

Administrative Standard

Affordable Housing Permit Processing

Program Impacted	Land Development <i>Edmonton is developed so that it supports growth and social, cultural, economic and environmental well-being</i> Social Support <i>Edmontonians have what they need to succeed.</i>
Approved By	City Manager
Date of Approval	October 2, 2024
Approval History	n/a
Next Scheduled Review	May 31, 2027

1. Purpose

The City will ensure that permit applications for the development of new affordable housing and the refurbishment of existing affordable housing are prioritized for review, and where appropriate, expedient approval.

2. Affordable Housing Definition

2.1 Rental or ownership housing that requires upfront and/or ongoing direct government subsidies. These subsidies ensure that affordable housing has rental or mortgage payments below average market cost and is targeted for occupancy by households who earn less than the median income for their household size. Affordable housing may or may not include on-site supports.¹

OR

2.2 A property providing residential housing accommodation to the public where there is an agreement in place with a level of government, or agency for the alleviation of poverty, which provides long-term occupancy to individuals where the rent that is charged is limited by some enforceable legal agreement or

¹ <https://www.edmonton.ca/public-files/assets/document?path=PoliciesDirectives/C601.pdf>

requirement to a maximum of either 80% of the rental rate that the Property would be expected to receive in the open market, or to no more than 30% of the pre-tax gross household income of the residents.²

For the purposes of this Standard, mixed market housing, where subsidized units exist with market housing in the same development, is included in this definition of affordable housing.

3. Application

The Affordable Housing Permit Processing standard applies to any permit application which meets the City of Edmonton's criteria of Affordable Housing at the time of permit application. Applications will follow the internal procedure involving a review for eligibility by members of the Affordable Housing and Homelessness team and a prioritization process by the Client Liaison Unit.

4. Responsibilities

4.1 SOCIAL DEVELOPMENT BRANCH:

- Liaise with potential affordable housing developers to ensure applications align with Affordable Housing definitions and thresholds. Provide support and guidance to support effective engagement with Development Services throughout the development approvals process.
- Review and confirm eligibility of self-identified affordable housing developments on the request of Development Services.
- Oversee the maintenance and regular updating of data received from Development Services into the Affordable Housing inventory database.

4.2 DEVELOPMENT SERVICES BRANCH:

- Establish and maintain permit submission processes where applicants can identify a project as Affordable Housing.
- Provide timely review of affordable housing permit applications maintaining all regulatory and communications standards of the Branch.
- Provide reporting on the number of affordable housing applications and performance tracking.
- Facilitate the transfer of all relevant data to the Affordable Housing inventory database.
- Establish and publicly communicate a service standard for affordable housing development applications.

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<https://www.edmonton.ca/sites/default/files/public-files/NotforProfitAffordableHousingTaxGrant.pdf?cb=1715802298>