
Policy Title:	Affordable Housing on Town-Owned Lands Policy
Policy Number:	POL-PLD-001
Category:	Planning and Development
Department:	Development Services
Author:	Manager, Planning and Development
Approved by:	Council
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1. Intent

The purpose of this policy is to establish the guiding principles by which decisions are made with respect to affordable housing developments on Town-owned lands or on Town-owned lands that are sold to be developed for affordable housing.

2. Policy Statement

A Policy outlining principles which shall guide decision-making in respect of affordable housing on Town-owned lands.

3. Authority

This policy operates in accordance with the Town's Official Plan and is subject to all other municipal by-laws and Provincial legislation.

4. Scope

This Policy applies to Town-owned lands that have been identified by Council as being candidates for affordable housing development.

5. Definitions

- 5.1 "Council" means the Municipal Council of the Corporation of the Town of Saugeen Shores;
- 5.2 "Low Income Affordability" means housing which is no more than 30% of household income for households earning less than half of the median income for households in Saugeen Shores.
- 5.3 "Moderate Income Affordability" means housing that is no more than 30% of household income for households at or below the 60th percentile for household income in the municipality of the Town of Saugeen Shores.
- 5.4 "Policy" means the Affordable Housing on Town-Owned Lands Policy.
- 5.5 "Special Needs" means housing meeting the definition of Special Needs as contained in the Provincial Policy Statement. Note: If approved, the draft Provincial Planning Statement contains the phrase Additional Needs Housing which will replace Special Needs for this Policy.
- 5.6 "Town" means The Corporation of the Town of Saugeen Shores.

6. Policy

a. Framework

This Policy is made in respect of Town-owned land which has been identified by Council for affordable housing. The principles outlined herein shall be applied following such identification by Council.

Town-owned land can be used as a tool to directly and effectively support the creation and operation of affordable housing over the long-term. As such, it is necessary to focus attention on key principles to ensure affordable housing is provided over the long-term.

The Town will support affordable housing on identified Town-owned land that achieves and addresses the principles that maintain and respect the Town's strategic vision as a "naturally beautiful, active, healthy, and culturally vibrant place to live and grow". Affordable housing is key to helping people thrive while using Town-owned land to meet the needs of the growing community and other strategic directions.

The Town shall apply this Policy in the Request for Proposals (RFP) process, and/or other means of soliciting affordable housing projects, and to evaluate projects on Town-owned land for affordable housing. Likewise, proponents wishing to provide affordable housing on Town-owned land shall submit proposals which achieve these principles.

The guiding principles for the consideration of affordable housing on Town-owned lands are:

1. Optimization of affordable housing. The number of affordable housing units shall be optimized to ensure the land is used efficiently and the capacity of existing municipal services to support housing shall be closely examined. The need to expand municipal services will be a consideration.
2. Establishment of accommodations for Low- and Moderate-Income Households. Affordable housing is defined as housing for low- and moderate-income households where no more than 30% of gross annual income is spent on housing costs.
3. Long-term societal impact. Proposals must include a plan for how affordable housing shall be built and operated over the long-term.
4. Minimization of Town cost. Techniques, methods, the inclusion of other private and public bodies, and other general or innovative approaches to housing development shall be explored to ensure Town costs are minimized as much as possible.
5. Land Use Planning and Urban Design. Saugeen Shores land use planning is innately tied to facilitating appropriate growth while maintaining its small-town charm. All affordable housing developments shall provide good design which addresses the Town's land use planning objectives as expressed in the Official Plan, adopted Design Guidelines or other guiding documents endorsed by the Town.
6. Consultative Process. Proposals shall be supported by a consultative process including but not limited to engaging the neighbouring community, as well as indigenous peoples. This process shall be conducted at the appropriate stage(s) of the development. Relevant community service groups/organizations shall be consulted as needed.
7. Competency. Affordable housing builders and providers shall demonstrate competency and proven ability to design, build and operate affordable housing in a timely manner, and engage and partner with local, established affordable housing agencies, operators or not-for-profit organizations providing housing or social services.

b. Implementation and Review

i. Implementation

a. Request for Proposal (RFP)

To implement this Policy the Town shall primarily use the RFP process to outline Town requirements.

Except as outlined herein, a report shall be presented to Council for consideration on the disposition of affordable housing on Town-owned land and declaring the lands surplus to the Town's needs.

Alternative methods for soliciting affordable housing on Town-owned lands may be considered by Council, provided they are otherwise consistent with this Policy.

b. Criteria: Evaluation and Scoring

The principles outlined herein shall inform measurable criteria that will be used to evaluate every proposal for affordable housing on Town-owned land.

Each RFP shall delineate, using the criteria, an evaluation and scoring methodology specifically tailored to the land, its context/setting, and any special considerations identified by Council when establishing the Town-owned lands as candidates for affordable housing.

- The *Affordable Housing on Town-Owned Lands Sample Scoring System Matrix* contained in this Policy (Attachment 1) provides information on how proposals will be evaluated and scored on submission and may be adjusted for each unique circumstance.

c. Land Ownership: General

Although the Town preference is to retain ownership of Town-owned land over the long term, the Town may consider alternative disposition of land for proposals which demonstrate exceptional substantive and formal qualities.

Agreements following an approval based on this Policy, such as an Agreement for Purchase and Sale, will be considered by Council.
[Res. 61-2024]

d. Delegation

The administration of the RFP process is delegated to the CAO, or designate.

The evaluation of the proposals will be completed by the CAO, or designate, based on the criteria of the Policy and brought forward to Council for decision. **[Res. 61-2024]**

Agreements following an approval based on this Policy, such as an Agreement for Purchase and Sale, will be considered by Council.

e. Review

This Policy shall be reviewed within two (2) years of its adoption and every five (5) years thereafter.

Affordable Housing on Town-Owned Lands Sample Scoring System Matrix

Optimization of Land Use Planning Objectives (can be scaled)	Points
Maximum Optimization	10
Moderate Optimization	5
Low Optimization	0
% of Housing Units which meet Affordability Parameters	Points
100%	50
80% to 99%	40
50% to 79%	30
20% to 49%	20
0% to 19%	0
Type of Affordability	Points
Low Income Affordability	10
Moderate Income Affordability	5
Special Needs Housing	Points
Incorporates Special Needs Housing	10
Does Not Incorporate Special Needs Housing	0
Design Considerations (can be scaled)	Points
Direct fit with Design Objectives	10
Modest fit with Design Objectives	2
Costs to Town (can be scaled)	Points
No Cost to Town	10
Costs Attributable to Town between \$0 and \$500,000	5
Costs Attributable to Town greater than \$500,000	0
Term of Commitment for Affordability	Points
50 years or more	15
25 to 49 years	10
10 to 24 years	5
Less than 10 years	0
Competency	Points
5 similar projects or more of similar scale	5
1 to 4 similar projects of similar scale	2
0 similar projects of similar scale	0
Partnerships	Points
Identified partnership with local service providers	10
No partnership identified	0
Anticipated Timelines to Turnkey	Points
Within 18 months of execution of the Agreement with Town	10
More than 18 months from execution of the Agreement with Town	0