

 TOWN OF COMOX		POLICY AND PROCEDURE MANUAL	
AFFORDABLE HOUSING AMENITY CONTRIBUTION POLICY			
Section: COUNCIL	Number: CCL-069.03	Office of Primary Responsibility: CORPORATE SERVICES	
Type: <input checked="" type="checkbox"/> Policy <input checked="" type="checkbox"/> Procedure	Authority: <input checked="" type="checkbox"/> Council <input type="checkbox"/> Administrative	Approved By: <input checked="" type="checkbox"/> Council <input type="checkbox"/> Chief Administrative Officer <input type="checkbox"/> Department Head	
Date Adopted: August 11, 2021	Date Last Amended: December 6, 2023	Date to be Reviewed: December 2024	
Manner Issued: Website, Internal Memo, Upon request			

1 PURPOSE

- 1.01 The purpose of this policy is to seek developer contributions for Affordable Housing as an amenity in relation to zoning amendments.
- 1.02 The purpose of this policy is to direct developer contributions collected under this policy towards either the acquisition of units owned by the Town and managed by a non-profit housing provider or to provide funds to non-profit housing providers in a partnership for the provision of affordable housing.

2 POLICY STATEMENT

- 2.01 Affordable Housing remains a challenge for many residents within the Town of Comox.
- 2.02 The number of households in core housing need is increasing within the Town.
- 2.03 The construction of non-market units helps meet the need for Affordable Housing.
- 2.04 The Town may work through non-profit housing providers to facilitate the management of Affordable Housing.
- 2.05 The Town may seek an Affordable Housing amenity for rezoning applications for four or more principal residential dwellings.

3 DEFINITIONS

- 3.01 "Affordable Housing" means housing where the cost of accommodation does not exceed 30% of a household's gross income.
- 3.02 "Affordable Housing Operator" means a non-profit housing development corporation whose primary function is the provision and/or management of Affordable Housing units.
- 3.03 "Cellar" means that portion of a building situated between the top of any floor and the top of the floor next above it, having no more than 0.6 metres of its height above grade, and a height from floor to ceiling of less than 2.1 metres.
- 3.04 "Multi-Family Development" means development consisting of more than one unit on a parcel excluding secondary suites and coach houses.
- 3.05 "Rental Development" means development where units are limited to residential rental tenure in accordance with section 481.1(1) of the *Local Government Act*
- 3.06 "Single-Family Development" means development consisting of one dwelling unit on fee simple or bare land strata lots with or without a secondary suite or coach house.

4 SCOPE

- 4.01 This policy applies to all applications for rezoning where rezoning yields 4 or more additional dwelling units excluding secondary suites and coach houses.
- 4.02 As of the date this policy is adopted by Council, this policy only applies to applications which have not submitted a complete rezoning application.
- 4.03 Any amendments to this policy will apply to applications which have not submitted a complete rezoning application as of the amendment adoption date, unless otherwise directed by Council.

5 POLICY

- 5.01 As part of an amenity negotiation for rezoning, the Town will seek a developer contribution rate of:
 - (a) \$73 per square metre for Multi-Family Development,
 - (b) \$50 per square metre for Rental Development, and
 - (c) \$7,300 per lot for Single-Family Development.

The per square metre contribution will be based on the floor area of each residential building, excluding common use areas such as: lobby, interior corridors, recreation rooms, storage rooms, communal laundry facilities, stairwells and elevator shafts, accessory buildings, enclosed vehicle parking and loading areas, Class II bicycle parking spaces and Cellars.

- 5.02 The developer contribution rate may be adjusted in consideration of the following factors:
 - (a) The impact of the proposed development on the community, and
 - (b) The size of the proposed units.
- 5.03 The developer amenity contribution will be secured by a phased development agreement and payable at the time of rezoning.
- 5.04 Notwithstanding 5.03, for developments resulting in creation of over 300 units in total, the developer amenity contributions will be secured by a phased development agreement with registration of a “no build” covenant on title, and paid in 150 unit instalments:
 - (a) First instalment at the time of rezoning;
 - (b) Subsequent instalments prior to a building permit issuance;
 - (c) Where an instalment includes units for which a building permit has yet to be issued, the payment shall be based on a 80sqm unit size;
 - (d) The calculation of the second and subsequent instalment amounts shall include adjustment for any over or underpayment in the previous instalment; and
 - (e) Any subsequent instalment provided after rezoning will be adjusted (increased or decreased) on December 31 of each year, commencing on December 31 of the following calendar year after rezoning adoption date, by a percentage determined as follows:

$$\text{Current Year's June CPI Index} - \text{Previous Year's June CPI Index} \times 100 = \% \text{ Previous Year's June CPI Index}$$

Where CPI means all-items Consumer Price Index published by Statistics Canada, or its successor in function, for Vancouver, British Columbia.

5.05 The Town will seek to expend contributions collected under this policy either through the purchase or acquisition of units in new developments or through project partnerships with non-profit affordable housing providers. Purchase or acquisition will be at market rate excluding real estate fees.

6 PROCEDURES

6.01 Purchase or acquisition of Affordable Housing units: the Town will seek units which meet the following criteria:

- (a) One bedroom units shall have a floor area of 58 square metres or alternative as accepted by the Town;
- (b) Two bedroom units shall have a floor area of 75 square metres or alternative as accepted by the Town;
- (c) All units shall meet the Town’s Adaptable Housing Standards in section 5.20 of the Comox Zoning Bylaw 1850.

6.02 Units purchased under section 5.03 will be owned by the Town and offered for lease to an Affordable Housing Operator selected at Council’s discretion.

Amendment Date	Amendment No.	Section Amended or Description of Amendment	Resolution Number
August 11, 2021	.00	Policy adopted.	2024.334
April 6, 2022	.01	.01 Amended to contain a hybrid long-term acquisition and non-profit provision method (1.02 and 5.07 added).	2022.133
June 1, 2022	.02	Convert multifamily contribution rate to per square meter, add rental development contribution rate and increase single-family contribution rate.	2022.207- 2022.209
December 6, 2023	.03	1.1 Purpose; 4.2/4.3 clarify scope; 5.1 clarify basis for per metre contribution; addition of 5.3 and 5.4 allowance for contribution to be paid in installments for developments over 300 units.	2023.426- 2023.428