



**EXPRESSION OF INTEREST
AFFORDABLE HOUSING DEVELOPMENT IN
LANARK COUNTY & THE TOWN OF SMITHS FALLS
EOI-2025-01**

INTRODUCTION

General Information

Lanark County is pleased to issue an Expression of Interest (EOI) to all non-profit and for-profit developers who are planning on, currently building, or considering the construction of affordable housing units within the county. Understanding the landscape of affordable housing development in the community is crucial for Lanark County to quickly and effectively respond to funding opportunities as they arise. The information collected through this EOI will be utilized to create a comprehensive directory of affordable housing projects in Lanark County. This directory will include information on the type of housing, target population, capacity, stage of development, funding, and any planned expansions or renovations. This directory will enable strategic partnerships, foster collaboration, and maximize the effectiveness of available resources. By implementing these strategies, the County will be better positioned to respond rapidly and strategically to funding requests, ensuring that the affordable housing community maximizes the benefits of available resources. This proactive and informed approach will ultimately lead to more effective and sustainable housing solutions for residents.

Expression of Interest (EOI) for Affordable Housing Projects

The County is seeking to better understand the landscape of affordable housing projects being developed by both for-profit and non-profit organizations. This EOI aims to gather information on various projects without committing funding or making commitments at this stage.

What is Affordable Rental Housing?

Affordable rental housing is housing in which the maximum monthly rent is less than or equal to the established average market rents (AMRs) in Lanark County. This is different from subsidized (rent-geared-to-income) housing; a program where households pay no more than 30 per cent of their gross monthly income on rent. In the case where the monthly rent includes the cost of all three utilities (heat, hydro, water) the allowable monthly rent can be increased by \$100 over the allowable AMR. Where utilities are metered separately for each unit and residents are required to pay the utility costs directly, the maximum monthly rent is set at AMR.



In 2024, the AMRs for Lanark County by unit size are as follows (2025 AMRs not currently available):

Unit Size	100% AMR	Maximum monthly rent if utilities are included
Bachelor	\$1,331**	\$1,431
One-Bedroom Unit	\$1,331*	\$1,431
Two-Bedroom Unit	\$1,466*	\$1,566
Three+ Bedroom Unit	\$1,685**	\$1,785
Sources: *Data provided by the Ministry of Municipal Affairs and Housing ** Value set by Lanark County where no data is available, approved by the Ministry of Municipal Affairs and Housing		

ELIGIBILITY

Who should complete the EOI?

All not-for-profit organizations, for-profit organizations, builders, developers, property managers or others that are planning to, or are currently in the process of, building affordable housing in Lanark County, are invited to complete the EOI.

EXPRESSION OF INTEREST PROCESS

How to Complete the EOI

Proponents should complete one (1) EOI per housing project in which they are intending to, or are in the process of, building. A housing project typically refers to a planned development that includes the construction of residential buildings or units. These projects can vary widely in scope, and could be single residential, mixed-use, or larger multi-unit buildings.

All sections of the Expression of Interest (EOI) should be completed to provide Lanark County with a thorough understanding of the project.

Please submit the completed Expression of Interest to housingapplications@lanarkcounty.ca with the Subject Line: EOI-2025-01 Affordable Housing Development by noon on May 12th.

Questions and Inquiries

All questions with the subject line "EOI-2025-01 Affordable Housing Development" may be directed to housingapplications@lanarkcounty.ca.



Vision

Lanark County envisions a community where all individuals are respected and supported to live empowered and fulfilled lives. We are committed to fostering a robust housing system that prioritizes accessibility, responsiveness, and affordability, while delivering high-quality housing that ensures success for every resident.

Evaluation Criteria:

It is important to note that this evaluation is not intended for awarding contracts but for understanding the scope of development to build a directory that maintains all affordable housing developments within Lanark County. Lanark County reserves the right to reject any and all proposals or cancel this EOI at its sole discretion. The County may use eligible submissions to respond to future funding opportunities through targeted Expressions of Interest or Requests for Proposals.

GENERAL TERMS AND CONDITIONS

No Guarantee of Funding, Contracting, or Exclusivity

This Expression of Interest (EOI) is issued for the sole purpose of gathering information and does not constitute a commitment by Lanark County to enter into any agreement, provide any work, or award any funding. Lanark County makes no representations or warranties regarding the availability of future funding or the awarding of contracts. Any future funding or agreements will be subject to separate processes and criteria, and Lanark County reserves the right to reject any and all submissions or cancel this EOI at any time without notice.

Acknowledgment of Non-Binding Process

The proponent acknowledges that the EOI process will be governed by the terms and conditions of the EOI, and that, among other things, such terms and conditions confirm that this process does not constitute a formal, legally binding or bidding process (and for greater certainty, does not give rise to a Contract-A bidding process contract), and that no legal relationship or obligation regarding the procurement of any good or service will be created between the County and proponents unless and until the County and the proponent execute a written agreement for the Deliverables.



No Contract A and No Claims

This process is not intended to create and will not create a formal, legally binding bidding process and will instead be governed by the law applicable to direct commercial negotiations. For greater certainty and without limitation:

- this EOI will not give rise to any Contract A-based tendering law duties or any other legal obligations arising out of any process contract or collateral contract; and
- neither the proponent nor the County will have the right to make any claims (in contract, tort, or otherwise) against the other with respect to the award of a contract, failure to award a contract, or failure to honour a proposal submitted in response to this EOI.

Indemnification Claims

The proponent shall indemnify and save harmless the County, their directors, officers, Service Providers, employees and agents, from and against any and all manner of actions or causes of actions, damages (but not including consequential damages), costs, loss or expenses of whatever kind (including related legal fees in a full indemnity basis) which the indemnified party, its directors, officers, Service Providers, employees and agents may sustain, incur or be put to by reason of or directly or indirectly arising by the acts, omissions, negligence, wrong doing or attributed to anything done or omitted to be done by the proponent in connection with the services provided, purported to be provided, or required to be provided by the proponents pursuant to this EOI. Lanark County is not bound to accept any submission and may reject any and all submissions or cancel this EOI.

Should Lanark County be made a party to any litigation commenced by or against the proponent, then the proponent shall protect, indemnify, and hold Lanark County harmless and shall promptly pay all costs, expenses, and legal fees (of a solicitor and own client basis) incurred or paid by Lanark County in connection with such litigation upon demand.

The proponents' obligation under this indemnification section shall survive the expiry or early termination of this EOI.

Proponents to Bear Their Own Costs

The proponent will bear all costs associated with or incurred in the preparation and presentation of its EOI, including, if applicable, costs incurred for interviews or demonstrations.



Proposal to be Retained by the County

The County will not return the EOI or any accompanying documentation submitted by a proponent.

Conflict of Interest

Each proponent shall declare to Lanark County, as part of their EOI Application, any situation that may be either a conflict of interest or a potential or perceived conflict of interest. No member of Lanark County Council, no officer, director or staff member is, shall be, or shall become interested, directly or indirectly, as a contracting party, partner, stockholder, surety or otherwise in the performance of any contract resulting from this EOI or in the supplies, work or business connection with any such contract or in any portion thereof, or in any monies to be derived there from.

Freedom of Information

All information supplied in this document becomes the property of Lanark County and is collected under the authority of the Municipal Act and is subject to the provisions of the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).

The information collected shall be used solely for the purposes that are stated in this document. Pursuant to MFIPPA, Lanark County may be required to disclose any such information in response to an access request. To assist the County in responding to an access request, proponents are advised to identify in their proposals any specific scientific, technical, commercial, proprietary, or similar confidential information, and explain why the disclosure of such information would cause them harm.

Complete proposals are not to be identified as confidential. Proponents should note that at the appropriate time and at minimum Lanark County may publicly release the information in the EOI. Disclosure of any information contained within this document shall be made in accordance with the Act.

Cancellation of EOI

This EOI may be cancelled in whole or in part without penalty.



SUBMISSION FORM

1. Proponent Information

Please fill out the following form, naming one person to be the proponent's contact for the EOI process and for any clarifications or communication that might be necessary.	
Full Legal Name of Proponent:	
Any Other Relevant Name under which Proponent Carries on Business:	
Street Address:	
City, Province/State:	
Postal Code:	
Phone Number:	
Company Website (if any):	
Proponent Contact Name and Title:	
Proponent Contact Phone:	
Proponent Contact Email:	



2. Acknowledgment of Non-Binding Procurement Process

The proponent acknowledges that the EOI process will be governed by the terms and conditions of the EOI, and that, among other things, such terms and conditions confirm that this procurement process does not constitute a formal, legally binding bidding process (and for greater certainty, does not give rise to a Contract-A bidding process contract), and that no legal relationship or obligation regarding the procurement of any good or service will be created between the County and the proponent unless and until the County and the proponent execute a written agreement for the Deliverables.

3. Ability to Provide Deliverables

The proponent has carefully examined the EOI documents and has a clear and comprehensive knowledge of the Deliverables required. The proponent represents and warrants its ability to provide the Deliverables in accordance with the requirements of the EOI for the rates set out in its proposal.

4. Non-Binding Pricing

The proponent has submitted its pricing in accordance with the instructions in the EOI. The proponent confirms that the pricing information provided is accurate. The proponent acknowledges that any inaccurate, misleading, or incomplete information, including withdrawn or altered pricing, could adversely impact the acceptance of its proposal or its eligibility for future work.

5. Addenda

The proponent is deemed to have read and taken into account all addenda issued by the County prior to the Deadline for Issuing Addenda.

6. No Prohibited Conduct

The proponent declares that it has not engaged in any conduct prohibited by this EOI.



7. Conflict of Interest

The proponent must declare all potential Conflicts of Interest. This includes disclosing the names and all pertinent details of all individuals (employees, advisers, or individuals acting in any other capacity) who (a) participated in the preparation of the proposal; **AND** (b) were employees of the County within twelve (12) months prior to the Submission Deadline.

If the box below is left blank, the proponent will be deemed to declare that (a) there was no Conflict of Interest in preparing its proposal; and (b) there is no foreseeable Conflict of Interest in performing the contractual obligations contemplated in the RFP. Otherwise, if the statement below applies, check the box.

- The proponent declares that there is an actual or potential Conflict of Interest relating to the preparation of its proposal, and/or the proponent foresees an actual or potential Conflict of Interest in performing the contractual obligations contemplated in the EOI.

If the proponent declares an actual or potential Conflict of Interest by marking the box above, the proponent must set out below details of the actual or potential Conflict of Interest:



8. Disclosure of Information

The proponent hereby agrees that any information provided in this proposal, even if it is identified as being supplied in confidence, may be disclosed where required by law or by order of a court or tribunal. The proponent hereby consents to the disclosure, on a confidential basis, of this proposal by the County to the advisers retained by the County to advise or assist with the EOI process, including with respect to the evaluation of this proposal.

Signature of Proponent
Representative

Name of Proponent Representative

Title of Proponent Representative

Date

I have the authority to bind the
proponent.

1. Organizational Profile

Proponents are to provide information on their company such as, but not limited to, the following:	
Organization Name:	
Organization Address:	
Contact Information, Website and Social Media Information	
Provide a general organization profile (for profit, not for profit etc.) including the ownership and affiliations of the of the organization, and number of years the organization has been in existence.	
Size of organization, number for employees both locally and other.	

<p>Briefly describe mission and core services of the organization.</p>	
<p>Capacity of the proponent to complete the project.</p>	

2. Relevant Experience

Please provide examples of relevant experience with affordable, rent-geared-to- income or related rental housing experiences, including both residential/multi-residential development/construction and operations (landlord experience).

3. Proposed Project Concept

Please provide information regarding, but not limited to, the following:	
Location	
Design of the build/renovation, illustrations of a site plan and building elevation should be included if available (attach to EOI)	
Energy Efficiency Measures	
Accessibility features	
Unit count and bedroom sizes	

LANARK COUNTY

Proposed property management arrangement	
Tenure arrangements (rental, etc.)	
Affordability - Proposed Rental Rates	
Affordability Period - Proposed Affordability Period (in years)	

4. Development Team

<p>Please list the company/organization's development/construction team members and property management team members. Indicate their expertise in the following areas:</p>	
<p>Project development</p>	
<p>Residential Construction</p>	
<p>Project Management</p>	
<p>Property Management</p>	



5. Financing and Operating Plan

Please provide financial plans related to the development. Plans should include:

- The Amount of Funding Secured
- Funding Sources
- Funding Applications still pending
- Capital Budgets
- Operating Budgets
- If there is a funding shortfall, what is needed from Lanark County to make the project viable
- Proposed monthly rent

(please attach budgets and other documentation as needed)

6. Project Schedule

Attach a comprehensive project schedule. The schedule should outline the proposed development timeline and specify the months allocated to each phase leading up to occupancy. The schedule should clearly denote the current stage of progress in the project's timeline.

7. Targeted Client Group and Tenant Selection

<p>Proponents are asked to provide information regarding the targeted tenants and tenant selection process, including but not limited to:</p>	
<p>Target group (unhoused, youth, victims of domestic violence, etc.)</p>	
<p>Application process</p>	
<p>Support services available</p>	
<p>Community partnerships</p>	

8. Barriers

Please describe any barriers that are preventing the initiation or completion of this project (e.g. funding, zoning requirements, etc.). Additionally, provide suggested solutions that would help overcome these barriers and facilitate the successful completion of the project.



General Questions

Will your project create new rent-geared-to-income (RGI) and/or affordable housing units in the County and/or the Town of Smiths Falls (through developing new buildings or through renovations of existing buildings not currently being used as residential housing)?

Yes No

Affordable housing is defined as having rents that are at or below the Canadian Mortgage and Housing Corporations (CMHC) Average Market Rent (AMR). Would you be willing to set rental rates at or below Lanark County's AMR?

Yes No

Rent-Geared-to-Income (RGI) housing is defined as rent that is based on 30% of the tenant's income. Housing providers that enter into a rent supplement agreement with the County are subsidized for the remaining portion of the rent and agree to accept tenants directly from the County's community housing centralized waitlist. Would you be willing to offer RGI units?

Yes No

Would you be willing to house tenants from the community housing centralized waiting list outside of an RGI agreement?

Yes No

Would you be willing to sign an agreement with Lanark County to guarantee affordable housing for a set term?

Yes No