
TITLE: Affordable Housing Fee Forgiveness Policy
SECTION: Planning & Development
POLICY NO: 66000-06

APPROVAL DATE: June 23, 2025

CAO Signature: 

PURPOSE:

To establish a policy in support of the construction of affordable housing by waiving municipal fees and charges related to the development.

DEFINITION:

Affordable Housing means a residential development that is awarded funding by a provincial and/or federal government capital funding program for affordable housing.

POLICY STATEMENT:

In support of the construction of affordable housing in Amherst, municipal fees and charges related to the construction of said housing may be waived in whole or in part, subject to the following terms and conditions:

1. At minimum, 25% of the dwelling units within the residential building shall be Affordable Housing.
2. In the case of a mixed-use development containing residential and non-residential uses, only those fees attributable to the residential uses may be waived. Water, sanitary sewer and storm sewer connections shall be calculated based on the percentage of the building used for residential purposes.
3. This policy applies only to those developments approved after the date this policy is approved.
4. Where other financial supports from the Town have been negotiated, the Chief Administrative Officer, at their sole discretion, may determine that this policy does not apply to an Affordable Housing development.
5. The development shall be in compliance with all Town of Amherst Bylaws.
6. The following fees and charges defined under the User Fee Policy (Policy 0470-03) may be waived:
 - a. Development and Building Permits for residential buildings.
 - b. One Sanitary Sewer Connection and One Storm Sewer Connection fee under the D-3 Wastewater Discharge Bylaw.
 - c. New water and sanitary sewer connections from existing street mains to the property line up to a maximum of \$5,000.

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ROLES AND RESPONSIBILITIES

| Title/Role | Responsibilities |
|--|------------------------|
| Direction, Planning & Economic Development | Administers the Policy |

For Administrative Use Only:

VERSION LOG

| Amendment Description | Policy Owner | Approved By | Approval Date |
|-----------------------|---|-------------|---------------|
| New Policy | Fisher, Director of Planning & Economic Development | Council | June 23, 2025 |

Minutes reference date: June 23, 2025