



Northern Housing Incentive Program

CITY OF WILLIAMS LAKE

PROGRAM GUIDE

PROGRAM PURPOSE AND GOAL

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

GRANT AMOUNTS

The program may grant funding amounts up to \$10,000 per dwelling created in a multi-unit market housing project. The maximum amount of funding is based on NDIT funding confirmation. Please note this program is awarded on basis of complete applications. Applications will be considered for conformity with program objectives at time that both a complete building permit application and a complete Northern Housing Incentive application are submitted. Funding approvals will be considered on a quarterly basis on the first of September, December, March and June, and are subject to availability of NDIT funds.

GRANT APPLICATION, APPROVAL & REIMBURSEMENT PROCESS

All program applications are subject to a detailed review of the proposed development, must meet high quality standards, and must reflect the purpose and vision of Northern Housing Incentive Policy.

The City's Development Services is responsible for receiving, reviewing, and awarding Northern Housing Incentive Program grant applications. Contact Development Services Department at:

450 Mart Street, Williams Lake, BC V2G 1N3 Tel: 250-392-1765

Email: development@williamslake.ca

Program Applications will be evaluated on their ability to meet the Program purpose and eligibility criteria. Development Permit, Building Permit or any other associated City permits are required to be approved prior to funding approvals, where applicable.

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

1. Contact the City of Williams Lake Development Services Department to determine if the City is accepting applications and obtain a Northern Housing Incentive Program Guide & Application.
2. After reading the Program Guide and Policy, contact the City of Williams Lake Development Services Department to discuss your proposed project application.
3. Submit a completed Application (as attached) with the Building Permit application.



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4. The City reviews the completed program application and advises the applicant in writing as to whether the application is approved, denied, or on hold pending completion of required permits.
5. If the application is approved, the City will issue a Northern Housing Incentive Program Agreement which details the amount of the grant offered and term of the offer.
6. The Program applicant reviews and signs the Program Agreement.
7. Project construction starts.
8. Upon completion of the project, the applicant must provide the following to the City to award the grant amount specified in the Program Agreement. These items must be received by the City on or before 4:30 pm by the completion date stated in the program agreement:
 - a. Proof that the improvements have passed final inspection (where required) and meet all City requirements including zoning, building and safety codes (where required);
 - b. Property owner affirmation that all program criteria set out by NDIT Northern Housing Incentive Program will be fulfilled at time that the dwelling units are occupied.
9. Project is inspected by the City to ensure completion of the terms of the Program Agreement.
10. Applicant is issued a cheque according to the terms of the Program Agreement and terms of the NDIT Northern Housing Incentive Program. Grants will be disbursed in one payment upon completion of all units included in the development.
11. Applicant is issued a cheque by City of Williams Lake according to the terms of the Program Agreement, following receipt of funds to the City from NDIT.

PROGRAM MARKETING

The Northern Housing Incentive Program may be advertised and communicated by business meetings and by providing copies of this Program Policy and Guide to local business association networks – Chamber of Commerce, Construction Association, through media releases to local media, and postings to the City of Williams Lake website and social media outlets. Property owners that indicated interest in the program but were unable to undertake their projects in a prior intake may be contacted directly as well. Interested parties and recipients are encouraged to subscribe to news updates released by NDIT for information on the program and any changes as they occur.

Enclosure (1):

1. Northern Housing Incentive Policy, City of Williams Lake



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NDIT Northern Housing Incentive Program

Grant Application

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Applicant Information

Applicant Name: _____

Mailing Address: _____

Phone: _____

Email: _____

Building Address: _____

If you are not the property owner, please provide the following information and attach a letter of authorization from the owners stating that you are permitted to make this application on their behalf.

Owner Name: _____

Mailing Address: _____

Phone: _____

Email: _____

Building Permit Application Number:

Planned Start Date: _____

Planned Completion Date: _____

Total Project Cost (estimated): _____

Funding Amount Requested: _____



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Applicant Checklist

- _____ Property taxes paid
- _____ License fees paid
- _____ Required permit applications
- _____ Property owner authorization (if required)

Attach to Application

- _____ Title Certificate and any registered documents on title
- _____ Detailed specifications
- _____ Drawings/designs
- _____ Signed Terms and Conditions

Applicant Name

Applicant Signature

Date



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Terms and Conditions

I, _____ for a proposed development at _____ have
(Applicant) Civic Address

read the complete policy attached to this application and concur with and give my consent to the works proposed in this application. I assume all responsibility for obtaining appropriate architectural drawings, building permits and inspections, and hiring of contractors as necessary.

I agree not to involve the City of Williams Lake or the NDI Northern Housing Incentive Program in any legal action between myself and any contractors, financiers, estimators, employees, workers or agents arising from or out of the Northern Housing Incentive Program.

I give my consent to the City of Williams Lake to make all inquiries necessary to confirm that the program objectives are implemented.

I understand that payment of an approved grant will be made upon submission to the municipality proof of occupancy permit (when required) and on receipt of NDI funding.

Applicant Signature _____ Date: _____

Registered Owner Signature _____ Date: _____

Received by: _____ Date: _____



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[INSERT POLICY NUMBER]

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COUNCIL POLICY

ISSUED: APRIL 30, 2019

PREPARED BY: PLANNER

AUTHORIZED BY: COUNCIL

TITLE: **NORTHERN HOUSING INCENTIVE POLICY**

PAGE:

This document outlines the process that the City will follow in reviewing all multi-family development projects for Northern Housing Incentive Program by Northern Development Initiative Trust (NDIT). The purpose of this policy is to incentivize the creation of new market-based multi-family housing units situated within the City of Williams Lake.

Eligibility Criteria:

1. Qualified projects shall be new built market-based multi-family market-development with a minimum of 4 dwelling units.
2. Projects consisting of detached units or mobile structures are ineligible.
3. All units eligible for funding must conform to the current BC Building Code "self-contained dwelling unit" standards.



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4. Renovations to existing dwelling units are ineligible for funding.
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. Grant applications will only be accepted for development projects that meet all the relevant zoning bylaw requirements.
7. Projects where the construction of the building has started prior to the confirmation of funding approval from NDIIT are ineligible.
8. The funding agreement and project approval will be considered at time of complete Building Permit application.
9. The funding agreement will expire two years from the date of Building Permit issuance unless otherwise approved for extension by a maximum of one year by the Director of Development Services.
10. Applicants must have an ownership interest in the property.

Northern Housing Incentive Program Point Based Assessment:

1. To be eligible, a project must score a minimum of 50% in the following desirable criteria.

Criteria	Score
Percentage of local vendors and trades	Score out of 30 points
0-30	10
31-59	20
60-100	30



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All housing units must be certified by a Certified Energy Advisor to be designed to meet the BC Energy Step Code 2 or above as per the current BC Building Code.	30
Projects with more than ten (10) units shall have one accessible unit meeting the requirements of the current BC Building Code Building Access requirements. N.B. Not applicable for projects with less than ten (10) units.	20
Projects with considerations to Sustainable Building and Infrastructure design shall be given preference.	20
Total Score	—

Awarding of Funding:

1. Project funding is limited to \$10,000 per new qualified dwelling unit.
2. Applications will be placed in the queue upon receiving pre-approval of their initial and complete application by the Grant Administrator post Building Permit issuance.
3. Funds shall be paid by the City upon issuance of the Occupancy Permit and receipt of NDIT funding allocated to this project.
4. The Incentive Program is based on receipt of funding from Northern

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Development Initiative Trust.

5. Applications may be rejected if they do not adhere to the established eligibility or funding criteria. A proponent may re-apply for the program but would have to re-qualify and re-queue.