

 M O N C T O N	Affordable Housing – Building Permit and Planning Fee Equivalent Grant Policy	
	Policy Category: Community Safety Services (CSS)	
	Policy No.: POL-CSS-UP-006	Replaces No.: N / A
Approving Authority: Moncton City Council		Effective Date: July 1, 2020
Last Reviewed Date: Click to select a date.		Owner Department: Urban Planning (UP)

1. Purpose Statement

The principal purpose of the *Affordable Housing – Building Permit and Planning Fee Equivalent Grant Policy* is to increase the affordable housing stock in the city. The policy provides assistance to eligible applicants by reducing property improvement costs through the provision of grants equal in amount to fees/costs related to development and building permits, demolition permits, subdivision applications, Municipal Plan and Zoning By-law amendments, and variances and other Planning Advisory Committee applications. The policy will in turn help leverage additional provincial and federal funds to spur the development of affordable housing, as such external funding programs are dependent on multi-governmental partnerships and assistance.

An application must be made to the City in order for a grant to be disbursed under this policy. Grants will be awarded according to criteria outlined in section ‘5. Grant Evaluation.’ Payment will be made upon successful completion of the approved work, to the satisfaction of the City.

2. Application

This policy applies to new developments that create additional affordable units; new developments that create additional sleeping units for rooming houses, or for transitional housing or supportive housing in the forms of assisted living facilities or residential care facilities; or new emergency housing. These may entail the construction of new buildings, or the renovation, re-use, and re-purposing of existing buildings.

3. Definitions

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 Canada Mortgage and Housing Corporation (CMHC) annual Rental Market Report. An affordable unit may also include a dwelling unit that is otherwise deemed affordable through another provincial or CMHC program.

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

Emergency housing means a facility providing temporary, short-term accommodation for homeless individuals and families, including but not limited to homeless shelters. The facility may or may not offer other services such as providing food, clothing, or counselling. Emergency housing is short-term accommodation for people experiencing homelessness or those in crisis.

Sleeping unit means a room used or intended to be used for sleeping, or for sleeping and living purposes, which may include a sink or a washroom, but does not include cooking facilities. There may be shared washroom and/or cooking facilities located outside the sleeping unit.

Supportive housing means housing that provides a physical environment that is specifically designed to be safe, secure, enabling, and home-like, with support services such as social services, provision of meals, housekeeping, and social and recreational activities to maximize residents’ independence, privacy, and dignity.

Transitional housing means housing that is intended to offer a supportive living environment to its residents, including providing them with the experience, tools, knowledge, and opportunities for social and skills development to increase independence. Transitional housing is considered an intermediate step between emergency housing and supportive housing, and has limits on how long an individual or family can stay. Stays are typically between three months and three years.

The following terms are defined in the City of Moncton’s Zoning By-law # Z-213:

- Assisted living facility
- Building
- Dwelling
- Dwelling unit
- Gross floor area
- Multiple unit dwelling
- Owner
- Rooming house
- Residential care facility
- Use

4. Policy

Administration and Decision

- (1) The Director, Urban Planning or his or her designate is responsible for administering the *Affordable Housing – Building Permit and Planning Fee Equivalent Grant Policy*.

Minimum Requirements

- (2) The owner must be registered as a Corporation under the *Business Corporations Act*, SNB 1981, c B-9.1 or as a Non-profit Organization or Non-profit Company under the *Companies Act*, RSNB

1973, c C-13.

- (3) The subject property shall not be subject to any outstanding work orders or any other enforcement procedures of the City or any other governmental authority.
- (4) The subject property shall not be in a position of tax arrears or downtown Business Improvement Area contributions. All taxes owing shall be paid prior to the disbursement of any fee-related grant.
- (5) The development must respect any existing heritage designation requirements for the subject property and for adjacent properties.
- (6) The following minimum requirements shall be met where the building contains dwelling units:
 - (a) There shall be a minimum of five (5) affordable units;
 - (b) In addition to paragraph (a) and where the building is entirely a multiple unit dwelling, 30% of all dwelling units must be affordable units; and
 - (c) In addition to paragraph (a) and where the building contains multiple uses, 30% of the gross floor area of the building, including common areas, must contain affordable units.
- (7) The following requirements shall be met where the development is a rooming house, or an assisted living facility or residential care facility for transitional housing or supportive housing:
 - (a) There shall be a minimum of five (5) sleeping units; and
 - (b) In addition to paragraph (a) and where the building contains multiple uses, 30% of the gross floor area of the building , including common areas, must be made up of sleeping units.
- (8) Where the development is emergency housing, there shall be a minimum of 10 beds.

Ineligibility

- (9) Community Placement Residential Facilities licensed under the *Family Services Act*, S.N.B. 1980, c. F-2.2, including Special Care Homes and Community Residences, are ineligible for funding under this policy.

5. Application Evaluation

General

- (1) Granting is based on prioritization scoring in which a maximum of 450 points may be awarded through subsections (4) to (12) below. A score of 450 corresponds to a grant equaling 100% of the fees and costs associated with the following:
 - (a) Building and development permits;
 - (b) Demolition permits;
 - (c) Subdivision approvals;
 - (d) Municipal Plan By-law and Zoning By-law amendments;

- (e) Variances; and
- (f) Planning Advisory Committee applications.

- (2) Further to subsection (1), the total grant is prorated as a percentage of the building that includes affordable units, or sleeping units in a rooming house, assisted living facility, or residential care facility.
- (3) Despite subsections (1) and (2) (proration based on points system and percentage of affordable units and sleeping units), a grant valued at 100% for the fees/costs under subsections (1) may be awarded for emergency housing.

Affordability (150 Points)

- (4) Where the building contains affordable units, a maximum of 150 points may be awarded in this category, as calculated from the Canada Mortgage and Housing Corporation's 'NHCF Prioritization Scoring: New construction' calculator.
- (5) Where the building contains a rooming house, or assisted living facility or residential care facility for transitional housing or supportive housing, the maximum amount of points (150) shall be awarded in this category.

Accessibility (75 Points)

- (6) Where the building contains affordable units, a maximum of 75 points may be awarded in this category, as calculated from the Canada Mortgage and Housing Corporation's 'NHCF Prioritization Scoring: New construction' calculator.
- (7) Where the building contains a rooming house, or assisted living facility or residential care facility for transitional housing or supportive housing, the calculation shall be based on the number of sleeping units in lieu of affordable units.

Environmental Efficiency (75 Points)

- (8) A maximum of 75 points may be scored in this category based on the Canada Mortgage and Housing Corporation's 'NHCF Prioritization Scoring: New construction' calculator.

Transit and Active Transportation (50 Points)

- (9) Where the building is within one (1) kilometre of a public transit station or bus stop, 25 points shall be awarded in this category.
- (10) Where the building integrates with an existing or proposed active transportation network, 25 points shall be awarded in this category. (Any proposed active transportation network shall include documented plans adopted or accepted by

City Council to implement a bikeway, pathway, or sidewalk.)

Priority Groups and Onsite Support (100 Points)

- (11) Where the building contains affordable units, a maximum of 100 points may be awarded in this category, as calculated from the Canada Mortgage and Housing Corporation’s ‘NHCF Prioritization Scoring: New construction’ calculator.

- (12) Where the building contains a rooming house, or an assisted living facility or residential care facility for transitional housing or supportive housing, the calculation shall be based on the number of sleeping units in lieu of affordable units.

6. Application and Review Process

- (1) 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 prior to the commencement of any work and prior to applying for a building permit.

- (2) The applicant must pay for all development fees (see applicable list under subsection 5. (1)) prior to undertaking the proposed work.

- (3) A grant in the amount determined under section ‘5. Grant Evaluation’ will be awarded to the successful applicant once the approved work is completed to the City’s satisfaction.

7. Grant Conditions

- (1) The proposed development shall commence within two (2) years following approval of the grant, or the grant will be cancelled.
- (2) Despite subsection (1) and upon request from the recipient, the two-year (2) period may be extended at the discretion of the City.
- (3) Fees/costs under subsections 5. (1) covered through another government grant or forgivable loan program shall not be eligible for a grant under this policy.
- (4) Fees/costs under subsections 5. (1) covered through the *Financial Incentive Program for Downtown Community Improvement Plan Area & Designated Heritage Properties – Building Permit and Planning Fee Equivalent Program* shall not be eligible for a grant under this policy.

8. Administration and Contact

Urban Planning Department
655 Main St., Moncton, NB E1C 1E8
Telephone: 506.853.3533
Email: info.urbanplanning@moncton.ca

9. Appendix A – Application Form

Section A – General Information and Instructions

- (1) An application for a grant under this policy must be submitted to the City of Moncton Urban Planning Department prior to the commencement of any work and prior to applying for any applications/approval under subsection 5. (1).
- (2) The application shall include reports, plans, estimates, contracts, and other details as may be required to satisfy the City with respect to the eligible costs of the project and conformity of the project with City by-laws and policies.
- (3) The application will be evaluated according to a point-based system described in section ‘5. Grant Evaluation’ of this policy.
- (4) Actual costs for any or all of the items may be subject to an audit by the City, at the expense of the property owner.
- (5) If an agent is acting on behalf of the property owner, please ensure the required authorization is completed and executed by the property owner as outlined in Section E.

Section B – Property Owner and Applicant / Agent Information

Property Owner Information

Name of Registered Property Owner: _____

Mailing Address of Property Owner: _____

Phone: _____ Fax: _____

Email: _____

Applicant / Agent Information

Name of Agent: _____

Mailing Address: _____

Phone: _____ Fax: _____

Email: _____

Section C – Property Information

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

Parcel Identifier Number(s) (PID):

Legal Description of Property (Lot and Plan Numbers):

Existing Use:

Are there Existing Buildings on Site? Yes ____ (if yes, provide size below) No ____

Building 1 _____ sq. ft.

Building 2 _____ sq. ft.

(Please list any additional buildings on a separate sheet.)

Is the property protected by a Heritage Designation? Yes ____ No ____

Is the Property subject to any work orders or any other enforcement procedures of the City or any other governmental authority? Yes ____ No ____

Section D – Development Information

Provide a detailed description (building size/type, number of stories, construction materials, etc.) of the proposed development to take place on the site (please attach detailed construction drawings):

Estimated construction value of the proposed development: _____

Estimated construction start date (Month/Year): _____

Estimated construction end date (Month/Year): _____

Section E – 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 F – Declaration

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

I/WE HEREBY AGREE to abide by the terms and conditions of the *Affordable Housing – Building Permit and Planning Fee Equivalent Grant Policy* 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 made.

I/WE HEREBY GRANT PERMISSION to the City, or its agents, to inspect my/our property prior to, during, and after environmental remediation, site rehabilitation, and project construction.

I/WE HEREBY AGREE that the policy for which an application has been made herein is subject to cancellation and/or change at any time by the City at its sole discretion, subject to the terms and conditions specified in the policy. Successful applicants will continue to receive grant payments, subject to the requirements of this policy.

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

Name of Owner or Authorized Agent

Title

Signature of Owner or Authorized Agent