



Committee of the Whole Excerpt
May 14, 2024

Fees Policy Amendments for Secondary Suites

WHRM received a commitment of over \$1.08 million from the Government of Canada through the Housing Accelerator Fund, to be received between 2024-2027 and used to influence policy changes that support the development of new housing. WHRM submitted a Housing Action Plan as part of the application to the Housing Accelerator Fund program. This plan identified seven key actions that could contribute to increasing the housing supply. Action 4 was to eliminate the permit fee for Accessory Dwellings Units (ADUs) also commonly called secondary suites. Staff believe removing the permit fees for ADUs is an important first step that would align with several other opportunities at the Provincial and Federal levels that are incentivizing homeowners to add these types of dwelling units.

In 2021 and 2022, the Municipality made amendments to Municipal Planning Strategies and Land Use By-laws to enable attached or detached secondary suites accessory to single or two-unit dwellings. This flexibility allows homeowners to add a secondary suite in the backyard, or basement, above a garage or nearly any other arrangement that works for their situation and property layout.

The Municipal Fees Policy RCOFN-013.00 outlines the costs for development and building permits and other fees charged by the Municipality. The proposed text amendments to this policy identify an exception to remove any permit fees associated with new secondary suites for the period of 2024-27 as covered by the Housing Accelerator Fund.

The recommended motion was that Committee of the Whole recommend that...

COUNCIL AMEND THE TEXT OF THE FEES POLICY RCOFN-013.00 AS SHOWN IN ATTACHMENT A OF THE REPORT #23-21 TO COMMITTEE OF THE WHOLE DATED MAY 14, 2024.



WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☐	Recommendation ☒	Decision Request ☐	Councillor Activity ☐
--------------------------------------	--	---	--

To: Mayor Zebian and Members of West Hants Regional Municipality Council

Submitted by: _____
Mark Fredericks, Senior Planner

Date: May 14, 2024

Subject: Recommendation Report: Fees Policy Amendments for Secondary Suites; File 23-21

LEGISLATIVE AUTHORITY

Section 49 (1) (c) (iii) of the *Municipal Government Act*.

"...The council may make policies setting and amending the fees to be paid for permits, applications and approvals..."

RECOMMENDATION

This report recommends using Housing Accelerator Funding to offset permit fees for the construction of new Secondary Suites by passing the following motion to amend the Fees Policy:

...that COTW recommends that Council amend the text of the Fees Policy RCOFN-013.00 as shown in Attachment A of the report #23-21 to Committee of the Whole dated May 14, 2024.

BACKGROUND

Property ☐	Public Opinion ☐	Environment ☐	Social ☐	Economic ☒	Councillor Activity ☐
-----------------------------------	--	--------------------------------------	---------------------------------	--	---

A successful application was made by WHRM to the Canada Mortgage and Housing Corporation (CMHC) Housing Accelerator Funding Program. The West Hants Regional Municipality received a commitment of over \$1.08 million from the Government of Canada, to be received between 2024-2027 and used to influence policy changes that support the development of new housing. The Housing Accelerator Fund (HAF) is a national housing program launched in 2023 by the Government of Canada and administered through the CMHC. The HAF aims to increase the supply of housing by removing barriers and helping municipalities permit more housing faster. The program provides funding to municipalities across Canada to support the development of new housing units by making policy changes that will enable or incentivize new home construction which can include affordable housing and higher density housing.

WHRM submitted a Housing Action Plan (Attachment B) as part of the application to the HAF program. This plan identified seven key actions that could contribute to increasing the housing supply:

1. Allow greater density as-of-right
2. Create affordable housing policy requirements
3. Reduce parking requirements
- 4. Remove permit fees for accessory dwelling units**
5. Promote infill development
6. Promote alternative housing forms
7. Upgrade permitting software

The Municipality was funded to complete Action 1-7. Staff also recognized three (3) additional actions that would support increased density in the serviced areas of the Municipality specifically:

8. Hire a housing support worker
9. Develop an Integrated Resource Plan
10. Develop a Rural Transportation Feasibility Study

Action number 4 was to eliminate the permit fee for Accessory Dwellings Units (ADUs) also commonly called Secondary Suites. While this plan outlines several important steps towards fulfilling the goals of the HAF program, staff believe removing the permit fees for ADU's is an important first step that would align with several other opportunities at the Provincial and Federal levels that are incentivizing homeowners to add these types of dwelling units.

DISCUSSION

Why ADU's?

Accessory Dwelling Units (ADUs) are valuable for several reasons, and they can take many different forms. The National Building Code recognizes ADU's as a separate unit with unique building code requirements. For the sake of this report, ADU's and Secondary Suites are interchangeable terms meaning the same thing – a separate dwelling unit either attached or detached from a primary dwelling, and on the same lot. These dwelling units provide many benefits and opportunities including:

- Affordable Housing: ADUs provide additional housing options, helping to address affordability and availability issues.
- Increased Property Value: ADUs can increase the value of a property, making it more attractive to potential buyers.
- Rental Income: ADUs can generate rental income for homeowners, helping with mortgage payments and expenses.
- Aging in Place: ADUs allow seniors to age in place, remaining in their homes and communities.
- Intergenerational Living: ADUs enable families to live together, supporting each other while maintaining independence.
- Sustainable Development: ADUs promote infill development, introducing gentle density, reducing urban sprawl and preserving green spaces.
- Flexibility: ADUs can be re-used as home offices, studios, or guest houses, adapting to changing needs.

Secondary Suites in WHRM

In 2021 and 2022, the Municipality made amendments to Municipal Planning Strategies and Land Use Bylaws to enable Secondary Suites to locate in all zones as a land use that is accessory to single or two-unit dwellings. These amendments also enabled these units to be detached from the primary dwelling. This flexibility allows homeowners to add a Secondary Suite in the backyard, or basement, above a garage or nearly any other arrangement that works for their situation and property layout.



Types of secondary suites and accessory dwelling units

Figure 1 - Plassurban Consulting Inc. on behalf of the Province of British Columbia

Federal Incentives

The Canadian government has recently announced a new Secondary Suite Loan Program as part of Budget 2024, to make it easier for Canadian homeowners to add Secondary Suites to their homes.

*“Budget 2024 will propose a new **Secondary Suite Loan Program** to enable homeowners to access up to \$40,000 in low-interest loans to add secondary suites to their homes. Whether used to bring in a new tenant or build a space for family members to live close by, this new loan program will help increase density to make the most of available space in communities across the country.”*

The Multigenerational Home Renovation Tax Credit was also introduced in 2023, providing up to \$7,500 for constructing a Secondary Suite for a senior or an adult with a disability. The renovation must create a self-contained secondary unit with a private entrance, kitchen, bathroom facilities and sleeping area.

Provincial Incentives

The Nova Scotia Secondary and Backyard Suite Incentive Program encourages homeowners to create secondary or backyard suites on their properties. The program offers a forgivable loan of up to 50% of the project cost, with a maximum assistance of \$40,000. The loan is forgiven over a term of up to five years under certain conditions. This loan program provides a financial incentive for homeowners to invest in creating additional dwelling units. The program aims to address the need for affordable and accessible housing options in Nova Scotia, particularly for:

- Seniors: Allowing them to age in place and remain in their communities.
- Persons with disabilities: Providing accessible and adaptable living spaces.
- Low-income individuals and families: Offering affordable rental options.
- Caregivers: Enabling them to live with their loved ones while maintaining independence.

Eligible projects need to provide secondary or backyard suites that:

- are on the homeowner's primary residence or property
- meet all municipal requirements
- provides a safe environment for the homeowner and tenants
- is fully self contained (has its own entrance, kitchen, bathroom, bedroom and living space)

A primary residence may be a detached house, a semi-detached house, a duplex, or a townhouse that meets health and safety standards.

Eligible costs include:

- Labour and materials;
- Design fees;
- Purchase and placement of a prefabricated backyard suite on the property;
- Taxes, legal and other costs associated with the application for and building of the suite; and
- A portion of the costs of areas, such as laundry facilities, that are shared between the homeowner and tenant

Fees Policy RCOFN-013.00

The Municipal Fees Policy RCOFN-013.00 outlines the costs for development and building permits and other fees charged by the West Hants Regional Municipality. The proposed text amendments to this policy are highlighted in Attachment A and identify an exception to remove any permit fees associated with new Secondary Suites for the period of 2024-27 as covered by the HAF.

The historic permit fees received to date for Secondary Suites range as the size and scale of the Secondary Suites can vary but are commonly between \$50 - \$200 per Secondary Suite. These

yearly totals may be between \$1000 - \$2000 per year, but these are likely to change in future years as the interest in building these units is rapidly increasing.

From the end of 2022 to current 2024, approximately \$3,573 worth of permits have been charged for new Secondary Suites across the Municipality (Figure 1). Prior to 2023, these units were not very common but during 2021-2022 the Land Use Bylaws controlling development in Hantsport, Windsor and West Hants all received various amendments to enable Secondary Suites and to permit them as detached, stand-alone units. As a result, Staff expect to issue more permits for Secondary Suites in the coming years, due to the introduction of flexible regulations and the new and increased incentives from the Provincial and Federal governments which help make it easier for homeowners to add new accessory dwelling units.

The expected cost of eliminating these fees is budgeted at \$10,000 per year over the three years of HAF program funding (2024-2027).



*anticipated dates; final dates set by Council

FINANCIAL IMPLICATIONS

There are no financial implications to the Municipality or residents with regard to the filing of this report. The fees that the Municipality is waiving associated with development and building permits for Secondary Suites will be recouped from the Housing Accelerator Funding that was provided to WHRM through CMHC, over the next three years (2024-25 to 2026-27).

ALTERNATIVES

In response to the application, COTW may recommend that Council:

- provide alternative direction, such as requesting further information on a specific topic.

ATTACHMENTS

Figure 1	Secondary Suite Permits (2022 - 2024)
Attachment A	Proposed Fees Policy Text Amendments
Attachment B	Housing Action Plan

CHIEF ADMINISTRATIVE OFFICER COMMENTS

I support the recommendation.

Report Prepared by: _____
Mark Fredericks, Senior Planner

Report Reviewed by: _____
Sara Poirier, Director of Planning and Development

Report Reviewed by:  _____
Mark Phillips, Chief Administrative Officer

Figure 1 – Secondary Suite Permits (2022 - 2024)

Year	Community	Work Type	Permit Fee	Estimated cost of the project
2024	Falmouth	Renovate	\$ 137.96	\$ 35,000.00
2024	Brooklyn	Construction	\$ 503.68	\$ 648,000.00
2024	Vaughan	Construction	\$ 105.64	\$ 20,000.00
2024	Falmouth	Construction	\$ 467.32	\$ 800,000.00
2024	Ardoise	Addition	\$ 137.96	\$ 65,000.00
2024	Falmouth	Construction	\$ 111.40	\$ 65,000.00
2024	Vaughan	Renovate	\$ 37.50	\$ 5,000.00
2024	Windsor	Renovate	\$ 225.00	\$ 80,000.00
2023	Windsor	New Use	\$ 130.00	\$ 42,000.00
2023	Garlands Crossing	New use	\$ 62.50	\$ 15,000.00
2023	Martock	New Use	\$ 57.50	\$ 15,000.00
2023	Windsor	New Use	\$ 56.68	\$ 110,000.00
2023	Newport Station	Construction	\$ 735.40	\$ 225,000.00
2023	Windsor	Addition	\$ 124.84	\$ 150,000.00
2023	Falmouth	Addition	\$ 98.92	\$ 100,000.00
2023	Brooklyn	Construction	\$ 87.40	\$ 90,000.00
2023	Newport Station	Renovate	\$ 175.00	\$ 60,000.00
2023	Newport Station	Renovate	\$ 175.00	\$ 60,000.00
2023	Three Mile Plains	Renovate	\$ 69.27	?
2022	Curry's Corner	Addition	\$ 74.92	\$ 50,000.00
			Total:	Total:
			\$ 3,573.89	\$ 2,635,000.00

Attachment A – Proposed Fees Policy Text Amendments

Note: red text indicates a change from the present Fees policy as recommended by staff and is provided only for the convenience of COTW and Council.

Text amendments to section 3 of the WHRM Fees Policy to remove permit fees for Secondary Suites/Accessory Dwelling Units.

3.0 FEES

The following schedules of fees shall be charged for permits, licenses and services provided by West Hants Regional Municipality. Fees associated with the Building Code Act By-law, Land-Use By-laws, Subdivision By-laws, Hantsport Swimming Pool By-law and amendments to the Municipal Planning Strategies are waived for Municipally Registered Heritage Properties, non-profit organizations registered under the Societies Act and Municipally owned properties. *In addition, any fees associated with the Building Code Act By-law and Land Use By-laws will be waived for any new Secondary Suite while the Municipality is receiving Housing Accelerator Funding (2024-2027).*

a) Fees Associated with By-laws

BY-LAW	SECTION	FEE
Building Code Act By-law	5.1 Fees for permits:	
	New Construction of, and additions to, residential buildings, community centers, cottages and	\$25.00 + \$0.12 per square foot

Attachment B – WHRM Housing Action Plan



Housing Action Plan

Submitted as part of the requirements for the CMHC Housing
Accelerator Funding Program

1.0 Introduction

West Hants Regional Municipality (WHRM) is a centrally located, thriving, and growing collection of communities. With a travel time of only 35 minutes to the Provincial capital of Halifax, the Stanfield International Airport, and the centre of the Annapolis Valley, it is an ideal location to live, work, and grow. WHRM has a population of 19,500 residents, residing on 1,253.11 square kilometres which is dispersed among the former Towns of Windsor and Hantsport, and the former Municipality of the District of West Hants. This includes growth centres and rural expanses resulting in a population density of 15.56 persons per square kilometre.

In the 2021 Census, Statistics Canada reported that there are 9,136 total private dwellings in WHRM. Approximately 80% of those are single detached dwellings, 9% are apartments under 5 storeys in height, 6% are moveable dwellings, and 3% are semi-detached dwellings. There are also 172 units of public housing in the Municipality.

Over the past few years, WHRM has felt the pressure of the housing crisis. The median price of a home increased 78% from 2019 to 2022. The 2021 census reported 15% of households (10% owner, 34% renter) are living in unaffordable conditions, with 8% of households living in core housing need (4% owner, 22% renter). The 2022 Community Support and Serviced-Based Counts reported approximately 230 individuals experiencing homelessness between West Hants to Digby, Nova Scotia. At least 55 individuals are expected to be experiencing homelessness in WHRM specifically.

To combat some of this housing pressure, WHRM has undertaken amendments to its planning documents including permitting secondary suites accessory to any single- or two-unit dwelling, amending definitions to permit small options homes in residential areas, and reducing lot size requirements in certain serviced areas. WHRM has also created a Fees Policy that ensures fees will not be collected from non-profit organizations registered under the Societies Act for any permits required under the Building Code Act By-law, Land Use By-laws, Subdivision By-laws, Hantsport Swimming Pool By-law, and for amendments to the planning documents.

There is still a long way for WHRM to go to increase housing, and specifically affordable housing, in the Municipality. The purpose of the action plan is to outline a housing supply growth target and the specific initiatives that WHRM will undertake to grow housing supply with support of the Housing Accelerator Funding.

2.0 Housing Supply Growth Target

According to the 2021 Census, there are 9,136 total private dwellings in WHRM. In addition, 159 new units have been issued occupancy between January 2022 and July 31, 2023.

It is estimated that WHRM will need 560 new units by 2027 and 1,115 by 2032 to keep up with population increases in the area. Based on historic construction trends it is anticipated that 110 new units could be completed annually. This equates to 330 new units being permitted over a three-year period without support of the Housing Accelerator Funding. If this pace continues, it will leave a remaining gap of 10 units by 2027 and 15 units by 2032.

With the support of Housing Accelerator Funding, the number of permits issued over a three-year period could increase to 370. The additional 40 units have an annual growth rate of 1.33% and annual growth rate percentage change of 12.12%.

Targeted Unit Type

Single detached	Two Unit	Multi-unit (less than 5 storeys in height)	Multi-unit (above 5 storeys in height)	Affordable	Total
8	18	14	0	6	40

Anticipated Budget

Total Budget	\$600,000	Plus \$550,000 for action items 8-9
HAF Revenue	\$1,082,000	

3.0 Action Items

WHRM staff recognize the following seven (7) actions to increase housing, and specifically affordable housing units, in the Municipality:

- Allow greater density as-of-right
- Create affordable housing policy requirements
- Reduce parking requirements
- Remove permit fees for accessory dwelling units
- Promote infill development
- Promote alternative housing forms
- Upgrade permitting software

Staff also recognize three (3) additional actions that would support increased density in the serviced areas of the Municipality specifically:

- Hire a housing support worker
- Develop an Integrated Resource Plan
- Develop a Rural Transportation Feasibility Study

Action #1: Allow greater density as-of-right

All the areas of the Municipality are planned. The Town of Hantsport dissolved into the Municipality of West Hants in 2015, but the community of Hantsport still has its own planning documents. The Town of Windsor consolidated with the Municipality of West Hants in 2020, but the community of Windsor and the former Municipality of West Hants still have their own planning documents. Growth centres and the former Towns are served by municipal water and/or sewer and where residential and commercial growth is concentrated.

On June 27, 2023, Council approved planning staff to engage with a consultant to assist with the consolidation and review of the Municipal planning documents. During this review the following amendments will be prioritized to increase housing stock:

- Increase density through rezoning all Single Unit Residential (R-1) zoned properties in serviced areas to Two Unit Residential (R-2)
- Allow an increased number of units and number of storeys as-of-right in serviced areas instead of through a rezoning or development agreement process
- Update the minimum zone requirements to permit development on smaller lots with smaller required setbacks

The Housing Accelerator Funding would speed up the process to ensure the documents are amended to allow greater density as-of-right prior to the full planning document review being completed.

Timeframe

It is anticipated that any amendments to the planning documents would take approximately 6-8 months to be approved by Council. The dwelling units associated with this action are anticipated to be completed within the second year of the Housing Accelerator Funding program (September 2024-September 2025).

Targeted Unit Type

Single detached	Two Unit	Multi-unit (less than 5 storeys in height)	Multi-unit (above 5 storeys in height)	Affordable	Total
0	8	2	0	0	10

Anticipated Budget

Total Budget	\$250,000	For planning document review associated with action items 1-3.
HAF Revenue	\$390,000	Combination of impact from items 1-3.

Action #2: Create affordable housing policy requirements

The current WHRM planning documents do not have any requirements for developers to provide affordable housing units within multiple unit apartment buildings. On June 27, 2023, Council approved staff to investigate ways to require and regulate affordable housing within developments. The Nova Scotia Municipal Government Act allows municipalities to require and regulate the provision of affordable housing within developments and provide for incentive or bonus zoning in a land use by-law, or accept money instead of any required provision of affordable housing in a municipal planning strategy. The Housing Accelerator Funding would assist WHRM with amendments to the planning documents to ensure affordable housing provisions are added prior to the full planning document review being completed.

Timeframe

It is anticipated that any amendments to the planning documents would take approximately 6-8 months to be approved by Council. The dwelling units associated with this action are

anticipated to be completed within the second year of the Housing Accelerator Funding program (September 2024-September 2025).

Targeted Unit Type

Single detached	Two Unit	Multi-unit (less than 5 storeys in height)	Multi-unit (above 5 storeys in height)	Affordable	Total
0	0	2	0	2	2

Anticipated Budget

Noted in Action 1.

Action #3: Reduce Parking Requirements

The WHRM planning documents require 1.5 parking spaces for any dwelling containing three (3) or more units. These parking requirements can be a deterrent for small to medium scale infill development especially in areas of the Municipality that have pedestrian infrastructure and are within walking distance to services, amenities and recreation spaces. It is expected that staff will review the current parking requirements and amend the planning documents to reduce these in serviced areas. The Housing Accelerator Funding would assist WHRM with amendments to the planning documents to ensure parking requirements are revised prior to the full planning document review being completed.

Timeframe

It is anticipated that any amendments to the planning documents would take approximately 6-8 months to be approved by Council. The dwelling units associated with this action are anticipated to be completed within the second year of the Housing Accelerator Funding program (September 2024-September 2025).

Targeted Unit Type

Single detached	Two Unit	Multi-unit (less than 5 storeys in height)	Multi-unit (above 5 storeys in height)	Affordable	Total
0	0	2	0	0	2

Anticipated Budget

Noted in Action 1.

Action #4: Remove permit fees for accessory dwelling units

WHRM planning documents currently allow attached and detached secondary suites accessory to any single or two-unit dwelling. Since 2020, 7 secondary suites have received occupancy. To encourage increased development of secondary suites, staff propose removing the fees associated with the required development and building permits for secondary suites within the time period of the Housing Accelerator Funding program. This would encourage conversion of existing accessory buildings and the construction of new accessory buildings specifically to be used as secondary suites.

Timeframe

It is anticipated that any amendments to the Fees Policy would take approximately 3-6 months to be approved by Council. The dwelling units associated with this action are anticipated to be completed within the first year of the Housing Accelerator Funding program (September 2023-September 2024).

Targeted Unit Type

Single detached	Two Unit	Multi-unit (less than 5 storeys in height)	Multi-unit (above 5 storeys in height)	Affordable	Total
0	8	0	0	0	8

Anticipated Budget

Total Budget	\$50,000	Includes engagement with residents.
HAF Revenue	\$160,000	

Action #5: Promote infill development

Infill development in serviced areas can increase housing options in existing communities, while making more efficient use of existing services like central water, sewer and sidewalks. Staff recognize many large properties could be subdivided or vacant properties could be utilized for infill development. Staff anticipate mapping all vacant or underutilized properties in the Municipality to determine what land may be suitable for infill development. Engagement and collaboration with these identified properties would then be required. Staff would connect interested property owners with potential developers to encourage infill development on these properties. The Housing Accelerator Funding would assist WHRM with the cost of mapping these properties and engaging the property owners.

Timeframe

It is anticipated that the mapping exercise would take approximately 6 months to complete. The engagement portion of the project would take an additional 6 months. The dwelling units associated with this action are anticipated to be completed within the third year of the Housing Accelerator Funding program (September 2025-September 2026).

Targeted Unit Type

Single detached	Two Unit	Multi-unit (less than 5 storeys in height)	Multi-unit (above 5 storeys in height)	Affordable	Total
0	0	4	0	0	4

Anticipated Budget

Total Budget	\$100,000	
HAF Revenue	\$128,000	

Action #6: Promote Alternative Housing Forms

As noted previously, the 2021 census reported 15% of households (10% owner, 34% renter) living in unaffordable conditions, with 8% of households living in core housing need (4% owner, 22% renter) within WHRM. Additionally, at least 55 individuals are expected to be experiencing homelessness in WHRM specifically. Promoting alternative housing forms such as boarding houses or single room occupancy would help house more individuals that may not be able to afford to rent or own an entire house. It may also reduce the stigma around these sorts of housing forms within WHRM.

Staff would become subject matter experts on alternative housing forms to promote the benefits of these forms of housing and provide examples of these forms of housing experiences elsewhere including from those using home-sharing platforms such as Happipad. Staff would ensure the planning documents do not impede the development of these forms of housing and assist homeowners determine any development and building permits that may be required.

Timeframe

It is anticipated that any amendments to the planning documents would take approximately 6-8 months to be approved by Council. Staff would have to develop an advertising campaign on alternative forms of housing and create promotional materials and attend community meetings to promote alternative forms of housing. The dwelling units associated with this action are

anticipated to be completed within the third year of the Housing Accelerator Funding program (September 2025-September 2026).

Targeted Unit Type

Single detached	Two Unit	Multi-unit (less than 5 storeys in height)	Multi-unit (above 5 storeys in height)	Affordable	Total
0	0	4	0	4	4

Anticipated Budget

Total Budget	\$100,000	
HAF Revenue	\$204,000	

Action #7: Upgrade permit software

WHRM currently requires all development and building permit applications to be submitted in person or via mail. There is no opportunity for applicants to submit applications online or make a payment for a permit online. Upgrading the permit software to allow applicants to submit applications and payment online would reduce the time for the applicant and reduce the time for staff to receive a completed application. The Housing Accelerator Funding would assist WHRM in purchasing and implementing this new software.

Timeframe

It is anticipated that the new permitting system would take approximately 1 year to implement and educate developers on. The dwelling units associated with this action are anticipated to be completed within the third year of the Housing Accelerator Funding program (September 2025-September 2026).

Targeted Unit Type

Single detached	Two Unit	Multi-unit (less than 5 storeys in height)	Multi-unit (above 5 storeys in height)	Affordable	Total
8	2	0	0	0	10

Anticipated Budget

Total Budget	\$100,000	
--------------	-----------	--

HAF Revenue	\$200,000	
--------------------	-----------	--

Additional Actions

Action #8: Hire a Housing Support Worker

As noted previously, the 2021 census reported 15% of households (10% owner, 34% renter) living in unaffordable conditions, with 8% of households living in core housing need (4% owner, 22% renter) within WHRM. Additionally, at least 55 individuals are expected to be experiencing homelessness in WHRM specifically. A housing support worker would be able to assist developers with applications to CMHC funding opportunities to assist developing affordable housing units and connect those experiencing homelessness or in core housing need to services within the community, including grants for low-income households to upgrade their homes. The Housing Accelerator Funding would assist WHRM developing the position in collaboration with the West Hants Housing Coalition and local non-profits such as POSSE (Peer Outreach Support Services and Education) and the West Hants Family Resource Centre.

Timeframe

It is anticipated that the housing support worker position would be developed and staffed within 1 year of funding approval. The dwelling units associated with this action are anticipated to be completed within the third year of the Housing Accelerator Funding program (September 2025-September 2026).

Anticipated Budget

Total Budget	\$200,000	
---------------------	-----------	--

Action #9: Develop an Integrated Resource Master Plan

Growth centres and the former Towns are served by municipal water and/or sewer. This is where residential and commercial growth is concentrated, and infill development is encouraged. Due to the increased concentration of development within these serviced areas, the WHRM Public Works Department would like to develop an Integrated Resource Plan. This plan will produce an optimal servicing strategy for the overall wastewater, treatment / collection and water supply, treatment, fire storage /supply and distribution networks to ensure sufficient service to existing developments and to support future capacity in development. It is anticipated that this plan will identify where efficiencies can be made and where capital additions and or upgrades are necessary within these systems, which will increase the capacity available for future

development. The Housing Accelerator Funding would assist WHRM with development and implementation of this plan.

Timeframe

It is anticipated that the Integrated Resource Management Plan will be completed within 2 years of funding approval. The Plan will be implemented through Council budget cycles once complete.

Anticipated Budget

Total Budget	\$250,000	
---------------------	-----------	--

Action #10: Develop a Rural Transit Feasibility Study

WHRM does not currently operate a local transit system for residents. There are small local service providers who provide specialized transportation services where possible. A local transit system would reduce transportation costs and provide another option to residents and visitors.

At the Council meeting on April 25, 2023, Council directed staff to prepare a report on the possibility of creating a local bus service. A Transit Feasibility Study will determine the feasibility of a new transit service and discuss the potential features of a service including routes, size of service, stop locations and frequencies. This would support the development of complete communities and more affordable living situations for residents of WHRM. The Housing Accelerator Funding would assist WHRM with development and implementation of this plan.

Timeframe

It is anticipated that the development of a Transit Feasibility Study would be completed within 2 years of funding approval. The Plan would be implemented through Council budget cycles once complete.

Anticipated Budget

Total Budget	\$100,000	
---------------------	-----------	--