

## HAF Agreement and Action Plan Summary Town of Stratford, Prince Edward Island

### Summary of Agreement Targets and Funding

*Status as of March 12, 2025*

<b>Overall Permitted Unit Targets (3 years)</b>	<b>687</b>
Units expected without HAF (baseline)	<b>509</b>
Units incented by HAF (HAF-incented)	<b>178</b>
Municipality's 10-year unit projection	<b>2,017</b>

<b>Permitted Unit Targets with Breakdown</b>	<b>Total Target</b>	<b>Year 1 Forecast</b>	<b>Year 1 Progress</b>
Housing Supply Growth Target	<b>687</b>	<b>172</b>	<b>198</b>
<ul style="list-style-type: none"> <li>• Multi-Unit housing units in close proximity to rapid transit</li> </ul>	0	<i>Note: there are no annual forecasts for different unit types.</i>	0
<ul style="list-style-type: none"> <li>• Missing middle housing units</li> </ul>	169		60
<ul style="list-style-type: none"> <li>• Other multi-unit housing units</li> </ul>	399		120
Affordable Housing Units	168		60

#### **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	\$4,991,477.00
Annual advance amount	\$1,247,869.25

The Town of Stratford experienced some staffing capacity and process challenges in the first year of HAF implementation. CMHC approved deadline extensions and is confident that Stratford will fulfill its commitments. CMHC has reviewed Stratford's first annual report and 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: Implement revisions to the Zoning Bylaw to rezone commercial parcels to mixed-use to allow for residential above existing and new commercial sites**

Use underused commercial sites as locations for future mixed-use developments, including main floor commercial use with residential above.

- Hire additional municipal staff and create materials for ongoing marketing to promote the need for increased density.
- Consult with property owners about specific needs and zoning requirements.
- Engage the public on policy objectives and rezone commercial properties.

<b>Initiative</b>	<b>Due Date</b>	<b>Status</b>
<b>Implement revisions to the Zoning Bylaw to rezone commercial parcels to mixed-use to allow for residential above existing and new commercial sites</b>	<b>2025-05-01*</b>	<b>On Track</b>
<b>Milestones</b>	<b>Due Date</b>	<b>Status</b>
Consulting with property owners	2024-09-09	Completed
Hiring Internal Staff	2024-11-30	Completed
Public Open House	2025-03-31	On Track
Council and public consultation	2025-04-30	Not Started
Marketing	2025-05-01	On Track

\*Timelines were extended through an approved change request, to accommodate an increase in scope for the initiative.

### **Initiative 2: Implement revisions to the Zoning Bylaw to remove barriers that restrict multiple unit developments**

Revise current zoning bylaw to allow greater density by simplifying requirements for multi-unit development.

- Conduct a full review of the Town’s Official Plan, and zoning and development bylaw, then craft a new policy enabling greater density by adjusting parking minimum, minimum building height and minimum lot size.
- Adopt the new policy into the Official Plan.

<b>Initiative</b>	<b>Due Date</b>	<b>Status</b>
<b>Implement revisions to the Zoning Bylaw to remove barriers that restrict multiple unit developments</b>	<b>2025-12-19*</b>	<b>On Track</b>
<b>Milestones</b>	<b>Due Date</b>	<b>Status</b>
Hiring Internal Staff	2024-05-31	Completed
Approving RFP and awarding tender	2024-07-11	Completed
Consultant's OP and Zoning and Development Bylaw review	2025-12-19	On Track
D.O. and GIS Technician Review	2025-12-19	On Track
Marketing	2025-12-19	On Track
Adoption of new Official Plan and Zoning Bylaw	2025-12-19	Not Started

\*The initiative timeline was extended through an approved change request, due to a delay in the RFP process as well as a change in consultant.

**Initiative 3: Establish a package of pre-approved design plans for missing middle and higher density developments**

Create a set of pre-approved plans to increase application processing speed and reduce costs for residents and developers who are looking to build on their property.

- Establish a package of pre-approved design concepts that align with the growing need for diverse housing as well as the form and character of the town.
- Launch a marketing campaign to promote the need for alternative types of housing and showcase the value of pre-approved designs.
- Adoption of the designs as part of the new community plan.

<b>Initiative</b>	<b>Due Date</b>	<b>Status</b>
<b>Establish a package of pre-approved design plans for missing middle and higher density developments</b>	<b>2026-06-01</b>	<b>On Track</b>
<b>Milestones</b>	<b>Due Date</b>	<b>Status</b>
Presenting to Planning Board Committee	2024-08-05	Completed
Approving RFP and awarding tender	2024-10-16	Completed
Council and public consultation	2025-07-01	Not Started
Marketing	2025-07-01	Delayed*
Phase 1 Pre-Approved Plans	2025-07-01	Delayed*
Adoption of new Official Plan & Zoning Bylaw	2025-12-19	Not Started
Public Hearing and Council Approval	2025-12-19	Not Started
Phase 2 Pre-Approved Plans	2026-06-01	Not Started

\*Timelines for this initiative were extended through an approved change request, due to staffing challenges and prioritization of resources which delayed the RFP launch, which was ultimately awarded in October 2024.

**Initiative 4: Implement revisions to the Zoning Bylaw to permit Accessory Dwelling Units on low density residential lots**

Updating the Town’s existing bylaw to allow for additional dwelling units on low density lots.

- Increase staff capacity and hire consultants to perform a review of the Town’s Official Plan and Zoning and Development Bylaw.
- Public consultation and presentation of Official Plan for adoption by Council.
- Implementation and public promotion of accessory dwelling units zoning, also employing the pre-approved designs outlined in initiative 3.

<b>Initiative</b>	<b>Due Date</b>	<b>Status</b>
<b>Implement revisions to the Zoning Bylaw to permit Accessory Dwelling Units on low density residential lots</b>	<b>2025-12-19</b>	<b>On Track</b>
<b>Milestones</b>	<b>Due Date</b>	<b>Status</b>
Hiring Internal Staff	2024-05-31	Completed
Approving RFP and awarding tender	2024-07-11	Completed
Phase 2 Pre-Approved Plans	2025-08-08	Not Started
Council and public consultation	2025-09-12	Not Started
Adoption of Official Plan & Zoning Bylaw	2025-12-19	Not Started
Consultant’s OP and Land Use Bylaw review	2025-12-19	On Track
D.O. and GIS Technician Reviews	2025-12-19	On Track
Marketing	2025-12-19	On Track

\*Timelines for this initiative were extended through an approved change request, due to a delay in awarding the RFP, and a timeline adjustment in discussion with the selected consultant.

**Initiative 5: Implement an e-permit system to streamline applications and scheduling inspections, including revisions to current application processes**

Speeding up the application process and making it easier and faster to schedule inspections.

- Increase staff capacity and hire consultants to assist in bringing an e-permitting system online.
- Seek council approval for the system and proceed with implementation and public promotion.

<b>Initiative</b>	<b>Due Date</b>	<b>Status</b>
<b>Implement an e-permit system to streamline applications and scheduling inspections, including revisions to current application processes</b>	<b>2025-05-15*</b>	<b>On Track</b>
<b>Milestones</b>	<b>Due Date</b>	<b>Status</b>
Approving RFP and awarding tender	2024-04-30	Completed
Council approval and tender	2024-05-31	Completed
Hiring Internal Staff	2024-05-31	Completed
D.O. and GIS Technician Review	2025-02-28	Completed
Implement e-permitting system	2025-05-15	On Track
Marketing	2025-05-15	On Track

\*Timelines were extended through an approved change request to allow more time to confirm system requirements and accommodate the procurement process.

**Initiative 6: Implement changes to the Zoning Bylaw to require a maximum lot area and reduce front setbacks for new low-density developments**

Allowing greater density in residential areas by adjusting minimum and maximum lot areas.

- Increase staff capacity and hire consultants to perform a review of the Town's Official Plan and Zoning and Development Bylaw.
- Public consultation and presentation of Official Plan for adoption by council.
- Implementation and public promotion of the new zoning.

<b>Initiative</b>	<b>Due Date</b>	<b>Status</b>
<b>Implement changes to the Zoning Bylaw to require a maximum lot area and reduce front setbacks for new low density developments</b>	<b>2025-12-19*</b>	<b>On Track</b>
<b>Milestones</b>	<b>Due Date</b>	<b>Status</b>
Hiring Internal Staff	2024-05-31	Completed
Approving RFP and awarding tender	2024-07-11	Completed
Adoption of Official Plan & Zoning Bylaw	2025-12-19	Not Started
Consultant's OP and Land Use Bylaw review	2025-12-19	On Track
D.O. and GIS Technician Review	2025-12-19	On Track
Marketing	2025-12-19	On Track

\*Timelines for this initiative were extended through an approved change request, due to a delay in awarding the RFP, and a timeline adjustment in discussion with the selected consultant.

**Initiative 7: Expedite application timelines by waiving application fees for proposed affordable and supportive housing development applications**

Removing the fees for planning applications from non-profit organizations developing affordable and supportive housing projects.

- Increase staff capacity and collaborate with non-profit organizations and Provincial entities to remove some of the barriers to creating affordable housing.
- Draft a resolution for council amending the fees schedule to waive development permit application fees for supportive housing entities.

<b>Initiative</b>	<b>Due Date</b>	<b>Status</b>
<b>Expedite application timelines by waiving application fees for proposed affordable and supportive housing development applications</b>	<b>2024-08-14</b>	<b>Completed</b>
<b>Milestones</b>	<b>Due Date</b>	<b>Status</b>
Hiring Internal Staff	2024-05-31	Completed
Council approval	2024-08-14	Completed
Drafting a resolution for council	2024-08-14	Completed

\*Timelines for this initiative were extended through an approved change request, due to staffing challenges and prioritization of resources.