Corporation of the Village of McBride
Village of McBride Housing Incentive Program Policy
AD - 20

Purpose:

The Northern Development Initiative Trust (NDIT)'s Northern Housing Incentive program enables local governments to create a "Dollars to the Door" program, up to $10,000 per unit to a maximum contribution of $200,000, that will enhance and support economic development by encouraging new investments in residential housing. The program is intended to incentivize private and not for profit developers to construct new market rate and affordable housing units and improve the housing supply, thereby enhancing and supporting economic development. The Village of McBride Housing Incentive Program Policy outlines the process that the Village will follow in reviewing applications from developers for funding under this program.

Objectives:

1. To establish a transparent and comprehensive review process to evaluate applications received under the Housing Incentive Program.
2. To encourage housing developments that align with the current Village of McBride Housing Needs Assessment recommendations.

Definitions:

Affordable Housing: Housing is considered affordable when 30 percent or less of household gross income goes towards paying for housing costs (BC Housing).

BC Energy STEP Code: STEP codes are milestones established in relation to achieving a lever of energy efficiency in new construction that goes above and beyond the requirements of the BC Building Code. STEP Levels 2 and 3 forms part of 'Lower Steps' identified within STEP code hierarchy and are achievable with additional investments in air-sealing practices.

Developer: Any developer or person that provides housing. They can be a private sector or non-for-profit housing provider.

Letter of Intent: A description as to how the proposed project will benefit the community, supports recommendations outlined in the current Village of McBride Housing Needs and Assessment Report, and provides a summary of actions taken by the Applicant to ensure that the project is "shovel-ready".

Program Agreement: An agreement between the proponent and municipality outlining terms and conditions for grant disbursement.

Seniors Housing: Housing that is suitable to serve individuals who are 55 years of age and above. Accessibility, adaptability and safety are key components that guide the design of such units.

Eligibility Criteria:

1. Qualified projects consist of the construction of a minimum of four new self-contained residential dwelling units that are either affordable rental or ownership, or market rental or ownership.

2. Located within Village of McBride municipal boundaries.

3. The development project addresses a specific or multiple needs identified in the current Village of McBride Housing Needs Assessment Report.

4. Conversion of a commercial/institutional building or other non-residential property into new housing units.

5. Applicants must have an ownership interest in the subject property.

6. Applications will only be accepted for development projects that meet all the relevant zoning and development permit bylaw requirements (if applicable), including the Official Community Plan.

7. Projects are shovel-ready upon confirmation of funding.

8. A copy of a completed Building Permit Application must be submitted along with the Application.

9. All projects must meet BC Building Code requirements.

10. It is recommended that all newly created units be designed to meet BC Energy STEP CODE 2 or above.

11. Construction must be completed, and the Occupancy Permit awarded, within two years of the funding approval date (subject to some flexibility through Northern Development Initiative Trust).

Ineligible Projects:

1. Projects consisting of detached units or mobile structures are ineligible.

2. Renovations to existing dwelling units are ineligible for funding.

3. Short-term rental facilities are ineligible.

4. Subsidized, Supportive and Transition Housing; Emergency/homeless shelters; and retirement homes, nursing homes (community care) and assisted living facilities are ineligible.

5. Projects where rent or sale value is subsidized by any government entity, a non-profit organization or a cooperative are ineligible for this program.

6. Projects where the construction or conversion of the building has started prior to the confirmation of funding approval from NDIT are ineligible.

Application Process:

1. Project funding is limited to $10,000 per new qualified dwelling unit, to a maximum contribution of $200,000, depending on availability of funding from NDIT. The Incentive Program is based on receipt of funding from Northern Development Initiative Trust.

2. A program guide, application forms and key dates and deadlines will be posted on the Village of McBride website.

3. The developer will submit a completed Village of McBride Housing Incentive Application form with all required attachments and supporting documents.

4. The applicant will pay a non-refundable application processing fee to the Village of McBride upon submission of a competed application. Resubmission of previously rejected applications and/or subsequent applications will also be subject to the application processing fee. The fee amount is listed in the current Village of McBride Fees and Charges Bylaw. The application processing fee shall not cover any other fees/charges that an applicant is required to pay as part of a proposed project.

5. Completed applications (with required attachments) will be reviewed and assessed by Village staff (see Housing Incentive Program Project Assessment Criteria following) and eligible applications will be placed in a queue on a first-come first-serve basis.

6. The Village of McBride will receive applications at any time throughout the year for review. Once reviewed and approved by Village staff, the Village of McBride will submit an application for funding to Northern Development Initiative Trust (NDIT). NDIT accepts submissions quarterly. Village of McBride Housing Incentive Program applications received within a month of any quarterly application deadline established by NDIT for the program shall be bumped to the application queue for the subsequent term.

Housing Incentive Program Project Assessment Criteria:

To be eligible, a project must score a minimum of 50 points in the following criteria:

Criteria	Score
1. Percentage of local vendors and trades:	Score out of 20 points
0-25%	10
26-50%	15
Above 50%	20
2. Percentage of units that are market rental; seniors housing; family housing; one/two-bedroom units; and or affordable rental or ownership:	Score out of 30 points
1 unit or 25% & below of all units, whichever is higher	10
26-50% of all units	20
Above 50%	30
3. All housing units should be constructed to meet BC Energy STEP Code 2 or above and be certified by a Certified Energy Advisor.	Score out of 30 points
BC Energy Step Code 2	20
BC Energy Step Code 3	30
4. Supports environmentally responsible and/or accessible building and infrastructure design (not included in 3. Above)	20
Total Project Score	**100**

Approval and Disbursement of Funds:

1. Once NDIT confirms project funding, Village staff will notify applicants in writing and prepare a Program Agreement for the applicant to sign.

2. Funds shall be paid by the Village of McBride upon issuance of the Occupancy Permit, inspection and receipt of NDIT funding allocated to this project.

3. Applications may be rejected if they do not adhere to the established eligibility, funding criteria or Village of McBride Zoning or Development Area Permit requirements (if applicable). A proponent may re-apply for the program but would have to re-qualify and re-queue.

Attachments:

1. Program Guide
2. Application Form

Approved through Council Resolution # 180322.22 this 22day of March, 2022.

_____

CAO Signature

Village of McBride Housing Incentive Program Scoring Sheet

Applicant: _____

Scorer: _____

Date Scored: _____

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