

**BYLAW NO. 1589-25**

**OF THE**

**TOWN OF BONNYVILLE**

**IN THE PROVINCE OF ALBERTA**

**BEING A BYLAW OF THE TOWN OF BONNYVILLE IN THE PROVINCE OF ALBERTA, CANADA, FOR THE PURPOSE OF PROVIDING A GRANT TO ENCOURAGE DEVELOPMENT OF NEW MULTIUNIT RESEDENTIAL HOUSING ON DESIGNATED R3 AND R4 DISTRICT RESIDENTIAL LOTS WITHIN THE TOWN OF BONNYVILLE.**

**WHEREAS** the *Municipal Government Act*, R.S.A. 2000, c. M-26, as amended, permits municipalities to offer development incentives for construction of new residential dwellings, in accordance with the *Municipal Government Act*, on Residential properties;

**AND WHEREAS** the Town of Bonnyville seeks to provide a financial incentive to grow its property tax base and provide increased housing for Town residents by encouraging housing development on vacant residential lands;

**AND WHEREAS** the intent of this Bylaw is to provide a New Housing Incentive Grant to homeowners and Developers to build Multiunit Housing on existing R3 and R4 zoned lots located in the Town of Bonnyville.

**NOW THEREFORE THE MUNICIPAL COUNCIL OF THE TOWN OF BONNYVILLE IN THE PROVINCE OF ALBERTA DULY ASSEMBLED, ENACTS AS FOLLOWS:**

**1. TITLE**

1.1 This Bylaw may be cited as the **“Multiunit Housing Incentive Grant” Bylaw.**

**2. PURPOSE**

2.1 The purpose of this Bylaw is to:

- a) Encourage the development of multiunit housing through the provision of financial incentives to property owners who undertake developments that result in the creation of new multiunit housing containing two (2) or more dwelling units in the Town of Bonnyville for the general benefit of the municipality;
- b) Provide a process for an application for a Multiunit Housing Incentive Grant under this Bylaw; and
- c) Provide a process for review by Council of the refusal or cancellation of a Multiunit Housing Incentive Grant under this Bylaw.

**3. DEFINITIONS**

3.1 When used in this Bylaw:

- a) *“Act”* means the *Municipal Government Act*, RSA 2000, M-26, as amended from time to time;
- b) *“Applicant”* means a person who applies for a grant pursuant to this Bylaw;

- c) “*Application*” means the written application by an Owner in a form satisfactory to the Town for the inclusion in the Town of Bonnyville Multiunit Housing Incentive Grant Program and shall include:
  - i) a description of the proposed project and how it meets the eligibility criteria outlined in this Bylaw, with architectural drawings attached;
  - ii) the number of dwelling units to be created and the amount of reimbursement grant funding requested;
  - iii) an approved Development Permit and/or Building Permit; and
  - iv) a certified copy of title to the Lands.
- d) “*Application Fee*” means the fee established by this Bylaw to be paid at the time an application is submitted pursuant to this Bylaw;
- e) “*CAO*” means the Chief Administrative Officer of the Town, or their delegate;
- f) “*Certification*” means the written conformation under oath provided by the Owner to the Town in a form satisfactory to the Town certifying that the Project has been completed and ready for occupancy, and such confirmation must include the following:
  - i) confirmation that the Project, including any deficiency list, has been completed in full and the dwelling units are ready for occupancy, and
  - ii) confirmation, including receipts or other documents satisfactory to the Town, that all suppliers and contractors involved in the Project have been paid in full for their goods and services.
- g) “*Complete Application*” means an application submitted pursuant to this Bylaw that includes the Application Fee, a completed Application Form as set out in Appendix “A” to this Bylaw, and all information and documents set out in Appendix “A”;
- h) “*Council*” means the municipal council for the Town;
- i) “*Eligible Property*” means a vacant property within the R3 and R4 Districts as defined in the Town Land Use Bylaw No. 1447-16 – Residential Districts as defined in the Act that meet the criteria set out in section 5 of this Bylaw;
- j) “*Grant*” means a grant for the construction of a new multiunit residential dwelling issued under this Bylaw;
- k) “*New Multiunit Housing Incentive Grant Agreement*” means a written agreement between the Town and an Applicant setting out the terms and conditions of a New Multiunit Housing Incentive Grant issued under this Bylaw as set out in Appendix B;
- l) “*Owner*” means the current owner of the Lands and any subsequent owner thereafter;
- m) “*Project*” means the project set out in Section 5;
- n) “*Reimbursement Grant*” means financial assistance available to the Owner and payable by the town under this Bylaw in accordance with the terms of this Bylaw;

- o) “Review Fee” means the fee established by this Bylaw to be paid at the time an appeal application is submitted pursuant to this Bylaw; and
- p) “Town” means the municipal corporation of the Town of Bonnyville.

#### **4. TERM OF THE GRANT PROGRAM**

4.1 The Town shall consider applications for a Grant from the date this Bylaw is enacted until December 31, 2025 or until the program funds of \$500,000.00 are fully allocated whichever occurs first.

#### **5. CRITERIA FOR MULTIUNIT HOUSING INCENTIVE GRANT**

5.1 To apply for a Grant, an Applicant must:

- a) be the registered owner for the Eligible Property that is the subject of the application;
- b) have no outstanding monies owing to the Town;
- c) have all current taxes paid in full; and
- d) not have any form of litigation, enforcement or court proceedings with or against the Town.

5.2 For a project to be eligible for a Grant, it must:

- a) Be located on an Eligible Property that has not been the subject of a Grant;
- b) Be a development that results in the creation of two (2) or more dwelling units within R3 (discretionary) or R4 district as defined by the Town of Bonnyville’s Land Use Bylaw No. 1447-16;
- c) Be located on a single parcel of land;
- d) Be a new construction and results in the creation of at least two (2) new dwelling units;
- e) Have an approved Development Permit and Building Permit issued by the Town of Bonnyville;
- f) Must not be in tax arrears with the Town of Bonnyville;
- g) Must not have received funding under any other Municipal grant program;
- h) Comply with all applicable municipal bylaws, Building Codes, and Provincial and Federal legislation. This may include but is not limited to: The Town of Bonnyville Municipal Development Plan No. 1300-07; The Town of Bonnyville Land Use Bylaw No. 1447-16; any applicable Area Structure Plan approved by the Town of Bonnyville; the National Building Code; National Energy Code and Safety Codes Act; and
- i) Must be completed within 24 months from the time of application for the project to be completed to the stage where occupancy can be granted.

**6. APPLICATION FOR THE MULTIUNIT HOUSING INCENTIVE GRANT**

- 6.1 To be considered for a Grant, Applicants must submit a complete Application (Appendix A) to the Town.
- 6.2 The Applicant must agree to enter into a Multiunit Housing Incentive Grant Agreement with the Town, in the form prescribed by the Town. The Town may provide different conditions in such an agreement for Applicants who are constructing a Project for the purpose of selling the property and Applicants who are constructing a Project for the purpose of renting the property.
- 6.3 The Application Fee is \$100.00.
- 6.4 The Town will receive and process applications on a first come, first serve basis.
- 6.5 Notwithstanding the Complete Application requirements, the Town may require any additional information that, in the discretion of the Town, is necessary to complete the application.
- 6.6 The Town will advise an Applicant in writing, with reasons, if their application is complete and therefore accepted for consideration. An application accepted for consideration shall become the property of the Town and may not be returned.
- 6.7 The Town has the discretion to reject applications that are incomplete or illegible.
- 6.8 The Town will advise an Applicant in writing, with reasons, if their application is rejected on the basis that it is incomplete or illegible.
- 6.9 Applications that are returned incomplete or illegible may be resubmitted, provided the program remains available under section 4.1 of the Bylaw. The Town will consider resubmitted applications in the order the Town receives the resubmitted application.

**7. CONSIDERATION OF APPLICATIONS**

- 7.1 Within sixty days of the Town advising an Applicant that their application is complete, the CAO shall review and consider the application and either:
  - a) approve the application and enter into a Multiunit Housing Incentive Grant Agreement (Appendix B) with the Applicant, or
  - b) reject the application and advise the Applicant with written reasons as to why the application was rejected and the date by which the Applicant may review the decision to Council.
- 7.2 The CAO may, at any time, require an Applicant to provide any documents the CAO deems necessary to verify any information contained in a Complete Application.

**8. MULTIUNIT HOUSING INCENTIVE GRANT PROGRAM**

- 8.1 The Multiunit Housing Incentive Grant Program provides owners a reimbursement grant of \$10,000 for each new dwelling unit created in an eligible project containing two (2) or more housing dwelling units on a single parcel of land.

8.2 Applications will be received and reviewed on a first-come, first served basis until the total maximum amount of funding under the program has been exhausted or the program term has ended.

8.3 A reimbursement grant for an approved project will be disbursed upon the applicant providing satisfactory evidence that the project has complied with all requirements of this Bylaw and that the project has been approved for occupancy.

## **9. PAYMENT OF THE NEW HOUSING INCENTIVE GRANT**

9.1 Upon the project being approved for occupancy, and the Town receiving satisfactory proof of the same, the approved reimbursement grant funds shall be disbursed to the applicant.

## **10. REVIEW TO COUNCIL**

10.1 An Applicant may apply to Council for a review in the following situations:

- a) an application for a Grant is refused or rejected;
- b) a Multiunit Housing Incentive Grant Agreement is cancelled.

10.2 A request for a review must be submitted in writing to the CAO within 30 days of:

- a) written notice being sent to the Applicant that an application for a Grant has been refused or rejected; or
- b) written notice being sent to the Applicant that a Multiunit Housing Incentive Grant Agreement has been cancelled.

10.3 The Applicant must submit a non-refundable review fee of \$100.00 concurrent with the request for a review.

10.4 Council shall consider a request for a review at:

- a) a regularly scheduled meeting of Council; or
- b) a special meeting of Council.

10.5 Remedies available to Council upon conclusion of a review are:

- a) uphold or revoke a decision of the CAO with respect to the outcome of an application or cancellation of a Multiunit Housing Incentive Grant Agreement.

10.6 The decision of Council is final.

## **11. CHANGE IN OWNERSHIP**

11.1 If the Applicant is no longer the registered owner of an Eligible Property that is the subject of a Multiunit Housing Incentive Grant Agreement, the Applicant is no longer eligible to receive funding under the Agreement.

11.2 If a new registered owner of an Eligible Property that is the subject of a Multiunit Housing Incentive Grant Agreement wishes to receive funding and meets the eligibility criteria for an Applicant under section 5.1 of this Bylaw, the Multiunit Housing Incentive Grant Agreement may be assigned to them and any undisbursed funds remaining under the agreement may be disbursed to the new owner.

**12. Final Reporting**

12.1 Grant Recipients will be required to submit a final report to the CAO within 3 months of the occupancy permit being issued for the subject project.

12.2 The final report must identify, at a minimum:

- a) Project Description Summary; and
- b) Photos of Completed Project.

12.3 Grant Recipients who fail to submit a final report or have been found to be in contravention of Bylaw No. 1589-25 may have their ability to submit future applications suspended.

**13. SEVERABILITY**

13.1 Should any provision of the Bylaw be declared to be invalid by a court of competent jurisdiction, then the invalid provision shall be severed, and the remaining Bylaw shall be maintained.

**14. EFFECTIVE DATE**

14.1 The adoption of this Bylaw is effective upon the date of passing of the third and final reading of this Bylaw.

**INTRODUCED AND GIVEN FIRST READING** this \_\_\_\_\_ day of \_\_\_\_\_, A.D., 2025.

\_\_\_\_\_  
**Mayor**

\_\_\_\_\_  
**Chief Administrative Officer**

**GIVEN SECOND READING** this \_\_\_\_ day of \_\_\_\_\_, A.D., 2025.

\_\_\_\_\_  
**Mayor**

\_\_\_\_\_  
**Chief Administrative Officer**

**GIVEN THIRD AND FINAL READING** this \_\_\_\_ day of \_\_\_\_\_, A.D., 2025.

\_\_\_\_\_  
**Mayor**

\_\_\_\_\_  
**Chief Administrative Officer**

**APPENDIX "A"**

**Multiunit Housing Incentive Grant Program Application  
Requirements for New Multiunit Housing Incentive Grant  
Pursuant to Bylaw No. 1589-25**

Applicant Name:	
Registered Corporate Name:	
Tax Roll Number:	
Legal Land Description:	
Mailing Address Property:	
Email Address for Applicant:	
Applicant Telephone Number:	
Number of Units to be Constructed:	
Name of Builder:	
Amount of Funding Requested:	

**Town of Bonnyville Approval:**

	<b>Conditional Approval</b>	<b>Final Approval</b>
Date:		
Grant Amount:		
Name and Title of Town Agent		
Signature of Agent		

Personal Information required by the Town of Bonnyville application forms is collected under the authority of sections 33(a) and (c) of the Alberta Freedom of Information and Protection of Privacy (FOIP) Act. Your personal information will be used to process your application(s). Please be advised that your name, address and details related to your application may be included on reports that are available to the public as required or allowed by legislation. If you have any questions, please contact the Town's FOIP Coordinator at 780-826-3496 or [admin@town.bonnyville.ab.ca](mailto:admin@town.bonnyville.ab.ca).



## Submission Attachment Checklist

### Required Attachments

1. Description and Project Drawings
2. Map of Location of Lot

## Multiunit Housing Incentive Grant

### Application Certification

#### I Certify that:

1. The information contained in this application and supporting documents is true and accurate.
2. The required attachments are true copies and have been included with the application or have been previously provided. The required attachments form part of this application.
3. I acknowledge that the submission of an application alone does not guarantee funding, and that the provision of funding is dependent upon a review and approval process.
4. I have read Bylaw No. 1589-25 – Multiunit Housing Incentive Grant Bylaw and understand that any approved funding will be subject to those guidelines, unless otherwise stated.
5. I acknowledge that, should funding be approved, the organization will be required to enter into a grant funding agreement with the Town of Bonnyville.

<b>Owner Name</b>	
<b>Signature of Owner</b>	
<b>Phone Number</b>	
<b>Email</b>	

Please keep a copy of this application for your records

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