

City of Belleville

Report No: PP-2025-14

Meeting Date: September 08, 2025



To: Mayor and Members of Council
Department: Engineering & Development Services
Staff Contact: Catherine Tran, Principal Planner

**Subject: Building Permit Partial Fee Waiver for 93 Dundas Street East
(Habitat for Humanity Prince Edward-Hastings)**

Recommendation:

That pursuant to Report No. PP-2025-14, Council approve a partial fee waiver of \$200,000 to 93 Dundas Street East (Habitat for Humanity Prince Edward-Hastings) from the Housing Accelerator Fund for building permit fees to support the development of 66 residential units.

And That the Mayor and Clerk be authorized to enter into an agreement with Habitat for Humanity Prince Edward-Hastings for an amount of \$200,000 to be paid towards building permit fees.

Strategic Plan Alignment:

Residential Development: Provide for a variety of housing forms to reflect our changing demographics and need for affordability

Background:

On December 18, 2024, the City of Belleville and the federal government signed a \$10.5 million agreement under the Housing Accelerator Fund (HAF) to boost housing supply, while supporting affordable, diverse, and climate-resilient communities. As part of the City's application, a Housing Action Plan was developed and approved by Council, which included a milestone to update and fund the current Community Improvement Plan (CIP). Through the City's 2025 Operating Issues, Council approved a budget of \$3.9 million to update the CIP and fund the programs for the duration of HAF, expiring on December 18, 2028.

In June 2025, the City initiated an update to the current Community Improvement Plan, which includes housing, downtown revitalization, and brownfield programs. The update will introduce and revise incentive programs with a focus on incentivizing affordable housing and missing

middle units to achieve the City's annual Housing Accelerator Fund and Building Faster Fund (BFF) targets. Below are the upcoming stages in the project:

- September 2025 – Public Consultation Centre
- October to November 2025 – Statutory Public Meeting
- December 2025 – Council Approval

To support the City's commitment to achieve the annual Housing Accelerator Fund and Building Faster Fund targets, several housing programs are being introduced and refined to broaden eligibility to additional properties within the City, and support development projects through additional funding per unit or project.

Programs absent from the current CIP are also being considered to support emerging market needs, in accordance with the Housing Needs Assessment. For example, the update to the CIP is considering a grant for high-density residential development, which would cover fees for planning and building applications. This program is under review by Staff and will be presented to Council following public engagement in September 2025.

Additionally, Staff are considering a limited-time HAF top-up, expiring on December 18, 2028, for various housing programs, which could provide increased funding incentives to meet the City's annual HAF targets. This could include more available funding for private developer projects and non-profit housing development projects.

93 Dundas Street East (Old Police Station)

Habitat for Humanity Prince Edward-Hastings (Habitat PEH) is a non-profit organization that has contributed to the local housing inventory for over 25 years through home ownership. The organization partners with families, developers, contractors, volunteers, donors, and suppliers to build and repair homes and advocate for better housing solutions. Some of their notable builds in Belleville include 639 & 641 Sidney Street, and 633 Sidney Street.

93 Dundas Street East (Old Police Station) is a piece of city-owned land where Habitat PEH is in the process of assuming ownership of the site. The property is also within the City's development pipeline and was rezoned to a site-specific Residential Type 3 (R3-15) Zone in May 2025 to facilitate a 5-storey 66-unit condominium apartment building and a day care centre. The building will feature a mix of 1-bedroom, 2-bedroom, and 3-bedroom units, and the condominium apartment building will provide an opportunity for ownership within the City.

Currently, Habitat PEH is in the process of securing funding from Canada Mortgage and Housing Corporation (CMHC), and the final step in the process is to obtain a building permit. In light of the City's ongoing support for this project that aligns with the strategic goals of the City, 93 Dundas Street East is a suitable site for the City to support.

The conditional building permit fee for this project is estimated to be \$225,000.

Through Staff discussions with Habitat PEH, it was identified that funding of up to \$200,000 towards a building permit through the HAF would allow the organization to have higher priority consideration with CMHC to receive additional funding. Furthermore, when the conditional

building permit is issued for the development, it will contribute to the City's annual HAF and BFF targets. For 2025, the City has an annual BFF target of 310 units, annual HAF target of 410 housing units, and through the duration of HAF (by December 18, 2028), there are additional targets of:

- 1,390 housing units by December 18, 2028, of which
 - 202 multi-unit housing units (units in a building of 5 or more storeys).

Supporting this development could enable the City to achieve 45% of its annual HAF target.

Financial/Analysis:

The City of Belleville has provided ongoing collaboration and support with Habitat for Humanity Prince Edward-Hastings (Habitat PEH) by pre-zoning the site to facilitate shovel-ready, as-of-right development, and transitioned ownership of the site through a land donation. The total cost of the City's support to date is \$1,118,000, as approved in the City's Operating Budget.

To further support this project, Staff recommend a partial fee waiver of building permit fees through a one-time initiative. While this approach is consistent with the framework proposed in the draft Community Improvement Plan, it is able to move forward prior to its formal adoption as an independent one-time initiative. Funding will be drawn from the Housing Accelerator Fund allocation designated for Initiative #5 of the City's Housing Action Plan, allowing the City to advance housing objectives while testing the administrative processes that would support future program delivery of the Community Improvement Plan. As highlighted in the 2025 Operating Issue #D4-7, Initiative #5 was allocated a budget of \$3,900,000.

To mitigate potential risks to the City, the selected site is one that is on the path to securing Canada Mortgage and Housing Corporation (CMHC) funding. Selecting a proposed development that has also applied for federal funding means the federal government has completed rigorous due diligence including reviewing financials, developer's capacity, and affordability requirements, thus the City would not need to duplicate efforts to ensure the proposed development is credible.

If the proposed development is approved, the City of Belleville and Habitat PEH will enter into an agreement where the City will apply the \$200,000 partial fee waiver directly to the total cost of the building permit. Additionally, if the conditional building permit/building permit is cancelled or revoked, the \$200,000 partial fee waiver will remain with the City.

Conclusion:

Staff recommends Council approve a partial fee waiver of \$200,000 to 93 Dundas Street East (Habitat for Humanity Prince Edward-Hastings) from the Housing Accelerator Fund for building permit fees to support the development of 66 residential units. Additionally, Staff recommends that the Mayor and Clerk be authorized to enter into an agreement with Habitat for Humanity Prince Edward-Hastings for an amount of \$200,000 to be paid towards building permit fees.

By providing additional support for the proposed development, Habitat for Humanity Prince Edward-Hastings may be able to secure Canada Mortgage and Housing Corporation funding,

and the proposed development will contribute to achieving the City's Housing Accelerator Fund and Building Faster Fund targets.

Reviewed by:

Thomas Deming, Manager of Policy Planning
Stephen Ashton, Director, Engineering & Development Services
Brandon Ferguson, Director of Finance/Treasurer
Doug Irwin, City Clerk
Matt MacDonald, Chief Administrative Officer

Status:

Approved - 02 Sep 2025
Approved - 02 Sep 2025
Approved - 03 Sep 2025
Approved - 03 Sep 2025
Approved - 03 Sep 2025