

	POLICY		Owner Department: Planning and Development
	HAF - Business Improvement Area Missing Middle Residential Infill Grant Program		
Effective Date: June 3, 2024	Last Reviewed Date: June 3, 2024	City Council Approval Dates: June 3, 2024	
Approving Authority: Moncton City Council	Replaces No.: N/A		
1. Purpose Statement			

The main purpose of the *Business Improvement Area Missing Middle Residential Infill Grant Program* is to incentivize, by way of grants, the development of new housing developments within Moncton’s Business Improvement Area (BIA) over the HAF funding period (2023-2026). The program includes a per-door incentive grant for new dwelling units disbursed upon the successful completion of the building’s foundation.

2. Application

This Policy applies to residential development within the City of Moncton Business Improvement Area (BIA).

3. Definitions

BIA: means the Business Improvement Area established under the Business Improvement Area By-Law.

Building Permit means a building permit issued under the Building Code Administration Act and the Building By-Law.

CMHC: means the Canada Mortgage and Housing Corporation.

Development: means a construction project which is eligible to receive Grants under this Policy

Dwelling Unit: means one or more habitable rooms designed, occupied or intended for the exclusive use by one or more persons as an independent and separate housing unit in which a kitchen, sleeping and sanitary facilities are provided.

HAF: means the CMHC Housing Accelerator Fund.

4. Policy

ADMINISTRATION

- (1) The Director of Planning and Development, or designate thereof, is responsible for administering this Policy.

ELIGIBILITY

- (2) To be eligible for the grant, the proposed development must:
 - a. Add new dwelling units to the subject property;
 - b. Create a minimum of eight (8) dwelling units on the subject property in one building;
 - c. Be located within the Downtown Business Improvement Area (BIA), as identified in the 'Business Improvement Area By-law'; and
 - d. Have a valid building permit issued for the development.
- (3) This grant is only eligible to developments that have applied for a building permit after the approval date of this Policy.

APPLICATION AND REVIEW PROCESS

- (4) Any applicant wishing to be considered for a grant under this Policy must complete and submit an Application Form (see Appendix A) to the City of Moncton with the following:
 - a. Copy of a building permit from the City of Moncton for the proposed development.
- (5) Only one application may be made per property and applications will be processed in order of receipt.

GRANTS AMOUNTS AND DISBURSEMENTS

- (6) Grants will be disbursed in order of successfully completed Application and approval by the application review committee, which shall include the:
 - a. Director of Planning and Development or designate thereof;
 - b. Director of Economic Development or designate thereof; and
 - c. Controller / Deputy Treasurer or designate thereof.

HAF - Business Improvement Area Missing Middle Residential Infill Grant Program

- (7) Prior to approval and disbursement (note: the Director of Planning and Development is the signing authority of the application review committee), the building foundation shall be deemed complete by either:
 - a. Confirmation by the Building Inspector; or
 - b. The submission of a report by the applicant prepared by the project architect that certifies the building's foundation is complete
- (8) Upon approval of the Application and confirmation of foundation completion, a grant in the amount of \$15,000 per new dwelling unit will be disbursed.
- (9) The total grant amount shall not exceed \$150,000 per development (a total of 10 new dwelling units).
- (10) Grant funding is dependent on federal funding from the HAF. Despite the approval of an Application, scheduled disbursements may be cancelled at the discretion of the Director of Planning and Development, or designate thereof, where there is indication that HAF funding is depleted or will be revoked.
- (11) Although applicants may submit more than one Application, the consideration and potential approval of subsequent Applications will be contingent upon any funds remaining at the latter part of the HAF funding period.
- (12) Where the property for which an Application has been submitted is found to be in violation or contravention to any City of Moncton by-law or is subject to any outstanding work orders or any other enforcement procedures of the City of Moncton or any other governmental authority, the application may be refused or pending grant disbursements may be cancelled.
- (13) Development applications that have been approved under other HAF Grant Programs are ineligible for funding under this Policy

EXPIRY OF PROGRAM

- (14) This policy and program shall expire upon the disbursement of all budgeted HAF funds.

5. Administration and Contact

Planning and Development Department

655 Main St., Moncton, NB E1C 1E8

Telephone: 506.853.3533

Email: info.urbanplanning@moncton.ca

Appendix A – Application Form

SECTION A – LANDOWNER AND APPLICANT / AGENT INFORMATION

Landowner Information

Name of Registered Landowner: _____

Mailing Address of Landowner: _____

Phone: _____ Fax: _____

Email: _____

Applicant / Agent Information

Name of Agent: _____

Mailing Address: _____

Phone: _____ Fax: _____

Email: _____

SECTION B – AUTHORIZATION

I _____ am the owner of the land that is subject of this Application, and I hereby authorize our agent / solicitor _____ to make this Application and to act on my behalf in regard to this Application.

Dated at the _____, this _____ (day) of _____ (month), _____ (year)

Name of Owner

Signature of Owner

SECTION C – PROPERTY INFORMATION

Civic Address(es) of Property or Properties for which this Application is being submitted:

Service New Brunswick Parcel Identifier Number(s) (PID):

Legal Description of Property (Lot and Plan Numbers):

Building Permit Number:

Total Dwelling Units in Project:

Total Dwelling Units Incentivized through Grant Funding (note: max of 10 units may be incentivized in this program):

SECTION D – UNDERTAKING

I/WE HEREBY APPLY for a grant under this Policy.

I/WE HEREBY AGREE that I/we have read and understand this policy and to abide by the terms and conditions of the *Business Improvement Area Missing Middle Residential Infill Grant Program* as specified in this Application.

I/WE HEREBY CERTIFY that the information contained in this Application is true, correct, and complete in every respect and may be verified by the City of Moncton by such inquiry as it deems appropriate, including inspection of the property for which this Application is being submitted.

I/WE HEREBY CERTIFY that the property for which an Application has been submitted, is not in violation or contravention to any City of Moncton by-law and is not subject to any outstanding work orders or any other enforcement procedures of the City or any other governmental authority.

I/WE HEREBY CERTIFY that the property for which an Application has been submitted, is not in a position of property tax arrears or downtown Business Improvement Area contributions. All property taxes and Business Improvement Area contributions owing shall be paid prior to the disbursement of any fee-related grant.

I/WE HEREBY CERTIFY that at any time the occupation, use, development and/or improvement of the property for which an Application has been submitted, is non-compliant with the by-laws of the City of Moncton and such condition of breach continues for a period of 30 days following written notification by the City of Moncton to the landowner, the Director of Planning and Development, or designate thereof, at their option and without prejudice to any other remedy which may be available, cancel remaining disbursement/grant payments and/or refuse the approval of any subsequent grant funding Applications under the *Business Improvement Area Missing Middle Residential Infill Grant Program* or any other program of the City of Moncton.

Dated at the _____, this ____ (day) of _____ (month), _____ (year).

Name of Owner or Authorized Agent

Title

Signature of Owner or Authorized Agent

Appendix B –Approval Form

(To be completed by the staff of the City of Moncton.)

Application Number: _____

I have reviewed the Application and hereby approve disbursement of the *Business Improvement Area Missing Middle Residential Infill Grant Program* funds in the amount of _____.

Director of Planning and Development, or Designate thereof:

Name

Signature

Date: _____