



Hamilton

## DEVELOPMENT APPLICATION GUIDELINES

# Affordable Housing Report/Rental Conversion Assessment

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### **PURPOSE:**

This document provides a guideline for the preparation of an Affordable Housing Report or Rental Conversion Assessment, which may be required for the submission of an application under the Ontario *Planning Act*. All Affordable Housing Report or Rental Conversion Assessments shall follow the guidelines contained and referenced in this document. Failure to adhere to the guidelines may result in a submission being considered unsatisfactory and a submitted application being deemed incomplete.

An Affordable Housing Report or Rental Conversion Assessment is required for a *Planning Act* application where primary rental housing consisting of 3 or more units (located within the Downtown Hamilton Secondary Plan area), or 6 units or more (located outside of the Downtown Hamilton Secondary Plan area) is proposed to be converted to condominium tenure or is proposed to be demolished.

The primary purpose of the report is to provide sufficient information to confirm that the proposal complies with Rental Housing Protection Policies in Chapter B, Section 3.2.5 of the Urban Hamilton Official Plan, the policies of the Downtown Secondary Plan (where a proposal is located within the Secondary Plan), and any related Rental Housing Protection By-law applicable to the proposal.

The report is also intended to ensure that all tenants have been informed of their rights and that matters of tenant assistance have been appropriately addressed.

### **PREPARED BY:**

Reports must be prepared by a Registered Professional Planner (RPP) or Certified Planning Technician (CPT).

### **CONTENTS INCLUDE:**

Prior to initiating an Affordable Housing Report or Rental Conversion Assessment the applicant should confirm the terms of reference through a pre-study consultation with Development Planning and Investment in Affordable Housing staff.

## Rental Information

The assessment shall include the following rental information:

- A description of the proposed demolition or conversion;
- A description of any related planning applications;
- The number of existing dwelling units;
- The number of existing and proposed rental units by unit type, including the number of bedrooms and floor area;
- The rent roll(s) for each of the existing rental units within the residential rental property, categorized by unit type;
- For vacant units, the last rents charged for each unit, categorized by unit type;
- Confirmation of what is included in rent that may be altered by a conversion (i.e. cable bill, storage lockers, parking); and,
- A list containing the names and mailing addresses of the tenants of the residential rental property proposed for demolition or conversion.
- Note - In cases where the information available is limited, the applicant must follow-up with City Staff after the Formal Consultation Meeting to confirm the appropriate scope.

## Consultation Record

The Applicant shall hold an information meeting for all tenants of the residential rental property in advance of submitting a *Planning Act* application. Records of the meeting shall be included in the Affordable Housing Report/Rental Conversion Report as an appendix. A summary of the consultation and key feedback should be noted in the body of the report.

Notification to tenants for the information meeting shall occur a minimum of 14 days prior to the meeting. In addition to notifying tenants of the meeting, notification shall also be provided to the City of Hamilton's Manager of Development Planning or the Manager of Heritage and Urban Design, Planning and Economic Development Department; and the Manager of Investment in Affordable Housing, Healthy and Safe Communities Department, a minimum of 14 days prior to the meeting.

The Consultation Record shall include the following information:

- A copy of the notice of the meeting which was provided to tenants, which must include notification of the rights of tenants under Provincial Residential Tenancy Legislation;
- A list of all occupied units which received notice including the date and time when the notices were issued to tenants;
- The total number of notices that were sent;
- A copy of the public meeting sign-in-sheet;
- A copy of all information distributed or presented at the meeting;
- A copy of the meeting minutes; and,
- A copy of all comments received in relation to the meeting.

## Analysis/Assessment

The analysis must assess whether the application is meeting applicable Urban Hamilton Official Plan policies in Chapter B, Section 3.2.5, and any applicable policies in the Downtown Secondary Plan. If there are specific criteria outlined in a related Rental Housing Protection By-law which must be met prior to a permit being granted for a conversion or demolition, the analysis must also confirm how these criteria are being met.

The analysis must also include details on tenant relocation and assistance plans where this is needed.

Rental vacancy data and average market rent data required for the analysis may be requested from the City of Hamilton's Investment in Affordable Housing Section.

### **OTHER INFORMATION:**

City of Hamilton Draft Plan of Subdivision or Condominium Approval Information  
<https://www.hamilton.ca/build-invest-grow/planning-development/planning-applications/draft-plan-subdivision-or-condominium#plan-of-condominium>

### **REVIEWED AND APPROVED BY:**

Development Planning staff, Planning and Economic Development Department, and Investment in Affordable Housing staff, Healthy and Safe Communities Department.

### **CONTACT:**

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