

STATEMENT of POLICY and PROCEDURE (SPP)			
POLICY	VITAL HOMES – Acceptance of Developer Initiated Units	SPP No.	3.04
Section:	Program Administration	Issued:	June 09, 2025
Issue to:	All Manual Holders	Effective:	June 12, 2025
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1. PURPOSE

- 1.1. The purpose of this Statement of Policy and Procedure is to set out policies and operating procedures, to act as a guide for the administration, through Canmore Community Housing Corporation (CCH) regarding the acceptance of Perpetually Affordable Housing (PAH) units from developers pursuant to the guiding principles contained in municipal affordable housing policies. An established and consistent framework for negotiating and formalizing agreements with developers to provide below-market housing units, cash-in-lieu or a combination thereof. This is administered by CCH, a cross-referencing guide for principals from the Town of Canmore.

2. SCOPE

- 2.1. This policy applies to the acceptance of developer-initiated units administered by CCH in collaboration with the Town of Canmore's Vital Homes Policy. As defined herein, the overlying scope references a Standard Form of Agreement with corresponding building specifications. This works in alignment with CCH's demand for units within CCH's programs, defined in SPP 3.02 & SPP 3.03. Units are to be determined acceptable by the Executive Director for CCH, based on criteria set forth by CCH's Board of Directors, as defined through the Form of Acceptance, corresponding Build & Price Guidelines (Appendix "A") and/or a combination of Cash in Lieu (CIL). There may be variations within the program due to funding or agency agreements, as specified within this policy.

3. RESPONSIBILITY

- 3.1. It is the responsibility of the Board of Directors to ensure that program administration policies, procedures and internal controls are in place as it deems necessary to provide assurance to its stakeholders that programs are being administered effectively to achieve the organization's objectives. This policy, the appendices and other components it refers to, are to be reviewed regularly between CCH and community stakeholders at a minimum of once every two (2) calendar years.
- 3.2. It is the responsibility of the Executive Director to implement and manage program administration policies and procedures consistent with direction from the board of directors and necessary to ensure that the organization efficiently and effectively achieves CCH's objectives.

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4. DEFINITIONS

- 4.1. **“Acceptance Letter”** is the formal agreement between CCH and the prospective developer seeking to provide density bonusing units.
- 4.2. **“Build & Price Guidelines”** represent three primary construction typologies and corresponding costing, typically referred to in dollars per square foot, exclusive of land and items noted within section 5.5 Build & Price Guidelines of this policy.
- 4.3. **“CCH occupancy guidelines”** are as presented, and amended as required over time, in CCH Policies SPP3.02 & SPP3.03
- 4.4. **“Developer”** refers to a private individual, corporation, or entity engaged in the planning or execution of a development project.
- 4.5. **“VITAL HOMES”** refers to either units owned by CCH that have been placed for rent in the purpose-built rental developments, or in other properties that are owned by CCH, or other third-party property owners, but which may exist in VITAL HOMES, market, or mixed-use developments. This category may also include units that are managed by CCH under the VITAL HOMES guidelines, but which may be owned by others.

5. POLICY

5.1. GENERAL GUIDELINES

This policy provides a framework surrounding the Town of Canmore Policy and provides an agreement between CCH and the Developer for the acceptance of Vital Homes units. Details pertaining to specifications for the development will be included within the acceptance letter, at the development permit application stage.

5.2. STANDARD FORM OF AGREEMENT

Upon the acceptance of the proposed agreement, a formal letter will be provided which shall be referred to as a Standard Form of Agreement. There are two Standard Form of Agreements that will be provided, for ownership units and rental units, respectively.

5.3. SPECIFICATION

Details pertaining to specifications for the development will be included within the acceptance letter. These are subject to change at irregular intervals that may not align with the formal review process of this policy. A change in specification will require a review of the build and price guidelines.

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5.4. DEMAND & MARKET FOR UNITS

Units to be accepted are to align with the demands and needs of CCH at the time of request.

5.5. BUILD & PRICE GUIDELINES

The build and price guidelines are set based on three general construction typologies, of which the corresponding per square foot rates are attached as an appendix to this policy and are subject to change at irregular intervals based on market data.

- 5.5.1 Typology No.1 – multi-unit housing (low density) consisting of at least two (2) or more dwellings, typically referred to as a duplex, triplex or fourplex. These are to be constructed with the main structural component(s) consisting of wood. Units within these parameters typically do not have underground parking garages but do support surface-level parking and typically do not have common amenity space(s) registered on the condominium plan.
- 5.5.2 Typology No.2 – multi-unit housing (medium density townhome/stacked townhome style) consisting of more than five (5) dwellings, typically referred to as townhomes or row housing. These are to be constructed with the main structural component(s) consisting of wood. Units within this designation may support individual above-grade garages and/or surface parking. Units held within this category may have common amenity space(s) that are registered on the condominium plan, within reason.
- 5.5.3 Typology No.3 multi-unit housing (medium density apartment configuration) within a single building or phase of a multi-building development. Typically referred to as a multi-family development, these are to be constructed utilizing the main structural components of wood, concrete and/or steel. Units within this designation may have a common underground parking garage or will support individual above-grade garages and/or surface parking. Units held within this category may have common amenity spaces that are registered on the condominium plan, within reason.
- 5.5.4 Exclusions for items not included in the noted construction typologies that are not considered applicable towards the Build & Price guidelines are, but not necessarily limited to:
 - 5.5.4.1 Amenities and associated costs therefrom, such as a gym or fitness center, spa, common gathering areas either indoor or outdoor, art installations, features/amenities/design elements that are considered irregular in nature,

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or items that fall outside of CCH’s Design Standards and Canmore’s Land Use Bylaw for both interior and exterior.

5.6 FORM OF ACCEPTANCE

This outlines which units are held within a particular development that accompany this agreement. These typically are units held within the development site, in certain circumstances, off-site units may be considered. Units will need to adhere to the Build & Price guidelines and must align within the construction typologies referred to herein. CCH may request Cash-in-Lieu from a developer instead of a direct unit contribution.

In certain circumstances purpose-built rental units may be provided instead of ownership units. The rate that the units are to be rented through CCH’s Vital Homes Policy will be set by CCH, it shall be noted that units need to be a minimum of 10% below prevailing market value and need to align with other CCH owned rental units.

5.7 CASH-IN-LIEU (CIL)

A request for Cash-in-Lieu instead of the direct contribution of a unit, whether it is held within the development or is deemed an off-site unit shall be put forward if the type of unit doesn’t align with the current demands or needs of CCH, the building typology or the operational expenses exceed what is considered acceptable to CCH Vital Homes tenants or owners alike. Operational expenses are typically considered condominium fees, utility costs and/or ongoing housing expenses that do not align with CCH’s demands and needs.

A Developer may initiate an agreement with CCH that moves directly to a cash-in-lieu option. It will be at the sole discretion of CCH if this is an acceptable agreement, based on the demands and needs of CCH at the time the request is issued.

The cash-in-lieu option may form a part of the agreement or may be the sole transaction. The rate of which the unit is sold and/or rented for shall be determined if there are more than a single unit being offered for any particular development site or project. The rate of which cash-in-lieu is calculated shall be at an increased factor of 25% (1.25x) from the Build & Price Guidelines per square foot rate but may be subject to change. Should any development that is to provide a direct contribution of non-market units, separate from a density bonusing provision request, such as adhering to a specific area structure plan, etc.; the increased CIL factor of (1.25x) may be decreased.

5.8 OFFSITE UNITS

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Upon the acceptance of the proposed agreement, a formal letter will be provided. Details pertaining to specifications for the development will be included within the acceptance letter. Should offsite units be considered acceptable, a detailed description and outline of the development shall be provided to CCH, along with a schedule of when the units will be available.

6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

- 6.1 Freedom of Information and Protection of Privacy Act
- 6.2 Alberta Residential Tenancies Act
- 6.3 Town of Canmore Vital Homes Policy
- 6.4 CCH SPP 3.02
- 6.5 CCH SPP 3.03

7 ATTACHMENTS

- 7.1 Appendix A: Build & Price Guidelines

Signed by:

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 Chair

Signed by:

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 Executive Director