SUSSEX POLICY

Subject	*Number*
HOUSING ACCELERATOR FUND DEVELOPMENT GRANT PROGRAM	T-01

Date	*Approved by*	*Date*
APRIL 22, 2025	COUNCIL [X] OTHER(S) [ ]	OCTOBER 28, 2024
Signature	*Date of Revision*	PAGE 1/9
	APRIL4,2025	

1. Purpose Statement

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

2. Application

This Policy applies developers, including non-profit corporations, and for-profit companies proposing to develop 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.

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. 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.

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 Appendix A application Form T-01-01) to the town of Sussex
2. Applications will be processed in order of receipt.
3. Only one housing accelerator fund application shall be considered per development.

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,
    b. Members of Sussex Council.
    c. Treasurer or designate thereof
    d. Building Inspector or designate thereof; and
    e. Town Clerk or designate thereof.

2. Disbursement for new construction will be made in two installments, 50% upon completion of the building foundation as confirmed by the Building Inspector and the remaining 50% upon occupancy.

3. Disbursement for renovation, renewal and repurposing will be made in two installments 50% upon commencement of construction and the remaining 50% upon occupancy.

    The Treasurer shall be the controller of the disbursement of funds and payments under this policy and program.

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.

7. Although developers may submit additional applications per development project, 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 property owner 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 Housing Accelerator Fund Development Grant Program Policy 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

T-01 HOUSING ACCELERATOR FUND GRANT PROGRAM
APPENDIX 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: _____ ax: _____

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

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APPENDIX 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:

_____

_____

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

_____

_____

Legal Description of Property (Lot and Plan Numbers):

_____

_____

Building Permit Number(s):

_____

_____

Total Dwelling Units in Project:

_____

_____

Total dwelling units dependent on approved application.

_____

_____

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APPENDIX A
APPLICATION FORM T- 01 - 01

Section D – Property Information

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

_____

_____

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

_____

_____

Legal Description of Property (Lot and Plan Numbers):

_____

_____

Building Permit Number(s):

_____

_____

Total Dwelling Units in Project:

_____

_____

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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APPENDIX 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

HOUSING ACCELERATOR FUND GRANT PROGRAM
APPENDIX 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: _____