

**SCHEDULE “A”
TOWN OF GRAND BAY-WESTFIELD
RESIDENTIAL DEVELOPMENT INCENTIVE PROGRAM**

1. PROGRAM DESCRIPTION

The Town of Grand Bay-Westfield’s development incentive program focuses on encouraging developers to build in the Town of Grand Bay-Westfield, to increase the housing inventory in Grand Bay-Westfield that addresses a shortage of Missing Middle Housing and Senior Housing, which will in turn strengthen the community’s profile through the attraction of new residents and businesses. Property owners seeking to develop housing supported through the program are eligible to apply for participation.

There are three (3) paths in this program, depending on the developers’ choices and eligibility: (a) a capital cost grant; (b) a post-completion incentive grant; and (c) a combination of items (a) and (b), as more particularly described in section 5.1.

2. DEFINITIONS

In this program description:

- 2.1 “CAO” means the Chief Administrative Officer of the Town of Grand Bay-Westfield appointed under the *Local Governance Act*, SNB 2017, c.18;
- 2.2 “Council” means the Council of the Town of Grand Bay-Westfield;
- 2.3 “HAF Program” means the Housing Accelerator Fund Program of the Canada Mortgage and Housing Corporation;
- 2.4 “Missing Middle Housing” means ground-oriented housing types that exist between single-detached and mid-rise apartments, including garden suites, secondary suites, duplexes, triplexes, fourplexes, row houses, courtyard housing and apartments of at least two (2) bedrooms per living unit;
- 2.5 “Municipality” means the Town of Grand Bay-Westfield; and
- 2.6 “Senior Housing” means multi-unit housing primarily intended for independent persons aged fifty-five (55) and older serving individual seniors per living unit.

3. ELIGIBILITY

To be eligible for an incentive grant under this program, the following criteria must be met.

General Conditions

- 3.1 The project must consist of a proposal to build either Missing Middle Housing, Senior Housing or a combination thereof.
- 3.2 The property must be located in the Municipality’s Residential Stable Intensification Area.

- 3.3 If the project is proposed in respect of Missing Middle Housing, the project must consist of a minimum of six (6) living units of at least two (2) bedrooms per unit.
- 3.4 If the project is proposed in respect of Senior Housing, the project must consist of a minimum of twelve (12) independent senior living units, each such unit having one (1) bedroom or being a studio unit.
- 3.5 If the project is proposed to be a mix of Missing Middle Housing and Senior Housing, the project must consist of a sufficient number of Missing Middle Housing and a sufficient number of Senior Housing units such the project will consist of units having, in the aggregate, at least twelve (12) bedrooms and, for the purposes of that calculation, a Senior Housing unit that is a studio unit shall be counted as having one (1) bedroom.
- 3.6 The property must be zoned for residential use.
- 3.7 All necessary development approvals must have been obtained from the Municipality.
- 3.8 The property owner must not be in arrears or have amounts owing to the Municipality for any reason.
- 3.9 The property owner must not be in arrears in respect of real property taxes.
- 3.10 The property must not be subject to any foreclosure or mortgage sale proceedings.
- 3.11 The property owner must be in compliance with any applicable development agreement affecting the property, this program and any other incentive program of any nature granted by the Municipality at any time through the term of the incentive program.
- 3.12 A property owner wishing to be considered for a grant under the development incentive program must complete and submit an application form to the Town of Grand Bay-Westfield in a form prescribed by the CAO from time to time prior to the commencement of any work and prior to applying for a building permit. Grant applications do not apply retroactively to previously approved development projects. No revisions to an application are permitted after the project has been started.

Other Conditions

- 3.13 Each approved developer will be required to enter into an agreement with the Municipality that sets out the conditions of the grant.
- 3.14 The Town of Grand Bay-Westfield reserves the right to refuse any application for an incentive if it determines that it does not meet the objectives of this policy or that it is unreasonable. There will be no negotiations between any applicant and the Municipality on the interpretation of this incentive program.
- 3.15 If a project enters into real property tax arrears, is no longer operational or fails to reach the agreed upon requirements under any agreement entered into with the Municipality, the incentive will be placed on hold until the requirements are met. Should the requirements not be met, the grant may be cancelled at the discretion of the CAO. A developer whose grant has been cancelled in accordance with the foregoing may appeal the CAO's decision to Council.

4. GRANT APPLICATION REVIEW AND APPROVAL

- 4.1 All applications must be submitted, together with all supporting materials, online in the manner prescribed by the CAO from time to time.
- 4.2 The CAO shall review and assess all applications and award any grant that may be approved in accordance with the terms and conditions of the program. The CAO must approve any and all grant applications prior to being awarded. A developer whose application has been denied may appeal the CAO's decision to Council.
- 4.3 Nothing in this program description shall bind the CAO or Council to approve an incentive for any particular applicant, and all decisions made concerning the application will be at CAO's discretion.

5. GRANTS

- 5.1 The incentive shall be paid directly to developers for developing a qualifying project. A grant may consist of:
 - 5.1.1 a capital cost grant valued at up to \$35,000 to offset eligible capital costs actually incurred by the developer;
 - 5.1.2 a post-completion incentive grant, ranging from one (1) to five (5) years depending on the number of units constructed; or
 - 5.1.3 for the construction of projects consisting of at least twenty-four (24) units, a combination of grants identified in sections 5.1.1 and 5.1.2.
- 5.2 A capital cost grant may be approved to assist the developer in paying for any of the following project costs or any combination thereof:
 - 5.2.1 Breaking and removal of rock outcrops as part of site preparation;
 - 5.2.2 Environmental Impact Assessment;
 - 5.2.3 Hydrology studies;
 - 5.2.4 Installation of an elevator in a senior's multistorey development;
 - 5.2.5 Overland drainage;
 - 5.2.6 Water supply management; and
 - 5.2.7 Wetlands management.

For clarity, a capital cost grant is intended to reimburse a developer for up-front costs actually paid by the developer, provided that all program criteria and requirements have been met. A capital cost grant is not a grant paid prior to the completion of a project.
- 5.3 A post-completion incentive grant may be approved in an amount determined as follows, subject to any other limitations set out in this program description:
 - 5.3.1 For a development consisting of at least six (6) living units of at least two (2) bedrooms per unit or at least twelve (12) independent senior living units, a grant of \$5,000 for one (1) year;
 - 5.3.2 For a development consisting of at least twelve (12) living units of at least two (2) bedrooms per unit or at least twenty-four (24) independent senior living units, a grant of \$10,000 per year for two (2) years;
 - 5.3.3 For a development consisting of at least twenty-four (24) living units of at least two (2) bedrooms per unit or at least forty-eight (48) independent senior living units, a grant of \$20,000 per year for three (3) years;

5.3.4 For a development consisting of at least thirty-six (36) living units of at least two (2) bedrooms per unit or at least sixty-four (64) independent senior living units, a grant of \$30,000 per year for four (4) years; and

5.3.5 For a development consisting of at least forty-eight (48) living units of at least two (2) bedrooms per unit or at least ninety-six (96) independent senior living units, a grant of \$40,000 per year for five (5) years.

A post-completion incentive grant may be approved for a project notwithstanding any incentive program granted by the Province of New Brunswick in respect of the project.

For clarity, a post-completion incentive grant is intended to be paid to a developer provided that all program criteria and requirements have been met and prior not to the completion of a project.

5.3.6 For a development approved under the program consisting of at least six (6) two (2) bedroom units qualifies for participation in the Development Approval and Building Permit Fee Discount Program as more particularly described in Schedule "B".

6. GRANT PAYMENTS

6.1 An approved project must be completed and in receipt of a final occupancy permit issued by the Municipality prior to the payment of a grant.

6.2 A project with an estimated construction cost below \$2,000,000 must be completed by November 1 of the first year following the submission of the grant application in order to qualify for the payment of the grant.

6.3 A project with an estimated construction cost of at least \$2,000,000 must be completed by November 1 of the second year following the submission of the grant application in order to qualify for the payment of the grant.

6.4 A project in respect of which a capital cost grant has been approved shall submit, within thirty (30) days of fifty percent (50%) of the construction having been completed or fifty percent (50%) of the units having been leased or sold, whichever shall occur earlier, all receipts for eligible costs, in order to qualify for the payment of the grant.

6.5 A project in respect of which a grant under this program has been approved shall be subject to inspection by the CAO or their designate to confirm completion of the project prior to payment of the grant.

6.6 Any timeline under this Section 6 may be extended by the CAO in their absolute discretion. A developer who has been denied an extension under this Section 6.6 may appeal the CAO's decision to Council.

7. BUDGETARY ALLOCATIONS

7.1 Annually, Council shall establish a budgetary allocation for grants to be made under this program. Applications received after the value of grants for projects approved under the program in a given year has met or exceeded the annual budgetary allocation shall not be eligible to participate in the program for that year, but may

apply for participation in a subsequent year, subject to the terms and conditions of the program in effect for that subsequent year and the budgetary allocation for that subsequent year. For clarity, a new application must be submitted for the subsequent year.

- 7.2 No capital cost grant shall be approved or paid under this program in an amount exceeding \$35,000.
- 7.3 No post-completion incentive grant shall be approved or paid under this program in an amount exceeding \$40,000 per year.
- 7.4 The total value of grants for projects approved under this program shall not exceed \$140,000 annually.
- 7.5 If the total value of grants approved in a given year is less than the threshold set out in Section 7.4 the unused allocations may be carried forward to the applicable program allocations for the following year. Unused allocations shall not be carried over to a third year.