

<b>Title: Residential Development Grants</b>	
<b>Resolution: 2024-0106 Apr 22/24</b>	<b>Revised:</b>
<b>Special Notes/Cross Reference:</b>	<b>Next Review Date:</b>
<b>Land Use Bylaw</b>	

**POLICY STATEMENT :** The Town may, subject to budget approval and available funds, provide unit-based grants to encourage accelerated housing growth.

**PURPOSE :** To provide incentives for eligible residential property owners and developers to encourage them develop additional housing units through a per unit contribution on eligible building projects.

**1. DEFINITIONS**

- 1.1 *Accessory Dwelling* – means a secondary, garage and garden suite as defined in the Town of Westlock’s Land Use Bylaw.
- 1.2 *Administration* – means the CAO, Senior Management, or designated support staff of the Town of Westlock.
- 1.3 *Applicant* – means the individual or developer submitting an application for financial support through a Residential Development Grant Program.
- 1.4 *Application Date* – means the date in which the application was acknowledged as received by the Program Review Officer.
- 1.5 *Chief Administrative Officer* – means the Chief Administrative Officer of the Town of Westlock as appointed by Council.
- 1.6 *Completion Date* – means the date by which all work on the proposed project must be completed to the satisfaction of the Program Review Officer.
- 1.7 *Council* – means the municipal Council for the Town of Westlock.

JK  
EW

- 1.8 *Developer* – means an owner, agency, occupant, or any person firm, or company required to obtain or having obtained a development permit.
- 1.9 *Dwelling Unit* – means a complete building or self-contained portion of a building intended as a permanent residence.
- 1.10 *Eligibility Criteria* – means terms that specify who qualifies to receive support through the program and/or the actions necessary to qualify for the Program prior to the receipt of funds.
- 1.11 *Garage Suite* – means an accessory dwelling located about a detached garage or attached to the side or rear of a detached garage. This use does not include Secondary Suite or Garden Suites.
- 1.12 *Garden Suite* – means an accessory dwelling which is separate from the principal dwelling but located on the same lot. This use does not include Secondary Suite or Garage Suites
- 1.13 *Grant* – means a financial contribution where Eligibility Criteria and/or conditions are compulsory for the recipient, and there is a formal application/selection process and a future obligation is attached.
- 1.14 *Land Use Bylaw* – means the Town of Westlock Land Use Bylaw, as amended from time to time.
- 1.15 *New Residential Construction* – means a building containing one (1) or more dwelling units built for the primary purpose of residential use on previously vacant property.
- 1.16 *Program* – means the residential development grant program, which is a set of grants that establishes clearly defined objectives, terms, conditions, provisions, and eligibility criteria for a recipient to have access to public funds through an objective assessment and selection process.
- 1.17 *Program Agreement* – means a legal instrument documenting the terms and conditions under which an applicant receives public funds through the Program.

- 1.18 *Program Review Officer* – means a staff member representing the Planning & Development department.
- 1.19 *Project Inspection* – means the periodic inspection by the Program Review Office and/or appropriate Town staff to determine an Applicant’s qualification for the Program, review project progress, and to evaluate a completed project with respect to the Program Agreement.
- 1.20 *Property* – means a parcel of land described in a Certificate of Title and contained within defined lot lines.
- 1.21 *Residential Property* – means a Property identified for residential uses as defined in the Town’s Land Use Bylaw.
- 1.22 *Secondary Suite* – means an accessory dwelling unit located within a principal dwelling. This use class includes the development or conversion of basement space or above-grade space to a separate dwelling, or addition of new floor space to an existing dwelling. This use does not include garage or garden suites.
- 1.23 *Town* – means the Town of Westlock.

**2. GUIDING PRINCIPLES**

- 2.1 Funds available for Grants are allocated annually through the Planning & Development Department’s budget approved by Council, or from other sources identified by the CAO.
- 2.2 Council may choose to fund and/or eliminate any or all of the Grants at any time.
- 2.3 The provision of grants are based on objective evaluation of applications submitted by applicants and are awarded on a first-come, first-served basis.
- 2.4 Applications requesting funding are reviewed by the Program Review Officer prior to being forwarded to the CAO for final approval.

**3. GRANTING ALLOCATIONS & REIMBURSEMENT**

- 3.1 The maximum amount available under each Grant is as follows:
  - a) \$15,000 per new dwelling unit (up to 4 units maximum per property)
  - b) \$10,000 per new secondary, garage or garden suites.
  
- 3.2 Successful applicants will be required to enter into and abide by a binding Program Agreement.
  
- 3.3 The Program Agreement must be signed and returned to the Town by the applicant within twenty (20) working days of notification of approval.
  
- 3.4 To be eligible for reimbursement, no work is to be performed until a Reimbursement Agreement is entered into with the Town. Work that has commenced prior to Town approval is not eligible for reimbursement.
  
- 3.5 Grant funding will only be provided as a one-time lump sum reimbursement as per the Program Agreement once:
  - a) From new residential construction, the approved building permit receives a completed framing inspection; and
  - b) For secondary, garage and garden suites, the approved building permit has received a completed passed final inspection.
  
- 3.6 Projects must adhere to all applicable requirements of the Land Use Bylaw, Alberta Building Code, and any other municipal standards to be eligible for reimbursement.
  
- 3.7 Funding is subject to availability. Applications will be held in a queue and processed in chronological order of their submission date if additional funding becomes available.

**4. PROGRAM RESPONSIBILITIES**

- 4.1 The CAO or designate shall:
  - a) approve, within signing authority, Program Agreements between the Town and recipient; and
  - b) identify sources of funds.

4.2 The Program Review Officer shall:

- a) serve as the Town's primary contact for the receipt of applications;
- b) review and evaluate applications for funding requests in an objective manner;
- c) seek additional information when necessary to make an informed decision on an application;
- d) establish the terms of the Program Agreements;
- e) maintain records of decisions and prepare appropriate schedules and documentation;
- f) conduct Project Inspections of the projects as necessary; and
- g) evaluate the Grant Programs annually and make recommendations to the CAO regarding their continuation, cessation, and/or ongoing implementation;

4.3 The Applicant shall:

- a) provide all documentation required by the application and requested by the Program Review Officer;
- b) adhere to the stipulations and conditions of the Program Agreement;
- c) obtain all necessary permits and licenses;
- d) provide all necessary reports and documentation at the conclusion of the Project;
- e) ensure the project is complete by the Completion Date stated within the Project Agreement;
- f) ensure general upkeep and maintenance of the Property pursuant to the Town's Community Standards Bylaw; and
- g) not submit documentation that is false, incomplete, incorrect or misleading.

**5. GRANT GUIDELINES & ELIGIBILITY**

5.1 New Residential Construction Grant

- a) Purpose
  - i) The purpose of this Grant is to provide a per-unit grant for the new construction of dwelling units on residential properties in Town.
- b) Eligibility
  - i) Owners or contractors (with property owner permission) are eligible to apply for funding.

- ii) Applicants must be in good standing with the Town and not be in arrears on taxes, utilities, fees, fines, or other amounts.
- iii) Applicants shall not have any pending enforcement issues with the Town.
- iv) The Property shall be located within Town limits and be located within a Residential Land Use District as per the Town's Land Use Bylaw.
- v) The Project shall include the construction of up to 4 dwelling units maximum per property.
- vi) The Applicant shall ensure all required municipal approvals are in place prior to commencement of the new construction project.
- c) Eligible Funding and Costs
  - i) The maximum funding allowed under the New Residential Grant Program is a maximum of \$15,000 per eligible unit.
  - ii) Work must commence within three (3) months of approval and shall be completed within 1 calendar year from when Grant approval is received.
  - iii) Extensions may be considered and granted where justified, at the discretion of the CAO or designate.
- d) Application Requirements
  - i) Applications submitted under the New Residential Construction Grant Program must include the following submittals:
    - A completed application form;
    - Project costing;
    - Drawings of the proposed project and/or a development proposal that shall include details on the type of dwellings(s) being built, an estimated time of construction commencement and an approximate time that the new dwelling(s) will be completed and/or available on the market;
    - Written permission from the Property Owner if the applicant is a contractor applying on their behalf;
    - The Program Review Officer may request additional information to verify that the Applicant possesses the resources to complete the project as outlined (this can include but is not limited to a list of similar projects completed, financial statements, letter of credit, etc.); and
    - All contractors performing work on the project must be licensed by the Province of Alberta and possess a valid

Business Licence issued by the Town. They must also carry all required insurances.

5.2 Suite Development Grant

- a) Purpose
  - i) The purpose of this Grant is to provide a per-suite grant for the creation of accessory dwelling units including secondary suites, garage suites and garden suites.
- b) Eligibility
  - i) Owners or contractors (with property owner permission) are eligible to apply for funding.
  - ii) Applicants must be in good standing with the Town and not be in arrears on taxes, utilities, fees, fines, or other amounts.
  - iii) Applicants shall not have any pending enforcement issues with the Town.
  - iv) The Project shall include the construction of up to 4 unit maximum per property.
  - v) The Applicant shall ensure all required municipal approvals are in place prior to commencement of the new construction project.
- c) Eligible Funding and Costs
  - i) The maximum funding allowed under the New Residential Grant Program is a maximum of \$10,000 per eligible unit.
  - ii) Work must commence within three (3) months of approval and shall be completed within 1 calendar year from when Grant approval is received.
  - iii) Extensions may be considered and granted where justified, at the discretion of the CAO or designate.
  - iv) Projects which are intended to make existing accessory dwelling units legal are eligible for funding under this grant program.
  - v) Projects which include upgrades to previously approved accessory dwelling units are ineligible for funding under this grant program.
  - vi) Work must commence within three (3) months of approval and shall be completed within 1 calendar year from when Grant approval is received.
  - vii) Extensions may be considered and granted where justified, at the discretion of the CAO or designate.

- d) Application Requirements
  - i) Applications submitted under the Accessory Dwelling Grant Program must include the following submittals:
    - A completed application form;
    - Drawings of the proposed project and/or a development proposal that shall include details on the type of dwellings(s) being built, an estimated time of construction commencement and an approximate time that the new dwelling(s) will be completed and/or available on the market;
    - Written permission from the Property Owner if the applicant is a contractor applying on their behalf;
    - The Program Review Officer may request additional information to verify that the Applicant possesses the resources to complete the project as outlined (this can include but is not limited to a list of similar projects completed, financial statements, letter of credit, etc.); and
    - All contractors performing work on the project must be licensed by the Province of Alberta and possess a valid Business Licence issued by the Town. They must also carry all required insurances.

## **6. APPLICATION REVIEW AND PROCESS**

- 6.1 Applicants are encouraged to consult with the Program Review Officer prior to submitting an application.
- 6.2 Completed applications shall be submitted to the Program Review Officer.
- 6.3 The Program Review Officer shall acknowledge receipt of the application and record the Application Date.
- 6.4 Grant applications can be submitted throughout the calendar year and are reviewed and awarded in the order in which they are received.
- 6.5 All completed applications shall be reviewed and evaluated by the Program Review Officer.



- 6.6 The Program Review Officer will recommend to the CAO approval, modification, or refusal regarding the decision to enter into a Program Agreement regarding any application.
- 6.7 The Program Review Officer will determine whether an application is in compliance with this Policy.
- 6.8 The Program Review Officer will determine the eligibility of costs/expenses, and the allocation of funds depending on the nature and scope of the project, relative to this Policy.
- 6.9 Approvals are based on Eligibility Criteria and each applications alignment with this policy.
- 6.10 There is no method of appeal for the decision of the Program Review Officer and CAO.

**7. FUNDING DISQUALIFICATION**

- 7.1 Applicants found to have falsified documents and/or reports, or submit information that is false or misleading, shall immediately reimburse the Town of any funds received from a Grant.
- 7.2 Projects which are not completed within the timelines of each Project Agreement risk loss of grant allocation.
- 7.3 Applicants found to have breached any condition contained in the decision to grant an extension may risk loss of grant allocation.
- 7.4 A written decision to cancel the grant allocation must be provided to the Applicant and must include reasons for the cancellation and identify the project in which the cancellation applies to.

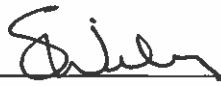
**8. MUNICIPAL CONTROL**

- 8.1 Council may choose to eliminate any of the Grant Programs at any time.
- 8.2 The delivery of grant funding is subject to the terms of each Project Agreement.

8.3 Submitting an application does not commit the Town into entering a Project Agreement.

8.4 The acceptance of an application does not constitute approval, or that a Program Agreement will be entered into by the Town.

  
\_\_\_\_\_  
Jon Kramer, Mayor

  
\_\_\_\_\_  
Simone Wiley, CAO