



**Town of Hartland**

**POLICY P-009-01**

**GRANT FOR RESIDENTIAL HOUSING DEVELOPMENT**

1. **AUTHORITY.** The Council of the Municipality of Hartland, under the authority vested in it by Section 104 of the Local Governance Act, 2017, and amendments thereto, enacts Policy P-009-01 to address grants for residential housing development. Policy P-009-01 repeals and replaces Policy P-009, which was enacted on September 28, 2023.
2. **PURPOSE.** This grant provides a financial incentive to housing developers to grow and diversify the inventory of residential housing available for rent and sale in Hartland.
3. **DEFINITIONS.**
  - 3.1. "Dwelling Unit" is a single unit that provides complete, independent living facilities for one or more persons, including permanent provisions for living, sleeping, eating, cooking, and sanitation.
  - 3.2. "Housing Development" refers to one or more buildings, belonging to one owner, that is located on a property or properties zoned as residential, that contains one or more dwelling units.
  - 3.3. "Occupancy availability" refers to the time when the dwelling unit has passed final inspection and is available for habitation through rent or sale.
  - 3.4. "Owner" refers to the registered owner of the property or properties upon which the housing development is located.
  - 3.5. "Town" refers to the municipality of Hartland, New Brunswick.
4. **ELIGIBILITY CRITERIA.** To qualify for this grant, the applicant shall meet the following criteria:
  - 4.1. The housing development in the application was completed on or after January 1, 2023.
  - 4.2. The applicant shall be the registered property owner of the housing development.
  - 4.3. The housing development shall comprise the construction of four (4) or more new and discrete residential dwelling units.

- 4.4. All construction shall be completed within a 36-month period that starts with the issuance of a building permit for the first dwelling and ends with the last occupancy availability date for a dwelling unit within the housing development.
- 4.5. All properties subject to the grant application have completed the required building inspections.
- 4.6. The owner's accounts with the municipality shall be in good standing. The owner shall not be in a position of tax arrears. All taxes and financial accounts, including utility accounts, owing to the Town by the owner shall be paid prior to the disbursement of the grant.
- 4.7. The owner shall show proof that property taxes have been paid in full for the property.
5. ELIGIBLE HOUSING TYPES. The Town welcomes applications for a broad range of housing types that provides four (4) or more new and discrete dwelling units on (a) one property or (b) two or more contiguous properties.
  - 5.1. Eligible housing types include, but are not limited to, detached homes, semi-detached homes, duplexes, mini-homes, modular homes, tiny houses, townhouses, condominiums, and apartment buildings.
  - 5.2. Structures that were formerly classified as institutional, commercial, or industrial properties that were converted into residential housing are eligible to receive the grant.
6. GRANT VALUE. The applicant shall be eligible to receive up to 37.5% of the year-one municipal property tax calculation for the housing development each year for a period of four (4) consecutive years.
  - 6.1. The year-one municipal property tax calculation shall exclude the cost of assessment.
  - 6.2. The year-one municipal property tax calculation be net of any provincial discounts or rebates.
  - 6.3. In any one year, the total value of the grant for one development property shall not exceed \$75,000 (or \$300,000 over the 4-year grant period).
  - 6.4. The calculation of the grant shall be based on the municipal tax rate that applies to the development property, noting that municipal tax rates may vary within the municipality from one area to another.
  - 6.5. For clarity, the table below shows an example of how the grant shall be calculated, based on a municipal tax rate of \$1.50 per \$100 of property. Note that the year-one municipal tax calculation carries forward to years 2, 3, and 4.

Year	Year 1 Tax Assessment	Municipal Tax Calculation	Annual Grant
1	\$3,000,000	$(\$3M * 1.50)/100 = \$45,000$	$\$45,000 * 37.5\% = \$16,875$
2	---	$(\$3M * 1.50)/100 = \$45,000$	$\$45,000 * 37.5\% = \$16,875$
3	---	$(\$3M * 1.50)/100 = \$45,000$	$\$45,000 * 37.5\% = \$16,875$
4	---	$(\$3M * 1.50)/100 = \$45,000$	$\$45,000 * 37.5\% = \$16,875$
<b>Total</b>		<b>\$180,000</b>	<b>\$67,500</b>

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7. PHASED DEVELOPMENT. If the housing development takes place in phases, which results in dwelling units becoming available for habitation over a period of two or more years, the owner shall choose when to apply for the municipal grant, which then establishes the year-one municipal property tax that applies for the 4-year period as defined under item 6.
  8. DEADLINE FOR SUBMISSION. The owner may submit a grant application to the municipality up to two (2) years after the last occupancy availability date for a dwelling unit within the housing development.
  9. GRANT APPLICATION PROCESS FOR APPLICANT.
    - 9.1 The town will only receive and accept grant applications between January 1 and July 31 each year.
    - 9.2 Applicant completes and signs Form P-009-01. If the applicant lacks space to complete the form, the applicant shall attach a separate sheet.
    - 9.3 Applicant mails in a sealed envelope to Hartland's Treasurer:
      - 9.3.1 an original signed copy of Form P-009-01,
      - 9.3.2 one copy of each related building permit,
      - 9.3.3 one copy of the first property tax assessment sheet or sheets for the property or properties, and
      - 9.3.4 a letter of reference from an OSFI-approved bank to confirm the good financial standing of the owner.
    - 9.4 Each applicant shall represent all eligible properties in one application.
  10. GRANT APPLICATION ASSESSMENT BY TOWN.
    - 10.1 Town confirms receipt of application within thirty (30) business days by sending an email to the applicant.
    - 10.2 CAO reviews application and makes recommendation to Council within ninety (90) days of application receipt by the town.
  11. GRANT AWARD BY COUNCIL.
    - 11.1 Council approves the awarding of the grant.
    - 11.2 Town issues a letter of award or a letter of rejection to the applicant, signed by the CAO and the Mayor.
    - 11.3 Letters of award shall specify the value of the award and stipulate any terms and conditions (e.g., restrictions, limitations) that apply to the owner.
    - 11.4 At Council's discretion, prior to the construction of a housing development, the municipality may agree in writing to provide a set of incentives to the owner that differs from this policy.

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12. GRANT PAYMENT BY TOWN.

- 12.1. Applications that receive a decision to award from Council shall be paid between June 30 and August 31 of the year following the year of application.
  - 12.2. After the grant has been awarded and paid in year one, the applicant shall show that they have paid their property taxes in full for each subsequent year before the town shall award the grant for years 2, 3, and 4. In addition, grant payment in years 2, 3, and 4 shall be subject to the continued availability of the housing units for sale or rent.
  - 12.3. Funding may be revoked at any time if the town determines that the owner has (a) failed to comply with the terms and conditions stipulated in the letter of award or (b) misrepresented facts or failed to report relevant information in its application.
  - 12.4. The grant shall only be available to the original registered owner of the property as specified in the application. The grant shall not be available to a subsequent owner after the sale or other legal transfer of the property.
  - 12.5. To receive the full value of the grant, the owner shall pay 100% of all related development and construction costs. This includes all costs related to planning, construction, project management, and permitting, including water and sewer infrastructure installation and connection fees and any direct or indirect costs to repair, replace, or upgrade public infrastructure. The sum of all development and construction costs paid by the town shall be deducted from the grant award.
  - 12.6. If the development property was sold by the municipality of Hartland to the property owner and grant applicant for less than its property assessment value as set by the province, the difference between the sale price and the property assessment value at the time of sale shall be deducted from the grant award.
13. RIGHT OF TOWN TO REJECT APPLICATION. In its sole and absolute discretion, the town may reject any grant application and is under no obligation to explain its decision to award or not award a grant to anyone, including the applicant or any party representing the applicant.
14. RIGHT OF TOWN TO NOT PAY GRANT. In its sole and absolute discretion, the town may withhold or cancel payment of the grant in year 2, 3, or 4 after a grant has been awarded in a previous year. The grant applicant or recipient shall have no legal recourse against the town to contest or dispute the town's decision to cancel, defer, or withhold payment of this grant.

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## SIGNATURES

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### COUNCIL

NAME Tracey DeMerchant

POSITION MAYOR

SIGNATURE *Tracey DeMerchant*

DATE Feb 13/24

### TOWN

NAME Rob Webber

TITLE CAO

SIGNATURE *RI WLV*

DATE Feb 15, 2024



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**FORM P-009-01**

**APPLICATION FOR RESIDENTIAL HOUSING DEVELOPMENT GRANT**

TOWN OF HARTLAND

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**APPLICANT**

REGISTERED OWNER

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COMPANY (IF APPLICABLE)

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CONTACT NAME

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CONTACT PHONE & EMAIL

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SIGNATURE

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**PROPERTY** (provide list for two or more PIDs, PANs, and/or civic addresses)

PID#

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PAN#

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CIVIC ADDRESS

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DESCRIPTION

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# OF DWELLING UNITS

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# OF UNITS FOR RENT

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# OF UNITS FOR SALE

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CONSTRUCTION START

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CONSTRUCTION FINISH

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TOTAL TAX ASSESSMENT VALUE (\$)

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**APPLICATION FOR RESIDENTIAL HOUSING DEVELOPMENT GRANT**

TOWN OF HARTLAND

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TO BE COMPLETED BY TOWN

INFRASTRUCTURE CHANGES

\_\_\_\_\_

ELIGIBILITY CRITERIA MET (Y/N)

\_\_\_\_\_

BUILDING PERMIT (Y/N)

\_\_\_\_\_

TAXES PAID (Y/N)

\_\_\_\_\_

GOOD STANDING LETTER (Y/N)

\_\_\_\_\_

TOWN CONTRIBUTION TO COST (\$)

\_\_\_\_\_

FIRST TAX YEAR

\_\_\_\_\_

APPLICABLE TAX RATE

\_\_\_\_\_

GRANT (BEFORE DEDUCTIONS)

\_\_\_\_\_

DEDUCTIONS

\_\_\_\_\_

GRANT (AFTER DEDUCTIONS)

\_\_\_\_\_

COMMENTS

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\_\_\_\_\_

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CAO APPROVAL (Y/N)

\_\_\_\_\_

CAO SIGNATURE

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