

 M O N C T O N	POLICY	Owner Department: Planning and Development
	Affordable Housing – HAF Non-profit Development Grant Program	
Effective Date: November 16, 2023	Last Reviewed Date: Click to select a date.	City Council Approval Dates: November 14, 2023
Approving Authority: Moncton City Council	Replaces No.: List Policy or Policies or N/A if it doesn't replace any.	

1. Purpose Statement

The main purpose of the *Affordable Housing – HAF Non-profit Development Grant Program* is to incentivize, by way of grants, the development of new, affordable housing developments over the CMHC, HAF funding period (2023 – 2026). The *Affordable Housing – HAF Non-profit Development Grant Program* includes a per-door incentive grant for affordable housing developers, being non-profit corporations, to be disbursed upon the successful completion of the building's foundation.

2. Application

This Policy applies to non-profit corporations proposing to develop affordable housing. Further, this Policy applies to new developments that create additional dwelling units. The supply of new dwelling units may be through new construction, or the renovation, re-use, and re-purposing of existing buildings.

3. Definitions

Affordable housing: means low-cost housing oriented toward low income or non-income generating residents that is operated by a non-profit corporation.

Affordable housing project: means single lot development or multi-lot, comprehensive development with affordable housing.

Affordable unit: means a residential dwelling unit that is rented at 80% or less of the Median Market Rent (MMR), as defined by the latest CMHC annual Rental Market Report. An affordable unit may also

Affordable Housing – HAF Non-profit Development Grant Program

include a dwelling unit that is otherwise deemed affordable through another provincial or CMHC program.

Building Inspector: means ‘Building Inspector’ as defined in the City of Moncton Building By-law # Z-422 or successor by-law.

Building permit: means a ‘permit’ issued pursuant to the *Building Code Administration Act, S.N.B. 2020, c. 8*, or any amendment thereto.

CMHC: means the Canada Mortgage and Housing Corporation.

Development: means ‘development’ as defined in the *Community Planning Act, SNB 2017, c. 19*.

HAF: means the CMHC Housing Accelerator Fund.

The following terms are defined in the City of Moncton Zoning By-Law # Z-222 or successor by-law, and have the same meaning in this Policy:

**Building
Dwelling
Dwelling unit**

4. Policy

Administration

- (1) The Director of Planning and Development, or designate thereof, is responsible for administering this Policy.
- (2) The landowner must be registered as a non-profit corporation under applicable provincial or federal legislation.
- (3) This grant is only eligible to developments that have applied for a building permit after the signing of the contribution agreement between CMHC and the City of Moncton.

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 following the issuance of a building permit.
- (5) Applications will be processed in order of receipt.
- (6) Only one affordable housing project shall be considered per Application.

Affordable Housing – HAF Non-profit Development Grant Program

Grant Amounts and Disbursements

- (7) 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 Recreation or designate thereof; and
 - c. Controller / Deputy Treasurer or designate thereof.
- (8) Prior to approval and disbursement (note: the Director of Planning and Development is the signing authority of the application review committee), the building's foundation shall be confirmed as completed by the Building Inspector.
- (9) Upon approval of the Application, a grant in the amount of \$20,000 per new dwelling unit will be disbursed.
- (10) Granted dwelling units must be affordable units.
- (11) The total grant amount shall not exceed \$200,000 per Application (a total of 10 dwelling units).
- (12) 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.
- (13) 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.
- (14) Although the City of Moncton will not be actively monitoring the affordability of dwelling units, the City of Moncton may request information from the non-profit corporation on the history and status of affordability of granted dwelling units under this program.
- (15) 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.

Expiry of Program

- (16) This Policy and *Affordable Housing – HAF Non-profit Development Grant Program* shall expire upon the disbursement of all budgeted HAF funds.

5. Administration and Contact

City Clerk's Office

655 Main St., Moncton, NB E1C 1E8

Telephone: 506.853.3550

Email: info.clerk@moncton.ca

6. Appendix A – Application Form

Section A – Landowner and Applicant / Agent Information

Landowner Information (Must be Non-profit Corporation)

Name of Registered Landowner: _____

Mailing Address of Landowner: _____

Phone: _____ Fax: _____

Email: _____

Applicant / Agent Information

Name of Agent: _____

Mailing Address: _____

Phone: _____ Fax: _____

Email: _____

Affordable Housing – HAF Non-profit Development Grant Program

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 – Non-profit Corporation and Property Information

4.2 (2): Please attach proof of registration of non-profit corporation.

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

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

Legal Description of Property (Lot and Plan Numbers):

Building Permit Number(s):

Total Dwelling Units in Project:

Total Dwelling Units Incentivized by way of grant (e.g. This is the same as total dwelling units in project if the construction of the entire project is dependent on the *Affordable Housing – HAF Non-profit Development Grant Program*):

Affordable Housing – HAF Non-profit Development Grant 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 *Affordable Housing – Housing Accelerator Fund (HAF) Non-profit Development 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 of Moncton or any other governmental authority.

I/WE HEREBY CERTIFY that the property for which an Application has been submitted, shall 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 *Affordable Housing – Housing Accelerator Fund (HAF) Non-profit Development 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

7. 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 *Affordable Housing – Housing Accelerator Fund (HAF) Non-profit Development Grant Program* funds in the amount of _____.

Director of Planning and Development, or Designate thereof:

Date: _____