



# Vital Homes Policy

**Policy Number:** PD-008

**Date in Effect:** July 8, 2025

## POLICY STATEMENT

- 1 Perpetually Affordable Housing is a priority for the Town of Canmore. The provision of affordable housing that addresses the needs of moderate-income Canmore working households unable to afford to purchase or rent accommodation on the open market, is key to creating a more diverse and inclusive community.

185-2025

## PURPOSE

- 2 This policy outlines the program requirements and funding sources that shall be used to further the Town's affordable housing goals by means of the provision of Vital Homes.
  
- 2.1 This policy provided guidance on the provision of Perpetually Affordable Housing (PAH), particularly regarding unit mix, interior building specifications, and build rate, including the application of bonusing provisions of the Revised Land Use Bylaw 2018-22.

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## DEFINITIONS

- 3 In this policy:
  - a) "Area Median Income (AMI)" refers to the median income of Canmore as determined from Statistics Canada data.
  - b) "Business Community" refers to any person or company that receives a tax assessment under the non-residential assessment code, and includes commercial, industrial and institutional uses.
  - c) "CCH" refers to the Canmore Community Housing corporation.
  - c.1) "Developer" means a private individual, corporation, or entity engaged in the planning or execution of a development project.
  - d) *Repealed 185-2025*
  - e) "Housing Provider" means an organization authorized by the Town through a funding, agency or other agreement, to administer Vital Home own and rent programs. This includes, but is not limited to, the CCH.
  - f) "Moderate Income" means an income level close to the median income in Canmore, which generally includes household incomes between 80% and 120% of the AMI.

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- g) "Partnership Agreement" refers to the terms which govern both partners (Housing Providers and the Vital Home unit owner or tenant) once a Vital Home unit has been purchased or rented. 185-2025
- h) "Primary Residence" means the residence that is the place the applicant household will ordinarily and continually occupy as a residence on a full-time basis, as determined by the Town or the Housing Provider. 185-2025
- i) "Vital Homes Reserve Fund" is an account established by the Town that receives monies to be use for the specific and sole purpose of developing ownership or rental Vital Home project or facilitating any aspect of constructing, producing or delivering Vital Home units. 185-2025
- j) "Vital Home(s)" means Perpetually Affordable Housing (PAH) as defined in the Land Use Bylaw. 185-2025
- k) "Waitlist" refers to a list of people who have met the eligibility criteria, but who cannot purchase or rent a Vital Home unit because there are no suitable units available.

**GUIDING PRINCIPLES**

4 Vital Homes shall be:

- a) housing with price and resale or rental rate restrictions,
- b) restricted to people who are qualified, based on employment, residency, income, asset, and other qualifications as determined by CCH from time to time, 185-2025
- c) restricted by occupancy, resale and rental price, 185-2025
- d) provided to meet the demand based on a variety of income levels above the level of social housing and below the level of market housing,
- e) provided for those who are unable to afford to purchase or rent suitable housing on the open Canmore real estate market,
- f) provided in a diversity of locations across the community, and
- g) in various housing forms including accessory suites, apartments, townhouses, and multiplexes.

5 Interior specification and build price guidelines are intended to provide operational and practical clarity regarding the provision of Vital Homes units so that they are both appropriate and affordable to households. 185-2025

**VITAL HOMES RESERVE GUIDELINES**

6 The reserve fund shall be accessed only to:

- a) use as working capital to build or contract the building of Vital Homes projects,

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- b) purchase land and service land that Vital Homes will be constructed on,
  - c) use as equity on rental units,
  - d) used to reduce the sales price of equity units, or
  - e) facilitate any aspect of delivering Vital Homes units within the town of Canmore.
- 7 All monies received as part of this Vital Homes Policy will be used to further the development of Vital Homes within the Town of Canmore.
- 8 The reserve fund is an interest-bearing reserve and all interest is to accrue to the Fund.
- 9 All contributions net of the annual operating costs associated with CCH will be transferred to the reserve fund.
- 10 Annual contributions to the reserve fund may be as follows:
- a) Residential Property Owners
    - i) The residential property owners' contribution is expected to be collected via a fixed residential mill rate established each year by council.
  - b) Business Community (Non-Residential Property Owners)
    - i) The business community contribution is expected to be collected via a fixed non-residential mill rate established each year by council.
- 11 Any year-end surplus may be contributed to the reserve fund as directed by council.

**PROGRAM GUIDELINES**

- 12 CCH shall establish eligibility criteria and administer an application process consistent with Section 5 of this policy. 185-2025
- 13 Eligibility criteria shall include requirements related to: age and Canadian legal status; a connection to Canmore through employment and/or residency; and the need for affordable housing through income and/or asset limits. Specific eligibility criteria requirements must be contained in funding, agency or other agreements between the Town and the Housing Provider. 185-2025
- 14 Once an applicant household has been approved as meeting the eligibility criteria and there are no Vital Home units available to purchase or rent that meet the applicant household's requirements, the Housing Provider shall maintain a waitlist. 185-2025

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- 15 As long as the eligibility criteria are met, no one (including any elected official; municipal, provincial, or federal government employee; member or employee of a provider) is ineligible by virtue of their job or volunteer position.
- 16 Housing Providers shall enter into a legal agreement with purchasers and renters of Vital Homes, which will govern the terms of ownership and tenancy. Specific terms of the Vital Homes partnership agreement will be contained in the appropriate and standardized agreements at the time of purchase, which may take the form of a memorandum of lease, joint ownership agreement, option agreement, restrictive covenant, mortgage or a tenancy agreement. 185-2025
- 17 The legal agreement shall contain a residency requirement. The residency requirement is that the Vital Homes unit be the occupants' primary residence, with no rentals or sub-letting allowed without prior written consent from the Housing Provider. 185-2025
- 18 For ownership programs, the legal agreement shall specify terms and conditions of resale, including administration fees and restrictions on buyers and the resale price.
- 19 For rental programs, the legal agreement shall specify terms and conditions of rent including lease terms, rents, fees, and use and occupancy restrictions.

**INTERIOR SPECIFICATION GUIDELINES**

- 20 The interior specifications will specify minimum sizes, required unit amenities by unit type and builder interior specifications. 185-2025
- 21 The interior specifications shall be used by Housing Providers that provide Vital Home units. 185-2025
- 22 *Repealed 185-2025*
- 23 *Repealed 185-2025*
- 24 *Repealed 185-2025*
- 25 The interior specifications should be reviewed every two years unless required otherwise.
  - a) The review shall include representatives from Housing Providers, the Town of Canmore, and the building industry.
  - b) The review shall include:
    - i) minimum sizes,
    - ii) required unit amenities by unit type, and
    - iii) Builder interior specifications.

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**BUILD PRICE GUIDELINES**

- 26 The build price shall be used to determine the price of Vital Homes units acquired through the bonusing provisions of the Land Use Bylaw. 185-2025
- 27 Cash contributions in lieu of provision of units may be considered. When cash is accepted in lieu of the provision of units, it shall be in accordance with the CCH Vital Homes – Acceptance of Developer Initiated Units policy. 185-2025
- 28 The build price shall be determined in accordance with the CCH Vital Homes – Acceptance of Developer Initiated Units policy, which informs specifications consistent with CCH design standards and reflects interior specifications as determined through CCH; and may include input from an independent Quantity Surveyor and costing data from recent projects when such data is available. 185-2025
- 29 The build price shall not include land costs, or any amount for specifications exceeding the builder interior specifications as determined in Sections 20-22. 185-2025

**BONUS UNIT GUIDELINES**

- 30 The following provisions apply to units provided through the bonusing provisions of Section 12 of the Revised Land Use Bylaw 2018-22: 185-2025
  - a) The bonusing ratios outlined in the Land Use Bylaw and the number of units that result are intended to be reviewed from time to time to ensure this section is functioning as intended.
  - b) The Developer, the Housing Provider and the Town shall ensure the type and size of units are appropriate and consistent with current demand and need for Vital Homes.
  - c) Vital Homes units provided or constructed off-site shall adhere to the interior specifications required for the units, as confirmed by the Housing Provider via CCH to the Development Authority.
  - d) An agreement between the Developer and the Housing Provider shall be required as a condition of approval of the development when bonusing provisions related to Vital Homes are being used.
  - e) The Housing Provider or the Town will commit to purchasing a Vital Homes unit within a reasonable time to provide the Developer with assurances about the type of unit to be constructed.
  - f) The Housing Provider or the Town shall exercise their right to purchase a Vital Homes unit, by way of an unconditional sales agreement, within a timeframe agreed upon by the Housing Provider and the Developer.
  - g) The Housing Provider shall be responsible for finding eligible Vital Homes buyers and renters.

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- h) The Housing Provider shall be responsible for the sale of the Vital Homes unit unless the Developer, Housing Provider and the Town mutually agree otherwise.
- i) Should the Housing Provider and the Town determine a Vital Homes unit will be released, the unit may be sold as a market unit by the Developer, to a purchaser at arm's length from the Developer and the Housing Provider at a fair market value price. The net difference between the unit market sale price and the Vital Homes price shall be divided between the Developer (33%) and the Town (66%), with the proceeds to the Town to be deposited in the Vital Homes Reserve Fund. This amount shall be payable when payment is received by the Developer from the purchaser through an Assignment of Proceeds Agreement.
- j) The processing of development applications that include provision of Vital Homes units will be expedited by the Town.
- k) For bonus units provided in areas governed by Area Structure Plans, the provisions of those statutory plans take precedence over section 27 e) and i).

**RESPONSIBILITIES**

31 Council responsibilities include:

- a) establish and administer the Vital Homes Reserve Fund, and
- b) consider recommendation from the CCH Board, prior to the use of any funds from the reserve fund.

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32 Administration responsibilities include:

- a) report on the reserve fund in the Town's annual financial statements, including a detailed reporting of revenue into and expenditure from the fund,
- b) determine the contribution amount from each section for the development of Vital Homes on an annual basis during the Town's budget process, and
- c) participate in the review of the interior specification guidelines every two years.

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**POLICY REVIEW**

33 This policy will be reviewed by Council at least once per term. The Town will consult with industry representatives and the Housing Provider on both the review and implementation of this policy.

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**RELATED DOCUMENTS**

Bylaw 2016-03 Canmore Municipal Development Plan  
Revised Land Use Bylaw 2018-22

**ATTACHMENTS**

None

Policy approved by:

**REPEALS POLICY:** Perpetually Affordable Housing Policy PD-008

**AUTHORIZATION:**



Sean Krausert  
Mayor



Cheryl Hyde  
Manager, Municipal Clerk's Office

**REVISION HISTORY**

Action	Date	Council Motion	Notes
Approved	2005-04-26	179-2005	Perpetually Affordable Housing (PAH) Contribution Policy
Amended	2005-10-18	441-2005	Name Change: Perpetually Affordable Housing (PAH) Policy
Amended	2005-11-05	539-2005	Policy Revisions and Updates
Amended	2006-06-13	270-2006	Policy Revisions and Updates
Amended	2006-12-19	557-2006	Policy Revisions and Updates
Amended	2007-12-18	602-2007	Name Change: Perpetually Affordable Housing (PAH) Contribution Policy
Repealed	2010-04-06	162-2010	
Approved	2009-05-12	180-2009	Name Change: Perpetually Affordable Housing (PAH) Policy
Repealed	2011-04-19	145-2011	
Approved	2011-04-19	145-2011	Perpetually Affordable Housing (PAH) Policy
Repealed	2015-06-02	170-2015	
Approved	2015-06-02	170-2015	Perpetually Affordable Housing (PAH) Policy
Repealed	2021-07-06	176-2021	
Approved	2021-07-06	176-2021	Vital Homes Policy PD-008
Amended	2025-07-08	185-2025	Added sections from the Revised Land Use Bylaw 2018-22

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