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|  | POLICY | Owner Department: Planning and Development |
| | Accessory Dwelling Unit 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.: N/A | |

1. Purpose Statement

The main purpose of the *HAF - Accessory Dwelling Unit Grant Program* is to incentivize, by way of grants, the development of new dwelling units in low density areas over the CMHC, HAF funding period (2023 – 2026). The *HAF - Accessory Dwelling Unit Grant Program* includes an incentive grant for landowners to be disbursed upon the final inspection of the building.

2. Application

This Policy applies to landowners proposing to develop an additional dwelling unit on a property with one dwelling unit. The supply of an additional dwelling unit may be through new construction, renovation, re-use and re-purposing of existing buildings or accessory buildings.

3. Definitions

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

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:

Accessory Dwelling Unit Grant Program

Accessory building

Accessory dwelling unit

Building

Dwelling unit

Garden suite

4. Policy

Administration

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

Eligibility

- (2) The proposed development must add one accessory dwelling unit to the subject property yielding a maximum of two dwelling units.
- (3) The additional dwelling unit may be through, but not limited to, the addition of an accessory dwelling unit or garden suite.
- (4) 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

- (5) 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.
- (6) Only one application may be made per property and applications will be processed in order of receipt.

Grants 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 Economic Development 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 project's final inspection shall be completed and approved by the Building Inspector.
- (9) Upon approval of the Application, a grant in the amount of \$10,000 will be disbursed.

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- (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.

Expiry of Program

- (13) This Policy and *HAF - Accessory Dwelling Unit 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

Name of Registered Landowner: _____

Mailing Address of Landowner: _____

Phone: _____ Fax: _____

Email: _____

Applicant / Agent Information

Name of Agent: _____

Mailing Address: _____

Phone: _____ Fax: _____

Email: _____

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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

Accessory Dwelling Unit Grant Program

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) (PIDs):

Legal Description of Property (Lot and Plan Numbers):

Pre-existing Development on Property:

New Development to Achieve Additional Dwelling Unit:

Building Permit Number:

Accessory Dwelling Unit 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) Accessory Dwelling Unit 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, is not in a position of property tax arrears. All property taxes 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 *Accessory Dwelling Unit 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

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 *Accessory Dwelling Unit Grant Program* funds in the amount of _____.

Director of Planning and Development or Designate, thereof:

Date: _____