



Village of McBride Housing Incentive Program Guide 2022

*In partnership with
Northern Development
Initiative Trust*



Program Purpose

The Village of McBride is pleased to provide the Housing Incentive Program with funding from Northern Development Initiative Trust (NDIT). The purpose of this program is to incentivize the construction of new market-based or affordable multi-family housing units situated within the municipality. It is envisioned that the program will enhance and support economic development by providing incentive to private sector housing developments.

Goals

The Village of McBride is confident that this initiative will contribute to:

- The growth of private sector housing development in McBride
- Job creation and workforce attraction
- Retention of seniors and supporting key findings and recommendations stemming from the Village of McBride Housing Needs Assessment report
- Economic growth and development in McBride

Grant Amounts

The Village of McBride Housing Incentive Program may grant funding amounts up to \$10,000 per dwelling constructed in a multi-unit market, or affordable housing project, to a maximum contribution of \$200,000. Funding is based on NDIT funding availability and confirmation.

Please note this program is awarded on the basis of complete applications. Applications will be considered for conformity with program objectives at the time that both a complete building permit application and a complete Housing Incentive Program application (and all required attachments) are submitted to the Village of McBride.

Eligibility Requirements

All program applications are subject to a detailed review of the proposed development, must meet high quality standards and must reflect the program's purpose and goals while adhering to the Village of McBride Housing Incentive Policy AD-20.

- All eligibility requirements outlined in the Village of McBride Northern Housing Incentive Policy AD-20. (attached) must be met.
- All property taxes pertaining to the property must be fully paid and current.
- The proposed project must meet all the relevant zoning and development permit bylaw requirements (if applicable), including the Official Community Plan.
- A copy of a completed Building Permit application must be submitted with the Housing Incentive Program application.
- The project must be "shovel-ready" upon confirmation of funding.
- A non-refundable application processing fee must be paid upon submission of an application. Resubmission of previously rejected applications and/or subsequent applications will also be subject to the application processing fee.
- Projects outside of Village of McBride municipal boundaries will not be considered.

Grant Intake

The Village of McBride will receive applications at any time throughout the year for review. 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.

Application Process

The application, approval, and disbursement process are as follows:

1. **Contact:** Contact the Village of McBride office to determine if the Village is accepting applications and obtain a Village of McBride Housing Incentive Program Guide & Application at mcbride@mcbride.ca.
2. **Submit Application:** Submit a completed program application form along with a copy of a complete Building Permit Application and all other required documentation to the Village of McBride office:

Housing Incentive Program

PO Box 519

100 Robson Centre, 855 SW Frontage Rd.

McBride, BC V0J2E0 mcbride@mcbride.ca

Complete applications are processed on a first-come first-served basis. Note Grant Intake information above.

3. **Review:** Once submitted, Village staff will review completed application for conformance with municipal bylaws and Village of McBride Housing Incentive Policy AD-20 and score the project as outlined in the policy. Suitable projects will be considered for funding.
4. **Submit Application to NDIT:** Village staff will submit approved applications to NDIT under the Northern Housing Incentive Program, with all supporting documents, which will include a Council resolution confirming Council's support for the project.
5. **Grant Approval from NDIT:** Village staff will notify the applicant once a decision on the grant application is received from NDIT. Project construction shall commence only after receipt of grant notification and signature of Program Agreement.
6. **Program Agreement:** If the application is approved, the Village will issue a Housing Incentive Program Agreement which details the amount of the grant offered and terms of the offer.
7. **Construction Phase:** The project must be completed within the next two years of signature of the Program Agreement. The Applicant must notify Village staff if the project is delayed due to unforeseen circumstances and is unlikely to meet the 2-year timeline. Delay in completion may lead to cancellation of the approved funds, subject to NDIT's decision.
8. **Project Completion:** Issuance of an Occupancy Permit confirms project completion. Once the Applicant submits required documentation outlined in the Program agreement and the project is inspected by Village staff to ensure the completion of the Program Agreement, the Village will submit a final project report to NDIT.

9. **Disbursement of funds to the Applicant:** Applicant is issued a cheque according to the terms of the Program Agreement and terms of the Housing Incentive Program. Grants will be disbursed in one payment upon completion of all units included in the development, following receipt of funds to the Village from NDIT.

Design Guidelines

Applicants located within the Development Permit Area (designated MC - Main Street Commercial), should review and address the criteria outlined in the Development Permit Guidelines of the Village of McBride Official Community Plan – A “Town on Track”, Bylaw 682 - **Appendix A**

https://www.mcbride.ca/uploads/522/Village_McBride_OCP_bylaw-consolidated_2017.pdf.

Council’s objective in designating a Development Permit Area within the Village of McBride is to gain a measure of control over aspects of certain development that are deemed important, including multi-family residential development. The Development Permit Area is intended to allow Council the ability to review design plans for new construction or alteration of existing buildings to ensure consistency with the desired **railway style**. Construction of, addition to, or alteration of existing buildings or structures is not to be commenced until approved by Council through the issuance of a Development Permit. As far as possible, projects should take into consideration the building façade guidelines for awnings, signs, lighting, building materials, green building design, building colours and general form and character, as set out in the Development Permit Guidelines. **Applicants located within the Development Permit Area are required to submit a completed Development Permit Application along with their Village of McBride Northern Housing Incentive Program Application.**

Attachments

1. Village of McBride Housing Incentive Policy AD-20
2. Village of McBride Housing Incentive Application Form