

# REQUEST FOR PROPOSAL

## RFP-24-05

**PARCEL DEVELOPMENT – 377 MAIN STREET PID 00267666, SUSSEX, NB**

**CLOSING: FRIDAY, DECEMBER 13<sup>TH</sup>, 2024 @ 2:00 PM, LOCAL TIME**

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### SECTION I - PROJECT OVERVIEW

On behalf of the town of Sussex, the Council of the town of Sussex is seeking development proposals for a vacant parcel of land that the town of Sussex currently owns. The land can be identified as PID # 00267666, and described by a tentative address of a land parcel accessed off Main Street commonly known as 377 Main Street with an assigned acreage to this land parcel of 3,327 square meters; See Appendix I, for Aerial PID and parcel location and surrounding development diagrams.

This parcel benefits from significant public and private investments in the immediate vicinity, including the Sussex Elementary School, Sussex Regional Hospital, Sussex Regional High School, Sussex Middle School, Kiwanis Nursing Home and a multitude of access to the Sussex Industrial Park. The parcel also has direct and easy access to Main Street. The town of Sussex's development goals for the site include maximizing the site's development potential and contributing to the vibrancy of the town of Sussex area with a well-designed development that will bring employees, residents, customers, hotel guests and/or visitors to the area.

This parcel is currently zoned R3, with Terms and Conditions under By-law 1350-10-33 and listed under Section 15 of the Town's current consolidated Zoning By-law 1350-24 as an exemption and zoned R3 with terms and conditions.

The Town has currently developed and enacted Policy documents to attract and incentivize affordable housing development in Sussex. It is believed this land parcel would be an attractive site for affordable housing development. Copies of the Town's T1 and T2 Policy documents are attached to this RFP as appendices.

### SECTION II - TERMS AND CONDITIONS

#### 1. PROPOSAL SUBMISSIONS

- a) To obtain RFP documents contact Scott M. Hatcher, P. Eng. at [scott.hatcher@sussex.ca](mailto:scott.hatcher@sussex.ca) with **RFP-24-05 Parcel Development – 377 Main Street, PID 00267666** in the subject line or by calling 506-432-4553.
- b) Proponents are to submit six (6) copies of their proposal to allow for distribution to members of the selection committee and the Town Clerk.
- c) Proposals must be submitted in sealed envelopes and clearly marked on the outside of the envelope "**RFP-24-05 Parcel Development – 377 Main Street, PID 00267666**" and must also include the **name and address of the Proponent**.
- d) Proponents shall be solely responsible for the delivery of their proposals in the manner and time prescribed.
- e) All Proposals shall either be mailed, couriered, or delivered personally to the **town of Sussex, 524 Main Street, Sussex, NB, E4E 3E4**, whereupon they will be deposited into a locked tender box. It is the responsibility of the Proponent to ensure that Proposals are in possession of the town of Sussex on or before the closing date and time stated in the RFP documents. A Proposal shall be deemed to have been received when the envelope has been deposited into the locked tender box. Proposals will not be accepted by fax or electronic submission with the exception of one electronic copy as referred to in Section V, Proposal Submission Requirements.
- f) Proposals received after the time and date specified shall be rejected.

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- g) Only those Proposals submitted by persons who have been listed as having obtained RFP documents from the Town will be considered.
- h) Any and/or all addenda must be properly filled out, signed and returned as instructed herein.
- i) It is the responsibility of all Proponents, who obtain documents, to ensure that they are properly listed / recorded as having received RFP documents. Please ensure when you obtain your RFP documents from the town of Sussex that your Company name is properly registered on the Bidders / Vendors list.
- j) Proponents responding to the public notice are advised that official RFP documents may only be obtained from the Town of Sussex. Only those Proponents who have received the RFP document directly from the Town are eligible to submit a Proposal.

### 2. PROPOSAL CLOSING

- a) Proposals must be received at the town of Sussex not later than **FRIDAY, DECEMBER 13, 2024 @ 2:00:00 P.M.** – LOCAL TIME, at which time there will be a public opening. At the opening, only the names and addresses of the Proponents will be disclosed. No other information about the Proposal or its contents will be made public at this time.

### 3. OPTIONAL PRE-PROPOSAL INFORMATIONAL MEETING

- a) An informational meeting will be held: Tuesday, December 3, 2024 at 3:00 p.m., local time at the town of Sussex Town Hall, 524 Main Street, Sussex, NB E4E 3E4.

The following contact information shall be directed to: S. M. Hatcher, P. Eng., CAO, town of Sussex at [scott.Hatcher@Sussex.ca](mailto:scott.Hatcher@Sussex.ca) or (506) 432-4553 direct to RSVP your attendance at the Pre-Proposal Informational Meeting.

### 4. REQUESTS FOR ADDITIONAL INFORMATION, INSTRUCTIONS AND / OR CLARIFICATION

- a) All requests for additional information, clarifications, or instructions concerning this RFP must be sent to the Scott Hatcher, P. Eng. by E-MAIL at [scott.hatcher@sussex.ca](mailto:scott.hatcher@sussex.ca) with **RFP-24-05 Parcel Development – 377 Main Street, PID 00267666** in the subject line, and received by the Scott Hatcher, P. Eng. no later than **MONDAY DECEMBER 09, 2024 @ 2:00 PM.** - LOCAL TIME.
- b) Contact with any other elected or administrative officials from the Town or any government department involved with the Request for Proposal is absolutely prohibited and shall be considered as grounds for disqualification from the evaluation process.
- c) Questions regarding the Request for Proposal are to be sent to the town of Sussex. Questions must be in writing and received at least four (4) working days prior to the Request for Proposal due date. Copies of all questions and answers, and any addenda to supplement the Request for Proposal, will be sent by fax to each proponent no later than four working days prior to the Request for Proposal closing. Only formal written responses to properly submitted questions will be binding in the evaluation process. Each interested Proponent is responsible to ensure that they meet or exceed the requirements set forth in this Request for Proposal.
- d) Town staff may provide periodic updates and addenda to this project and this informational so will be posted on the town of Sussex website. Interested proponents are encouraged to periodically check the town of Sussex website for any new information concerning this process.

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- e) Additional information, clarifications or instructions provided to a Proponent that may, in the opinion of the Town, be of general interest and any other information or instructions that the Town may deem to be appropriate in the circumstances may be incorporated in an Addendum to the RFP that will be distributed to all Proponents.

### 5. ADDENDA

- a) Addenda may be issued during the Request for Proposal period. All Addenda become part of the RFP documents. Associated costs with respect to requirements of Addenda must be included in the Proposal.
- b) Replies to clarifications requested by Proponents may be made in the form of an Addendum, a copy of which will be forwarded to each person or firm registered as having RFP documents.
- c) It will be the responsibility of the Proponent to contact the Scott M. Hatcher, P. Eng. prior to submitting a Proposal to ascertain if any Addenda have been issued, to obtain the Addenda and to return executed Addenda with the Proposal. Proponents must ensure Addenda is included in the original Proposal envelope, or, in the event that the original documents have already been submitted, in a separate bid envelope clearly identified as **RFP-24-05 Parcel Development – 377 Main Street, PID 00267666 Addendum** and delivered to town of Sussex prior to RFP closing.

FAILURE TO RETURN ANY AND ALL ADDENDA WILL BE CAUSE FOR REJECTION OF PROPOSAL SUBMISSION.

### 6. SIGNING

- a) All Proposal submissions must be signed by a representative of your company with lawful signing authority, and include the name of one (1) representative for all communication concerning the Proposal. Included shall be the name, address, telephone number, fax number and e-mail address of the representative.

### 7. MODIFICATION OR WITHDRAWAL OF PROPOSALS

- a) Prior to the Closing Date, a Proposal may be modified or withdrawn by way of written request by e-mail to [scott.hatcher@sussex.ca](mailto:scott.hatcher@sussex.ca) with **RFP-24-05 Parcel Development – 377 Main Street, PID 00267666** in the subject line.
- b) No Proposal can be modified or withdrawn after the Closing Date. Once a Proposal has been selected, it may only be amended in detail with the agreement of the Town and the Contractor upon entering into negotiations.
- c) Amendment must clearly indicate and reference the RFP title and number.
- d) It is recommended that the intention to submit an amendment to the RFP be conveyed to Scott M. Hatcher, P. Eng. at [scott.hatcher@sussex.ca](mailto:scott.hatcher@sussex.ca) prior to making the submission.

### 8. IRREVOCABILITY

- a) Proposals shall remain valid and open for acceptance by the Town for a period of no more than sixty (60) calendar days after the Closing Date. This period may be extended if requested by the Town and agreed to by the Proponent in writing.

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### 9. COST OF PREPARATION OF PROPOSALS

- a) The successful Proponent shall obtain and pay for all licenses and permits which may be required to comply fully with laws, ordinances and regulations of the proper public authorities, in connection with the performance of this work. The successful Proponent shall be responsible for all damages and shall indemnify and save the Town harmless from and against all damages and liability, which may arise out of the failure of the Proponent to obtain and pay for such licenses and permits and to comply fully with any and all applicable laws, ordinances and regulations.
- b) All expenses incurred by the Proponent in connection with the preparation of his/her Proposal are to be borne by the Proponent, and the Town shall not incur any obligation whatsoever towards the Proponent whether their Proposal is accepted or rejected.

### 10. CONTRACT A / CONTRACT B

- a) This RFP is a solicitation methodology that excludes itself from Contract “A” and Contract “B” obligations. By submitting a Proposal, a Proponent agrees to this negotiated process and agrees that they will not bring a claim against the Town of Sussex with respect to the award of a contract, failure to award a contract or failure to honour a response to this RFP.

### 11. REVIEW / SELECTION PROCESS

- a) The Proposals will be referred for evaluation and recommendation by a four-person Committee. The Town reserves the right, if it is deemed necessary, to short list the Proposals submitted and to request interviews with the short list of Proponents.

The committee that will include town of Sussex representatives will review proposals received by the due date. The proposals will be reviewed on how the proposed development will benefit the community, benefit the Town of Sussex economically, improve the quality of life, and provide diversity of design and be in keeping with the architectural characteristics of the surrounding properties. Some or all of the proposers may be requested to present their proposals to the review committee.

During the review process, proposers may be asked questions to clarify their proposals, but cannot modify their proposals. The review committee will make a recommendation as to the proposal that best meets the evaluation criteria. At this point, the town of Sussex will authorize Town staff to negotiate the terms of the development agreement that may include the terms of the transaction.

The town of Sussex reserves the right to reject any or all proposals or parts of proposals, to negotiate modifications of proposals submitted, and to negotiate specific work elements with a proposer into a project of lesser or greater magnitude than described in this Request for Proposal or the proponent's reply.

### 12. AWARD OF PROPOSAL

- a) The Town shall notify the successful Proponent by e-mail and / or written confirmation that he / she is the successful Proponent, at which time the Town shall issue a Purchase Order, or the Town may request that a formal Contract be signed.

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## 13. TOWN OF SUSSEX CONTRACTING REQUIREMENTS

- a) Requirements that apply to all developments:
  - 1. The development must be in conformance Community Planning Act of the Province of New Brunswick.
  - 2. The development must be in conformance Local Governance Act of the Province of New Brunswick.
  - 3. Rezoning Responsibility: It is the selected successfully proponent's responsibility to undertake and finance any rezoning, variance and use permits necessary for approval of the proposed development.

## 14. TENTATIVE PROPOSAL SCHEDULE

- Following is the anticipated tentative timeline:
- Pre-proposal meeting: December 03, 2024
- Deadline for Clarifications: December 09, 2024
- Submission deadline for proposals: December 13, 2024
- Review / evaluation of proposals: December 27, 2024
- Recommendation of selected developers to town of Sussex Council (Tentative) January 13, 2025

## 15. MODIFICATION TO CONTRACT TERMS, CONDITIONS AND SPECIFICATIONS

- a) No alterations or variations of the terms of the Contract shall be valid or binding upon the Corporation unless authorized in writing by the town of Sussex.
- b) No subcontract, delegation or assignment of the resulting Contract for the execution of the works or any portion is permitted without the consent of and written permission from the town of Sussex. Such consent shall not relieve the Contractor from any liability.

## 16. INVOICING AND PAYMENT TERMS

- a) Proponents are requested to include any proposed payment terms with their submission. In the event a Proponent does not specify a payment term, the Town's standard payment term shall prevail.

- b) Invoices shall be directed to:

TOWN OF SUSSEX  
524 MAIN STREET  
SUSSEX, N.B.  
E4E 3E4

E-mail: [shelley.scott@sussex.ca](mailto:shelley.scott@sussex.ca)

- c) In addition to the H.S.T. Registration number, Vendors are required to provide the amount of H.S.T. separately on all invoices.
- d) Invoices must indicate the invoiced amount, less the Holdback (if applicable), with the H.S.T. calculated on the resulting Sub-Total.
- e) The Purchase Order number must appear on all invoices.
- f) Payment is to be monthly and an invoice, accepted by Town Council, and the invoice approved by Town Council at the next regular monthly meeting of Council.

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### 17. RECTIFICATION PERIOD

- a) If a Proponent fails to satisfy all of the mandatory submission requirements, the Town may, at the discretion of the Town, issue the Proponent a rectification notice identifying the deficiencies and providing the Proponent an opportunity to rectify the deficiencies. If the Proponent fails to satisfy the mandatory submission requirements within the rectification period, its Proposal will be excluded from further consideration. The rectification notice will be sent by email and the rectification period will be stated in the rectification notice.

### 18. TOWN'S RIGHTS

- a) The Town reserves the right to request and obtain additional information as required from Proponents in a reasonable length of time, in order to complete the bid evaluation process.
- b) The Town reserves the right to remove from eligibility to submit Proposals, for an indeterminate period, the name of any Contractor for unsatisfactory performance of the Contract.
- c) The Town reserves the right to terminate this agreement within ten (10) calendar days written notice should ownership of the service provider change.
- d) The Town reserves the right to make interim arrangements if the successful Contractor or its agents are affected by strikes, lockouts, Acts of God, or any other disturbances which render the Contractor unable to provide the services specified herein.
- e) The Town reserves the right, by virtue of this RFP, to not commit themselves to making an award from the Proposals submitted, and may choose to seek other solutions to their anticipated projects.
- f) The Town reserves the right to use its own staff for any maintenance it deems necessary.
- g) The Town reserves the right to determine acceptability of deviations and / or equivalencies.
- h) This Request for Proposal shall be awarded IN WHOLE to one (1) Contractor.
- i) The Town reserves the right to ADD or DELETE requirements during the terms of this agreement to meet its changing needs, subject to mutual agreement between the Town and the successful Contractor.
- j) The Town reserves the right to award in its best interest. Proposals with the lowest price or any price need not necessarily be accepted.
- k) The Town reserves the right NOT to award this Request for Proposal due to budgetary or other considerations.
- l) The Town does not bind itself in any way to accept any submission and reserves the right to negotiate alternatives and modifications to the submissions received.
- m) The Town retains the right to terminate this agreement due to budgetary, considerations, should the Town decide to employ its own work force, or for any other reason for which the Town must, or deems it necessary, to terminate the Contract.

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### SECTION III - COMMUNITY HISTORY AND DEMOGRAPHICS

**BACKGROUND OF OUR COMMUNITY:** The Municipality of Sussex, situated in beautiful Kings County, and is located in south central New Brunswick, Canada, strategically located between the province's three largest cities: Saint John, Moncton, and Fredericton. With tree-lined streets, gracious older homes and an abundance of small-town charm, Sussex combines a thriving business culture, recreational possibilities and an outstanding array of community services.

In 1857 the European and North American Railway was opened, connecting the farming communities of the Kennebecasis River Valley with Saint John and Moncton. Sussex was incorporated in 1895 but was only officially established as a town on April 30, 1904. The settlers were for the most part British Loyalists who had fled the American Revolution in 1776, with many Irish refugees of the potato famine from the mid-19th century settling in the nearby farming communities.

In 1885, the Sussex Military was established on the eastern edge of the town. The facility was closed following the Second World War and the town purchased the land to expand the municipal boundaries. Today the agricultural exhibition and some areas remain as open land on the former site of Camp Sussex.

Sussex underwent several changes in the post-war period. In the early 1960s, several local roads were upgraded as part of the Trans-Canada Highway project which saw Route 2 pass immediately north of the town between Fredericton and Moncton. At the same time, a series of local roads in the Kennebecasis River valley were designated as Route 1, running from an interchange with the Trans-Canada at Sussex, southwest to Saint John.

The creation of Sussex as a highway interchange in this post-war period led to some transportation planners in New Brunswick calling for the consolidation or closure of the Fredericton, Saint John and Moncton airports to be replaced by a single airport located in Sussex to serve all three population centers of southern New Brunswick; this being in the late 1950's / early 1960's before these facilities underwent considerable expansion. Sussex is still considered the best strategically located town, being in the center of what has been called New Brunswick's "Golden Triangle".

Sussex also began to see a growing tourism trade, with many flocking to see the collection of wood-constructed covered bridges throughout the central area of Kings County. As the heart of Kings County with its 16 covered bridges, Sussex is also known as the Covered Bridge Capital of Atlantic Canada. Eight of these wonderful wooden structures are within a ten-minute drive of town hall. In addition, an agricultural fair draws visitors each August (marking 113 years in 2008), as well as the establishment of southern New Brunswick's only alpine ski hill in the Caledonia Mountains southeast of the Town at Poley Mountain. Twenty-six murals were created during the summers of 2006 and 2007, establishing its reputation as the Mural Capital of Atlantic Canada. There is also a very

popular international hot air balloon festival in Sussex held every September, and Canada's largest outdoor flea market each August.

Potash was subsequently discovered in large quantities in the area surrounding Sussex, with the deposit being the second largest in the world after an area in Saskatchewan. Two mines were built near the town, one at Penobsquis, 8 km to the east, and another at Cassidy Lake (no longer operational), 10 km to the southwest. CN Rail built track to serve both mines, which employed hundreds from the surrounding area. Since 2003, natural gas has been produced from the McCully field near Sussex.

In recent years this development in Potash extraction has been considered the leading economic driver to our Region's economic activity. While many will say this industry is truly located outside the municipal boundaries, while

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true the Town has welcomed all activity within our Region, and, even if in some small way if the Town's industrial partners can provide support services to the industry as well as many of the employees call Sussex home, then it is all to our benefit. We have had a history in mining Potash and the industry was part of our fabric and we were good at it!

The Town entered economically has been developing as a day visit destination with an ever-growing offering of festivals, weekend event and day experience destination with many opportunities to play, explore and grow within our Region. Following the cessation of mining operations community leaders developed a tourism, arts and culture destination portfolio to attract visitors to the truly unique experience is the New Brunswick Parklands Region. Today we build on our character, unique location and complete offering of destination services and experiences which will let our visitors play, explore and grow!

Our adaptation in October 2002 was necessary with the realignment of the Trans-Canada Highway (Route 2) between Fredericton and Moncton which no longer passed through Sussex, instead carrying the province's east-west interprovincial traffic 30 km north of the Town. Our Gateway to the Fundy experience was launched to reposition Sussex and the surrounding Region as a great launch experience to visitors wishing to visit to Fundy and to provide them with the opportunity to cherish the unique character and lifestyle within our Region.

On January 01, 2023 Sussex was subject of Local Governance Reform and as part of that provincial process it saw the amalgamation of the former Town of Sussex, former Village of Sussex Corner and a small annexation of Local Service District areas to form Sussex. It is estimated the new Sussex has a combined population of 6,012 area residents.

Sussex is known for its location as a regional service centre, a support service centre for businesses that directly provide services to industrial operations, and for the surrounding agricultural communities of the upper Kennebecasis River valley, as well as a highway service centre on Route 1, the primary highway between Moncton and Saint John. Route 1 is the most heavily travelled route in the Maritimes to the United States.

Sussex is also home to Kingswood University (formerly Bethany Bible College), the only college in Canada owned by the Wesleyan Church.

The town of Sussex, being considered the regional hub has a highly organized group of local business owners located in Downtown Sussex, and together with a municipality with a long heritage of commerce and is considered the regional center for the surrounding municipalities of Norton, Sussex Corner and the surrounding rural LSD areas. Our broader community within the immediate service area of approximately 25,000 residents, and, is one of the attractive living environments in Atlantic Canada that services their business needs. Join us and experience our Play, Explore and Grow with our unique character in the greater Sussex Region!



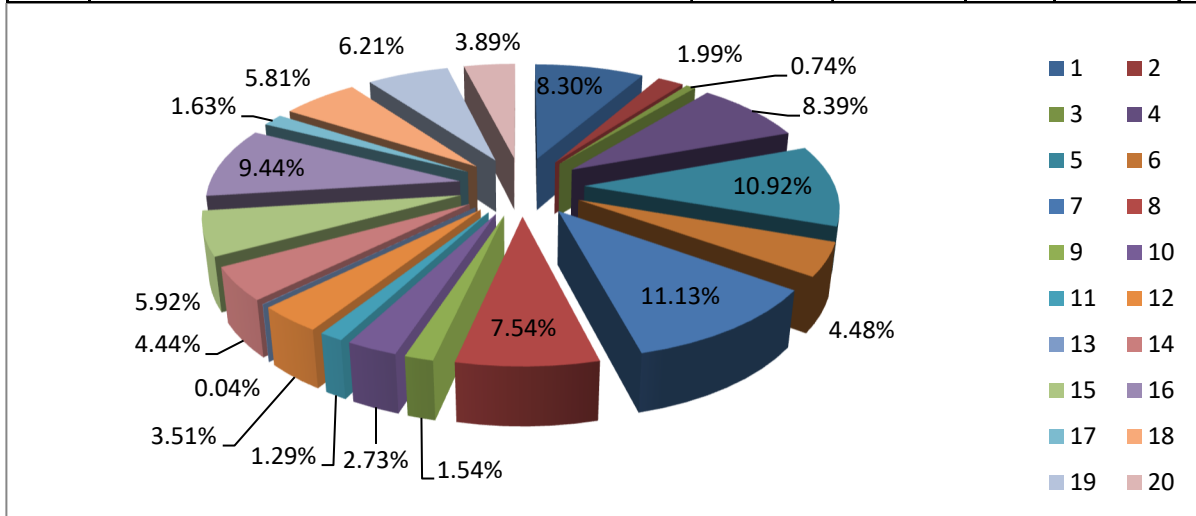
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DEMOGRAPHICS  
Labour Force Characteristics

Total Labour Force 15+ by Industry for Enterprise Fundy CEDA Region and Province 2006						
	Fundy CEDA Region			Province-wide		
	Numbers	%	Rank	%	Rank	
<b>Total Labour Force 15+ by industry</b>	<b>24,036</b>					
<b>Industry not applicable</b>	<b>380</b>					
<b>All industries</b>	<b>23,665</b>					
1 Agriculture, forestry, fishing and hunting	1,965	8.30%	5	5.59%	8	
2 Mining and oil and gas exploration	470	1.99%	14	0.89%	19	
3 Utilities	175	0.74%	17	1.03%	18	
4 Construction	1,985	8.39%	4	6.39%	7	
5 Manufacturing	2,585	10.92%	2	12.56%	1	
6 Wholesale trade	1,060	4.48%	11	3.47%	13	
7 Retail Trade	2,635	11.13%	1	11.22%	2	
8 Transportation and Warehousing	1,785	7.54%	6	5.48%	9	
9 Information and Cultural Industries	365	1.54%	16	1.97%	17	
10 Finance and insurance	645	2.73%	13	2.98%	14	
11 Real estate, rental and leasing	305	1.29%	18	1.07%	16	
12 Professional, scientific and technical services	830	3.51%	12	3.53%	12	
13 Management of companies and enterprises	10	0.04%	19	0.05%	20	
14 Administrative support	1,050	4.44%	10	4.70%	11	
15 Educational Services	1,400	5.92%	8	6.60%	6	
16 Health care and social assistance	2,235	9.44%	3	11.05%	3	
17 Arts, accommodation and food services	385	1.63%	15	1.59%	15	
18 Accommodations and Food Services	1,375	5.81%	9	6.64%	5	
19 Other services (except public administration)	1,470	6.21%	7	5.38%	10	
20 Public administration	920	3.89%	12	7.81%	4	



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## Statistics Canada Census Profile

STATISTICS CANADA CENSUS PROFILE based on 2011 Census Data						
TOPIC	Sussex - Town			Sussex Corner - Village		
	Total	Male	Female	Total	Male	Female
<b>Population Characteristics</b>						
Population in 2011	4312			1495		
Population in 2006	4241			1413		
2006 to 2011 population change (%)	1.7			5.8		
<b>Dwelling Counts</b>						
Total private dwellings	2072			670		
Private dwellings occupied by usual residents	1943			651		
Population density per square kilometre	477.4			158.6		
Land area (square km)	9.03			9.43		
<b>Age Characteristics</b>						
Total population by age groups	4310	1975	2335	1495	700	795
0 to 19	970	480	490	330	175	155
20 to 34	685	330	355	215	95	120
35 to 49	770	360	410	300	145	155
50 to 64	935	445	490	335	160	175
65 and over	950	380	570	315	140	175
Median age of the population	45.4	42.9	47.1	46.1	43.2	47.7
% of the population aged 15 and over	84.3	83.5	84.8	83.7	82.1	85.1
<b>Marital Status</b>						
Total population 15 years and over by marital status	3630	1650	1980	1255	575	680
Married or living with a common-law partner	1980	995	990	800	400	400
Married (and not separated)	1700	850	850	705	350	355
Living common law	275	140	140	95	45	50
Not married and not living with a common-law partner	1645	660	990	450	175	275
Single (never legally married)	900	460	440	240	125	120
Separated	125	40	80	30	10	20
Divorced	275	105	170	80	25	50
Widowed	355	50	300	95	10	85
<b>Family Characteristics</b>						
Total number of census families in private households	1220			455		
Total children in census families in private households	1175			410		
Average number of children at home per census family	1			0.9		
<b>Household and Dwelling Characteristics</b>						
Total number of persons in private households	4215	1940	2275	1495	700	800
Average number of persons per census family	2.8			2.8		
Total number of occupied private dwellings by structural type of dwelling	1945			650		
Single-detached house	1105			410		
Apartment; building that has five or more storeys	5			0		
Movable dwelling	0			155		
Other dwelling	830			85		
Semi-detached house	140			5		
Row house	105			10		
Apartment; duplex	75			5		
Apartment; building that has fewer than five storeys	495			65		
Other single-attached house	15			5		
Number of persons in private households	4215			1495		
Average number of persons in private households	2.2			2.3		
<b>Language</b>						
Detailed mother tongue - Total population excluding institutional residents	4225	1955	2275	1495	695	800
Single responses	4215	1950	2265	1490	700	790
English	96.85%	4080	1890	2185	675	770
French	1.81%	70	30	40	15	15
Non-official languages	0.75%	65	30	35	10	5

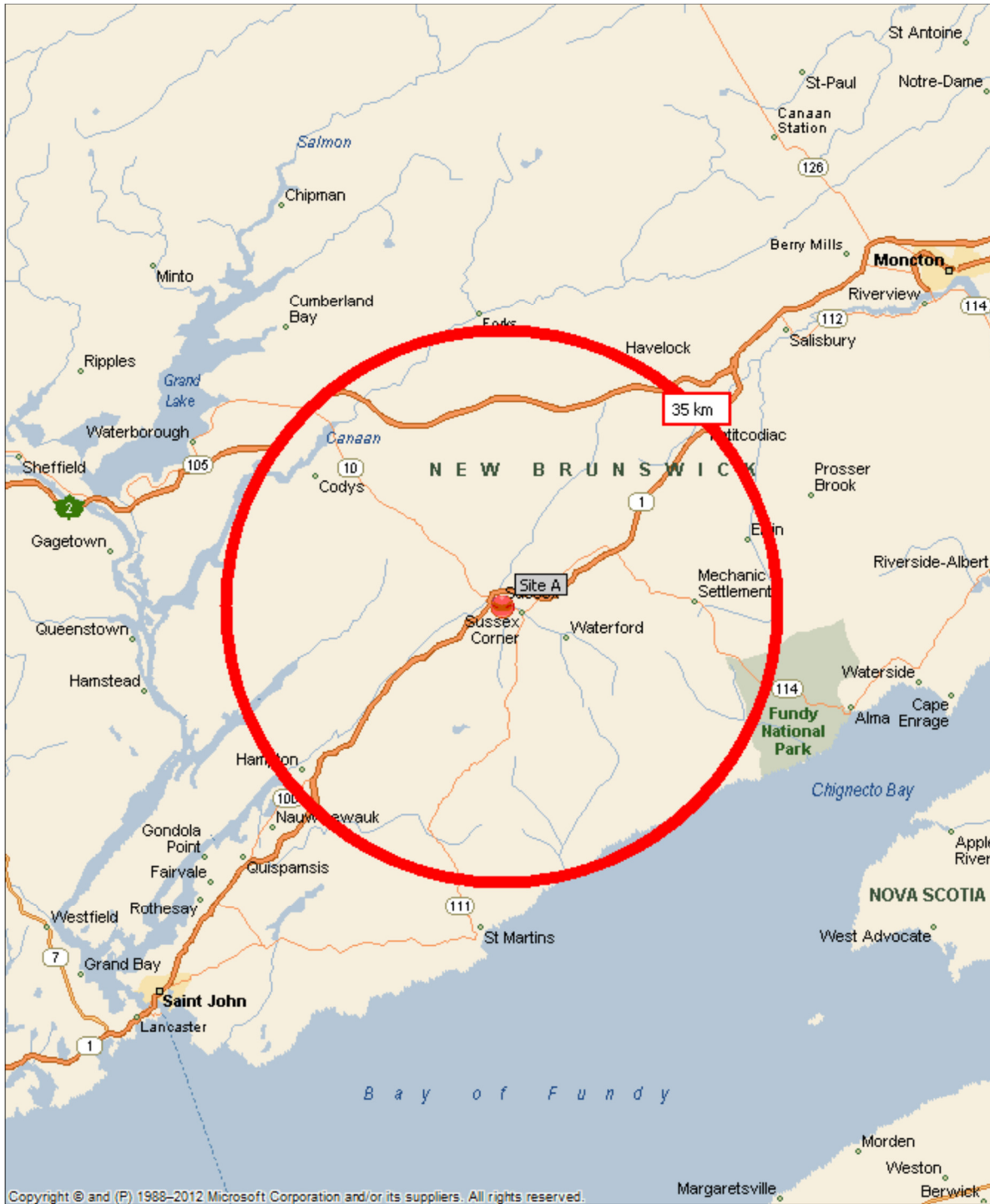
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## DEMOGRAPHICS 35 KM RADIUS



# REQUEST FOR PROPOSAL RFP-24-05

**PARCEL DEVELOPMENT – 377 MAIN STREET PID 00267666, SUSSEX, NB**

**CLOSING: FRIDAY, DECEMBER 13<sup>TH</sup>, 2024 @ 2:00 PM, LOCAL TIME**

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Shared Services Canada  
2015 Demographic Snapshot

2015 Demographic Snapshot	Site A 35 kilometer ring	
		%
2011 Census*	27,586	
2015 Population estimate	27,297	
2018 Population projection	27,482	
% Population Change (2011-15)	-1.0%	
% Population Change (2015-18)	0.7%	
<b>2015 Population by Age</b>		
	<b>27,297</b>	
0 to 4 years	1,311	5%
5 to 19 years	4,727	17%
20 to 24 years	1,661	6%
25 to 34 years	2,578	9%
35 to 44 years	3,084	11%
45 to 54 years	4,174	15%
55 to 64 years	4,305	16%
65 to 74 years	3,205	12%
75 to 84 years	1,608	6%
85 years and over	643	2%
<b>Median Age</b>	45.8	
<b>2015 Families</b>		
	<b>8,471</b>	
Married couples	6,362	75%
Without children at home	3,338	39%
With children at home	3,023	36%
Common-law couples	932	11%
Without children at home	489	6%
With children at home	443	5%
Lone-parent families	1,177	14%
Average Persons Per Family	2.8	
Average Children Per Family	0.9	
<b>2015 Households</b>		
	<b>11,125</b>	
Persons per household	2.5	
Average household income	\$74,156	
Median Estimated Household Income	\$52,370	

# REQUEST FOR PROPOSAL RFP-24-05

**PARCEL DEVELOPMENT – 377 MAIN STREET PID 00267666, SUSSEX, NB**

**CLOSING: FRIDAY, DECEMBER 13<sup>TH</sup>, 2024 @ 2:00 PM, LOCAL TIME**

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Shared Services Canada

2015 Demographic Snapshot	Site A 35 kilometer ring	
		%
<b>2015 Population 25 to 64 years by Educational Attainment</b>	<b>14,141</b>	
No certificate, diploma or degree	2,047	14%
High school diploma or equivalent	4,205	30%
Apprenticeship or trades certificate or diploma	1,881	13%
College, CEGEP or other non university certificate or diploma	3,759	27%
University certificate or diploma below bachelor level	168	1%
Bachelor's degree	1,703	12%
University certificate, diploma or degree above bachelor level	379	3%
<b>2015 Population by Marital Status (15 years+)</b>	<b>23,006</b>	
Single	5,024	22%
Common-Law	1,841	8%
Married	12,813	56%
Divorced or Separated	1,781	8%
Widowed	1,547	7%
<b>Top 3 Dominant Languages</b>	English French German	
<i>* Population counts have been adjusted by MapInfo for census undercounts.</i>		

# REQUEST FOR PROPOSAL RFP-24-05

PARCEL DEVELOPMENT – 377 MAIN STREET PID 00267666, SUSSEX, NB

CLOSING: FRIDAY, DECEMBER 13<sup>TH</sup>, 2024 @ 2:00 PM, LOCAL TIME

## DEMOGRAPHICS 95 KM RADIUS



# REQUEST FOR PROPOSAL RFP-24-05

**PARCEL DEVELOPMENT – 377 MAIN STREET PID 00267666, SUSSEX, NB**

**CLOSING: FRIDAY, DECEMBER 13<sup>TH</sup>, 2024 @ 2:00 PM, LOCAL TIME**

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Shared Services Canada  
2015 Demographic Snapshot

2015 Demographic Snapshot	Site A 95 kilometer ring	
		%
2011 Census*	434,335	
2015 Population estimate	448,557	
2018 Population projection	464,713	
% Population Change (2011-15)	3.3%	
% Population Change (2015-18)	3.6%	
<b>2015 Population by Age</b>		
	<b>448,557</b>	
0 to 4 years	22,730	5%
5 to 19 years	71,433	16%
20 to 24 years	30,747	7%
25 to 34 years	60,697	14%
35 to 44 years	59,230	13%
45 to 54 years	65,482	15%
55 to 64 years	61,630	14%
65 to 74 years	44,218	10%
75 to 84 years	22,333	5%
85 years and over	10,057	2%
<b>Median Age</b>	41.6	
<b>2015 Families</b>		
	<b>136,786</b>	
Married couples	92,340	68%
Without children at home	47,629	35%
With children at home	44,711	33%
Common-law couples	20,359	15%
Without children at home	12,328	9%
With children at home	8,031	6%
Lone-parent families	24,088	18%
Average Persons Per Family	2.7	
Average Children Per Family	0.9	
<b>2015 Households</b>		
	188,989	
Persons per household	2.4	
Average household income	\$78,416	
Median Estimated Household Income	\$55,166	

# REQUEST FOR PROPOSAL RFP-24-05

**PARCEL DEVELOPMENT – 377 MAIN STREET PID 00267666, SUSSEX, NB**

**CLOSING: FRIDAY, DECEMBER 13<sup>TH</sup>, 2024 @ 2:00 PM, LOCAL TIME**

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Shared Services Canada

2015 Demographic Snapshot	Site A 95 kilometer ring	
		%
<b>2015 Population 25 to 64 years by Educational Attainment</b>	<b>247,039</b>	
No certificate, diploma or degree	27,567	11%
High school diploma or equivalent	66,212	27%
Apprenticeship or trades certificate or diploma	25,629	10%
College, CEGEP or other non university certificate or diploma	63,958	26%
University certificate or diploma below bachelor level	4,341	2%
Bachelor's degree	43,176	17%
University certificate, diploma or degree above bachelor level	16,155	7%
<b>2015 Population by Marital Status (15 years+)</b>	<b>379,853</b>	
Single	98,997	26%
Common-Law	40,547	11%
Married	184,925	49%
Divorced or Separated	32,733	9%
Widowed	22,650	6%
<b>Top 3 Dominant Languages</b>	English French Korean	
<i>* Population counts have been adjusted by MapInfo for census undercounts.</i>		



# REQUEST FOR PROPOSAL

## RFP-24-05

**PARCEL DEVELOPMENT – 377 MAIN STREET PID 00267666, SUSSEX, NB**

**CLOSING: FRIDAY, DECEMBER 13<sup>TH</sup>, 2024 @ 2:00 PM, LOCAL TIME**

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### **SECTION IV - BACKGROUND INFORMATION, LOCATION AND DESCRIPTION OF PARCEL**

All that land been approximately 3,327 square meters, more or less, as described in the Deed of Transfer hereto attached as Appendix II and more particularly identified by the Property Identification Number, PID 00267666 located in the town of Sussex, County of Kings and the Province of New Brunswick.

And, approved for registration by Registrar of Land Titles for the District of New Brunswick on March 23<sup>rd</sup>, 2020 and filed in the Kings County Registry Office as registration number 39953824, Report ID 6071398.

**Planning Framework:** This land parcel is zoned R3 (Six-Family Residential) under the Towns existing Zoning By-law 1350-10-33. Copy attached. The current zoning is intended to provide for the development of medium density family residential homes as a permitted use under By-law 1350-10-33 of the town of Sussex Zoning By-law 1350-24 exempted property. Rezoning will not be considered for this land parcel with the permitted uses envisioned for this lands as described in Sections 6.4 of the Town's Zoning By-law 1350-24, and exempted with Terms and Conditions pursuant to By-law 150-10-33..

The Town of Sussex has just enacted a new Development policy document entitled the town of Sussex Municipal Plan By-law #704-24 as the Town's new governing policy direction for development of the parcel comes from the Comprehensive Plan – Forward for the town of Sussex. The comprehensive Municipal Plan By-law 704-24 can be viewed at:

<https://portal.laserfiche.ca/Portal/DocView.aspx?id=594&repo=r-0001c83b83f2&searchid=f8a10c1c-c4bf-4572-8504-d48442e6d470>

As with all proposed developments in the town of Sussex, final plans are subject to compliance with adopted town By-laws, development policies and orderly development within Sussex approved by Sussex Council.

**Development Goals:** the town of Sussex is developing a population growth strategy to implement development strategies as a Region. A fundamental part of this new strategy is to identify and setup the catalyst of private investment to achieve sustainability with the necessary housing diversity for Sussex and the surrounding area.

In consultation with the Multicultural Association of Sussex and with prominent employers located within the Sussex Region, a specific need for multi-residential housing has been identified and the immediate need for a variety to residential development settings over the first three (3) years of the Sussex Plan forward. And of utmost importance that a number of these new units be considered affordable, rent at 80% of the market rent of Sussex at the time of occupancy of the development. This vision, and possible housing diversity, as noted, with the overall goal of this development to build upon and complement the vitality of surrounding area, including supporting the successes of existing uses, while maximizing the development potential of the site.

The potential for this area is one that combines natural amenities, educational opportunities, housing, proximity to workplaces and retail services and the Sussex Nature Walk Trail System.

Proposals for the site should contribute to this mix of activities by creating a unique place, providing a mix of residential experiences, being affordable, and / or higher density residential buildings to draw in visitors, employees and / or residents in the Sussex Region.

A wider range of uses are possible, including residential and residential uses may be rental and / or ownership and may be directed to the general market or targeted to a specific segment such as senior citizens or students. The goal is to achieve a block that is pedestrian-friendly, an active community and that supports additional development in the adjacent areas.

# REQUEST FOR PROPOSAL

## RFP-24-05

**PARCEL DEVELOPMENT – 377 MAIN STREET PID 00267666, SUSSEX, NB**

**CLOSING: FRIDAY, DECEMBER 13<sup>TH</sup>, 2024 @ 2:00 PM, LOCAL TIME**

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**Impacts:** The Developer will be asked to demonstrate continued connectivity of connection to existing residential development and visitor traffic in the land parcel vicinity while maintain demonstrated setbacks of the exist property lines and as well maintaining the mature tree vegetation as part of the future development proposal.

**Municipal Plan, Development:** The Land parcel will be expected to follow the town of Sussex Municipal Plan By-law 704-24 for all intended usage including, but not limited to, zoning and land use. More detailed information about the zoning and land uses may be found at:

<https://portal.laserfiche.ca/Portal/DocView.aspx?id=594&repo=r-0001c83b83f2&searchid=f8a10c1c-c4bf-4572-8504-d48442e6d470>

**Subdivision By-law:** The Land parcel will be expected to follow the Town of Sussex Subdivision By-law #1006-08, for all intended subdivision development. Each Interested proponent is encouraged to review the development cost sharing of certain municipal services as outlined in the By-law and the full text of By-law #1006-08 may be found at:

<https://portal.laserfiche.ca/Portal/DocView.aspx?id=2577&repo=r-0001c83b83f2&searchid=697c0db5-71da-4b33-bdf9-007b93870bc4>

<https://sussex.ca/media/Rezoning-Development-Requirements-2022.pdf>

**Environmental Drainage:** improvements will be required for the site so that it meets the requirements of the town of Sussex Stormwater Management and Drainage planning. This may include, but is not limited to, construction of on-site stormwater management to maintain existing downstream peak flow rates, water-quality improvements and on-site stormwater improvements as needed.

**Land sale terms:** The Town of Sussex expects the parcel to be sold for a marketable fee on a per acre basis at fair marketable price acceptable to both the town of Sussex and the successful Proponent.

The parcel will be sold pursuant to a Development Agreement that will include a number of terms and conditions that shall include a term and condition that the land sale will be for a set term in years to permit orderly development as agreed by the Town of Sussex and the successful proponent, but shall include a provision of resale back to the town of Sussex at the same price per acre at the Time of execution of the Development Agreement to convey back to the town of Sussex in Fee Simple Title of any undeveloped lands should the term expire prior to the orderly full build out of this development proposal.

The proposal of any interested proponent outline any additional public financial assistance, this requirement may trigger additional requirements at the absolute discretion of the town of Sussex.

# REQUEST FOR PROPOSAL

## RFP-24-05

**PARCEL DEVELOPMENT – 377 MAIN STREET PID 00267666, SUSSEX, NB**

**CLOSING: FRIDAY, DECEMBER 13<sup>TH</sup>, 2024 @ 2:00 PM, LOCAL TIME**

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### SECTION V - PROPOSAL SUBMISSION REQUIREMENTS

Interested Proponents shall submit copies of their proposals as follows:

- One unbound copy,
- Six (6) bound copies and one electronic version in Microsoft compatible or PDF format on CD, via e-mail or memory stick.
- Proposals must be on standard 8½” by 11” paper, font no smaller than 12 point, single spaced, one sided, and with one (1) inch margins at the top, bottom, and sides. All supporting documentation must be on paper no larger than 11’ by 17”. Page limitations are not absolute but should be adhered to as closely as possible.
- Proposals and supporting documentation must be submitted in a sealed envelope labeled “**RFP-24-05 Parcel Development – 377 Main Street, PID 00267666**”, town of Sussex, 524 Main Street, Sussex NB, E4E 3E4. Proponents name and mailing address must appear on the envelope.
- Interested Proponents may choose to provide additional sets if and when invited to do so for presentation purposes. Submissions will not be returned, and the costs of these proposals shall be borne by the interested proponent

**Proposal Contents:** The information being requested through this RFP is necessary for the town of Sussex to adequately evaluate your proposal. Failure to supply the requested information may result in rejection of your proposal. The town of Sussex is not responsible for the costs incurred by proposers or their subcontractors incurred in connection with this Request for Proposal, including, but not limited to costs associated with preparing a proposal or associated with participating in any presentations or negotiations related to this Request for Proposal.

Proposals must include the following:

1. A cover page that includes the following information:
  - a. Developer’s name and mailing address
  - b. Developer’s current legal status: corporation, partnership, sole proprietor, etc.
  - c. Canadian Business ID number
  - d. Provincial Business ID number, if applicable, if different.
  - e. Contact person’s name, title, phone number, fax number and e-mail address.
  - f. Signature of authorized corporate officer for each entity proposing as a partnership or team
2. Table of Contents
3. A cover letter – 1 page maximum
4. Proponent Information, area of specialty including the following: twelve (12) page maximum
  - a. Developer’s ability to complete the development, including experience and financial backing information.

# REQUEST FOR PROPOSAL

## RFP-24-05

**PARCEL DEVELOPMENT – 377 MAIN STREET PID 00267666, SUSSEX, NB**

**CLOSING: FRIDAY, DECEMBER 13<sup>TH</sup>, 2024 @ 2:00 PM, LOCAL TIME**

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- b. A description (narrative, schematic plans and elevations) of the proposed development (e.g., size of building and square footage of specific components, nature of improvements and how they would bring active public uses to the block, amount and type of parking spaces needed, anticipated materials and design style / concept, circulation patterns, proposed public real land improvements, or any other provision of the proposal) to be built on the site. As noted above, the proposal should indicate how the setbacks might best be deployed to complement the proposal. Only residential development will be considered in this proposal. The proposal should include tentative information about the bedroom compositions, rents and / or sales prices and amenities / services included.
  - c. An identification of the entities that will be involved, a description of the roles they will play (e.g., developer, building owner, tenant, professional consultant) and a summary of the team's past experience in working together. A description of the entities' experience in developing similar projects must be included, including location, type of development, proposer's role(s), cost of project, funding sources, status of project and information about any continued financial or operating interest in each. Identify the principal person who will speak for the development team and any other key participants who will be involved in negotiating the project terms. Specify whether the development entity is or intends to form a corporation, a general or limited partnership, a joint venture or other type of business association to carry out the proposed development. The developer must also provide two years of financial statements, which may be submitted confidentially under separate cover. Design consultants and contractors on the team must be licensed in the State of Arkansas; the submission must include a certification that identified team members meet these requirements.
  - d. A market study or other information documenting the demand for the proposed spaces. A description of the public benefits that will result from the development, e.g., the number and types of housing units, tax base enhancement, the provision of retail goods and services, public realm improvements, etc. This should include an estimate of the taxable real estate value upon completion and annual real estate taxes.
  - e. A proposed time frame for the development, including identification of any conditions that must be met before the proposal can become a reality. The schedule should include the time needed to obtain financing, complete design and secure permits and approvals, prepare the site, start and complete construction, and start and complete lease-up and / or sellout.
  - f. A description of the public benefits that will result from the development, e.g., the number and types of housing units, tax base enhancement, the provision of retail goods and services, public realm improvements, etc. This should include an estimate of the taxable real estate value upon completion and annual real estate taxes.
  - g. Any other information that would help Town of Sussex staff understand and evaluate the concept. The contents of the proposal and any clarification to the contents submitted by the successful proposer may become part of the contractual obligation and be incorporated by reference into the redevelopment contract between the selected proponent / developer and the Town of Sussex.
5. Attachments. Maps, financial statements and tentative plans.

**SUSSEX  
REQUEST FOR PROPOSAL  
RFP 24-05**

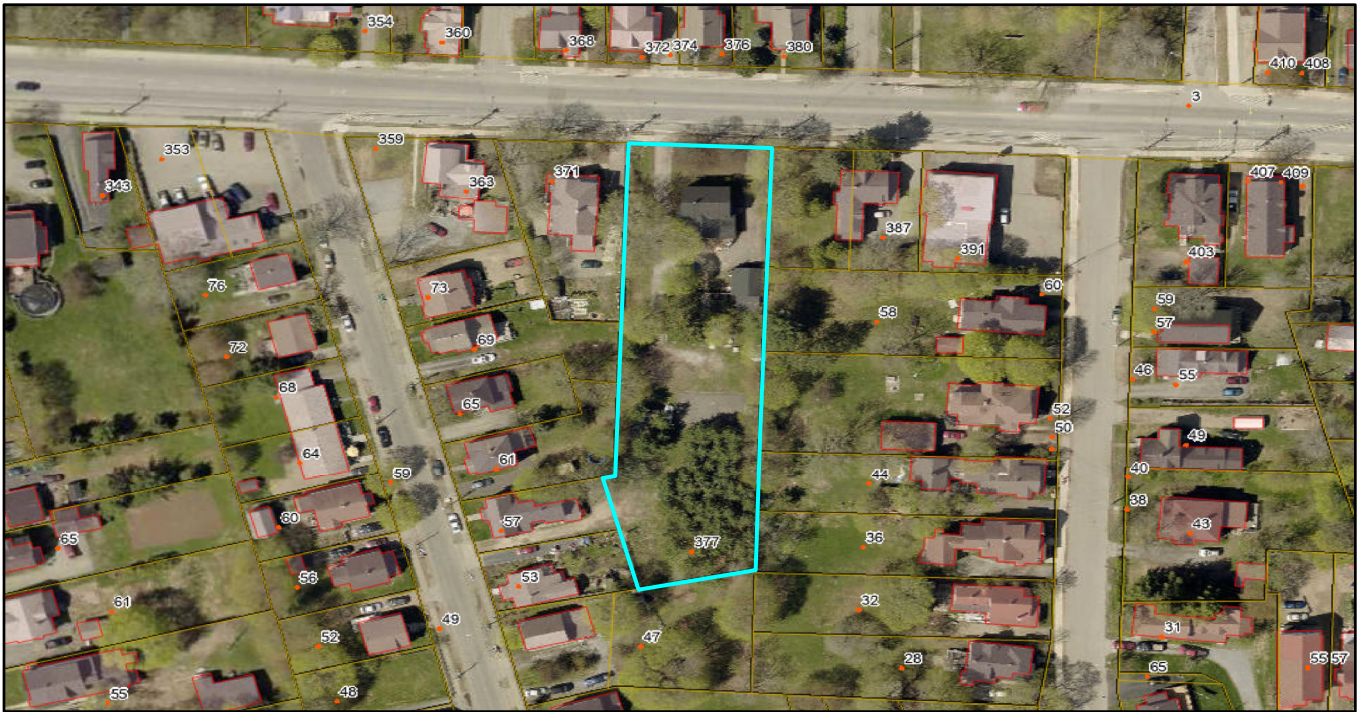
**PARCEL DEVELOPMENT – 377 MAIN STREET PID 00267666, SUSSEX, NB**

**CLOSING: FRIDAY, DECEMBER 13<sup>TH</sup>, 2024 @ 2:00 PM, LOCAL TIME**

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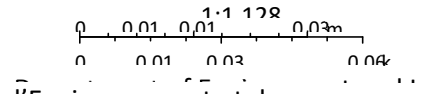
**APPENDIX I**

AERIAL PID 00267666



1 / 1 / 2024 2-21-25

● Civic Addresses    ■ Buildings    □ Large Scale  
□ parcels                      Year of Photograph



**Parcel Description, PID 00267666, 3,327 square meters, more or less:**

That parcel of land located at Town of Sussex, Parish of Sussex, County of Kings, bounded and described as follows: BEGINNING at the intersection of the most westerly boundary of the Sutherland Property and the most southern boundary of Main Street, in the Town of Sussex; said point having N.B. Grid Co-ordinate Values as follows: X 1,250,639.23 and Y 718,514.02; THENCE on a N.B. Grid Azimuth of 181 degrees 56 minutes 00 seconds a distance of 253.15 feet to a point, said point having N.B. Grid Co-ordinate values as follows: X 1,250,628.02 and Y 718,163.02; THENCE on a N.B. Grid Azimuth of 181 degrees 33 minutes 40 seconds a distance of 98.03 feet to the most

**SUSSEX  
REQUEST FOR PROPOSAL  
RFP 24-05**

**PARCEL DEVELOPMENT – 377 MAIN STREET PID 00267666, SUSSEX, NB**

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northerly boundary of the Beverly Proctor Property; THENCE on an Azimuth of 258 degrees 45 minutes 50 seconds a distance of 83.19 feet to the most easterly boundary of the Olive Wilcox property; THENCE on an N.B. Grid Azimuth of 344 degrees 58 minutes 10 seconds along the eastern boundary of the Olive Wilcox Property and its prolongation the eastern boundary of the Harvey Buchanan Property a distance of 96.13 feet to the northern boundary of the Emmeline Howley Property; THENCE on an azimuth of 78 degrees 07 minutes 10 seconds along the northern boundary of the Emmeline Howley Property a distance of 8.66 feet; THENCE on an azimuth of 01 degrees 56 minutes 00 seconds along the eastern boundary of the Emmeline Howley Property and its prolongation a distance of 276.69 feet to a point on the most southerly side of Main Street, in the Town of Sussex, County of Kings and Province of New Brunswick, said point having N.B. Grid Co-ordinate values as follows: X 1,250,539.30 and Y 718,517.97; THENCE on an azimuth of 92 degrees 15 minutes 50 seconds a distance of 100 feet to the point of beginning. Being the same lands as described in Deed 170564 to Harley Lloyd Hunt and Linda Elizabeth Hunt registered in the Kings County Registry Office on 1976-02-17 in Book 271 at Page 738.

**Parcel Zoning, PID 00267666:**

The current Zoning of this land parcel is R3 under the Town's consolidated Zoning By-law By-law 1350-24 and listed in Section 15 as an "Exempted" pursuant to By-law 1350-10-33 with Terms and Conditions, which remains in full force and effect. Copy attached.

TOWN OF SUSSEX

39431169  
2019-09-18  
11:28:33

ZONING BY-LAW AMENDMENT  
BY-LAW # 1350-10-33

The Council of the Town of Sussex, under authority vested in it by Section 59 of the Community Planning Act, amends Zoning By-Law #1350-10 enacted on the 21<sup>st</sup> day of March 2011, by Section 59 of the Community Planning Act and enacts as follows:

Schedule "A" of the Town of Sussex Zoning By-Law is amended by rezoning a parcel of land located on the south side of Main Street with civic address of 377 Main Street and having P.I.D. #00267666 from a Single and Two-Family Residential And Up To Six-Family Residential ("R3") zone to a Multiple Family Residential ("R4") zone permitting a Multiple Family Residential development of eight (8) residential units, with terms and conditions, in the area as shown on the plan Schedule "A-29", dated May, 2019.

READ FIRST TIME BY TITLE	_____ June 17, 2019 _____
READ SECOND TIME BY TITLE	_____ June 17, 2019 _____
READ IN ENTIRETY	_____ August 19, 2019 _____
THIRD READING BY TITLE AND ENACTED	_____ August 19, 2019 _____

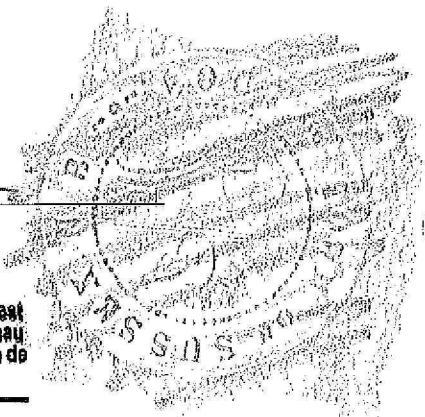
*[Signature]*  
TOWN CLERK

*[Signature]*  
MAYOR

*[Signature]*  
Stephen Stone, M.P.I.  
Planner CIP# 48005

I certify that this instrument  
is registered or filed in the  
Kings  
County Registry Office,  
New Brunswick

J'atteste que cet instrument est  
enregistré ou déposé au bureau  
de l'enregistrement du comté de  
Kings  
Nouveau-Brunswick



2019-09-18 11:26:47 39431151  
date/date time/heure number/numéro

*[Signature]*  
Registrar-Conservateur

**ZONING BY-LAW AMENDMENT**

**BY-LAW # 1350-10-33**

**TERMS & CONDITIONS**

**TERMS AND CONDITIONS**

**WHEREAS**, by resolution of the Council of the Town of Sussex, the proposed rezoning of a parcel of land on the south side of Main Street, as shown on the attached Schedule "A-29", dated April 2019, be subject to terms and conditions and the use of said property be pursuant to Section 59 of the Community Planning Act and be limited to a Multiple Family Residential development of eight (8) residential units, as outlined in the following terms and conditions;

**AND WHEREAS**, under Section 59 of the Community Planning Act, upon rezoning said property shall not be developed or used except in accordance with the following terms and conditions.

**1. NUMBER OF UNITS**

This development is limited to eight (8) residential units.

**2. WATER AND SEWER SERVICE**

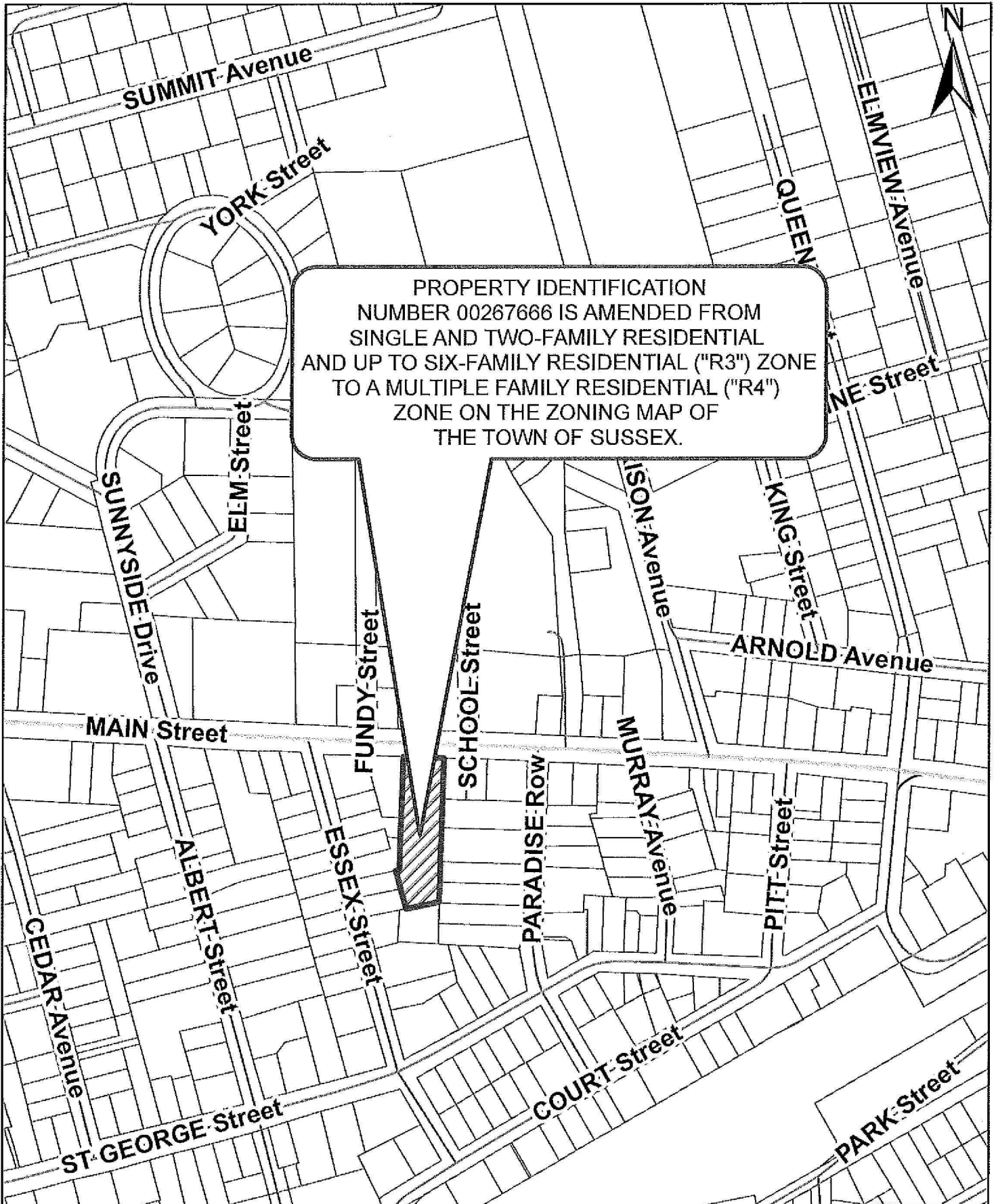
That each dwelling unit be served separately with water and sewer.

**3. DEVELOPMENT AGREEMENT**

This development requires that the Developer enter into a Development Agreement with the Town of Sussex for the provision of Municipal Services and for the approval of the development site plan and landscape plan for this development prior to the commencement of this construction of this development.




# ZONING PLAN BY-LAW AMENDMENT BY-LAW # 1350-10-33



**SCHEDULE "A - 29"**  
**MAY 2019**



<i>Subject</i> AFFORDABLE HOUSING DEVELOPMENT GRANT PROGRAM		<i>Number</i> T-01
<i>Date</i> OCTOBER 28, 2024	<i>Approved by</i> COUNCIL <input checked="" type="checkbox"/> OTHER(S) <input type="checkbox"/>	<i>Date</i>
<i>Signature</i> 	<i>Date of Revision</i>	PAGE 1/9

## 1. Purpose Statement

The main purpose of the Affordable Housing – HAF Affordable Housing Development Grant Program is to incentivize, by way of grants, the development of new, affordable housing developments and addressing the missing middle over the CMHC, HAF funding period (2024 – 2027). The Affordable Housing – HAF Affordable Housing Development Grant Program includes a per-door incentive grant for affordable housing developers, being non-profit corporations, or for-profit companies to develop affordable housing types, and to be disbursed in phases upon the successful completion of the building’s foundation.

## 2. Application

This Policy applies to non-profit corporations as well as for profit corporations proposing to develop affordable housing within Sussex. In Addition, this Policy applies to new developments that create additional dwelling units. The supply of new dwelling units may be through new construction, or the renovation, re-use, and re-purposing of existing buildings.

## 3. Definitions


**Affordable housing:** means low-cost housing oriented toward low income or non-income generating residents that is operated by a non-profit corporation.

**Affordable housing project:** means single lot development or multi-lot, comprehensive development with affordable housing.

**Affordable unit:** means a residential dwelling unit that is rented at 80% or less of the Median Market Rent (MMR), as defined by the latest CMHC annual Rental Market Report. An affordable unit may also include a dwelling unit that is otherwise deemed affordable through another provincial or CMHC program.

**Building Inspector:** means ‘Building Inspector’ as defined in the town of Sussex Building By-law # 151-23 or successor By-law as approved by Sussex Council.

**Building permit:** means a ‘permit’ issued pursuant to the Building Code Administration Act, S.N.B. 2020, c. 8, or any amendment thereto.

<i>Subject</i> AFFORDABLE HOUSING DEVELOPMENT GRANT PROGRAM		<i>Number</i> T-01
<i>Date</i> OCTOBER 28, 2024	<i>Approved by</i> COUNCIL <input checked="" type="checkbox"/> OTHER(S) <input type="checkbox"/>	<i>Date</i>
<i>Signature</i> 	<i>Date of Revision</i>	PAGE 2/9

**CMHC:** means the Canada Mortgage and Housing Corporation.

**Development:** means 'development' as defined in the Community Planning Act, SNB 2017, c. 19.

**HAF:** means the CMHC Housing Accelerator Fund.

The following terms are defined in the town of Sussex Zoning By-Law # 1350-21 or successor by-law, and have the same meaning in this Policy:

Building

Dwelling

Dwelling unit

**Missing Middle Housing:** a transformative concept that highlights the need for diverse, affordable housing choices in sustainable, walkable neighborhoods. The Missing Middle Housing types provide diverse housing options, such as duplexes, fourplexes, cottage courts, and multiplexes. These house-scale buildings fit seamlessly into existing residential neighborhoods and support walkability, locally-serving retail and active transportation options. They provide solutions along a spectrum of affordability to address the mismatch between the available Sussex housing stock and shifting demographics in Canada combined with the growing demand for walkability.


## 4. Policy

### *Administration*

1. The Chief Administrative Officer, or designate thereof, is responsible for administering this Policy.
2. The landowner must be registered as a non-profit corporation or a for-profit corporation under applicable provincial or federal legislation.
3. This grant is only eligible to developments that have applied for a building permit after the signing of the contribution agreement between CMHC and the town of Sussex. For the purposes of this policy March 22, 2024, shall be deemed the eligibility date.

<i>Subject</i> AFFORDABLE HOUSING DEVELOPMENT GRANT PROGRAM	<i>Number</i> T-01
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<i>Date</i> OCTOBER 28, 2024	<i>Approved by</i> COUNCIL <input checked="" type="checkbox"/> OTHER(S) <input type="checkbox"/>	<i>Date</i>
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<i>Signature</i> 	<i>Date of Revision</i>	PAGE 3/9
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### ***Application and Review Process***

1. Any applicant wishing to be considered for a grant under this Policy must complete and submit an Application Form (see Appedix A application Form T-01-01) to the town of Sussex following the issuance of a building permit.
2. Applications will be processed in order of receipt.
3. Only one affordable housing project shall be considered per Application.

### ***Grant Amounts and Disbursements***

1. Grants will be disbursed in order of successfully completed Application and approval by the application review committee, which shall include the:
  - a. Chief Administrative Officer or designate thereof, and
  - b. Members of Sussex Council.
  - c. Treasurer or designate thereof, and
  - d. Director of Public Works or designate thereof; and
  - e. Town Clerk or Designate thereof.
2. Prior to approval and disbursement, a building foundation shall be completed. (note: the Chief Administrative Officer is the signing authority of the application review committee), the building's foundation shall be confirmed as completed by the Building Inspector.

The Treasurer shall be the controller of the disbursement of funds and payments under this policy and program.
3. Upon approval of the Application, a grant in the amount up to \$20,000 per new dwelling unit will be disbursed in accordance with the Policy.
4. Granted dwelling units must be newly constructed multiple residential units and / or affordable units within a development.
5. The total grant amount shall not exceed \$100,000 per Application (a total of 5 dwelling units).
6. Grant funding is dependent on federal funding from the HAF. Despite the approval of an application, scheduled disbursements may be cancelled at the discretion of the Chief Administrative Officer, or designate thereof, where there is indication that HAF funding is depleted or will be revoked.

<i>Subject</i> AFFORDABLE HOUSING DEVELOPMENT GRANT PROGRAM		<i>Number</i> T-01
<i>Date</i> OCTOBER 28, 2024	<i>Approved by</i> COUNCIL <input checked="" type="checkbox"/> OTHER(S) <input type="checkbox"/>	<i>Date</i>
<i>Signature</i> 	<i>Date of Revision</i>	PAGE 4/9

7. Although applicants may submit more than one Application, the consideration and potential approval of subsequent Applications will be contingent upon any funds remaining at the latter part of the HAF funding period.
8. Although the town of Sussex will not be actively monitoring the affordability of dwelling units, the town of Sussex may request information from the non-profit corporation on the history and status of affordability of granted dwelling units under this program.
9. Where the property for which an application has been submitted is found to be in violation or contravention to any town of Sussex by-law or is subject to any outstanding work orders or any other enforcement procedures of the town of Sussex or any other governmental authority, is not in a position of municipal utility arrears, property tax arrears or downtown Business Improvement Area contributions, the application may be refused, or pending grant disbursements may be cancelled.

### ***Expiry of Program***

This Policy and Affordable Housing – Affordable Housing Development Grant Program shall expire upon the disbursement of all budgeted HAF funds.

## **10. Administration and Contact**

Town Clerk's Office

524 Main Street, Sussex, NB E4E 3E4

Telephone: (506) 432-4540

Email: [info@sussex.ca](mailto:info@sussex.ca)

**T-01 AFFORDABLE HOUSING GRANT PROGRAM POLICY  
APPEDIX A**

**APPLICATION FORM T-01-01**

**Section A – Landowner and Applicant / Agent Information**

**Landowner Information (Non-profit applicant / Corporation)**

Name of Registered Landowner: \_\_\_\_\_

Mailing Address of Landowner: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**Applicant / Agent Information**

Name of Agent: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**Section B – Authorization**

I \_\_\_\_\_ am the owner of  
the land that is subject of this Application, and I hereby authorize our agent / solicitor

\_\_\_\_\_ to make this Application and to  
act on my behalf in regard to this Application.

Dated at the \_\_\_\_\_, this \_\_\_\_\_ (day) of \_\_\_\_\_ (month), \_\_\_\_\_ (year)

\_\_\_\_\_  
Name of Owner

\_\_\_\_\_  
Signature of Owner

**T-01 AFFORDABLE HOUSING GRANT PROGRAM POLICY  
APPEDIX A**

**APPLICATION FORM T-01-01**

***Section C – Non-profit Corporation and Property Information***

4.2 (2): Please attach proof of registration of non-profit corporation.

Civic Address(es) of Property or Properties for which this Application is being submitted:

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---

Service New Brunswick Parcel Identifier Number(s) (PIDs):

---

---

Legal Description of Property (Lot and Plan Numbers):

---

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Building Permit Number(s):

---

---

Total Dwelling Units in Project:

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Total Dwelling Units Incentivized by way of grant (e.g. This is the same as total dwelling units in project if the construction of the entire project is dependent on the Affordable Housing – HAF Affordable Housing Development Grant Program):

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**T-01 AFFORDABLE HOUSING GRANT PROGRAM POLICY  
APPEDIX A**

**APPLICATION FORM T-01-01**

***Section D – For-Profit Corporation and Property Information***

4.2 (2): Please attach proof of registration of for profit corporation or business number.

Civic Address(es) of Property or Properties for which this Application is being submitted:

---

---

Service New Brunswick Parcel Identifier Number(s) (PIDs):

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---

Legal Description of Property (Lot and Plan Numbers):

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Building Permit Number(s):

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Total Dwelling Units in Project:

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Total Dwelling Units Incentivized by way of grant (e.g. This is the same as total dwelling units in project if the construction of the entire project is dependent on the Affordable Housing – HAF Affordable Housing Development Grant Program):

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**T-01 AFFORDABLE HOUSING GRANT PROGRAM POLICY  
APPEDIX A**

**APPLICATION FORM T-01-01**

***Section E – Undertaking***

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

I / WE HEREBY AGREE that I/we have read and understand this Policy and to abide by the terms and conditions of the Affordable Housing – Housing Accelerator Fund (HAF) Affordable Housing Development Grant Program as specified in this Application.

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 Sussex by such inquiry as it deems appropriate, including inspection of the property for which this Application is being submitted.

I/WE HEREBY CERTIFY that the property for which an Application has been submitted, is not in violation or contravention to any town of Sussex by-law and is not subject to any outstanding work orders or any other enforcement procedures of the town of Sussex or any other governmental authority.

I / WE HEREBY CERTIFY that the property for which an Application has been submitted, shall is not in a position of property tax arrears or downtown Business Improvement Area contributions. All property taxes and Business Improvement Area contributions owing shall be paid prior to the disbursement of any fee-related grant.

I / WE HEREBY CERTIFY that at any time the occupation, use, development and/or improvement of the property for which an Application has been submitted, is non-compliant with the by-laws of the town of Sussex and such condition of breach continues for a period of 30 days following written notification by the town of Sussex to the landowner, the Chief Administrative Officer, or designate thereof, at their option and without prejudice to any other remedy which may be available, cancel remaining disbursement/grant payments and/or refuse the approval of any subsequent grant funding Applications under the Affordable Housing – Housing Accelerator Fund (HAF) Development Grant Program or any other program of the town of Sussex.

Dated at the \_\_\_\_\_, this \_\_\_\_ (day) of \_\_\_\_\_ (month),  
\_\_\_\_ (year).

\_\_\_\_\_  
Name of Owner or Authorized Agent Title

\_\_\_\_\_  
Signature of Owner or Authorized Agent

**AFFORDABLE HOUSING GRANT PROGRAM POLICY  
APPEDIX B  
APPROVAL FORM T-01-02**

*(To be completed by the staff of the town of Sussex.)*

Application Number: \_\_\_\_\_

I have reviewed the application and hereby approve disbursement of the Affordable Housing – Housing Accelerator Fund (HAF) Affordable Housing Development Grant Program funds in the amount of \_\_\_\_\_, subject to a motion of Sussex Council granting or approving of the subject application.

*Chief Administrative Officer, or Designate thereof:*

\_\_\_\_\_

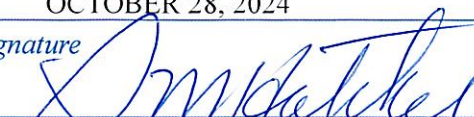
*Date:* \_\_\_\_\_

*Motion / Resolution of Sussex Council, Certified by the Town Clerk:*

\_\_\_\_\_

*Tara Olesen*

*Date:* \_\_\_\_\_

<i>Subject</i> AFFORDABLE HOUSING PERMIT & DEVELOPMENT FEE GRANT PROGRAM – REPAIR AND RENEWAL		<i>Number</i> T-02
<i>Date</i> OCTOBER 28, 2024	<i>Approved by</i> COUNCIL <input checked="" type="checkbox"/> OTHER(S) <input type="checkbox"/>	<i>Date</i>
<i>Signature</i> 	<i>Date of Revision</i>	PAGE 1/12

## 1. Purpose Statement

The main purpose of the Affordable Housing – Building Permit and Development Fee Grant Policy – Repair and Renewal is to assist affordable housing proponents with the repair and renewal of existing affordable housing stock in Sussex. This policy provides assistance to eligible applicants by reducing property improvement costs through the provision of grants equal in the amount of fees / costs related to development and building permits, demolition permits, and variance application.

An application must be made to the Town for a grant to be disbursed under this policy. Grants will be awarded according to the criteria as outlined in Section 5. “Grant Evaluation”. Payment will be made upon successful completion of the approved work to the satisfaction of the Town.

## 2. Application

This Policy applies to existing developments with affordable units, existing development for rooming houses, or for traditional housing or supportive housing in the form of assisted living facilities or residential care facilities.


This Policy applies to new developments that create additional dwelling units and existing developments under repair and renewal. The supply of new dwelling units may be through new construction, or the renovation, re-use, and re-purposing of existing buildings.

## 3. Definitions

**Affordable housing:** means low-cost housing oriented toward low income or non-income generating residents that is operated by a non-profit corporation.

**Affordable housing project:** means single lot development or multi-lot, comprehensive development with affordable housing.

**Affordable unit:** means a residential dwelling unit that is rented at 80% or less of the Median Market Rent (MMR), as defined by the latest CMHC annual Rental Market Report. An affordable unit may also include a dwelling unit that is otherwise deemed affordable through another provincial or CMHC program.

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**Accessibility** means the way housing is designed, constructed or modified to enable independent living for persons with disabilities. Accessibility is achieved through design, but also by adding features that make a home more accessible.

**Building Inspector:** means ‘Building Inspector’ as defined in the town of Sussex Building By-law # 151-23 or successor By-law as approved by Sussex Council.

**Building permit:** means a ‘permit’ issued pursuant to the Building Code Administration Act, S.N.B. 2020, c. 8, or any amendment thereto.

**CMHC:** means the Canada Mortgage and Housing Corporation.

**Development:** means ‘development’ as defined in the Community Planning Act, SNB 2017, c. 19.


**HAF:** means the CMHC Housing Accelerator Fund.

**Supportive housing:** means housing that provides a physical environment that is specifically designed to be safe, secure, enabling, and home-like, with supportive services such as social services, provision of meals, housekeeping, and social and recreational activities to maximize residents independence, privacy, safety and dignity.

**Traditional housing:** means housing that is intended to offer a supportive living environment to its residents, including provisions proving them with the experience, tools, knowledge, and opportunities for social and skills development to increase independence. Traditional housing under this policy is considered an intermediate step between emergency housing and supportive housing and has limits on how long an individual or family can stay. Under this program stays are typically between three months and two years.

The Following terms are defined in the town of Sussex Zoning By-law 1350-21:

- Building
- Dwelling
- Dwelling Unit
- Gross Floor Area
- Multiple Unit Dwelling
- Owner
- Residential Care Facility.

<i>Subject</i> AFFORDABLE HOUSING PERMIT & DEVELOPMENT FEE GRANT PROGRAM – REPAIR AND RENEWAL		<i>Number</i> T-02
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<i>Signature</i> 	<i>Date of Revision</i>	PAGE 3/12

## 4. Policy

### Administration


1. The Chief Administrative Officer, or designate thereof, is responsible for administering this Policy.
2. The owner must be registered as a non-profit corporation under applicable provincial or federal legislation, or a registered corporation under the applicable provincial or federal legislation.
3. This grant is only eligible to developments that have applied for a building permit after the adoption of this policy by Sussex Council, or, this policy may be applied retroactively upon the approval of Sussex Council from February 01, 2024, and the date of adoption of this policy.

Funding under this policy will be applied by the Town under the contribution agreement between CMHC and the town of Sussex.

4. The subject property shall not be subject to any outstanding Sussex work orders, stop work orders, or under any Notice of to Comply issued by Sussex or any other governmental authority.
5. The subject property shall not be in property tax arrears or Downtown Business Improvement Area contributions. All property tax owing shall be paid prior to the disbursement of any fee-related grant.
6. The development must respect any existing heritage designation requirements for the subject property and for adjacent properties.

The following minimum shall be met where the building contains dwelling units:

- a. There shall be a minimum of two (2) affordable units for a non-profit corporation and a minimum of four (4) affordable units for all other corporations.
- b. The addition to paragraph a. where the building is entirely a multiple unit dwelling 10% of all dwelling units must be affordable units; and

<i>Subject</i> AFFORDABLE HOUSING PERMIT & DEVELOPMENT FEE GRANT PROGRAM – REPAIR AND RENEWAL		<i>Number</i> T-02
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- c. In addition to paragraph a. and where the building contains multiple uses, 10% of the gross floor area of the building, including common area, must be made up of dwelling units.

***Ineligibility:***

7. Community Placement Residential Facilities licensed under the Family Services Act, S.N.B. 1980, c. F-2.2, including Special Care Homes and Community Residences, are ineligible for funding under this program.

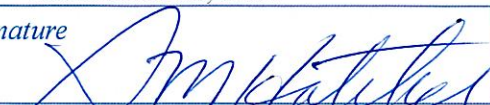
## **5. Application Evaluation / Scoring**

*General*

1. Grants will be based on evaluation scoring in which a maximum of 400 points may be awarded through section 4 to 10 below. A score of 400 corresponds to a grant equaling 100% of the fees and costs associated with the following:
  - a. Building and Development permits;
  - b. Demolition permits; and
  - c. Variance fees.
2. Further to subsection 1., the total grant is prorated as a percentage of the building that includes affordable units, or added units to a development or building, as well as assisted living facility or residential care facility.

*Affordability (150 points)*

3. Where the building contains affordable units, a maximum of 150 points may be awarded in this category, as calculated from the CMDC's NHCF Prioritization Scoring: Repair and Renewal calculator.
4. Where the building contains an assisted living facility or residential care facility for transitional housing or supportive housing, the maximum amount of points (150) shall be awarded in this category.

<i>Subject</i> AFFORDABLE HOUSING PERMIT & DEVELOPMENT FEE GRANT PROGRAM – REPAIR AND RENEWAL		<i>Number</i> T-02
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*Accessibility (75 Points)*

5. Where the building contains affordable units, a maximum of 75 points may be awarded in this category, as calculated from the CMDC’s NHCF Prioritization Scoring: Repair and Renewal calculator.
6. Where a building contains an assisted living facility or residential care facility for transitional housing or supportive housing, the calculation shall be based on the number of sleeping units in lieu of affordable units.

*Environmental efficiency*

7. A maximum of 75 points may be scored in this category based on the CMDC’s NHCF Prioritization Scoring: Repair and Renewal calculator.

*Priority Groups and Onsite Support (100 Points)*

8. Where the building contains affordable units, a maximum of 100 points may be awarded in this category, as calculated from the CMDC’s NHCF Prioritization Scoring: Repair and Renewal calculator.
9. Where a building contains an assisted living facility or residential care facility for transitional housing or supportive housing, the calculation shall be based on the number of sleeping units in lieu of affordable units.


## **6. Application Review Process and Grant Conditions**

1. Any applicant wishing to be considered for a grant under this Policy must complete and submit an Application Form (see Form T-01-02) to the town of Sussex prior to the commencement of any work and prior to applying for a building permit or development permits.
2. The applicant must pay for all development fees including the fees associated with building permits, demolition permits, development fees, and or variance fees if applicable prior to undertaking the proposed work.
3. A grant in the amount determined under Section 5 “Grant Evaluation” will be awarded to successful applicants once the approved work is completed to the Town’s satisfaction.
4. Applications will be processed in order of receipt.



# SUSSEX

# POLICY

<i>Subject</i> AFFORDABLE HOUSING PERMIT & DEVELOPMENT FEE GRANT PROGRAM – REPAIR AND RENEWAL		<i>Number</i> T-02
<i>Date</i> OCTOBER 28, 2024	<i>Approved by</i> COUNCIL <input checked="" type="checkbox"/> OTHER(S) <input type="checkbox"/>	<i>Date</i>
<i>Signature</i> 	<i>Date of Revision</i>	PAGE 6/12

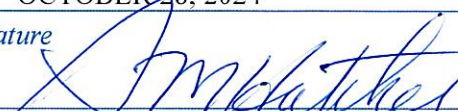
5. The application shall include reports, plans, estimates, contracts, and other such details as may be required to satisfy the Town with respect to the eligible costs of the project and conformity of the project with town of Sussex By-laws and Policies.
6. The application will be evaluated using a points-based system described in Section 5 “Grant Evaluation” of this policy.
7. Actual costs for any and all of the items may be subject to an audit by the Sussex at the expense of the applicant.
8. If an agent is acting on behalf of the property owner, it is necessary that the property owner authorization to act as an agent is completed and outlined in this policy.
9. The proposed development shall commence within two (2) years following approval of the grant, or the grant will be cancelled.
10. Despite as otherwise written and upon request from the recipient, the two-year (2) period may be extended at the sole discretion of the Town.
11. Fees / costs covered through another government grant or forgivable loan program, which is specifically designated to cover the costs of building permit and planning fees under this policy shall not be eligible for a grant under this policy.

### ***Grant Review, Amounts and Disbursements***


1. Grants will be disbursed in order of successfully completed application and approval by the application review committee, which shall include the:
  - a. Chief Administrative Officer or designate thereof, and
  - b. Members of Sussex Council
  - c. Treasurer or designate thereof, and
  - d. Director of Public Works or designate thereof; and
  - e. Town Clerk or Designate thereof.

# SUSSEX

# POLICY

<i>Subject</i> AFFORDABLE HOUSING PERMIT & DEVELOPMENT FEE GRANT PROGRAM – REPAIR AND RENEWAL		<i>Number</i> T-02
<i>Date</i> OCTOBER 28, 2024	<i>Approved by</i> COUNCIL <input checked="" type="checkbox"/> OTHER(S) <input type="checkbox"/>	<i>Date</i>
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2. Prior to approval and disbursement (note: the Chief Administrative Officer is the signing authority of the application review committee), the building's foundation shall be confirmed as completed by the Building Inspector. For the purposes of this policy March 22, 2024, shall be deemed the eligibility date.
3. The Treasurer shall be the controller of the disbursement of funds and payments under this policy and program.
4. Upon approval of the Application, a grant in the amount as determined by the committee and approved by motion of Sussex Council will be disbursed in accordance with the Policy.
5. Granted dwelling units must be newly constructed multiple residential units and / or renovated affordable units within a new or existing development.
6. The total grant amount shall not exceed the costs of the associated development fees.
7. Grant funding is dependent on federal funding from the HAF. Despite the approval of an Application, scheduled disbursements may be cancelled at the discretion of the Chief Administrative Officer, or designate thereof, where there is indication that HAF funding is depleted or will be revoked.
8. Although applicants may submit more than one Application, the consideration and potential approval of subsequent Applications will be contingent upon any funds remaining at the latter part of the HAF funding period.
9. Although the town of Sussex will not be actively monitoring the affordability of dwelling units, the town of Sussex may request information from the non-profit corporation or for-profit corporation on the history and status of affordability of granted dwelling units under this program.
10. Where the property for which an Application has been submitted is found to be in violation or contravention to any town of Sussex by-law or is subject to any outstanding work orders or any other enforcement procedures of the town of Sussex or any other governmental authority, is not in a position of municipal utility arrears, property tax arrears or downtown Business Improvement Area contributions, the application may be refused or pending grant disbursements may be cancelled.

<i>Subject</i> AFFORDABLE HOUSING PERMIT & DEVELOPMENT FEE GRANT PROGRAM – REPAIR AND RENEWAL		<i>Number</i> T-02
<i>Date</i> OCTOBER 28, 2024	<i>Approved by</i> COUNCIL <input checked="" type="checkbox"/> OTHER(S) <input type="checkbox"/>	<i>Date</i>
<i>Signature</i> 	<i>Date of Revision</i>	PAGE 8/12

### ***Expiry of Program***

This Policy and Affordable Housing – Affordable Housing Development Grant Program shall expire upon the disbursement of all budgeted HAF funds allocated by Sussex to this incentive program.

### **7. Administration and Contact**

Town Clerk's Office

524 Main Street, Sussex, NB E4E 3E4

Telephone: (506) 432-4540

Email: [info@sussex.ca](mailto:info@sussex.ca)

**T-02 AFFORDABLE HOUSING PERMIT AND DEVELOPMENT  
FEE GRANT PROGRAM POLICY -  
APPEDIX B**

**APPROVAL FORM T-02-02**

**Section A – Landowner and Applicant / Agent Information**

**Landowner Information (Non-profit applicant / Corporation)**

Name of Registered Landowner: \_\_\_\_\_

Mailing Address of Landowner: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**Applicant / Agent Information**

Name of Agent: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**Section B – Authorization**

I \_\_\_\_\_ am the owner of  
the land that is subject of this Application, and I hereby authorize our agent / solicitor

\_\_\_\_\_ to make this Application and to  
act on my behalf in regard to this Application.

Dated at the \_\_\_\_\_, this \_\_\_\_ (day) of \_\_\_\_\_ (month), \_\_\_\_ (year)

\_\_\_\_\_  
Name of Owner

\_\_\_\_\_  
Signature of Owner

**T-02 AFFORDABLE HOUSING PERMIT AND DEVELOPMENT  
FEE GRANT PROGRAM POLICY -  
APPENDIX B**

**APPROVAL FORM T-02-02**

**Section C – Corporation and Property Information**

Civic Address(es) of Property or Properties for which this Application is being submitted:

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---

Service New Brunswick Parcel Identifier Number(s) (PIDs):

---

---

Legal Description of Property (Lot and Plan Numbers):

---

---

Existing Use:

---

---

Total Dwelling Units in Project:

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Are there existing buildings on site: Yes \_\_\_\_\_ (if yes, provide size below) No \_\_\_\_\_

Building 1 \_\_\_\_\_ square feet.

Building 2: \_\_\_\_\_ square feet.

(Please list any additional buildings on a separate sheet.)

Is the property protected by a Heritage Designation? Yes \_\_\_\_\_ No \_\_\_\_\_

Is the Property subject to any work orders or any other enforcement procedures of the town or any other government agency? Yes \_\_\_\_\_ No \_\_\_\_\_

Please attach proof of registration of for-profit corporation or business number. If a not-for profit please provide proof of status.

**T-02 AFFORDABLE HOUSING PERMIT AND DEVELOPMENT  
FEE GRANT PROGRAM POLICY -  
APPEDIX B**

**APPROVAL FORM T-02-02**

***Section D – Undertaking***

I / WE HEREBY APPLY for a grant under this Policy.

I / WE HEREBY AGREE that I/we have read and understand this Policy and to abide by the terms and conditions of the Affordable Housing – Housing Accelerator Fund (HAF) Affordable Housing Development Grant Program as specified in this Application.

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 Sussex by such inquiry as it deems appropriate, including inspection of the property for which this Application is being submitted.

I/WE HEREBY CERTIFY that the property for which an Application has been submitted, is not in violation or contravention to any town of Sussex by-law and is not subject to any outstanding work orders or any other enforcement procedures of the town of Sussex or any other governmental authority.

I / WE HEREBY CERTIFY that the property for which an Application has been submitted, shall is not in a position of property tax arrears or downtown Business Improvement Area contributions. All property taxes and Business Improvement Area contributions owing shall be paid prior to the disbursement of any fee-related grant.

I / WE HEREBY CERTIFY that at any time the occupation, use, development and/or improvement of the property for which an Application has been submitted, is non-compliant with the by-laws of the town of Sussex and such condition of breach continues for a period of 30 days following written notification by the town of Sussex to the landowner, the Chief Administrative Officer, or designate thereof, at their option and without prejudice to any other remedy which may be available, cancel remaining disbursement/grant payments and/or refuse the approval of any subsequent grant funding Applications under the Affordable Housing – Housing Accelerator Fund (HAF) Non-profit Development Grant Program or any other program of the town of Sussex.

Dated at the \_\_\_\_\_, this \_\_\_\_ (day) of \_\_\_\_\_ (month),  
\_\_\_\_ (year).

\_\_\_\_\_  
Name of Owner or Authorized Agent Title

\_\_\_\_\_  
Signature of Owner or Authorized Agent

**T-02 AFFORDABLE HOUSING PERMIT AND DEVELOPMENT  
FEE GRANT PROGRAM POLICY -  
APPEDIX B**

**APPROVAL FORM T-02-02**

***Appendix B – Approval Form***

*(To be completed by the staff of the town of Sussex.)*

Application Number: \_\_\_\_\_

I have reviewed the application and hereby approve disbursement of the Affordable Housing – Housing Accelerator Fund (HAF) Affordable Housing Development Grant Program funds in the amount of \_\_\_\_\_, subject to a motion of Sussex Council granting or approving of the subject application.

*Chief Administrative Officer, or Designate thereof:*

\_\_\_\_\_

*Date:* \_\_\_\_\_

*Motion / Resolution of Sussex Council, Certified by the Town Clerk:*

\_\_\_\_\_

*Tara Olesen*

*Date:* \_\_\_\_\_