

HAF Agreement and Action Plan Summary Sylvan Lake, Alberta

Summary of Agreement Targets and Funding

Status as of March 12, 2025

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|---|------------|
| Overall Permitted Unit Targets (3 years) | 575 |
| Units expected without HAF (baseline) | 387 |
| Units incented by HAF (HAF-incented) | 188 |
| Municipality's 10-year unit projection | 442 |

| Permitted Unit Targets with Breakdown | Total Target | Year 1 Forecast | Year 1 Progress |
|--|--------------|--|-----------------|
| Housing Supply Growth Target | 575 | 195 | 350 |
| <ul style="list-style-type: none"> • Multi-Unit housing units in close proximity to rapid transit | 0 | <i>Note: there are no annual forecasts for different unit types.</i> | 0 |
| <ul style="list-style-type: none"> • Missing middle housing units | 244 | | 124 |
| <ul style="list-style-type: none"> • Other multi-unit housing units | 217 | | 174 |
| Affordable Housing Units | 30 | | 0 |

HAF recipients who demonstrated growth above expectations were eligible to add a new initiative and resulting growth to their Action Plan during the first annual report process. As a top performer, Sylvan Lake was approved to add the Initiative “Reduce Parking Standards” to its action plan, which will result in an additional 20 permitted units, for a new Housing Supply Growth Target of 575. A total of \$540,000 is added to their funding, resulting in a new total funding eligibility of \$6,025,430.

HAF Funding Schedule and Explanatory Notes:

The total funding envelope for HAF recipients is based on the number of HAF-incented units, as described in Section 10 of the Pre-Application Reference Material. Advances are disbursed annually, subject to compliance with the terms and conditions of the HAF agreement.

| | |
|---------------------------|----------------|
| Total funding eligibility | \$6,025,430.00 |
| Second Draw Amount | \$1,551,357.50 |

CMHC has reviewed Sylvan Lake's first annual report and while some minor changes and delays are noted, action plan implementation is progressing well, and Sylvan Lake is exceeding growth forecasts. CMHC is satisfied that the city is meeting its commitments under the HAF agreement. The second advance will be made in full.

Summary of Initiatives and Milestones

Initiative 1: Permitting Software

Implementing a new e-permitting software to replace the existing paper-based system.

- This will reduce the time needed to process applications which will increase the speed at which houses are developed in the community.
- The software will also track key housing data which will enable the administration to make better planning decisions to increase the number of houses in the community.

| Initiative | Due Date | Status |
|----------------------------|--------------------|-----------------|
| Permitting Software | 2026-01-31* | On Track |
| Milestones | Due Date | Status |
| Select permitting software | 2025-02-14 | Delayed* |
| Implementation | 2026-01-16 | Not Started |
| Launch software | 2026-01-30 | Not Started |

* Date changes were approved for the initiative and all three milestones to reflect the lengthy procurement policy within the municipality.

Initiative 2: Multi-Family Housing Incentive

Providing incentives for the development of rowhomes, triplexes and fourplexes making homeownership more attainable.

- The Town is providing a one-time grant for new homeowners, equivalent to 150 percent of the typical cost of property taxes, credited to the property's tax account.

| Initiative | Due Date | Status |
|---------------------------------------|-------------------|------------------|
| Multi-family Housing Incentive | 2024-09-27 | Completed |
| Milestones | Due Date | Status |
| Develop Program | 2024-08-26 | Completed |
| Marketing & Promotion | 2024-09-27 | Completed |
| Program Launch | 2024-09-27 | Completed |

Initiative 3: Secondary Suite Loan Program

Providing interest-free loans to assist homeowners in constructing new self-contained secondary units.

- Sylvan Lake will launch a new program that will offer interest-free loans to homeowners to support construction costs for a secondary suite, which will add more housing units to existing low-density residential zones.
- The loan program will be offered in conjunction with Support for Secondary Suites (initiative 4).

| Initiative | Due Date | Status |
|--|--------------------|-----------------|
| Secondary Suite Loan Program | 2025-03-31* | On Track |
| Milestones | Due Date | Status |
| Develop loan parameters and agreements | 2024-08-16 | Delayed* |
| Develop Marketing Materials | 2024-10-11 | Delayed* |
| Launch program | 2025-03-31 | On Track |

*A date change was approved to establish an arms-length non-profit organization to distribute funding. Delays in two milestones were experienced at the annual reporting due to a final legal review requiring more time, however the initiative is still expected to be completed on time.

Initiative 4: Supports for Secondary Suites

Removing regulations that limit the development of secondary suites within neighborhoods.

- The Town’s Land Use Bylaw will be amended to allow more flexibility for the development of suites, increasing the number of lots where they are permitted and allowing them in more housing types such as duplexes and row houses.

| Initiative | Due Date | Status |
|--------------------------------------|-------------------|------------------|
| Supports for Secondary Suites | 2024-08-26 | Completed |
| Milestones | Due Date | Status |
| Land Use Bylaw Amendments | 2024-07-09 | Completed |
| Promotion | 2024-08-26 | Completed |

Initiative 5: Apartment Incentive Program

Providing incentives to develop more high-density apartment buildings.

- Sylvan Lake will incentivize the development of apartment units by refunding development and building permit fees for qualified high-density projects.

| Initiative | Due Date | Status |
|------------------------------------|-------------------|------------------|
| Apartment Incentive Program | 2024-07-05 | Completed |
| Milestones | Due Date | Status |
| Develop Program Agreement | 2024-06-07 | Completed |
| Promotion | 2024-07-05 | Completed |

Initiative 6: Direct Control Rezoning

Rezoning the downtown core from a Direct Control District (zones restricted to certain uses) to new simplified and standardized land use districts.

- New districts will have easy to understand development regulations and will provide greater certainty regarding the approval process.
- The Town will seek public input and Council approval of a new Land use Bylaw to create the new districts.

| Initiative | Due Date | Status |
|--------------------------------|-------------------|------------------|
| Direct Control Rezoning | 2025-01-14 | Completed |
| Milestones | Due Date | Status |
| Draft New Districts | 2024-08-09 | Completed |
| Public Engagement | 2024-10-18 | Completed |
| Districts Approved | 2025-01-14 | Completed |

Initiative 7: Dollars for Doors

Provide grants to private and non-profit sectors to develop affordable housing.

- Developers will be able to access grants of up to \$15,000 per home they can develop and rent at an affordable rate for at least 5 years.
- The grant program will target homes described as missing middle, including rowhouses, duplexes, fourplexes, secondary suites and apartments.

| Initiative | Due Date | Status |
|--------------------------|--------------------|-----------------|
| Dollars for Doors | 2025-02-28* | Delayed* |
| Milestones | Due Date | Status |
| Create program | 2025-02-21 | Delayed* |

*A date change was approved to allow for additional time to consider developing two streams: one for market housing and another for non-market housing. The delay in the program was due a reduction in administrative capacity.

Initiative 8: Reducing Parking Standards

Increasing housing availability and affordability by reducing parking requirements for multifamily and apartment developments.

- Draft new reduced parking regulations for the Town's Land Use Bylaw.
- Present educational information to Council, stakeholders, and developers to increase awareness and understanding of parking challenges and the bylaw changes.
- Seek Council approval of the revised parking regulations.

| Initiative | Due Date | Status |
|------------------------------------|-------------------|---------------|
| Reducing Parking Standards | 2025-07-31 | New |
| Milestones | Due Date | Status |
| Draft new parking regulations | 2025-05-28 | New |
| Council and Stakeholder engagement | 2025-06-09 | New |
| Bylaw adoption | 2025-07-31 | New |