

 M O N C T O N	POLICY	Owner Department: Planning and Development
	Affordable Housing – Prioritization Policy for Developments	
Effective Date: March 2, 2020	Last Reviewed Date: January 20, 2020	
Approving Authority: Moncton City Council	Replaces No.: N/A	
1. Purpose Statement		

The principal purpose of the *Affordable Housing – Prioritization Policy for Developments* (henceforth policy) is to help facilitate the increase in affordable housing stock in the City. The policy prioritizes applications relating to the development of affordable housing projects (i.e. the policy intends to reduce overall application review times, particularly during busy periods). The policy will in turn help leverage additional provincial and federal funds to spur the increased development of affordable housing; these external funding programs are dependent on multi-governmental partnerships and assistance.

2. Application

This policy applies to any new development that involves the creation of additional affordable units; sleeping units for transitional/supportive housing in the forms of rooming houses, residential care facilities; or shelters. This may entail the construction of new building developments or the renovation, re-use and re-purposing of existing buildings.

This policy applies broadly to all applicable departments of the City of Moncton and includes the following application types. The list does not preclude other application types that are not listed or will be implemented in the future relating to development for affordable housing projects.

Application Type	Department	Service Branch
Building and/or Development Permit	Building Inspection	Community Safety Services
Demolition Permit		
Electrical Waiver		
Plumbing Permit		
Property Search		

Affordable Housing – Prioritization Policy for Developments

Zoning Confirmation Letter	Urban Planning	
Amendment (E.g. Rezoning)		
Heritage Permit		
Heritage Grant		
Planning Advisory Committee		
Subdivision (Types 1 and 2)		
Zoning Compliance Letter		
Culvert Permit (Rural Site)	Design / Construction	Engineering and Environmental Services
Curb Cut Permit		
Development Permit (Engineering Reviews – E.g. Traffic Impact, Services, Drainage)		
Streets and Services Permit (Unserviced Lot)		
Subdivision (Types 1 and 2)		
Financial Incentive Program for Downtown Community Improvement Plan Area & Designated Heritage Properties	Economic Development	NA – Reports Directly to City Manager

3. Definitions

Affordable unit means a residential dwelling unit that is rented at 80% or less of the Median Market Rent (MMR), as defined by the latest Canada Mortgage and Housing Corporation (CMHC) annual Rental Market Report. An affordable unit may also include a dwelling unit that is otherwise deemed affordable through another provincial or CMHC program.

Development means ‘development’ as defined in the *Community Planning Act*, SNB 2017, c 19.

Emergency housing means a facility providing temporary, short-term accommodation for homeless individuals and families. Emergency housing includes such facilities as, but is not limited to, homeless shelters. This may or may not include other services such as food, clothing or counselling.

Short-term commercial rentals are rentals under 30 days and include those listed on online platforms such as Airbnb and VRBO.

Sleeping unit means a room used or intended to be used for sleeping, or sleeping and living purposes, which may include a sink or a washroom, but does not include cooking facilities. Washroom and/or cooking facilities may be shared.

Supportive housing means housing that provides a physical environment that is specifically designed to be safe, secure, enabling and home-like, with support services such as social services, provision of meals, housekeeping and social and recreational activities, in order to maximize residents’ independence, privacy and dignity. Supportive housing is a subtype of a residential care facility.

Affordable Housing – Prioritization Policy for Developments

Transitional housing means housing that is intended to offer a supportive living environment for its residents, including offering them the experience, tools, knowledge and opportunities for social and skill development to become more independent. It is considered an intermediate step between emergency housing and supportive housing, and has limits on how long an individual or family can stay. Stays are typically between three months and three years. Transitional housing is a subtype of a residential care facility.

The following terms are defined in the Zoning By-law # Z-213:

Building

Dwelling

Dwelling unit

Gross floor area

Multiple unit dwelling

Owner

Rooming house

Residential care facility

Use

4. Policy

Administration and Authority

- (1) Council delegates the responsibility of administering the policy to Administration in accordance with the following provisions.
- (2) Administration may delegate a City representative to administer the policy and render decisions on acceptance.

Requirements

- (3) The owner must be registered as a Corporation under the *Business Corporation Act*, SNB 1981, c B-9.1 or a Non-profit Organization or Non-profit Company under the *Companies Act*, RSNB 1973, c C-13.
- (4) The subject property shall not be subject to any outstanding work orders or any other enforcement procedures of the City.
- (5) The subject property shall not be in a position of tax arrears or downtown Business Improvement Area contribution.
- (6) The development must include a minimum of:
 - (a) Five (5) affordable units; or sleeping units for a residential care facility or rooming house for transitional housing or supportive housing needs;

Affordable Housing – Prioritization Policy for Developments

- (b) Five (5) beds for a shelter;
- (c) 30% of all residential dwelling units as affordable units, where the building development is solely a multiple unit dwelling;
- (d) 30% of the gross floor area of the building development as affordable units, which includes the common areas associated with the dwelling units, where the building contains a mix of uses; or
- (e) 30% of the gross floor area of the building development as sleeping units for a residential care facility or rooming house for transitional/supportive housing needs, which includes the common areas associated with the use, where the building contains a mix of uses.

Implementation

- (7) Affordable housing application prioritization shall take place during the internal review process (i.e. pre-application and filed application review stages) and shall not be used to displace other applications from pre-established timelines and application milestones, which have been communicated to clients of other applications.
- (8) An affordable housing application shall not be prioritized over an application in which a review has commenced.

Conditions

- (9) Affordable units or sleeping units for transitional housing or supportive housing shall not be used for short-term commercial rental.

Governmental Project

- (10) Notwithstanding all other requirements of this policy, where the affordable housing project is proposed on behalf of or under the direction of a governmental organization, the application shall automatically be accepted under the policy without need for application, review and acceptance.

5. Application and Review Process

- (1) Any applicant wishing to be considered for acceptance under this program must complete and submit an Application Form (see Appendix A) to the City at the pre-application stage of the process (e.g. first appointment or meeting with front-line application staff, which may vary depending on the application type and nature of approvals required for the project).
- (2) Application does not require a fee. (Note: The applicant is responsible to pay all other applicable fees to the City relating to the development of the affordable housing project.)
- (3) The application will be reviewed and approved by Administration or a delegate thereof, in accordance with section '4. Policy.'

Affordable Housing – Prioritization Policy for Developments

- (4) Upon acceptance and to ensure effective implementation, notification shall be given to all applicable departments of the City as per section '2. Application' of this policy.
- (5) All departments listed under the table of section '2. Application' shall commit to prioritizing the review of applications relating to the development of affordable housing projects in the City of Moncton.

6. Administration and Contact

City Hall

655 Main St., Moncton, NB E1C 1E8

Telephone: 506.853.3550

Email: info.clerk@moncton.ca

7. Appendix A – Application Form

Section A – General Information and Instructions

- (1) In addition to the details required under this policy, Administration may require additional information and details for review and the determination of eligibility and acceptance.
- (2) Eligibility and acceptance is based on the requirements under section '4. Policy'.
- (3) In addition to the required forms under 'Section C – Property Information' and 'Section D – Development Information', the applicant(s) shall be required to submit a completed form under 'Section F –Declaration' to indicate compliance with the requirements and conditions of the policy.
- (4) If an agent is acting on behalf of the property owner, please ensure the required authorization is completed and executed by the property owner as provided under 'Section E – Authorization'.

Section B – Property Owner and Applicant / Agent Information

Affordable Housing – Prioritization Policy for Developments

Property Owner Information

Name of Registered Property Owner: _____

Mailing Address of Property Owner: _____

Phone: _____ Fax: _____

Email: _____

Applicant / Agent Information

Name of Agent: _____

Mailing Address: _____

Phone: _____ Fax: _____

Email: _____

Section C – Property Information

Civic Address(es) of Property for which this Application is being submitted:

Parcel Identifier Number(s) (PID):

Legal Description of Property (Lot and Plan Numbers):

Existing Use:

Are there Existing Buildings on Site? Yes ____ (if yes provide size below) No ____

Building 1 _____ sq. ft.

Building 2 _____ sq. ft.

(Please list any additional buildings on a separate sheet.)

Is the property protected by a Heritage Designation? Yes ____ No ____

Are there any outstanding work orders on this property? Yes ____ No ____

Section D – Development Information

Provide a detailed description (overview of land uses, building size/type, number of stories, etc.) of the proposed development to take place on the site:

Building to contain all affordable housing use(s) (Yes/No) _____

Building to contain a mix of (non)affordable housing use(s) (Yes/No) _____

Total Gross Floor Area (mixed use only): _____

% of Gross Floor Area of affordable housing (mixed use only): _____

Number of Affordable Units / Sleeping Units / Shelter Bed: _____

Number of Non-Affordable Dwelling Units: _____

Estimated construction value of the proposed development: _____

Estimated construction start date (Month/Year): _____

Estimated construction end date (Month/Year): _____

Section E – Authorization

I _____ am the owner of the land that is subject of this application, and I hereby authorize our agent / solicitor _____ to make this application and to act on my behalf in regard to this application.

Dated at the _____, this _____ (day) of _____ (month), _____ (year)

Name of Owner

Signature of Owner

Affordable Housing – Prioritization Policy for Developments

Section F –Declaration

I/WE HEREBY APPLY for acceptance into the *Affordable Housing – Prioritization Policy for Developments*.

I/WE HEREBY AGREE to abide by the terms and conditions of the policy as specified in this application.

I/WE HEREBY CERTIFY that the information contained in this application is true, correct and complete in every respect and may be verified by the City of Moncton by such inquiry as it deems appropriate, including inspection of the property for which this application is being made.

I/WE HEREBY AGREE that the information contained in this application may be used to complete and verify other affordable housing policy applications.

I/WE HEREBY AGREE that the proposed development meets the requirements of the policy under subsections 4. (3) to (6) and will meet the development and operational conditions under subsections 4. (10) to (12).

I/WE HEREBY AGREE that the policy for which application has been made herein is subject to cancellation and/or change at any time by the City in its sole discretion, subject to the terms and conditions specified in the policy.

Dated at the _____, this ____ (day) of _____ (month),
_____ (year)

Name of Owner or Authorized Agent

Title

Signature of Owner or Authorized Agent