

 <b>TOWN OF COMOX</b>		<b>POLICY AND PROCEDURE MANUAL</b>
<b>Section:</b> COUNCIL	<b>Number:</b> CCL-069.04	<b>Office of Primary Responsibility:</b> CORPORATE SERVICES
<b>AFFORDABLE HOUSING AMENITY CONTRIBUTION POLICY</b>		
<b>Type:</b> <input checked="" type="checkbox"/> Policy <input checked="" type="checkbox"/> Procedure	<b>Authority:</b> <input checked="" type="checkbox"/> Council <input type="checkbox"/> Administrative	<b>Approved By:</b> <input checked="" type="checkbox"/> Council <input checked="" type="checkbox"/> Chief Administrative Officer <input type="checkbox"/> Department Head
<b>Date Adopted:</b> August 11, 2021	<b>Date Last Amended:</b> March 18, 2026	<b>Date to be Reviewed:</b>
<b>Manner Issued:</b> 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 "Amenity Cost Charges Bylaw" means the Town of Comox Amenity Cost Charges Bylaw, as amended from time to time.

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- 3.04 "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.
- 3.05 "Multi-Family Development" means development consisting of more than one unit on a parcel excluding secondary suites and coach houses.
- 3.06 "Rental Development" means development where units are limited to residential rental tenure in accordance with section 481.1(1) of the *Local Government Act*
- 3.07 "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 This policy applies only to applications for rezoning that are considered in-stream or a precursor application under the *Local Government Act* in relation to the adoption of the Amenity Cost Charges Bylaw.

#### **5 POLICY**

- 5.01 As part of an amenity negotiation for rezoning, the Town will seek a developer contribution rate of an amount equal to the applicable Amenity Cost Charges.
- 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 and payable at the time of rezoning.
- 5.04 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;
- 6.02 Units purchased under section 6.01 will be owned by the Town and offered for lease to an Affordable Housing Operator selected at Council's discretion.

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<b>Amendment Date</b>	<b>Amendment No.</b>	<b>Section Amended or Description of Amendment</b>	<b>Resolution Number</b>
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
March 18, 2026	.04	Definition added for Amenity Cost Charges Bylaw; Section 4/5/6 modifications to applicability, contribution rate, installments and adaptable housing standards.	2026.092