

Terms of Reference



Subject: Affordable Housing Report

Alternate formats are available as per the Accessibility for Ontarians with Disabilities Act by contacting Guelph Planning Services at 519-822-1260 extension 5616.

Description

The City of Guelph requires (Official Plan 10.17) that all residential development applications address affordable housing. The purpose of the Affordable Housing Report is to:

- Make the applicant aware of the City of Guelph's 30% city-wide target for affordable housing, identified housing issues within the City of Guelph, and current annual affordable housing monitoring results;
- Demonstrate how the proposal addresses the City's affordable housing Official Plan goals, objectives and policies including targets, benchmark prices and rent, and issues;
- Provide relevant information on the proposal to support the City's affordable housing monitoring system; and
- Provide relevant information on the proposal including tenure, number of units by bedroom type, proposed prices/rents, and a measure of the potential demand and budget requirements for financial incentives.

Who prepares it?

An Affordable Housing Report shall be prepared by a consultant at the expense of the applicant. An Affordable Housing Report can be prepared by a full member of the Canadian Institute of Planners (MCIP) or Association of Ontario Land Economics (AOLE).

When is it required?

An Affordable Housing Report is required for residential development proposing 4 or more units for the following development applications:

- Official Plan Amendment;
- Zoning By-law Amendment;
- Plan of Subdivision;
- Plan of Condominium

Required Contents

An Affordable Housing Report can be prepared as a report under separate cover, or it can be included as part of a Planning Justification Report. An Affordable Housing Report shall contain:

1. Description of the Proposal:

Include number of units by unit type, tenure, number of bedrooms, anticipated range of prices for both rental units and for-purchase units by unit type or by housing typology, proposed prices/rents, and any relevant phasing issues that impact residential affordability. This includes details on when the affordable housing would be provided in relation to the market housing and if any existing residential units will be retained. Site and contextual considerations that impact residential affordability shall also be addressed.

2. Identification of any Additional Considerations

Inclusion of supportive housing, financial or land contributions towards affordable housing, innovative rent-to-own models, site constraints, and proposed demolition or conversion of existing rental units.

3. Planning Rationale

Note how the proposal is addressing the City's Official Plan's affordable housing goals, objectives, and policies, including specific targets. A discussion on current annual rental and/or ownership benchmark prices shall be included for comparison against the proposed development. Clear links should be made from the proposed development to the [City of Guelph's Affordable Housing Strategy and latest Affordable Housing Monitoring Report](#).

4. Analysis and Opinion

Provide a clear answer to the following question: how does the housing proposal represent good planning and address the housing targets and objectives of the City of Guelph?

5. Summary and Conclusions

Summarize the main points of the report for consideration.

If the Affordable Housing Report does not adhere to this Terms of Reference, the formal application will be deemed incomplete.

Additional Considerations

- The City of Guelph's Affordable Housing Strategy and latest Growth Management and [Affordable Housing Monitoring Report](#).
- Should there be additional questions regarding the preparation of an Affordable Housing Report, please contact Development Planning at 519-822-1260 extension 5616 or email planning@guelph.ca.