



Statement of Policy and Procedure			
Department:	Planning and Development Services	Policy No.	68.1
Section:	Planning	Issued:	June 9, 2014
Subject:	Housing Reserve Policy	Effective:	May 7, 2018
Council Resolution # and Date:	Council Resolution No. 0237 dated May 7, 2018		
		Replaces:	68
Issued by:	Lars Ketilson, Planning Manager	Dated:	June 9, 2014
Approved by:	Craig Guidinger, Director of Planning and Development Services		

1 POLICY

- 1.01 To allocate the following annual amounts to the Housing Reserve:
- a) \$42,850 from municipal taxation as approved by City Council during budget deliberations; and
 - b) an amount equal to approximately four percent (4%) of funds raised from the sale of City developed residential lands.
- 1.02 To establish that housing programs approved by City Council shall exclusively utilize the Housing Reserve as a source of funding.

2 PURPOSE

- 2.01 The Housing Reserve Policy is to:
- a) establish a reserve that is used exclusively for the funding of housing programs as approved by City Council; and,
 - b) assist in increasing access to safe, accessible and affordable housing, across the housing continuum, for all residents of Prince Albert.

3 SCOPE

- 3.01 That the Housing Reserve be available to housing programs as approved by City Council.

4 RESPONSIBILITY

4.01 The Director of Planning and Development Services or his/her designate is responsible to:

- a) ensure compliance with the policy;
- b) ensure the reserve has the necessary balance to issue approved amounts;
- c) bring forward requests that may draw down the reserve balance as noted in section 4.02 (c) for consideration by City Council;
- d) assess reserve needs during annual budget deliberation;
- e) assess effectiveness of the policy and associated housing programs; and,
- f) bring forward amendments of the policy for consideration by the Planning Advisory Committee.

4.02 The Director of Financial Services or his/her designate is responsible to:

- a) direct an annual amount equal to \$42,850 from municipal taxes to the reserve as approved during budget deliberations;
- b) direct an annual amount approximately equal to four percent (4%) of funds raised from the sale of City developed residential lands to the reserve;
- c) maintain the reserve at a positive balance; and,
- d) distribute funds as approved by City Council.

4.03 The Planning Advisory Committee is responsible to:

- a) consider recommended amendments of the policy; and,
- b) consider recommended housing programs and any changes to those programs thereafter.

4.04 City Council is responsible to:

- a) consider recommended amendments of the policy;

- b) consider recommended housing programs and any changes to those programs thereafter; and,
- c) consider funding of the reserve during budget deliberation.

5 DEFINITIONS

- 5.01 “Housing Continuum” refers to the entire range of housing from Emergency Shelters, Transitional Housing, Supportive Housing, Subsidized Housing, Market Rental Housing to Market Homeownership Housing.
- 5.02 “Affordable Housing” refers to housing costs that should not be more than 30 percent (30%) of households before tax income. This includes housing provided by the private, public and not-for-profit sectors as well all forms of housing tenure (ie. rental, ownership and cooperative ownership). It also includes temporary as well as permanent housing and can be referred to any part of the housing continuum.^a
- 5.03 “Accessible Housing” includes housing designed to accommodate everyone, including people with disabilities.^b

6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

- 6.01 City of Prince Albert Official Community Plan, Bylaw No. 21 of 2015
- 6.02 City of Prince Albert Housing Plan 2012
- 6.03 City of Prince Albert Housing Plan Action Strategy

7 PROCEDURE

- 7.01 The process to apply for funding is as follows:

Step one: The applicant provides a completed application form from one or more of the housing programs approved by City Council. The completed application form is to be submitted to the attention of Planning and Development Services.

^a Canada Mortgage and Housing Corporation

^b Canada Mortgage and Housing Corporation

Step two: The Administrator will review the application for completeness and ensure all criteria is met. The application will then be forwarded onto City Council for their consideration.

Step three: The Administrator will notify the applicant of City Council's decision. If approved, the Administrator will forward a cheque requisition form to Financial Services for issuance of funds.