

# Guide to AMO's CCBF Housing Reporting

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2025 Reporting Year



Disclaimer: This guide has been developed to help municipalities meet the reporting requirements of the [Municipal Funding Agreement](#). Note that this document does not meet the requirements of the Accessibility for Ontarians with Disabilities Act (AODA). Please contact AMO's CCBF Team at [ccbf@amo.on.ca](mailto:ccbf@amo.on.ca) if you require assistance to use this document.

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## Definitions

**Affordable housing:** Affordable housing is defined by the federal government<sup>1</sup> to mean a dwelling unit where the cost of shelter, including rent and utilities, is a maximum of 30% of before-tax household income. The household income is defined as 80% or less of the Area Median Household Income<sup>2</sup> (AMHI) for the metropolitan area or rural region of the Ultimate Recipient.

**Housing-enabling infrastructure:** Housing-enabling infrastructure is infrastructure that increases the community's capacity to **build new housing units**. It may include investments in roads and bridges, water/wastewater distribution and treatment, stormwater assets, power distribution, transit, or any other assets (e.g. culture, social services, and recreation). Capacity building projects can include updates to the official plan, zoning by laws, feasibility studies, housing needs assessment, and asset management planning that integrates growth among others.

**Housing-preserving infrastructure:** Housing-preserving infrastructure is infrastructure that increases the community's capacity to **conserve existing housing units** and may include the same investments as described under "housing-enabling infrastructure".

## CCBF Housing Reporting Requirements

[Section 8.3](#) of the AMO/Municipal Funding Agreement on the Canada Community-Building Fund (MFA) notes that "the Recipient is expected to prioritize projects that support the growth of the housing supply." In such cases, "the [Housing Needs Assessment \(HNA\)](#), where available, is to be used by municipalities to prioritize, where possible, infrastructure or capacity building projects that support an increased housing supply where it makes sense to do so." AMO has created a [map](#) that provides access to all active municipal HNAs in Ontario that meet federal requirements.

*Municipalities are to use the CCBF to complement, without replacing or displacing, other resources of funding for municipal infrastructure.*

Per [Schedule D](#) of the MFA, once construction of an eligible project has ended, housing outcomes resulting from the project must be reported; specifically, the number of housing units enabled or preserved, and the number of affordable housing units enabled or preserved. Furthermore, municipalities may include a qualitative description of the impact of CCBF on housing pressures tied to infrastructure gaps, the housing supply, and housing affordability.

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<sup>1</sup> Affordable housing is defined by the federal government in the [CCBF Administrative Agreement](#).

<sup>2</sup> Ontario has provided a [resource](#) to help determine affordable residential units across the province.

## Quantifying Housing Units Enabled

Municipalities are asked to report on the number of housing units enabled. A [qualitative description](#) can be written in the case that a quantitative measure is not provided.

*If a quantitative measure cannot be determined, a qualitative description of the impacts on enabling or preserving housing should be provided.*

Municipalities are asked to calculate the increase in potential housing capacity resulting from the infrastructure project. To do this, they must first define a housing unit (e.g., housing starts, projected housing, etc.).

Then, they need to identify which of those housing units are linked to the infrastructure project.

### Defining Housing Units

Municipalities are encouraged to use a methodology that aligns with internal practices. The housing units included in the total may be assessed through different strategies based on the specific project, data availability, or municipal standards. Housing units may be understood as:

- A count of housing units enabled based on housing starts.
- A count of housing units enabled based on planned or approved development.
- A measure of potential housing units enabled based on housing projections.
- A measure of potential housing units enabled based on the increase in system capacity.
- A measure of potential housing units enabled based on zoning allowances.

### Linking Housing Units to the Infrastructure Project

The following examples describe how one may measure the potential housing units enabled because of a CCBF-funded project for a variety of different infrastructure types.

**Enhancements of the water/wastewater/storm/broadband network:** Determine the system capacity change and the resulting additional housing unit connections that will be permitted because of the infrastructure investment.

**Greenfield development of roads/water/wastewater/storm assets:** Count the number of housing units enabled because of being newly connected to the transportation network, water network, wastewater network, or stormwater network through greenfield development.

**Transit investments:** Use a radius (e.g., 500m, 800m, or 1km) around the transit station to determine the housing units that have been enabled by the infrastructure investment.

Municipalities are asked to report the number of housing units enabled in the case that a project is deemed to have a direct link to enabling housing units. In other words, infrastructure is housing enabling in the case that

the potential housing units would not be able to proceed without the infrastructure in question. If this is not the case, a qualitative description of the impacts on housing in lieu of a quantitative measure should be provided.

## Describing the Methodology

If the number of housing units enabled has been provided, describe the methodology used to ascertain the number(s). A description of the assumptions made, and the data sources should also be provided. Municipalities can attach documents and links using the upload tool on the CCBF reporting site. To avoid double counting, specify if any other CCBF-funded projects are or were contributing to the same housing units being enabled.

The number of affordable housing units enabled are to be included in the total of housing units enabled and to be reported separately. If the measure of affordable housing units differs from the federal [definition](#) provided, please provide the measure of affordability that has been used.

## Providing a Qualitative Description<sup>3</sup>

Municipalities are to provide a written description of how the project has an impact on enabling or preserving housing if a quantitative measure of the number of units enabled is not provided.<sup>4</sup> Municipalities are to describe how the project increases the capacity for potential housing development or conserves existing housing. This description can include a best estimate of the housing units enabled/preserved and/or quantitative measures such as the population impacted or the number of housing units that have been preserved. Reference your HNA, where applicable, as being used to guide project decision-making.

The following projects provide examples of housing-enabling or -preserving infrastructure and a qualitative description of how the project contributes to the enabling or preservation of housing units. The following list of housing enabling and preserving infrastructure projects is not exhaustive.

**New buses:** X number of new buses are required to meet the expanding needs of the growing population and new housing development. Increasing access to and use of public transit is expected to improve traffic flow and create additional capacity for the transportation network. Based on bus capacity, the buses will allow for up to X number of additional passengers when they are in use. The bus

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<sup>3</sup> Share your housing-enabling infrastructure story with Housing, Infrastructure and Community Canada's [HNA Secretariat](#).

<sup>4</sup> If a quantitative measure of units enabled is provided, where available, provide additional details including types of housing units (single detached, low-rise multi-unit, etc.), unit size (bachelor, 1-bedroom, 3-bedroom, etc.), and depth of affordability.

stations are within an X meter radius of X number of housing units which includes X number of affordable housing units.

**Road/bridge widening:** Traffic volume increases are expected in association with new development in the area. New development in the area includes X amount of additional housing units between 20XX and 20XX. To address projected capacity issues, the road/bridge will be widened to include one extra lane. Transportation, water, sanitary and drainage improvement projects related to the road in question are also taking place to support new development in the area.

**New roundabout:** Construction of a roundabout at the intersection of a high traffic area will address growth pressures. New development and intensification in the area have resulted in an increase in traffic volume and safety; the construction of a roundabout is expected to relieve these pressures. Associated work includes other traffic mediation measures, relocation of impacted utilities, street lighting, improvements in the County right-of-way, and stormwater infrastructure improvements.

**Paving a gravel road:** Paving of a gravel road is taking place to accommodate an increase in traffic caused by growth in the area. Paving the gravel road will improve safety and contribute to smoother travel which will also contribute to traffic alleviation. Associated work includes other traffic mediation measures such as traffic signal relocation.

**Rehabilitation/enhancement to arterial road:** Section 7 of the municipality's HNA identifies the transportation network as having gaps that contribute to growth pressures in the community. A major roadway that connects to large housing areas and areas that have potential for new development requires rehabilitation/enhancements to support the currently growing and expected increase in traffic. The investment will improve traffic flow and safety on an arterial road that connects to X existing housing units and connects to areas that have potential for housing development.

**Enhancement of Pumping Station:** The pump station that connects to an existing X number of housing units is in poor condition and in need of rehabilitation. Furthermore, it does not have sufficient capacity to allow for additional connections if required. The project includes rehabilitation to improve the condition and enhancement of the asset to allow for additional system capacity. In accordance with the asset management plan and HNA, this project has been selected to achieve the target level of service and address an infrastructure gap that is required to allow for potential housing development in the area. This project contributes to the preservation of X number of housing units that currently depend on the pumping station.

**Storm network expansion:** Flooding as a result of higher water levels and new housing development is causing loss of use of property and property damage to many areas of the watershed. Increased sedimentation and erosion have led to reduced conveyance capacity among other issues. The Master Stormwater and Drainage Plan identified improvements necessary to mitigate these issues. The scope of work includes reconstruction of outlet culverts and overland flow path that do not currently have

sufficient capacity. Associated work also includes the separation of combined sewers to improve system capacity.

**Extensions to the active transportation network:** New sidewalks/paths/bike lanes are to be constructed as per the Town's Official Plan and Transportation Master Plan to improve active transportation, provide commute alternatives, ease traffic congestion, and support new development.

**Additions to a community centre:** The existing change rooms, washrooms, fitness rooms, and multifunctional spaces are not sufficient for the planned programming and future use of the facility. The facility often exceeds capacity and cannot accommodate the growing population. The redesign and renovation of the facility are necessary to accommodate intensification in the area.

**Renovation of a community centre:** This project will be revitalizing an existing community centre to meet the needs of the growing aging population in the area. Development of senior homes in the community have increased the use of the community centre and is changing service demands requiring improved accessibility. The community centre will now include modifications/upgrades to meet the needs of senior patrons, outdoor amenities, and multifunctional program spaces.

**Extensions of the broadband network:** The investment will improve broadband connectivity for expected development in the area. The project includes upgrades and renewals include duct-in-duct work to add duct capacity and expand fibre placement along various segments of the network, which will help grow the network. In total, more than X km of network are being upgraded and/or renewed.

**Enhancements to the community energy system:** Energy efficiency retrofits are required for the community energy system that delivers energy to municipal affordable housing. This project directly contributes to the preservation of X number of affordable housing units.

**Feasibility study:** The municipality is exploring options for a new residential subdivision to support future housing growth. This feasibility study responds to community demand, growth pressures, and the need for serviced lots. It supports preparation for future housing funding programs by identifying infrastructure and servicing requirements and land development options. This includes engineering review, servicing strategies, cost estimates, and planning considerations to prepare for a future housing funding application.

**Updating the Official Plan and Zoning By-laws:** The Official Plan and Zoning By-laws are in need of updating. This project modernizes the documents to reflect the current planning environment, growth projections, and ensure the community is able to respond to the demand for development. The changes to the Zoning By-laws will enable new proposed development plans to accommodate growth.

**Asset management program development:** This project includes updating the asset management plan (AMP) to include considerations of growth. Major capital projects needed to accommodate

projected growth will be added to the plan. Levels of service and lifecycle strategies will reflect growth needs. Both the capital and operating financial strategies defined in the AMP will include additional costs associated with growth projections.

**Housing needs assessment:** The municipality is completing a Housing Needs Assessment (HNA) in accordance with the federal template. The HNA is being completed to appropriately identify pressures related to housing and infrastructure and to help best direct funds towards those needs.

**Brownfield remediation/redevelopment:** Following a survey, consultation and engagement, it was determined that a brownfield site was in need of improvements before housing development applications can be approved. Improvements include removing and/or closing off points of contamination.

**Rehabilitation to Local Housing Buildings:** The project involves rehabilitation of a component of the municipal Local Housing Buildings (under an eligible category such community energy systems, culture, recreation, recreation). This project is critical to continue efforts to support affordable housing in the municipality.