineligible for tax exemptions. Relaxation of this requirement is at the discretion of the Executive Director.
- 4.1.2 Any application where a Building Permit had been issued from November 1, 2015 to October 31, 2017 is subject to the 2016 Housing Incentives Policy. For Market Rental and Secondary Suite Tax Exemption Applications in Program Area 3 of the 2016 Housing Incentives Policy that were submitted before October 31, 2016 and included a valid Development Permit, to remain eligible for a Tax Exemption, the Applicant must apply for a Building Permit on or before October 31, 2017 for each building they are seeking a Tax Exemption for. The length of the Tax Exemption will be:
  - 4.1.2.1 Five years where the building obtained an Occupancy Permit on or before October 31, 2019;
  - 4.1.2.2 Four years where the building obtained an Occupancy Permit after October 31, 2019, and on or before October 31, 2020;
  - 4.1.2.3 Three Years where the building obtained an Occupancy Permit after October 31, 2020, and on or before October 31, 2021;
  - 4.1.2.4 Two Years where the building obtained an Occupancy Permit after October 31, 2021, and on or before October 31, 2022; and,
  - 4.1.2.5 One Year where the building obtained an Occupancy Permit after October 31, 2022, and on or before October 31, 2023, and,
  - 4.1.2.6 No Tax Exemption where an Occupancy Permit has been issued after October 31, 2023.
- 4.1.3 Any application where a Building Permit is issued after October 31, 2020 is subject to this Policy.

### **4.2 Capital Grants**

- 4.2.1 All applications for capital grants received and conditionally approved before the effective date of this policy will be considered under the Housing Incentives Policy that was in effect at the time of conditional approval. All applications for capital grants received and conditionally approved on or after the effective date of this policy will be considered under this policy.

4.2.2 Where a capital grant application was conditionally approved before December 31, 2019 and the Applicant subsequently converted an affordable Unit to an On-Site Support Suite, that Applicant may receive a grant payment for the converted Unit provided:

4.2.2.1 The grant payment does not exceed the funding amount originally committed for the Unit.

4.2.2.2 The Applicant provides confirmation that the On-Site Support Suite complies with the criteria established under Section 6.5 of this Policy.

## 5.0 Tax Exemption Incentive Policy

Tax exemptions may be provided for housing developments that meet the policy criteria as outlined below. Tax exemptions described in this policy will be considered on a case-by-case basis. Per unit tax exemption percentages and time periods within each Program Area are noted in **Table 1** below and are summarized in **Appendix C**. They correspond to the Program Areas in Map 1, **Appendix A**.

The tax exemption percentages in this policy include the Municipal, Education and Library portion of property taxes but excludes all other Laneway and Local Improvement charges. Provisions within *The Education Property Tax Act* require Provincial approval to exempt the education portion of the property taxes where the value of the educational tax is equal or greater than \$25,000 in a single year. If this approval is not granted, tax exemption percentages in this policy will cover the municipal and library portions of the taxes only.

**Table 1 – Tax Exemption by Program Area**

Unit type	Area 1 City Centre	Area 2 North Central and Heritage	Area 3 Established Areas	Area 4 New Areas
Affordable Rental Unit	5 Years, 100%			
Affordable Ownership Unit <i>(Charitable non-profit corporations only)</i>	5 Years, 100%			
On-Site Support Suite	5 Years, 100%			
Market Rental Unit	5 Years, 100%		None	
Market Ownership Unit	5 years, 100%		None	
Secondary Suite / Backyard Suite	5 years, 25%			None
Rental Repair	The lesser of: <ul style="list-style-type: none"> <li>• 50% of the actual Eligible Costs incurred,</li> <li>• the financial contribution made by CMHC (or similar), or</li> <li>• the total property taxes payable for 5 years</li> </ul>			

## 5.1 Tax Exemptions - General Eligibility Requirements

- 5.1.1 With the exception of the Rental Repair Program, tax exemptions are available for the creation of new Dwelling Units and new On-Site Support Suites exclusively.
  - 5.1.1.1 Developments may be new construction or conversion of an existing non-residential building for new Dwelling Units and new On-Site Support Suites, or for expansion of existing residential construction that results in new Dwelling Units or new On-Site Support Suites.
- 5.1.2 Eligible Rental Units must be Purpose Built Rental Units. Secondary Rented Units are not eligible for tax exemptions, except in Program Area 1.
- 5.1.3 With the exception of renovations to legalize a Secondary Suite or Backyard Suite (see Section 5.7) and the Rental Repair Program (see Section 5.8), renovations of existing residential Units will not be eligible for tax exemptions.
- 5.1.4 Group Care Facilities, Personal Care Homes and Units that are offered for Short-Term Accommodation are not eligible for tax exemptions.
- 5.1.5 Assisted Care Rental Units are eligible for tax exemptions.
- 5.1.6 Incentives are not provided where a designated heritage building has been demolished.
- 5.1.7 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.
- 5.1.8 To be eligible, Units must comply with all applicable laws and policies.
- 5.1.9 Applicants, owners or properties for which an application is made with taxes or other charges past due to the City are not eligible for tax exemptions under this policy. The amount must be paid before an application will be considered and no later than July 31 of the year the application is made.
  - 5.1.9.1 The owner of the property must remain in good standing for local improvement charges, non-exempt portion of levies and other charges to tax accounts to remain eligible for tax exemptions received under this policy.
- 5.1.10 Administration may require an Applicant to provide any additional information as deemed necessary to confirm eligibility for incentives under this policy.

- 5.1.11 The tax exemption provided under this policy is only available for certain residential portions of a project, as outlined in Section 5.1.1 and **Table 1**.
  - 5.1.11.1 Where the eligible residential portion of the project is also eligible for tax exemption under another City policy, the Applicant may only receive the tax exemption provided under one of the policies. The Applicant may choose which exemption they would like to apply.
  - 5.1.11.2 Where a project includes a non-eligible residential portion or a non-residential portion that is eligible for tax exemption under another City policy, the other policy will apply to that portion of the project.
  - 5.1.11.3 Other City policies that provide incentives must be applied for separately.
- 5.1.12 Tax exemptions provided under this policy may be eligible to stack with programs and incentives through Provincial and Federal governments.
- 5.1.13 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. In addition, the tax exemption may be revoked for a Unit receiving a capital grant in any year in which the terms of the capital grant have not been met.

## **5.2 Tax Exemptions - Application Requirements**

- 5.2.1 The Applicant must be the registered owner of the lands being developed or repaired in order to be eligible for tax exemptions under this Policy.
  - 5.2.1.1 The registered owner of the land must enter into a legal agreement with the City in order to receive a tax exemption.
- 5.2.2 Complete tax exemption applications may be submitted during construction and must be submitted no later than October 31 of the calendar year in which an Occupancy Permit is received. The deadline to apply for Dwelling Units that receive an Occupancy Permit after October 31 of a given calendar year is October 31 of the following calendar year. Relaxation of these requirements is at the discretion of the Executive Director.
  - 5.2.2.1 Dwelling Units must obtain an Occupancy Permit before the tax exemption is applied.
  - 5.2.2.2 The tax exemption will begin on January 1 of the year following the approval of the application for tax exemptions. The date for commencing the exemption for the development may be deferred for one year at the sole discretion of the Executive Director.



### **5.3 Affordable Rental & Affordable Ownership Tax Exemptions**

Subject to the conditions below and set out in Table 1, tax exemptions may be provided for the creation of new Affordable Rental and Ownership Units.

- 5.3.1 Affordable Rental and Affordable Ownership Units must comply with all requirements under Section 6 of this Policy in order to be eligible for a tax exemption.
- 5.3.2 Affordable Ownership Units must have capital grants committed under Section 6 of this Policy in order to be eligible for a tax exemption.
- 5.3.3 Only Non-Profit Housing Providers with charitable non-profit incorporation status are eligible for Affordable Ownership tax exemptions.

For Affordable Ownership Units, tax exemptions are non-transferable except in Program Area 1.

- 5.3.4 Affordable Rental Units must be approved for capital grants under Section 6 of this Policy in order to be eligible for a tax exemption.
- 5.3.5 Notwithstanding Section 5.3.4, Affordable Rental Units that qualify for capital grants and comply with all affordability requirements under Section 6 of this Policy but are refused due to the Applicant exceeding Unit maximums (see Section 6.1) and/or capital funding being exhausted (see Section 7.0) are eligible for a tax exemption.

### **5.4 On-Site Support Suite Tax Exemptions**

Subject to the conditions below and set out in Table 1, tax exemptions may be provided for the creation of new On-Site Support Suites where an Affordable Rental or Affordable Ownership Project includes an On-Site Support Suite.

- 5.4.1 An Applicant must provide evidence that it has partnered with a Support Service Provider to use the On-Site Support Suite.
- 5.4.2 The Support Service Provider must have proven experience in the service provision of proposed services and be licenced under the applicable government agency. The Support Service Provider can be an Applicant or an external organization with a contractual partnership with the Applicant.
- 5.4.3 The On-Site Support Suite cannot be used for commercial activity for a period of 15 years.
- 5.4.4 Applicants are limited to one On-Site Support Suite where the Project has 1-20 units, two On-Site Support Suites where the Project has 21 to 40 units and three On-Site Support Suites where the Project has 41 or more units.

## **5.5 Market Rental Tax Exemptions**

Subject to the conditions below and set out in Table 1, tax exemptions may be provided for the development of new Purpose-Built Rental Units.

- 5.5.1 Eligible Market Rental Units must be in a two-unit building or more.
- 5.5.2 A two-unit building in an R1 zone as provided for in Regina Zoning By-law 2019-19, as amended, constructed by a Private Sector Developer is eligible for a 25 per cent Secondary Suite exemption regardless of whether both units are rented and does not qualify for 100 per cent exemption.
- 5.5.3 A two-unit building in an R1 zone as provided for in Regina Zoning By-law 2019-19, as amended, constructed by a Non-Profit Housing Provider is eligible for a 100 per cent Market Rental exemption.
- 5.5.4 Market Rental Units must remain rental for 10 years and shall not be eligible for conversion to Condominiums, or for use as Group Care Facilities, Personal Care Home, Secondary Rental Units or for Short-Term Accommodation during this time.
- 5.5.5 Tax exemptions may be transferred to a new owner under the same terms and conditions as the approved exemption and subject to the new owner entering into an assignment agreement.

## **5.6 Market Ownership Tax Exemptions**

Subject to the conditions below and set out in Table 1, tax exemptions may be available for the development of new Market Ownership Units.

- 5.6.1 In Program Area 1, eligible projects must be a four-unit building or more.
- 5.6.2 In Program Area 2, there is no Unit minimum but the Unit must be Owner-Occupied.
- 5.6.3 In Program Area 2, a Project is only eligible for a Tax Exemption where the subject property is vacant or contains building(s) that are in need of Major Repairs and will be demolished.
- 5.6.4 In Program Area 2, a Project is only eligible for a Tax Exemption where the Applicant had promptly responded to any Building or Community Standard Orders in the previous five (5) years to the satisfaction of the Executive Director.
- 5.6.5 Tax exemptions may be transferred to a new owner under the same terms and conditions as the approved exemption and subject to the new owner entering into an assignment agreement.

## **5.7 Secondary Suite and Backyard Suite Tax Exemptions**

Subject to the conditions below and set out in Table 1, tax exemptions may be provided for the development of new Secondary Suites and Backyard Suites or the legalization of existing Secondary Suites and Backyard Suites.

- 5.7.1 Secondary Suites and Backyard Suites must be rented for the full term of the exemption and are subject to the same eligibility requirements as other Rental Units within the Housing Incentives Policy.
- 5.7.2 Secondary Suites and Backyard Suite Tax Exemptions are available to new or legalized Secondary Suites or Backyard Suites where one did not previously exist.
- 5.7.3 Tax exemptions may be transferred to a new owner under the same terms and conditions as the approved exemption and subject to the new owner entering into an assignment agreement.

## **5.8 Rental Repair Tax Exemptions**

Subject to the conditions below and set out in Table 1, tax exemptions may be provided for the repair of Purpose Built Rental Units.

- 5.8.1 Cosmetic improvements, painting, repairs, regular maintenance and new additions are not Eligible Costs.
- 5.8.2 An application under this program must include a copy of the Signed Integrity Declaration and Scoring/Viability Assessment Calculator established under the National Housing Co-Investment Fund (or similar program).
- 5.8.3 An application must be for a minimum of five (5) units although units can be located within the same building or in multiple dwellings.
- 5.8.4 Where an application applies to multiple properties the Applicant must enter into a legal agreement with the City for each property.
- 5.8.5 An application must include an itemized schedule of proposed repairs and costs. Where an application applies to multiple properties the Applicant must provide a schedule of proposed repairs for each individual property.
- 5.8.6 Where an application applies to multiple properties, the exemption will be the lesser of 50 per cent of the actual Eligible Costs incurred by the applicant; the financial commitment made by CMHC through the National Housing Co-Investment Fund (or similar program) or an amount equivalent to the total property taxes on each repaired Purpose-Built Rental Property payable for five years.
- 5.8.7 An Applicant is required to confirm annually for five (5) years through an affidavit that a minimum of two (2) or 30 per cent of units, whichever is

greater, are kept at rental rates below the Maximum Rental Rates (Rental Repair Program).

- 5.8.8 An Applicant is required to confirm the Eligible Work has been completed and the actual repair costs through the submission of a qualified Quantity Surveyor's Report.
- 5.8.9 The tax exemption will begin on January 1 of the year following confirmation that the Project has complied with all program requirements, including submission of the Quantity Surveyor's Report and affidavit confirming compliance with this policy's Maximum Rental Rates (Rental Repair Program).
- 5.8.10 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.

## 6.0 Capital Grants Policy

Capital grants may be provided from the Social Development Reserve for housing developments that meet the policy criteria as outlined below. Capital grants described in this policy will be considered on a case-by-case basis.

Per unit amounts for capital grants available within each Program Area are noted in **Table 2** and are summarized in **Appendix C**. They correspond to the Program Areas in **Map 1, Appendix A**.

**Table 2 – Capital Grants by Program Area**

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

## 6.1 Capital Grants - General Eligibility Requirements

6.1.1 Capital grants are provided for the creation of new Dwelling Units and new On-Site Support Suites exclusively. Renovations of existing residential units will not be eligible.

6.1.1.1 Developments may be new construction or conversion of an existing non-residential building for new Dwelling Units and new On-Site Support Suites, or for expansion of existing residential construction that results in new Dwelling Units or new On-Site Support Suites.

- 6.1.2 Non-profit Housing Providers can apply for up to a combined maximum of 80 grants for Affordable Rental units and On-Site Support Suites or 20 grants for Affordable Ownership units per calendar year. Relaxation of this requirement is at the discretion of the Executive Director.
- 6.1.3 Private Sector Developers can apply for up to a combined maximum of 40 grants for Affordable Rental units and On-Site Support Suites per calendar year. Relaxation of this requirement is at the discretion of the Executive Director.
- 6.1.4 Projects developed by the same Builder can receive a maximum of 80 capital grants per calendar year. Relaxation of this requirement is at the discretion of the Executive Director.
- 6.1.5 Group Care Facilities, Personal Care Homes, Secondary Rented Units, Secondary Suites, Backyard Suites and units that are offered for Short-Term Accommodation are not eligible for capital grants.
- 6.1.6 Incentives are not provided where a designated heritage building has been demolished.
- 6.1.7 Capital grants may be provided in addition to or in lieu of property tax exemption or other in-kind assistance.
- 6.1.8 Applicants, owners or properties for which an application is made with taxes or other charges past due to the City are not eligible for capital grants under this policy. The amount must be paid before an application will be considered and no later than July 31 of the year the application is made.
- 6.1.9 To be eligible, Units must comply with all applicable laws and policies.
- 6.1.10 Where a project is also eligible for capital grants under another City policy, the full benefit under both policies may be provided.
- 6.1.11 Capital grants may be used in conjunction with Provincial and Federal programs unless it is determined by the Executive Director that the program duplicates the City's capital grant program. At the discretion of the Executive Director, exception may be made for Non-profit Housing Providers who can ensure long-term affordability of Units.
- 6.1.12 Administration may require an Applicant to provide any additional information as deemed necessary to confirm eligibility for incentives under this policy.
- 6.1.13 Capital grants will be disbursed after an Occupancy Permit is issued and any other requirements specified in the legal agreement have been met (e.g., affordability requirements).
- 6.1.14 Where an Applicant does not meet the requirements of this policy within two years of a Project receiving conditional approval, the Executive Director has discretion to withdraw the City's funding commitments.

6.1.14.1 Capital grants for all units in an application will be dispersed in one payment upon completion except for phased projects. Relaxation of this requirement is at the discretion of the Executive Director.

6.1.15 Capital grants may be transferred to a new housing provider or developer where grant payment has not yet been issued, provided a new owner enters into a new legal agreement with the City of Regina and meets all requirements of the capital grant.

6.1.15.1 Where a project is transferred or sold to a new housing provider or developer after capital grants have been paid and prior to all requirements under this policy being met, the City may, at its discretion, require full or partial repayment of the capital grants.

6.1.16 The Executive Director has discretion to relax the requirement that an Occupancy Permit is issued before grant payments for affordable rental housing applications are disbursed where construction of the project is near completion<sup>1</sup> and the Applicant has entered into a capital contribution agreement with the City. Requests to relax this requirement will be considered on a case-by-case basis and may consider the Applicant's experience in completing developments in a timely manner.

6.1.16.1 Where a relaxation of this requirement has been approved, the City may disburse a portion of the committed grants equal to the portion of the project deemed completed by a qualified Quantity Surveyor with the remainder of the committed grants to be disbursed upon project completion. A pre-occupancy payout may be provided once for each project.

## **6.2 Capital Grants - Application Requirements:**

6.2.1 The Applicant must be the registered owner of the lands being developed in order to be eligible for capital grants under this Policy.

6.2.2 The registered owner of the land must enter into a capital contribution agreement with the City in order to receive a capital grant.

6.2.3 Authorization from the property owner is required when an application is made on their behalf.

6.2.4 Capital grants are dispersed to the entity that made the application and entered into the capital contribution agreement.

6.2.5 To be eligible for capital grants, applications must be made when the development is underway with confirmation from Planning & Development Services that the Project meets all applicable zoning requirements.

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<sup>1</sup> Generally, a Project may be considered 'near completion' once a building has been erected and is fully enclosed with roof, walls, locking doors and windows.

- 6.2.6 Applications will not be accepted retroactively once development is complete and an Occupancy Permit has been issued. Relaxation is at the discretion of the Executive Director.
- 6.2.7 All applications must be complete and submitted between January 1 and July 31 to be considered for incentives that year.
  - 6.2.7.1 All applications must include the Design and Development Criteria Scorecard found in **Appendix B**.
- 6.2.8 Applications submitted by Non-profit Housing Providers in all Program Areas as well as by Private Sector Developers in Program Areas 1 and 2 will be evaluated and prioritized for funding until July 31.
  - 6.2.8.1 Eligible projects will be evaluated and prioritized for funding based on the Design and Development Criteria Scorecard.
  - 6.2.8.2 Complete applications received by March 31 will be evaluated starting April 1, with up to half of the annual capital budget allocated to these applications.
  - 6.2.8.3 All remaining complete applications received by July 31 will be evaluated starting August 1, with the remaining annual capital budget to be allocated.
    - 6.2.8.3.1 Eligible applications that did not receive funding under section 6.2.8.2 will be included in this evaluation.
- 6.2.9 Applications submitted by Private Sector Developers in Program Areas 3 and 4 will be evaluated and prioritized for funding based on the Design and Development Criteria Scorecard after Aug 1, subject to available capital funding remaining. This will take place after projects described under subsection 6.2.8 have been allocated capital grants.

### **6.3 Affordable Ownership Capital Grants**

Subject to the conditions below and set out in Table 2, capital grants may be provided for the creation of new Affordable Ownership Units that are sold to households that meet this Policy's maximum income threshold.

- 6.3.1 Only Non-Profit Housing Providers with charitable non-profit incorporation status are eligible for Affordable Home Ownership capital grants.
- 6.3.2 Eligible Affordable Housing Ownership Units are those sold to purchasers who are individuals or families who are at or below the Maximum Income Threshold and where the capital grant is transferred to the purchaser. The purchaser cannot currently own a residential property other than the property that is subject to the grant.
- 6.3.3 Affordability will be confirmed through confirmation from a member in good standing of an accounting profession recognized pursuant to *The Management Accountants Act*, *The Certified General Accountants Act*,



1994 or *The Chartered Accountants Act, 1986* a stating that purchaser of the unit has a household income at or below the Maximum Income Threshold.

- 6.3.4 Grants are provided to the Applicant who must pass it along to an eligible purchaser of the unit as a down payment assistance grant or reduction in the sale price.
- 6.3.5 The Applicant is responsible for providing signed declarations from each purchaser receiving affordable home ownership capital grants that they comply with the eligibility requirements under this policy.

#### **6.4 Affordable Rental Capital Grants**

Subject to the conditions below and set out in Table 2, capital grants may be provided for the creation of new Purpose-Built Rental Units that are rented to households who meet this Policy's Maximum Income Thresholds and where rents are provided below this Policy's Maximum Rental Rates.

- 6.4.1 Developments are those that provide Dwelling Units to individuals or families whose income is at or below the Maximum Income Threshold requirements and the Units are offered at rental rates that are at or below the Maximum Rental Rate requirements for 10 years or more.
- 6.4.2 Developments must be a two-unit building or more for Non-profit Housing Providers and a four-unit building or more for Private Sector Developers.
- 6.4.3 Maximum Rental Rates and Maximum Income Thresholds will be confirmed on an annual basis through an affidavit stating that all units in the development are at or below the Maximum Rental Rates and rented to households that meet Maximum Income Thresholds as established by the City of Regina and updated annually. Maximum Income Thresholds must be confirmed for any new tenant.
- 6.4.4 Non-Profit and Private Sector Housing Provider can rent Dwelling Units directly to a Support Service Provider provided that the Support Service Provider in turn provides the Dwelling Unit to individuals or families that are at or below the Maximum Income Threshold and Maximum Rental Rates.
- 6.4.5 Affordable Rental Units must remain rental for a minimum of 15 years after the issuance of the Occupancy Permit and shall not be eligible for conversion to Condominiums, or for use as Group Care Facilities, Personal Care Home, Secondary Rental Units or for Short-Term Accommodation during this time.

#### **6.5 On-Site Support Suite Capital Grants**

Subject to the conditions set out below and set out in Table 2, capital grants may be provided for the creation of new On-Site Support Suites where an Affordable Rental or Affordable Home Ownership Project includes an On-Site Support Suite.

- 6.5.1 An Applicant must provide evidence that it has partnered with a Support Service Provider to use the On-Site Support Suite.
- 6.5.2 The Support Service Provider must have proven experience in the service provision of proposed services and be licenced under the applicable government agency. The Support Service Provider can be an Applicant or an external organization with a contractual partnership with the Applicant.
- 6.5.3 The On-Site Support Suite cannot be used for commercial activity for a period of 15 years.

Applicants are limited to one On-Site Support Suite where the Project has 1-20 units, two On-Site Support Suites where the Project has 21 to 40 units and three On-Site Support Suites where the Project has 41 or more units.

## **7.0 Roles & Responsibilities**

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

As per subsection 262(4) of *The Cities Act*, all tax exemptions under this policy must be done through a tax exemption agreement authorized by City Council through adoption of a By-law.

Under the *Education Property Tax Act and The Education Property Tax Regulations*, the Government of Saskatchewan's approval is required to exempt the education portion of the property taxes where that portion of the taxes is equal to or greater than \$25,000 in a single year. If this approval is not granted, the exemption will cover the municipal and library portions of the taxes only.

The maximum yearly expenditure from the Social Development Reserve shall be \$1,500,000 but may be reduced or increased by Council through the budget approval process.

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

## **8.0 Related Forms**

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

Housing Incentives Policy: Tax Exemption Application for Market Rental and Ownership  
Housing Incentives Policy: Tax Exemption for Rental Repair  
Housing Incentives Policy: Tax Exemption for Secondary Suites and Backyard Suites  
Housing Incentives Policy: Tax Exemption Application for Affordable Ownership Units  
Housing Incentives Policy: Tax Exemption Application for Affordable Rental Units  
Housing Incentives Policy: Capital Grant Application

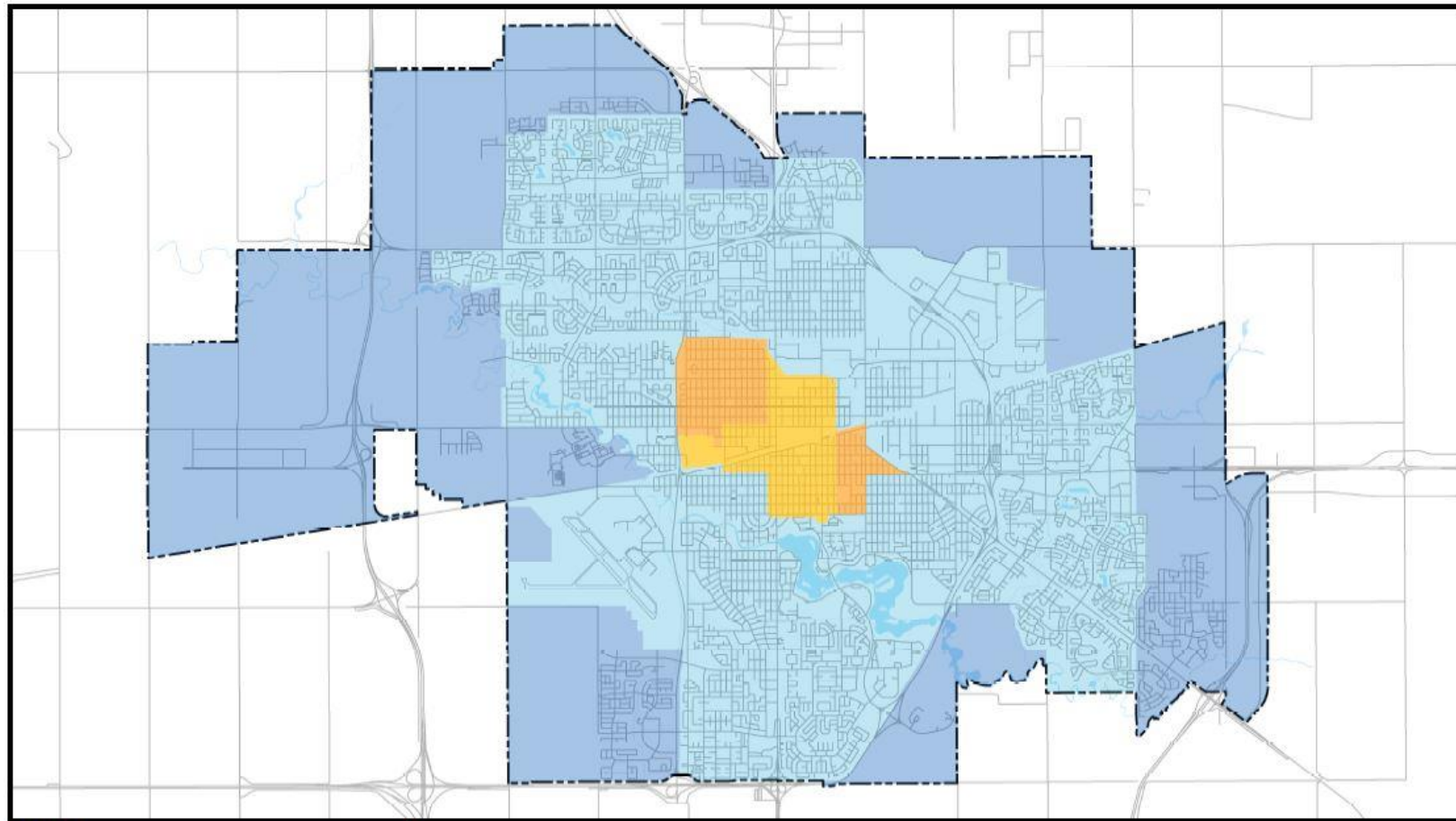
**9.0 Revision History**

<b>Date</b>	<b>Description of Change</b>	<b>(Re)-Approval Required (y/n)</b>
29-06-2022	Minor Amendment (See Report CR22-107)	Yes
15-07-2021	Minor Amendment (See Report RPC22-20)	Yes
31-03-2021	Minor Amendment (see Report CWC21-3)	Yes
15-04-2020	Minor Amendment (see Report CM20-8)	Yes
29-01-2020	Major Amendments (see Report CR20-11)	Yes
29-05-2017	Minor Amendments (see Report CR17-59)	Yes
26-10-2015	Major Amendments (see Report CR15-125)	Yes
29-06-2013	Major Amendments (see Report CR13-110)	Yes

# APPENDIX A

## Program Areas for Housing Incentives Policy

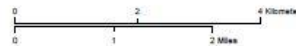
Map 1 – Program Areas



LOCATION MAP

### LEGEND

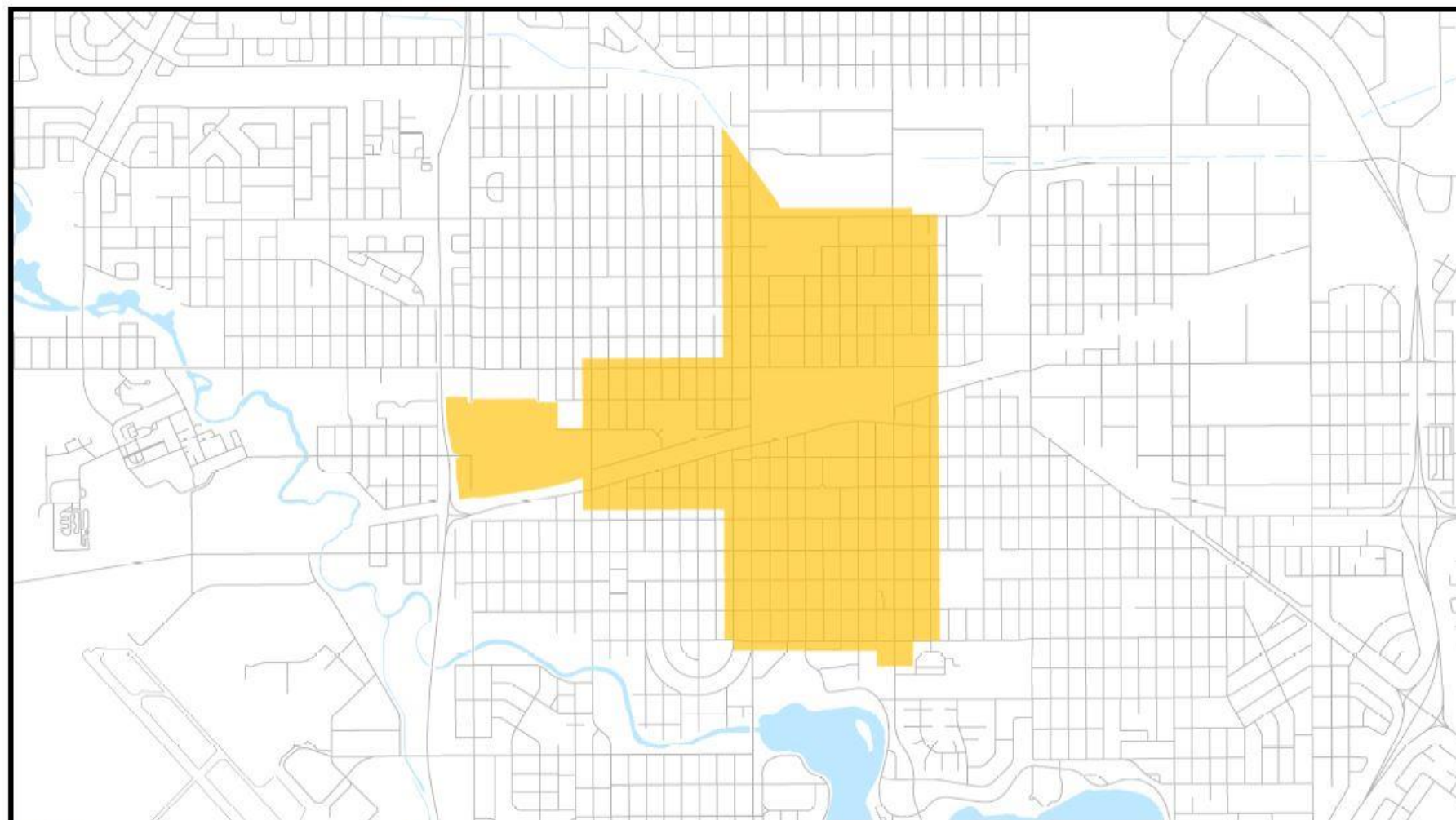
-  Area 1 - City Centre
-  Area 2 - North Central, Heritage
-  Area 3 - Established Areas
-  Area 4 - New Areas
-  City Boundary



Proposed HIP Areas

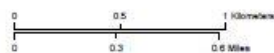


Map 2 – Detailed Map of Program Area 1



LEGEND

■ Area 1 - City Centre □ City Boundary

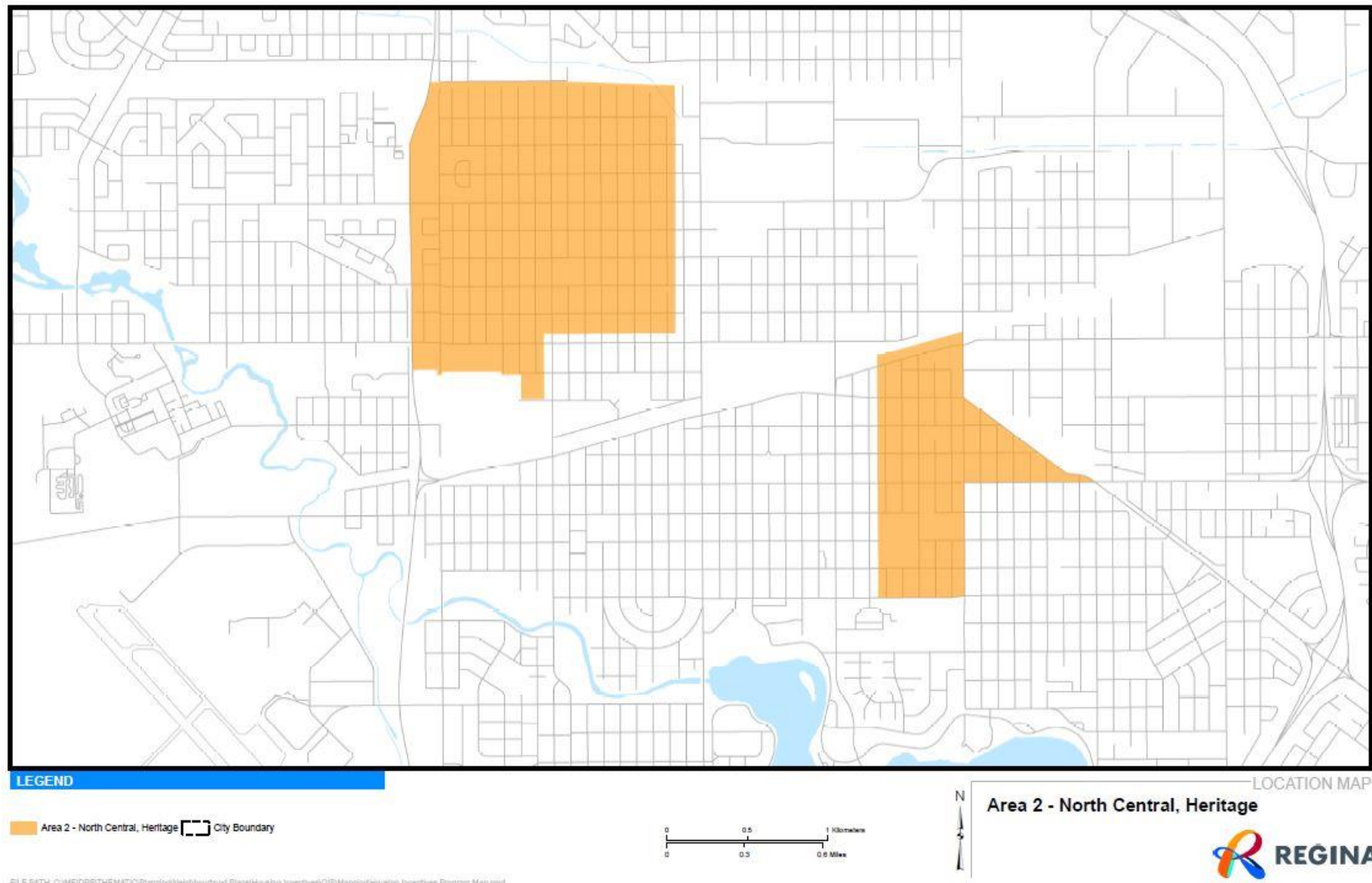


Area 1 - City Centre

LOCATION MAP



Map 3 – Detailed Map of Program Area 2



## APPENDIX B

### Score Card – Design and Development Criteria

All applications to the Housing Incentive Policy **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). Prioritization of funding will be based on Scorecard results with Non-profit Housing Providers receiving first priority until July 31<sup>st</sup> of each year. Non-profit housing providers will be evaluated for approval on a first come, first serve basis. Should applications exceed allocated funds, Scorecard criteria will be used to evaluate applications for existing funding. For each criterion, partial credit cannot be applied unless specified within the criteria. Applicants may be asked for further information or documentation to prove that they meet the requirements set out below. While the applicant is asked to fill out and submit this form with its application, the final evaluation and determination of the points for each category shall be conclusively determined by the Executive Director.

DEVELOPMENT FEATURES		POTENTIAL POINTS	EARNED POINTS <sup>1</sup>
<b>Housing Needs (45 points)</b>	50% of units are either: 1) Modest housing (units equal to or less than 500 Square Feet) or 2) Large units for families (3 BR or more). 50% of units must be either unit type to receive points.	5	
	<b>Targeted at vulnerable populations:</b> 1. The housing is owned and/or operated by an Aboriginal organization, First Nation, or service provider and is intended to serve Aboriginal tenants (or) 2. The applicant has partnership(s) in place with community-based organization(s) to provide addictions counselling, independent living assistance, or other significant support services to tenants 3. The housing provider has partnered with women's shelter(s) to house women, and women with children, who have utilized women's shelter services, or are fleeing intimate partner violence.	20	
	Accessible, barrier free design principles (wheelchair accessible buildings, units and bathrooms) of 10% or more of units (5% is required for multi-unit rental as per <i>The Uniform Building and Accessibility Standards Regulations</i> )	10	
	On-site Support Suite included (e.g.: counselling, day care)	10	
<b>Building and Urban Design Elements (13 points)</b>	<b>Street level activity/pedestrian comfort/safety:</b> three points if <u>one</u> of the following is met: a) porches or programmed amenity space (e.g. benches, play equipment, bike racks, etc.); b) there is interface with the street such as low or no fences; c) ground floor commercial development has been included or retained in mixed-use building	3	
	<b>Façade design:</b> Building design includes variation in massing, materials or colour and avoids use of blank walls that are visually prominent.	3	
	<b>Open site design:</b> three points will be earned if either is met: a) there is continuity of the existing street and lane grid; b) the development's front facades do not turn back on adjacent houses, street or other buildings	3	

<sup>1</sup> Partial points are not permitted unless otherwise noted.

	<b>Active/weather-compatible amenity space and landscaping:</b> one point if either of the following is met: a) 15% or more amenity space (minimum of 10% required as per <i>Zoning Bylaw No. 9250</i> ) for 20 or more units (includes amenities for children, families, seniors, etc.); b) landscape improvements in excess of minimum requirements (significant addition or conservation of trees, hedges, bushes, shrubs)	1	
	Construction uses and skill development and training initiatives recognized by the Saskatchewan Apprenticeship and Trade Certification Commission or under a Ministry of Economy Labour Market Development Program	3	
<b>Parking Facilities (5 points)</b>	Parking/vehicular access is by the rear lane. Where no rear lane exists, any front yard parking is screened by the residential buildings or landscaping.	1	
	Enclosed or covered bicycle parking in excess of 10% of units (5% is required for multi-unit as per City of <i>Regina Zoning Bylaw No. 9250</i> )	1	
	On-site Car Share or Bicycle Share for tenants <sup>2</sup> .	3	
<b>Adaptive Re-use/Infill (7 points)</b>	Building Adaptive Re-use for conversion of a non-residential building to residential use	2	
	Infill on a previously developed vacant or brownfield site in an established residential or mixed-use neighbourhood.	5	
<b>Complete Neighbourhoods<sup>4</sup> (22 points)</b>	Access to nearby public transit (within 400 m of a transit stop) <sup>3</sup>	5	
	Access to nearby licensed child care (within 1000 m of licenced child care centre).	5	
	Access to nearby employment opportunities or shopping facilities (within 1000 m of commercial district)	5	
	Access to nearby green public space (within 500 m to a public park)	2	
	Access to nearby leisure facilities (within 1000 m of a public leisure centre)	2	
	Access to nearby schools (within 500 m of an elementary, secondary or high school)	2	
<b>Sustainable Design (8 points)</b>	On-site renewable energy generation	2	
	One point is earned for outdoor landscaping or irrigation systems that meet one of the following requirements: (a) an irrigation system that uses grey water (b) an irrigation system equivalent for water capture, storage and reuse; or (c) permeable pavement	1	
	Energy Efficiency (25% better than National Building Code)	5	
	Green roof or passive solar design	1	
<b>TOTALS</b>		100	
<b>MINIMUM TO QUALIFY FOR CAPITAL INCENTIVES</b>		40	
<b>CITY EVALUATION</b>		completed by staff	

<sup>2</sup> For a car share, an agreement with Regina Care Share or equivalent is required; for a bike share program documents including a program description, membership requirements and other operational details are necessary to receive points.

<sup>3</sup> Project is eligible if the subject property is within 400m of a planned transit stop in an approved Concept Plan.

<sup>4</sup> Based on the travel distance of a pedestrian using existing sidewalks or public pathways.



## APPENDIX C

### Summary of Housing Incentives By Area

#### Area 1 – City Centre

Unit Type	Capital Grant	Tax exemption
Affordable Rental Units <ul style="list-style-type: none"> <li>• 2-unit building minimum for Non-profit Housing Providers</li> <li>• 4-unit building minimum for Private Sector Developers</li> <li>• Maximum Rental Rates and Income Thresholds apply</li> </ul>	\$20,000 per unit (< 1 bedroom) \$40,000 per unit (1-2 bedroom) \$45,000 per unit (≥ 3 bedroom)	5 years, 100%
Affordable Ownership Units <i>(Charitable Non-Profits only)</i>	\$15,000 per unit (≤ 2 bedroom) \$20,000 per unit (≥ 3 bedroom)	5 years, 100%
On-Site Support Suites	\$20,000 per unit	5 years, 100%
Market Rental Units: <ul style="list-style-type: none"> <li>• 2-unit building minimum</li> </ul>	None	5 years, 100%
Market Ownership Units: <ul style="list-style-type: none"> <li>• 4-unit building minimum</li> </ul>	None	5 years, 100%
Secondary Suites	None	5 years, 25%
Backyard Suites	None	5 years, 25%
Repair of Existing Rental Units <ul style="list-style-type: none"> <li>• Project must be eligible under National Housing Co-Investment Fund or similar program</li> </ul>	None	The lesser of: <ul style="list-style-type: none"> <li>• 50% of the actual Eligible Costs incurred;</li> <li>• the financial commitment made by CMHC through the National Housing Co-Investment Fund; or</li> <li>• the total property taxes payable for 5 years</li> </ul>

## Area 2 – North Central and Heritage

Unit Type	Capital Grant	Tax exemption
Affordable Rental Units <ul style="list-style-type: none"> <li>• 2-unit building minimum for Non-profit Housing Providers</li> <li>• 4-unit building minimum for Private Sector Developers</li> <li>• Maximum Rental Rates and Income Thresholds apply</li> </ul>	\$20,000 per unit (< 1 bedroom) \$40,000 per unit (1-2 bedroom) \$45,000 per unit (≥ 3 bedroom)	5 years, 100%
Affordable Ownership Units <i>(Charitable Non-Profits only)</i>	\$15,000 per unit (≤ 2 bedroom) \$20,000 per unit (≥ 3 bedroom)	5 years, 100%
On-Site Support Suites	\$20,000 per unit	5 years, 100%
Market Rental Units <ul style="list-style-type: none"> <li>• 2-unit building minimum</li> </ul>	None	5 years, 100%
Market Ownership Units <ul style="list-style-type: none"> <li>• No unit minimum</li> </ul>	None	5 years, 100%
Secondary Suites	None	5 years, 25%
Backyard Suites	None	5 years, 25%
Repair of Existing Rental Units <ul style="list-style-type: none"> <li>• Project must be eligible under National Housing Co-Investment Fund or similar program</li> </ul>	None	The lesser of: <ul style="list-style-type: none"> <li>• 50% of the actual Eligible Costs incurred;</li> <li>• the financial commitment made by CMHC through the National Housing Co-Investment Fund; or</li> <li>• the total property taxes payable for 5 years</li> </ul>

## Area 3 – Established Areas

Unit Type	Capital Grant	Tax exemption
Affordable Rental Units <ul style="list-style-type: none"> <li>• 2-unit building minimum for Non-profit Housing Providers</li> <li>• 4-unit building minimum for Private Sector Developers</li> <li>• Maximum Rental Rates and Income Thresholds apply</li> </ul>	\$10,000 per unit (< 1 bedroom) \$20,000 per unit (1-2 bedroom) \$25,000 per unit (≥ 3 bedroom)	5 years, 100%
Affordable Ownership Units <i>(Charitable Non-Profits only)</i>	\$10,000 per unit (≤ 2 bedroom) \$15,000 per unit (≥ 3 bedroom)	5 years, 100%
On-Site Support Suites	\$20,000 per unit	5 years, 100%
Market Rental Units	None	None
Market Ownership Units	None	None
Secondary Suites	None	5 years, 25%
Backyard Suites	None	5 years, 25%
Repair of Existing Rental Units <ul style="list-style-type: none"> <li>• Project must be eligible under National Housing Co-Investment Fund or similar program</li> </ul>	None	The lesser of: <ul style="list-style-type: none"> <li>• 50% of the actual Eligible Costs incurred;</li> <li>• the financial commitment made by CMHC through the National Housing Co-Investment Fund; or</li> <li>• the total property taxes payable for 5 years</li> </ul>

## Area 4 – New Areas

Unit Type	Capital Grant	Tax exemption
Affordable Rental Units <ul style="list-style-type: none"> <li>• 2-unit building minimum for Non-profit Housing Providers</li> <li>• 4-unit building minimum for Private Sector Developers</li> <li>• Maximum Rental Rates and Income Thresholds apply</li> </ul>	<u>Non-profits:</u> \$10,000 per unit (<1 bedroom)  \$20,000 per unit (1-2 bedroom)  \$25,000 per unit (≥3 bedroom)  <u>Private developers:</u> \$0 per unit (<1 bedroom)  \$10,000 per unit (1-2 bedroom)  \$15,000 per unit (≥3 bedroom)	5 years, 100%
Affordable Ownership Units <i>(Charitable Non-Profits only)</i>	\$10,000 per unit (≤ 2 bedroom)  \$15,000 per unit (≥ 3 bedroom)	5 years, 100%
On-Site Support Suites	<u>Non-profits:</u> \$20,000 per unit  <u>Private developers:</u> \$10,000 per unit	5 years, 100%
Market Rental Units	None	None
Market Ownership Units	None	None
Secondary Suites	None	None
Backyard Suites	None	None
Repair of Existing Rental Units <ul style="list-style-type: none"> <li>• Project must be eligible under National Housing Co-Investment Fund or similar program</li> </ul>	None	The lesser of: <ul style="list-style-type: none"> <li>• 50% of the actual Eligible Costs incurred;</li> <li>• the financial commitment made by CMHC through the National Housing Co-Investment Fund; or</li> <li>• the total property taxes payable for 5 years</li> </ul>