

Residential Rental Housing Development Grant Policy

Policy GOV-001-003P

1. Purpose

The District of Tobique Valley recognizes that an adequate supply of quality rental housing is essential to attracting and retaining residents, supporting economic growth, and meeting the housing needs of the community.

The purpose of this policy is to establish a Residential Rental Housing Development Grant Program that provides financial incentives to encourage the construction of new residential rental housing within the District of Tobique Valley.

This policy establishes the eligibility requirements, application process, approval process, payment conditions, and administrative responsibilities governing the program.

2. Authority

This policy is adopted pursuant to Section 104 of the Local Governance Act of New Brunswick, which authorizes municipalities to provide grants and incentives for economic development purposes.

Nothing within this policy obligates Council to approve any application or provide grant funding.

3. Definitions

For the purpose of this policy:

Applicant means the registered property owner or authorized developer applying for the grant.

Building Permit means a valid permit issued by the Western Valley Regional Service Commission authorizing construction.

Council means the Council of the District of Tobique Valley.

Development means the construction of a new residential rental building containing two (2) or more self-contained rental dwelling units.

Eligible Costs means all construction costs associated with the development but does not include land acquisition costs, financing costs, legal fees, furniture, appliances, or operating expenses.

Rental Unit means a self-contained dwelling unit intended for long-term residential occupancy.

4. Program Eligibility

To qualify for funding, a project must satisfy all of the following requirements:

- be located within the District of Tobique Valley;
- consist of a minimum of two (2) newly constructed residential rental units;
- comply with all applicable municipal by-laws, zoning regulations, building codes, fire codes, and provincial legislation;
- obtain all required municipal permits and approvals prior to construction;
- be intended for long-term residential rental purposes.

The following projects are not eligible:

- renovations to existing owner-occupied dwellings;
- short-term rental accommodations;
- secondary suites within an existing single-family dwelling unless specifically approved by Council;
- developments that commenced prior to Council approval.

5. Grant Incentive

Subject to annual budget approval, Council may provide a Residential Rental Housing Development Grant as follows:

- \$2,000 per eligible rental unit;
- a minimum of two (2) eligible units per development;
- a maximum of two (2) grant approvals may be issued in any calendar year;
- the program shall be available for four (4) consecutive years beginning January 1, 2027, unless amended or discontinued by Council.

Grant funding is subject to available budget and Council approval.

Approval of one application does not guarantee approval of future applications.

6. Application Process

Applicants shall submit a completed application containing:

- applicant information;
- proof of property ownership or authorization;
- project description;
- site plan;
- building plans;
- number of proposed rental units;
- estimated construction value;
- proposed construction schedule;

- building permit application (if not already issued); and
- any additional information requested by the Municipality.

Applications shall be submitted prior to commencement of construction.

7. Council Approval

Applications shall be reviewed by Administration for completeness.

Administration may request additional information prior to presenting an application to Council.

Council may:

- approve the application;
- approve the application subject to conditions;
- defer consideration pending additional information; or
- deny the application.

Council's decision is final.

8. Construction Requirements

Construction shall:

- commence within twelve (12) months of Council approval unless otherwise approved by Council;
- be substantially completed within twenty-four (24) months of Council approval.

Failure to complete construction within the required timeframe may result in cancellation of the grant approval unless Council grants an extension due to exceptional circumstances.

9. Completion Requirements

Grant funding shall not be released until all of the following have been received and accepted by the Municipality:

- final inspection approval;
- Certificate of Occupancy (or equivalent);
- confirmation that all municipal accounts are in good standing;
- Contractor's Declaration of Completion;
- photographs of the completed development;
- any additional documentation requested by Administration.

Council reserves the right to conduct a final inspection prior to authorizing payment.

10. Contractor's Declaration of Completion

The Contractor's Declaration shall certify that:

- construction has been completed;
- the work substantially conforms to the approved plans;
- applicable Building Code requirements have been met;
- all required inspections have been completed.

The declaration shall be signed and dated by the general contractor or qualified builder responsible for the project.

11. Payment of Grant

Upon verification that all requirements have been satisfied, Administration shall recommend payment to Council.

Grant payments shall be made only after Council confirms that the development has been completed in accordance with this policy.

No advance payments shall be issued.

The Municipality reserves the right to withhold payment where the Applicant has failed to satisfy any condition of this policy.

12. Applicant Responsibilities

The Applicant shall:

- maintain compliance with all municipal by-laws;
- maintain all required permits;
- immediately notify Administration of any significant changes to the approved project;
- permit municipal inspections where requested.

13. False or Misleading Information

Where an Applicant provides false, misleading, or incomplete information, Council may:

- deny the application;
- cancel an approved grant;
- require repayment of any grant previously issued; and
- prohibit the Applicant from participating in future municipal grant programs.

14. Program Administration

The Chief Administrative Officer, or designate, is responsible for administering this policy, receiving applications, verifying eligibility, and making recommendations to Council.

15. Budget

All grants are subject to funds being approved through the Municipality's annual operating budget.

Council reserves the right to suspend or terminate the program at any time.

16. No Legal Obligation

Approval of an application does not create a contractual obligation on the part of the District of Tobique Valley.

Council retains absolute discretion in approving, denying, or discontinuing funding under this policy.

17. Interpretation

Where any uncertainty exists regarding the interpretation of this policy, Council's interpretation shall prevail.

18. Repeal and Amendment

Council may amend, suspend, or repeal this policy at any time by resolution.

19. Effective Date

This policy comes into effect on January 1, 2027.

Schedule "A"

Contractor's Declaration of Completion

Project Address: _____

Property Owner: _____

Contractor: _____

Contractor Licence (if applicable): _____

I hereby certify that:

- The residential rental development described above has been completed.
- The construction has been completed in accordance with the approved building plans.
- All required inspections have been completed.
- To the best of my knowledge, the development complies with all applicable Building Code requirements and municipal approvals.

I understand that this declaration will be relied upon by the District of Tobique Valley in determining eligibility for grant funding.

Contractor Name: _____

Company: _____

Signature: _____

Date: _____

Telephone: _____

Email: _____