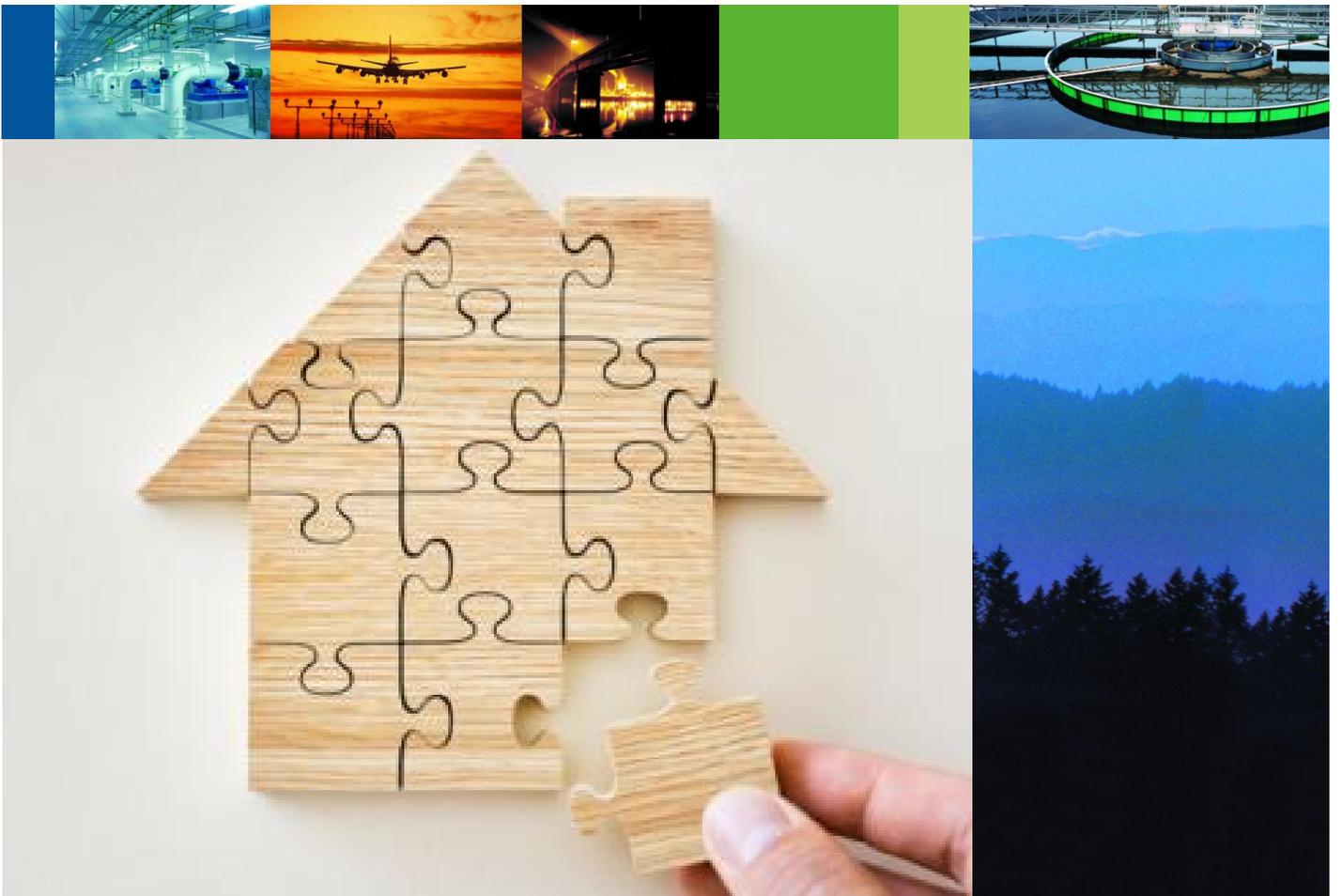


Report

City of Prince Albert

Housing Plan

December 2012



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1 Introduction

1.1 BACKGROUND

As Saskatchewan’s third largest city, Prince Albert functions as a regional hub and gateway to the north. The continued and growing investment occurring within and surrounding the city has an influence on the housing needs. Responding to increased housing demands and recognizing the needs across the housing continuum are critical to the city’s continued prosperity and realizing the vision of a sustainable, diverse and balanced community that places priority on the quality of life for its residents.

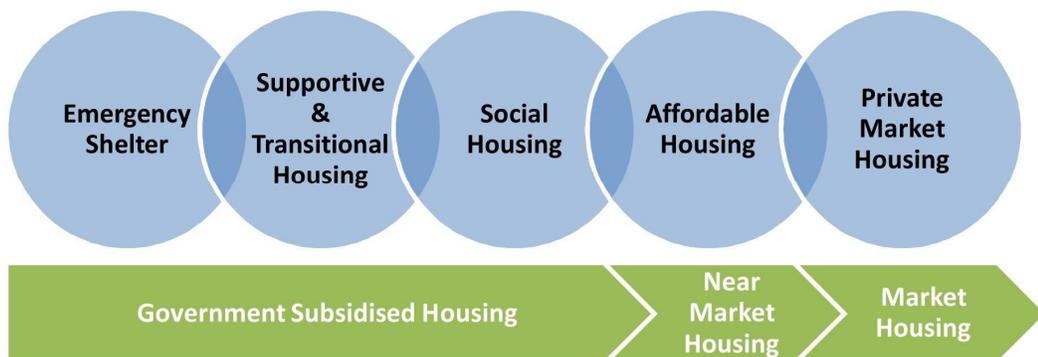
1.2 PURPOSE

To allow for a strategic response to the housing needs of the community the City of Prince Albert commissioned Associated Engineering to undertake the development of this housing plan. The plan was developed under the Saskatchewan Housing Corporation’s (SHC) recently announced Encouraging Community Housing Options (ECHO) funding program. The purpose and considerations of the plan as identified under the ECHO program are as follows:

- Consider housing needs across the continuum;
- Identify priorities and targets ;
- Identify strategies to meet priorities and targets;
- Anticipate housing needs for the next 15 years;
- Consider surrounding municipalities; and
- Identify measures for determining success and how progress will be reported.

The housing plan takes into account the entire housing continuum, including both non-market (social) and market (private rental and home ownership) housing for the city considering the relationship to the surrounding region. The following figure illustrates the housing continuum.

**Figure 1-1
Housing Continuum**



The housing continuum illustrates the range of housing options which are intended to accommodate different ages, incomes, tenures, household compositions and abilities. The continuum ranges from social housing which requires public funding to be sustainable to the occupant to housing that has minimal or no supports or public funding and responds to the prevailing market.

The housing plan recognizes the need to ensure an adequate supply of housing choices exist at all levels within the housing continuum. The plan focuses and places priority on identifying strategies to respond to the specific challenges facing the community's housing continuum as identified during the stakeholder and public consultation process.

1.3 PROCESS

The development of the housing plan was conducted over a five month period. A comprehensive review and analysis of available housing data was undertaken to inform the housing plan. Quantitative information was obtained from a variety of sources including Statistics Canada, Canada Mortgage and Housing Corporation, Saskatchewan Housing Corporation, SaskTrends and the City of Prince Albert. To gain further insight and perspective on the housing situation the consultant team conducted a series of interviews with members of Council, city administration and the following key stakeholders identified in collaboration with the City of Prince Albert:

- Prince Albert Housing Committee
 - Prince Albert Community Housing
 - Prince Albert Housing Authority
 - River Bank Development Corporation
 - RL Miller Contracting
 - Saskatchewan Housing Corporation
- Grand Trunk
- Prince Albert Development Corporation
- Tamarack Ventures
- Roslyn Bruce
- Northridge Development
- Chamber of Commerce
- Conexus Credit Union
- Prince Albert Real Estate Board
- Prince Albert District Planning Commission
- Advantage Real Estate
- Mak Homes
- Northern Spruce Housing
- SIAST
- Wesley United Church

To supplement these facilitation sessions and to ensure all active members of the development community had an opportunity to provide input, a questionnaire was developed and distributed to local residential developers and builders. A copy of the questionnaire is attached as Appendix A.

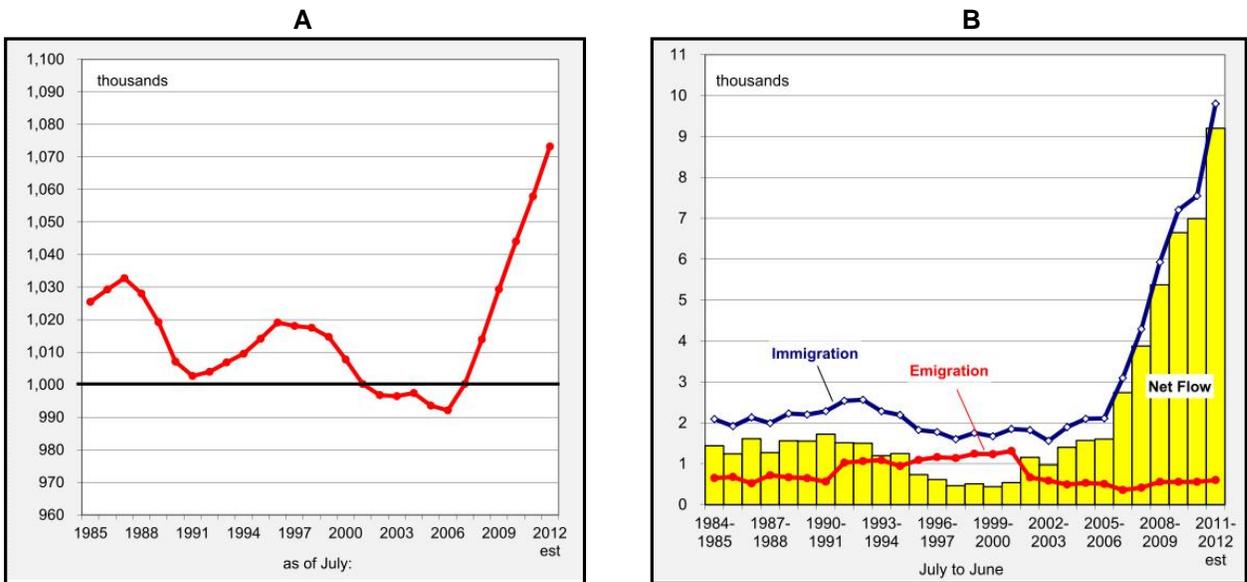
A public open house was held to present the draft housing plan. The open house provided the public an opportunity to review housing data and analysis for Prince Albert, provide their perspective regarding the current housing situation and comment on the potential housing strategies for the City of Prince Albert. The

housing plan was finalized, incorporating feedback received from the public and the city administration. The final housing plan was presented to Council for their consideration.

2 Saskatchewan Housing Context

To gain an understanding of the housing situation in Prince Albert it is important to first identify the larger provincial context in which it exists and is influenced by. The Saskatchewan housing sector does not exist in isolation but is linked to the complex social and economic factors affecting the province as a whole. The unprecedented economic and population growth occurring with Saskatchewan in recent years has had a significant impact on housing throughout the province. The commodity sector is largely driving the economic growth and, given Saskatchewan’s diversity in this sector, it is expected to continue for the foreseeable future. The population growth that has resulted from the province’s economic boom is illustrated in Figure 2-1, A. The reversal in interprovincial migration together with the increase in immigration and natural population growth (births minus deaths) has added 80,000 persons to the province since 2006. The exponential increase and contribution immigration has had on the province’s population is illustrated in Figure 2-1, B. The implementation of the Saskatchewan Immigrant Nominee Program (SINP) has been a driving factor for increased immigration with 4,000 immigrants arriving in the province annually under the program. Family members of those arriving under the program account for an additional 6,000, resulting in a combined total of 10,000 immigrants each year.

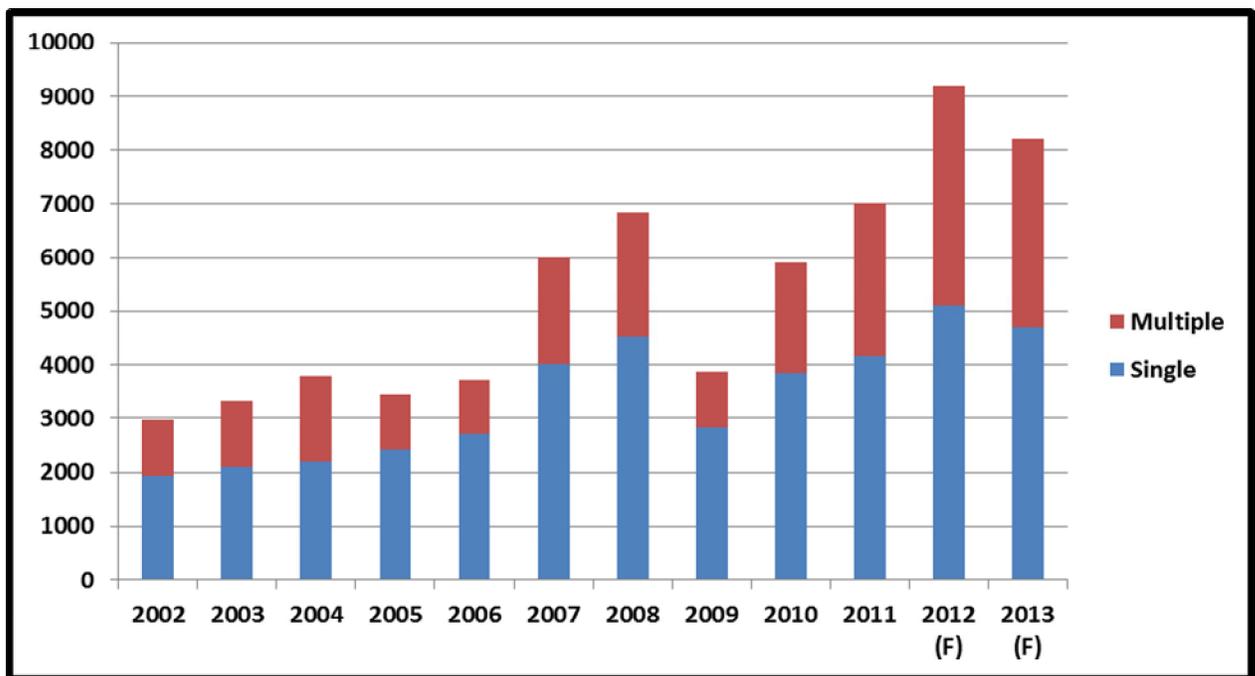
Figure 2-1
A - Total Provincial Population & B - Total International Migration



This population influx has largely comprised a younger demographic which has had positive effects on an aging provincial population and labour force. Saskatchewan’s population is comparably older than other areas within Canada and by 2036 Statistics Canada projects that 40% of the province’s population will be aged 65 and older.

Although beneficial to Saskatchewan’s economy and the aging labour force, this population growth brings significant challenges. The most notable challenge has been its impact on the housing sector. Demand for housing has increased with population growth impacting the availability and subsequently the affordability of housing. The average multiple listing service (MLS) price of a home in Saskatchewan in 2011 was \$258,386, an increase of \$126,046 or 95.2% since 2006, making homeownership less attainable for low to moderate income earners. As illustrated in Figure 2-2, the number of annual housing starts occurring each year has risen in the province but is still unable to keep pace with demand.

**Figure 2-2
Housing Starts in Saskatchewan**



Increased housing costs resulting from general economic prosperity in the province and housing supply shortages are further escalating the demand for rental housing. Vacancy rates remain low while the average cost to rent across the province continues to rise. Figures 2-3 and 2-4 below show how the average rental cost for a two bedroom apartment has grown and the vacancy rate in Saskatchewan has fluctuated over the last 10 years.

Figure 2-3
Saskatchewan Average Rent, Two Bedroom Apartment, 2002-2011

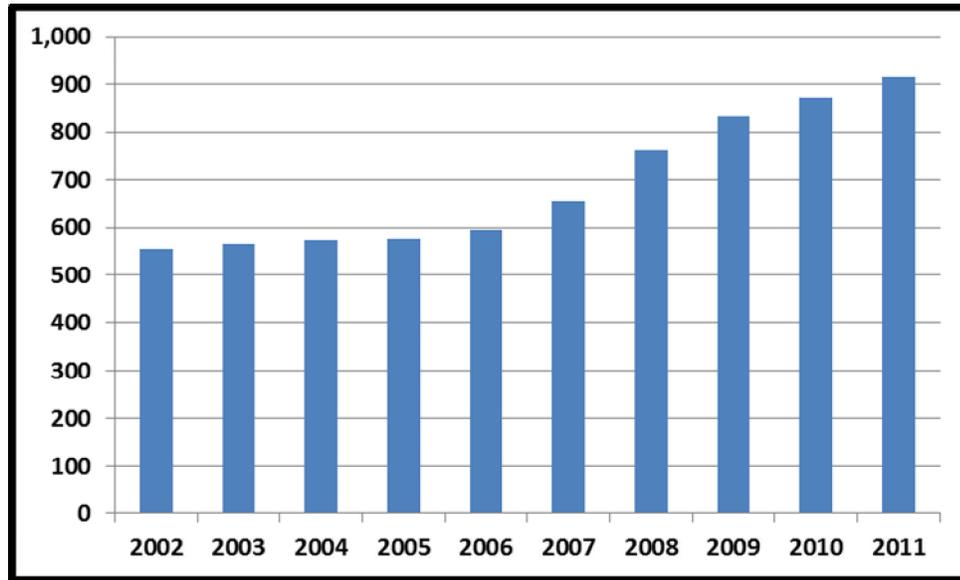
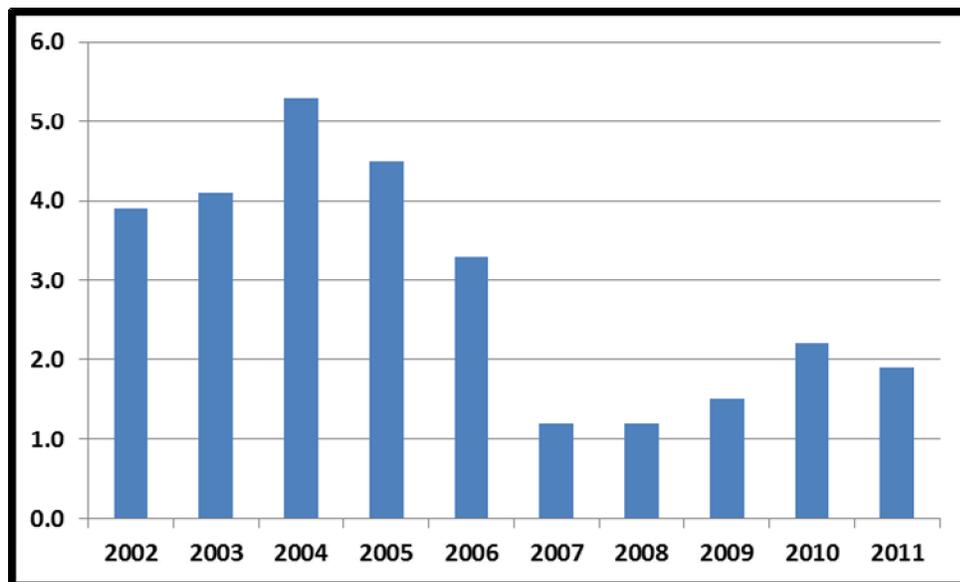


Figure 2-4
Saskatchewan Average Vacancy Rate, 2002-2011



The Government of Saskatchewan has implemented a series of housing initiatives intended to respond to the current housing situation. Understanding that a long term approach is needed to address the issues facing the housing sector, the Saskatchewan Housing Corporation (SHC) has developed a comprehensive housing strategy. The strategy, entitled A Strong Foundation – The Housing Strategy for Saskatchewan, is

an eight year plan that outlines respective roles in the housing sector in creating solutions to Saskatchewan's housing challenges. Under the strategy, the Government of Saskatchewan is creating annual provincial action plans that will outline long and short term activities. Actions will be tracked and reported on an annual basis. SHC has also implemented several funding programs described in Appendix B. Canada Mortgage and Housing Corporation (CMHC) also has established funding programs aimed at preparing for and implementing housing projects. A list and description of the CMHC funding programs can also be found in Appendix B.

3 Prince Albert Housing Context

3.1 LOCATION

The City of Prince Albert is the northernmost urban center in the province located in the broad valley of the North Saskatchewan River. The city has become known as the “Gateway to the North” resulting from its connection to the resources of northern Saskatchewan and its role as the regional service centre for north central Saskatchewan. The city is connected by five major highways including Highways 2, 11, 55, 302 and 3 and is the focal point for northern Saskatchewan’s railway network. The city serves an estimated market area of 140,000 people. Four major parks and several lake destinations exist within the surrounding region providing numerous outdoor recreational opportunities for tourists and residents. The city is bordered by the RM of Prince Albert to the south and the RM of Buckland to the north.

3.2 ECONOMY

Prince Albert’s geographic location has enabled the city to establish itself as the key service centre for northern Saskatchewan. Prince Albert’s economic roots are based in the resource sector, particularly in forestry. The economic downturn of the forestry sector and closure of the pulp and paper mill in 2006 resulted in a shift of Prince Albert’s economic base towards the health, education, retail and commercial sectors. Growth in these sectors has stabilized the city’s economy. The recent purchase of the pulp mill and its potential reopening will further strengthen the local economy. It is anticipated that this renewed growth and local reinvestment within the forestry sector will have a modest impact on population growth as a number of employees remained in Prince Albert following the mill’s closure. New local employment opportunities resulting from a potential growth in the forestry sector will enable employees currently commuting elsewhere for employment to obtain work locally.

The retail sector within Prince Albert is recognized as one of the fastest growing sectors for the local economy and is quickly becoming the primary source of local employment. The wages provided within the retail and service sectors are generally lower than other employment sectors.. Table 3-1 reproduced from the 2006 Census, breaks down the city’s work force by sector and illustrates the significant role of retail service within the city’s economy. This strength as a regional service centre is further evidenced by its per capita retail sales. Prince Albert had \$17,700 in per capita retail sales in 2008 as compared to \$13,200 in Saskatoon and \$12,400 for the province as a whole. Significant retail development has occurred in recent years further contributing to the growth of the retail sector and Prince Albert’s economy. Most notable is the South Cornerstone shopping district which encompasses an 80 acre area and saw over \$19.5 million for 2011 construction values for new buildings.

**Table 3-1
Workforce by Sector, 2006**

Sector	Prince Albert	Saskatchewan
Mining, oil and gas, utilities	2.9%	4.7%
Manufacturing	4.3%	5.8%
Retail Trade	12.4%	11.0%
Business Services	4.6%	6.6%
Health Care	12.5%	11.3%
Public Administration	10.6%	6.4%

As indicated in Table 3-1 above, there is above average local employment within the educational and health sectors which has reinforced the city's role as a regional service hub. The city is home to a number of schools of higher education, including the Saskatchewan Institute of Advanced Science and Technology (SIASST), First Nations University, the Saskatchewan Indian Institute of Technologies (SIIT), and the Gabriel Dumont Institute of Native Studies and Applied Research. Prince Albert also houses a number of health related facilities serving the region including the Victoria Hospital and various special care homes.

The developed highway system and airport linking Prince Albert with surrounding areas positions the city to benefit from regional industries and increased northern resource development. Currently the city is home to roughly 25% of Cameco's mining staff, Canada's largest uranium mining company. It is anticipated that the company will increase mining activity and employ an additional 1,000 employees following a recent trade agreement with China.

3.3 POPULATION

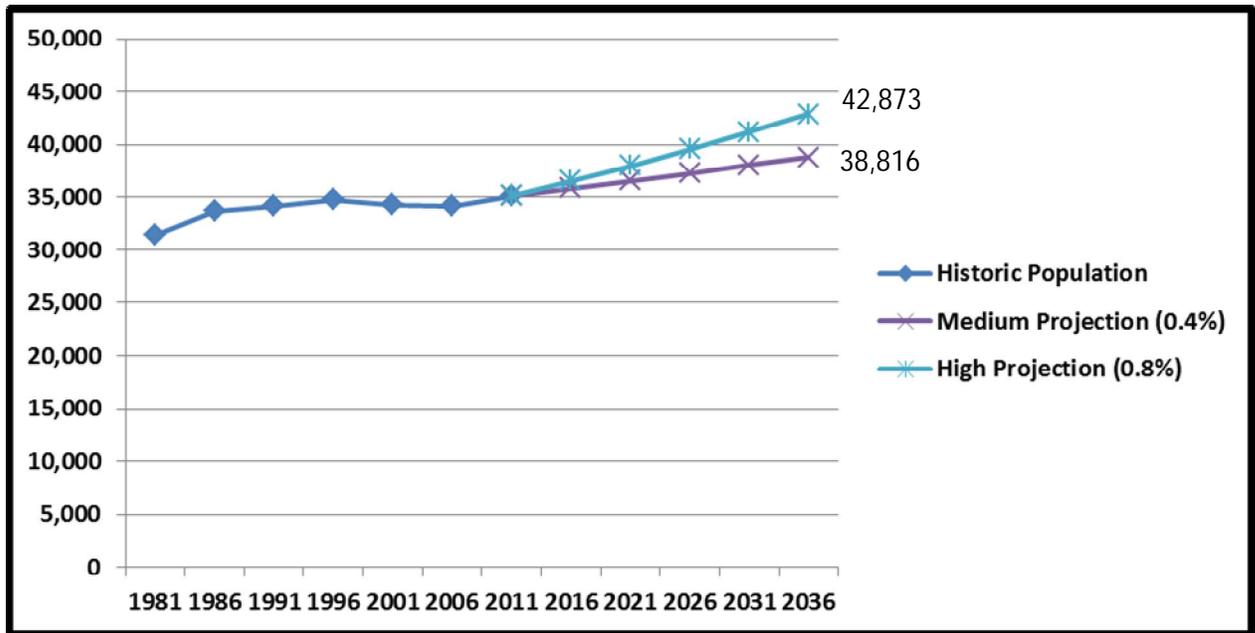
The City of Prince Albert is currently the third largest city in Saskatchewan with a population of 35,129 in 2011. The population has remained relatively stable over the past 30 years with modest growth occurring in recent years. Since 2006 the city has experienced an average annual growth rate of 0.6%, increasing by approximately 1,000 people over the last census period, while the provincial population grew at an annual average rate of 1.3%. According to the City, there is a transient population of approximately 5,000 to 10,000 people unaccounted for in census data. Table 3-2 provides a comparative of the historic population and growth rates for Prince Albert and the province over the past 30 years based on available census data.

**Table 3-2
Historic Population**

Year	Prince Albert		Saskatchewan	
	Population	Average Annual % change	Population	Average Annual % change
1981	31,380		968,313	
1986	33,686	1.5	1,009,613	0.9
1991	34,181	0.3	988,928	-0.4
1996	34,777	0.3	990,237	0.0
2001	34,291	-0.3	978,933	-0.2
2006	34,138	-0.1	968,157	-0.2
2011	35,129	0.6	1,033,381	1.3
Net Change	3749		65068	
Average Annual Change		0.4		0.2

The development and investment in the retail trade and public administration sectors of the economy along with the rebound of the forestry and identified growth in the northern resource sector is expected to maintain the current population growth rate in the immediate term and stabilize over the long term. A report prepared for the City in 2009 entitled, The Population, Household and Employment Forecast Study, projected aggressive growth rate scenarios based on a broad range of existing, anticipated and potential economic and growth drivers. The 0.8% medium growth rate identified in the forecast study is considered high given local circumstances and historical averages and would only occur as a result of a major change in the local economy.. Based on these assumptions a medium and high growth rate of 0.4% and 0.8% respectively have been identified for the projected population of Prince Albert. Figure 3-1 illustrates the historic and projected population to 2036. Under the medium growth scenario the population is projected to grow by approximately 3,700 people over a 25 year period.

**Figure 3-1
Historic & Projected Population**

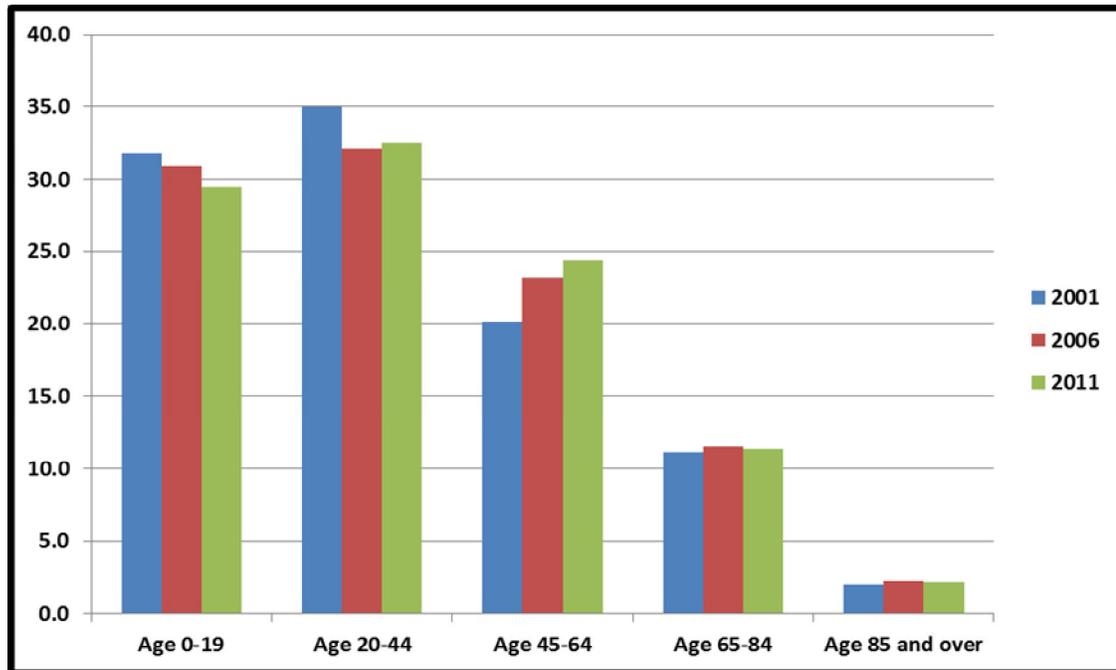


3.4 DEMOGRAPHIC PROFILE

Prince Albert offers a unique and diverse demographic when compared to the province as a whole. Prince Albert’s population is generally younger with 29.5% of the population aged 19 years or under compared to 26.1% for the province on average. There is a local perception that an even greater number of youth and young adults are present within the community. This may be attributed to the high transient population that has been identified in the community but is not accounted for within population statistics.

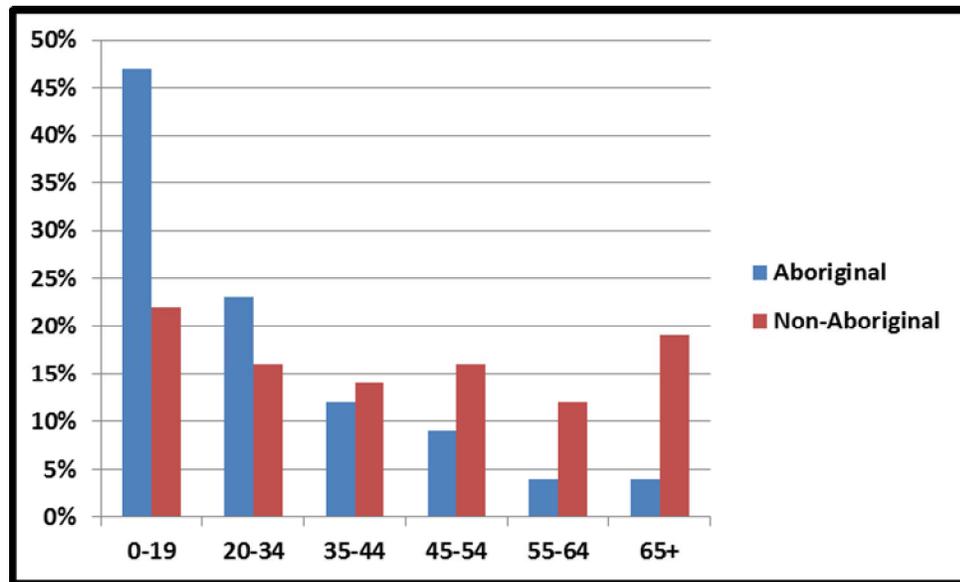
A comparison of age demographic data available for the past 10 years identifies a decrease in population occurring within the 0 - 19 age cohort and an increase in the 45 – 64 cohort. This indicates that although there is a large youth demographic in the community, there is also a significant segment of this population which is approaching retirement. Figure 3-2 provides a comparison of Prince Albert’s population by age over the past 10 years.

**Figure 3-2
Age Demographic**



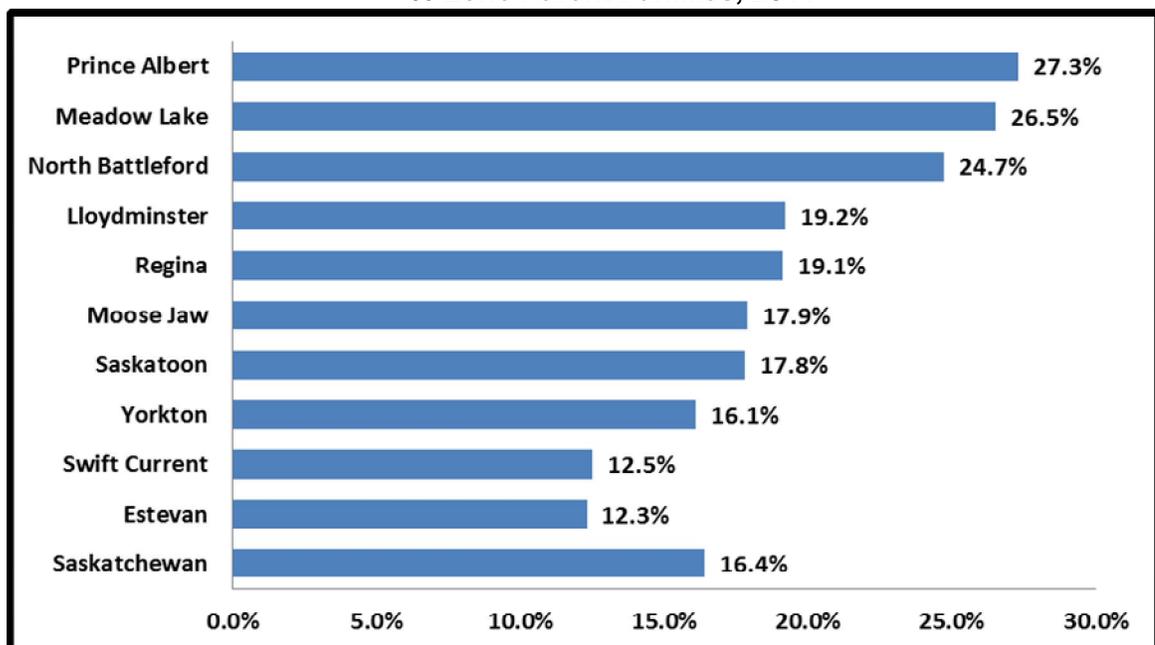
The Aboriginal population as a distinct group within Saskatchewan continues to grow and this is particularly evident within Prince Albert. Based on 2006 census data, 36.3% of Prince Albert’s population identify themselves as Aboriginal. This is a substantially larger share than the 9.3% and 14.9% reported in Saskatoon and the province respectively. Figure 3-3 compares the age breakdown of Prince Albert’s Aboriginal and non-Aboriginal population based on 2006 data. A higher proportion of Prince Albert’s Aboriginal population is younger with 70% of the Aboriginal population under the age of 35 compared to 38% of the non-Aboriginal population.

**Figure 3-3
Aboriginal & Non-Aboriginal Age Comparison**



Prince Albert is also recognized as having a large proportion of lone parent families, with one in every four families identified in 2011 as a lone parent family. Figure 3-4 illustrates the proportion of lone parent families in Prince Albert in 2011 compared to other Saskatchewan communities. Northern communities maintain a higher percentage of lone parent families. Prince Albert represents the highest proportion of lone parent families amongst Saskatchewan urban centres.

**Figure 3-4
% Lone Parent Families, 2011**



3.5 COMMUNITY PLANNING & EXISTING HOUSING POLICIES

To identify and respond to the needs of the community, the City has recently undertaken a number of planning initiatives including preparation of a new Official Community Plan (OCP), Strategic Plan, Downtown Strategic Plan and a Population, Household and Employment Forecast Study. All of these planning documents touch on housing in one form or another.

The City's draft OCP, entitled "Plan PA," was developed over four years ago but has not yet been adopted. The draft OCP identifies a number of goals and objectives for residential development in the city. The residential land use section of the draft OCP is reproduced in Appendix C. Key policies contained in the document are summarized below:

- Promote a compact and adaptable urban form with variety of housing choices;
- Encourage innovative housing forms that fit into the neighbourhood, and contribute positively to the community;
- Balance planned development with the market demands; and
- Revitalize older areas of the city (particularly those areas in need).

The Strategic Plan identifies tasks and actions to be undertaken by various departments and committees including the development of an action plan for attainable housing and a review of multiple family dwellings by the Housing Committee. The Housing Committee was established in 2006 with the mandate to review various housing issues ranging from availability to property standards enforcement to social issues. The Housing Committee meets on a monthly basis and consists of 22 members including the mayor, a city councillor and community representatives with direct involvement and interest in housing.

The Housing Committee was actively involved in the development of a secondary suites program that received \$5,000 in funding under the federal Affordability & Choice Today program intending to streamline the approval process and encourage greater building code compliance. The secondary suites program was initiated in 2009 and involved preparation of amendments to the zoning bylaw and the undertaking of a city-wide education campaign. The zoning bylaw amendments provided consistency across the city, allowing secondary suites in all residential zones. An information guide on the legal requirements of secondary suites was developed as part of the education campaign and is included in Appendix D. A certificate of compliance is available under the secondary suite program but to date, the city has not experienced any significant change in the level of compliance.

The Housing Committee also played an active role in establishing a civic reserve fund supporting the continued growth of social housing within the community. This reserve is equally funded annually by 4% of education taxes collected on lots developed for social and affordable housing and 4% of revenues generated by City owned lot sales.. The social housing fund has accumulated approximately \$40,000 per year for the past three years for a total of \$120,000. To date, the allocation for these funds has not been identified.

To further support affordable housing development, the City provides non-profit organizations with an opportunity to purchase and redevelop city owned tax enforcement properties at a 50% discount. At the time of preparing this report, the City still had a total of 17 of the 22 lots available under this incentive program available for purchase. The City has also participated in Saskatchewan Housing Corporation's Headstart on a Home Program, Rental Construction Incentive (RCI) and Affordable Home Ownership Program (AHOP) identified in Appendix A. Additional information and criteria identified by the City for these programs is provided in Appendix E.

3.6 LAND DEVELOPMENT & AVAILABILITY

The City is the primary land developer responsible for assembling and servicing residential land. Land parcels are sold by the City to private developers and individuals but the City's land development activity continues to account for the majority of total residential building activity.

Prince Albert has a potential housing supply of 11, 556 units based on housing units currently under the planning approval process and potential housing units on designated, developable and vacant lands within the city. Table 3-3 summarizes the potential future housing supply based on status.

**Table 3-3
Housing Supply by Status**

Status	Low Density	Medium Density	High Density	Total	% of Total
Registered - Not Built	171	36	270	477	4
Applications Under Review	78	24	325	427	4
Designated (South of North Saskatchewan River)	3,696	924	2,252	6,872	59
Designated (North of North Saskatchewan River)	1,833	380	1,567	3,780	33
Total	5,778	1,364	4,414	11,556	100

The supply of potential housing is more than sufficient to accommodate forecast population growth. Applying projections identified in The Population, Household and Employment Forecast Study, Prince Albert can accommodate approximately 80 years of future housing growth under the high growth projection identified in Section 3-3. Currently there is 8% of the total potential housing supply under the planning approval process.

4 Prince Albert Housing Profile

4.1 STRUCTURAL HOUSING TYPE

There were 13,635 private households in Prince Albert in 2011, an increase of 3.2% from 2006. Table 4-1 provides a breakdown of the types of dwelling units within Prince Albert for the 2006 and 2011 census years. In 2011, 66.5% of private households lived in single-detached houses and 20% lived in apartment buildings with fewer than five storeys. These two categories of housing stock also accounted for the greatest increases between the two census periods. The remaining types of dwellings contained 5% or less of private households. The housing mix in Prince Albert has remained relatively unchanged from 2006 to 2011 as compared to other urban centers shifting towards medium and higher density development. More than two thirds of Prince Albert's housing stock can be classified as low density.

**Table 4-1
Structural Type of Dwelling**

Structural Type of Dwelling	2006		2011	
	#	%	#	%
Total	13,235	100	13,635	100
Single-detached house	8,775	66.3	9,070	66.5
Semi-detached house	265	2	345	2.5
Row house	529	4	550	4
Apartment, building that has five or more storeys	556	4.2	690	5
Apartment, building that has fewer than five storeys	2,793	21.1	2,725	20
Apartment, duplex	291	2.2	250	1.8
Other single-attached house	26	0.2	10	0.1
Movable dwelling	unknown	unknown	0	0

4.2 HOUSING SUPPLY

Similar to communities throughout Saskatchewan, a large proportion of the housing stock was constructed over 25 years ago. Table 3-6 summarizes the date of construction of dwelling units between 1986 and July, 2012 based on census data, building permit information and data from the Population, Household and Employment Forecast Study. Dwelling units demolished after 2006 are not accounted for in the table.

**Table 4-2
Construction of Housing, 1986 – 2012 (July)**

Date of Construction	# Dwelling Units	% Dwelling Units
Prior to 1986	11360	82
Between 1986 and 2006	1880	14
Between 2007 and 2008	165	1
Between 2009 and July, 2012	459	3

Between 2009 and 2011, an average of 127 residential units was constructed annually. This rate has subsequently increased by approximately 3 times since the 2001 to 2006 census period. Based on 2006 census data, 8.2% of Prince Albert's housing stock was in need of major repairs compared to 10.5% of the province's housing stock.

4.3 HOUSEHOLD FORMATION

The types of household formations for Prince Albert and the province are identified in Table 4-2. In 2011, 23.3% of Prince Albert's private households were comprised of couples with children aged 24 and under at home, a change of - 4.9% from five years earlier. Compared to the province, Prince Albert has a 6.5% higher rate of lone parent family households and a 5.4% lower rate of couple family households without children aged 24 and under at home.

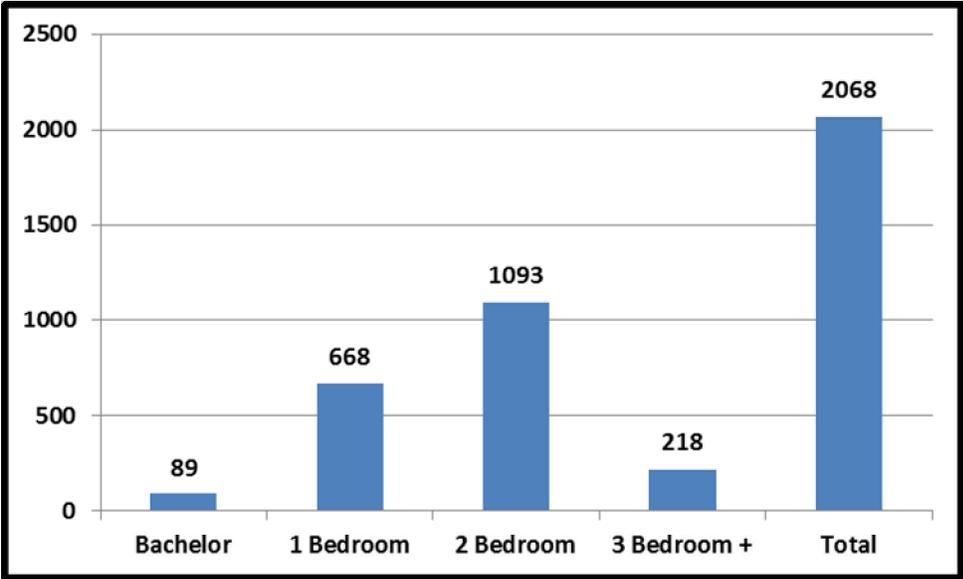
**Table 4-3
Household Formation Type, 2011**

Household Formation Type	Prince Albert		Saskatchewan	
	#	%	#	%
Total private households	13,635	100	409,645	100
Couple-family households with children aged 24 and under at home	3,175	23.3	104,495	25.5
Couple-family households without children aged 24 and under at home	3,470	25.4	126,365	30.8
Lone parent family households	2,225	16.3	40,035	9.8
One-person households	3,875	28.4	114,385	27.9
Multiple family households	325	2.4	6,990	1.7
Other households	575	4.2	17,380	4.2

4.4 RENTALS

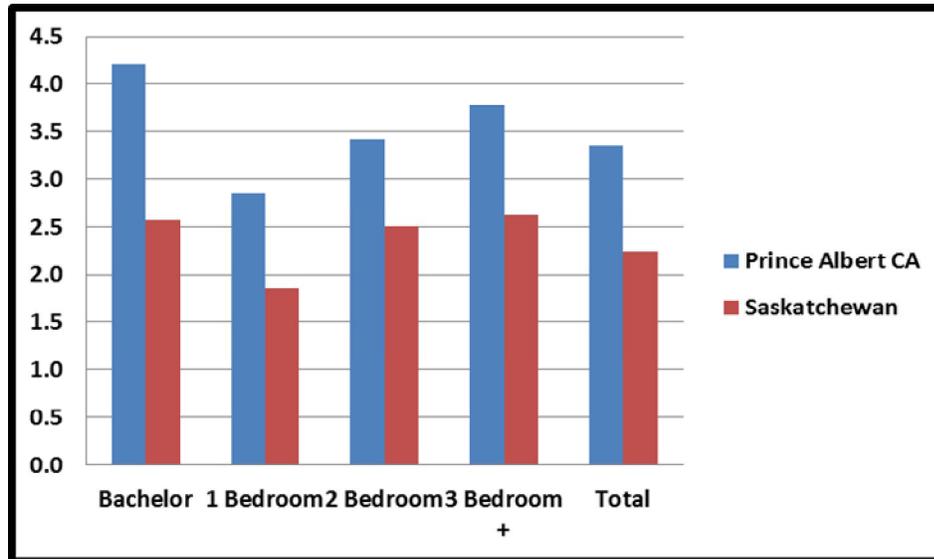
According to the 2006 Census, 60% of Prince Albert’s households are owners and 40% are renters. The rate of homeownership in Prince Albert is 14% below the provincial rate. CMHC’s spring 2012 rental market survey identified a total of 2,068 private apartment rental units in the Prince Albert census agglomeration. A census agglomeration is defined as an area consisting of one or more adjacent municipalities situated around a major urban core with a population of at least 10,000. Units in the secondary rental market including rental of owned houses, basement suites or condominium apartments are not considered under this survey. During stakeholder interviews, it was indicated that a large number of rental units are available in the secondary rental market in Prince Albert but there is currently no quantitative data available for this market. Figure 4-1 identifies the number of private apartment units within the city categorized based on the number of bedrooms in the unit as published in CMHC’s rental market survey. One and two bedroom apartments make up the majority of the rental units with a small proportion of bachelor and three or more bedroom units existing in the area.

Figure 4-1
of Private Apartment Units



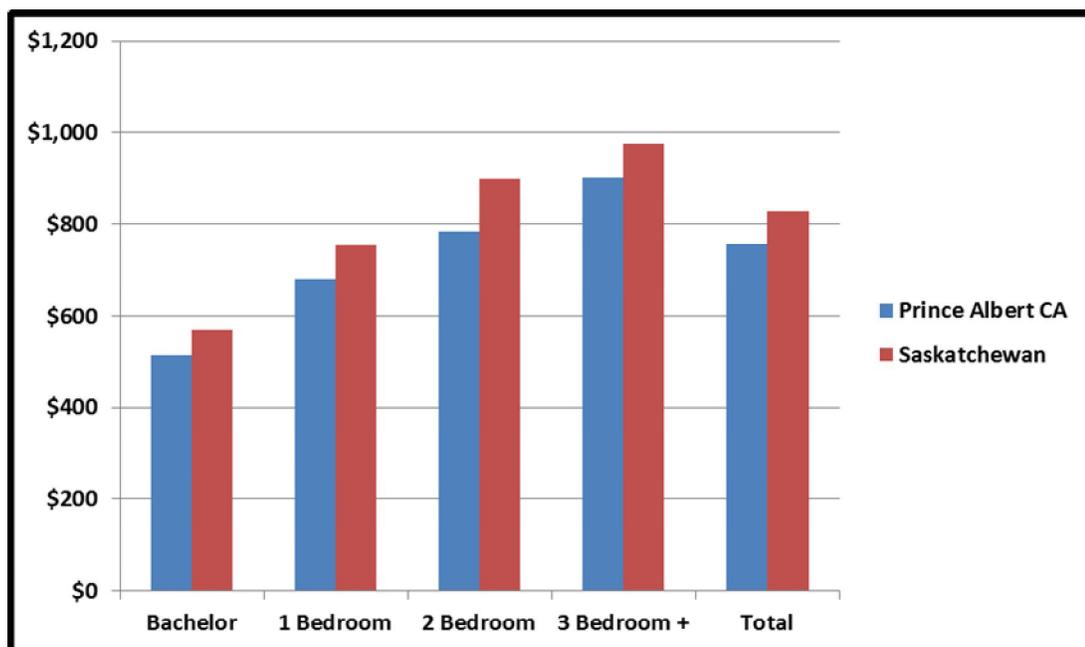
The vacancy rate in Prince Albert is proportionately higher than the provincial average. Figure 4-2 provides a comparative summary of the average vacancy rate for the Prince Albert census agglomeration and the province for surveys conducted between fall 2010 and spring 2012. In Prince Albert, the average vacancy rate increased from 2.7% in April 2011 to 3.9% in 2012.

**Figure 4-2
Average Vacancy Rate**



Despite the rise in vacancies between April 2011 and April 2012, this period still experienced an 8% increase in rental rates within the Prince Albert census agglomeration. This represents the second strongest year over year rent increase amongst census agglomerations in the province. Prince Albert's rents still remain affordable compared to provincial averages in all bedroom size categories. Figure 4-3 illustrates the average apartment rents between fall 2010 and spring 2012 for the Prince Albert census agglomeration and the province.

**Figure 4-3
Average Rent**



The average rents have steadily increased in Prince Albert and across the province with substantial increases occurring over the last 5 years. Table 3-6 identifies the median monthly rental costs over the last 15 years for Prince Albert, Saskatoon and the province. From 2006 to 2011, the median monthly rental costs increased by 4.1% annually compared to a 7.3% and 7.4% increase for Saskatoon and the province respectively.

Table 4-4
Rental Price Increase

Year	Prince Albert		Saskatoon		Saskatchewan	
	Median Monthly Rent	Average Annual % Change	Median Monthly Rent	Average Annual % Change	Median Monthly Rent	Average Annual % Change
1996	461		484		449	
2001	525	2.8	580	4.0	524	3.3
2006	575	1.9	611	1.1	568	1.7
2011	747	6.0	868	8.4	826	9.1

4.5 INCOME AND HOUSING AFFORDABILITY

Housing affordability is measured by housing expenditures relative to household income. The median household income for Prince Albert is compared to Saskatoon and the province in Table 3-5 from 1996 to 2011. The 2011 median household incomes are extrapolated from 2006 available data. Prince Albert's median income and income growth rate have remained below those of Saskatoon and the province on average. The growing retail and service sector will result in a larger percentage of Prince Albert's population falling within a lower income bracket.

Table 4-5
Median Household Income

	1996	2001	2006	Average Annual Growth (01-06)	2011 Estimate
Prince Albert	\$42,449	\$49,011	\$56,759	\$7,748 (3.0%)	\$65,273
Saskatoon	\$44,636	\$51,941	\$64,254	\$12,313 (4.3%)	\$78,069
Saskatchewan	\$42,685	\$49,068	\$59,455	\$10,387 (3.9%)	\$71,049
Difference between Saskatoon	-\$2,187 (-4.9%)	-\$2,930 (-5.6%)	-\$7,495 (-11.7%)	-\$4,565 (-1.4%)	
Difference between Saskatchewan	-\$236 (-0.6%)	-\$57 (-0.1%)	-\$2,696 (-4.5%)	-\$2,639 (-0.9%)	

When using median household income to measure community wide housing affordability, Prince Albert is still categorized as affordable. The “Median Multiple” approach was used to measure housing affordability in the community. This measurement utilizes a ratio of average housing prices and median gross personal income. A rating of 3.0 or less indicates community wide affordability. Table 3-6 identifies the housing affordability rating for Prince Albert as compared to Saskatoon and the balance of the province as a whole between 1996 and 2006. Based upon this measurement tool, Prince Albert has remained comparatively affordable in relation to the province and is considered more affordable than Saskatoon. Prince Albert’s housing affordability is however decreasing as housing prices continue to rise at a faster rate than income.

**Table 4-6
Median Multiple Community Housing Affordability**

Year	Prince Albert		Saskatoon		Saskatchewan	
	Average value Owned Dwelling	Housing Affordability Rating	Average value Owned Dwelling	Housing Affordability Rating	Average value Owned Dwelling	Housing Affordability Rating
1996	76,152	1.8	98,936	2.2	75,230	1.8
2001	99,464	2.0	128,124	2.5	93,065	1.9
2006	121,816	2.1	173,904	2.7	132,111	2.2

Although overall Prince Albert is considered affordable there is a portion of the community facing affordability issues. Households spending 30% or more of before tax household income on housing costs are considered to be confronted by housing affordability challenges. Table 3-7 identified the number of households spending 30% or more of their household income on housing costs based on 2006 census data. This number is projected to increase as employment in the retail and service sector grows.

**Table 4-7
Households Spending 30% or more of Household Income on Housing Costs, 2006**

Tenure	Prince Albert	Saskatoon	Saskatchewan
Owned	1,115 (14%)	9,450 (15%)	33,955 (13%)
Rented	2,325 (44%)	14,190 (45%)	38,715 (40%)
Total	3,440 (26%)	23,640 (25%)	72,670 (20%)

A total of 26% of Prince Albert households spent 30% or more of their household income on housing costs in 2006. This is comparable to Saskatoon with a difference of 1% but is 6% higher than the provincial average. A comparison of rental and owner occupied households identified that a significantly larger proportion of rental households spent 30% or more of their household income on housing costs.

4.6 EMERGENCY AND SOCIAL HOUSING

Prince Albert has a number of not-for-profit housing developers and providers helping to address emergency and social housing demand. A brief description of each not-for-profit housing organization is provided below.

4.6.1 Prince Albert Housing Authority

The Prince Albert Housing Authority manages community based housing programs on behalf of the Saskatchewan Housing Corporation. They provide senior, affordable and subsidized family housing, currently accommodating over 2,000 tenants in 956 dwelling units they operate and maintain in Prince Albert. Their portfolio consists of 425 one bedroom apartments designed for seniors, 225 subsidized family apartments, houses, duplexes and townhouses located throughout the city and 306 affordable housing units with fixed rental rates. Their housing stock represents approximately 7% of Prince Albert's total housing stock. The Prince Albert Housing Authority reports a waiting list of over 100 qualified applicants.

4.6.2 P.A. Community Housing Society

The P.A. Community Housing Society has existed since 1997 providing subsidized, affordable and market rental units for the Metis community. They own and operate 362 units supporting families, seniors and singles. Within the last three years they have completed the construction of 18 townhouses, 2 four-plexes, an 18 suite seniors home and the relocation and refurbishing of 11 units. The P.A. Community Housing Society's housing stock represents approximately 3% of Prince Albert's total housing stock and they report a waiting list of over 150 qualified applicants.

4.6.3 Riverbank Development Corporation

River Bank Development Corporation (RBDC) was formed in 1998 as part of the Saskatchewan Government's Neighbourhood Development Organization program. They own and operate 70 affordable housing units in Prince Albert including apartment buildings, duplexes and rental houses. River Bank Development Corporation's housing stock represents approximately 0.5% of Prince Albert's total housing stock.

4.6.4 Northern Spruce Housing

Northern Spruce Housing has provided affordable housing in Prince Albert for over 25 years. They operate 196 units supplied to First Nations belonging to the Prince Albert Grand Council. Their housing stock consists of 73 market rentals and 123 subsidized housing units. Their housing stock represents approximately 1.5% of Prince Albert's total housing stock. Northern Spruce Housing estimates a waiting list of 200 qualified applicants.

4.6.5 YMCA Prince Albert

The YWCA Prince Albert offers a range of housing and shelter programs. The main housing services offered by the YWCA include:

- **Emergency housing** - short-term accommodation for people who are homeless or in crisis.
- **Transitional housing** - housing intended to offer a supportive living environment and tools and opportunities for social and skills development. It is an intermediate step between emergency shelters and more permanent housing.
- **Supportive housing** - a combination of housing and services intended to help people live more stable, productive lives.

The YWCA Prince Albert has 4 locations of support housing. At the Central Avenue YWCA location there is a total of 50 shelter beds for female youth aged 16 to 21 and 16 shelter beds for young men aged 16 to 18. The Our House Shelter is an adult homeless shelter consisting of 12 beds for women and 10 beds for men. The Our House Shelter has seven rental rooms for people in transition. The Rendalyn Home is a house providing supportive and transitional housing for young moms and their babies. The Youth Peer Support Homes consists of 2 four-plexes containing a total of 10 beds providing transitional housing for young men and women aged 16 to 21 years.

4.6.6 Habitat for Humanity, Prince Albert Branch

Habitat for Humanity's Home Ownership Program allows individuals and families in financially vulnerable situations to build and buy quality affordable homes. The program requires qualifying families to contribute a minimum of 500 hours towards building houses. In return the program reduces barriers to home ownership by offering potential home owners with:

- No down payment;
- No interest mortgages;
- Payments set at 25% of gross income (including principal, property tax and insurances); and
- Provides homeowner training and support services.

The Prince Albert branch of Habitat for Humanity completed its first home in 1996 and has since completed a total of 11 houses within the city.

4.6.7 Canadian Mental Health Association, Prince Albert Branch

The Prince Albert Branch of the Canadian Mental Health Association opened an eight unit apartment in 2010. The units provide affordable and safe housing for low income youth with mental health and cognitive disabilities who are at risk of homelessness. The project received \$80,000 in

federal funding through Canada's Economic Action Plan and \$400,000 in federal funding through the Homelessness Partnering Strategy.

A survey was conducted in 2010 amongst all previously identified not-for-profit housing organizations with the exception of the YWCA and Habitat for Humanity. At the time of the survey there were a total of 1,514 rental units, 899 units or 59% were subsidized and 615 units or 41% were non-subsidized. The average rent and vacancy rate identified by the survey for their subsidized and non-subsidized units are summarized in Table 3-8. The overall vacancy rate amongst the surveyed not-for-profit organizations was 0.53% compared to 3.8% in the private market during the same timeframe. There was a 0.78% vacancy rate in the subsidized units and a 0.16% vacancy rate in the non-subsidized units. A comparison of rents indicates that on average, renting a home in the private market was 1.2 times as expensive as renting a non-subsidized not-for-profit home and 1.7 times as expensive as renting a subsidized home.

**Table 4-8
Average Rent and Vacancy Rate, 2010**

	Bachelor		1 Bedroom		2 Bedroom		3 Bedroom +	
	Avg. Rent	Vacancy	Avg. Rent	Vacancy	Avg. Rent	Vacancy	Avg. Rent	Vacancy
Subsidized	\$418	0.0%	\$319	0.9%	\$431	0.8%	\$439	0.6%
Non-Subsidized	\$380	0.0%	\$506	0.0%	\$568	0.5%	\$590	0.0%
Private Market	\$500	2.6%	\$647	2.8%	\$735	4.4%	\$847	3.8%

4.7 STUDENT HOUSING

The SIAST Woodland Campus in Prince Albert established a student residence in 2009 directly north of the campus. SIAST purchased the land and constructed the residence utilizing funds raised through provincial grants and fundraising contributed by Northern Lights Community Development Corporation, Cameco, the City of Prince Albert, Indian and Northern Affairs and the Saskatchewan Housing Corporation.

The student residence provides 36 fully furnished two bedroom units offered at a monthly rental cost of \$550. In order to qualify for a housing unit, the following requirements must be met:

- Family income cannot exceed \$52,000 per year
- One adult in the unit must be a full-time SIAST student
- Family must include a minimum of one child but no more than two

The residence is managed by the PA Housing Authority. Students are able to extend their occupancy past the school terms where they are enrolled in multi-year programming. The units are well utilized during periods of active school programming but there are fluctuations between program sessions.

SIAST has considered developing an additional dormitory based on demand and past surveys indicating the challenge students face in finding rental accommodations. They have not pursued this action any further due to their inability to secure sufficient financial contributions for the project.

5 Housing Challenges and Opportunities

The analysis of available housing data for Prince Albert coupled with discussions and feedback received during stakeholder consultations identified a number of key housing challenges and opportunities in the community. The following section provides a brief overview of the areas of concern and opportunities that exist related to housing within Prince Albert.

5.1 UNIQUE DEMOGRAPHIC COMMUNITY PROFILE

Prince Albert has a unique demographic profile compared to other communities within the province. The city's location, size and economy contribute to its distinct population makeup. As the retail and service hub in north central Saskatchewan, Prince Albert benefits from and is impacted by a large, mobile population within northern communities and mines in northern Saskatchewan and Alberta. The transient population is estimated to contribute an additional 5,000 to 10,000 people to Prince Albert's population. With limited information available on this segment of the population it is a challenge to understand the needs of this group and their impact on the housing situation.

Prince Albert is often described as having a young population. The city maintains a high percentage of youth but there is also a growing senior's demographic. Each of these age groups has identifiable characteristics with their own unique housing needs. The large number of lone parent families and growing number of retail employees is also recognized as distinct characteristics of Prince Albert's population. Housing affordability for single income earners and those earning minimum wage is considered a growing challenge.

5.2 AVAILABILITY OF HOUSING MIX

Currently Prince Albert's housing stock consists largely of low density housing with 66.5% of the housing stock made up of single-detached houses. The current mix of housing does not readily respond to the needs of households with different incomes, sizes and life stages. It was identified that recent development has catered to a small portion of the overall market and that the condominium apartment market is saturated. There is a need to broaden the choices of housing form, to achieve greater density and, by this extension, increase the diversity and affordability of housing.

5.3 SPECIFIC HOUSING DEMANDS

Where specific forms of housing are missing from the equation or limited supply exists, blockages occur along the housing continuum preventing individuals who are capable of progressing through to the next level of housing. In Prince Albert's situation, an insufficient supply of student and seniors housing is resulting in members of these groups occupying housing not directed to meet their needs. By actively targeting housing for these groups, existing housing can be released back into the housing market helping to address some of the blockages occurring along the housing continuum including rental accommodations and entry level housing.

5.4 PLANNING AND DEVELOPMENT PROCESS

The City of Prince Albert has conducted a number of studies and developed policies that recognize housing challenges and the role of housing in the community. Despite these studies and policies, the city has experienced only a limited amount of success in responding to its unique housing challenges and lacks a cohesive approach to addressing them. There are a number of positive residential policies contained within the draft Official Community Plan but this document has not been adopted or fully acted upon. The draft Official Community Plan for example identifies the need to support a variety and mix of lot sizes and layouts, housing types and styles. Although some variation of residential development has occurred there does not appear to be an active plan being implemented to achieve this goal. The development of this housing plan is a proactive step forward in identifying housing priorities and strategies but there needs to be an ongoing concerted effort to actively implement housing initiatives to achieve targeted and measurable results.

The City must ensure that the policies they have identified are adopted and supported by their practices. When policies are clear and consistently implemented, it can support a positive and trusting working environment with the development community. Without consistency, developers may be hesitant to invest as the process can result in unforeseen obstacles and delays. Opportunities can be lost when an environment of mutual respect and trust does not exist.

The City has no shortage of land to meet projected growth which provides them with strategic opportunities in when, where and how they approach residential development. There is a need to ensure sufficient serviced land is available to support a variety of housing development and allow for greater participation of private developers in a timely manner. There appears to be demand and a willingness of the development community to create higher density and seniors housing. Identifying available land that is the right location and size to accommodate these forms of development can be a challenge. There is an opportunity for the City to encourage a greater variety of housing development by proactively identifying sites that would be appropriate for different forms of housing and utilizing their land supply and policy regulations to incent development.

The City's existing secondary suites policy and their support of infill development on tax enforcement properties by non-profit organizations is considered a positive contribution to housing affordability. Continued support is encouraged for these initiatives and Saskatchewan Housing Corporation programs the City is currently implementing. The establishment of the reserve fund for social housing is also considered a well intended and progressive step for the City. However, this fund is not considered adequate and how this fund will be allocated needs to be determined.

5.5 MAINTAINING EXISTING HOUSING STOCK & NEIGHBOURHOOD ACCEPTANCE

The City recognizes the value of existing housing stock and that it must be treated as an asset to the community. At the same time, the City has identified that there is a portion of the existing housing stock in need of repair. Poor quality housing can have an impact on the health of occupants, increased utility costs and on the overall quality of life in an area. The main responsibility for maintenance of property is with the

homeowner; however, some homeowners and landlords do not have the necessary resources or motivation to keep their homes in good repair. There is a need to continue to enforce maintenance and incentive investment to address disrepair and prevent the loss of existing affordable housing stock to demolition.

It was also identified that there is misunderstanding and biased negative perceptions of higher density development and non-market housing by the public. These attitudes can serve as major obstacles to building inclusive neighbourhoods and preventing affordable infill housing in existing neighbourhoods. A greater understanding and acceptance of higher density development and non-market housing is needed to help address housing affordability and provide access to housing options to meet the needs of members of the community.

5.6 INFORMATION AND COLLABORATION

Prince Albert has a number of competent not-for profit housing organizations with a knowledge and understanding of the local housing situation. These groups provide a significant number of social housing units and remain active in trying to further progress the housing supports in the community. Several of these organizations have representation on the Housing Committee. The mission statement of the committee is broad and does not provide a clear direction for the group. Resources are also limited to effectively support the work of the committee. The existing framework of the housing committee has resulted in the individual parts being more effective than the whole. There is an opportunity for this group to serve as a more collective and effective catalyst and facilitator to address housing challenges and represent a strong lobbying voice at a provincial level.

Information on the housing supports provided by organizations in the community along with additional housing information and incentives available through the City are not centrally located and easily accessible by the general public. As a result, existing programs and supports may be underutilized and failing to assist the community in realizing their full potential. Although there appears to be a clear understanding of the housing situation within the city, limited data is collected and compiled to specifically assess demands, needs and housing trends in the community. Under the Homeless Individuals and Families Information System (HIFIS) providers of support housing services are able to compile data using an electronic record management system. This system did not appear to be well accepted and well utilized by organizations in Prince Albert. Further understanding of the information that can be collected and implementation of an appropriate record system should be considered.

6 Housing Priorities and Strategies

The Following priorities and strategies have been developed to help guide the community in a unified direction to address housing issues and demands. It should be noted that priorities to address gaps and deficiencies along the housing continuum will often overlap and identified strategies can support multiple priorities. The identified recommendations take into consideration Prince Albert's current and projected housing needs, community concerns and input and the capacity of the city and stakeholders to support housing initiatives.

6.1 PRIORITY – SUPPORT INCREASED SUPPLY & DIVERSITY OF HOUSING

By providing a variety of housing types Prince Albert will be more socially inclusive and better equipped to meet changing community needs. Density increases in appropriate locations can create opportunities to enhance housing affordability and diversity. The private sector will be encouraged to develop a mixture of housing types with varied prices, sizes and densities to meet the housing needs of a larger segment of the population.

Increased supply of housing targeted to specific groups within the community will be supported. There is a recognized and growing demand amongst students and seniors who would benefit from purpose built residential development. The targeted supply of appropriate housing for these groups will free up existing housing stock for others in the community further addressing housing supply and affordability.

6.1.1 Key Strategies

- Support innovative designs and construction methods which help to reduce the cost of the final housing product.
- Encourage the introduction of increased densities, smaller units and alternative forms of construction including modular and ready to move units.
- Build a strong working relationship with SIAST to identify partnership opportunities and strategies to increase the supply of student housing.
- Identify an opportunity to support housing in the community that offers life skills and homeownership training that helps individuals succeed and stay in Prince Albert. This housing could be catered to individuals transitioning from living on reserve to the city and could be connected to student housing initiatives.
- Market the housing demands of targeted demographic groups and encourage the development sector to respond to identified needs.
- Support housing which may be outside the conventional market, as well as working in a collaborative manner to ensure a range of suitable affordable housing is made available across the community in a choice of locations.

6.2 PRIORITY - LAND IDENTIFICATION & AVAILABILITY

A sufficient supply of serviced land identified to meet a variety of residential development will be readily available for development by the City and private developers. Committing planning resources early on and ensuring the availability of appropriately zoned and serviced land will allow Prince Albert to be ready for growth and respond in a timely manner to market demands and developer interest. Underutilized sites and opportunities for infill development will be identified and pursued for development with consideration for affordable or targeted residential development.

6.2.1 Key Strategies

- Plan for neighbourhoods that include ownership, rental and a mixed density of housing.
- Appropriately phase residential development to support an adequate supply and mix of serviced and appropriately zoned land.
- Zone a sufficient supply of land for different densities removing barriers for the market to respond to housing needs.
- Communicate availability of serviced land to builders and developers.
- Monitor changes in market conditions and community demographics to appropriately respond to demands.
- Pre-designate areas for affordable and entry level housing in new and redeveloped areas.
- Continue to utilize an RFP process around City lands to induce development of targeted housing forms.
- Engage housing stakeholders, including the development sector, in comprehensive planning of community neighbourhoods.
- Establish an infill development program that identifies targeted objectives, incentives and initiatives that set the stage for enabling and encouraging infill development.
- Identify larger sites appropriate for targeted housing development including student residence and senior's complexes.
- Discount or waive offsite levies for affordable/entry level housing.
- Support the development of affordable housing on underutilized sites, sites with deteriorating buildings, and brownfield sites.

6.3 PRIORITY – ENHANCED CAPACITY & PROACTIVE APPROACH TO HOUSING

The knowledge and capacity of the organizations representing the existing Housing Committee will be utilized to their full potential. The Housing Committee will be restructured and redefined providing a clear mandate and specific targeted objectives. Sufficient resources and supports will be made available to the group allowing them to undertake a more active role. The new organizational model will take on an educational role designed to build community awareness and support for affordable housing. The new entity will also utilize their existing reputation and the support of the City to take on an advocacy role at the provincial level, representing a collective voice for Prince Albert housing.

Saskatchewan Housing Corporation (SHC) recently identified their intention to sell government owned single family housing units in Prince Albert and reinvest proceeds to develop new medium density multiple unit housing for low income and moderate income families. Active discussion with SHC should take place to ensure funds are invested back into Prince Albert and to determine the most strategic reinvestment. There are also a number of additional housing programs and incentives currently provided by Saskatchewan Housing Corporation. Prince Albert is currently utilizing a few of the programs but further review and utilization of these programs could help to leverage funding and respond to existing housing challenges.

The City will adopt the residential policies and objectives contained within the draft Official Community Plan and will actively support their implementation. Sufficient funds will also be allocated by the City to demonstrate their commitment and to leverage additional resources.

6.3.1 Key Strategies

- Develop a new operational and organizational model for the Housing Committee including a business plan.
- Identify and invest in resources to support the Housing Committee.
- Strengthen partnerships with upper levels of government, community based organizations and the private sector.
- Coordinate the gathering and monitoring of local housing data.
- Establish a central website for housing information and links to resources and contacts.
- Conduct public meetings and workshops to disseminate housing information regarding initiatives and incentives and reduce potential NIMBY reactions.
- Mobilize the community to support affordable housing through community land trusts and alternative financing models.
- Encourage the establishment of a housing and homelessness foundation.
- Increase the reserve fund for social housing.
- Investigate mortgage support programs that would assist individuals to enter into homeownership who otherwise could not afford the down payment.

6.4 PRIORITY – IMPROVED MUNICIPAL PROCESS

The City of Prince Albert has a range of authority, responsibility and local expertise which provide them with the unique ability to take a leadership role in helping meet the communities housing needs. The City should undertake a thorough review of their development process to ensure it is aligning with their housing policies and priorities as well as providing a clear and consistent environment to encourage housing development and reduce barriers and delays.

The City can also consider a range of land use planning and financial tools to help promote a full range of housing types. Existing and available housing incentives should be reviewed to determine whether they can help address priorities and achieve desired outcomes. The model established to allocate financial reserves to social housing is viewed as a positive contribution. Clear guidelines should be established

around how these funds will be administered. Opportunities to expand and leverage these funds should also be explored to ensure they are sufficient to impact the housing situation.

The community planning and bylaw enforcement process can also be utilized to focus on strategies to repair, renew and expand the housing stock in existing neighbourhoods. Existing affordable and rental housing should be protected and continue to be recognized as an asset to the community.

6.4.1 Key Strategies

- Continue to support a strong non-profit sector to ensure long-term provision of existing social housing.
- Explore new partnerships and funding models to assist entry into homeownership including the development of new mortgage options and down payment supports.
- Promote, participate in and build on existing SHC programs to leverage new construction ensuring that the cost reductions realized through initiatives are fairly reflected in reduced housing prices.
- Support SHC's repair and renovation incentives including the rental repair incentive and continue to implement enforcement to ensure compliance with existing standards.
- Review enforcement of housing bylaws and commit resources to conduct inspections ensuring compliance with building standards.
- Implement education programs for home maintenance, similar to classes for home purchasing and mortgage instructions.
- Address barriers, real and perceived, which may have prevented the success of past development proposals.
- Establish guidelines for the development process that are clear, consistent and promote a streamlined approval process for residential development.
- Review existing residential policy incentives to identify their effectiveness and capitalize on other existing provincial funding programs.
- Encourage and support an environment where the market is more likely to supply housing that is inclusive, innovative, and integrated.
- Introduce a housing density target in planning new neighbourhoods.

6.5 HOUSING PRIORITY AND STRATEGY MATRIX

The housing priorities and strategies are condensed into a matrix on the following two pages. The strategies have been assigned a timeframe of immediate, medium-term, long-term and on-going and are arranged accordingly. Columns to identify the strategy lead, partners, date initiated and status have been included in the matrix to track the progress and implementation of the strategies.

Priority	Strategy	Timeframe	Lead	Partners	Date Initiated	Status
Support Increased Supply & Diversity of Housing	Encourage the introduction of increased densities, smaller units and alternative forms of construction which may include modular and ready to move units.	Immediate				
	Build a strong working relationship with SIAST to identify partnership opportunities and strategies to increase the supply of student housing.	Immediate				
Land Identification & Availability	Plan for neighbourhoods that include ownership, rental and a mixed density of housing.	Immediate				
Enhanced Capacity & Proactive Approach to Housing	Develop a new operational and organizational model for the Housing Committee including a business plan.	Immediate				
	Identify and invest in resources to support the Housing Committee.	Immediate				
	Increase the reserve fund for social housing.	Immediate				
Improved Municipal Process	Introduce a housing density target in planning new neighbourhoods.	Immediate				
	Promote, participate in, and build on existing SHC programs to leverage new construction ensuring that the cost reductions realized through initiatives are fairly reflected in reduced housing prices.	Immediate				
	Support SHC's repair and renovation incentives including the rental repair incentive and continue to implement enforcement to ensure compliance with existing standards.	Immediate				
	Review and assess existing residential policy incentives to evaluate their effectiveness and capitalize on other existing provincial funding programs.	Immediate				
	Review past development proposals and seek to address barriers, real and perceived, which may have prevented the success of these proposals.	Immediate				
	Continue to employ development process guidelines that are clear, consistent and promote a streamlined approval process for residential development.	Immediate				

Priority	Strategy	Timeframe	Lead	Partners	Date Initiated	Status
Support Increased Supply & Diversity of Housing	Identify an opportunity to support housing in the community that offers life skills and homeownership training that helps individuals succeed and stay in Prince Albert. This housing could be catered to individuals transitioning from living on reserve to the city and could be connected to student housing initiatives.	Medium-term				
	Acknowledge the housing demands of targeted demographic groups and encourage the development sector to respond to identified needs through the Official Community Plan policies and zoning regulations.	Medium-term				
	Support housing which may be outside the conventional market, as well as working in a collaborative manner with the development community to ensure a range of suitable affordable housing is made available across the community in a choice of locations.	Medium-term				
Land Identification & Availability	Appropriately phase residential development to support an adequate supply and mix of serviced and appropriately zoned land to minimize development delays.	Medium-term				
	Zone a sufficient supply of land for different densities removing barriers for the market to respond to housing needs.	Medium-term				
	Establish an infill development program that identifies targeted objectives, incentives and initiatives that set the stage for enabling and encouraging infill	Medium-term				
	Identify larger sites appropriate for targeted housing development including student residence and senior's complexes.	Medium-term				
	Discount or waive offsite levies for affordable/entry level housing.	Medium-term				
Enhanced Capacity & Proactive Approach to Housing	Strengthen partnerships with upper levels of government, community based organizations and the private sector.	Medium-term				
	Coordinate the gathering and monitoring of local housing data.	Medium-term				
	Establish a central website for housing information and links to resources and contacts.	Medium-term				
Improved Municipal Process	Review enforcement of housing bylaws and commit resources to conduct inspections ensuring compliance with building standards.	Medium-term				
Land Identification & Availability	Pre-designate areas for affordable and entry level housing in new and redeveloped areas.	Medium-term				
	Engage housing stakeholders, including the development sector, in comprehensive planning of community neighbourhoods.	Medium-term				

Priority	Strategy	Timeframe	Lead	Partners	Date Initiated	Status
Enhanced Capacity & Proactive Approach to Housing	Conduct public meetings and workshops to disseminate housing information regarding initiatives and incentives and reduce potential NIMBY reactions.	Long-term				
	Mobilize the community to support affordable housing through community land trusts and alternative financing models.	Long-term				
	Encourage the establishment of a housing and homelessness foundation.	Long-term				
	Investigate mortgage support programs that would assist individuals to enter into homeownership who otherwise could not afford the down payment.	Long-term				
Improved Municipal Process	Explore new partnerships and funding models to assist entry into homeownership including the development of new mortgage options and down payment supports.	Long-term				
	Implement education programs for home maintenance, similar to classes for home purchasing and mortgage instructions.	Long-term				
Support Increased Supply & Diversity of Housing	Support innovative designs and construction methods which help to reduce the cost of the final housing product.	On-going				
Land Identification & Availability	Communicate availability of serviced land to builders and developers.	On-going				
	Monitor changes in market conditions and community demographics to appropriately respond to demands.	On-going				
	Continue to utilize an RFP process around City lands to induce development of targeted housing forms.	on-going				
	Support the development of affordable housing on underutilized sites, sites with deteriorating buildings, and brownfield sites.	On-going				
Improved Municipal Process	Continue to support a strong non-profit sector to ensure long-term provision of existing social housing.	On-going				
	Encourage and support an environment where the market is more likely to supply housing that is inclusive, innovative, and integrated.	On-going				

7 Performance Measurement Framework

The Housing Plan should be viewed as a dynamic document. The identified housing needs, priorities, and strategies contained within the Housing Plan will evolve overtime as strategies are implemented and conditions shift due to changing demographics, housing development and economic influences. The housing conditions and the impact of implemented housing initiatives should therefore be monitored and measured to ensure the housing plan remains relevant and responsive to the needs of Prince Albert. It is recommended that a housing summary report be developed on an annual basis to support the monitoring of the housing situation. The following components should be monitored and contained within the housing summary report.

1. Change in housing situation:
 - Housing development summary (# units, type, location)
 - Land availability
 - Rental summary (vacancy rate, average rents)
 - Social housing demand and availability
2. Funding opportunities and policy directions by other levels of government
3. Housing committee update
4. Priority and strategy update:
 - Status update of implemented strategies
 - Updated housing priority and strategy matrix
 - Uptake and impact of initiatives
 - Action plans

The development of the annual housing summary report and the prioritization of the suggested strategies should be done in collaboration by the City and the Housing Committee. The annual update will provide an opportunity to ensure the Housing Committee has clear direction and their contribution and the implementation of housing initiatives remains aligned with the City's overall vision and objectives.

To support the implementation of strategies contained within the Housing Plan it is recommended that the City pursue the action component of SHC's Encouraging Community Housing Options (ECHO) grant. A grant of up to \$10,000 in matching contributions can be available to Prince Albert under the program to help the City take action on strategies identified in the Housing Plan.

A

Appendix A - Developer & Builder Questionnaire

Prince Albert Housing Plan

Developer & Builder Questionnaire

The City of Prince Albert has engaged Associated Engineering (AE) to develop a housing plan to be completed by the end of 2012. The housing plan will explore the current housing needs and demands and provide housing strategies for the entire community considering a 15 year planning horizon. As part of the process AE will be engaging stakeholders to gain an understanding of the existing housing situation and future considerations. The development community has been identified as a key stakeholder group and we are requesting your assistance by filling out this questionnaire to the best of your ability. We encourage you to provide any information you feel is relevant and would be beneficial to this project.

Contact Information

Name: _____ Tel: _____
Organization: _____ Email: _____

Questionnaire

1. Describe housing projects in Prince Albert you are currently or have previously been involved in. (housing form, number of units, price per unit, location, year, etc.).

2. Have you completed housing projects in other communities? If so, please identify and describe briefly.

3. Describe any barriers or issues you have encountered during your recent housing projects in Prince Albert related to the development, planning, policy or zoning processes. Provide any suggestions for improvement.

4. Have you considered or utilized any innovative approaches to construction, design or financing that might be used to address housing needs? If so, what was the result and what challenges did you face?

5. From your perspective, how would you characterize the current housing demand in Prince Albert and surrounding area?

6. What barriers exist to responding to housing demand?

7. What provincial housing incentives have you employed or considered and why?

8. Are there particular target groups in the City that you feel are not being met by current programs or inventories? If so, please identify.

9. What information would assist you in your business plan or marketing analysis to achieve a greater understanding of the available housing supply and meet the needs of target groups for affordable housing?

10. What should the top housing priority be for Prince Albert?

11. Please provide any additional comments.

B Appendix B - SHC and CMHC Funding Programs

Saskatchewan Housing Corporation
Funding Programs

Housing Programs In Saskatchewan

- **Black text** = pre-existing provincial government housing programs (i.e. existing prior to release of the housing strategy)
- † **Green text** = pre-existing strategies that have been redesigned and improved
- △ **Red text** = new provincial programs

- △ Summit Action Fund
- △ Encouraging Community Housing Options (ECHO)
 - (i) Housing Plan
 - (ii) Action

Low-Income (below SHIMs)

New Supply
- Non-Targeted

New Supply
- Targeted

Sustaining Existing Supply

Affordability

Emergency Shelter Funding***
• Partnership with Habitat for Humanity
• Shelter Enhancement Program - New

† Rental Repair
• Adaptation for Independence
• Shelter Enhancement Program - Renovation

† Homeowner Repair
• Adaptation for Independence

• Social Assistance Shelter (indexed)***
• Social Housing Rental
• Saskatchewan Rental Housing Supplement (indexed)***
• SHC Rent Supplement

Moderate-Income (below SHIMs)

△ Rental Construction Incentive
△ Corporate Income Tax Rebate on New Rental Housing*
△ Headstart on a Home**
△ Headstart Equity Builder (Credit Unions)

• Affordable Rental Development
△ Affordable Home Ownership program
† Secondary Suites
• Conversion
• ECHO - Development

Affordable Housing Rental
△ Saskatchewan First-Time Homebuyers Tax Credit****

Higher-Income (above SHIMs)

* Provided through Saskatchewan Housing Corporation and the Ministry of Finance

** Provided through the Crown Investments Corporation

*** Provided through the Income Assistance and Disability Services Division, Ministry of Social Services

**** Provided through the Ministry of Finance



What is the Affordable Housing Rental Program?

The program offers rental housing, commonly referred to as “affordable housing”, for people with moderate incomes. The rent is set at the low end of the private rental housing market for each community.

Affordable housing is available in over 80 communities in Saskatchewan and is suitable for seniors and families.

For families, affordable housing is intended to be short-term until a family is able to afford to buy or rent a home in the private housing market. For seniors, affordable housing is intended for the long-term.

Who is the program for?

Anyone may apply, but affordable housing is intended for people with a moderate income who are mentally and physically capable of living independently with or without supports from family, community, and health or social services agencies.

Applications are approved based on income with priority given to applicants who have the lowest income.

How to apply

Applications are available from your local housing authority. For more information please contact your nearest office:

If you live in the four largest cities:

- | | |
|-----------------------------------|----------------|
| • Moose Jaw Housing Authority | (306) 694-4055 |
| • Prince Albert Housing Authority | (306) 953-7420 |
| • Regina Housing Authority | (306) 525-2377 |
| • Saskatoon Housing Authority | (306) 668-2700 |

If you live south of Prince Albert: call **1-800-814-8688** for the number of the nearest office.

If you live north of Prince Albert: call **1-800-667-9656** for the number of the nearest office.



Affordable Home Ownership Program

The Affordable Home Ownership Program:

- provides financial assistance to help municipalities stimulate homeownership
- reimburses participating municipalities an amount up to the equivalent of five years of the education portion of the property tax to provide homeowners assistance with the purchase of a home.

Eligibility:

- Eligible municipalities must have a homeownership program which supports the acquisition of a home.
- The new homeowner (grant recipient):
 - Must have household income tested and household must be of moderate income;
 - Must complete a homeownership training course; and
 - Must meet any requirements established by the municipality's program.
- The municipality must contribute an amount at least equal to the amount of the municipal and education portion of property taxes to the new home's purchase price, either in cash or equivalent (e.g. land, etc.) to be used towards the down payment
- Eligible units are limited to new construction or units converted from non-residential to residential use.

Other Details:

- A maximum period of five years support per property.
- The property must remain in good standing in the municipality's program.
- Funding is available on a first come first served basis.
- A maximum grant of \$5,000 per household.

For information on this new program: contact the Saskatchewan Housing Corporation at **933-6292 (toll free 1-866-245-5758)** or the AHOP Program directly via email at: AHOP@gov.sk.ca.

For all other programs visit: www.socialservices.gov.sk.ca/housing or if you live within the Northern Administration District (NAD), contact the Saskatchewan Housing Corporation toll free at **1-800-667-9656**.

If you live in central Saskatchewan, contact the Saskatchewan Housing Corporation toll free at **1-866-245-5758**; in Saskatoon call **933-6292**.

If you live in southern Saskatchewan, contact the Saskatchewan Housing Corporation toll free at **1-800-667-7567**.



**Saskatchewan
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Conversion Initiative

KNOW THE FACTS

Conversion Initiative:

- Provides financial assistance to property owners to convert a non-residential property into affordable rental housing units for low- to moderate-income households.

Assistance:

- A forgivable loan to a maximum of \$30,000 for self-contained rental units or a maximum of \$23,000 per unit for rooming house units. Property owner is responsible for all required repair costs beyond the maximum assistance provided.

Eligibility:

- Eligible properties are those which are environmentally safe, can be feasibly converted to residential accommodation and are located off-reserve.
- Applicants must own the property and house eligible tenants with annual household income below the applicable income limits as set by Saskatchewan Housing Corporation.
- Applicants must keep rents affordable based on the Saskatchewan Housing Corporation rent schedule for the term of the loan.

Other Details:

- Work completed prior to receiving written approval from Saskatchewan Housing Corporation does not qualify for funding.
- Once approval is granted, work must be completed within twelve months.

Mail completed application to:

Saskatchewan Home Repair Program
Suite 900 – 1920 Broad St.
Regina, SK S4P 3V6

For further information:

Phone: 306-787-4177
Toll Free: 1-800-667-7567
Visit our website:
www.socialservices.gov.sk.ca/housing





Corporate Income Tax Rebate on New Rental Housing

KNOW THE FACTS

As a means to increase the supply of rental housing to the general public, the Corporate Income Tax Rebate on New Rental Housing provides a 10 year non-refundable Saskatchewan Corporate Income Tax (CIT) rebate to eligible corporations whose sole purpose is the rental of newly developed eligible multi-unit residential rental housing in Saskatchewan. The annual rebate during the 10 year eligibility period is calculated as 10 per cent of the amount of eligible income earned directly from the rental of eligible rental units.

The Corporate Income Tax Rebate on New Rental Housing Offers:

- A ten percentage point reduction in the general Corporate Income Tax (CIT) rate levied on income earned from the rental of newly developed qualifying multi-unit rental housing.

You Are Eligible For the Corporate Income Tax Rebate on New Rental Housing if:

- You are a private or public corporation with a permanent establishment in Saskatchewan and are solely engaged in the rental of newly constructed / developed eligible multi-unit residential rental housing in Saskatchewan.

Other Important Details:

- Eligible rental housing includes newly constructed multi-unit rental housing projects which can include:
 - new construction including modular construction (e.g. apartment, row); and,
 - conversion of non-residential property to rental units (e.g. warehouse space conversion).
- Eligible multi-unit rental housing must consist of at least eight (8) fully self-contained rental units (i.e. full bathroom and kitchen facilities in each suite).
- Multi-unit assisted living housing projects for seniors are also eligible provided that they meet the general conditions listed above and are not included in the housing that is specifically excluded. These units do not have to be fully self-contained due to the nature of the housing project.

KNOW THE FACTS

- Housing specifically excluded from the tax rebate includes living accommodation:
 - in a hotel, motel, motor hotel, resort, lodge or tourist camp, cottage, cabin, trailer, tourist home, bed and breakfast establishment or a farm vacation home;
 - in a rooming house;
 - provided for crisis or emergency shelters;
 - in a hospital, health centre, addiction treatment centre, special-care home, residential treatment centre or other facility that is designated pursuant to The Regional Health Services Act;
 - in a personal care home that is licensed pursuant to The Personal Care Homes Act’;
 - located on property that is being farmed if the living accommodation is being rented by a person engaged in farming that property; and,
 - for employee housing projects where eligibility for tenancy is limited by where one works / job site, and; units are not available for rent by the general public.
- Units registered under a building permit dated on or after March 21, 2012 and before January 1, 2014 are eligible to apply, assuming all other terms and conditions are met.
- Units must be available for rent by December 31, 2016.
- Acceptance is on a first come, first served basis. A maximum of 10,000 units will be eligible.
- The rebate can be determined based on a detailed calculation of “eligible rental income” or based on a simplified proxy calculation using “gross rental revenue.” The corporation may choose its preferred option, which will be used for the full 10 year rebate eligibility period.
- The corporation’s eligibility for the tax rebate will begin once the corporation is in a taxable position and will continue for a period of up to 10 consecutive years.
- Each year, eligible projects must submit the appropriate forms and documentation to receive that year’s rebate.

For More Information:

Contact the Saskatchewan Housing Corporation by calling the SHC office in Regina at 787-4177 or toll free at 1-800-667-7567, or by visiting SHC’s website at <http://www.socialservices.gov.sk.ca/housing>.



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Encouraging Community Housing Options – Action Component

KNOW THE FACTS

The Encouraging Community Housing Options Action Component:

- helps municipalities and regional partnerships to take action on strategies identified in a Housing Plan or to address a housing need identified through an assessment.
- provides municipalities and regional partnerships with a provincial grant of up to \$10,000 to match municipal expenditures.

Eligibility:

- Municipalities or regional partnerships with populations over 2,500.
- Municipalities must have an Official Community Plan (OCP), or be in the process of developing an OCP. In the case of a regional partnership, the lead municipality must have an OCP or be in the process of developing an OCP.
- Municipalities must prove the implementation of the strategy will address a housing need identified within a Housing Plan or another type of assessment.
- The municipality or regional partnership must contribute an amount at least equal to the funding request.

Other Details:

- Applications will be processed on a first come, first served basis.
- Funds must be used within six months of signing the agreement.
- This program applies to off-reserve housing.

For information on this program: Contact the Saskatchewan Housing Corporation at **787-4177 (toll-free 1-800-667-7567)** or the ECHO program directly via e-mail at: ECHO@gov.sk.ca.

For all other programs visit: www.socialservices.gov.sk.ca/housing.

If you live within the Northern Administration District (NAD), contact the Saskatchewan Housing Corporation toll free at **1-800-667-9656**.

If you live in central Saskatchewan, contact the Saskatchewan Housing Corporation toll free at **1-866-245-5758**; in Saskatoon **933-6292**.

If you live in southern Saskatchewan, contact the Saskatchewan Housing Corporation toll-free at **1-800-667-7567**.



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Encouraging Community Housing Options – Housing Plan Component

KNOW THE FACTS

The Encouraging Community Housing Options (ECHO) Housing Plan Component:

- helps municipalities and regional partnerships to develop a Housing Plan to better understand housing needs across the entire housing continuum.
- provides municipalities and regional partnerships with a provincial grant of up to \$20,000 to match municipal expenditures.

Eligibility:

- Municipalities or regional partnerships with populations over 2,500.
- Municipalities must have an Official Community Plan (OCP), or be in the process of developing an OCP. In the case of a regional partnership, the lead municipality must have an OCP or be in the process of developing an OCP.
- The municipality or regional partnership must contribute an amount at least equal to the funding request.

Other Details:

- Applications will be processed on a first come, first served basis.
- Funds must be used within six months of signing the agreement.
- This program applies to off-reserve housing.

For information on this program: Contact the Saskatchewan Housing Corporation at **787-4177 (toll-free 1-800-667-7567)** or the ECHO program directly via e-mail at: ECHO@gov.sk.ca.

For all other programs visit: www.socialservices.gov.sk.ca/housing.

If you live within the Northern Administration District (NAD), contact the Saskatchewan Housing Corporation toll free at **1-800-667-9656**.

If you live in central Saskatchewan, contact the Saskatchewan Housing Corporation toll free at **1-866-245-5758**; in Saskatoon **933-6292**.

If you live in southern Saskatchewan, contact the Saskatchewan Housing Corporation toll-free at **1-800-667-7567**.



Headstart on a Home

Headstart on a Home (Headstart) is a new provincial program that will support rental households that can afford homeownership to purchase a home.

It is expected that the program will create a minimum of 1,000 new entry level homeownership opportunities for moderate-income households over the next five years.

Program criteria includes:

- Loans will be provided to developers for 90 per cent (remaining 10 per cent provided by the developer) of construction cost including land costs at four per cent interest rate (which may be adjusted over time based on market conditions).
- The construction of new or redeveloped housing projects with valued in the range of \$180,000 to \$300,000 depending on the municipality.
- Projects may include condominiums, multi-unit, single family dwellings, modular homes, ready to move, warehouse conversions, etc.
- Pre-sales of homes are not required.
- Projects must add to the existing housing supply and not decrease the current rental supply (i.e. no condominium conversions).
- The homeowner will be subject to provisions to deter “flipping.”

Please watch our website www.socialservices.gov.sk.ca/housing for further details.



Rental Construction Incentive

The Rental Construction Incentive:

- helps municipalities to develop new purposely-built rental housing
- provides municipalities with a provincial grant of up to \$5,000 to match municipal grants or incentives to an owner for each eligible new rental unit constructed

Eligibility:

- To be eligible for the maximum grant, the municipality must provide an incentive of \$5,000 per unit.
- The municipality may provide that incentive either in the form of the equivalent of the municipal property tax for a period up to five years, or other equivalent (e.g. land), or an up-front incentive.
- Purposely-built new rental unit construction (e.g. apartment, row, etc.) and non-residential property conversion to rental units are eligible. Units started or under construction over the life of the program (2011-2015) are also eligible.
- Buildings/projects that are receiving funding under other provincial government housing development programs **are not eligible** for this funding.

Other Details:

- Municipalities offering incentives must register with Saskatchewan Housing Corporation (SHC) stating their intent and describing their program, including the type of incentive offered and the estimated number offered per year.

For information on this new program:

Contact the Saskatchewan Housing Corporation at **933-6292 (toll free 1-866-245-5758)** or the RCI Program directly via email at RCI@gov.sk.ca.

For all other programs visit: www.socialservices.gov.sk.ca/housing or

If you live within the Northern Administration District (NAD), contact the Saskatchewan Housing Corporation toll free at **1-800-667-9656**.

If you live in central Saskatchewan, contact the Saskatchewan Housing Corporation toll free at **1-866-245-5758**; in Saskatoon call **933-6292**.

If you live in southern Saskatchewan, contact the Saskatchewan Housing Corporation toll free at **1-800-667-7567**.



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Rental Development Program

KNOW THE FACTS

The Rental Development Program:

- provides one-time capital funding to assist non-profit corporations, co-operative groups, municipalities and the private sector to develop affordable rental units for low-to-moderate income households.
- helps increase the supply of affordable housing for low-to-moderate households that is priced at or below the average market rent for comparable housing in that community or area.

The Rental Development Program offers:

- a forgivable loan of up to a maximum of 70 per cent of total capital funding for a project for new construction.
- a forgivable loan of up to a maximum of 70 per cent of total capital funding for a project for acquisition and renovation. For acquisition and renovation, capital costs are not to exceed 75 per cent of replacement (i.e. new construction).

You are eligible for the Rental Development Program if:

- You are a sponsor from a non-profit corporation, co-operative group, municipality, or the private sector that is in good standing with the Saskatchewan Housing Corporation (SHC). Individuals representing community associations, service groups, charities, church organizations, or other agencies that intend to incorporate may be eligible.
- You can demonstrate that you practice good governance and have the capacity to deliver any proposed service or have the support/partnership from a recognized agency to ensure the delivery of services.
- You can contribute a minimum of 30 per cent of the total capital cost of the project.



HOME TO CANADIANS

H01FS - 12/11

(over)

KNOW THE FACTS

- Your project's housing units are targeted to households with an annual gross household income at or below the Maximum Income Limits (MILs) as established by SHC.

Other Important Details

- Sponsors must develop a minimum of four (4) units to qualify for the program.
- Housing units must be modest in floor area, design and amenities, and based on household needs and community norms.
- Rents must be set at or below average market housing rents for comparable housing in that community or area.
- Housing units must foster independent living. Institutional licensed facilities where care is being provided, such as personal care homes, are not eligible.
- Priority will be given to low-income client groups that include, but are not limited to:
 - households with dependents;
 - youth/young adults at risk such as youth in transition exiting the corrections system or child welfare system;
 - supportive housing such as First Nation and Métis students from rural or remote areas attending school away from their home communities; and
 - youth with multiple needs.

For more information:

If you live within the Northern Administration District (NAD), contact the Saskatchewan Housing Corporation toll free at 1-800-667-9656.

If you live in central Saskatchewan, contact the Saskatchewan Housing Corporation toll free at 1-866-245-5758; in Saskatoon call 933-6292.

If you live in southern Saskatchewan, contact the Saskatchewan Housing Corporation toll free at 1-800-667-7567.



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Saskatchewan Home Repair Program – Adaptation for Independence

KNOW THE FACTS

Adaptation for Independence:

- Provides financial assistance for low- to moderate-income households to modify their dwellings to improve the accessibility for a household member or tenant with a housing-related disability to live independently.

Assistance:

- A forgivable loan to a maximum of \$23,000. The property owner is responsible for all costs greater than the approved amount.

Eligibility:

- Homeowners, applicants must own and occupy the property as their principal residence and have a household member with a housing-related disability.
 - The household income and asset levels must be at or below the established income and asset limits as determined by Saskatchewan Housing Corporation.
- Rental property owners must rent self-contained units or rooms in a rooming house to low-income households that include persons with housing-related disabilities.
 - Rental property owners must keep rents affordable based on the Saskatchewan Housing Corporation rent schedule for the term of the loan.
- The annual household income must be at or below the income limits established by Saskatchewan Housing Corporation.
- Property must meet the minimum health and safety standards to be eligible for funding. Applicants may be eligible for funding under Homeowner Repair or Rental Repair to bring the property up to minimum health and safety standards.

Other Details:

- Modifications required must be identified by a qualified health practitioner.
- Repairs completed prior to receiving written approval from Saskatchewan Housing Corporation do not qualify.
- Once approval is granted, work must be completed within six months.



H08-FS 04/12

Mail completed application to:

Saskatchewan Home Repair Program
Suite 900 – 1920 Broad St.
Regina, SK S4P 3V6

For further information:

Phone: 306-787-4177
Toll Free: 1-800-667-7567
Visit our website:
www.socialservices.gov.sk.ca/housing



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Saskatchewan Home Repair Program – Homeowner Repair

KNOW THE FACTS

Homeowner Repair:

- Provides financial assistance for low- to moderate-income homeowners to undertake major repairs to their dwelling that will bring the unit up to minimum health and safety standards. OR
- Provides financial assistance for low- to moderate-income homeowners to undertake emergency repairs to their dwelling.

Assistance:

- A forgivable loan to a maximum of \$23,000 to address health and safety standard issues and extend the useful life of the property by fifteen (15) years. A maximum of \$6,000 is available for emergency repairs. Emergency repair assistance is exempt from the minimum health and safety and 15 year useful life extension requirements. The homeowner is responsible for all costs greater than the approved amount.

Eligibility:

- Applicants must own and occupy the property as their principal residence.
- The annual household income must be at or below the established income limits as determined by Saskatchewan Housing Corporation.
- The household asset level must be at or below the established asset limits as determined by Saskatchewan Housing Corporation.
- The property must be substandard or deficient and require major repairs or be lacking in basic facilities in at least one of these components structural, electrical, plumbing, heating system, or fire safety.

Other Details:

- Repairs completed prior to receiving written approval from Saskatchewan Housing Corporation do not qualify for assistance.
- Once approval is granted, the homeowner must have all work completed within six months for health and safety repairs, and three months for emergency repairs.

Mail completed application to:

Saskatchewan Home Repair Program
Suite 900 – 1920 Broad St.
Regina, SK S4P 3V6

For further information:

Phone: 306-787-4177
Toll Free: 1-800-667-7567
Visit our website:
www.socialservices.gov.sk.ca/housing



H10-FS 04/12



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Saskatchewan Home Repair Program – Rental Repair

KNOW THE FACTS

Rental Repair:

- Provides financial assistance to rental property owners to undertake repairs to units occupied by low-income tenants which will bring the units up to minimum health and safety standards.

Assistance:

- A forgivable loan to a maximum of \$30,000 per unit for self-contained suites in a multi-unit building, or \$23,000 per unit for rooming house units or single family dwellings.
- Rental property owners are required to contribute a minimum of 25 per cent of the eligible repair costs.

Eligibility:

- Applicants must own the property and house tenants with annual household income below the applicable income threshold as set by Saskatchewan Housing Corporation.
- Applicants must keep rents affordable based on the Saskatchewan Housing Corporation rent schedule for the term of the loan.
- Property must be below minimum health and safety standards to be eligible for funding.

Other Details:

- Repairs completed prior to receiving written approval from Saskatchewan Housing Corporation do not qualify.
- Once approval is granted, work must be completed within 12 months.

Mail completed application to:

Saskatchewan Home Repair Program
Suite 900 – 1920 Broad St.
Regina, SK S4P 3V6

For further information:

Phone: 306-787-4177
Toll Free: 1-800-667-7567
Visit our website:
www.socialservices.gov.sk.ca/housing





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Secondary Suite Program

KNOW THE FACTS

- Provides financial assistance to eligible homeowners and rental property owners to construct or renovate a secondary suite in the form of a forgivable loan for 50% of the total construction/renovation costs to a maximum of \$30,000 per suite.
- Helps increase the supply of affordable housing for low- to moderate-income people.

Eligibility Criteria:

- Applicants must own existing property or be in the process of purchasing or contracting* a newly constructed home that includes plans to develop a secondary suite.
- Applicants must house eligible tenants that have an annual gross household income below the applicable income threshold as set out by Saskatchewan Housing Corporation.
- Applicants must keep rents affordable based on the Saskatchewan Housing Corporation rent schedule for the term of the loan.
- The secondary suite must be a private, self-contained residential unit that meets all national, provincial and municipal bylaws, codes and standards.

NOTE: Applicants must receive written funding approval from Saskatchewan Housing Corporation prior to commencing renovations on an existing suite OR prior to placing the first initial tenant in a new suite.

* New construction applications where land has not been transferred to the purchaser must be accompanied by: the Developer building permit, a copy of the plans and building specifications, copy of the sales agreement/building contract, a breakdown of building costs associated with the secondary suite, and purchaser confirmation of financing.

Mail completed application to:

Saskatchewan Housing Corporation
Rental Repair Programs
11th Floor, 1920 Broad St.
Regina, SK S4P 3V6

For further information:

Phone: 306-787-4177
Toll Free: 1-800-667-7567
Visit our website:
www.socialservices.gov.sk.ca/housing





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Shelter Enhancement Program – New

KNOW THE FACTS

Shelter Enhancement Program – New:

- Provides financial assistance to increase the number of emergency shelters and second stage housing units available for victims of family violence, or households in need.

Assistance:

- A forgivable loan amount up to 100 per cent of the project capital costs. No assistance will be provided to cover ongoing operating costs.

Eligibility:

- Non-profit corporations, First Nations groups, or charities whose principal objective is to operate housing for victims of family violence, or households in need.
- Project must be located off-reserve.
- Project must create additional shelter units or second stage housing accommodation for victims of family violence, or households in need.
- Project must be designed to provide interim accommodation, not permanent accommodation.
- Sponsors must submit proof of a confirmed need or demand for their proposal.
- Sponsors must submit a viable capital plan and an operations sustainability plan that identifies all sources of long-term project and program funding.

Mail completed application to:

Saskatchewan Home Repair Program
Suite 900 – 1920 Broad St.
Regina, SK S4P 3V6

For further information:

Phone: 306-787-4177
Toll Free: 1-800-667-7567
Visit our website:
www.socialservices.gov.sk.ca/housing





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Shelter Enhancement Program – Renovation

KNOW THE FACTS

Shelter Enhancement Program – Renovation:

- Provides financial assistance or repairs necessary to bring existing emergency shelters or second stage housing for victims of family violence, or households in need to an acceptable level of health, safety, and security.

Assistance:

- A forgivable loan to a maximum of \$30,000 per unit.

Eligibility:

- Non-profit corporations, First Nations groups, or charities, whose principal objective is to operate housing for victims of family violence, or households in need.
- Property must be located off-reserve.
- Property must provide emergency shelter or second stage housing for women and children, youth, or men who are victims of family violence, or households in need.
- Property must be below the minimum health and safety standards to be eligible for funding.

Other Details:

- Repairs completed prior to receiving written approval from Saskatchewan Housing Corporation do not qualify.
- Once approval is granted, work must be completed within six months.

Mail completed application to:

Saskatchewan Home Repair Program
Suite 900 – 1920 Broad St.
Regina, SK S4P 3V6

For further information:

Phone: 306-787-4177
Toll Free: 1-800-667-7567
Visit our website:
www.socialservices.gov.sk.ca/housing



H16-FS 04/12



What is the Social Housing Rental Program?

The program offers rental housing, commonly referred to as “social housing”, for people with low incomes or people who are victims of abuse. The rent is based on a tenant’s income — the lower the income, the lower the rent.

Social housing is available in over 300 communities in Saskatchewan. This housing is suitable for seniors and families, but some is suitable for persons with a disability.

For families, social housing is intended to be short-term until a family is able to afford to buy or rent a home in the private housing market. For seniors, social housing is intended for the long-term.

Tenants of social housing can form an association and apply for a grant to help them organize and co-ordinate access to community programs and services to help them maintain or increase their independence.

Who is the program for?

Anyone may apply, but social housing is intended for people with a low income who are mentally and physically capable of living independently with or without supports from family, community, and health or social services agencies.

Applications are approved based on need with priority given to applicants who:

- are homeless;
- are victims of family violence;
- spend more than 30 per cent of their gross household income on shelter, which includes rent, heat, water, and sewer costs;
- live in a home without enough bedrooms to accommodate the number and kind of people who live there; and
- live in a home that is in poor condition, aggravates a health problem, or is unsuitable for someone with a physical disability.

For more information please contact your nearest office:

If you live in the four largest cities:

- Moose Jaw Housing Authority
(306) 694-4055
- Prince Albert Housing Authority
(306) 953-7420
- Regina Housing Authority
(306) 525-2377
- Saskatoon Housing Authority
(306) 668-2700

If you live south of Prince Albert:

call **1-800-814-8688** for the number of the nearest office.

If you live north of Prince Albert:

call **1-800-667-9656** for the number of the nearest office.

SOCIAL HOUSING PROGRAM CHANGES – FACT SHEET

KEY FACTS ON SASKATCHEWAN HOUSING CORPORATION'S SOCIAL HOUSING PROGRAM

- Social Housing = rent is calculated as a percentage of income.
- Saskatchewan Housing Corporation owns/operates approximately 14,700 social housing units across the province.
- Saskatchewan currently has the most social housing units per capita of all western provinces.

FIVE MAJOR CHANGES TO THE SOCIAL HOUSING PROGRAM
<p>1. NEW ELIGIBILITY CRITERIA</p> <ul style="list-style-type: none">• No eligibility criteria currently exist around income or asset levels.• New criteria will include maximum income and asset criteria• Changes will not apply to existing tenants
<p>2. PRIORITIZATION OF APPLICANTS</p> <ul style="list-style-type: none">• Current prioritization of applicants puts the greatest emphasis on affordability• The new criteria adds things like the safety and condition of the household's existing dwelling, whether their current home is overcrowded, and consideration for those who are homeless or victims of domestic abuse.
<p>3. CHANGES TO THE RENT SCALE</p> <ul style="list-style-type: none">• Currently, rent is determined based on a complex Graduated Rent Scale that has some households paying different income levels for their rent than others.• Most tenants will now be charged rents at 30 per cent of adjusted household income, which is consistent with the CMHC National Affordability Standard ("adjusted" refers to the exclusion of benefits such as Federal and Provincial benefits for children, seniors or persons with disabilities such as Universal Child Care benefit or the Senior Income Plan)• This change will create more transparent rental rates and be fairer to both existing and prospective tenants.
<p>4. CHANGES TO THE MAXIMUM RENTAL RATE</p> <ul style="list-style-type: none">• Currently, rental rates are capped at \$800 regardless of income level.• Nearly 800 households living in social housing units currently have their rent capped at \$800, despite having income levels that would otherwise put them at rents above the cap. This includes a minimum of 15 households with incomes over \$100,000 per year.• Removing the cap should incent these households to move to the private market and create more spaces for those with the greatest housing need.
<p>5. CHANGES TO THE MINIMUM RENTAL RATE</p> <ul style="list-style-type: none">• Currently, minimum rent is \$100/month despite the fact the minimum shelter benefit from the Ministry of Social Services is \$314/month.• New tenants will pay a new minimum of \$314 and be encouraged to access the full benefits available to them.

***IN ORDER TO PROTECT THE LEAST WELL-OFF TENANTS IN SOCIAL HOUSING, NONE OF THESE CHANGES WILL APPLY TO EXISTING TENANTS PAYING UNDER \$314/MONTH.**

Canadian Mortgage and Housing Corporation
Funding Programs



CANADA MORTGAGE AND HOUSING CORPORATION

SEED FUNDING PROGRAM DETAILS



“We found out that CMHC’s Seed Funding could help with a feasibility project, to see what is possible, what kind of funding would be available, putting together a business plan and maybe a financing plan.”

Non-profit developer

04-07-12



66575

Canada 



Seed Funding

The CMHC Affordable Housing Centre has a team of experts on affordable housing that work with the private, public and non-profit sectors to help develop affordable housing. The Centre provides assistance towards the development of affordable housing projects whose viability does not require long term federal government funding.

The successful development of affordable housing requires the right skills, expertise and commitment. Proponents need to be organized, know how to evaluate housing need and demand, and find funding and other resources to take a housing project from vision to reality.

CMHC Seed Funding provides the financial assistance to carry out the initial activities required to develop a proposal for a specified affordable housing project that will result in increasing the stock of affordable housing in Canada.

What is the maximum funding amount?

The maximum amount of Seed Funding is \$20,000 per housing project.

- Up to \$10,000 is available as a grant (no repayment required)
- Up to \$10,000 may be available as an interest-free loan, which is repayable if the housing project proceeds

- In order to be eligible, all expenses must be incurred after CMHC's written approval of Seed Funding.

What types of housing projects are eligible?

Funds must be used to develop proposals for specified housing projects that will increase the stock of affordable housing in Canada. There are no restrictions on tenure type, building form or intended residents. Projects can be:

- New construction
- Conversion from non residential use to residential affordable housing
- Renovation of existing units to prevent them from demolition or abandonment

The proposed housing project must be affordable and meet the following affordability criteria.

Affordability Criteria:

Units must be modest in size, design, and amenities in relation to comparable units in the area, AND

For rental projects: Rents for the majority of units in a housing project must be within the levels representing the 80th and 65th rent percentiles (referred to as Levels 1 and 2, respectively). The rent levels are derived from the most recent data gathered

from CMHC's rental market survey and are published semi-annually by CMHC :

<http://www.cmhc.ca/en/inpr/afhoce/fias/upload/Criteria.pdf>

For homeowner projects: Units must be priced below the average selling price for comparable units in the market area (usually the MLS average for the municipality), and below comparable units in their immediate neighbourhood.

Who is eligible?

Seed Funding may be made available to any proponent planning to create a specific housing project that will be affordable. For example, the proponent may be:

- A private entrepreneur/builder/ developer
- A private non-profit housing organization
- A non-profit co-operative
- A group of individuals who may or may not intend to become incorporated
- A faith-based organization
- A municipality
- A First Nation

What activities are eligible?

Seed Funding may be used for a variety of activities in the early stages of developing a proposal for a specific housing project. In order to be eligible, all expenses must be incurred after CMHC's written approval of Seed Funding. Expenses must be directly related to the achievement of any of the following activities:

- Incorporation
- Analysis of need and demand for the proposed project
- Preliminary analysis of financial viability
- Preliminary design of the housing project
- Preparation of business plan

What activities are not eligible?

- Expenses not related to the development of the housing project proposal
- Expenses related to “hard” project development activities, such as site preparation, lot servicing, construction, renovation
- Ongoing operating expenses of the organization, such as staff salaries and benefits, travel expenses, rental of office space, premiums for liability insurance or other insurance, office supplies or equipment
- Retainer fees paid to consultants or other professionals for work to be completed in the future

How will the actual funding amount be determined?

CMHC will consider the nature of the proposal, the amount and cost of work that is required to carry out the eligible activities.

What are the conditions of funding?

Applicants selected by CMHC must sign an Agreement with CMHC that defines the terms and conditions of funding, including a list of activities for which funding is being provided and the dollar amount approved. The Agreement will specify an amount to be advanced in the form of a grant (\$10,000 or less).

After the grant has been fully advanced, a loan (of \$10,000 or less) may be advanced upon CMHC's review of the project's progress. The loan amount is interest-free, and repayable if the housing project proceeds.

CMHC will advance funds only for eligible expenses incurred after the date of written approval from CMHC that can be confirmed with invoices or receipts.

A need and demand study must be completed to CMHC's satisfaction for the proposed housing project, and an acceptable business plan must be received by CMHC before further funds will be advanced for additional approved activities.

What is the process to request a funding advance?

A letter outlining the eligible project expenses supported by invoices must be submitted to CMHC. Payments will be made to the proponent or organization.

Is there a time limit to complete the funded activities?

Funded activities must be completed within a specified time, usually one year from the date of signing of the Agreement. A longer time period may be negotiated when appropriate.

Are there any other requirements?

Quarterly reports must be submitted to CMHC to help them stay current on the project's development. The report should include project status and progress made since the last report, challenges that the project may be facing, work undertaken by consultants (if applicable), a summary of eligible expenditures for eligible Seed Funding activities and what activities are planned for the upcoming quarter.

Will recipients of Seed Funding be eligible for other CMHC initiatives?

Successful Seed Funding recipients may apply for other CMHC initiatives. However, approval of Seed Funding does not guarantee approval of other forms of CMHC assistance.

Some of CMHC's other initiatives, including interest-free repayable Proposal Development Funding loans and Mortgage Loan Insurance Flexibilities, are available only for housing projects with a minimum of five units which must also meet CMHC's affordability criteria.

For more information on CMHC's Affordable Housing Centre, our comprehensive range of affordable housing information, tools and resources, or financial assistance, such as Proposal Development Funding (http://www.cmhc.ca/en/inpr/afhoce/fias/fias_004.cfm) or Mortgage Loan Insurance Flexibilities (http://www.cmhc.ca/en/inpr/afhoce/afhoce_002.cfm), please visit www.cmhc.ca/affordablehousing or contact a CMHC representative: www.cmhc.ca/contactahc.



CANADA MORTGAGE AND HOUSING CORPORATION

PROPOSAL DEVELOPMENT FUNDING PROGRAM DETAILS



“Thanks to CMHC, the amount that I had to invest from my own funds was reduced, which allowed me to proceed more quickly, and offer more affordable rental units in a municipality that greatly needs them.”

Private sector developer

04-07-12



66983

Canada 



Proposal Development Funding (PDF)

The CMHC Affordable Housing Centre has a team of experts on affordable housing that work with the private, public and non-profit sectors to help develop affordable housing. The Centre provides assistance towards the development of affordable housing projects whose viability does not require long term federal government funding.

The Centre offers Proposal Development Funding (PDF), which are repayable interest-free loans to facilitate the development of affordable housing in Canada. PDF loans help with the up-front expenses incurred during the process of developing an affordable housing project proposal and enable housing proponents to carry out the activities required to bring their proposal to the point where they can apply for mortgage financing.

PDF loans are NOT available for housing proposals whose viability or level of affordability depends upon subsidies originating from Federal-Provincial/Territorial affordable housing agreements.

What is the maximum PDF loan amount?

Up to \$100,000 is available to develop an affordable housing project proposal. CMHC will determine the actual amount, depending on the size and

complexity of the intended project and how much development work needs to be done. In order to be eligible, all expenses must be incurred after CMHC's written approval of PDF.

What types of housing projects are eligible?

Funds must be used to develop proposals for specific housing projects that will increase the stock of affordable housing in Canada. There are no restrictions on tenure type, building form or intended residents. Projects can be:

- New construction
- Conversion from non-residential use to residential affordable housing
- Renovation of existing units to prevent them from demolition or abandonment.

The proposed housing project must be affordable and meet the following affordability criteria.

Affordability Criteria:

Units must be modest in size, design, and amenities in relation to comparable units in the area, AND

For rental projects: Rents for the majority of units in a housing project must be within the levels representing the 80th and 65th rent percentiles (referred to as Levels 1

and 2, respectively). The rent levels are derived from the most recent data gathered from CMHC's rental market survey and are published semi-annually by CMHC:

<http://www.cmhc.ca/en/inpr/afhoce/fias/upload/Criteria.pdf>

For homeowner projects: Units must be priced below the average selling price for comparable units in the market area (usually the MLS average for the municipality), and below comparable units in their immediate neighbourhood.

Who is eligible for funding?

PDF may be made available to any proponent of a housing project that will be affordable. For example, the proponent may be:

- A private entrepreneur/builder/developer
- A private non-profit housing organization
- A non-profit co-operative
- A group of individuals who may or may not intend to become incorporated
- A faith-based organization
- A municipality
- A First Nation

What activities are eligible?

PDF loans are to be used to pay for a variety of activities required to bring a proposal to the point of applying for mortgage financing. In order to be eligible, all expenses must be incurred after CMHC's written approval of PDF. Expenses must be directly related to the achievement of any of the following activities:

- Soil load-bearing tests
- Environmental site assessments
- Project drawings and specifications
- Professional fees, cost estimates
- Management plan
- Option to purchase
- Development permits
- Contract documents and application fees

What activities are not eligible?

- Expenditures incurred for activities carried out prior to CMHC's approval of PDF
- Expenses not related to the development of the housing project proposal
- Ongoing operating expenses of the organization, for example staff salaries and benefits, travel expenses, rental of office space, premiums for liability insurance or other insurance coverage, office supplies or equipment, or other similar expenses
- Retainer fees paid to consultants

How will the actual funding amount be determined?

CMHC will consider the nature of the proposal, the amount and cost of work that is required to carry out the eligible activities.

What are the conditions of funding?

Successful applicants must enter into a Loan Agreement with CMHC that defines the terms and conditions of the loan, including the activities for which the loan is being provided, the dollar amount approved and the specified time period within which the activities must be carried out.

PDF loans will not exceed \$100,000 per affordable housing project. The actual amount may be less than \$100,000 depending on the nature of the proposal, the size and complexity of the project, and the extent of project development activities to be undertaken.

CMHC will advance funds only for eligible expenses incurred after the date of written approval from CMHC that can be confirmed with invoices or receipts. Expenditures incurred prior to the approval date are not eligible.

A need and demand study must be completed to CMHC's satisfaction for the proposed housing project and an acceptable business plan must be received by CMHC before funds will be advanced.

What is the process to request a funding advance?

A letter outlining the eligible project expenses supported by invoices must be submitted to CMHC. Payments will be made directly to the proponent or organization.

What are the loan repayment requirements?

A PDF loan is an advance of the capital costs of the project. If the project proceeds, the PDF loan is repaid out of the project's capital financing, normally from the first advance of the mortgage loan. CMHC's PDF loans are interest-free, therefore only the principal amount is repaid. If the project proceeds and meets one of the affordability criteria below, a portion of the loan may be forgiven:

- 20 per cent will be forgiven if the project succeeds in offering rents below the **level 1** limits for the majority of the rental units, **or** sale prices below market for home ownership (i.e., only 80 per cent of the advanced loan amount will be repayable) and
- 35 per cent will be forgiven if the project succeeds in offering rents below the **level 2** limits for the majority of the units (i.e., only 65 per cent of the advanced loan amount will be repayable).

If the proponent is successful in producing housing but unable to achieve rent levels or sale prices low enough to meet CMHC's

affordability criteria, then the full amount of the PDF loan is repayable, without interest.

Are there any other requirements?

Quarterly reports must be submitted to CMHC to help them stay current on the project's development. The report should include information such as project status and progress made since the last report, challenges that the project may be facing,

work undertaken by consultants (if applicable), a summary of expenditures for eligible PDF activities and what activities are planned for the next quarter.

Will recipients of Proposal Development Funding be eligible for other CMHC initiatives?

Affordable housing proponents who are selected to receive PDF may also apply for other CMHC initiatives,

such as Seed Funding and Mortgage Loan Insurance Flexibilities.

However, an approval by CMHC of PDF is not a guarantee that the housing project proposal will be approved for other forms of CMHC assistance. The project must also meet the required criteria for these additional initiatives as determined by CMHC.

For more information on CMHC's Affordable Housing Centre, our comprehensive range of affordable housing information, tools and resources, or financial assistance, such as Seed Funding (http://www.cmhc-schl.gc.ca/en/inpr/afhoce/fias/fias_001.cfm) or Mortgage Loan Insurance Flexibilities (http://www.cmhc.ca/en/inpr/afhoce/afhoce_002.cfm), please visit www.cmhc.ca/affordablehousing or contact a CMHC representative: www.cmhc.ca/contactahc.

OPEN NEW DOORS TO AFFORDABLE HOUSING



...With CMHC Mortgage Loan Insurance

65404



Canada 





As Canada's national housing agency, Canada Mortgage and Housing Corporation (CMHC) is committed to facilitating the creation of affordable housing in Canada. One of the primary ways that CMHC contributes is through the provision of mortgage loan insurance to lenders.

By providing insurance to lenders, CMHC enables home buyers to access mortgage financing with a minimum down payment of 5% and at interest rates typically only available to home buyers with larger down payments. The reduced equity requirements also benefit developers of multi-unit properties who can obtain larger loans to finance their buildings.

Flexibility for Affordable Housing

To support the creation of affordable housing units, CMHC enables lenders to offer financing flexibilities to home buyers as well as developers of multi-unit properties.



Affordable Homeownership Housing



Proponents who create affordable housing projects may obtain mortgage financing flexibilities intended to assist potential home buyers in realizing their dream of homeownership. For instance, home buyers purchasing an affordable home from one of these projects may receive flexibility from lenders with respect to eligible sources of down payment and borrower qualification requirements when the home is financed with a CMHC-insured mortgage.

Flexibility in Down Payment Sources

For most potential home buyers, the hardest part of buying a home is saving the necessary down payment. Most mortgage loan insurance products require home buyers to provide the down payment from their own resources such as savings and RRSPs. For homes purchased under an eligible affordable homeownership proposal, CMHC will accept a broader range of down payment sources including borrowed down payments, non-repayable grants, sweat-equity and any portion of rent paid under rent-to-own proposals. This flexibility facilitates access to homeownership by providing home buyers with greater down payment choice.

Flexibility in Qualifying Borrowers

Typically, lenders require that monthly housing costs (mortgage principal and interest, taxes and heating expenses) not be more than 32% of a borrower's gross household monthly income. For purchasers of affordable housing, a higher ratio may be permitted.

Affordable Multi-Unit Housing

CMHC offers mortgage loan insurance flexibilities to facilitate the production of new affordable multi-unit properties by allowing larger rental loans, reducing mortgage loan insurance premiums, and providing greater flexibility related to cash flow requirements and loan advancing. The flexibilities are available to eligible multi-unit properties where the units will be modest in size and design, and are to be rented at affordable levels. The level of flexibility is related to the level of housing project affordability and is available on mortgage loans to any borrower that meets the eligibility criteria, including non-profit and for profit organizations.

Reduced Equity Requirements and Larger Loans

Raising sufficient equity can be a challenge when building affordable multi-unit properties. With CMHC Mortgage Loan Insurance, lenders are able to offer affordable housing sponsors larger loans, up to 95% of the value of the project. For projects funded under federal/provincial agreements, financing of up to 95% of cost is available. These flexibilities are offered until December 31, 2013.

Premium Discounts/Lower Financing Costs

CMHC offers a reduced premium schedule for new affordable multi-unit properties. For projects funded under federal/provincial agreements premiums are waived completely.

Flexibility in Cash Flow Requirements

Adequate cash flow ensures that there is sufficient income to cover project operating costs, with a margin left over to cover unexpected increases in expenses or reductions in revenue. For affordable multi-unit properties, CMHC will consider insuring loans on projects with smaller cash flow margins than those required for market rental projects, which may enable many new affordable rental projects to qualify for a larger insured loan.

Loan Advancing Flexibility

During the construction of a rental project, lenders usually advance mortgage funds based on the stage of completion with the final advance generally released when the project has achieved stabilized rental revenues. This "rental achievement holdback" can last up to one year. For affordable multi-unit properties, depending on the project's level of affordability, this holdback can be released earlier or waived completely allowing borrowers to obtain the full loan amount sooner and lowering costs during construction.

Help When You Need It



Team up with Experts

CMHC has a team of experts in affordable housing that can offer a full range of support, including financial assistance, advice and guidance to assist individuals and organisations to develop

affordable housing proposals. Call on the Affordable Housing Centre experts to help connect you with the resources, knowledge and contacts to take ideas from the drawing board to ground breaking.

Get Off to a Good Start

CMHC offers a combined grant and loan of up to \$20,000 to potential housing proponents who are in the very early stages of developing an affordable housing project proposal that meets CMHC criteria. This Seed Funding can be used for eligible initial activities required for making a project a reality, such as assessing need and demand in a community or determining funding and resource needs.

Make It Work

For affordable housing projects that do not require long-term federal government funding, Proposal Development Funding is available, in the form of an interest-free loan of up to \$100,000, to help housing proponents carry out the activities required to bring their proposal to the point of obtaining financing. A portion of the PDF loan may be forgivable if the project is successful in meeting CMHC's affordability criteria.

Viability Assessments

The CMHC Viability Assessment Tool available on CMHC's Web site helps affordable rental housing proponents to become more informed of available financing options.

Discover the solutions available from
the Affordable Housing Centre.

Visit www.cmhc.ca/affordablehousing
or call **1-800-668-2642**.



CANADA MORTGAGE AND HOUSING CORPORATION

FLEXIBILITIES FOR AFFORDABLE HOUSING

Homeowner Mortgage Loan Insurance

As Canada's national housing agency, Canada Mortgage and Housing Corporation (CMHC) is committed to facilitating the creation of affordable housing in Canada. One of the primary ways that CMHC contributes to this objective is through the provision of mortgage loan insurance to lenders. By providing mortgage loan insurance, CMHC enables homebuyers to access mortgage financing with a minimum down payment of 5% and at interest rates typically only available to homebuyers with larger down payments.

For specific affordable housing proposals, CMHC's Flexibilities for Affordable Housing enables lenders to offer financing options to homebuyers purchasing a home under an eligible proposal. For instance, homebuyers may receive flexibility from lenders with respect to eligible sources of down payment and borrower qualification requirements when the home is financed with a CMHC-insured mortgage.

What is Mortgage Loan Insurance?

Mortgage loan insurance helps protect lenders against mortgage default, and enables consumers to purchase homes with a minimum down payment of 5% – with interest rates comparable to those with a larger downpayment.

Mortgage loan insurance is usually required when the borrower has a down payment of less than 20% of the purchase price.

This guide is intended to provide information and general guidance to housing proponents concerning the available mortgage loan insurance flexibilities for affordable housing proposals. Proponents are encouraged to consult with CMHC's team of affordable housing experts in preparing their proposal.

What Flexibilities are Available for Affordable Housing?

CMHC's affordable housing flexibilities include:

- Broader range of down payment sources
- Flexibility in qualifying borrowers

Flexibility in Down Payment Source

For most potential homebuyers, the hardest part of buying a home is saving the necessary down payment. For homes purchased under an eligible affordable housing proposal, CMHC will accept a broader range of down payment sources as follows:

Everything You Need to Open New Doors



This guide is for general information purposes only and is in addition to and subject to CMHC's underwriting policies. Circumstances vary significantly for each project and this guide does not take into account all possible circumstances that may be considered in the underwriting process. Actual eligibility for mortgage loan insurance flexibilities will be determined by CMHC. © 2012, Canada Mortgage and Housing Corporation.



FLEXIBILITIES FOR AFFORDABLE HOUSING

Sweat Equity - Up to 100% of the down payment can be comprised of sweat equity or labour supplied by the homebuyer and/or other persons provided that they are qualified to do the work.

Grants – In addition to grants from federal, provincial or municipal agencies, grants from the proponent and/or other non-governmental organizations are eligible sources of down payment.

Borrowed Down Payments - The down payment may come from funds borrowed from the housing proponent who may secure the loan by registering a second mortgage on the property.

Rent-to-Own Payments - Any portion of rent-to-own payments may be considered as a source of down payment as long as it is provided for in an agreement between the housing proponent or vendor, and the homebuyer.

Flexibility in Qualifying Borrowers

Typically, lenders require that monthly housing costs (mortgage principal and interest, taxes and heating expenses) do not exceed 32% of a borrower's gross household monthly income. For purchasers of homes developed under an affordable housing proposal, a higher ratio may be permitted.

It is important to note that all of the above underwriting flexibilities are in addition to, and are subject to CMHC's general underwriting criteria which apply unless otherwise specified. CMHC assesses the overall merit of all applications taking into consideration factors related to the borrower, property and market.

What is the process for obtaining CMHC's affordable housing flexibilities?

The proponent must submit a proposal to CMHC identifying, among other things, the number of affordable properties being created through new construction or acquisition/improvement of existing properties (residential properties or conversion of commercial properties) and the CMHC underwriting flexibilities being sought. Proponents may also propose other flexibilities for consideration. CMHC will review the proposal and advise the proponent of the results of the review.

Homebuyers purchasing a home under an approved proposal may apply for CMHC-insured mortgage financing from a CMHC Approved Lender. The lender will then submit an application for mortgage loan insurance to CMHC. CMHC will assess the lender's application

for mortgage loan insurance based on the flexibilities granted through the proponent's proposal. All other CMHC general requirements apply, including but not limited to the purchaser's credit worthiness, the value of the property being purchased, and the stability of the housing market where the property is situated.

What are the Proposal Requirements?

Affordable homeowner housing must be:

- modest in terms of floor area, design, and amenities when compared to community norms; and
- priced below the average selling price for comparable units in the market area (usually the MLS average for the municipality) as well as below comparable units in the immediate neighbourhood in which these units will be located.

A minimum of five new or existing, one or two unit properties for owner-occupancy must be created. These include single detached units, duplexes, semi-detached, or condominium units. The properties do not have to be in a single location.

FLEXIBILITIES FOR AFFORDABLE HOUSING

Information on the Housing Proponent

A general description of the proponent's organization and its history in developing affordable housing is required. A list of previous housing projects should be included identifying the number of units and location, if applicable. The organization's legal structure (non-profit, incorporated or non-incorporated business, partnership, etc.), mandate, and the names of the organization's principals should be noted.

Information on the Housing Units/Properties

Information on the housing units is required including the number and type of units being developed, their size and location, the cost to develop, and selling price (attach the floor plans for the units if available). The acquisition of existing properties (residential or commercial) should result in the creation of housing units which are more affordable than otherwise would have been available or developed. The proposal should clearly demonstrate that the housing units and property prices meet CMHC's requirements of an affordable housing unit.

Specific underwriting flexibilities and conditions requested

The proposal should identify one or more of the underwriting flexibilities that the proponent wishes to make available to borrowers purchasing units developed under the proposal.

Down payment flexibilities:

For sweat equity, the proposal should provide detail on the value of the sweat equity as confirmed in writing by a qualified professional such as an appraiser or general contractor. If the sweat equity is being provided by a person(s) other than the homebuyer, the proponent needs to obtain assurance that the provision of sweat equity is:

- non-repayable,
- being carried out without conditions that there are no obligation or benefits accruing to the person(s) providing the sweat equity, and
- that the person(s) providing the sweat equity is at arm's length to the purchase transaction.

The proponent is to ensure that a qualified person monitors the work and that it is completed in accordance with all applicable codes.

For grants from the proponent and/or other non-government organizations, the proposal should identify the amount of the grant and the conditions under which it is being provided. The proponent needs to confirm that all the conditions related to receiving the grant have been met and that there are no hidden fees attributable to the borrower. The grant must be available to the borrower to put towards the down payment before the loan is advanced by the lender.

For down payments borrowed from the proponent, the details of the loan and second mortgage should be outlined in the proponent's proposal. The terms of the loan agreement or mortgage must stipulate that there are no payments or accrued interest on the loan, so long as the borrower continues to occupy the unit. If the borrower sells, refinances or rents the unit, the proponent may require that the loan be repaid in full and may be entitled to a portion of any appreciated value of the home upon sale. The second mortgage should also contain provisions for a discharge of the second mortgage should the first mortgage go into default.

For rent-to-own agreements, the details should be outlined in the proponent's proposal. The duration of the agreement must be for a length of time sufficient for the

FLEXIBILITIES FOR AFFORDABLE HOUSING

borrower to have accumulated the necessary down payment. The purchase price must be determined when the rent-to-own agreement is drawn up. The rent payments must be at least equal to the projected principal, interest, taxes and heating costs of the unit. The rent-to-own payments cannot have been in arrears at any time during the term of the agreement.

The Debt Servicing Ratio Flexibilities are not available if the borrower is not providing any portion of the down payment from their own resources.

Other Conditions:

All buyers must select a minimum 5-year term mortgage at the 5-year fixed rate, or the 5-year capped variable rate. This is to ensure that they are not exposed to fluctuating interest rates and payments during the first 5 years of homeownership.

In addition, when a buyer is not providing any portion of the down payment from their own resources,

the proponent group is required to provide counselling on financial and other responsibilities of homeownership. This counselling may also be required for other borrowers at CMHC's discretion.

The attached form may be used by proponents in submitting a proposal.

CMHC Can Help

As Canada's national housing agency, Canada Mortgage and Housing Corporation (CMHC) draws on over 65 years of experience to help Canadians access a variety of quality, environmentally sustainable, and affordable homes – homes that will continue to create vibrant and healthy communities and cities across the country.

Energy-Efficient Homes

A 10% CMHC mortgage loan insurance premium refund may be available for homebuyers who purchase an energy-efficient home. Homebuyers should ask their lender for qualifying criteria and availability or visit www.cmhc.ca/greenhome.

Advancing Affordable Housing Solutions

The CMHC Affordable Housing Centre has a team of experts that can help connect you to the tools, resources and people you need to make your vision a reality.

To find out more about what CMHC has to offer and what we can do for you, please visit www.cmhc.ca/affordablehousing or call 1-800-662-2642.



PROPOSAL FORM

Information on the proponent (attach additional information if appropriate)

Describe here:

Information on the housing units

Number of affordable housing properties being proposed (minimum of 5). Describe the type of housing units.	
Location: provide exact address(es), postal code(s), if known	
Square footage, number of bedrooms, amenities. Provide floor plans, if available	
Costs to develop or acquire	
Projected completion date(s)	
Sale price of the affordable housing units that meet CMHC's affordable housing criteria, and the proportion of the total units in the development they represent	
Average market prices in area (average MLS for the municipality)	
Average market prices in immediate neighbourhood	
Sale prices of other units if in condominium building	

PROPOSAL FORM (continued)

Information on the flexibilities requested and how conditions will be met

Flexibility requested	Description (attach additional information as appropriate)
Down payment from sweat equity	
Grants from non-government agency	
Borrowed funds from proponent – details of second mortgage	
Rent-to-own payments – details on the agreement	
Amortization period	
Gross Debt Service/Total Debt Service ratio.	

Identify other features or measures that make this proposal unique or contribute to access to affordable housing, e.g., mortgage subsidies, tax concessions, etc. Provide documentation, i.e., purchase and sale agreements, second mortgage documents, etc., which will assist in assessment of the proposal. Identify other underwriting flexibilities which might be considered to assist potential home buyers in obtaining financing.

Describe here:

Describe the pre- and/or post purchase counselling (who will deliver, topics to be covered, etc.) if required

Describe here:

Identify the Approved Lender(s) borrowers will be directed to if known

Describe here:

REFERENCE GUIDE

CMHC Mortgage Loan Insurance for
Multi-Unit Properties (5+ units)



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INTRODUCTION

This publication contains the fees, premiums, underwriting norms and documentation required for CMHC Mortgage Loan Insurance for multi-unit residential properties (5+ units) including rental buildings, retirement and long-term care facilities, affordable housing, student housing, condominium construction projects, flexibilities for energy-efficient properties and energy efficiency improvements for condominium corporations. For 1 – 4 unit rental properties, please contact your local CMHC Business Centre.

The information contained in this guide is solely intended to assist Approved Lenders in understanding CMHC's requirements. The reader should be aware that these requirements are discretionary and that, on a case-by-case basis, CMHC may require additional documentation or may impose more restrictive underwriting norms than those listed in this guide. The information contained in this guide is subject to change without notice.

GUIDELINES FOR RENTAL BUILDINGS, RETIREMENT AND LONG-TERM CARE FACILITIES

<p>Availability</p>	<ul style="list-style-type: none"> ▪ Subject to CMHC's Mortgage Loan Insurance requirements, CMHC Mortgage Loan Insurance is available to Approved Lenders for loans to construct, purchase, or refinance, with or without improvements, rental buildings, retirement and long-term care facilities in Canada. ▪ First and second mortgages are permitted. 		
<p>Maximum Loan Amount</p>	<ul style="list-style-type: none"> ▪ The loan relating to residential property may not exceed 85% of the lending value, as determined by CMHC. ▪ The loan relating to any non-residential components of a building may not exceed 75% of the lending value attributed to the non-residential component, as determined by CMHC. Non-residential components may normally not exceed 20% of the gross floor area and loan amount attributable to the non-residential portion may not exceed 20% of total lending value. 		
<p>Application Fees</p>	<p>Properties with five or more units:</p> <p style="padding-left: 40px;">for the first:</p> <p style="padding-left: 80px;">then:</p> <p style="padding-left: 40px;">to a maximum of:</p> <p style="padding-left: 40px;">Additional fee for CMHC approved advances:</p> <p>Additional fee for non-residential components where the loan amount relating to the non-residential components exceeds \$100,000:</p>	<p>Construction Advances</p> <p>\$200 per unit or bed</p> <p>100 units or beds</p> <p>\$100 per unit or bed</p> <p>\$55,000 per loan</p> <p>\$350 per advance (beginning with the third advance)</p> <p>0.30% of the non-residential loan amount</p>	<p>No Construction Advances</p> <p>\$150 per unit or \$100 per bed</p> <p>100 units or beds</p> <p>\$100 per unit or bed</p> <p>\$50,000 per loan</p> <p>N/A (two advances are permissible)</p> <p>0.30% of the non-residential loan amount</p>
<p>Payment of Application Fee</p>	<ul style="list-style-type: none"> ▪ The fee is payable by Approved Lenders at the time of the application. ▪ CMHC will retain an amount of the fees relative to the work done (minimum of 10 %) if the application is declined by CMHC or withdrawn by the applicant. CMHC will retain the full fee once a mortgage insurance certificate is issued. ▪ The fee may be added to the mortgage loan. 		

Insurance Premiums	<p>Loan-to-Value Ratio</p> <p>Up to and including 65%</p> <p>Up to and including 70%</p> <p>Up to and including 75%</p> <p>Up to and including 80%</p> <p>Up to and including 85%</p>	<p>% of Loan</p> <p>1.75</p> <p>2.00</p> <p>2.25</p> <p>3.50</p> <p>4.50</p>
	<p>The following surcharges may apply:</p> <ul style="list-style-type: none"> ▪ Construction advances: 0.50%. Two advances are permitted without the surcharge. ▪ Amortization extensions: 0.25% for each five-year period beyond 25 years, up to and including 40 years, not to exceed the remaining economic life of the property. ▪ Non-residential spaces: 1.0% of the portion of the loan related to these spaces. ▪ Retirement and licensed care facilities: 1.0% of the loan amount. ▪ Release of rental achievement holdback at rent-up: 0.25%. ▪ Second mortgages: 0.50% of first mortgage loan amount only. 	
Premium Credit for Refinance of an Existing CMHC-Insured Loan	<p>Years since previous transaction</p> <p>Up to and including 1</p> <p>Up to and including 2</p> <p>Up to and including 3</p> <p>Up to and including 4</p> <p>Up to and including 5</p> <p>Up to and including 6</p> <p>Up to and including 7</p>	<p>Credit as % of previous applicable premium</p> <p>75</p> <p>70</p> <p>60</p> <p>50</p> <p>40</p> <p>30</p> <p>20</p>
	<ul style="list-style-type: none"> ▪ Premium payable is the full applicable rental premium on total loan amount minus the credit. Minimum premium payable is equal to the full premium applied to the incremental additional funds. ▪ Premium credit is not available on previous surcharges for construction advances, release of rental achievement holdback at rent-up, or second mortgages. ▪ As an option, existing CMHC-insured loans are eligible to be refinanced to a maximum 65% LTV and premium is only paid on the new, additional funds. For these “top-up” financing transactions no premium credit is available and the loan must retain its existing amortization. 	
Payment of Premium	<ul style="list-style-type: none"> ▪ The premium is due and payable by Approved Lenders to CMHC as mortgage funds are advanced. ▪ The premium may be added to the mortgage loan. 	

Debt Coverage and Amortization Period	<ul style="list-style-type: none"> ▪ Minimum Debt Coverage Ratio (DCR) based upon agreed amortization period and the contract interest rate (minimum five-year term): 	
	Rental properties with five to six units:	1.10 1.20 (for refinance)
	Rental properties more than six units:	1.30 (term less than 10 years) 1.20 (term 10 years or more)
	Licensed care, retirement facilities:	1.50 (term less than 10 years) 1.40 (term 10 years or more)
	Non-residential space:	1.50 (term less than 10 years) 1.40 (term 10 years or more)
	<ul style="list-style-type: none"> ▪ The minimum required DCR may be greater in some markets. ▪ Typical initial loan term is five years. CMHC may require a longer initial term. ▪ Typical amortization period is 25 years. With CMHC’s concurrence, the maximum may be as long as 40 years with a premium surcharge. ▪ Amortization period shorter than 25 years may be imposed to mitigate risk. 	
Interest Rate	<ul style="list-style-type: none"> ▪ The interest rate at time of Interest Adjustment Date (IAD) can be either: <ul style="list-style-type: none"> a) a fixed interest rate (i.e. equal payment mortgage), compounded semi-annually and not in advance; or b) a floating interest rate, provided a ceiling rate is established and the ceiling rate falls within the range of posted fixed market rates being charged at the time on loans having similar terms within the same geographic area of the project. The ceiling rate will be used in calculating the debt coverage ratio (DCR). Once repayment has commenced under a floating interest rate, borrower buy-downs, extensions to amortization period, and/or increases to principal balance are not permitted. 	
Borrower Net Worth and Guarantees	<ul style="list-style-type: none"> ▪ CMHC requires that the borrower have a net worth equal to at least 25% of the loan amount, with a minimum of \$100,000. ▪ When the borrower is a corporate entity, additional personal and/or corporate guarantees are required over and above the loan covenants. The amount of additional guarantee required is 2% of the loan amount for each percentage in LTV ratio above 60%. <p style="margin-left: 40px;">For example, at 78% LTV the additional guarantee is 36% of the loan amount, and at 85% LTV the additional guarantee is 50% of the loan amount.</p> ▪ For insured loans for the construction of new rental buildings, the additional guarantee during construction will be 100% of the loan amount until stabilized rents are achieved, at which time the guarantee will be reduced to the amount based on the formula described above. 	

	<ul style="list-style-type: none"> ▪ Where a borrower is refinancing an existing CMHC-insured loan, the amount of the guarantee is to be set at the greater of the sum of the existing guarantee in effect on the existing loan and the guarantee on the top-up funds according to the policy above; or, the guarantee on the total loan amount(s) using the policy above. ▪ CMHC may require additional guarantees or security in certain cases as it deems appropriate.
Non-Recourse Loans	<ul style="list-style-type: none"> ▪ Loan cannot exceed 60% of lending value, as determined by CMHC. ▪ Exclusions from non-recourse include environmental liability and fraud.
Construction Advancing	<ul style="list-style-type: none"> ▪ Where insured construction advances are requested, the loan amount to be advanced during construction will be based on the lesser of cost or lending value (subject to rental achievement holdback if applicable). ▪ CMHC will recognize the market value of land in the cost calculation. ▪ CMHC will normally require that a general contractor be engaged under a fixed-price contract with bonding equal to 50% on labour and materials and 50% on performance. CMHC may allow for some flexibility in this requirement for projects with fewer than 24 units. ▪ Construction costs must be reviewed and recommended by a third-party cost monitor (normally a Quantity Cost Surveyor) reporting to the Approved Lender, who must carry sufficient liability insurance. ▪ Interim financing must be verified. ▪ First and last advances must be approved by CMHC. The Approved Lender has the option to approve advances occurring between the first and last.
Rental Achievement	<ul style="list-style-type: none"> ▪ For new construction, the loan may be advanced up to the lesser of 75% of costs or lending value (70% for licensed care and retirement facilities). The remainder of the loan will not be advanced until the project has achieved stabilized rents, defined as income sustained at the projected rent level through at least one full operating year. ▪ Stabilization period may be waived for a surcharge of 0.25% (release of rental achievement holdback at rent-up). ▪ Insurance applications for mortgage loans on existing structures with substantial capital improvements may be advanced to the greater of 85% of “as is” value (assuming rental income is not disturbed), or 75% of “as improved” value using projected rental income and a rental achievement holdback, if: <ul style="list-style-type: none"> a) the building is being fully or substantially vacated such that operating income is disrupted; or b) there is clear evidence that the improvements will directly lead to sustained, permanent increases in rents.

Loan Security Options for the Refinancing of a Property	<ul style="list-style-type: none"> ■ One new insured first mortgage may be registered to replace existing mortgage debt. ■ An existing first mortgage amended to include a <i>pari passu</i> clause plus an additional mortgage charge with <i>pari passu</i> security ranking (i.e. equal ranking mortgage) may be registered. If <i>pari passu</i>, both mortgages must be administered by the same Approved Lender at all times. ■ An existing first mortgage plus the registration of a second mortgage charge. A second mortgage is permitted as an interim measure until term renewal of the first mortgage. At term renewal, the first and second mortgages must either be combined into one new first mortgage, or both mortgages must be given <i>pari passu</i> security ranking. Expected prepayment penalties on the first mortgage may not exceed 20% of the lending value. Second mortgages must contain a cross-default clause stipulating that a default under the first mortgage causes a default under the second.
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GUIDELINES FOR AFFORDABLE HOUSING FLEXIBILITIES

The product features outlined below are added flexibilities to CMHC’s standard requirements for multi-unit mortgage loan insurance unless otherwise noted.

General Conditions	<ul style="list-style-type: none"> ■ Enhanced underwriting flexibilities are available for new additions to the affordable multi-unit housing stock. This includes new construction, conversion from non-residential to residential and replacement of affordable units, for example, as a result of demolition. ■ Units must be modest in size, design, and amenities in relation to other rental units in the market. ■ Minimum project size of five units. ■ The degree of underwriting flexibilities is dependent on the level of affordability of the rental units. See Affordability Criteria section below. ■ Majority of the units in the project must meet affordability criteria.
Affordability Criteria	<p>Three levels of affordability have been identified. The criteria for each are as follows:</p> <p>Level I</p> <ul style="list-style-type: none"> ■ Self-contained apartments: majority of rents in the project are below the 80th percentile*. ■ Retirement facilities (facilities providing shelter and support services): majority of rents in the project are below the 80th percentile* for the same project type and service level in the market. ■ Licensed care and special purpose facilities: majority of the beds are receiving per diem subsidies aimed at reducing shelter costs and term of subsidy is less than the amortization of the mortgage. ■ Single room occupancy: majority of the units in the project rent for less than 60% of the median rent for one-bedroom units in the market.

	<p>Level 2</p> <ul style="list-style-type: none"> ▪ Self-contained apartments: majority of rents in the project are below the 65th percentile*. ▪ Retirement facilities (facilities providing shelter and support services): majority of rents in the project are below the 65th percentile* for the same project type and service level in the market. ▪ Licensed care and special purpose facilities: majority of the beds are receiving per diem subsidies aimed at reducing shelter costs and term of subsidy is equal to the amortization of the mortgage. ▪ Single room occupancy is not eligible under Level 2. <p>Level 3</p> <ul style="list-style-type: none"> ▪ Projects receiving funding under the federal-provincial/territorial Affordable Housing Initiative (AHI) agreements. ▪ Other projects will be considered that have a similar risk profile to AHI funded projects provided the rents are at levels targeted to meet the needs of households on or eligible to be on a social housing waiting list (generally at or below the 50th percentile* of rents for similar units in the same market). <p>* A given rent percentile is the point in the distribution (smallest to largest) of surveyed rents below which that per cent of rents would fall. For example, if the 80th percentile rent is \$700, then 80% of all surveyed units would have rents that fall below \$700. CMHC publishes the rent levels semi-annually. Note that project rents must also be deemed to be below the market rent of comparable properties in the neighbourhood.</p>
<p>Borrower Eligibility Criteria</p>	<p>Borrowers can be private, public, or non-profit entities. The following eligibility criteria applies to Affordability Levels 1, 2, and 3.</p> <ul style="list-style-type: none"> ▪ Property Management Experience – Borrowers must have at least five years experience operating a housing project of similar type and size. ▪ Credit and Repayment History – Borrowers must have at least break even cash flow over the past five years (financial statements required as evidence) and an excellent credit and repayment history. ▪ Construction Management Ability – Borrowers must demonstrate that they have successfully completed a similar project on time and within budget. Otherwise, borrowers must enter into a fixed price contract with a general contractor who has experience building projects of similar size, cost, building form and construction type in the same market area. Borrowers must have a demonstrated ability to withstand unexpected increases in construction cost. <p>For newly formed groups the following substitutes will be considered:</p> <ul style="list-style-type: none"> ▪ Property Management Experience – Borrowers may enter into a long term contract (minimum five years) for the management and operation of the project with a company that has at least five years experience operating a housing project of similar type and size. This could include a parent/affiliated company or a professional property management firm.

	<ul style="list-style-type: none"> ▪ Credit and Repayment History – Borrowers must provide either collateral security or the guarantee of an entity which meets the borrower eligibility criteria (the collateral or guarantee is required until the borrowing entity accumulates five years of excellent credit and repayment history). Alternatively the debt coverage ratio requirement based on actual rents will be increased by an increment of 0.10. ▪ Construction Management Ability – Where a construction management approach is used, the construction management must be contracted to a parent/affiliated company that meets the construction management eligibility criteria and a formal arrangement must be in place with the parent company related to the project’s development. 			
Borrower Net Worth and Guarantees	<ul style="list-style-type: none"> ▪ CMHC typically permits flexibility in net worth and guarantee norms for affordable housing projects. 			
Maximum Loan Amount	<ul style="list-style-type: none"> ▪ Level 1 – The loan relating to the residential property may not exceed 95% of the lending value, as determined by CMHC. ▪ Level 2 – The loan relating to the residential property may not exceed 95% of the lending value, as determined by CMHC. (Maximum of 95% of agreed costs on a case-by-case basis). ▪ Level 3 – The loan relating to the residential property may not exceed 95% of agreed costs. 			
Premiums for Affordable Housing	Affordability Levels 1 and 2		Affordability Level 3	
	Loan-to-Value Ratio	% of Loan	Loan-to-Cost Ratio	% of Loan
	Up to and including 65%	1.20	Up to and including 65%	For Level 3 projects a full premium waiver applies, including standard premium surcharges.
	Up to and including 70%	1.40	Up to and including 70%	
Up to and including 75%	1.50	Up to and including 75%		
Up to and including 80%	2.40	Up to and including 80%		
Up to and including 85%	3.10	Up to and including 85%		
Up to and including 90%*	3.40	Up to and including 90%		
Up to and including 95%*	3.80	Up to and including 95%		
<p>* CMHC insurance at these LTVs is offered until the end of 2013.</p>				
<ul style="list-style-type: none"> ▪ For Affordability Levels 1 and 2, standard premium surcharges apply as required. 				
<ul style="list-style-type: none"> ▪ For special purpose facilities meeting Affordability Levels 1 or 2, the retirement and licensed care facilities surcharge of 1.0% applies. 				
Debt Coverage Ratio	<p>Level 1 – 10-year term</p> <ul style="list-style-type: none"> ▪ Minimum DCR of 1.20 using market rents (1.40 for licensed care, retirement and special purpose facilities). Calculated before fees and premiums are added to the loan and excluding reserve requirements; and ▪ Minimum DCR of 1.10 using actual rents inclusive of fees, premiums and reserves. <p>Level 2 and 3 – 10-year term</p> <ul style="list-style-type: none"> ▪ Minimum DCR of 1.00 using actual rents inclusive of fees, premiums (when applicable) and reserves. <p>Where the term is less than 10 years an additional DCR requirement of 0.10 is required.</p>			

	<p>Reserve Requirements</p> <p>Reserves are required to mitigate the risk from cash flow fluctuations. Flexibility in reserve requirements may be considered where the risk of fluctuations is mitigated by an alternative, e.g. rent subsidy commitments, collateral security, or guarantees from partners.</p>
Rental Achievement Holdback	<p>Level 1 – Release of rental achievement holdback at rent-up with no surcharge; or waiving of rental achievement holdback for 0.25% surcharge.</p> <p>Level 2 and 3 – Waiving of rental achievement holdback with no surcharge.</p>
Equity Injection	<p>Level 3 – Staged Grants: Once funds under the federal-provincial/territorial affordable housing initiatives agreements are unconditionally committed to a project, lenders may commence insured loan advances. These funds no longer need to be injected up front. All other equity from the sponsor continues to be required prior to any advancing.</p>
Premium Discount Transfer	<ul style="list-style-type: none"> ▪ In exchange for a cash donation a non-profit group, without charitable status, may elect to transfer the premium discount, to which they would normally be entitled, to a donor. The donor can use the premium discount on a future application for mortgage insurance in the name of the donor. The amount of the transferable premium discount is the lesser of 60% of the donation or the dollar amount of the premium discount to which the non-profit group is entitled. The premium discount will be provided to the Approved Lender but can be transferred by the donor to any Approved Lender.

GUIDELINES FOR CMHC-INSURED CONDOMINIUM CONSTRUCTION MORTGAGES

Availability	<ul style="list-style-type: none"> ▪ First mortgages for the construction of new condominium buildings in Canada. 												
Maximum Insurable Mortgage Loan Amount	<ul style="list-style-type: none"> ▪ The maximum insurable mortgage loan amount is the lesser of 75% of estimated market value or 85% of the estimated total cost to complete. ▪ The total approved dollar amount of both insured and uninsured approved construction financing to the borrower, is reviewed and used to determine the maximum insurable mortgage loan amount for the current application. The financial condition and experience of the borrower will also be considered as well as market conditions. 												
Non-Residential Components	<ul style="list-style-type: none"> ▪ Non-residential components may not normally exceed 20% of the gross floor area. In addition, the mortgage amount attributable to the non-residential portion may not normally exceed 20% of total lending value. 												
Maximum Mortgage Loan-to-Cost based on Presales	<table border="1"> <thead> <tr> <th>Presales as Percent of Estimated Market Value at Completion</th> <th>Maximum Loan-to-Cost</th> </tr> </thead> <tbody> <tr> <td>65% and over</td> <td>85%</td> </tr> <tr> <td>At least 60%</td> <td>80%</td> </tr> <tr> <td>At least 50%</td> <td>70%</td> </tr> <tr> <td>At least 40%</td> <td>60%</td> </tr> <tr> <td>At least 30%</td> <td>50%</td> </tr> </tbody> </table>	Presales as Percent of Estimated Market Value at Completion	Maximum Loan-to-Cost	65% and over	85%	At least 60%	80%	At least 50%	70%	At least 40%	60%	At least 30%	50%
Presales as Percent of Estimated Market Value at Completion	Maximum Loan-to-Cost												
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At least 30%	50%												

	<ul style="list-style-type: none"> ▪ Higher presale levels or a reduced mortgage loan to cost may be required based on CMHC's overall assessment of the application. ▪ CMHC will approve a maximum insured mortgage loan amount based on a target level of presales to be achieved. Advances are limited based on the level of presales at the time of the advance. If additional presale levels are achieved during construction, the minimum equity may decline accordingly. If the minimum equity contribution has been exceeded at the time of a mortgage advance, the amount of equity contributed over and above the minimum required (based on the above presales table) can be returned to the borrower. This return of equity contribution does not apply to any equity attributed to land value that exceeds actual cost of the land. ▪ Once the maximum insurable mortgage is determined based on presales as a percentage of estimated market value, the insured mortgage loan amount is reduced by the amount of any purchaser deposits to be used during construction. ▪ The principal amount owing on any mezzanine mortgage loans can be repaid through the proceeds of an insured mortgage loan advance. If not repaid, any mezzanine financing must be subordinated to the CMHC-insured mortgage loan. Interest owing cannot be repaid from the insured advance and if not repaid from other sources, it must be subordinated to the CMHC-insured mortgage loan.
<p>Recognition of Presales</p>	<ul style="list-style-type: none"> ▪ Recognized presales must be based on arm's length, bona-fide, legally binding sales contracts with all preconditions waived or met. ▪ Owner-Occupied Units: Presales must include a fully paid non-refundable cash deposit of at least 10% unless the purchaser has a 95% insured mortgage commitment. In the latter case, a fully paid non-refundable cash deposit of at least 5% is required. ▪ Investor Units: Presales on all units not to be occupied by the purchaser must include a fully paid non-refundable cash deposit of at least 20%. If a party buys more than one (1) unit, all of the units bought by that party are considered investor units, irrespective of occupancy and require a fully paid non-refundable cash deposit of at least 20%. ▪ The Approved Lender is required to obtain an undertaking from the borrower that any bulk sales (more than 2 unit sales to the same borrower) will be reported to the Approved Lender and the Approved Lender will advise CMHC. Bulk sales are not recognized as part of the presale requirements.
<p>Use of Purchaser Deposits</p>	<ul style="list-style-type: none"> ▪ Once the maximum insurable mortgage loan amount is determined, it is reduced by the amount of any purchaser deposits to be used during construction.
<p>Source of Equity</p>	<ul style="list-style-type: none"> ▪ Required equity can be in the form of cash, subordinated debt or land at value. If land at value is used, CMHC requires and will review an externally prepared appraisal report obtained by the Approved Lender to confirm the value for mortgage loan insurance purposes. CMHC reserves the right to arrange for its own independent appraisal report and to use the report to determine what value CMHC will recognize.
<p>Exit Strategy</p>	<ul style="list-style-type: none"> ▪ Net proceeds of the sale of all units must be sufficient to payout the construction mortgage with a profit margin that meets industry standards.
<p>Mortgage Loan Repayment</p>	<ul style="list-style-type: none"> ▪ The project's pro forma statements must provide for no more than a 4 year period from the start of construction to full repayment of the CMHC-insured mortgage loan.

Borrower Net Worth	<ul style="list-style-type: none"> ▪ The borrower and/or guarantor(s) must have a net worth of the greater of \$100,000 or at least 25% of the total of the subject mortgage as well as all other CMHC-insured construction mortgage loan amounts currently approved for the borrower. ▪ As part of the net worth requirement, the borrower and/or guarantor(s) is required to have at least 10% of the project's costs in liquid assets outside of the project (e.g. cash, assets that can be quickly converted to cash or assets that can be pledged to secure additional financing).
Guarantees	<ul style="list-style-type: none"> ▪ When the borrower is a trust, additional joint and several guarantees equal to 100% of the mortgage loan amount are required from individuals or corporations with total net worth equal to at least 25% of the total CMHC-insured construction mortgage loan amounts currently approved for the borrower. As part of the net worth requirement, the individuals or corporations guaranteeing the loan are required to have at least 10% of the project's costs in liquid assets outside of the project. ▪ When the borrower is a corporation/partnership, additional joint and several personal and/or corporate guarantees of up to 100% of the mortgage loan amount may be required depending on CMHC's assessment of the application. Guarantors are required to have a total net worth equal to at least 25% of the total CMHC-insured construction loan amounts currently approved for the borrower. As part of the net worth requirement, the individuals or corporations guaranteeing the loan are required to have at least 10% of the project's costs in liquid assets outside of the project. ▪ Where 100% guarantees have been obtained from individuals or corporations with the above required net worth, CMHC may at its discretion limit or not require additional guarantees from individuals or corporations with smaller ownership interests.
Project Monitor	<ul style="list-style-type: none"> ▪ The role is to be performed by a Quantity Cost Surveyor, who is a member of a national or regional Professional Quantity Surveyor association. If there is no regional association, consideration can be given to accepting an experienced Project Monitor, recommended by the Approved Lender, with at least 5 years of experience with condominium construction projects of similar size and construction nature. ▪ The Project Monitor must have adequate errors and omissions and other liability insurance.
Construction Contract	<ul style="list-style-type: none"> ▪ A fixed price contract is preferred. ▪ A construction management approach may be authorized. If construction management is authorized, at least 2/3 of hard construction costs including major contracts (structural, mechanical, electrical, forms and concrete) must typically be signed prior to the first insured advance.
Bonding Requirements	<ul style="list-style-type: none"> ▪ 50% on labour and material and 50% on performance of all major contracts (structural, mechanical, electrical, forms and concrete) is required. ▪ Consideration may be given to waiving this requirement if the builder is established and financially sound, the project is within average size and price for the location, and it is a common architecture. In addition, the lender must receive a concurrence from the Project Monitor to waive the bonding requirement, ensure the subcontractor has adequate experience with contracts of a similar size and nature and must perform a satisfactory credit check on the subcontractor. ▪ An alternative to bonding in the form of an irrevocable and unconditional letter of credit equal to 10% of the project's hard costs may also be considered.

Mortgage Loan Advances	<ul style="list-style-type: none"> ▪ Prior to the first insured advance appropriate building permits as required by the municipality and development/municipal agreement(s) must be in place; the required stipulated presale level must be achieved; the Project Monitor’s initial report on cost and bonding must be received; all required equity must be contributed to the project; and work must have begun on the project. ▪ All advances must be supported by Project Monitor reports and based on the cost to complete method (up to the approved mortgage loan maximum). ▪ Equity withdrawal related to increased land value over the purchase price is not permitted. 	
Interest Rate	<ul style="list-style-type: none"> ▪ The interest rate can be fixed or floating provided that it does not at any time exceed the market rate of interest i.e. a rate which falls outside of the narrow range of rates being charged at the time by financial institutions within the same geographic area. 	
Application and Advancing Fees	<p style="text-align: center;">For the first 100 units:</p> <p style="text-align: center;">Then:</p> <p style="text-align: center;">To a maximum of:</p> <p style="text-align: center;">Additional fee for CMHC approved advances:</p> <p style="text-align: center;">Additional fee for non-residential components where the mortgage loan amount relating to the non-residential components exceeds \$100,000:</p>	<p style="text-align: center;">\$200 per unit</p> <p style="text-align: center;">\$100 per unit</p> <p style="text-align: center;">\$55,000</p> <p style="text-align: center;">\$350 per advance (beginning with the third advance)</p> <p style="text-align: center;">0.30% of the non-residential loan amount</p>
Payment of Application Fee	<ul style="list-style-type: none"> ▪ The fee is payable by the Approved Lender at the time of application. ▪ If the application is declined by CMHC or withdrawn by the applicant, CMHC will retain an amount of the fee relative to the work done (minimum of 10%), taking into account the costs incurred and work and time spent in assessing the application. CMHC will retain the full fee once a mortgage loan insurance certificate is issued. If a change to the application is requested following the issuance of a mortgage loan insurance certificate, new underwriting fees may apply. ▪ The fee may be added to the mortgage. If added to the mortgage, the application fee cannot be included in the estimated total cost to complete used to determine the maximum insurable loan amount. 	
Insurance Premiums	<p style="text-align: center;">Maximum Approved Insured Mortgage Loan-to-Value Ratio</p> <p style="text-align: center;">Up to and including 65%</p> <p style="text-align: center;">Up to and including 70%</p> <p style="text-align: center;">Up to and including 75%</p>	<p style="text-align: center;">% of Mortgage</p> <p style="text-align: center;">1.20%</p> <p style="text-align: center;">1.30%</p> <p style="text-align: center;">1.50%</p> <ul style="list-style-type: none"> ▪ Surcharge of 1% of the portion of the mortgage related to eligible non-residential space.

Payment of Premium	<ul style="list-style-type: none"> ■ The premium is due and payable by the Approved Lender to CMHC as mortgage funds are advanced. ■ The premium may be added to the mortgage. If added to the mortgage, the premium cannot be included in the estimated total cost to complete used to determine the maximum insurable loan amount.
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GUIDELINES FOR MULTI-UNIT STUDENT HOUSING PROJECTS

The conditions outlined below are specific to multi-unit student housing properties.

Insurance Premium	<p>The premium schedule is the same as the one applicable to rental buildings.</p> <p>A premium surcharge of 1 % is applicable on the loan amount except when the publicly funded university/college is the borrower or when it provides a full guarantee (over and above the loan covenants and personal or corporate guarantees) for the full duration of the loan.</p>
General Guidelines for Eligible Housing Forms	<ul style="list-style-type: none"> ■ Purpose built student housing projects ■ Atypical unit (not self-contained or 4+ bedrooms) eligible only if located on campus ■ Furnished suites will only be considered if located on-campus and a replacement reserve will be required ■ Project must be located on campus or within walking distance from campus
Amortization	<p>Up to 25 years. A longer amortization will be considered if the educational institution is the direct borrower or if it provides 100% guarantee for the full duration of the loan.</p>
Minimum Debt Coverage Ratio (DCR)	<ul style="list-style-type: none"> ■ 1.30 for loan terms 10 years or greater ■ 1.40 for loan terms less than 10 years
Borrower Net Worth and Guarantees	<p>Borrower net worth and guarantee requirements are the same as the ones applicable for rental buildings.</p> <p>In addition, a guarantee from the educational institution may be provided over and above the loan covenants. Then additional flexibilities could be considered on some underwriting criteria such as an amortization period greater than 25 years (subject to applicable surcharge) and restriction on land use.</p>

<p>General Guidelines for Borrower Eligibility</p>	<ul style="list-style-type: none"> ■ Property Management Experience - Borrower must have a minimum of 5 years experience in operating similar types of projects. If the borrower does not have the 5 years experience, the borrower may enter into a long-term contract (minimum 5 years) with a third party property management firm who meets CMHC criteria. ■ Borrower Net Worth – In addition to standard requirements on borrower net worth for construction loan(s), the borrower must have the financial capacity to sustain one full year of debt at 100% vacancy if project is not ready at beginning of school year.
<p>Cash Flow</p>	<ul style="list-style-type: none"> ■ Revenues are assessed using rent per bedroom. ■ It is the lender’s responsibility to ensure the cash flow is adequately secured through, for example, pre-paid leases, parental guarantee or leases signed on a joint and several basis by all students within a unit.
<p>Additional Document Requirements</p>	<ul style="list-style-type: none"> ■ A market demand study will be required to support the long term financing of any new construction of student housing projects.

GUIDELINES FOR ENERGY-EFFICIENT PROPERTIES

The following energy efficiency incentives are being offered on a two year pilot basis and are applicable to requests for premium reductions/refunds received on or after January 20, 2012.

<p>Availability</p>	<ul style="list-style-type: none"> ■ Available with CMHC multi-unit insured financing for new construction, refinance or purchase where energy efficiency improvements are being undertaken (excludes CMHC-insured loans to existing condominium/strata corporations for energy-efficiency improvements to common elements/property). ■ To qualify for the CMHC energy efficiency incentives described below, borrowers must submit the required documentation to the Approved Lender within one year after the loan has been finalized. ■ CMHC will recognize previous energy efficiency retrofit improvements when they have been completed within a 12 month period prior to the current mortgage loan advance. Borrowers are required to demonstrate a reduction in energy consumption and must provide evidence that the improvements have been made within the last year through capital investment reports.
<p>Underwriting Flexibilities</p>	<ul style="list-style-type: none"> ■ The estimated reduction in energy consumption is used in calculating the net operating income to determine the lending value of rental properties. This includes the estimated reduction in the consumption of heat, hydro and water.

Premium Reduction/Refund	<ul style="list-style-type: none"> ■ New Construction - A 10% premium reduction/refund to the total premium due or paid including any surcharges. ■ Retrofit - A premium reduction/refund equal to the overall percentage reduction in energy consumption, to a maximum of 15%. In addition to savings being measured by way of anticipated reductions in energy consumption for heat and hydro, CMHC also recognizes estimated reductions in energy consumption for water.
Premium Reduction/Refund Process	<ul style="list-style-type: none"> ■ Based on when reductions in energy consumption are demonstrated, borrowers have the option of either receiving an upfront premium reduction or a premium refund as follows: <ul style="list-style-type: none"> ■ Premium Reduction Process: Where verification of reduction in energy consumption is received prior to a final advance, the CMHC energy efficiency incentives will be provided through a reduction in the premium amount on each subsequent advance. The adjustment will also be applied to any premium previously paid (as applicable). This will occur upon receipt of applicable documentation to demonstrate a reduction in energy consumption and an Approved Lender request to receive an energy-efficient premium reduction. ■ Premium Refund Process: Where verification of a reduction in energy consumption is received subsequent to a final advance, the CMHC energy efficiency incentives will be provided through a premium refund. Although the Approved Lender is responsible for payment of the insurance premium, the premium refund will be paid by CMHC directly to the borrower. This will occur upon receipt of applicable documentation to demonstrate a reduction in energy consumption and a letter from the borrower requesting an energy-efficiency premium refund. The Approved Lender is responsible for submitting all the required documentation to CMHC. <p>Note: A premium refund is not available when a premium reduction has been applied.</p>
Eligibility Criteria	<ul style="list-style-type: none"> ■ New Construction: The building is required to be the higher of 5% more energy efficient than if constructed to meet provincial/territorial requirements (where they exist) or 20% more energy efficient than if constructed to meet the Model National Energy Building Code for Buildings (MNECB). ■ Retrofit: There is no minimum threshold for the anticipated reduction in energy consumption. Buildings must have an anticipated reduction in overall building energy consumption. Borrowers are required to demonstrate proof of their capital investment in the energy efficiency improvements.
Additional Document Requirements	<ul style="list-style-type: none"> ■ Borrowers are required to provide and demonstrate an estimate of the anticipated or actual reduction in energy consumption. This can be shown through a variety of documents, but not limited to: <ul style="list-style-type: none"> ■ Design proposals or energy retrofit plans and post commissioning reports or post retrofit reports prepared by qualified energy management professionals (in-house reports must be validated by a qualified external third party); ■ Reports from other government agencies and energy companies that provide grants; ■ Two years of energy bills and water bills (to demonstrate a reduction in annual energy consumption).

GUIDELINES FOR CONDOMINIUM ENERGY-EFFICIENT IMPROVEMENTS

The following insurance product has been introduced on a two year pilot basis effective January 20, 2012.

Availability	<ul style="list-style-type: none"> ■ CMHC Loan Insurance is available on loans to existing condominium/strata corporations, for energy efficiency improvements to common elements/property.
Maximum Insurable Loan Amount	<ul style="list-style-type: none"> ■ The maximum loan available will be based upon the lesser of 5% of the estimated lending value of all residential units, as determined by CMHC, or 100% of the cost of energy efficiency improvements.
Application and Advancing Fees	<ul style="list-style-type: none"> ■ The application fee is 0.30% of the insured loan amount. ■ There will be a \$350 fee for CMHC approved advances commencing with the third advance.
Payment of Application Fee	<ul style="list-style-type: none"> ■ The fee is payable by the Approved Lender at the time of application. ■ If the application is declined by CMHC or withdrawn by the Approved Lender, CMHC will retain an amount of the fee relative to the work done, taking into account the costs incurred and work and time spent by CMHC in assessing the application. CMHC will retain a minimum of 10% of the application fee, regardless of the work incurred. ■ CMHC will retain the full fee once a loan insurance certificate is issued. Following the issuance of a loan insurance certificate, if changes to the application are requested which require a re-assessment of the CMHC decision to insure, new underwriting fees will apply based on the additional work required. ■ The fee may be added to the loan. If added to the loan, the application fee cannot be included in the estimated total cost to complete the energy efficiency improvements used to determine the maximum insurable loan amount.
Insurance Premium	<ul style="list-style-type: none"> ■ 1.35% of the insured loan amount.
Payment of Premium	<ul style="list-style-type: none"> ■ The premium is due and payable by the Approved Lender to CMHC as loan funds are advanced. ■ The premium may be added to the loan. If added to the loan, the premium cannot be included in the estimated total cost to complete the energy efficiency improvements used to determine the maximum insurable loan amount.
Debt Coverage Ratio	<ul style="list-style-type: none"> ■ The condominium/strata corporation must have a Debt Coverage Ratio of at least 1.10 (with the inclusion of the related loan payment in expenses). ■ Approved Lenders are required to state the proposed condominium/strata fees (including the increase associated with the subject loan) and provide CMHC with condominium/strata fees for comparable structures in the immediate area and to ensure fees for the subject property will remain competitive in that market.

Amortization Period	<ul style="list-style-type: none"> ■ The maximum amortization period of the loan is 10 years.
Interest Rate	<ul style="list-style-type: none"> ■ The interest rate at the time of the Interest Adjustment Date can be either: <ul style="list-style-type: none"> a) a fixed interest rate (i.e. equal payment loan), compounded semi-annually and not in advance; or b) a floating interest rate, provided a ceiling rate is established and the ceiling rate falls within the range of posted fixed market rates being charged at the time on loans having similar terms within the same geographic area of the project. The ceiling rate will be used in calculating the Debt Coverage Ratio. ■ In the event of default, any loan insurance claim will be calculated at the interest rate in effect at the time of default.
Loan Advancing	<ul style="list-style-type: none"> ■ Loan advances will be authorized on a cost in place basis and on a cost to complete basis. Namely, no advance will be made if the advance, together with all prior advances plus all applicable lien holdbacks, will exceed the value of work in place, provided further that any material on site which has not yet been used for the energy efficiency improvements being financed is not to be considered in this calculation. The Approved Lender is responsible to ensure that sufficient funds remain to be dispersed to complete the energy efficiency improvements, (exclusive of lien holdbacks), in accordance with the plans and specifications approved by the Approved Lender. ■ The condominium/strata corporation is required to provide the Approved Lender with invoices showing the cost of work in place. ■ CMHC will approve the first and last advances for insurance purposes. Based on CMHC's assessment of the application, the Approved Lender will have the option to approve advances occurring between the first and last.
Construction Contract and Bonding Requirements	<ul style="list-style-type: none"> ■ A general contractor is normally to be engaged under a fixed price contract to cover the cost of all energy efficiency improvements/replacements, with bonding equal to 50% on labour and materials and 50% on performance.
Loan Security	<ul style="list-style-type: none"> ■ Security must be taken on the lien rights against the individual units of the condominium/strata unit holders, and common assets held by the condominium/strata corporation, as well as any real estate owned by the condominium/strata corporation.
Borrower Eligibility Criteria	<ul style="list-style-type: none"> ■ Minimum Number of Units - The condominium/strata corporation must consist of a minimum of 50 residential units within the subject property. ■ Bylaws - The condominium/strata corporation's bylaws must state it is authorized to borrow the funds in question for the purpose of energy efficiency improvements to common elements/property. The number of votes required to agree to the borrowing vary by province. It is the Approved Lender's responsibility to ensure the validity of the by-law including for example, that the corporation has been authorized to borrow funds. The Approved Lender is also responsible to ensure the required number of unit owners have agreed to the borrowing for the specific purpose of energy efficiency improvements to the common elements/property, and to a special assessment for the loan repayment.

<p>Condominium/ Strata Fee Arrears</p>	<ul style="list-style-type: none"> ■ The Approved Lender will be required to have an agreement from the condominium/strata corporation that the corporation will advise the lender when an individual unit owner is three (3) or more months in arrears in their condominium/strata fees.
<p>Reserve Fund Study</p>	<ul style="list-style-type: none"> ■ The Approved Lender is required to obtain from the condominium/strata corporation the most recent detailed reserve fund study (which must include a physical inspection of the property), prepared by an arm's length qualified professional in good standing. The study must have been performed in accordance with the timing required under provincial legislation, but at least within the last 6 years. The study must report on the current physical condition, the estimated remaining useful life as well as the cost to repair or replace the common elements. An estimate of the contributions from owners to fund repairs and replacements must also be included. If reserves are low, a plan must be in place to ensure sufficient funds will be available as required. ■ The reserve fund study must include an examination of the building envelope, including identification of the causes of any water penetration and the work required to rectify the situation. This product is not intended to finance the resolution of severe water penetration issues related to the building envelope.
<p>Environmental Site Assessment</p>	<p>Environmental Site Assessment (ESA) - A Phase I ESA will be required if the Approved Lender or CMHC is aware of potential environmental hazards, or of factors which may indicate potential environmental problems, for example the structure has been built on an old landfill site, adjacent to a service station, a former industrial site, or other factors that are often associated with soil and ground water contamination.</p> <ul style="list-style-type: none"> ■ Phase I ESA's must be carried out in accordance with the applicable CSA standard as described in the CSA Document "Z768, Phase I Environmental Site Assessment". If the report concludes that there is no evidence of contamination in connection with the property, the Approved Lender is to provide a recommendation to CMHC that the property appears to comply with CMHC's environmental policy. Where additional investigation(s) are required beyond a Phase I ESA, CMHC will consider a loan application submitted for insurance provided the additional ESA report concludes that there is no evidence of soil or water contamination in connection with the property. If contamination remains, CMHC will consider providing loan insurance where a formal risk management agreement between the municipal and provincial/territorial environment authority is in place, to ensure the contamination does not pose a health or safety risk.

MINIMUM DOCUMENTATION CHECKLIST

This checklist represents a minimum package for initiating an underwriting review which will need to be supplemented by documents shown in the Additional Documentation Checklist at the Applicant's earliest opportunity. Priority processing will be given to applications which respect the Minimum Documentation Checklist.

All Projects	<ul style="list-style-type: none"> <input type="checkbox"/> "Request – Certificate of Insurance" (CMHC 60335). <input type="checkbox"/> The Approved Lender's: description of the property including age, construction type, number and type of units, condition; income/expense analysis on lender's form or CMHC 60369; recommendation on value, with market support. <input type="checkbox"/> Current credit reports for the Borrower and Guarantors. <input type="checkbox"/> Signed and up-to-date personal net worth statements for all individual Borrowers/ Guarantors, including details for any real property held: address, description, income and expenses, mortgage balance, mortgage payment and value. The Approved Lender must validate substantive asset-values. <input type="checkbox"/> Financial Statements for the most recent year-end for Corporate Borrowers/Guarantors. <input type="checkbox"/> For Corporate Borrowers indicate the type of structure (i.e. sole proprietorship, limited company, partnership, etc.), the ownership of the entity (including percentage ownership), key individuals, their responsibilities and reporting relationships. For complex Borrowers provide an organization chart describing the relationship with associated entities. <input type="checkbox"/> For properties of 5 to 6 units, a complete property appraisal report, including Schedule A which outlines revenue and expenses of the property. <input type="checkbox"/> Application fee.
Existing Projects	<ul style="list-style-type: none"> <input type="checkbox"/> Current detailed operating statement for the subject property and/or copies of property taxes, insurance and utilities invoices for the most recent 12 month period. <input type="checkbox"/> Current rent roll for the subject property with rent effective dates. <input type="checkbox"/> Copy of executed purchase & sale agreement, if applicable.
Refinancing Requests	<ul style="list-style-type: none"> <input type="checkbox"/> Confirmation of the loan balance. <input type="checkbox"/> Confirmation of the <i>pari passu</i> or second mortgage amount requested and lending value expectation. <input type="checkbox"/> Details regarding all existing registered encumbrances including outstanding balances, term and amortization remaining, interest rate and monthly payments.
New Projects	<ul style="list-style-type: none"> <input type="checkbox"/> Borrower's project revenue and expense projections. <input type="checkbox"/> One set of suite layouts and details/specifications regarding finishes and amenities. <input type="checkbox"/> Copy of construction budget.
Affordable Housing Projects	<ul style="list-style-type: none"> <input type="checkbox"/> Copies of all third party contribution agreements or letter of intent from appropriate party. <input type="checkbox"/> Copies of all rent supplement agreements or letter of intent from appropriate party. <input type="checkbox"/> Copies of all operating subsidy agreements or letter of intent from appropriate party.

<p>Retirement and Long Term Care Facilities</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Project description: history of facility, number and type of rooms, amenities, and services offered.
<p>Condominium Energy-Efficient Improvements</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Audited Financial Statements for the past three (3) years. <input type="checkbox"/> Recent income tax documentation – Non-Profit Organization Information Return and T2 Corporate Income Tax Return. <input type="checkbox"/> Copy of the most recent reserve fund study (must include a physical inspection of the property and of the building envelope), prepared by an arm’s length qualified professional in good standing. The study must have been performed in accordance with the timing required under provincial legislation but at least within the last 6 years. <input type="checkbox"/> Copies of the condominium/strata corporation’s by-laws with confirmation authorizing the corporation to borrow funds for the purpose of energy efficiency improvements to common elements/property. <input type="checkbox"/> Appropriate documentation (contracts, plans, specifications etc.) to support the cost of the energy efficiency improvements. <input type="checkbox"/> Confirmation of the number and type of residential units. <input type="checkbox"/> Confirmation of the proposed condominium/strata fees. <input type="checkbox"/> Confirmation of condominium/strata fees for comparable structures in the immediate area.
<p>Leasehold Tenure</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Copy of ground lease with the Approved Lender’s opinion, supported by the Approved Lender’s Solicitor’s opinion, regarding compliance to CMHC.

ADDITIONAL DOCUMENTATION CHECKLIST

Additional documentation required to complete the underwriting analysis is outlined below and lenders are encouraged to satisfy all Documentation requirements (both Minimum and Additional) in the first application package. In the list below a * indicates a document which may not be required at all, or which may only be required prior to funding. Certain applications may require documentation other than that outlined below.

All Projects	<ul style="list-style-type: none"> <input type="checkbox"/> A summary of the borrower's past management experience and the résumé(s) of the manager if different from the borrower. <input type="checkbox"/> For Corporate Borrowers/Guarantors Financial Statements for the past three years. <input type="checkbox"/> For individual Borrowers/Guarantors a listing of all personal debt including outstanding balances and monthly payment requirements. <input type="checkbox"/> The amount and source of the down payment. <input type="checkbox"/> Lender's confirmation that Borrowers'/Guarantors' mortgage debt repayment is current. <input type="checkbox"/> For properties with commercial/retail space, the total square footage of the building and the total square footage allocated to commercial/retail space, along with copies of commercial/retail leases and the Approved Lender's analysis of income/expenses and value of the non-residential space. <input type="checkbox"/> For Borrowers with active construction projects a listing of all projects owned and under construction, including type, number of units, location, completion date for new construction, current debt, current value, appraisal surpluses and projects' revenues and expenses. <input type="checkbox"/> *Letter from the lender confirming that the Phase I Environmental Site Assessment for the subject property conforms with CMHC policy relating to environmental risks. <input type="checkbox"/> *For larger properties, while not a requirement, submission of your property appraisal and property condition report will facilitate the processing of the request. <input type="checkbox"/> *For individual Borrowers/Guarantors a copy of the previous year's income tax return, including Schedule A.
Existing Projects	<ul style="list-style-type: none"> <input type="checkbox"/> Three years of historical operating statements for the subject property. <input type="checkbox"/> Appropriate documentation (contracts, plans, specifications, quantity surveyor's report) to support cost of any repairs.
New Projects	<ul style="list-style-type: none"> <input type="checkbox"/> Feasibility/market study in circumstances where market demand and pricing cannot be adequately substantiated by Lender/Borrower. <input type="checkbox"/> Copies of all signed contracts, if available. <input type="checkbox"/> *Documentation in support of construction budget: specifications, and quantity surveyor's report. <input type="checkbox"/> *Confirmation of zoning.
Retirement and Long Term Care Facilities	<p>Where applicable:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Copies of service agreements. <input type="checkbox"/> Copy of "Notice of Decision" or other correspondence from the appropriate provincial/territorial authority confirming compliance with the structural criteria or identifying areas of non-compliance. If the facility is non-compliant in any way, a plan to bring it into compliance must be submitted. <input type="checkbox"/> Copy of most recent provincial/territorial authority's inspection report. <input type="checkbox"/> Copy of most recent provincial/territorial authority's certificate and covering correspondence. <input type="checkbox"/> Copy of completed Long Term Care Facility Calculation Worksheet and evidence of approval from the provincial/territorial authority. <input type="checkbox"/> *Copies of Union contracts, or, if non-union status, information on the relationship between employees and employer, and a comparison of wage rates with unionized facility.

For more information, contact the nearest
CMHC Business Centre:

ATLANTIC BUSINESS CENTRE

1894 Barrington Street, Barrington Tower, 9th Floor,
Halifax, NS, B3J 2A8
Telephone: (902) 426-3530

QUEBEC BUSINESS CENTRE

1100 René-Lévesque Blvd West, 1st Floor
Montréal, QC, H3B 5J7
Telephone: (514) 283-2222

ONTARIO BUSINESS CENTRE

100 Sheppard Ave. E. Suite 300
Toronto, ON, M2N 6Z1
Telephone: (416) 221-2642

PRAIRIES AND TERRITORIES BUSINESS CENTRE

1000-7th Avenue S. W., Suite 200
Calgary, AB, T2P 5L5
Telephone: (403) 515-3000

BRITISH COLUMBIA BUSINESS CENTRE

1111 West Georgia Street, Suite 200
Vancouver, BC, V6E 4S4
Telephone: (604) 731-5733

**You can also visit our website at: www.cmhc.ca or call
1 877 Multi GO (1 877 685-8446)**

19-01-12



CMHC-Eligible Energy-Efficient Building Programs

CMHC encourages the development of more energy-efficient homes by making eligible a broader range of home building programs. Homes built under the following programs qualify for a 10 per cent mortgage loan insurance premium refund, and a premium refund for a longer amortization period (if applicable) when [CMHC Mortgage Loan Insurance](#) is used to finance their purchase or construction.

- [R-2000](#) (National)
<http://oee.nrcan.gc.ca/residential/personal/new-homes/r-2000/About-r-2000.cfm?attr=4>
- [LEED Canada For Homes](#) EGH 80*+ (National)
<http://www.cagbc.org/leed/what/index.php>
- [Power Smart New Homes](#) (British Columbia)
<http://www.bchydro.com/powersmart/>
- [Built Green™ BC Platinum Label Homes](#) (British Columbia)
<http://www.chbabc.org/content.php?id=504>
(Note: Gold, Silver and Bronze label homes are only eligible if they receive an EnerGuide evaluation indicating they meet CMHC's minimum score of 80*)
- [GreenHome™](#) and [Super GreenHome™](#) (Yukon)
<http://www.housing.yk.ca>
- [Built Green™ Platinum Label Homes \(Alberta\)](#) (Alberta)
<http://www.builtgreenalberta.com/>
(Note: Gold, Silver and Bronze label homes are only eligible if they receive an EnerGuide evaluation indicating they meet CMHC's minimum score of 80*)
- [ENERGY STAR® for New Homes](#) (Saskatchewan)
<http://www.energystarsask.ca/>
- [Power Smart™](#) (Manitoba)
http://www.hydro.mb.ca/your_home/small_changes_add_up/index.shtml?WT.mc_id=2807
- [GreenHouse™](#) (Ontario)
<http://www.greenhousecertified.ca/>
- [ENERGY STAR®](#) (Ontario)
<http://oee.nrcan.gc.ca/residential/energystar-energuide-r2000.cfm?attr=4>
- [Novoclimat^{MC}](#) (Quebec)
<http://www.aee.gouv.qc.ca/mon-habitation/novoclimat/>

Other energy-efficient homes can also qualify

If the home you are purchasing or building does not belong to one of these programs, it may still be eligible. Homes that have an NRCan energy efficiency rating of 80* or above also qualify. Visit www.ecoaction.gc.ca/buildings to find out how to obtain a home energy evaluation and rating.

* Depending on the closing date of your purchase, the Natural Resources Canada (NRCan) Energy-Efficiency Rating required differs:

For purchases with a closing date...	NRCan Energy-Efficiency Rating Required
On or after April 1 st , 2010	80
Between July 27 th , 2005 and March 31 st , 2010	77
Between November 18 th , 2004 and July 26 th , 2005	80

Applying for the refund is easy

To apply for your refund, complete CMHC's [Energy-efficient Premium Refund Form](#) and send it to CMHC for processing.

Saskatchewan EnerGuide for Houses (SEGH)

April 1st, 2011 to October 31st, 2013

1. What is Saskatchewan EnerGuide for Houses?

Saskatchewan EnerGuide for Houses (SEGH) was developed in cooperation with Natural Resources Canada (NRCan) to help you make choices that will improve the comfort and energy efficiency of your home. Independent energy advisors, certified by NRCan, are available to determine how your home is using energy and where it is being wasted. Provincial grants are currently available for homeowners who complete specific energy efficiency upgrades based on the results of their SEGH evaluations.

2. Why is the Province continuing the Saskatchewan EnerGuide for Houses program until 2013?

The Saskatchewan government is committed to the environment and it is demonstrated by the renewal of the EnerGuide for Houses program as part of the Go Green plan. This program has been instrumental in demonstrating the Province's commitment to Go Green by helping Saskatchewan homeowners 'Go Green' in their day-to-day lives.

The Saskatchewan EnerGuide for Houses Program has provided grants to over 56,000 households for energy retrofits. These retrofits have resulted in an annual reduction of approximately 129,000 tonnes of CO₂ from the air; a reduction roughly equivalent to permanently removing 23,450 cars from the road.

The current Saskatchewan EnerGuide for Houses program, built off of a solid foundation from the existing program, has been enhanced to encourage homeowners to upgrade to the most efficient equipment available and to undertake comprehensive renovations that will make a significant impact in reducing greenhouse gas emissions and lower the homeowner's energy costs.

3. What are the effective dates for the program?

Effective April 1, 2011, homeowners can have a pre-retrofit evaluation completed and enter the program up to June 30, 2013. They must complete their retrofits and have their post-retrofit evaluation completed within 18 months or by October 31, 2013 whichever comes first.

4. How much grant money are homeowners eligible for under the new Saskatchewan EnerGuide for Houses program?

Homeowners are eligible for a maximum provincial grant of up to \$5,000 per property under the new program. This program encourages homeowners to adopt energy efficiency best practices, which they may deem unaffordable in the absence of a grant.

5. What is the estimated average grant amount?

It is estimated that the average provincial grant will be approximately \$1,250.

6. What do you expect will be the average saving for homeowners in terms of reduced energy consumption and lower costs?

It is estimated that the average home will reduced their energy consumption by over 20 percent and reduce greenhouse gas emissions by up to 3 tonnes per house, this may vary depending on the retrofits completed.

7. What's on the list of improvements that qualify for a grant?

High efficiency upgrades to your home's heating and ventilation systems and insulation are eligible for a grant. In addition, other eligible retrofits include replacing your air conditioning system, water heating systems such as tankless and solar options, ENERGY STAR® doors, windows, light fixtures, clothes washer and a gas dryer. Visit saskenergy.com for a complete list of eligible retrofits and the corresponding grant amount.

8. How is the grant calculated?

Each recommendation provided as a result of the pre-retrofit evaluation will have an assigned grant amount. For example, if you replace an old standard furnace with a new ENERGY STAR® qualified natural gas furnace that is at least 95% efficient (AFUE) with a brushless DC motor you qualify for a provincial grant of \$650. As a homeowner you will know up-front how much the grant is for each improvement, to help you prioritize your retrofits.

9. Do I receive an EnerGuide rating on my home?

Yes. In addition to the recommendations that indicate the grant amounts, the energy advisor will provide you with an EnerGuide rating and label for your home, both before and after the retrofits are completed.

10. How do I qualify for the SEGH grant?

The following steps MUST be performed in order to be eligible for a grant:

Step 1

- Contact a licensed SEGH service organization to book a pre-retrofit evaluation. The latest date to have a pre-retrofit evaluation completed is June 30th, 2013. There is a cost for the evaluation, please discuss the evaluation costs with the service organization at the time of booking, including mileage if applicable. The Province of Saskatchewan pays for ½ the cost of the pre-retrofit evaluation, up to \$150, to reduce the upfront cost to homeowners. The service organization will only charge you the difference.

Step 2

- An energy advisor will come to your house and perform an energy evaluation, consisting of a basement to attic overall review of your home and a blower door test to measure air tightness and help locate air leakage. Your energy advisor is required to take pictures of your home and specific equipment during the pre-retrofit evaluation. You will receive a homeowner report approximately two weeks after your evaluation with a list of recommended measures, eligible grant amounts, and an EnerGuide rating label specific to your home.

Step 3

- You have 18 months from the date of your pre-retrofit evaluation or until October 31st, 2013, whichever comes first, to complete your retrofits and have your post-retrofit evaluation completed. You can complete any or all of the recommendations outlined in the homeowner report.

Step 4

- A post-retrofit evaluation must be completed to qualify for a grant. Book an evaluation with the same SEGH service organization that completed your initial evaluation prior to the 18 month deadline or October 31st, 2013, whichever comes first. Make sure to call your Service Organization early to book a post-retrofit evaluation to ensure they can schedule your appointment prior to the deadline. Be sure to have your SEGH file number available when you call (it is located on your homeowner report).
- An energy advisor will come to your house and perform a new energy evaluation, reviewing the changes you made and will retest your home using the blower door test to measure air tightness after your retrofits. You will receive a new EnerGuide rating label that reflects the improvements that you made to the overall efficiency of your home.
- The Province of Saskatchewan also pays for ½ the cost of the post-retrofit evaluation, up to \$100, to reduce the cost to homeowners. The service organization will only charge you the difference.

Step 5

- The service organization will submit the file to Natural Resources Canada who processes the file and then sends the information to SaskEnergy. You don't need to do anything else - the grant will be mailed to you within 90 days of your post-retrofit evaluation from SaskEnergy, who is administering the program on behalf of the Government of Saskatchewan.

Note: Your energy advisor is required to take pictures of your home and specific equipment during the pre- and post-retrofit evaluations. You need to retain all of your receipts for retrofits completed and they must be available at the post-retrofit evaluation.

11. Who does the pre- and post-retrofit evaluations?

There are three licensed service organizations in Saskatchewan who provide this service: Sun Ridge Group, AmeriSpec and Energywise Solutions.

Sun Ridge Group

Regina, Saskatoon and all communities throughout Saskatchewan
Toll-free **1-800-667-3700** or book online at sunridgegroup.ca

AmeriSpec

Regina and south of Davidson - **call (306) 565-1703**
Saskatoon and north of Davidson - **call (306) 652-8779**
Battleford's and Lloydminster areas - **call (866) 871-8111**
Prince Albert and northeast - **call (306) 862-2797**

Energywise Solutions

Regina, Saskatoon and other communities throughout Saskatchewan
Toll-free **1-888-860-1766** or book online at energywisesolutions.ca

12. What is the cost of the pre-retrofit and post-retrofit evaluation?

The Province of Saskatchewan pays half the cost of the pre-retrofit evaluation, up to \$150, and half the cost of the post-retrofit evaluation, up to \$100. Please contact the service organizations for their current pricing and any mileage charges.

Your initial investment is easily recovered in savings after implementing the home improvements outlined in the pre-retrofit evaluation report. As well, if you make the recommended changes, your eligible grant may be more than your combined evaluation costs.

13. Is there anything that I need to do to get ready for the pre-retrofit or post-retrofit evaluation?

The energy advisor will need access to every room in the house, including the attic and any crawl spaces. Be sure to clear the area around these areas before the energy advisor arrives. In addition, please make sure not to use any wood-burning appliances, such as fireplaces or wood stoves, at least 24 hours in advance and clean them prior to the evaluation.

14. If my furnace breaks down during the heating season, can I replace this equipment before the pre-retrofit evaluation?



Effective from **September 15, 2012 to March 31, 2013.**

Yes. In the case of an emergency furnace replacement during the period noted above, the property owner **must call a service organization within five (5) calendar days of the system replacement** to schedule a pre-retrofit evaluation, and the evaluation must take place within 30 days of the new furnace installation. **The equipment installed must be an ENERGY STAR qualified furnace that has a 95% AFUE or higher, and a brushless DC motor.**

In order to qualify for a grant, you must keep sufficient information regarding the old heating system (see eligibility criteria and process below).

Calling a service organization later than five (5) calendar days after the heating equipment has been replaced will not be considered for a retrofit grant.

Eligibility Criteria:

1. Heating equipment that has been 'red-tagged' or deemed unsafe by the utility, service technician or building inspector.
2. Heating equipment that cannot be repaired and must be replaced.

Process for qualifying for a grant:

Please read these instructions carefully.

Ensure your invoice for the new heating system includes the following information and is available to present to you energy advisor at the time of the pre-retrofit evaluation:

1. Supplier's business name, address and phone number
2. Date of installation
3. Manufacturer's name and model number of heating equipment; and
4. The AFUE of the product or a note indicating that it is ENERGY STAR qualified

The heating contractor must provide you with information about the old heating system being removed, and you must give this information to the energy advisor at the time of the pre-retrofit evaluation:

1. Fuel Type (natural gas, propane, or oil)
2. Type of system (forced air, hydronic or radiant)
3. Type of venting (i.e. chimney, side vent, barometric damper)
4. Rated efficiency, output, input from the nameplate
5. Last upgrade, if any (i.e. oil burner gun/assembly)

When replacing a furnace, this may present an opportunity to replace an existing central air-conditioning unit. However, only the replacement of your inside coil may be possible in the heating season due to climate conditions. The replacement of the outside equipment may have to wait for warmer weather. You must remember that to capture all eligible measures for grant purposes, the performance of your post-retrofit evaluation would have to wait until the replacement of both indoor and outdoor components is complete. The new equipment must meet the requirements listed in the Saskatchewan EnerGuide for Houses “Chart of Eligible Retrofits”. You will need to supply the following information about your existing air conditioning unit:

1. Capacity
2. Make and model number
3. Efficiency



15. If my hot water heater breaks down during the heating season, can I replace this equipment before the pre-retrofit evaluation?

Effective from **September 15, 2012 to March 31, 2013.**

Yes, as with furnaces and other space heating systems, if your hot water heater breaks down during the period noted above, you can arrange an emergency replacement of this equipment. The property owner **must call a service organization within five (5) calendar days of the system replacement** to schedule a pre-retrofit evaluation, and the evaluation must take place within 30 days of the new furnace installation. **The new equipment must meet the requirements listed in the Saskatchewan EnerGuide for Houses “Chart of Eligible Retrofits”**

In order to qualify for a grant, you must keep sufficient information regarding the old water heating system (see eligibility criteria and process below).

Calling a service organization later than five (5) calendar days after the equipment has been replaced will not be considered for a retrofit grant.

Eligibility Criteria:

1. Water heating equipment that has been ‘red-tagged’ or deemed unsafe by the utility, service technician or building inspector.
2. Water heating equipment that cannot be repaired and must be replaced.

Process for qualifying for a grant:

Please read these instructions carefully.

Ensure your invoice for the new water heating system includes the following information and is available to present to you energy advisor at the time of the pre-retrofit evaluation:

1. Supplier's business name, address and phone number
2. Date of installation
3. Manufacturer's name and model number of heating equipment

The plumbing and heating contractor must provide you with information about the old water heating system being removed, and you must give this information to the energy advisor at the time of the pre-retrofit evaluation:

1. Fuel Type
2. Type of system
3. Capacity (storage)
4. Efficiency
5. Make and model number
6. Confirmation with your energy advisor that the new equipment is eligible

16. Why do I need to have an SEGH evaluation done? Why can't I just make my upgrades and send in the receipts?

There are many benefits to be gained from the evaluations. An independent certified energy advisor will provide you with a detailed report on how to economically improve your home's air tightness, comfort and energy use. The report provides recommendations on the most beneficial retrofits specifically for your home. The report also provides a rating for your house allowing you to compare the amount of energy you currently use with the most energy efficient retrofits to reduce your costs and improve your home's overall efficiency rating.

Many homeowners enter the program with upgrades in mind and once they meet with the energy advisor and review the homeowner report they typically make additional upgrades or change their priorities based on the independent advice they received from the certified energy advisor.

17. What types of residential dwellings are eligible under the program?

Low-rise residential properties defined as dwellings under Parts 2 and 9 of the National Building Code of Canada. These include single detached and attached homes (i.e. row housing, duplexes and triplexes), small multi-unit residential buildings including some small apartment buildings of three storeys or less built on a maximum footprint of less than 600 square meters, mobile homes on a permanent foundation, and recreational homes that are fully-serviced four-season properties.

18. Do homes of any age qualify?

Saskatchewan EnerGuide for Houses was designed to help reduce greenhouse gas emissions from existing homes. There is no restriction as to the age of an existing house or building, but those built before 1985 will benefit the most as they have the potential for more significant energy improvements.

19. What if my home is in a rural or northern area?

The Province wants people all across the province to be able to take advantage of the program. The service organizations provide evaluations to homeowners in all areas, however mileage charges may apply. If you have friends or family in your immediate area that are interested in having an evaluation booked, the service organizations will try and schedule them at the same time so travel costs can be shared making it more economical for all.

20. What about homes on reserve and owned by the First Nation?

Yes, they are eligible for the SEGH program. The Band is considered the landlord, and the Band is eligible to have the SEGH pre-retrofit and post-retrofit evaluations completed and apply for the grants. First Nations customers who own homes are eligible to apply as well.

21. I own rental properties, are these eligible?

Yes. Single family homes and multiple-unit low-rise residential buildings held by rental property owners are eligible provided they meet the eligibility criteria.

22. I own a cottage / recreational property. Is this eligible?

In order to qualify for a grant, the recreational home must be a fully-serviced four season property, meeting the specific definitions under the National Building Code, parts 2 and 9. The recreational home does not have to be a primary residence.

23. Are small commercial businesses eligible to receive a grant?

Small mix-used commercial/residential buildings are eligible. These buildings must be no more than three storeys above grade, have a building footprint of 600 square meters or less and use at least 50% of the floor space for permanent residential purposes. Mixed-use buildings that contain commercial or industrial equipment or systems that are not usually found in a dwelling are excluded.

Examples of mixed-use buildings that may qualify: buildings where the non-residential space does not contain commercial or industrial equipment, such as a clinic, travel agency, bed and breakfast, bookstore, office or hair salon.

Examples of mixed-used buildings that do not qualify: buildings where the non-residential space contains commercial or industrial equipment, such as a restaurant with commercial stoves, a grocery store or convenience store with commercial freezers, coolers or a Laundromat with commercial washers and dryers.

To determine if your facility is eligible, please contact a Saskatchewan EnerGuide for Houses service organization.

24. What state must the home be in to have an energy evaluation?

In order to have an energy evaluation, the energy advisor needs to perform a blower door test which depressurizes the house and measures air leakage. The following are other conditions of the program:

- Heating: At a minimum, the house must have a space heating system in place at the time of the evaluation and it must be (or have been in the case of heating system failure) capable of keeping the interior living space at 21 degrees C.
- Windows and doors: The house must have all windows and doors in place. However, a maximum of one window or door unit can be missing as long as it is temporarily air sealed (e.g., covered with plywood and seams and edges sealed with caulking). Any broken window panes must be air sealed (e.g., taped polyethylene) for the duration of the blower door test.

- **Envelope:** If the temporary air sealing fails during the blower door test, the house will be considered ineligible. The building envelope, which includes the upper level ceilings, exterior walls, exposed floors, windows and doors must be intact, including the interior and exterior surfaces (i.e., the interior finish and exterior siding must be in place). Any renovations underway in rooms or sections of the house can only affect interior partitions and not perforate the building envelope.
- **Foundation:** The house must rest on its permanent foundation(s).
- **Power:** There must be a supply of standard AC electrical power available by which to operate the blower door test equipment. If power is not available from a utility, the homeowner must come to an agreement with the service organization about arranging for a suitable power supply.
- **Water and sewer:** There must be a functional supply of domestic water supplied by the municipality or from a private source such as a well or a cistern system. Sewer service must be provided by the municipality, a private septic system or a holding tank (outhouses and bio-toilets are permissible as toilets).
- **Operating kitchen:** The kitchen space must include: an operable sink (or appropriate rough-ins); an operating stove (no portable devices) or hook-ups (i.e., rough-in for electrical connection with dedicated breaker, gas appliance rough-in, or solid-fuel fired cook stove chimney); and a minimum of six square feet (0.5 square meters) of counter space or evidence of future intent to install a permanent counter (not just a kitchen table).

25. What if I add rooms or re-build my home after the pre-retrofit evaluation?

The SEGH program does not apply to new construction. If you have added additions or re-built your home, this is considered new construction and will not be eligible for a grant.

26. I already started my renovations. Can I still apply for a grant?

Unfortunately, any renovations started prior to completing a pre-retrofit evaluation will not be eligible for a grant.

27. Can I do the retrofit work myself and still be eligible for a grant?

Yes, provided you receive a pre-retrofit evaluation before you begin your upgrades and a post-retrofit evaluation after your upgrades are completed. It is important to keep invoices for materials purchased as you may be asked to provide copies. You are responsible for obtaining necessary permits that meet all municipal and provincial requirements.

28. The provincial grant chart indicates that I must insulate a *minimum of 60 percent* of my home's total foundation area (including basement & crawlspace) in order to receive the incentive for foundation (basement and crawlspace) insulation. How do I determine whether or not I qualify?

The following example demonstrates how foundation grants are calculated under the Saskatchewan EnerGuide for Houses program for homes that have both a crawlspace & a basement area.

Home Specifications:

Dimensions	50' x 25'
Floor Area	1250 ft ²
Basement Dimensions	30' x 25'
Basement Wall Height	8 ft
Crawl Space Dimensions	20' x 25'
Crawl Space Wall Height	4 ft

Calculations:

Basement wall area: $(30'+30'+25') \times 8' = 680 \text{ ft}^2$

Crawl Space Wall area: $(20' +20' + 25') \times 4' = 260 \text{ ft}^2$

Total foundation wall area: $680 + 260 = 940 \text{ ft}^2$

If you insulate 100% of the crawl space with R24, the wall area would equal 27.7% of the total foundation wall area: $(260 \text{ ft}^2 / 940 \text{ ft}^2) \times 100\% = 27.7\%$

- o Because minimum combined (basement and crawlspace) insulation rate is 60% for the foundation (basement and crawlspace) insulation grant you would not qualify for a provincial foundation insulation grant

If you insulate 100% of the basement wall area that would equal a total foundation wall area of: $(680 \text{ ft}^2 / 940 \text{ ft}^2) \times 100\% = 72.3\%$

- o At an insulation rate of R-24 you would qualify for:
\$723 provincial grant ($\$1,000 \times 72.3\%$)

If you insulate two basement walls totaling 440 ft² and the full crawl space of 260 ft² you would have insulated: $440 + 260 = 700 \text{ ft}^2$ or $(700 \text{ ft}^2 / 940 \text{ ft}^2) \times 100\% = 74.5\%$ of your foundation wall.

- o At insulation rate of R-12** you would qualify for:
Basement: $(440 \text{ ft}^2 / 940 \text{ ft}^2) \times \$500 = \$234$
Crawl Space: $(260 \text{ ft}^2 / 940 \text{ ft}^2) \times \$400 = \underline{\$111}$
Combined Incentive: $\underline{\$345}$

**Grant amounts are taken from the Saskatchewan EnerGuide for Houses "Chart of Eligible Retrofits" available at saskenergy.com under the "Saving Energy" section of the website.

29. I participated previously in the Saskatchewan EnerGuide for Houses program, and have more retrofits I'd like to complete. Can I participate again and do I need to have another pre-retrofit evaluation completed?

Yes, you can participate again. Your Service Organization will review your old file to determine if they can use the previous information or if an in-home evaluation is required and provide the applicable cost. You will have 18 months from the date of your new pre-retrofit evaluation or until October 31st, 2013, whichever comes first, to complete your retrofits and have your post-retrofit evaluation done to be eligible for further incentives.

30. Under to previous EnerGuide for Houses program I had a pre-retrofit evaluation completed and completed some of my retrofits, however I never had a post-retrofit evaluation completed before March 31, 2011. Can I have my post-retrofit evaluation completed under this program and qualify for a grant?

No, you will not qualify for a grant unless your post-retrofit evaluation was completed by March 31, 2011. If you want to make additional changes, you can have a new pre-retrofit evaluation done in order to participate in the new program. Only changes that you make after the new pre-retrofit evaluation will qualify.

31. Is there help available to pay for renovations?

SaskEnergy Network Members offer financing for the purchase and installation of heating, ventilation, cooling and domestic water systems. Contact your local Network Member for information on applicable financing rates. A list of Network Members is available on the SaskEnergy website saskenergy.com, on the Network Member page.

32. I don't heat with natural gas. Can I still qualify?

Yes, you still qualify. It doesn't matter what fuel you use to heat your home, you can have an SEGH evaluation. An energy advisor will complete the pre-retrofit evaluation and provide recommendations specific to your home.

33. Are the grants I receive under this program taxable?

No, they are not taxable.

34. Do you share program administration with the federal government?

Yes, we share program administration with Natural Resources Canada. This allows us to minimize our costs, ensure that homeowners receive consistent information, and that we can issue grants as quickly as possible.

C Appendix C - Draft OCP, Residential Policies

PART 2: THE CITY: MOVING FORWARD... FROM EXCELLENT TO AWESOME

SECTION FOUR: RESIDENTIAL LAND USE

4.1 OVERVIEW

Housing is a major component of the land use mix in the city. The City will ensure that the provision of housing is responsive and occurs in a logical, orderly and cost-efficient manner. Also, when planning for residential land use, the City should take into consideration its integration with other land uses such as transportation and employment, in an effort to create a sustainable community. As well, residential land use planning needs to reflect the changing demographics and economics of the community.

4.2 RESIDENTIAL DEVELOPMENT

The population of Prince Albert is changing and growing more diverse, which may influence housing needs (see the *Prince Albert Economic and Demographic Profile, 2006* for more details on demographics). In addition, the City must respond to increased demands for housing by the work for new industries emerging in and around Prince Albert. According to the Profile, Prince Albert is “younger” than most urban centres in Saskatchewan. Among the largest eight major urban centres in the province, the Prince Albert Census Agglomeration (CA) in 2001 had:

- the highest proportion of children;
- an average number of young and middle-aged adults; and
- relatively few seniors (p. 15).

In addition to its “young” population, relative to other urban centres in Saskatchewan, Prince Albert has the second highest proportion of lone parent families (p. 29). The Profile also showed that a variety of factors lead to smaller households (as measured by the number of people, not the physical size). These include:

- lower fertility (fewer births per woman);
- the departure of older children of “baby boomer” couples;
- more lone parents; and
- more widows and widowers (p. 22).

An implication is that the number of dwellings *increased* from 1996 to 2001 even as the population declined (p. 21). In any of the future population scenarios (decline, constant, growth), a declining number of persons per household will lead to an increase in the number of households in the city (p. 42). These households could be accommodated in alternative types of dwellings suited to the diverse housing needs in either new or existing areas.

Considering the high proportion of people that live below the low income cut-off (LICO), the need for social and affordable housing is critical. Adequate housing can stabilize neighbourhoods and enable the community to wrap services around individuals and families who require them. Constant mobility destabilizes neighbourhoods and then these neighbourhoods are vulnerable to the influences of domestic violence, crime, gangs, and substance abuse. Prince Albert functions as both the gateway to the North

and to the South. For this reason, it is a regional hub for a range of services in health, education, social services and justice and as such has need for transitional and supportive housing. Notwithstanding the recent expansion in emergency shelter beds, there will be a need to monitor the need in this area as well. As a community, Prince Albert wants to stimulate independence of its citizens but realizes that some will require support to function optimally. It is a goal of this Plan to create the context where all citizens can have safe, secure, affordable housing that meets their needs.

The form and density of housing will be determined by a combination of prevailing market conditions along with policies of this Plan, development standards in the Zoning Bylaw as well as through public consultation. It is important that developments be well-designed and compatible with existing development.

Meeting the housing needs of the future generations will require flexibility in meeting market demand and accommodating other changing demographic and economic conditions. Areas with a range of housing types are generally more stable in the face of neighbourhood change. Limiting the range of housing types may force some members of a neighbourhood to move. This could include seniors, for example, who often require a particular type of home suited to their specific needs.

The ability of the marketplace to provide affordable housing is an important part of quality of life and helps attract new businesses and industries to the city. The City can influence cost and supply of housing by supporting the private development sector in providing affordable housing and by facilitating the approval process with respect to regulations and permits.

4.2.1 GOAL:

Where feasible and acceptable, the City shall encourage a mix of housing types and styles in residential areas with a view toward affording all individuals and families of all income levels the opportunity to exercise their housing accommodation preferences.

4.2.1.1 OBJECTIVES:

- (i) Support the accommodation of a more balanced and stable population structure by encouraging a variety and mix of lot sizes and layouts, housing types and styles through the Zoning Bylaw and subdivision bylaw and the subdivision approval process;
- (ii) Ensure that medium and high density multiple unit dwellings are located in planned locations in new residential neighbourhoods, near or adjacent to arterials or collectors, transit services and recreational facilities (e.g. parks and open spaces);
- (iii) Random and scattered medium and high density development in established residential neighbourhoods shall be discouraged except where public consultation has taken place; and it can be shown that such development shall be oriented to: locations adjacent to arterials and collectors, in selected locations near and within the Downtown; adjacent to outlying shopping centres and community facilities, adjacent to schools or any other location that meets the criteria of this goal;
- (iv) Ensure that established and new residential developments are protected from the encroachment of incompatible land uses or activities which may have a negative effect on public health, safety, and welfare;
- (v) Support innovative neighbourhood designs that respond to market conditions and align with the goals and objectives of this Plan;

- (vi) Support alternative forms of housing and construction methods to broaden the range of housing choice as well as address affordability issues consistent with the goals and objectives of this Plan;
- (vii) Affordable and social housing will be part of the on-going plan for development; and
- (viii) Explore housing for the full range of citizens along a continuum.

4.3 LONG TERM RESIDENTIAL LAND DEVELOPMENT

To respond to the demand for residential development, it is important for the City to maintain a long-term supply of land. This can be achieved through infrastructure provision, the implementation of phasing plans (see Future Land Use and Expansion section) as well as through rezoning and subdivision applications. Through future growth studies and inter-municipal planning processes, the City identifies land to be protected for future residential development.

Consideration of infrastructure is important because of the implications for the City's capital budget. The City should remain responsive to short-term market demand without prematurely investing in infrastructure (see section on Municipal Utilities and Services/Infrastructure). The City shall strive to avoid urban sprawl, whereby development takes place in a "leap-frog" manner without the proper servicing and infrastructure in place to support it. There are long-term costs to urban growth: related construction, operating, maintenance and upgrading costs as well as potential implications for the environment and quality of life. Therefore, the City aims to account for these costs through sound planning and working with the private sector.

4.3.1 GOAL:

Where feasible and consistent with the policies of this Plan ensure an adequate long-term supply of land for residential development.

4.3.1.1 OBJECTIVES:

- (i) Attempt to reduce the cost of developing land for housing and ensure the timely, orderly and cost-effective provision of municipal services and facilities by concentrating development, wherever feasible and desirable, in new areas; and by ensuring that new developing areas are reasonably contiguous to existing or other developing areas;
- (ii) Design new communities with an aim to reducing the costs related to construction, operation and maintenance of public infrastructure, including services such as emergency services;
- (iii) Ensure a pre-planned and pre-budgeted inventory of easily serviceable residential lands, ready for development, to support a healthy, competitive land market;
- (iv) Work with private developers in implementing the orderly development of residential subdivisions through the design and servicing of the area;
- (v) Accommodate growth in new and existing where desirable while avoiding premature investment in municipal infrastructure; and
- (vi) Ensure that residential development proceeds as outlined on the Future Land Use and Expansion Map (Map 5a and b).

4.4 RESIDENTIAL INFILL AND DEVELOPMENT

Infill development can bring significant benefits, but may also create negative consequences. Infill development is generally seen as making more efficient use of infrastructure and public services, enhancing the character of an existing neighbourhood, and adding to the diversity and vitality of a neighbourhood. Residential infilling in neighbourhoods helps promote a variety of housing types, i.e. single dwelling, multiple unit dwellings and senior residents, and makes optimum use of existing infrastructure. Infill development requires a minimal extension of services while affording the advantage of using existing infrastructure and services to provide future growth. Residential infilling and redevelopment of existing property provides the best opportunity for preservation of open space. Residential infilling may consist of development or redevelopment of vacant or underutilized parcels of land following completion of the initial development of the area or in established neighbourhoods. It may also consist of conversion of non-residential buildings and sites to residential use, or the development of existing residential properties.

However, infill development may also pose a number of challenges to prospective developers. Infill projects may place too much pressure on existing infrastructure in older areas. As well, infill projects may meet neighbourhood resistance, especially if higher densities are proposed (i.e. Not In My Back Yard). Land assembly, environmental contamination, site accessibility, zoning requirements, and infrastructure service standards can actually discourage the development necessary to strengthen existing communities. Upgrading existing infrastructure could also add to the challenge of developing new infill parcels. Therefore, the Plan recognizes that support for infill and redevelopment is essential and that policies are needed that support such developmental activity. Residential infilling is implemented mainly through the subdivision approval process and the Zoning Bylaw.

4.4.1 GOAL:

Where feasible and consistent with the policies of this Plan accommodate infilling of vacant or underutilized land in accordance with the provisions of the Zoning Bylaw. This policy shall include the closure of certain streets and lanes and the utilization of existing rights-of-way where such action will permit a more rational form of development without interfering with the efficient movement of traffic.

4.4.1.1 OBJECTIVES:

- (i) Consider street and lane closures and utilize existing rights-of-way when necessary to accommodate potential infill development without interfering with the efficient movement of traffic in the area;
- (ii) Ensure a proposed infill development respects the character of the existing neighbourhood;
- (iii) Primarily direct infill development to established neighbourhoods (e.g. Downtown and Midtown) and ensure efficient use of existing civic and community infrastructure;
- (iv) Explore developing incentives, grants or tax breaks/abatements to encourage infill development; and
- (v) Consider the following when evaluating infill housing proposals/applications:
 - The nature of the proposal and its conformance with all relevant sections of this Plan and Concept Plans/Local Area Plan/Master Plan/Redevelopment Plans where applicable;

- The capability of the existing roadway and public transit systems to service the proposal, and the adequacy of the proposed supply of on-site parking;
- The capability of existing community infrastructure including water and sewer services, parks, schools, and other utilities and community facilities;
- The compatibility of the proposal with the height, scale, and design of buildings in the surrounding neighbourhood, the continuity with the nearby residential streetscape and lotting patterns, and the overall compatibility with land uses in the general area;
- The adequacy of proposed landscaping and screening, and preservation of existing vegetation;
- The preservation and integration of buildings considered to have historical or architectural significance;
- The effect of the development on open space;
- The arrangement of the buildings on the site.

4.5 ACCESS TO HOUSING

Public sector (social) and non-profit housing is provided for those whose housing needs cannot adequately be met in the private marketplace. It is anticipated that the need for some segments of the population in Prince Albert will continue. According to the *Prince Albert Economic and Demographic Profile (2006)*, a large proportion of individuals have incomes below the Low Income Cutoff, commonly referred to as the “poverty line” (p. 81). This may influence the need for social and a range of affordable housing in the city.

Given the financial constraints of the environment within which social housing is provided, collaborative approaches must be employed. This can be in the form of partnerships between the public, non-profit and private sectors.

Planning and zoning for a broad range of housing types in urban areas can facilitate the provision of social housing. Improved construction technology, better materials and creative design, and new approaches to housing construction exist which ensure a variety of feasible and aesthetically pleasing options for the provision of housing.

Supportive housing forms and tenures, such as private and public care homes, senior’s housing, group homes, child day care centres, shelters, and other forms of supportive housing should be facilitated in all areas of the city. The Zoning Bylaw contains the development standards under which these uses may be established.

According to the Economic and Demographic Profile, compared with other major urban centres in Saskatchewan, Prince Albert has a relatively high proportion of households that are rented (p. 24). Rental suites provide a housing alternative that increases the supply of rental accommodation while only modestly increasing the housing density within a neighbourhood and without affecting the built form. Rental suites are self-contained living quarters within a single-unit residential dwelling with the provision of an eating area and sanitary facilities. They are often located in basement or ground level areas of the dwelling.

Rental suites can be an important component of increasing housing affordability in a community for both the renter of the suite and the owner of the principal dwelling. They

make efficient use of existing housing and infrastructure in low density neighbourhoods and provide housing at a relatively low cost to groups such as students and singles.

Issues such as parking for the occupants of the rental suite can sometimes become contentious within an existing neighbourhood but can be overcome by zoning provisions to require an additional parking space.

4.5.1 GOAL:

Support safe, habitable and affordable social and non-profit housing initiatives where feasible and compatible with surrounding land uses.

4.5.1.1 OBJECTIVES:

- (i) Encourage consultation between the proponents of supportive housing and the surrounding community, to seek an acceptable balance between all interests;
- (ii) Give due consideration to actively participate in social housing projects by assisting with funding, tax exemptions, or partnerships with other levels of government and agencies in the community;
- (iii) Encourage the distribution of a range of housing types throughout the neighbourhood to foster a more varied social composition;
- (iv) Where possible work with other levels of government and organizations to facilitate housing initiatives;
- (v) Support initiatives to develop student housing;
- (vi) Support initiatives to develop a housing database to help people access regulated rental properties; and
- (vii) Encourage the provision of an adequate supply of rental accommodation in compliance with the Zoning Bylaw.

4.6 COUNTRY RESIDENTIAL DEVELOPMENT

Land south of the North Saskatchewan River within the city limits does not lend itself to country residential development and has planned potential for conventional urban residential development. North of the North Saskatchewan River within the city limits, there is privately owned land that could be further developed for country residential purposes in the vicinity of the Prince Albert Municipal Airport near Highway No.55, and along old Highway No.3 in the westerly part of Prince Albert.

4.6.1 GOAL:

Accommodate demand for country residential development in the area north of the North Saskatchewan River within the city limits.

4.6.1.1 OBJECTIVE:

- (i) Permit country residential development within the city limits in the area north of the North Saskatchewan River, provided the land is not intended for future urban development, and except between Highway 2 North and the Little Red River.

4.7 RESIDENTIAL REDEVELOPMENT HUB AS A PRIORITY AREA

During the public involvement phase of this Plan, the public identified the West Flat area as a priority area for redevelopment. To redevelop the area, investment would be needed to upgrade the infrastructure and servicing. Designating the West Flat as an area for redevelopment could potentially make it a target for public investment. Additionally, designating the area as a residential redevelopment hub can act as an incentive to attract and retain private funding. Encouraging medium to high density forms of housing in this residential redevelopment hub would be in keeping with the goals established for residential infilling and urban renewal and redevelopment; and would help make servicing and infrastructure more cost efficient.

This Plan also acknowledges that the *family unit* is a driver for social development. The West Flat has the highest population of all the neighbourhoods as well as a high percentage of our children and youth. Therefore, what happens in the West Flat will affect the future of Prince Albert.

4.7.1 GOAL:

Consider designating certain areas of the city as “priority areas” for residential redevelopment hubs (e.g. West Flat).

4.7.1.1 OBJECTIVES:

- (i) Conduct feasibility studies for the upgrading of infrastructure and servicing for the residential redevelopment hub(s); and
- (ii) Explore alternative redevelopment financing options (e.g. tax reductions/breaks/tax increment financing, etc.).

4.8 HOME OCCUPATIONS/ HOME - BASED BUSINESS

Home occupations, widely known as home-based businesses, are an attractive alternative to employment in a regular commercial business. In certain areas, such as contracting work, hairdressing and office work, the benefits can include: constant security over the neighbourhood, elimination of extra overhead cost, and no traveling between destinations.

4.8.1 GOAL:

Continue to support home-based business as a viable lifestyle and land use option to facilitate economic development and foster entrepreneurship, recognizing that it must remain as secondary to the residential use of the property and compatible with surrounding residential development.

4.8.1.1 OBJECTIVES:

- (i) Support the development of home occupations as a secondary use of a dwelling unit and where compatible with surrounding residential uses; and
- (ii) Facilitate and regulate home-based businesses through provisions of the Zoning Bylaw to ensure that they do not negatively impact on the quality of life in the residential neighbourhoods in which they are located.

D Appendix D - Prince Albert Secondary Suites Guide

Secondary Suites

The Legal Requirements ...

Secondary suites are a great way to utilize extra space in your home and supplement your income. They also provide more options for renters looking for accommodations in Prince Albert.

Of course, managing a rental suite comes with new responsibilities and there are legal requirements that new landlords need to consider before constructing a suite in their home. Please see below for the City of Prince Albert's basic guide to secondary suites.

What is a Secondary Suite?

A secondary suite is a self-contained, accessory dwelling unit within a "single detached dwelling" that possesses cooking and washroom facilities, but does not include a duplex.

The most common type of secondary suite is the basement suite. Room and board accommodation is not considered a type of secondary suite.

What changes to my home are needed to create a secondary suite?

(1.) A suite must have a separate entrance from grade.

As per the National Building Code this may be accomplished in two ways:

- 1). A completely separate entrance
- 2). An entrance to a common stairwell that has a minimum 45 minute fire rating (Generally this means the installation of 5/8 type X Gyproc on the walls and ceilings and having fire rated doors at the interior entrances).

Why?

In the advent of a fire in one suite, a floor or wall does not collapse creating an immediate hazard, and the rating provides an acceptable amount of delay as the person in the other area will not be aware of the fire as quickly as the one living in the suite.

Secondary Suites

The Legal Requirements ...

(2.) A suite must have a 45 minute fire separation between suites

Generally this would require the installation of 5/8 type X Gyproc at either the ceiling (if the suite is above) or common walls if the suite is adjacent. Occasionally an existing home may have ½ Gyproc already installed, in this event a second layer of ½ Gyproc will provide the required rating.

Why?

In the advent of a fire in one suite, a floor or wall does not collapse creating an immediate hazard, and the rating provides an acceptable amount of delay as the person in the other area will not be aware of the fire as quickly as the one living in the suite.

(3.) A suite in a new home must have a separate furnace installed for each suite.

If creating a suite in an older home, it may be acceptable to equip an existing furnace with an electronic air filter and a duct smoke detector that will shut down the furnace fan upon the detection of smoke.

Why?

The National Building Code requires separate environmental control for each suite. This is in recognition of problems related not only to limiting the travel of fire and smoke from one suite to the next but also the transfer of such things as mold, mildew and allergens.

(4.) In any room used as a sleeping area, windows must have a minimum 3.8 square foot area that can be easily opened.

The opening must be a minimum of 15" wide. (15" x 36" and 24" x 24" openings are acceptable examples.)

Why?

The National Building Code requires a bedroom window to be designed as a secondary means of escape in the event of fire or other disasters.

Secondary Suites

The Legal Requirements ...

(5.) Wall and ceiling finishes must meet code requirements as related to flame spread (the amount of time it takes for flame to travel a certain distance).

Thin wood paneling is an example of a highly flammable material that poses a severe fire hazard.

Why?

The National Building Code contains requirements that construction materials must meet a flame spread rating of 150. Some materials such as certain 1970's thin wood veneer panel can spread flame as fast as common paper, creating a dangerous environment. Consult your building supply store for confirmation that your material meets this requirement.

(6.) Smoke alarms are required in every suite, on every level and must be within 16 feet of all sleeping areas.

Within the City of Prince Albert these alarms will be required to be hardwired by September 30, 2009.

Why?

The City of Prince Albert's Bylaw No. 2 of 2008 requires the placement of smoke alarms in an attempt to provide occupants of a home with ample warning to exit in the event of fire. Battery operated smoke alarms often sit inoperable as their batteries have expired.

(7.) The following minimum floor areas in a proposed rental suite are required:

Bachelor unit - 270 square feet

For each additional bedroom - 86 square feet

Why?

To provide a standard that equates to minimal comfort.

Secondary Suites

The Legal Requirements ...

(8.) A separate parking space is required for a suite

Why?

Subdivisions are designed for a certain amount of traffic and there is a limited amount of curb side parking. A parking space on site helps to ensure that driveways, access points, and visual obstructions that could interfere with traffic are minimized.

Where in the city can I create a rental suite?

One suite for rental accommodation within a single detached dwelling is permitted in any residential or transitional zone.

Why?

Prince Albert City Council has amended the zoning bylaw to allow for Secondary Suites to be permitted throughout the City. Previously, certain neighborhoods were prohibited from creating a suite. The amendment now applies consistency across the City in terms of secondary suites.

What if my suite does not meet the requirements?

If you are creating a new suite you will be required to build the suite in a manner compliant with all rules and regulations at the time of creation.

If there is an existing suite in your home, the City of Prince Albert's Building Inspection division will work with you to ensure that your suite is brought up to compliance in a timely manner. Please be advised that some aspects of compliance, such as the size of egress windows from bedrooms, are considered to be "immediate" life safety issues and the time extended for compliance will be based on this fact.

All Bylaws, Acts and Regulations that govern secondary suites provide options for enforcement and penalties ranging from fines to demolition of property.

Secondary Suites

The Legal Requirements ...

What can I expect to pay for permit and application fees?

Unless you are doing something out of the ordinary, you will be charged the minimum fee for a building permit, which is \$50.00. The permit fee covers all inspections undertaken by the department. There are no other fee's associated with the creation of a legal suite. The Department is also considering issuing certificates of compliance; these certificates would require an inspection and also be issued for a \$50.00 fee.

What are the advantages of creating a legal suite or making an existing suite compliant?

A secondary suite can be a good means of supplementing your income, but like all ventures there are start up costs and factors to consider.

Your building permit and inspections provide you, the landlord, with proof that, at the time of creation, your suite was in compliance with all rules and regulations.

Perhaps you have created a suite to make your property more attractive to a potential buyer. Your permit provides them proof that, as of creation, your suite was legal, and the building department will not be calling to ask why your advertisement say a suite is available while no record of it exists anywhere else.

Who do I contact for more information or to get the process started?

The Economic Development and Planning Department, on the third floor of City Hall at 1084 Central Avenue is your one stop area for Information and Permits.

If you wish, you may contact us by phone at 1-306-953-4370 or by Fax at 1-306-953-4380.



This information is brought to you by the City of Prince Albert and
Affordability and Choice Today (ACT)

E Appendix E - Prince Albert Housing Programs

City of Prince Albert Home Ownership Program

The City of Prince Albert, through its Strategic Plan has identified the need and the actions surrounding housing issues within its bounds. Specifically the Plan states the City will “develop an action plan for attainable housing in all areas of the City including multi-family dwellings”.

This program will be part of the larger plan with programming. In partnership with the Province, the City will have a program that assists first time home buyers. This program will provide funding of up to ten thousand dollars (\$10,000.00) per household to purchase new construction or units converted from nonresidential to residential use. The program is contingent on 50% funding from the Province to match the municipal share (Maximum \$5000 Municipal and Maximum \$5000 Provincial)

To ensure that speculation is mitigated and that attainable housing is a long term feature of the program, the City will require the applicant to enter into an agreement to return the grant in its entirety to the City if the property is sold within five years of occupancy. The City will grant the money to the new buyer if the buyer qualifies under the Home Ownership Program. If the buyer does not qualify, the returned funds will be deposited into the reserve for future allocation to housing programs

Criteria

- Must be a first time home buyer
- Must provide proof of ability to handle mortgage and associated costs- currently be paying no more than 31 percent of the household's monthly income for rent and utilities, or base rent, whichever is greater
- Must have home income tested
- Must be of moderate income – Earn a maximum of \$60,000 combined household income.
- Must complete or have completed home ownership training
- Must be the primary occupant of the dwelling
- Live with a partner or with individuals who make up a larger household
- Meet screening criteria and have acceptable rental and criminal histories
- Are citizens of Canada or have eligible immigration status at the time of admission to the program

The City of Prince Albert Rental Construction Incentive

The City of Prince Albert, through its Strategic Plan has identified the need and the actions surrounding housing issues within its bounds. Specifically the Plan states the City will “develop an action plan for attainable housing in all areas of the City including multi-family dwellings”.

Further to this, the City has identified the fact that social issues related to the lack of rental properties have a large impact on our community. Some rental units have been turned into condominiums, thus creating a greater shortage. The development of rental units, although not necessarily social housing, will create a flow in the rental housing continuum and increase the opportunities for low income earners to find safe affordable housing.

In partnership with the Province, the City will have a program that assists developers interested in constructing rental units. This program will provide funding of up to ten thousand dollars (\$10,000.00) per unit, (\$5000 from the Province and \$5000- in the form of tax relief- from the City), to construct new or convert nonresidential properties into residential rental properties.

Criteria

- Must provide proof of membership with a new home warranty program that is accepted by CMHC and must have the authority to operate in Saskatchewan.
- Rental Units must be in a multi-unit development (minimum 3 units)
- Mixed used development is acceptable, only rental units will be eligible for a rebate. Example: fourplex, minimum of 3 units must be rental
- Rental units must be new construction, new additions to existing structures or redevelopment from nonresidential to rental residential.
- Units started or under construction over the life of the program being the years March 01, 2011 to Feb 28, 2015 are eligible
- Property Owners must enter into a Contribution Agreement to ensure units are provided for rental purposes over 15 years.
- Development must comply with all existing zoning bylaws and building regulations