



Grant Name: Housing Accelerator Fund Garden and In-Law Suite Development Grant
Department: Economic Development
Effective Date: February 16, 2024
Approving Authority: Town Council
Town Council Approval Date: July 8, 2024

1. Outline

1.1 Objective: The objective of the Housing Accelerator Fund’s Garden and In-Law Suite Development Grant (the “**Grant**”) is to encourage the development of accessory dwellings, in allowable zones, on properties already containing an existing single unit dwelling. The Grant is for the purpose of creating more homes, increasing housing options and affordability, and promoting an inclusive community within the town of Riverview. Development and application approval and funding must fully occur within the Housing Accelerator Fund program's duration (February 16, 2024 – February 16, 2027).

1.2 Framework: The additional accessory dwelling unit may be the result of new construction, renovation, re-use, or re-purposing of existing buildings or space.

1.3: Benefit: A Grant amount of fifteen thousand dollars (\$15,000) per existing single unit dwelling, for a maximum of one (1) new accessory dwelling unit per property, is available to successful applicants once a final inspection is completed. The Review Committee retains the discretion not to disburse any amount, to disburse a reduced amount, or to make partial disbursements subject to conditions, should an applicant not fully meet the Grant criteria or fulfill their application commitments to the satisfaction of the Review Committee. The overall Grant budget is capped at \$180,000 annually (12 units), with the possibility to revise if/once fully allocated. A property owner (including a joint property owner on title) is only eligible to receive one (1) Grant under the program regardless of the number of properties owned or developments being pursued.

1.4 Administration: The Town of Riverview shall establish an internal review committee consisting of one or more of: i) the Chief Administrative Officer, ii) the Director of Finance and Information Technology, iii) the Manager of Economic Development, and iv) the Senior Urban Planner of the Southeast Regional Service Commission , or their delegate(s), (the “**Review Committee**”) which shall be responsible for administering the Grant including reviewing applications (including the review of the submission materials), approving individual application funding, and determining the Grant amount for each successful applicant, based on the Grant criteria.

2. Definitions

“**accessory dwelling**” means a dwelling unit which is secondary to the principal dwelling unit and, except for a garden suite, contained in the same building.

“**building**” means a roofed structure, including a vessel or container, used or built for the shelter, accommodation or enclosure of persons, animals, materials, or equipment.

“**CMHC**” means the Canada Mortgage and Housing Corporation.



“dwelling” means a building or part of a building, occupied or capable of being occupied as a home or residence by one or more persons, but does not include a hotel, a motel apartment hotel or hostel.

“garden suite” means a detached accessory dwelling placed or erected in the rear yard of an existing single unit dwelling lot.

“Grant Agreement” means an agreement to be entered between a successful applicant for the Grant and the Town of Riverview which sets forth in detail the conditions, terms, covenants and obligations of the applicant in accepting the Grant.

“Housing Accelerator Fund (HAF)” means [the program administered by CMHC](#) aiming to increase housing supply in specific communities.

“single unit dwelling” means a detached building containing only one main dwelling unit, but does not include a manufactured dwelling, travel trailer or mobile home.

All terms which are not specifically defined herein, but defined within the Definitions of [the Town’s Zoning By-Law No. 300-7](#) shall be interpreted in accordance therewith.

3. Eligibility

3.1 Criteria: This Grant targets property owners proposing to develop one (1) additional accessory dwelling unit on their owned property.

Additional accessory dwelling units must be:

- Located within Town boundaries;
- Connected to municipal water and sanitary sewer services;
- Subject to [a bona fide and binding written residential lease](#) with a term of at least one (1) year (a lease with a month-to-month term will not qualify) and with a commencement date prior to or within 30 days of the application funding disbursement;
- Cannot be used for short-term rentals;
- Compliant with all provisions in [the Town’s Zoning By-Law No. 300-7](#) and Municipal Plan; and
- Subject to a minimum of construction costs, renovations costs, and/or rehabilitation costs of \$15,000 in the aggregate.

Applicants must:

- Be the owners of the property;
- Be the lease holders (landlord) for the additional accessory dwelling unit;
- Have not been approved for the Grant on a previous application in respect of another property;
- Be adding one (1) new accessory dwelling unit to their existing single unit dwelling property to a maximum of two (2) dwellings per property, with the existing single unit dwelling’s completion predating the new accessory dwelling unit by at least one (1) year;
- Obtain a building permit within six (6) months of the approved application, for the creation of the additional accessory dwelling (and within the Funding Period);
- Not be in arrears on property taxes or water/sewer charges in respect of the existing single unit dwelling;



- Complete the additional dwelling unit within one (1) year of receiving said building permit and within the Funding Period;
- Successful applicants will need to enter a Grant Agreement with the Town of Riverview prior to the disbursement of any payment under this program and shall be subject to ongoing reporting obligations to the Town of Riverview. Each qualifying accessory dwelling unit under the Grant shall be expected to maintain its status as a long term residential rental unit, for a minimum period of 5 years from the first occupancy of such dwelling unit; and
- In the event a single unit dwelling with accessory dwelling unit qualifying under this Grant is sold to another party prior to Grant funding, the existing Grant Agreement would be nullified, and a new application would be required by the new owner or agent representing them.

3.2 Grant Stacking: This Grant cannot be used in conjunction with any other Town of Riverview grants, however, can be used in conjunction with other Provincial, CMHC, or federal government programs if applicable.

3.3 Funding Period: This Grant is entirely dependent on the Town's HAF funding. This Grant is only applicable to projects that have applied for building permits during the period of the contribution agreement between CMHC and the Town of Riverview (February 16, 2024 – February 16, 2027) (the "**Funding Period**"). Regardless of the status of Grant applications and Review Committee approvals, scheduled payments may be canceled at any time at the discretion of the Town of Riverview, or delegate(s), if there is indication the Town's HAF funding is depleted or revoked.

4. Application

4.1 Form: A Grant Application Form must be completed and submitted on the Town of Riverview at economicdevelopment@townofriverview.ca (see Appendix A). Applications shall include plans, estimates, contracts, and other details required to satisfy the Town about costs and conformity of the project with the Municipal Plan and related by-laws. If an agent is acting on behalf of the property owner, they must ensure authorization is completed and executed by the property owner.

4.2 Process: Applications will be reviewed on a first come first served basis by the Review Committee. All property owners participating in this program must subsequently enter into a Grant Agreement with the Town further specifying the grant's terms and conditions. As a condition of the disbursement of Grant funds, confirmation that the project's final inspection has been completed and approved by the building inspector shall be received by the Review Committee along with a copy of the residential lease entered in respect of the accessory dwelling.

5. Contact Information

Town of Riverview
30 Honour House Court Riverview, NB E1B 3Y9
economicdevelopment@townofriverview.ca
506-387-2141
townofriverview.ca



APPENDIX A - Grant Application Form (HAF – Garden and In-Law Suite Development Grant)

Applicant Contact Information

Name of Registered Property Owner: _____

Mailing Address of Property Owner: _____

Phone Number: _____

Email: _____

Agent Contact Information (if applicable)

Name of Agent Applying on Behalf of Property Owner: _____

Mailing Address: _____

Phone Number: _____

Email: _____

Property Information

Property Civic Number: _____

Property Identification Number (PID): _____

Legal Description of Property (Lot and Plan Number): _____

Pre-existing Building Description on Property: _____

Confirmation that the Property is connected to municipal water and sewer systems: _____

Development Information

Please provide a detailed description of the proposed development taking place on the site. This could include accessory dwelling size and type (i.e., in-law suite, garden suite), construction materials, preliminary plans, cost estimates, etc. We ask that you please attach any relevant documents/details to this application form, for example detailed construction drawings, plans, estimates, contracts, if available:

Estimated Construction Start Date (Month/Year): _____

Estimated Construction End Date (Month/Year): _____

Building Permit Number (if applicable): _____



Certifications and Undertakings

I/WE HEREBY APPLY for a Grant under this program.

I/WE HEREBY AGREE to abide by the terms and conditions of the Housing Accelerator Fund Garden and In-Law Suite Development Grant as specified in this application.

I/WE HEREBY AGREE to enter into a Grant Agreement with the Town of Riverview that specifies the terms and conditions of the Housing Accelerator Fund Garden and In-Law Suite Development Grant.

I/WE HEREBY AGREE that a Grant under the Program is contingent upon the new accessory dwelling being rented as a long term residential rental property (not a short-term rental property) with initial tenancy under a written residential lease having a term of at least one year in duration.

I/WE HEREBY GRANT PERMISSION to the Town, or its delegates, to make inquiries with the proposed tenant(s) of the accessory dwelling indicated on the lease (and we will facilitate this process by providing contact particulars for such tenants) to confirm the bona fides of the lease presented in support of the Grant.

I/WE HEREBY GRANT PERMISSION to the Town, or its delegates, to inspect my/our property prior to, during, and after environmental remediation, site rehabilitation and project construction.

I/WE HEREBY CERTIFY that the property for which this application is submitted is in compliance with all Town of Riverview zoning provisions, as identified in the Municipal Plan, Zoning By-Law No. 300-7 and any other applicable municipal by-laws.

I/WE HEREBY CERTIFY that the property is not subject to any outstanding work orders or any enforcement procedures of any governmental authority.

I/WE HEREBY CERTIFY that the property for which this application is being submitted is not in a position of property tax arrears, and that all owed property taxes have been paid.

I/We HEREBY CERTIFY that the property for which this application is being submitted is not in a position of municipal water/sewer arrears, and that all water/sewer account assessments have been paid.

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 Town of Riverview by such inquiry as it deems appropriate, including inspection of the property for which this application is being made.

I/WE HEREBY AGREE that the program for which this application has been made herein is subject to cancellation and/or change at any time by the Town of Riverview in its sole discretion, subject to the terms and conditions specified in the program.



Dated at the, _____ (day), of _____ (month), _____ (year)

Name of Owner _____

Signature of Owner _____

Signature of Owner or Authorized Agent _____