

Incentivizing More Affordable Housing Policy

Policy – CS – 005

Enabling Bylaw: Housing Accelerator Fund (HAF) Incentive Bylaw CS25-02

Department	Technical Services	Department Responsible for review:	Technical Services
Date of Approval	Oct-25	Date of Review:	Dec-27
Authority:	Technical Services	Significant Changes:	
Who this applies to:	Technical Services Finance Applicants to this incentive program		
Related Policies, Procedures, & Bylaws	The City of Summerside’s Building Bylaw The City of Summerside’s Housing Accelerator Fund (HAF) Incentive Bylaw The City of Summerside’s Zoning Bylaw The Accessory Dwelling Unit Incentive Policy The Missing Middle Housing Incentive Policy The Multi-Unit Modular Housing Incentive Policy The Property Redevelopment Incentive Policy		

1) Purpose:

The main purpose of this Policy is to increase Summerside’s affordable housing inventory over the *CMHC HAF* funding period (2024 – 2027) and beyond, by incentivizing the development of new housing with supports and to support affordable housing developed under the PEI Housing Corporation’s Affordable Housing Development Program or the CMHA Community Housing Fund.

2) Definitions

For words and terms not included in this section, reference should be made to the City of Summerside’s Zoning Bylaw.

In this policy:

Affordable Housing Unit means a housing unit eligible for funding under the PEI Housing Corporation Affordable Housing Development Program or the CMHA Community Housing Fund;

Building Officer means any person designated by the Chief Administrative Officer to have the administration or enforcement of the City of Summerside’s Building Bylaw or successor bylaw or any aspect thereof;

Building Permit means permission or authorization in writing from the Building Officer to perform work regulated by the City of Summerside’s Building Bylaw and the Building Code and in the case of an occupancy permit, to occupy any building or part thereof;

Canada Mortgage and Housing Corporation (CMHC) is Canada’s national housing agency;

Housing Accelerator Fund (HAF) is a federally funded program managed by the CMHC to provide incentive funding to local governments to assist with local initiatives aimed at boosting housing supply while supporting affordable, diverse, and climate-resilient communities.

Housing with Supports includes housing that provides permanent supervised living accommodation for persons who face barriers to independent living and require ongoing supports. It also includes housing for low-income households with subsidized rent and other financial supports. It does not include Nursing Care Facilities.

Incentivizing More Affordable Housing or the Incentive means the funding provided under this Policy to eligible applicants;

Intake Period means the time period when the City of Summerside will accept applications for this Incentive. The first intake period is October 1, 2025 to March 31, 2026. The second intake period is April 1, 2026 to December 7, 2026.

3) Roles & Responsibilities:

The Director of Technical Services, or their designate, is responsible for administering this Policy.

4) Policy Details:

1.0 Eligibility

Eligible Applicants and Properties

- a) This Policy applies to:
 - i registered non-profit organizations who provide housing through their mandate or programming and who demonstrate experience and capacity to deliver affordable housing or housing with supports; or
 - ii private sector entities who have entered into a long-term lease under the PEI Housing Corporation's Affordable Housing Development Program or the CMHA Community Housing Fund.
- b) Non-profit organizations may partner with private sector entities, government agencies or other non-profit organizations, but the lead applicant must be a non-profit organization with housing as part of its mandate or programming.
- c) Properties must be located within the boundaries of the City of Summerside.

Eligible Projects

- d) The proposed development project must:
 - i in the case of registered non-profit organizations, feature at least one housing unit with supports such as long-term supportive housing, rent-to-own programs, or subsidized rental housing; or
 - ii add at least one affordable housing unit approved for funding under the PEI Housing Corporation's Affordable Housing Development Program or the CMHA Community

Housing Fund. Prior to disbursement of funds, the applicant must provide a copy of the signed long-term lease.

- e) The new housing units may be developed through new construction, addition and extension, renovation, re-use and re-purposing of existing non-residential buildings. Renovations to existing Affordable Housing Units are not eligible.
- f) This Incentive is only eligible to developments for which an application has been submitted for a building permit on or after October 1, 2025.
- g) Developments that are receiving or have received incentives under the City of Summerside's Affordable Housing Incentive Program (AHIP-1) are not eligible for funding under this Incentive Policy.
- h) The project must comply with the City of Summerside Zoning Bylaw (Bylaw CS-40) and a building permit from the City is required before work commences, where applicable.

Eligible Costs

- i) This incentive is intended to cover direct costs associated with the development as indicated on the application for a development and/or building permit for the construction or addition of the eligible units.
- j) With the exception of g) above, applicants can combine funding from this Incentive Policy with other funding sources, including but not limited to other City of Summerside HAF Incentive Policies.

2.0 Application and Review Process

- a) Any applicant wishing to be considered for the incentive under this Policy must complete and submit an Application Form (see Appendix A) to the City following or concurrent with the submission of an application for a development and/or building permit. Applications submitted subsequent to a development and/or building permit application may be considered if the development and/or building permit application was submitted on or after October 1, 2025, subject to funding availability.
- b) Applicants are encouraged to meet with City staff to discuss project eligibility and alignment with City objectives prior to making application.
- c) Applicants must submit a detailed proposal that includes:
 - i) project description, timeline, and budget;
 - ii) proof of ownership or approval of the property owner to make application regarding the property;
 - iii) information on how the project satisfies the Policy's eligible projects and costs and, in the case of private-sector entities, confirmation in writing that the units have been approved for funding under the PEI Affordable Housing Development Program or the CMHA Community Housing Fund;
 - iv) overview of compliance with the Zoning Bylaw and Building Bylaw.
- d) Only one application may be made per property, per intake period and applications may include more than one (1) eligible housing unit, to a maximum of six (6) housing units per application.

- e) Applications will be processed in order of receipt. The City of Summerside will date/time stamp applications.
- f) Although applicants may submit an application for more than one property, the consideration and potential approval of additional applications will be contingent upon any funds remaining during the second intake period.

3.0 Incentives and Disbursements

Approving Authority

- a) The Chief Administrative Officer or designate shall be the signing authority for approved applications for incentive funds issued under this Policy (Appendix B – Approval Form, attached).

Value of Incentive

- b) The value of the Incentive available to successful applicants shall be \$5,000 per eligible housing unit, to a maximum of \$30,000 per application.
- c) The total amount of funding allocated for disbursement under this Policy is \$150,000 over the life of the HAF Program.

Disbursement

- d) Incentive funds will be disbursed in order of receipt of successfully completed application and approval by the application review committee, which shall include such persons as appointed by the Chief Administrative Officer.
- e) Incentive funds for approved applications will be disbursed in full upon issuance of an Occupancy Permit from the City and, in the case of private-sector entities, confirmation in writing that the applicant has signed a long-term lease with the Government of Prince Edward Island for the affordable units under the PEI Affordable Housing Development Program or the CMHA Community Housing Fund.
- f) Incentive funding is dependent on federal funding from the HAF Program. Despite the approval of an application, disbursements may be cancelled at the discretion of the Chief Administrative Officer, or designate thereof, if there is evidence received that HAF funding is depleted or will be revoked.

5) Compliance

- a) The City of Summerside reserves the right to audit projects to ensure compliance with the terms of this Policy.
- b) Where the property for which an application has been submitted is found to be in violation or contravention to any City of Summerside bylaw or is subject to any outstanding work orders or any other enforcement procedures of the City of Summerside or any other governmental authority, the application may be refused or pending incentive disbursements may be cancelled.
- c) All projects must comply with relevant federal, provincial, and municipal laws, including, but not limited to building codes, zoning regulations, and housing standards.
- d) Failure to meet the terms of the funding agreement under the HAF Incentive Bylaw and this Policy may result in an order for repayment of incentive funds or other penalties.

6) Additional Considerations

Expiry of Program

- a) This Policy shall remain in effect until the expiry or repeal of the HAF Incentive Bylaw.
- b) Incentive fund disbursement shall be subject to funding availability.

Appendix A – Application Form

Incentivizing More Affordable Housing Application

Applicant's name: _____

Property owner's name (if different): _____

Civic address (address of subject property): _____

Mailing Address (if different): _____

Primary phone: _____ Secondary phone: _____

Email address: _____

Parcel Identification Number (PID): _____ Lot number: _____

Property Information

Type of new Development: _____

If applicable, list any existing development on Property:

Please attach the following additional information as required under subsection 4.(2)(c):

- Project description, timeline, and budget.
- Proof of ownership or approval of the property owner to make application regarding the property;
- Information on how the project satisfies the Policy's eligible projects and costs;
- Overview of compliance with the Zoning Bylaw.

Authorization

I _____ am the owner of the land that is subject of this application, and I hereby authorize _____ 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

Undertaking

I/WE HEREBY APPLY for an incentive under this Policy.

I/WE HEREBY AGREE that I/we have read and understand this Policy and to abide by the terms and conditions of the *Incentivizing More Affordable Housing 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 Summerside by such inquiry as it deems appropriate, including inspection of the property for which this application is being submitted.

I/WE HEREBY CERTIFY that the property for which an application has been submitted, is not in violation or contravention to any City of Summerside bylaw and is not subject to any outstanding work orders or any other enforcement procedures of the City of Summerside or any other governmental authority.

I/WE HEREBY CERTIFY that the property for which an application has been submitted is not in a position of utility or other fee arrears. All fees owing shall be paid prior to the disbursement of any incentive under this program/policy.

I/WE HEREBY CERTIFY that at any time the occupation, use, development and/or improvement of the property for which an application has been submitted, is non-compliant with the bylaws of the City of Summerside and such condition of breach continues for a period of 30 days following written notification by the City of Summerside to the property owner, the Chief Administrative Officer, or designate thereof, at their discretion and without prejudice to any other remedy which may be available, may cancel remaining disbursement/incentive payments and/or refuse the approval of any subsequent incentive funding applications under the *Incentivizing More Affordable Housing Policy* or any other program of the City of Summerside.

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

Name of Owner or Authorized Agent/Applicant

Title

Appendix B – Approval Form

Incentivizing More Affordable Housing Approval Form

(To be completed by the staff of the City of Summerside.)

File Number: _____

Civic address (address of permit): _____

	Permit Number	Issue Date
Site Plan Review:	_____	_____
Building Permit:	_____	_____
Occupancy Permit:	_____	_____
_____	_____	_____
_____	Technical Services Signoff	Date

Check one box:

- I have reviewed the application and hereby approve disbursement of the *Incentivizing More Affordable Housing* funds in the amount of _____.
- I have reviewed the application and hereby approve disbursement of the *Incentivizing More Affordable Housing* funds in the amount of _____ upon confirmation of receipt of occupancy permit.

Chief Administrative Officer or Designate, thereof

Date