CHIPP Frequently Asked Questions

The responses to the questions below are to the best of staff's knowledge and are subject to change should additional information be made available or upon receipt of legal advice.

General FAQs:

1. **Will the Affordable Rental Rates be updated as Provincial data changes?**

   For Stream 3, where construction is unlikely to begin for several years, the Town would consider updating the affordability rates to more closely align with market conditions at the time of construction and occupancy. This may require amendments to Municipal Capital Facility Agreement and would be done in consultation with legal advice.

   For Streams 1 and 2, the current Provincial affordable rental rates for Collingwood as of July 2026, will be the applicable rates at the time of registration of the Municipal Capital Facility Agreement.

   For all Streams, the MCFA will establish permitted rent increases for tenancies during the term of the agreement, generally aligning with the Province of Ontario's prescribed rent increase guidelines for buildings constructed prior to 2018. The MCFA may also establish permitted rent increases upon unit turnover, ensuring the units remain affordable but are aligned with current market conditions.

2. **Are more points available for providing a mix of unit sizes?**

   Yes, the Evaluation Score Card (available on the program website under Evaluation Criteria) includes additional points within the Location, Building and Site Design Category for the provision of a mix of unit sizes. In both Streams 2 and 3, two additional points are available for providing a mix of unit sizes.

3. **How are successful applicants expected to verify ingoing tenant income to ensure the maximum tenant household income threshold is met?**

   Section 10 of the Residential Tenancies Act (RTA) allows a landlord to obtain income information from a prospective tenant, however that cannot be in violation of the Human Rights Code O.Reg. 290/98. The most common method used to verify tenant income is through income tax returns, CRA notice of assessments, pay stubs, or employer letter.

Any of these methods that demonstrate tenant income upon initial occupancy are acceptable. Please note that the RTA does not permit landlords to verify tenant income once the tenant is in the unit nor can landlords terminate the tenancy due to the tenants income exceeding this maximum cap. However, a new tenant income verification process will be required upon unit turnover.

Different rules regarding verification of tenant income apply if the landlord is a Not-for Profit Housing Corporation, please consult the RTA if this applies to you.

4. What is the difference between initial and final occupancy permits?

Initial occupancy, often referred to as conditional or partial occupancy, is granted when parts of the building are suitable for occupancy, but not all the work is fully finished. Final occupancy is the stage where all construction works are completed, inspected, and approved. Some projects may not require an initial or conditional occupancy permit, in which case the two stages on the funding schedule would collapse into one final funding release.

5. Will the election impact the funding approvals?

The election and potential lame duck period may impact the timing of CHIPP approvals, particularly the disposition of Town-owned lands. We will communicate any potential impacts to proponents once we have a better idea of when funding and land disposition recommendations will go forward to Council.

6. Has the program considered how the capital grants and Municipal Capital Facility Agreement (MCFA) may impact construction financing?

Town staff are aware that the capital grants and associated MCFA may have an impact on construction financing agreements registered on title. It is not the intent for the agreements to impact construction financing, and Town staff would be open to negotiating appropriate agreement clauses with successful proponents once funding approvals are in place to mitigate impacts on financing, where possible.

7. What is considered a new unit?

To be eligible for Streams 1 and 2, projects must be new construction requiring a building permit (i.e. new building, an addition to an existing building, or conversion of a building or portion of a building) resulting in net new affordable housing units. Existing market rentals that are converted to affordable housing units simply by virtue of lowering the rent or undertaking minor renovations are not eligible for the program, nor is the acquisition of an existing rental building by a new owner with the intent of lowering rents.

A new unit is a unit that has not received an occupancy permit and is not currently being used for the purposes of rental housing.

Stream 3 FAQs:

8. When is construction anticipated for the Summitview Phase 3 Subdivision and when will access be established?

The adjacent subdivision, known as the Summitview Phase 3 Subdivision, received Draft Plan Approval in July 2025. Draft Plan Approval lasts for 3 years before lapsing, meaning the Applicants have 3 years to enter into a development agreement with the Town and register the plan. Site works typically begin after plan registration but may be facilitated by a pre-servicing agreement at the request of the landowner. Beyond this 3-year lapsing provision, the Town does not have control over construction timelines, and these are largely dependent on the landowner's motivations and macroeconomic conditions. The Town may consider extensions to the 3-year lapsing date in accordance with applicable policy.

The CHIPP framework for Stream 3 provides that a project should demonstrate the ability to become shovel ready within 3-5 years **after** access and servicing to the property have been confirmed / established. This condition is intended to provide a realistic timeline for a future proponent of the Town-owned lands to begin construction while understanding that construction timelines of the adjacent subdivision are not yet known. Demonstrating shovel-readiness could be achieved in different ways, including but not limited to:

- Initiating Planning Act applications required to facilitate the project
- Outlining a plan for negotiating servicing works with adjacent landowner, if required
- Exploring funding opportunities

- Exploring partnerships with consultants, developers, etc.

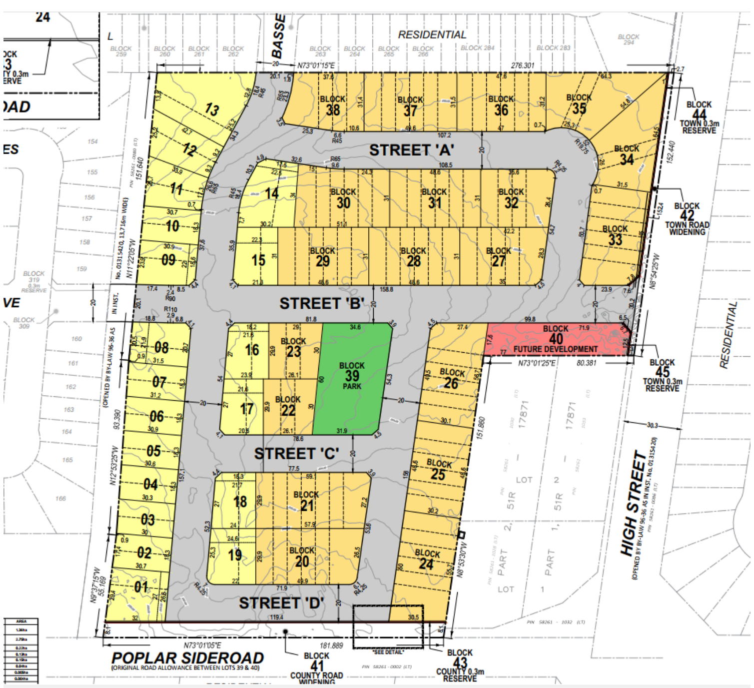
9. What is the minimum number of affordable housing units provided through Stream 3?

The third stream requires that a minimum of 51% of the housing units in a future project must be affordable per the program's definition of affordable rental units. Maximum affordable rents and maximum tenant incomes have been set by the Town. The Town is anticipating 50-100 units total to be accommodated on the lands, 51% of which must meet the affordability criteria.

10. Do the Town lands have access to a public road and are they serviced?

There are currently no municipal services along the portion of High Street and Poplar Sideroad adjacent to the Town-owned lands. As part of the approved Summitview Phase 3 subdivision, a watermain is proposed to be extended along High Street and Street B, while the sanitary sewer is proposed to be extended through Street A. A future landowner or lease holder of the Town-owned lands may need to negotiate servicing needs with the adjacent developer or determine an alternative servicing scheme. The Town may facilitate negotiations but will not be a party to any agreements between private landowners.

Access to the Town-owned lands is planned to be provided through Street A via Block 40.



11. **Unknown servicing needs for the Town owned lands creates a problem for the accuracy of the pro forma. Can servicing costs be removed from the Project Information Spreadsheet?**

    We understand there is uncertainty related to access and servicing that impacts the development readiness of the lands and pro formas. Applicants may exclude or include estimated servicing costs in the Project Information Spreadsheet, however regardless of the approach, applicants should include a description of the assumptions used to arrive at the projected costs in the notes column of the Project Information Spreadsheet. The Project Information Spreadsheet is one component of the overall application, and Town staff understand that applicants will be making assumptions based on limited understanding of necessary infrastructure works. The intent of the Project Information Spreadsheet is to evaluate high level project viability, and the successful proponent will not be held to the content as conditions may change over time.

12. **Where can I access technical reports and drawings for the adjacent subdivision, Summitview Phase 3?**

    All relevant technical reports and drawings to support the Zoning By-law Amendment and Residential Subdivision for Summitview Phase 3 are available here: https://www.collingwood.ca/development-growth-economy/growth-planning-development-management-0/proposed-major-developments-29. Prospective applicants for Stream 3 are encouraged to review these materials.

13. **Are there additional incentives beyond discounted land available for Stream 3?**

    There are no automatic incentives beyond the conveyance of land at High Steet and Poplar Sideroad. Incentives from Stream 3 and 2 may be stacked with one another, however projects that are shovel ready will be prioritized for Stream 2 funding. The third stream has been designed as a stand-alone incentive stream, providing significantly discounted land costs to support the creation of affordable housing. The conveyance of municipal land without charge or below market value is considered an incentive under the Municipal Act. If you are applying for both Streams 2 and 3, you must submit an application form for each respective stream.

    Please note that the Project Information Spreadsheet is the same for each Stream and includes an Incentive Request section. If you are only applying for Stream 3, you may leave this section blank. If you are applying for Streams 2 and 3, you may populate this section with the requested incentive amount per unit.

14. Are neighbourhood supporting uses permitted on the lands?

The Town-owned lands are in the Future Neighbourhoods Designation in the Official Plan, which permits a range of uses, including:

- Residential units in low-rise, mid-rise and high-rise residential buildings;
- Additional Residential Units;
- Additional Needs Housing;
- Live-work Units;
- Home-based Businessess;
- Short-term Accommodations;
- Day Care Facilities;
- Small-Scale Places of Worship;
- Neighbourhood Centres;
- Neighbourhood Supporting Uses; and
- Public Service Facilities

Neighbourhood supporting uses include but are not limited to uses such as artisan establishments, studios, craftsman shops, business offices, health care offices and clinics; and convenience retail, personal service establishments and restaurants. While the Future Neighbourhoods designation permits neighbourhood supporting uses, a Zoning By-law Amendment is required to ensure appropriate integration within mixed-use developments.

Following the approval of the new Official Plan, the Town is updating the Zoning By-law to reflect the broader growth strategies and policy direction of the Official Plan. The Zoning permissions outlined below will likely change when the new Zoning By-law takes effect.

Currently the Residential Third Density (R3) Zone permits the following uses:

- Additional Residential Units
- Apartment dwellings
- Group or Cluster dwellings
- Single-detached dwellings
- Townhouse
- Senior Citizen Housing

- Retirement Home
- Boarding Home
- Nursing Facility
- Community Garden

** Accessory Commercial Uses are permitted within apartment buildings, senior citizen housing, retirement home, and nursing facilities, but shall be limited to convenience store, a day-care centre, a dry-cleaner’s establishment, a laundromat and a personal service shop. These uses shall only be located on the first storey of the main building and shall not occupy an area greater than 25% of the gross floor area of the first storey.

15. What are the height and density permissions on the Town-owned lands?

The Future Neighbourhoods Designation in the Official Plan broadly permits residential development within low-, mid-, and high-rise buildings, subject to compatibility policies. Each built form has minimum and maximum height and density provisions.

<u>Low-Rise Built Form:</u>

- Density: minimum 10 units per net hectare, maximum 40 units per net hectare
- Height: maximum 3 storeys or 11 metres, whichever is less.

<u>Mid-Rise Built Form:</u>

- Density: maximum 3.5 Floor Space Index (FSI)
- Height: minimum 3 storeys, maximum 8 storeys or 27 metres, whichever is less.

<u>High-Rise Built Form:</u>

- Density: maximum 7 FSI
- Height: minimum 8 storeys, maximum 12 storeys or 45 metres, whichever is less

The existing built form to the east of the site is low-rise residential and the future built form within the adjacent subdivision is also low-rise residential. A future project must consider compatibility policies of the Official Plan.

The Official Plan designation permissions are not reflected in the 2010 Zoning By-law, which caps the maximum height to 15 m. Depending on the projects timing, a Zoning By-law Amendment may be required.

16. **Have any geotechnical, hydrogeological, environmental or similar site investigations been completed for the Town-owned parcel to determine soil and groundwater conditions, land stability, and whether there are any underground watercourses, ravines or other conditions that could affect development? If so, could the relevant reports be made available to prospective applicants?**

    The Town has not undertaken any investigative work on the site. The lands are not located within a regulated area of a Conservation Authority and the Town's Official plan does not identify the lands as being within the Town's Natural Heritage System. The successful proponent will be encouraged to submit a pre-consultation application prior to any Planning Act applications being submitted to receive an overview of the studies that will be required to support a future application, including input from external agencies and/or guidance on terms of reference.

17. **I understand that Stream 3 does not automatically provide incentives beyond the land disposition and that Stream 2 may potentially be stacked later. Could you clarify which development charges, planning fees, building-permit fees or other municipal charges may qualify for exemptions or reductions due to the affordable-rental component, and which should be included at full cost in the preliminary pro forma?**

    The CHIPP affordable rental rates have been aligned with the Province's affordable rental rates for Development Charges exemptions, meaning that units that meet the CHIPP affordable rental rates would also be exempt from Development Charges. Reductions or exemptions to parkland dedication may also apply to affordable units under the *Planning Act*. No other municipal fees or charges will be automatically reduced or waived due to the affordable rental component, though the successful proponent may make this request of Council in the future (i.e. not automatically granted).

18. **The program anticipates 50–100 units and generally encourages mid- or high-rise development. Would the Town consider a coordinated development consisting of several smaller multi-unit buildings—for example, four-, six- or eight-unit buildings—if the overall proposal achieves an acceptable unit count, affordability level, density and site design? Or should applicants assume that a primarily mid-rise structure is expected?**

    The Town's Official Plan guides the type of development permitted on the subject property. The Town is open to innovative housing typologies that maximize the number of units on the site while being compatible and sensitively integrated with the surrounding neighbourhood. Proposed project designs must conform to all applicable policies in the 2024 Official Plan or explain the rationale for a future

Official Plan Amendment. Scoring prioritizes projects that can move quickly to shovel readiness, including minimizing the need for planning or related applications.

19. **I understand that access is planned through Street A and Block 40 and that servicing may have to be negotiated with the Summitview developer or extended along the municipal road allowance. At the application stage, is an outline of the proposed negotiation and servicing strategy sufficient, or does the Town expect written confirmation or an agreement in principle from the adjacent landowner?**

    The Town does not expect written confirmation or an agreement in principle from the adjacent landowner with respect to servicing.