



## **GENERAL ISSUES COMMITTEE REPORT 24-010**

9:30 a.m.

June 5, 2024

Council Chambers, City Hall, 2<sup>nd</sup> Floor  
71 Main Street West, Hamilton, Ontario

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**Present:** Mayor A. Horwath  
Deputy Mayor T. Hwang (Chair)  
Councillors J. Beattie, C. Cassar, B. Clark, J.P. Danko, T. Jackson,  
C. Kroetsch, T. McMeekin, N. Nann, E. Pauls, M. Spadafora, M. Tadeson,  
A. Wilson, and M. Wilson

**Absent:** Councillor M. Francis – Personal

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### **THE GENERAL ISSUES COMMITTEE PRESENTS REPORT 24-010 AND RESPECTFULLY RECOMMENDS:**

- 1. Stormwater Fee Financial Incentives Program (FCS22043(c)) (City Wide)  
(Outstanding Business List Item) (Item 8.1)**
  - (i)** (a) That the effective date of the Stormwater Rate Structure outlined in Appendix “A” to Report FCS22043(b) be revised from September 1, 2025 to April 1, 2026;
  - (ii)** (b) That the Residential Stormwater Subsidy Program, as outlined in Appendix “A” to General Issue Committee Report 24-010 be approved effective January 1, 2025, with a funding source referred to the 2025 Water, Wastewater and Stormwater Rate Supported Budget;
  - (c) That the Stormwater Credit Program as outlined in Appendix “B” to General Issue Committee Report 24-010 be approved effective April 1, 2026, with a funding source referred to the 2026 Water, Wastewater and Stormwater Rate Supported Budget;
  - (d) That staff develop the 2026-2035 Water, Wastewater and Stormwater Rate Supported Budget incorporating the Stormwater Rate Structure and the Stormwater Fee Financial Incentives Program;

- (e) That the Hamilton Water Divisional staff complement be increased by one (1) Full Time Equivalent (FTE) for a Project Manager position at an annualized cost of \$124K up to an upset limit of \$250K, be funded by the Storm Sewer Reserve (108010) up to December 31, 2025, and thereafter, that funding be incorporated into the 2026 Water, Wastewater and Stormwater Rate Supported Budget;
- (f) That the City Solicitor be authorized and directed to prepare all necessary by-laws, for Council approval, in order to implement Recommendations (a) through (c) of Report FCS22043(c);
- (g) That the single source procurement of Green Venture as the program administrator for the Residential Stormwater Subsidy Program, pursuant to Procurement Policy #11 – Non-competitive Procurements be approved;
- (h) That the General Manager, Public Works, be authorized to negotiate, enter into and execute a contract and any ancillary documents required to procure Green Venture as the administrator of the Residential Stormwater Subsidy Program in a form satisfactory to the City Solicitor;
- (i) That the development and implementation of a Communications strategy with an upset limit of \$100K be funded from the Storm Sewer Reserve (108010);
- (j) That temporary Corporate Services staffing with an upset limit of \$25K be funded from the Storm Sewer Reserve (108010)
- (k) That the single source procurement of AECOM Canada Ltd as external consultants for the Stormwater Funding implementation be extended through to December 31, 2026, with an upset limit of \$50K be funded from the Storm Sewer Reserve (108010);
- (l) That the subject matter regarding the implementation of a Stormwater Incentive Program be identified as complete and removed from the General Issues Committee Outstanding Business List.

**2. Affordable Housing Development Project Stream Evaluation Process (HSC23028(d) / FCS23055(b) / PED23099(d)) (City Wide) (Added Item 8.2)**

- (a) That the General Issues Committee approves the Affordable Housing Development Project Stream Program (Project Stream) as Appendix “C” to General Issue Committee Report 24-010 which outlines the process for receiving, evaluating, and prioritizing applications to create additional units of affordable and supportive housing projects for any available City funding allocation

- (b) That the Director of the Housing Secretariat Division, be authorized to execute, and administer the Affordable Housing Development Project Stream (Project Stream) Program, including entering into any and all agreements and ancillary documents as required to deliver the Project Stream in a form satisfactory to the City Solicitor and content satisfactory to the Housing Sustainability and Investment Roadmap (HSIR) Executive Committee (comprised of the City Manager, the General Managers of Healthy and Safe Communities, Planning and Economic Development, and Corporate Services Departments);
- (c) That the Director of the Housing Secretariat Division under the oversight of the General Manager of the Finance and Corporate Services Department through the HSIR Executive Committee, receive delegated authority to enter into financial commitments of up to \$2.5 million per project, provided the municipal contributions are being funded solely from funds managed by the City allocated to the Affordable Housing Funding Program Reserve account number 112257, the Affordable Housing Property Reserve account number 112256, the Supportive Housing Funding Account, and any other funds managed by the City that is deemed necessary or to be used for affordable housing;
- (d) That the Director of the Housing Secretariat Division, under the oversight of the General Manager of the Finance and Corporate Services Department through the HSIR Executive Committee, be authorized to revise the Project Stream program, policy, and application process attached as Appendix “A” to Report HSC23028(d)/FCS23055(b)/PED23099(d) as necessary to ensure efficient delivery of the Project Stream;
- (e) That the General Manager of the Healthy & Safe Communities Department revise the Affordable Housing Fund Program Guidelines attached as Appendix “D” to General Issue Committee Report 24-010 as approved at the Emergency and Community Services Committee to report HSC23003 and subsequently approved by Council on January 25, 2023.

**3. Business Improvement Area Sub-Committee Report 24-004 - May 14, 2024 (Item 9.1)**

That the Business Improvement Area Sub-Committee Report 24-004 - May 14, 2024, be received.

**4. Mayor's Task Force on Transparency, Access and Accountability Report 24-004 – May 15, 2024 (Item 9.2)**

That the Mayor's Task Force on Transparency, Access and Accountability Report 24-004 – May 15, 2024, be received.

**5. 2023 Assessment Growth (FCS24014) (City Wide) (Item 9.3)**

That Report FCS24012, respecting 2023 Assessment Growth, be received.

**6. Accessibility Committee for Persons with Disabilities (ACPD) Report 24-004 - May 14, 2024 (Item 10.1)**

**(1) Accessibility Committee for Persons with Disabilities' Accessibility Award Logo Package (Item 12.3)**

WHEREAS, the Accessibility Committee for Persons with Disabilities' Accessibility Award requires an appropriate logo to represent it on various media;

WHEREAS, the Accessibility Committee for Persons with Disabilities' Outreach Working Group has developed several versions of the logo attached hereto as Appendix "E";

WHEREAS, the secondary version is simplified and may be required sometime in the future for as yet unforeseen reasons; and

WHEREAS, having a variety of logo shapes and colour/grey tones would be beneficial as the Award develops.

THEREFORE, BE IT RESOLVED:

- (a) That the logos included in the Accessibility Committee for Persons with Disabilities' Accessibility Award logo package attached as Appendix "E" to General Issues Committee Report 24-010, be approved, as follows:
  - (i) The Complex Image logo set be approved as the primary logo; and
  - (ii) The Simplified Image logo set be approved as the secondary logo.

**7. 2023 Annual Report for Economic Development Division Financial Incentive and Assistance Programs (PED24082) (City Wide) (Item 10.2)**

That Report PED24082, respecting 2023 Annual Report for Economic Development Division Financial Incentive and Assistance Programs, be received.

**8. Light Rail Transit Sub-Committee Report 24-002 - May 23, 2024 (Item 10.3)**

**(1) Applying a Climate Justice Lens to Light Rail Transit (PED24087) (City Wide) (Item 8.1)**

- (i) (a) That the City continue to apply a climate justice lens to the Hamilton Light Rail Transit Project and associated works to

ensure that any relevant mitigation and adaptation actions as set out in Hamilton's Climate Action Strategy are implemented in a manner that considers climate justice; and

(b) That the Light Rail Transit Sub-Committee recruit additional non-voting community advisors to the Light Rail Transit Sub-Committee table to ensure that the Sub-Committee's composition reflects the community from a climate justice point of view.

(ii) That staff report back the process to enable recruitment of additional non-voting community advisors to the Light Rail Transit Sub-Committee table to ensure that the Sub-Committee's composition reflects the community from a climate justice point of view.

**(2) Hamilton Light Rail Transit Partial Property Acquisition Update (PED24083) (City Wide) (Item 9.1)**

That Report PED24083, respecting Hamilton Light Rail Transit Partial Property Acquisition Update, be received.

**(3) Hamilton Light Rail Transit Early Works Update (PED24084) (City Wide) (Item 9.2)**

That Report PED24084, respecting Hamilton Light Rail Transit Early Works Update, be received.

**(4) Small Business Supports During Light Rail Transit Major Construction (Item 12.1)**

WHEREAS, enabling works have begun for the multi-year major construction for the Light Rail Transit (LRT) project and the City of Hamilton is planning ahead for the major construction works funded by both the Provincial and the Federal Governments;

WHEREAS, small businesses in Hamilton make up the majority of employment and contribute to the economic development and vitality of the city;

WHEREAS, of the 16,348 businesses with employees in Hamilton, approximately 56% employ fewer than four people and 75% employ nine or fewer people, meaning that small and micro businesses make up the majority of the city's businesses which contribute to the economic development and vitality of the city (source: InvestInHamilton, 2024, and Canadian Business Counts, June 2021);

WHEREAS, small businesses that are situated along and adjacent to the LRT corridor will be impacted by construction of the project;

WHEREAS, the City of Hamilton seeks to reduce disruption to small businesses along the 14-kilometre LRT corridor;

WHEREAS, other municipalities in Canada that undertook major transit corridor construction like Toronto, Montreal, and Kitchener-Waterloo implemented small business supports including grants and incentives for the impacted businesses; and

WHEREAS, the City of Toronto in partnership with the Federal Economic Development Agency for Southern Ontario (FEDDEV Ontario) implemented the Transit Expansion Construction Mitigation Grant Program to support businesses and business associations impacted by major transit construction works.

THEREFORE, BE IT RESOLVED:

- (a) That staff be directed to research and explore potential small business grant and support programs available to the City of Hamilton, small businesses, or Business Improvement Areas during the Light Rail Transit (LRT) major construction to support impacted businesses along and adjacent to the LRT;
- (b) That staff be directed to complete a jurisdictional scan of grants and best practices to support small businesses once every year until the substantial completion of the Hamilton LRT project and that the results of this scan be presented to Light Rail Transit Sub-Committee; and
- (c) That staff be directed to collaborate with Metrolinx, FEDDEV Ontario, and other funding agencies to enable the implementation and marketing of these small business supports ahead of LRT major construction.

**9. Hamilton Police Services and Hamilton Public Library Surpluses and Deficits (FCS24023) (City Wide) (Outstanding Business List Item) (Item 10.5)**

- (a) That City of Hamilton staff work with the Hamilton Police Service and Hamilton Public Library on a process to enhance the information provided on budgetary performance and disposition of year-end surplus amounts in the year-end budget variance report;
- (b) That the Hamilton Public Library be requested to develop a policy with respect to the treatment of surplus and deficit in consultation with City staff; and,

- (c) That Confidential Appendix "B" to Report FCS24023, Hamilton Police Services and Hamilton Public Library Surpluses and Deficits, be received and remain confidential.

**10. Funding for Outfitting of the Farmer's Market York Boulevard Four Season Space (Ward 2) (Item 11.1)**

WHEREAS, the Four Season Space in the Hamilton Farmer's Market at 35 York Boulevard, in Ward 2, is presently untenanted; and the Hamilton Farmer's Market Board desires to maximize the interim use of the space until a new long-term tenant is secured;

WHEREAS, the Hamilton Farmer's Market Board aspires to create a more flexible and usable all-season space, enabling revenue opportunities and responding to the Market's evolving needs;

WHEREAS, the Hamilton Farmer's Market Board has engaged the Placemaking, Public Art and Projects team to review feasibility in consideration of these goals; and the Placemaking, Public Art and Projects team has presented a proposal to outfit the space with a combination of salvaged and new furniture and other elements in service of flexible, multi-use space that supports the local community;

WHEREAS, the new furniture to be installed in the Four Season Space will be the property of the Economic Development Division of the City of Hamilton, on indefinite loan to the Hamilton Farmer's Market Board until such a time that it is no longer needed.

WHEREAS, upon obsolescence, the City of Hamilton will reclaim the furniture and deploy it to other locations in need of public seating.

THEREFORE, BE IT RESOLVED:

- (a) That salvaged furniture from Placemaking, Public Art and Projects' Pier 8 Pop-Ups at the Waterfront including counter and dining height tables and benches; be refinished and repainted, including anti-graffiti coating, and relocated to the Hamilton Farmer's Market York Blvd Four Season Space at 35 York Blvd, Hamilton, to be funded from the Economic Development Initiatives Capital Project (#3621708900) with an upset limit of \$5,000 (exclusive of taxes), be approved;
- (b) That new furniture including picnic table-style accessible benches, counter height stools and moveable planters be purchased for the Hamilton Farmer's Market York Blvd Four Season Space at 35 York Blvd, Hamilton, to be funded from the Economic Development Initiatives Capital Project (#3621708900) with an upset limit, of \$40,000 (exclusive of taxes), be approved;

- (c) That staff be directed to set aside \$10,000 for potential upgrades and enhancements at the Hamilton Farmer's Market York Blvd Four Season Space, located at 35 York Blvd, Hamilton. This fund will cover projects such as outfitting existing artboards with castors to create movable dividers, upgrading the existing message board, and installing vinyl wraps on walls and pillars to enhance the market's identity. The funding will come from the Economic Development Initiatives Capital Project (#3621708900), with an upper limit of \$10,000 (excluding taxes); and,
- (d) That the Mayor and City Clerk be authorized and directed to approve and execute all required agreements and ancillary documents, with such terms and conditions in a form satisfactory to the City Solicitor.

**11. City of Hamilton's Commitment to the Climate Change Emergency Respecting New Industrial Facilities (Item 11.2)**

WHEREAS the City of Hamilton declared a climate change emergency on March 27, 2019, and subsequently committed to develop community-wide climate mitigation and climate adaptation plans that are now known as Hamilton's Climate Action Strategy;

WHEREAS annual greenhouse gas emission inventories continue to confirm that existing industries are the largest contributor, by far, to greenhouse gas emissions in Hamilton;

WHEREAS Hamilton's Climate Action Strategy recognizes the essential need for action to ensure existing local industries reduce their greenhouse gas emissions in order for Hamilton to reach net zero emissions by or before 2050;

WHEREAS Priority 1 of City Council's 2023-2026 priorities is Sustainable Economic & Ecological Development which includes a commitment to protect our unique natural landscape and waterways and accelerate efforts to mitigate the impacts of climate change;

WHEREAS Hamilton's Climate Action Strategy also recognizes the essential need for industrial operations to be low/no carbon in order to increase global competitiveness as climate pricing frameworks continue to impose greater costs over time;

WHEREAS the City of Hamilton's Economic Development Action Plan includes a commitment to explore and implement decarbonization initiatives with local industry in order to position Hamilton for a sustainable economic future that achieves the City's climate goals and contributes to climate resiliency;

WHEREAS Hamilton's Climate Action Strategy requires the development of a Carbon Accounting Framework, an effort that is currently underway and includes



the establishment of a municipal carbon budget and associated green procurement strategy that, combined, will enable the municipality to operate within a carbon budget that represents the City's fair share of global carbon emissions designed to limit global average temperature increases to 1.5 degrees Celsius;

WHEREAS, despite all of the above, new industrial operations continue to be proposed/established within the City of Hamilton that are choosing to run their operations using fossil fuels even where low/no carbon fuel alternatives are a readily available and viable choice;

WHEREAS one such industry, GFL Environmental Inc., is currently seeking the necessary provincial approvals to establish a new operation at 227 Brant Street, and choosing to power this operation solely with natural/fossil gas when the proponent has confirmed that electricity is also a viable source of power to run the operation;

WHEREAS GFL Environmental Inc., by opting to power its facility with natural gas, has determined that its operation will emit 11.3KtCO<sub>2</sub>e annually, an amount that is greater than agriculture and waste-related greenhouse gas emissions in Hamilton combined;

THEREFORE, BE IT RESOLVED:

- (a) That the City of Hamilton urge GFL Environmental Inc. to recognize the City's declaration of the climate change emergency and to seek their support in working towards the utilization of low/no carbon fuels to operate its proposed new facility;
- (b) That the City of Hamilton continue to urge any other new industrial facilities choosing to locate within the municipality to be climate leaders by committing to utilize low/no carbon fuels for their new operations; and
- (c) That the City of Hamilton call on the Province of Ontario to mandate accelerated requirements for the decarbonization of all industrial operations in the City of Hamilton and across the Province of Ontario.

**12. Verbal Update on a Personnel Matter (Added Item 14.3)**

That the Verbal Update on a Personnel Matter, be received and remain confidential.

**FOR INFORMATION:**

**(a) APPROVAL OF AGENDA (Item 2)**

The Committee Clerk advised of the following changes to the agenda:

## 5. COMMUNICATIONS

- 5.1 Correspondence from the Hamilton Police Services Board, respecting Protocol for Information Sharing Between the Hamilton Police Services Board and the City of Hamilton

Recommendation: Be received and referred to **staff for appropriate action.**

- 5.3 Correspondence from the Hamilton Police Services respecting Correspondence from the City of Hamilton respecting Hamilton Police Services and Hamilton Public Library Surpluses and Deficits (Added Item 5.3)

Recommendation: Be received and referred to consideration of Item 10.5.

## 6. DELEGATION REQUESTS

- 6.1 Delegation Requests respecting Encampments, for a future meeting, from the following individuals:

(d) Denise Hancock (In-Person)

- 6.3 NaWalka Geeshy Meegwun (Lyndon George) and Audrey Davis, Circle of Beads - City of Hamilton Urban Indigenous Community Consultation Circle, respecting Elected Indigenous Council Seat Request - conversation (In-Person) (For a future meeting)

- 6.4 Delegation Requests respecting Item 8.1 - Stormwater Fee Financial Incentives Program (FCS22043(c)) (City Wide), for today's meeting, from the following individuals:

(a) Drew Spoelstra, Ontario Federation of Agriculture (In-Person)

(b) Gavin Smuk, Hamilton-Wentworth Federation of Agriculture (In-Person)

(c) Daniel Vander Hout, Beverly Greenhouses Ltd. (In-Person)

(d) Larry Freeman (In-Person)

- 6.5 Rachel Moore, Love to Live, respecting a Request for Audience to Address Systemic Injustice and Lack of Support for Individuals with Disabilities in Hamilton (In-Person) (For a future meeting)

- 6.6 Graham Cubitt and Sarah Borde, Hamilton is Home, respecting Item 8.2 - Affordable Housing Development Project Stream Evaluation Process (HSC23028(d) / FCS23055(b) / PED23099(d)) (In-Person) (For today's meeting)

**8. PRESENTATIONS**

- 8.2 Affordable Housing Development Project Stream Evaluation Process (HSC23028(d) / FCS23055(b) / PED23099(d)) (City Wide)

This item was originally listed on the agenda as Item 10.4 but has been moved to Item 8.2, as a presentation was added.

**10. DISCUSSION ITEMS**

- 10.2 2023 Annual Report for Economic Development Division Financial Incentive and Assistance Programs (PED24082) (City Wide) – REVISED

**14. PRIVATE AND CONFIDENTIAL**

- 14.3 Verbal Update on a Personnel Matter

**CHANGE TO THE ORDER OF ITEMS**

Item 11.2 respecting the City of Hamilton's Commitment to the Climate Change Emergency Respecting New Industrial Facilities will be moved up the agenda to be considered immediately following Delegations, as the mover has to leave for other City business.

Item 14.3 respecting a Verbal Update on a Personnel Matter will be moved up the agenda to be considered immediately following Approval of the Previous Minutes.

The agenda for the June 5, 2024 General Issues Committee meeting, was approved, as amended.

**(b) DECLARATIONS OF INTEREST (Item 3)**

Councillor J. Beattie declared a disqualifying interest to Items 6.4(a) to (d) - Delegation Requests respecting Item 8.1 - Stormwater Fee Financial Incentives Program (FCS22043(c)) (City Wide), Items 7.1(a) to (d) - Delegations respecting Item 8.1 - Stormwater Fee Financial Incentives Program (FCS22043(c)) (City Wide), and Item 8.1 - Stormwater Fee Financial Incentives Program (FCS22043(c)) (City Wide), as he is the owner of an agricultural business.

Councillor M. Wilson declared a non-disqualifying interest to Item 6.6 - Graham Cubitt and Sarah Borde, Hamilton is Home, respecting Item 8.2 - Affordable Housing Development Project Stream Evaluation Process (HSC23028(d) / FCS23055(b) / PED23099(d)) (In-Person) (For today's meeting), Item 7.2 -Graham Cubitt and Sarah Borde, Hamilton is Home, respecting Item 8.2 - Affordable Housing Development Project Stream Evaluation Process (HSC23028(d) /

FCS23055(b) / PED23099(d)) (In-Person), and Item 8.2 - Affordable Housing Development Project Stream Evaluation Process (HSC23028(d) / FCS23055(b) / PED23099(d)), as her husband is the President and CEO of the Hamilton Community Foundation, which is mentioned in the report.

**(c) APPROVAL OF MINUTES OF PREVIOUS MEETINGS (Item 4)**

**(i) May 15, 2024 (Item 4.1)**

The minutes of the May 15, 2024 General Issues Committee, were approved, as presented.

**(d) PRIVATE AND CONFIDENTIAL (Item 14)**

**(i)** Committee moved into Closes Session for Item 14.3 pursuant to Section 9.3, Sub-section (b) of the City's Procedural By-law 21-021, as amended, and Section 239(2) sub-section (b) of the *Ontario Municipal Act, 2001*, as amended, as the subject matter pertains to personal matters about an identifiable individual, including City or local board employees.

**(ii) Verbal Update on a Personnel Matter (Added Item 14.3)**

For disposition of this matter, refer to Item 12.

**(e) COMMUNICATIONS (Item 5)**

Communication Items 5.1 to 5.3, were approved, as presented, as follows:

**(i) Correspondence from the Hamilton Police Services Board, respecting Protocol for Information Sharing Between the Hamilton Police Services Board and the City of Hamilton (Item 5.1)**

Recommendation: Be received and referred to staff for appropriate action.

**(ii) Correspondence from the Hamilton Public Library respecting the Hamilton Public Library Surpluses and Deficits (Item 5.2)**

Recommendation: Be received and referred to consideration of Item 10.5.

**(iii) Correspondence from the Hamilton Police Services respecting Correspondence from the City of Hamilton respecting Hamilton Police Services and Hamilton Public Library Surpluses and Deficits (Added Item 5.3)**

Recommendation: Be received and referred to consideration of Item 10.5.

**(f) DELEGATION REQUESTS (Item 6)**

**(i) Delegation Requests respecting Encampments (Item 6.1):**

The following delegation requests respecting Encampments, were approved, for a future meeting:

- (1) Barbara Weigelt (In-Person) (Item 6.1(a))
- (2) Mike Rinaldi, Short Straw Productions (In-Person) (Item 6.1(b))
- (3) Stephen Felker (In-Person) (Item 6.1(c))
- (4) Denise Hancock (In-Person) (Added Item 6.1(d))

**(ii) Hafeez Hussain, respecting Putting Taxpayers First - Navigating City Hall (Virtually) (For a future meeting) (Item 6.2)**

The delegation request from Hafeez Hussain, respecting Putting Taxpayers First - Navigating City Hall, was approved for a future meeting.

**(iii) NaWalka Geeshy Meegwun (Lyndon George) and Audrey Davis, Circle of Beads - City of Hamilton Urban Indigenous Community Consultation Circle, respecting Elected Indigenous Council Seat Request - conversation (In-Person) (For a future meeting) (Added Item 6.3)**

The delegation request from NaWalka Geeshy Meegwun (Lyndon George) and Audrey Davis, Circle of Beads - City of Hamilton Urban Indigenous Community Consultation Circle, respecting Elected Indigenous Council Seat Request - conversation, was approved for a future meeting.

**(iv) Delegation requests respecting Item 8.1 – Stormwater Fee Financial Incentives Program (FCS22043(c)) (Added Item 6.4):**

The following delegation requests respecting Item 8.1 – Stormwater Fee Financial Incentives Program (FCS22043(c)), were approved, for today's meeting:

- (1) Drew Spoelstra, Ontario Federation of Agriculture (In-Person) (Added Item 6.4(a))
- (2) Gavin Smuk, Hamilton-Wentworth Federation of Agriculture (In-Person) (Added Item 6.4(b))
- (3) Daniel Vander Hout, Beverly Greenhouses Ltd. (In-Person) (Added Item 6.4(c))
- (4) Larry Freeman (In-Person) (Added Item 6.4(d))

- (v) **Rachel Moore, Love to Live, respecting a Request for Audience to Address Systemic Injustice and Lack of Support for Individuals with Disabilities in Hamilton (In-Person) (For a future meeting) (Added Item 6.5)**

The delegation request from Rachel Moore, Love to Live, respecting a Request for Audience to Address Systemic Injustice and Lack of Support for Individuals with Disabilities in Hamilton, was approved for a future meeting.

- (vi) **Graham Cubitt and Sarah Borde, Hamilton is Home, respecting Item 8.2 - Affordable Housing Development Project Stream Evaluation Process (HSC23028(d) / FCS23055(b) / PED23099(d)) (In-Person) (For today's meeting) (Added Item 6.6)**

The delegation request from Graham Cubitt and Sarah Borde, Hamilton is Home, respecting Item 8.2 - Affordable Housing Development Project Stream Evaluation Process (HSC23028(d) / FCS23055(b) / PED23099(d)), was approved for today's meeting.

**(g) DELEGATIONS (Item 7)**

- (i) **Delegation respecting Item 8.1 – Stormwater Fee Financial Incentives Program (FCS22043(c)) (Added Item 7.1)**

(1) The following delegates addressed the Committee respecting Item 8.1 - Stormwater Fee Financial Incentives Program (FCS22043(c)):

- (a) Drew Spoelstra, Ontario Federation of Agriculture (In-Person) (Added Item 7.1(a))
- (b) Gavin Smuk, Hamilton-Wentworth Federation of Agriculture (In-Person) (Added Item 7.1(b))
- (c) Daniel Vander Hout, Beverly Greenhouses Ltd. (In-Person) (Added Item 7.1(c))
- (d) Larry Freeman (In-Person) (Added Item 7.1(d))

(2) The following delegations, respecting Item 8.1 - Stormwater Fee Financial Incentives Program (FCS22043(c)), were received:

- (a) Drew Spoelstra, Ontario Federation of Agriculture (In-Person) (Added Item 7.1(a))
- (b) Gavin Smuk, Hamilton-Wentworth Federation of Agriculture (In-Person) (Added Item 7.1(b))
- (c) Daniel Vander Hout, Beverly Greenhouses Ltd. (In-Person) (Added Item 7.1(c))
- (d) Larry Freeman (In-Person) (Added Item 7.1(d))

- (ii) **Graham Cubitt and Sarah Borde, Hamilton is Home, respecting Item 8.2 - Affordable Housing Development Project Stream Evaluation Process (HSC23028(d) / FCS23055(b) / PED23099(d)) (In-Person) (Added Item 7.2)**

Graham Cubitt and Sarah Borde, Hamilton is Home, addressed the Committee respecting Item 8.2 - Affordable Housing Development Project Stream Evaluation Process (HSC23028(d) / FCS23055(b) / PED23099(d)).

The delegation from Graham Cubitt and Sarah Borde, Hamilton is Home, addressed the Committee respecting Item 8.2 - Affordable Housing Development Project Stream Evaluation Process (HSC23028(d) / FCS23055(b) / PED23099(d)), was received.

**(h) MOTIONS (Item 11)**

- (i) **Recess**

The General Issues Committee recessed for 30 minutes until 12:45 p.m.

**(i) PRESENTATIONS (Item 8)**

- (i) **Stormwater Fee Financial Incentives Program (FCS22043(c)) (City Wide) (Outstanding Business List Item) (Item 8.1)**

(1) Brian McMullen, Director, Financial Planning Administration and Policy provided an overview and introduced external presenters Liz Enriquez, Green Venture and Giuliana Casimirri, Green Venture; and Nancy Hill, AECOM.

- (a) Liz Enriquez, Green Venture and Giuliana Casimirri, Green Venture addressed the Committee with a presentation respecting Report FCS22043(c), Stormwater Fee Financial Incentives Program.

The presentation from Green Venture respecting Report FCS22043(c), Stormwater Fee Financial Incentives Program, was received.

- (b) Nancy Hill, AECOM addressed the Committee with a presentation respecting Report FCS22043(c), Stormwater Fee Financial Incentives Program.

The presentation from AECOM respecting Report FCS22043(c), Stormwater Fee Financial Incentives Program, was received.

- (2) The Report was put on the floor, as follows:
- (a) That the effective date of the Stormwater Rate Structure outlined in Appendix “A” to Report FCS22043(b) be revised from September 1, 2025 to April 1, 2026;
  - (b) That the Residential Stormwater Subsidy Program, as outlined in Appendix “A” to Report FCS22043(c) be approved effective January 1, 2025, with a funding source referred to the 2025 Water, Wastewater and Stormwater Rate Supported Budget;
  - (c) That the Stormwater Credit Program as outlined in Appendix “B” to Report FCS22043(c) be approved effective April 1, 2026, with a funding source referred to the 2026 Water, Wastewater and Stormwater Rate Supported Budget;
  - (d) That staff develop the 2026-2035 Water, Wastewater and Stormwater Rate Supported Budget incorporating the Stormwater Rate Structure and the Stormwater Fee Financial Incentives Program;
  - (e) That the Hamilton Water Divisional staff complement be increased by one (1) Full Time Equivalent (FTE) for a Project Manager position at an annualized cost of \$124K up to an upset limit of \$250K, be funded by the Storm Sewer Reserve (108010) up to December 31, 2025, and thereafter, that funding be incorporated into the 2026 Water, Wastewater and Stormwater Rate Supported Budget;
  - (f) That the City Solicitor be authorized and directed to prepare all necessary by-laws, for Council approval, in order to implement Recommendations (a) through (c) of Report FCS22043(c);
  - (g) That the single source procurement of Green Venture as the program administrator for the Residential Stormwater Subsidy Program, pursuant to Procurement Policy #11 – Non-competitive Procurements be approved;
  - (h) That the General Manager, Public Works, be authorized to negotiate, enter into and execute a contract and any ancillary documents required to procure Green Venture as the administrator of the Residential Stormwater Subsidy Program in a form satisfactory to the City Solicitor;



- (i) That the development and implementation of a Communications strategy with an upset limit of \$100K be funded from the Storm Sewer Reserve (108010);
- (j) That temporary Corporate Services staffing with an upset limit of \$25K be funded from the Storm Sewer Reserve (108010)
- (k) That the single source procurement of AECOM Canada Ltd as external consultants for the Stormwater Funding implementation be extended through to December 31, 2026, with an upset limit of \$50K be funded from the Storm Sewer Reserve (108010);
- (l) That the subject matter regarding the implementation of a Stormwater Incentive Program be identified as complete and removed from the General Issues Committee Outstanding Business List.

Upon Committee's request Sub-Section (a) was voted on separately.

For disposition of Sub-Section (a), refer to Item 1(i).

**(3) The following MOTION was DEFEATED:**

- (a) That the balance of Report FCS22043(c), Stormwater Fee Financial Incentives Program, be DEFERRED to the July 8, 2024 General Issues Committee meeting; and,
- (b) That no further delegation requests will be accepted at the July 8, 2024 General Issues Committee meeting, respecting Report FCS22043(c), Stormwater Fee Financial Incentives Program.

For disposition of the balance of Report FCS22043(c), refer to Item 1(ii).

**(ii) Affordable Housing Development Project Stream Evaluation Process (HSC23028(d) / FCS23055(b) / PED23099(d)) (City Wide) (Added Item 8.2)**

- (1) The staff presentation respecting Report HSC23028(d) / FCS23055(b) / PED23099(d), Affordable Housing Development Project Stream Evaluation Process, was waived.
- (2) That the presentation prepared by staff respecting Report HSC23028(d) / FCS23055(b) / PED23099(d), Affordable Housing Development Project Stream Evaluation Process, was received.

For disposition of this matter, refer to Item 2.

**(j) DISCUSSION ITEMS (Item 10)**

**(i) Hamilton Police Services and Hamilton Public Library Surpluses and Deficits (FCS24023) (City Wide) (Outstanding Business List Item) (Item 10.5) (Item 10.3)**

- (1)** Consideration of Report FCS24023, respecting Hamilton Police Services and Hamilton Public Library Surpluses and Deficits, was DEFERRED until after Closed Session.

For disposition of this matter, refer to Item 9.

**(k) GENERAL INFORMATION / OTHER BUSINESS (Item 13)**

**(i) Amendments to the Outstanding Business List (Item 13.1):**

The amendment to the Outstanding Business List, were approved, as follows:

**(a) Items Considered Complete and Needing to be Removed (Item 13.1(a)):**

41 South Street West, Dundas, Disposition Strategy  
(PED23151) (Ward 13)  
Added: July 10, 2023 at GIC (Item 10.1)  
Completed: May 15, 2024 at GIC (Item 14.2)

**(ii) Impact of Development Charges Freeze on City of Hamilton Finances (Added Item 13.2)**

Councillor Danko asked questions of finance and planning staff respecting the impact of a Development Charges freeze on the City of Hamilton's finances.

**(l) PRIVATE & CONFIDENTIAL (Item 14) (Continued)**

Committee determined that discussion of Item 14.1 was not required in Closed Session; therefore, the matter was addressed in Open Session, as follows:

**(i) Closed Session Minutes – May 15, 2024 (Item 14.1)**

The Closed Session minutes of the May 15, 2024 General Issues Committee meeting, were approved and remain confidential.

**(ii)** Committee moved into Closed Session for Item 14.2 pursuant to Section 9.3, Sub-section (f) of the City's Procedural By-law 21-021, as amended, and Section 239(2) sub-section (f) of the *Ontario Municipal Act, 2001*, as

amended, as the subject matter pertains to advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

**(iii) Confidential Appendix "B" to Item 10.5 - Hamilton Police Services and Hamilton Public Library Surpluses and Deficits (FCS24023) (City Wide) (Outstanding Business List Item) (Item 14.2)**

For disposition of this matter, refer to Item 9.

**(m) ADJOURNMENT (Item 15)**

There being no further business, the General Issues Committee adjourned at 4:49 p.m.

Respectfully submitted,

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Deputy Mayor Tammy Hwang  
Chair, General Issues Committee

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Angela McRae  
Legislative Coordinator  
Office of the City Clerk

## **Recommended Residential Stormwater Subsidy Program**

Staff are recommending the City retains the local non-profit Green Venture regarding a formal single source partnership to continue and expand upon their current NATURhood program. The NATURhood program will provide on-site guidance to implement stormwater measures that would be subsidized by the City. This approach would be similar to residential subsidized incentive programs offered in Guelph, Kitchener and Waterloo.

At this time, the NATURhood program is an initiative offered by Green Venture to help residents slow water down and soak it up on their property, while providing beautification, home to pollinators, places to gather, flood protection and more. NATURhoods currently includes demonstration sites, workshops, events, resources and a rebate program for stormwater, rain gardens, pervious surfaces and other green infrastructure features. This is a unique program because it empowers residents to improve their properties with various types of green infrastructure which can improve property value and aesthetics, increase biodiversity, reduce urban heat island effect, and, ultimately better manage stormwater flooding.

### Rebate Program Eligibility

Currently, to be eligible for Green Venture's rebate program, residents:

- Must be located in Hamilton, ON
- Must be the homeowner or have written consent to complete the work
- Must be able to complete program milestones in the Summer (check-in dates and final project due dates, expense tracking and photo progress)
- Should be interested in rain gardens, water harvesting, reducing stormwater runoff
- May have a home or lawn that experiences flooding

### Eligible Expenses

Currently, Green Venture offers a \$500 rebate to around 15 homeowners annually. Example of eligible expenses for the rebate program are materials or contractors associated with:

- permeable pavements
- bioswales
- green roofs and blue roofs
- rain gardens
- infiltration galleries
- soakaway pits
- water harvesting

Throughout the year Green Venture offers design workshops and "ask the expert" open houses as well as Rain Coach visits. The Rain Coach will visit pre-approved Green Infrastructure projects and rain gardens that are verified by Green Venture. Visits from

the Rain Coach are mandatory for approved projects and can be conducted in-person or virtually. The Rain Coach can answer specific questions about the site regarding rain harvesting and landscape design. The Rain Coach will share information about other relevant City of Hamilton programs including, but not limited to: downspout disconnection, street tree planting, lead pipe replacements, backwater valves installation, etc. The Rain Coach can also provide a list of Fusion Certified landscape professionals who can create rain garden designs and landscaping. Property owners will be responsible to evaluate and hire a contractor to implement approved projects.

In early spring residents apply and applications are reviewed and approved. As the project progresses residents submit expense forms, provide receipts and pictures of the project. Once the project is complete Green Venture staff will perform a site visit and issue rebate cheques to approved applicants who have completed their project.

Green Venture has proposed a three-year plan which entails actively reaching up to 3500 Hamilton residents annually through workshops, festivals, meetings and events. Their target is to receive up to 70 annual applications and complete up to 70 residential rebates in one calendar year. They will also continue to promote additional City programs such as tree planting and downspout disconnection.

The enhanced program will mimic the Ready Rain Ottawa model and provide rebates up to \$1,500 for certified landscape designs and materials or fees for garden installations, rain harvesting tanks or rain barrels, soakaway pit or bioswale installation and rebates of up to \$5,000 for architectural drawings, certified engineering plans, landscape designs and materials for permeable pavements.

As per Recommendation (b) to Report FCS22043(c), a preliminary budget of \$500K for the NATURhood program will be referred to the 2025 Water, Wastewater and Stormwater Rate Supported Budget. The Program would be funded from dedicated Stormwater Fee revenues as of April 1, 2026. The contract will be managed by the Hamilton Water Division.

The proposed annual program costs for Green Venture to run and administer the Residential Stormwater Subsidy Program can be seen in Table 1.

**Table 1**

<b>Program Cost</b>	<b>Description</b>	<b>Annual Costs</b>
Green Venture Labour Costs	<ul style="list-style-type: none"> <li>• Executive Director overseeing the project implementation (part-time)</li> <li>• Program Manager developing the project strategy and budgets (part-time)</li> <li>• Full-time Project Coordinator administering the program</li> </ul>	\$193,200

	<ul style="list-style-type: none"> <li>• Full-time Rain Coach for personalized visits and promote other City programs</li> </ul>	
Portal setup and administration fees	<ul style="list-style-type: none"> <li>• The program will require set-up of a secure portal system to collect applications and store resident data</li> <li>• Annual administration, intake, workflow and communications software and IT costs</li> </ul>	\$20,000
Associated Costs	<ul style="list-style-type: none"> <li>• Marketing and promotion</li> <li>• Bookkeeping, insurance, office expenses</li> <li>• Signage and supplies</li> <li>• Event fees and rentals</li> <li>• Mileage for site visits</li> </ul>	\$20,000
Rebate or Subsidies Pay-outs	<ul style="list-style-type: none"> <li>• Rain Gardens</li> <li>• Bioswales</li> <li>• Permeable Driveway</li> </ul>	\$227,500
<b>Total Program Cost for 40 – 70 residential rebates per year</b>		<b>\$460,700</b>

Per City of Hamilton By-law 21-215, Procurement Policy #11 - "Non-competitive Procurements", staff must obtain Council approval for single source requests greater than \$250 K. As previously noted, Green Venture is currently administering the NATURhoods program which will be the basis for the Residential Stormwater Subsidy Program. As per recommendation (g) to Report FCS22043(c) staff is requesting the single source procurement of Green Venture as external administrators for the Residential Stormwater Subsidy Program.

## **Recommended Non-Residential Stormwater Credit Program**

The recommended credit program will consist of three streams for industrial, commercial, institutional (ICI), agricultural and multi-residential properties (with greater than six units). It is important to note that property owners will only be eligible for one stream of the program such that stacking of credit streams will not be permitted. The development of the credit program took feedback from the stakeholder engagement into consideration, included an assessment of a variety of stormwater incentive programs utilized by different municipalities in Ontario, and developed a unique “made in Hamilton” stormwater credit program. The three streams that are recommended have been assessed for alignment against the Guiding Principles as outlined in Table 13 of Appendix “D” to Report FCS22043(c).

The recommended credit program will consist of three streams as noted below:

### **Green Space Credit**

The Green Space credit stream will take into consideration the pervious to impervious ratio of a property. Applying the Green Space credit reduces base stormwater charges based on the ratio of hard surface to the total softscape of the property. No application process will be required for this credit stream, staff will automatically assess non-residential properties for Green Space credit eligibility prior to implementation of the approved Stormwater Rate Structure. Properties that could potentially benefit from this credit include farms, parks, schools, golf courses, cemeteries, and other non-residential properties with large amounts of pervious surfaces.

With the Green Space credit, staff are proposing that properties would be automatically enrolled into the credit stream with no application needed on the part of the property owner, and the credit would only be available to properties with no direct stormwater connection to City infrastructure and that only contribute stormwater overland flow via green space (meaning all run-off from non-residential impervious areas drains to green space). Staff will use aerial photography to calculate a properties’ proposed credit which will be applied when the approved Stormwater Rate Structure comes into effect in 2026. Properties will only be eligible for one stream of the stormwater credit program, with the Green Space credit being the most advantageous for nearly all of those who would qualify. The Green Space credit calculation will only apply to the non-residential impervious area. Those properties that also include residential dwelling units will still be charged the Single Family Unit (SFU) rate per residential property.

The below example assumes the annual 2026 SFU or “billing unit” will be equal to \$170. As a reminder, all single residential properties in Hamilton, regardless of location, will be charged one billing unit under the new stormwater fee structure. The 2026 rate will be finalized by Council in late 2025.

## Rate Calculation

$(\# \text{ of residential dwellings} \times \$170) + \# \text{ non-res billing units} \times \$170 \times (\% \text{ imperviousness of property} / \% \text{ imp of avg SFD}) \times (\text{run-off coefficient of green space} / \text{run-off coefficient of avg SFD})$

Note:

- % of imperviousness of the property is unique to each property
- % of impervious area of the average Single Family Dwelling (SFD) = 60%
- run-off coefficient of green space = 0.10
- run-off coefficient of avg SFD = 0.60

Using the Agricultural property from Table 1 as an example, the calculation follows.

Annual Rate: =  $(3 \times \$170) + 126.9 \text{ billing units} \times \$170 \times (6.8\% / 60\%) \times (0.1 / 0.6)$  = \$915

**Table 1**

<b>Ex. Ag Property</b>	
Property size (acres)	135
Impervious area (m <sup>2</sup> )	36,928
# residential units	3
Total # billing units	129.9
Imperviousness of the property	6.8%
<b>Credit Stream Type – Green Space Credit</b>	<b>Proposed Annual Rate</b>
Base Fee with <b>no credit</b> *	\$22,082
<b>Fee with Green Space Credit applied *</b>	<b>\$915</b>
<b>% of GS credit</b>	<b>96%</b>

\*Assumes the annual SFU will be equal to \$170 in year 1

During implementation phase for the approved Stormwater Rate Structure AECOM will be assessing each non-residential property individually to measure the non-impervious area to be used in the calculation of the property’s stormwater fee. AECOM will be using new advanced technology to assess the non-residential rural properties which will be more capable of accurately distinguishing building shadows, patches of dirt, and other pervious areas, as these are the properties that will be automatically enrolled in the Green Space credit if all conditions are satisfied.

## Hamilton Harbour Discharge Credit

The Hamilton Harbour Discharge credit stream will take into consideration properties that are adjacent to Hamilton Harbour and have approvals to discharge stormwater directly to the Harbour. Applying the Hamilton Harbour Discharge credit potentially reduces base stormwater charges by up to 90% for non-residential properties that can demonstrate the use of private pipelines, channels, or other flow routes, to convey



stormwater to Hamilton Harbour, subject to an Environmental Compliance Approval issued by the Ministry of the Environment Conservation and Parks or an approval from the higher level of Government. Staff recognize that these properties discharge directly to the harbour, however they are still adjacent to City streets or catch basins which need to be maintained and have fixed costs associated with their operations. As a result staff are proposing that the Hamilton Harbour Discharge credit have a maximum cap of 90%.

An application process will be implemented to ensure property owners provide documentation that demonstrates that stormwater collected on private property does not enter the City’s natural or engineered stormwater system. Applications for these credits will need to include:

- An application form with basic information (property address, owner, contact name etc.), permission for the City to enter the property to inspect, and a declaration that the provided information is true
- Copy of the Ministry of the Environment, Conservation and Parks approvals, where applicable
- Drawings that show the on-site storm sewer system, location of discharge to the harbour, property catchments and the amount of property that drains to the harbour
- Calculations that show the percentage of impervious area that drains directly to the harbour

The intention is for this credit to operate on a sliding scale. For example, if the property owner demonstrates 50% of stormwater is discharged to Hamilton Harbour the stormwater credit would be a reduction of 45% of the calculated base stormwater charge (90% maximum credit X 50% discharged to Hamilton Harbour = 45% credit).

It is recommended that property owners be required to renew their credit every five years to demonstrate that the on-site system is still in place and being maintained. Properties that could potentially benefit from this credit includes industrial properties along the waterfront including Port Authority lands.

**Table 2**

	<b>Harbour Front Property</b>
Property size (acres)	51.8
Impervious area (m <sup>2</sup> )	154,154
Total # billing units	529.7
<b>Credit Stream Type – Hamilton Harbour Discharge Credit</b>	<b>Proposed Annual Rate</b>
Base Fee with <b>no credit</b> *	\$90,056
<b>Fee with 90% Hamilton Harbour Discharge Credit applied</b> *	<b>\$9,006</b>

Table 2 illustrates the annual stormwater fee for a Harbour Front property that can prove 100% of their stormwater runoff discharges to Hamilton Harbour.

### Stormwater Management Infrastructure Credit

Property owners who do not qualify for the automatic Green Space credit or the Hamilton Harbour Discharge credit may apply for the Stormwater Management Infrastructure credit.

The Stormwater Management Infrastructure credit stream will take into consideration properties that operate infrastructure or implement processes that reduce the quantity or improve the quality of stormwater that runs off their property. Applying the Stormwater Management Infrastructure credit reduces base stormwater charges by up to 50% for non-residential properties that can demonstrate the existence and operation of infrastructure or implement processes that reduce the quantity or improve the quality of stormwater that runs off their property. Property owners must demonstrate that infrastructure is installed and maintained as required, and that processes remain in-place and are reviewed/improved when necessary. An application process will be implemented to ensure property owners provide documentation that demonstrates eligibility for this credit stream. The various eligibility criteria and associated credit are summarized in Table 3.

**Table 3**

<b>Stormwater Objective</b>	<b>Max. Credit Amount ( Max. 50%)</b>	<b>Description</b>	<b>Example Measures</b>
<b>Slow it down</b> (peak flow reduction)	40%	Percent reduction of the 100-year storm post-development flow to pre-development conditions of the site.	Detention ponds, cisterns
<b>Clean it up</b> (water quality)	25%	Remove ammonia, sediment, and phosphorus. Remove 60% to 70% sediment (based on receiving waters).	Oil-grit separators, treatment facilities
<b>Soak it up</b> (volume reduction)	40%	Percent capture of first 28 mm of rainfall during a single rainfall event.	Infiltration facilities/rain gardens, re-use facilities, pervious pavers
<b>Prevent it first</b> (pollution prevention)	15%	Develop and implement a pollution prevention plan.	Salt management plan, pesticide/manure management, sweeping, spill response plan, public education etc.

Table 5 is an example of a multi-residential adult community comprised of 24 single family detached homes, 593 townhomes and a building with 42 dwelling units. The complex also has seven stormwater detention ponds and a total impervious area of 181,500 m<sup>2</sup>. This property is eligible for the Stormwater Management Infrastructure credit and could receive up to a maximum 50% credit if the stormwater detention ponds control the 100-year post development flows to predevelopment levels (40% credit) as well as provide some sediment removal (10% credit).

**Table 5**

<b>Multi-Residential Adult Community</b>		
24 Single Family detached homes (1 billing unit each)	24.0	
593 townhomes (0.5 billing units each)	296.5	
1 multi- res building & associated hardscape (10,380 m <sup>2</sup> /291 m <sup>2</sup> )	35.7	
<b>Total # billing units</b>		<b>356.2</b>
Base Fee with <b>no credit</b> *		\$60,548
<b>Fee with 50% credit for SW Infrastructure Credit*</b>		<b>\$30,274</b>

#### Stormwater Credit Program Application Process

Staff intend to develop a stormwater credit program application guide and open the applications for those wishing to apply for the Hamilton Harbour Discharge or Stormwater Management Infrastructure credits in 2025. This will give property owners time to work with staff to complete the application process, submit supporting documentation, allow for site visits, and understand the terms and conditions of the credit program. Property owners will begin to receive the benefit of the credit program when implementation of the approved Stormwater Rate Structure occurs in April 2026. Re-application will be required at least every five years to ensure on-site stormwater measures are being maintained and in working order.

In all cases a satisfactory credit application will include a completed application form with supporting documentation. Some supporting documents demonstrating on-site best management practices or eligible activities may require preparation by a Professional Engineer registered in the Province of Ontario and qualified in municipal engineering and stormwater management.

## **Affordable Housing Development Project Stream Program**

### **POLICY STATEMENT:**

The City of Hamilton has developed an Affordable Housing Development Project Stream (Project Stream) to foster the construction and retention of local affordable housing. The Project Stream will guide the allocation of available funding, providing financial support to Non-Profit organizations that create and/or retain affordable housing in the City for low-to-moderate-income households. The Project Stream aligns with the Housing Sustainability & Investment Roadmap, the Housing and Homelessness Action Plan, and City Council’s priority, Safe and Thriving Neighbourhoods, specifically its strategic goal of increasing the supply of affordable and supportive housing and reducing chronic homelessness in the City.

### **PURPOSE:**

The Project Stream will provide support to eligible Non-Profit and charitable organizations through waivers of fees/permits, capital grants, and municipal land to advance affordable rental residential units to low-to-moderate-income households in the City of Hamilton. This policy provides a framework for the distribution of available program funds. This policy sets out eligibility criteria, evaluation and selection criteria, and processes. The policy supports transparency, and consistency in project application, assessment, and allocation decision-making.

### **DEFINITIONS:**

**Affordable Units:** Are rental housing units whereby the rent of a unit, inclusive of all utilities, is set at or below 80 percent of Canada Mortgage and Housing Corporation’s (CMHC) Average Market Rent, by bedroom type, in the regional minimum of 40 years.

**Applicant:** A Non-Profit and charitable organization applying for a grant under the Project Stream, subject to the Project Stream’s requirements.

**City:** The City of Hamilton.

**Contribution Agreement:** An agreement signed between the City and the Applicant under this Program.

**Council:** The Council of the City of Hamilton.

**Equity-Seeking Groups:** A group as identified on ground(s) set out in Section 1 of the Human Rights Code, that identify barriers to equal access, opportunities and resources, in relation to housing affordability, due to economic disadvantage and/or discrimination. The City of Hamilton is currently completing an in-depth Housing Needs Assessment that will further identify unique equity-seeking groups but for this purpose, equity-seeking groups include, but are not limited to:

- Indigenous Peoples
- Racialized Communities
- People with Disabilities

**Project Stream Evaluation Committee:** A committee of City staff who are responsible for the review and evaluation of Project Stream applications, as appointed by the City’s Housing Sustainability & Investment Roadmap’s Steering Committee.

**Non-Profit:** An organization, where no part of its income is payable to, or otherwise available for, the personal benefit of a member or shareholder thereof. This includes all types of Non-Profit organizations and includes rental co-operatives that are incorporated with a Non-Profit status.

**Project Stream:** The Affordable Housing Development Project Stream of the City.

**SLT:** The Senior Leadership Team of the City of Hamilton.

## **SCOPE:**

This policy applies to:

- All Non-Profit and Charitable Applicants to the Project Stream.
- Staff responsible for the delivery and administration of the Project Stream.
- The Project Stream Evaluation Committee.
- Council’s delegated authority in relation to the Project Stream.

## **POLICY COMMUNICATION:**

At a minimum, this policy will be communicated by means of:

- Posting the policy on the City of Hamilton website.
- Posting the policy on the City of Hamilton intranet for staff accessibility.
- Providing a copy to all staff involved in the delivery and administration of the Project Stream, the Project Stream Evaluation Committee, and SLT.

- Including the website location for the policy in all Project Stream application information and communications.

It is the applicant’s responsibility to be proactive in seeking out Project Stream application information and ensuring compliance with submission deadlines.

## **POLICY:**

### **1.0 Project Stream Considerations**

1.1 Capital grants under the Project Stream are intended to assist Non-Profit and Charitable Organizations in constructing new or retaining existing, affordable housing for low-and moderate-income households in the City of Hamilton. Project Stream grants are intended to help Non-Profit and Charitable Organizations offset some of the capital costs associated with construction or retaining affordable housing units in the local community.

### **2.0 Eligibility Criteria**

2.1 Applicants are eligible to apply for funding under the Project Stream subject to meeting the following minimum requirements:

a. Applicants must:

- Be a Non-Profit Organization, Charitable Organization, or Housing Co-Operative;
- Demonstrate an understanding of residential housing development; operation of a rental housing unit(s) or ability to retain the services of an organization/consultants with this experience;
- Demonstrate financial viability or a path towards financial viability through their capital and operating proformas;
- Own or have an accepted offer to purchase the subject lands. Notwithstanding the foregoing, an exemption is made where the subject lands are secured under a long-term lease (40 years) for affordable housing purposes.

b. The Project must:

- Be located within the geographical boundary of the City of Hamilton (can be located anywhere in the City subject to the City’s Official Plan and Zoning By-law policies);

- Be located on lands as described in 2.1.1 above;
- Be rental tenure (i.e., the entire building must operate as a rental);
- Have at least 30% of the residential units in the project be affordable rental housing meaning said units have rents, inclusive of all utilities, set at or less than 80% of CMHC’s Average Market Rent in the regional market area at the time of application submission, for a minimum of 40 years; and,
- Be one (1) of the following project types:
  - New construction (includes additions and extensions);
  - Acquisition and rehabilitation of existing rental affordable housing that is at risk of being lost; or
  - Conversion of non-residential buildings (in whole or in part) to rental affordable housing.

## 2.2 Projects that are not eligible include

- a. Projects by commercial enterprises (i.e. for-profit);
- b. Ownership housing;
- c. Secondary Suites;
- d. Long-term care facility;
- e. Purpose-built student housing;
- f. Shelters and crisis care facilities;
- g. Transitional or time-limited housing without the security of tenure; and,
- h. Repairs/renovations to existing buildings, unless part of an acquisition proposal or the works result in the creation of new affordable housing units.

## 3.0 Eligible Costs

3.1 Program funding will support proponents’ capital costs for affordable rental housing units as it relates to hard and soft capital build costs, municipal land contribution, rent supplements, waiving of planning application fees, and/or City of Hamilton financial partnership or contribution required for other sources of funding.

3.2 Development costs including soft and hard costs required to move an affordable housing project to “shovel-ready”. These costs may include but are not limited to consultation fees, studies, surveys, architectural designs, site plan approvals, demolition costs, environmental and archaeological study costs, building permit fees, and any associated fees to obtain an occupancy permit.

- 3.3 Funding can be used to support proponents’ exploration of a potential property for the development of affordable housing. Approved funding can be used for the following:
- a. to acquire the proposed development property and the fees associated with the acquisition;
  - b. financial support to complete due diligence and feasibility studies prior to the purchase of the property;
  - c. Best use analysis;
  - d. Building condition assessment;
  - e. Preliminary environmental studies; and,
  - f. Any other study reasonably associated with the due diligence for acquisition of property.

3.4 Capital costs incurred by a Non-Profit and Charitable Organization for the construction of the affordable housing units by a For-Profit entity that has been retained by the Non-Profit organization to construct the Affordable Units may only be considered an eligible cost if the affordable housing units are to be owned and operated solely by the Non-Profit and the For-Profit organization, or where there is an agreement between the Non-Profit and the For-Profit entity whereby the affordable housing units are secured by the Non-Profit organization through a long-term lease (40 years) and operated solely by the Non-Profit organization, to the satisfaction of the City.

#### **4.0 Ineligible Costs:**

- 4.1 For-profit construction of affordable housing units, except as specified in Section 3.4 herein.
- 4.2 Operating expenses are not eligible (including employee wages, debt payments, losses from a previous fiscal year, etc.).

#### **5.0 General Project Stream Requirements**

5.1 The Project Stream will be structured as a Call for Applications that will remain open year round but evaluated quarterly. Interested Non-Profit organizations submit their applications, and are evaluated and awarded available funding on a competitive basis, which is followed in accordance with this policy.



- 5.2 The City will provide quarterly deadlines outlined on the Housing Secretariat’s webpage to inform the applicants of when each evaluation will be completed.
- 5.3 Project Stream information along with application information and documents will be posted on the Housing Secretariat’s webpage at [www.hamilton.ca/housingsecretariat](http://www.hamilton.ca/housingsecretariat).
- 5.4 The Director of the Housing Secretariat with oversight of the General Manager of the Finance and Corporate Services Department through the Housing Sustainability and Investment Roadmap’s Executive Committee, may establish a minimum and/or maximum municipal contribution under the Project Stream on a per application/project basis.

## 6.0 Required Application Information

- 6.1 All applications under this Program must include the following items, noting that any incomplete, misleading, or false information may render the application/award invalid at the City’s sole discretion:

### Applicant Qualifications

- a) satisfactory proof that the Applicant is:

- a Non-Profit or Charitable Organization;

- b) a summary describing the Non-Profit organization, including:

- a copy of incorporation documents (if applicable);
- if a partnership, a copy of the partnership agreement or letter/memorandum of understanding and a list of partners;
- a solicitor’s certification that there is no ongoing or pending litigation or liens against the Applicant or any related entity or any liens filed against the property;
- population it serves;
- its contact information (including contact information for partners if applicable);
- examples of similar projects it has been involved in, and any past project experience in developing and managing affordable rental housing projects;
- the names and experience of the project management team.

- d) full disclosure of any relationship with a For-Profit entity/organization, including documented confirmation (partnership agreement or memorandum of understanding);

- e) in the case of a relationship with a For-Profit entity/organization pursuant to Section 3.2 herein, copies of all relevant agreements between the Non-Profit organization and the For-Profit entity/organization constructing the affordable housing units, to the satisfaction of the City;

## **Project Concept and Design Details**

- f) a summary describing the proposed project, including
- the address of the project and proximity to transit, services, and amenities;
  - the type of project, as per section 2.1.2;
  - the total number of affordable and market-rate housing units, the approximate size of said units, and the number of bedrooms in each unit;
  - project rents for the affordable housing units and any market-rate units;
  - affordability period of the affordable housing units;
  - how the project is consistent with urban design best practices and accessibility standards;
  - whether the project can be carried out under current land use regulations (including the Zoning By-law), and identification of any known variances and/or amendments;
  - project schedule;
  - who the affordable housing units are intended to serve and how the units meet community needs (e.g., unit type, household composition, housing options for equity-seeking groups, etc.);
  - how the project will be tenanted (e.g., use of Access to Housing waitlist, another waitlist) and any tenant supports; and,
  - property management details;
- g) preliminary building plans and/or site plans, if available.

## **Financial Viability**

- h) evidence, subject to the satisfaction of the City’s General Manager of Finance and Corporate Services, of financial competence and project viability including:
- three most recent audited financial statements; if not available additional information provided to substantiate or establish liquidity and debt management is required;
  - project proforma;
  - details of any equity to be contributed by the Applicant;
  - details of other sources of government funding, if applicable; and
  - the amount of funding requested.

## **Other**

- j) any other information that may be required by the City, the GM, the City’s Executive Committee, and/or the Project Stream Evaluation Committee.

**7.0 Recommended Supplemental Application Information**

7.1 The following supplemental information is recommended to help with project evaluation and prioritization:

- supporting information from a qualified professional that the proposed project interior exceeds accessibility requirements in the Building Code and that the exterior achieves the City’s Accessibility Standards;
- supporting information from a qualified professional that the project exceeds energy efficiency requirements in the Building Code; and
- any other supplemental information that, in the opinion of the Applicant, demonstrates how the proposed project meets sustainable design and affordable rental housing and community needs.

**8.0 Evaluation Criteria**

8.1 Applications will be evaluated using the criteria and weighting as outlined in Table 1. The evaluation criteria weighting may be modified from time to time by the City’s Housing Secretariat Division.

**Table 1: Application Evaluation Criteria**

<b>Evaluation Criteria</b>	<b>Weighting</b>
Alignment with City of Hamilton Priorities	20%
Project Criteria	35%
Funding Outline Criteria	35%
Project Implementation and Management	10%
Total	100%

The Housing Secretariat Division may on a case-by-case basis establish a more detailed scoring matrix as part of a call for applications. Applications are evaluated against the City’s price-per-point benchmark of 75% to determine the viability of each project. The viability of each project is determined through the evaluation of the Project Management Institute project phases and municipal contribution would be dependent on the current phase of each project. The Housing Secretariat is committed to supporting all proposals received through the Project Stream to ensure that all projects are viable for the community. The Housing Secretariat Division will collaborate across all City divisions to optimize resources, investment, and outcomes that align with the urgency of advancing affordable housing development projects.

8.2 Applications that exceed some or all of the following criteria will be considered stronger and scored higher than those that only meet the minimum eligibility requirements:

**1. Alignment with City of Hamilton Priorities (weight 20%)**

Projects that align with the Housing Sustainability & Investment Roadmap, the Housing and Homelessness Action Plan, and the City Council Priorities goals of achieving targets for the following:

- i. housing supply,
  - ii. affordability,
  - iii. supports equality and equity for all Hamiltonians.
- 
- b. The proposed project addresses the needs and challenges of communities identified in the community, especially communities of inclusion (overrepresented population in encampments and shelter).
  - c. The proposed project aligns with the Safe & Thriving Neighbourhoods Council Priority by increasing the supply of affordable and supportive housing and reducing chronic homelessness, ensuring people can safely and efficiently move around by foot, bike, transit, or car, and by providing vibrant parks, recreation, and public spaces.
  - d. Projects that clearly identify one or more target populations that it will impact and provide a clear plan demonstrating how it will directly impact the target populations, including identifying the number of households that will be taken from a recognized waitlist for tenancies by name. These target populations include:
    - i. Indigenous,
    - ii. Family,
    - iii. Men,
    - iv. Women,
    - v. Seniors, and
    - vi. Youth.

**2. Project Criteria (weight 35%):**

- a. Projects that clearly align with the Official Plan of the City of Hamilton and adhere to all relevant By-laws.
  - i. Projects that clearly state what stage the application or request process is in and are working with the Planning Department.
  - ii. Projects that clearly demonstrate the project’s readiness to advance through permit approvals.
  - iii. Projects that clearly demonstrate a comprehensive and effective effort to improve building accessibility measures as measured by the AODA compliance standards.

**3. Funding Outline (weight 35%):**

- a. Projects that clearly identify how much funding is required and identify a plan for viability and that have received funding from one or more of the below sources:
  - i. Capital and/or Operating funding or commitment of funding from other orders of Government.
  - ii. Through Municipal support in waived fees or obtained Municipal Grants.
  - iii. Obtained funding from other sources outside of all levels of Government such as donations, philanthropists, and social bonds.
- b. The proposed project provides a clear and comprehensive description of how it has strong potential to operate and achieve its goals beyond the Municipal funding contribution.

**4. Project Implementation and Management (weight 10%):**

- a. Applicants provide a clear and comprehensive explanation of their experience, ability and readiness to carry out and oversee the proposed project, and applicant includes a description of the resources, skills, expertise, and infrastructure in place to ensure efficient and effective project execution.
- b. The proposed project includes a detailed and clear description of the steps taken or plans made by the respondent to ensure the project's timely execution according to the proposed plan's document.

**9.0 Application Evaluation and Selection:**

**Review for Application Eligibility**

9.1 In order for an application to be considered for funding, it must:

- Meet the Program eligibility criteria (Section 2.1); and
- Be complete and have all supporting documentation to comply with the application requirements.

9.2 Applications will be screened by the City’s Housing Secretariat Division staff for basic eligibility as they are received. Applicants will be notified if their application is ineligible or incomplete.

9.3 Submission of an incomplete application may result in the application’s deferral to a later round of evaluation.

**Application Evaluation Criteria**

9.4 Each application will be reviewed, evaluated, and scored on its merits by the Project Stream Evaluation Committee made up of the inter-department staff team across the City.

9.5 Applications will be evaluated based on the criteria outlined in Table 1, subject to Section 8.1.

9.6 Higher scores will be given to applications that exceed minimum eligibility requirements and those that meet some or all the preferred evaluation criteria.

9.7 As part of the evaluation process:

- Applicants may be contacted to verify and provide clarification on the application;
- Applicants may be contacted to provide additional supporting information; and/or
- Applicants may be required to attend an intake meeting with the Housing Secretariat Division to clarify any information contained in the application.

9.8 The Infrastructure, Planning and Development team in the Housing Secretariat will review each application on its merits. Then the Infrastructure, Planning and Development team will present each submission to the Project Stream Evaluation Committee. The Project Stream Evaluation Committee will evaluate each proposal in alignment with the Project Stream Evaluation Matrix. The Infrastructure, Planning and Development team will meet with the Project Stream Evaluation Committee to discuss their individual assessments of the application and to arrive at a consensus assessment.

9.9 The Housing Secretariat Division will recommend to Council's delegated authority a recommended allocation of available funding to applicants based on scoring pursuant to Section 9.8. this will be done through a recommendation report, acceptable to the Director of the Housing Secretariat Division with oversight from the General Manager of the Finance and Corporate Services Department through the Housing Sustainability and Investment Roadmap's Executive Committee.

### **Delegated Authority**

9.10 Council delegates to the Director of the Housing Secretariat, with oversight of the General Manager of Finance and Corporate Services Department through the Housing Sustainability and Investment Roadmap Executive Committee, the authority to:

- (a) Approve grants under the Project Stream in accordance with this policy;
- (b) Determine the amount of such grants to be issued under this policy, and any conditions thereto, up to a maximum of \$2.5M per project;
- (c) Determine whether to award one or more grants, or no grants; and
- (d) Approve and execute Contribution Agreements on behalf of the City, including amendments to such agreements, where the form and content of said agreements is to the satisfaction of the General Manager of the Finance and Corporate Services Department through the Housing Sustainability and Investment Roadmap's Executive Committee.

9.11 The General Manager of the Finance and Corporate Services Department, with oversight of the Housing Sustainability and Investment Roadmap's Executive Committee, may further delegate any or all of the authorities granted by Council to the Director of the Housing Secretariat Division.

9.12 Final approval of all grants, and the amount thereof, is a decision of the Director of the Housing Secretariat Division, with oversight of the General Manager of the Finance and Corporate Services Department through the Housing Sustainability and Investment Roadmap's Executive Committee, or designate, at their sole discretion.

### **Decision**

9.13 The successful Applicant(s) will be notified by a Letter of Intent of the decision on its application after the evaluation consensus is completed.

## **10. Conditions of Approval**

10.1 The City will enter into a Contribution Agreement with the selected successful Applicant(s) based on the proposal obtained at the time of selection.

10.2 As a condition of approval, a successful applicant will be required to sign a Contribution Agreement with the City, satisfactory to the City's Solicitor and the Director of the Housing Secretariat Division, committing to the delivery and maintenance of affordable housing units, prior to:

- The commencement of any works to which grant will apply; and
- The City issuing any grant funding.

10.3 A successful Applicant will be required to agree in the Contribution Agreement to the following items:

- The grant amount to be received under the Project Stream and its timing;
- The work to be completed and the timeframe by which a building permit must be obtained, construction commenced, and the units completed/occupancy permit issued;
- Regular project progress updates as outlined in the Annual Reporting Guidelines for the Project Stream;
- The number of affordable units to be provided, rental rates, and duration of affordability;
- Non-compliance terms and processes, and default provisions

10.4 A successful Applicant will be required to provide a postponement in favour of the City from any mortgagee/charge or encumbrance of the property.

## 11. Payment Issuance:

11.1 Payments will be issued to the applicant in advances as set out in the contribution agreement.

- a. Payment issuance to applicant would be in the following disbursement's structure:
  - I. 50% - Issued at signing of contribution agreement.
  - II. 30% - Issued at completion of structural framing.
  - III. 20% - Issued at receipt of occupancy permit.



## Affordable Housing Funding (AHFP) Program Guidelines

### 1. Background

The City of Hamilton continues to face a significant housing crisis and all municipalities across Canada are being creative in finding solutions to address this issue. While it is understood that there is no single solution to the housing affordability crisis, the Affordable Housing Funding Program (AHFP) is anticipated to reduce financial barriers by providing municipal contributions to Non-Profit organizations that are interested in developing affordable housing in the City of Hamilton. AHFP will be used to pay for overages and cost overruns of existing City funded projects (e.g. Rapid Housing Initiative); cover municipal development charges (DCs), where applicable, for affordable housing units (if required); pay for pre-development costs including site design and feasibility studies, and facilitate due diligence, capital costs and potentially acquisition; and any other costs deemed eligible through the Affordable Housing Development Project Stream (Project Stream). The AHFP targets only Non-Profit organizations.

### 2. Program Description

The AHFP has been developed to reduce financial barriers that Non-Profit organizations and housing co-operatives face when developing affordable housing; improve their competitiveness when applying for funding from the Canadian Mortgage and Housing Corporation; increasing the financial viability and promoting longer affordability period of the projects.

- The AHFP funding will be awarded to eligible Non-Profit and charitable housing organizations that submit to the Project Stream. Staff will evaluate submissions using the Affordable Housing Development Project Stream Evaluation Matrix, included in the Affordable Housing Development Project Stream Program (Appendix "A").

The funding will be provided to the successful applicant in the form of a municipal contribution and the conditions or criteria will be outlined in the municipal contribution agreements between the successful applicant and the City of Hamilton.

The municipal contribution agreements will, at minimum, stipulate that all affordable units funded by the City of Hamilton must remain affordable for a 40-year period or longer upon date of occupancy. Should the applicant wish to sell the property at any point during the 40-year period, right of first refusal must be granted to the City for the purchase of the property at fair market value. The applicant must demonstrate continued affordability through annual reporting to the City in the form of a standardized Rental Unit Monitoring Report as outlined in section 7.5. Should the applicant wish to increase rent above the affordability limit (80% AMR) at any point during the 40-year period, the applicant must set the rental fee at fair market rent (125% AMR). Other terms and conditions may apply to applicants as determined through the evaluation process.

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### 3. Mandated City financial responsibilities for RHI projects

Under the Rapid Housing Initiative (RHI), the City is mandated to cover overages and cost overruns of RHI funded projects. Should overages result from a project where the City is responsible for payment of such costs, the City may use this funding outside of an application or competitive process to cover these costs.

### 4. Program overview

#### 4.1 Funding Amount and availability:

AHFP will have annual funding of \$4 M available at the start of the City’s financial year and will be distributed to selected projects. The disbursement of the available funding will be subject to the alignment of City’s housing objectives and at the sole discretion of the General Manager of the Healthy and Safe Communities Department. Should a situation arise where affordable housing developments fail to align with the City’s housing objectives, the funding for the year may be withheld and reallocated appropriately in the following year.

#### 4.2 Additional funding and Stacking:

The AHFP has no limitations on stacking with other municipal incentive programs, grants, loans or funding from other levels of government for capital project development and operational expenses such as housing subsidies. Applicants are encouraged to seek other additional funding available either locally within the City or through upper levels of government including the following sources:

- i. Canadian Mortgage and Housing Corporation (CMHC) offers flexible funding and financing opportunities to assist in the development of affordable housing. There are a range of funding and financing tools, and it is recommended that applicants review these opportunities in addition to the City of Hamilton Affordable Housing Funding. More information can be found on the CMHC webpage - <https://www.cmhc-schl.gc.ca/en>
- ii. The Province of Ontario provides several different funding programs that assist in both new affordable housing development, retrofits, repairs and rent supplements. More information can be found on the Province’s webpage - <https://www.ontario.ca/page/affordable-housing-ontario>

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- iii. Federation of Canadian Municipalities (FCM) offers funding for organizations to complete housing plan, studies, undertake pilot and capital projects. Details can be found on this website <https://fcm.ca/en/funding>
- iv. Community Housing Transformation Centre (CHTC) - backed by National Housing Strategy, CHTC offers grants to community housing providers, community-housing service providers and community organizations up to \$500,000 – more information can be found on this website - <https://centre.support/>
- v. City of Hamilton’s Economic and Development Incentives – the City has opportunities for aiding with partial relief of development costs (within a Community Improvement Plan area – CIP) environmental remediation, cultural heritage, urban design and property tax grants to those looking to invest in Hamilton’s future. City planning tools and links to incentives can be found on this website - [Hamilton, Ontario: Where Innovation Goes To Work - Invest in Hamilton](#)

In addition to other requirements, applicants will be required to confirm that they have applied for available funding opportunities both from the City and other upper levels of government including details of how much they are eligible to receive.

### 5. Priority Costs and Expenses

AHFP will consider applications in the following order of priority:

- 5.1 Overage and overruns:  
Under this category, expenses may include additional costs on an affordable housing development currently under construction resulting from unpredicted cost increases related to such matters as construction materials. Cost increases that result from a change in scope of the project are not included.
- 5.2 Development Charges (DCs):  
Applicants will be eligible for funding for development charges as they relate to the *Development Charge Act* or the *Education Act*, provided that these charges are not covered under any other program or legislation where the DCs are waived or paid. If a residential project that meets the City’s definition of Affordable Housing is exempt under legislative changes, an application for DC relief for the residential units will be eligible and only the affordable units (within the development) would be considered. With the enactment of Bill 23, it is anticipated that only DC costs re-dating Bill 23 will be eligible.
- 5.3 Capital Costs:  
This funding will support applicants’ development proposals as it relates to capital build costs, top-ups and/or be City of Hamilton financial

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partnership/contribution required for other sources of funding, including but not limited to the CMHC Co-Investment funding program.

### 5.4 Predevelopment Costs:

Predevelopment costs may include soft and hard costs required to move an affordable housing project to “shovel ready”. Examples of pre-development costs may include but are not limited to, payment of professional and consultation fees, studies, surveys, architectural designs, site plan approvals, demolition costs, and environmental and archaeological study costs.

### 5.5 Acquisition, Due diligence & feasibility:

This funding will focus on supporting applicants’ exploration of a potential site for the development of affordable housing. Approved funding can be used to acquire the proposed development property and the fees associated with the acquisition; financial support to complete due diligence and feasibility studies prior to the purchase of the property to ensure that the site will be a viable affordable housing project. The funds may also be used for best use analysis, building condition assessment, preliminary environmental studies, and any other study reasonably associated with the due diligence for acquisition of property.

### 6. Minimum Eligibility Requirements:

- i. Applicants must be a registered Non-Profit organization, charity or housing co-operative that will own and operate the development subject of the funding request. For profit organizations are ineligible for this funding and will not qualify;
- ii. Applicants must demonstrate an understanding of residential housing development; operation of a rental housing unit(s) or ability to retain the services of an organization/consultants with this experience;
- iii. Funding must be used towards the development of affordable housing in the City of Hamilton;
- iv. Units must be maintained as affordable for the minimum of 40 years, Affordable rents established at or below 80% AMR for applicable AHFP units for the entire affordability period;
- v. Financial viability - Applicants will demonstrate financial viability or a path towards financial viability through their capital and operating proformas;
- vi. Projects can be new constructions including new building or addition to an existing building and a conversion of an existing non-rental building or portion thereof into an affordable housing project;
- vii. Applicants must be seeking to build a minimum of 5 units with the project;
- viii. Entire project must be purpose rental built for the entire affordability period; and,
- ix. Development readiness - projects that can demonstrate that a building permit will be drawn in the year that they have applied will score higher in the evaluation of the funding request.

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### 7. Overview of Application and Award Process:

City of Hamilton’s AHFP will be offered to eligible affordable housing developers through the Project Stream. The application period will be open for a minimum of 30 calendar days. The program will target only Non-Profit affordable housing organizations interested in supporting the City’s housing objectives and priorities at the time. Submission or scoring of the project does not necessarily guarantee funding.

Each applicant will be scored against the Affordable Housing Development Project Stream Evaluation Matrix (included in Appendix “A”). Preference will be given to applicants that meet the following key criteria specific to the AHFP. Note that the City might add further details to align it with current priorities;

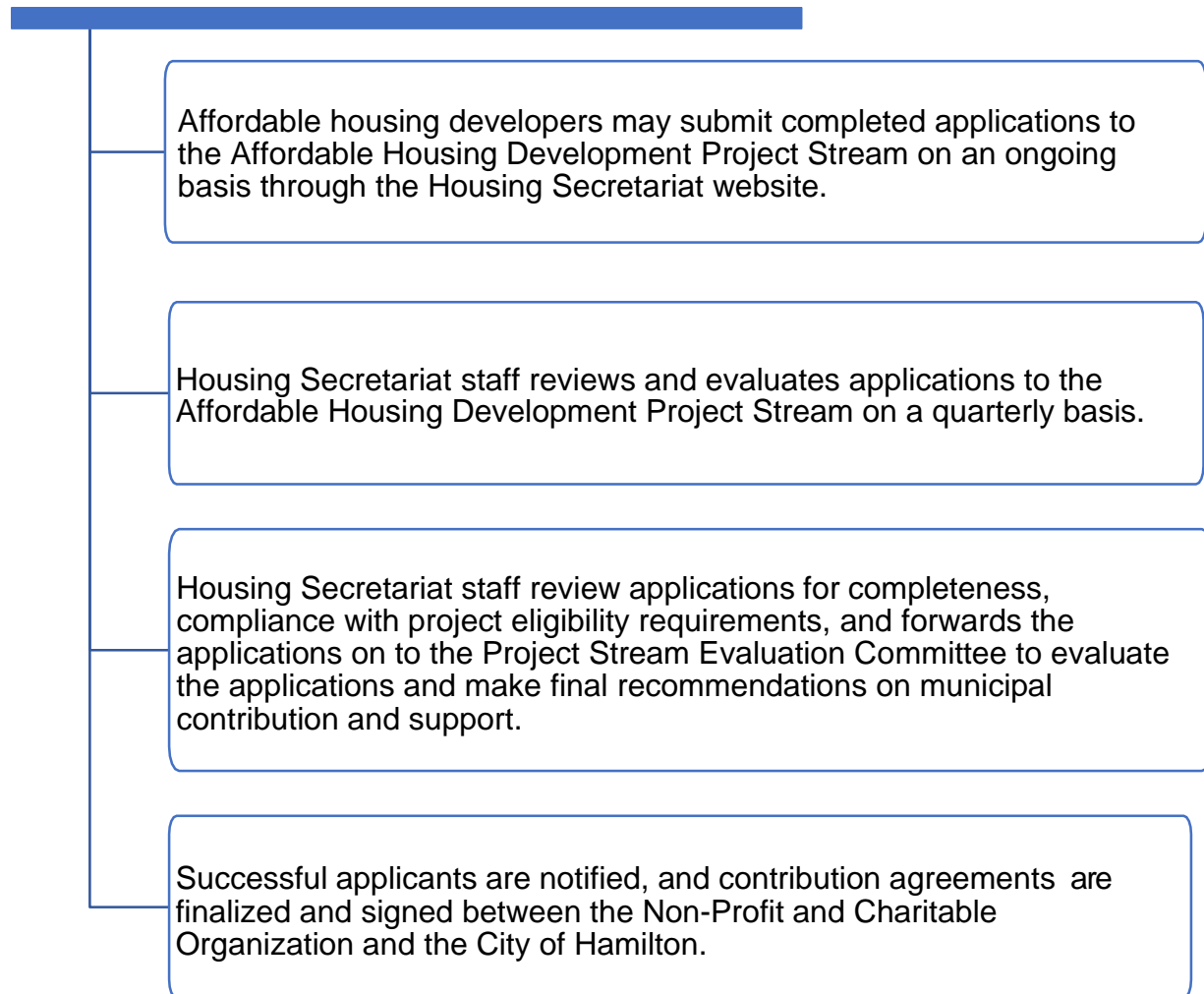
- (a) Type of funding support required (project overruns; Development Charges, pre-development, due diligence, feasibility studies, or acquisition);
- (b) Qualifications and experience of the development team;
- (c) Type of the organization (Charity, Non-Profit, Co-op, community housing organization)
- (d) Site status (encumbrances, zoning permissions, conditions and assessments);
- (e) Development schedule (how close to shovel readiness including status of all required planning and reasonable development timetable);
- (f) Financial viability and cost-effectiveness (amount of funding already secured and complete funding overview);
- (g) Development concepts (construction typology, details of unit size, design special features, energy efficiency details);
- (h) Target population/groups in the community;
- (i) Tenant selection (Access to Housing Waitlist, By-Name Priority List); and,
- (j) Affordability in terms of rents and affordability period.

Further details of the above evaluation criteria will be provided in the application process.

The evaluation review will be completed within 30 business days following the closure of the application submission period date. The Housing Secretariat staff will rank the submitted project in accordance of the highest passing score in the Affordable Housing Development Project Stream Evaluation Matrix. A Conditional Letter of Commitment will be issued to the successful applicant, indicating the next steps and the timeline to achieve the next steps, prior to signing a municipal contribution agreement with City of Hamilton.

The annual release of the application is to ensure the most accurate information and documentation is communicated to the applicants and reflect the City’s Strategic Plan, Housing and Homelessness Action Plan goals, and the Housing Sustainability and Investment Roadmap goals and objectives. In addition, the annual process will capture new milestones that could have been achieved by the applicant over the previous year.

7.2 Application process



After the deadline for the applications, City of Hamilton staff will review all submitted Applications to ensure completeness and that the Eligibility Requirements (Section 6 above) are met. The City may seek additional information as necessary but is not obligated to do so, in order to determine in its sole and absolute discretion if an application meets or complies with the minimum requirements.

All applications that meet the minimum eligibility requirements will be scored against the preferred Evaluation Criteria above. A Review Panel set up by City Staff will review all scored applications to make a final recommendation for successful projects. While the highest scoring application(s) are likely to be best positioned for approval, the Review Panel will also consider City of Hamilton’s housing objectives as established by Council priorities, available funding, and other relevant planning documents in making a final selection of successful projects.

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Following the approval of applications, applicants will be required to accept the funding as allocated and enter into a contribution agreement with the City of Hamilton that outlines the terms of the commitment. A municipal contribution agreement will include among others the following:

- The amount of City’s funding being provided;
- The number of affordable units to be provided, Affordable Unit rental rates and duration of affordability;
- Requirements for tenant income verification by the applicant at initial occupancy and unit turnover;
- Requirements for annual reporting by applicant;
- Requirements for applying rental rate increases; and;
- Other terms and conditions as required in the sole and unfettered discretion of the City.

### 7.3 Reapplication

Applicants who are not successful in the current year can reapply in subsequent years. Successful applicants in the current year will also be eligible to reapply the following year with different projects or with the same project but for a different funding use than that applied for the previous year. For example, a project may apply and be successful for pre-development funding and then the following year apply and be successful for capital funding.

### 7.4 No Successful Applicant

If there are no applicants or upon review of the submissions there are no eligible projects, funding will not be awarded. The City is not required to provide funding to any project which it deems unsatisfactory and reserves the right to reallocate the funding to the subsequent year.

### 7.5 AHFP Annual Reporting

The AHFP will require annual reporting for the duration of the affordability period to ensure compliance with the terms and conditions of the Program. A standardized AHFP Rental Unit Monitoring Report will be required. In cases where the City is already collecting an annual occupancy report under another funding source, every effort will be made to consolidate the reporting providing the AHFP requirements are fully met. The AHFP Rental Unit Monitoring Report will report on the previous calendar year’s actual monthly rent paid by tenants, target populations, and vacancy data. These forms will be provided by the Housing Secretariat Division by the third week of January for completion and will be due to the Housing Secretariat Division on the 15<sup>th</sup> of March or the nearest business day after.

## 8. Definition of Key Program Terms:

### 8.1 Affordable housing:

The term “Affordable housing” is used in this program to mean a broad term that encompasses all types of housing that persons or households with low or moderate incomes can access without spending an inordinate proportion of their income. Affordable housing may include ownership housing and affordable rental housing;

- (a) Affordability of rental housing can be defined based on a proportion of a person or household’s income or based on a percentage of the average or median market rent, for a defined area. Often, the definition includes a threshold in the position of households on the income spectrum, the most universal with low- and moderate-income households being at or below the 60<sup>th</sup> income percentile for renters living in a defined area. There are slight differences in how documents define affordable housing but for the purposes of the AHFP, affordable rental housing will mean;

Housing that costs 30% or less of gross household income for households with a low to moderate income. Low to moderate income for renters is defined as income at or below the 60<sup>th</sup> income percentile for renters in the City of Hamilton, and for owners the 60<sup>th</sup> income percentile for all Hamiltonians; and/or;

- (i) Rents at or below 80% of average market rent (AMR) for the geographical area will be given priority in the application process for units applying AHFP;
- (ii) Rents above 80% but below 125% AMR may still qualify for the program

### 8.2 Overages

“Overages” means costs incurred on a project that are initially greater than the initial budget to which the project was approved, and where the City as the “Recipient” or “Service Manager” is contractually obligated to supplement the project budget.

### 8.3 Top ups

“Top ups” means additional funding needed to complete a construction project which has previously had Service Manager’s commitment and requires additional funding to complete the project within the approved scope.

### 8.4 In-year expense

The term “in-year expense” means an unexpected construction expense incurred on an affordable housing project under construction in excess of the contingency but within the original scope of the project.



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### 8.5 Shovel Ready

The term “shovel ready” means an affordable housing construction project that is considered to be at an advanced enough stage of development for physical construction to begin.

### 8.6 Acquisition

The term “acquisition” means the process of taking possession of all, or part of a tangible asset, property including land for the purpose of developing affordable housing or converting an existing project into an affordable housing project.

### 8.7 Fund stacking

For the purpose of the AFHP “fund stacking” means the approach of utilizing multiple City, provincial or federal programs or funding to offset a greater portion of project expenses.

9. Questions Related to this program can be directed to:

Via Email to:	<a href="mailto:housing.secretariat@hamilton.ca">housing.secretariat@hamilton.ca</a>
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This document is available in alternate formats upon request.

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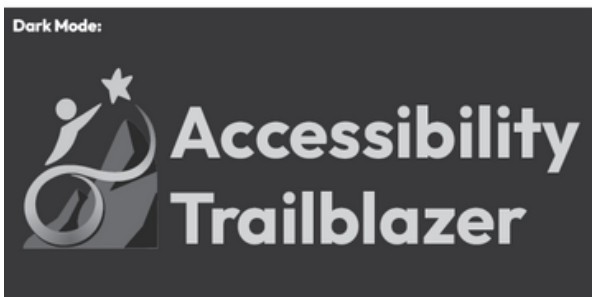
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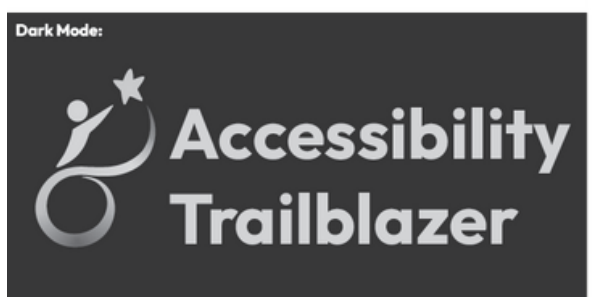
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