Hartland

POLICY P-009-03

GRANT FOR RESIDENTIAL HOUSING DEVELOPMENT

Effective June 9, 2026

1. **AUTHORITY.** The Council of the Town of Hartland, under the authority vested in it by Section 104 of the Local Governance Act, 2017, and amendments thereto, adopts Policy P-009-03 respecting grants for residential housing development.

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" means the Town of Hartland, New Brunswick, including the municipal area governed by the Town following the 2023 local governance restructuring.

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 housing development shall comply with all applicable municipal by-laws, permits, development approvals, and regulations.

4.7. 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.

4.8. 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.** Subject to the Town's approved annual budget, 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 (Local Tax) 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 first year of grant eligibility shall be the first taxation year in which the completed housing development is assessed for municipal tax purposes after occupancy availability has been established for the applicable dwelling units.

6.6. 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**
Total		**$180,000**	**$67,500**

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. The date of application and the first taxation year for which the completed development is assessed for municipal tax purposes shall establish 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. Applicant completes and signs Form P-009-02. If the applicant lacks space to complete the form, the applicant shall attach a separate sheet.

9.2. Applicant submits a complete application to Hartland's CAO or designate:

9.2.1. an original signed copy of Form P-009-02,

9.2.2. one copy of the first property tax assessment sheet or sheets for the property or properties, and

9.3. Each applicant shall represent all eligible properties in one application.

10. **GRANT APPLICATION ASSESSMENT BY TOWN.**

10.1. Town confirms receipt of a complete application within thirty (30) business days by sending an email to the applicant.

10.2. The CAO reviews the application, verifies eligibility, and makes a recommendation to Council within ninety (90) days of receipt of a complete application by the Town.

11. **GRANT AWARD BY COUNCIL.**

11.1. Council may approve the application for participation in the grant program.

11.2. The 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, the applicable payment schedule, and any terms and conditions (e.g., restrictions, limitations) that apply to the owner. Issuance of a letter of award does not, in itself, authorize immediate payment.

11.4. At Council's discretion, prior to the construction of a housing development, the Town may approve by resolution a written incentive arrangement that differs from this policy, provided the arrangement complies with applicable legislation and is subject to the Town's approved annual budget.

12. GRANT PAYMENT BY TOWN.

12.1. Applications that receive Council approval shall be paid in accordance with the payment schedule set out in the letter of award. Payment is not triggered solely by the date of Council approval and shall only be made after administrative confirmation that all applicable conditions have been satisfied, including the applicable taxation year and the availability of funds within the Town's approved annual budget.

12.2. After the grant has been awarded and paid in year one, the applicant shall show that property taxes have been paid in full for each subsequent year before the Town shall pay 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 and the availability of funds within the Town's approved annual budget.

12.3. Eligible payments shall be processed by the Treasurer within sixty (60) days of administrative confirmation that all conditions for the applicable payment year have been satisfied.

12.4. 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.

12.5. 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.

12.6. 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 documented municipal costs directly attributable to servicing the development. The sum of all such costs paid by the Town shall be deducted from the grant award.

12.7. If the development property was sold by the Town of Hartland to the property owner and grant applicant for less than its provincially assessed value, the difference between the sale price and the provincially assessed value of the property at the date of sale shall be deducted from the grant award.

13. RIGHT OF TOWN TO REJECT APPLICATION.

Council retains discretion to approve or deny any application under this policy. The Town may provide reasons for its decision at its discretion.RIGHT OF TOWN TO WITHHOLD OR CANCEL PAYMENT. The Town may withhold, defer, or cancel payment of a grant where the applicant no longer meets the eligibility criteria, fails to comply with the terms of the letter of award, misrepresents material facts, fails to report relevant information, or where sufficient funds are not available in the Town's approved annual budget.

14. **REPEAL.** Upon adoption of this policy, former Policy P-009.02 is repealed and replaced.

Adopted by Council on: June 9, 2026

Signatures:

Mayor Tracey DeMerchant Tracey DeMerchant

Clerk Julie Stockford

HARTLAND INCORPORATED OCT 2, 1918 NEW BRUNSWICK