

DATE: April 13, 2026

REPORT NO: PD-11-2026

SUBJECT: **Recommendation Report**
Affordable Housing Community Improvement Plan (CIP)

CONTACT: Gerrit Boerema, Director, Growth and Sustainability

OVERVIEW:

- Council through the approved 2025 budget has directed Administration to create an Affordable Housing Community Improvement Plan (CIP), to provide incentive programs for the creation of affordable housing in the Township.
- In 2025 the Township retained Nethery Consulting to prepare a background report, the Community Improvement Plan and Official Plan amendment.
- There have been two public surveys completed, as well as a Public Information Centre held on January 14th, 2026.
- A statutory public meeting was held on February 9th, 2026 and a [staff report, PD-05-2026](#) was presented.
- The Ministry of Municipal Affairs and Housing provided additional comments on the plan on February 27th, 2026 and a number of minor changes were made.
- Administration is now recommending that Council adopt the Affordable Housing CIP and pass the necessary bylaws to implement the CIP.
- Administration also recommends to reallocate funding within the Planning Reserve from the Façade improvement program to the Affordable Housing CIP

RECOMMENDATION:

1. That, Recommendation Report PD-11-2026 titled “Recommendation Report, Affordable Housing Community Improvement Plan (CIP)” dated April 13, 2026, be received; and,
2. That Council adopt the Affordable Housing CIP found in Schedule A to this report, and pass the necessary bylaws to implement the CIP and designate the CIP area, as found in Schedules C & D; and,
3. That Council re-allocate \$95,985.00 within the Planning Reserve from the Façade Improvement CIP Program to the Affordable Housing CIP program.

ALIGNMENT TO STRATEGIC PLAN:

Theme #

- **Build a Safe, Connected, Caring and Active Community**
- **Champion Strategic and Responsible Growth**

BACKGROUND:

In the 2025 Township Budget Council approved budget to initiate an affordable housing Community Improvement Plan in alignment with the Township's strategic plan to encourage the development of mixed forms of housing across the Township. Background to this project can be found within [staff report, PD-05-2026](#) which was presented in February.

The goals for the CIP program are as follows:

- To Expand the supply of Affordable Housing in Smithville
- Diversify Housing Options to Serve All Ages and Stages
- Reduce Barriers to Affordable and Attainable Housing Development
- Encourage Homeowner Participation in Housing Solutions
- Maximize the Impact of Municipal Funding

The proposed CIP programs include a range of financial and non-financial incentives which include the following:

- Municipal Fee Grant Program
- Additional Residential Unit (ARU) Grant
- Accessibility Top-up Grant
- Family-Sized/Seniors Unit Top-Up Grant
- Home Upgrade Grant
- Education and Capacity Building workshops (non-financial)
- Housing Concierge/client support service (non-financial)
- Housing reserve (non-financial)

A statutory public meeting was held on February 9, 2026. In addition to public comments in support of the CIP at that time, the Township also received comments from the Ministry of Municipal Affairs and Housing.

CURRENT SITUATION:

Minor changes to the CIP were made to address the comments made by the Ministry. These minor changes included:

- Replacing the map of the CIP area for added clarity
- Clarification around stacking of grants
- Limits on maximum funding
- Inclusion of standard eligibility clauses
- Statement on retroactive funding

- Consistency in program naming
- Clarification around housing concierge services
- Clarification on length of time there must be affordability
- Updates to definitions

Now that the minor changes have been made, Administration is presenting the final Affordable Housing CIP to Committee and Council for consideration.

Two bylaws are required to be passed if the CIP is approved. The first bylaw is to establish a new Affordable Housing CIP area, being the urban limits of Smithville, and the second bylaw is to approve the Affordable Housing CIP document.

If approved, Administration will implement the CIP based on available funding and administration availability. Administration is proposing to begin the implementation with the Municipal Fee Grant Program. In following years, based on budget availability, certain grant programs will open and close based on demand and administrative time.

FINANCIAL IMPLICATIONS:

If Committee and Council approves the new Affordable housing CIP program, funds would need to be allocated to that program in order to fund the incentive program.

Administration is recommending to re-allocate funds currently committed to the Commercial Building Facade Program which are held in the Township's Planning Reserve, in the amount of \$95,985. Repurposing these funds towards the future Affordable Housing CIP program would enable a more efficient deployment of existing resources, and provide a necessary funding source for the Affordable Housing CIP program, once approved by Council.

Administration will provide more information on the proposed future Affordable Housing CIP program project funding strategy through the 2027 Budget process, if approved.

INTER-DEPARTMENTAL COMMENTS:

The Community Improvement Plan has been reviewed by the Director of Corporate Services/CFO.

CONCLUSION:

Administration is recommending approval of the Affordable Housing CIP to have in place an incentive program for affordable housing projects. Also recommended is a re-allocation of money within the planning reserve to provide initial funding to this program. Finally, based on available budget and administrative availability, only the Municipal Fee Grant program be initiated at this time.

ATTACHMENTS:

- A. Affordable Housing CIP Final
- B. Engagement Summary
- C. Draft CIP Bylaw
- D. Draft CIP Area Bylaw

Prepared & Submitted by:

Approved by:

**Gerrit Boerema
Director, Growth and Sustainability**

**Truper McBride
CAO**