



The Corporation of the Town of Fort Smith Multifamily Housing Construction Incentive Program Guidelines

1. Statement

The Town of Fort Smith wishes to provide unit-based grants to encourage accelerated housing growth through the Housing Accelerator Fund (HAF).

2. Purpose

To provide incentives for eligible property owners and developers to encourage them to develop incremental residential housing units through per-unit contributions on eligible building projects.

3. Definitions

- a. *Accessory Dwelling* – A self-contained suite located within, attached to, or on the same lot as a single detached home. Includes basement suites, garage suites and garden suites.
- b. *Administration* – The Senior Administrative Officer (SAO), senior management, or designated staff of the Town of Fort Smith.
- c. *Applicant* – The individual or developer submitting an application for financial support through the Housing Incentive Program.
- d. *Application Date* – The date an application is acknowledged as received by the Program Review Officer.
- e. *Completion Date* – The date by which all work must be completed to the satisfaction of the Town.
- f. *Developer* – A person, firm, or company with an approved development permit to build or retrofit residential units.
- g. *Dwelling Unit* – A building or portion of a building containing independent living facilities including provisions for sleeping, cooking, and sanitation for one household.
- h. *Grant* – A financial contribution with conditions and a formal agreement, offered based on an objective assessment.
- i. *Multi-Family Residential* – Residential development including duplexes, triplexes, fourplexes, townhouses, stacked row housing, and apartment-style buildings.
- j. *New Residential Construction* – A building not yet constructed, containing one or more new dwelling units.
- k. *Program* – The Fort Smith Housing Incentive Program under HAF Phase 1.

- l. *Program Agreement* – A legal agreement outlining grant terms, conditions, and repayment obligations.
- m. *Program Review Officer* – Town staff appointed to assess applications, perform inspections, and monitor compliance.
- n. *Property* – A lot described in a Certificate of Title, within municipal boundaries, intended for residential use.

4. **Guiding Principles**

- a. The Total budget for this initiative is \$1,000,000 and is fully funded by the Canadian Mortgage & Housing Corporation (CMHC) Housing Accelerator Fund.
- b. Council may amend, extend, or terminate the program at any time.
- c. Grants will be awarded based on eligibility and alignment with the Town of Fort Smith's HAS Action Plan priorities.
- d. Applications will be assessed by the Program Review Officer and approved by the Senior Administrative Officer (SAO).

5. **Granting Allocations & Reimbursement**

- a. *New Construction Grant*
\$35,000 for the first new principal dwelling unit.
\$25,000 for each additional unit on the same property, up to four units.
Maximum grant: \$110,000 per property.
- b. *Retrofit Grant*
\$35,000 per new unit created by retrofitting or converting non-residential or oversized residential buildings.
- c. *Secondary Suite Grant*
\$20,000 per new accessory dwelling unit (e.g., basement, garage, or garden suite).
- d. *Advance Option*
Up to 50% may be disbursed in advance upon:
 - i. Issuance of a valid Development Permit(s)
 - ii. Signed Program Agreement,
 - iii. Proof of financing or signed construction contract(s)
 - iv. 10% refundable holdback submitted by the applicant.
- e. Final payment issued after occupancy permit and compliance confirmation.

6. Program Requirements:

- a. SAO or Delegate:
 - i. Approves applications and agreements;
 - ii. Identifies funding sources;
 - iii. Evaluates and reports annually to Council.

- b. Program Review Officer:
 - i. Receives and vets applications;
 - ii. Performs inspections;
 - iii. Maintains records.

- c. Applicant:
 - i. Provides complete documentation;
 - ii. Meets all regulatory and agreement requirements;
 - iii. Ensures project completion within 24 months.

7. Eligibility Criteria:

- a. Must be located within the Town of Fort Smith;
- b. Applicant must be in good standing with the Town of Fort Smith;
- c. No outstanding enforcement issues;
- d. Contractors must hold valid NWT licenses and Fort Smith Business Licenses.

8. Application Process:

- a. Applications must include:
 - i. Completed Application Form;
 - ii. Project drawings and cost estimates;
 - iii. Ownership or written authorization;
 - iv. Contractor information and insurance;
 - v. Evidence of financing or delivery capacity;
- b. Applications are reviewed in order received.
- c. Council may prioritize applications based on affordability, housing type, and alignment with Housing Accelerator Fund (HAF) goals.

9. Compliance and Repayment

- a. Projects must be completed within 24 months unless extended in writing.
- b. Failure to complete or misuse of funds may trigger repayment or legal recovery via tax roll.

- c. The Town of Fort Smith reserves the right to cancel or withhold funding if the program conditions are not met.

10. Municipal Control

- a. The program is administered by the Town of Fort Smith under Housing Accelerator Fund conditions.
- b. Council may revise or terminate the program with notice.
- c. No grant is awarded until a signed Program Agreement is in place.

11. Administration of Policy

- a. The SAO is responsible for maintaining this policy, including review and updates.

12. Related Policies

- a. Town of Fort Smith Zoning Bylaw
- b. Building Bylaw
- c. HAF Contribution Agreement with CMHC