


<i>Subject</i> HOUSING ACCELERATOR FUND PERMIT & DEVELOPMENT FEE GRANT PROGRAM		<i>Number</i> T-02
<i>Date</i> APRIL 22, 2025	<i>Approved by</i> COUNCIL <input checked="" type="checkbox"/> OTHER(S) <input type="checkbox"/>	<i>Date</i> OCTOBER 28, 2024
<i>Signature</i> 	<i>Date of Revision</i> APRIL 4, 2025	PAGE 1/10

## 1. Purpose Statement

The main purpose of the Housing Accelerator Fund – Building Permit and Development Fee Grant Program – Repair and Renewal is to assist 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 applications.

An application must be made to Sussex in order for a grant to be disbursed under this policy. Payment will be made upon successful completion of the approved work to the satisfaction of Sussex.

## 2. Application

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

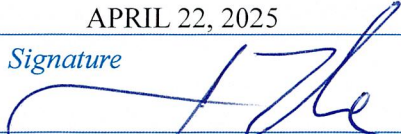
This Policy applies to new developments that create additional dwelling units and existing developments under repair and renewal. The supply of new dwelling units may be through new construction, or the renovation, re-use, and re-purposing of existing buildings.

## 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.

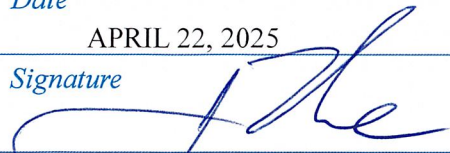
**Supportive housing:** means housing that provides a physical environment that is specifically designed to be safe, secure, enabling, and home-like, with supportive services such as social services, provision of meals, housekeeping, and social and recreational activities to maximize residents independence,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



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## 4. Policy

### Administration

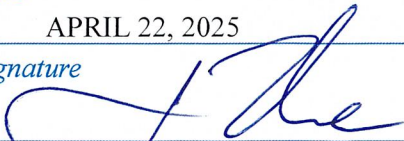
1. The Chief Administrative Officer, or designate thereof, is responsible for administering this Policy.
2. This grant is only eligible to developments that have applied for a building permit after the adoption of this policy by Sussex Council.

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

3. 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.
4. The subject property shall not be in property tax arrears or Downtown Business Improvement Area contribution arrears. All property tax owing shall be paid prior to the disbursement of any fee-related grant.
5. 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
- 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.

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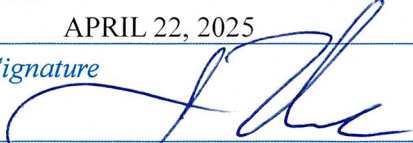
***Ineligibility:***

6. 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 Review Process and Grant Conditions**

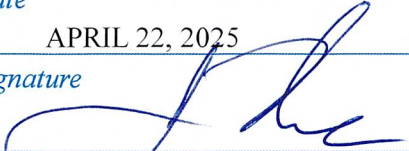
1. Any applicant wishing to be considered for a grant under this Policy must complete and submit an Application Form (see Form T-02-01) to the town of Sussex prior to the commencement of any work and prior to applying for a building permit or development permits.
2. The applicant must pay for all development 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. Grants 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.
5. The application shall include reports, plans, estimates, contracts, and other such details as may be required to satisfy Sussex with respect to the eligible costs of the project and conformity of the project with town of Sussex By-laws and Policies.
6. Actual costs for any and all of the items may be subject to an audit by the Sussex at the expense of the applicant.
7. 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.
8. Despite as otherwise written and upon request from the recipient, the two-year (2) period may be extended at the sole discretion of Sussex.
9. 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.



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## 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,
  - b. Members of Sussex Council,
  - c. Treasurer or designate thereof,
  - d. Building Inspector or designate thereof; and
  - e. Town Clerk or Designate thereof.
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. The total grant amount shall not exceed the costs of the associated development fees.
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 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 owner on the history and status of affordability of granted dwelling units under this program.

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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 Permit and Development Grant Program shall expire upon the disbursement of all budgeted HAF funds allocated by Sussex to this incentive program.

## **6. 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 -  
APPENDIX A**

**APPLICATION FORM T-02-01**

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

**APPLICATION FORM T-02-01**

***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):

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Legal Description of Property (Lot and Plan Numbers):

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Existing Use:

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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 -  
APPENDIX A**

**APPLICATION FORM T-02-01**

***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 -  
APPENDIX 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:* \_\_\_\_\_