



City of Kingston
Policies and Procedures
Housing Department, Community Services

**Affordable Housing Land Acquisition
and Disposition Program**

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Approval: City of Kingston Council

1.0 PURPOSE

- 1.1 The purpose of this policy is to establish guidelines for a municipally funded Affordable Housing Land Acquisition and Disposition Program
- 1.2 The purpose of the Affordable Housing Land Acquisition and Disposition Program is to acquire and dispose of properties with the purpose of facilitating the construction of affordable housing units.
- 1.3 This policy will seek to implement the City of Kingston’s Strategic Plan priority of facilitating affordable housing as well as the recommendations of the Municipal Housing Strategy adopted by Council July 2011.

2.0 REVISION HISTORY

Date	Rev. No.	Change	Ref. Section
	1.0	New document	Not applicable

3.0 DEFINITIONS

Affordable Housing means a housing unit(s) where the monthly rent is less than or equal to 80% of the CMHC average monthly rent

Agreement means the agreement signed between the City of Kingston and the purchaser and which sets out the terms of the sale and is registered on title.

Capital Investment in Affordable Housing Fund means a fund set up by the City of Kingston to fund affordable housing units within private and not-for-profit developments.

Locational Analysis means a document prepared with the purpose of identifying areas of the City which are underserved with regard to existing affordable housing while still containing appropriate amenities to support affordable housing.

Municipal Housing Strategy means the Municipal Housing Strategy adopted by Council July 2011

Official Plan means the Official Plan for the City of Kingston as amended from time to time.

Third Party means a realtor or real estate agent capable of operating on behalf of the City of Kingston.

4.0 PROGRAM GUIDELINES

- 4.1** The program fund shall be set up as a revolving fund, with unspent monies held in a reserve fund, accumulating appropriate interest. Funds received through the disposal of program lands shall be reinvested back into the program fund to facilitate the purchase of additional land.
- 4.2** All acquisitions and disposals of land under this program shall be approved by Council.
- 4.3** The acquisition of land shall be managed by a third party in order to ensure the property is being purchased at market rate or better.
- 4.4** Lands to be acquired through this program can be purchased from any source, including, but not limited to, school boards, other levels of government, the private market, or institutions.
- 4.5** Funds under this program may be used for the following purposes:
 - 4.5.1** Acquisition of land which may include the value of the land and any other costs typically associated with the purchase of land (ie legal fees).
 - 4.5.2** Costs associated with the environmental clean-up of a city owned property so that it may be made available or sellable for an affordable housing purpose.
 - 4.5.3** Investment in a project where land is provided to the City at no cost as an exchange and where that land can be used for the purposes of affordable housing.
 - 4.5.4** Transfer to the Capital Investment in Affordable Housing Fund if there is an opportunity to invest in or fund an affordable housing project where there are insufficient funds available in the Capital Investment in Affordable Housing Fund to facilitate the timely construction of the project.
 - 4.5.5** Costs associated with the disposal of land under the program. This may include, but is not limited to, legal, realtor, and advertising costs.

5.0 LAND SELECTION CRITERIA

- 5.1** The selection of lands to be acquired under this program shall be undertaken with the intent of complying with the objectives of a number of documents and approaches which should be reviewed together to determine if a property is suitable for purchase. The relevant documents and approaches to be considered are as follows:
 - 5.1.1** Conformity with the recommendations of the Locational Analysis completed as part of the recommendations from the Municipal Housing Strategy;
 - 5.1.2** Conformity with the goals and objectives of the City's Official Plan;
 - 5.1.3** Maximization of the value of the program funds available;
 - 5.1.4** The suitability of the property for development; and
 - 5.1.5** The amount of total residential units which could be accommodated on the property if developed fully

6.0 DISPOSAL OF LAND PROCESS

- 6.1** The disposal of lands through this program shall generally be done through a Request for Proposal process unless there is a more effective means available to dispose of the land.
- 6.2** If a Request for Proposal is undertaken to dispose of a property under this program it will be reviewed through the following general priorities and objectives:
 - 6.2.1** In general, lands should be sold back at 75% of the purchase price unless there is a clear demonstrated benefit to sell for less;
 - 6.2.2** To maximize the number of affordable housing units within the development on the property
 - 6.2.3** To maximize the length of affordability for the affordable housing units within the development on the property
 - 6.2.4** Conformity with the City's Official Plan policies or other City adopted planning documents.
- 6.3** The person or corporation purchasing the property shall be required to enter into an agreement with the City to guarantee the construction of the agreed upon affordable housing units on the property.
- 6.4** The person or corporation purchasing the property shall be required to enter into an agreement with the City whereby the property will revert to the City's ownership if construction of the project is not initiated within an agreed upon timeframe. The definition of what shall constitute initiation of the project and the exact timeframe for development will be determined through the agreement.