



Housing Incentive Program Guidelines

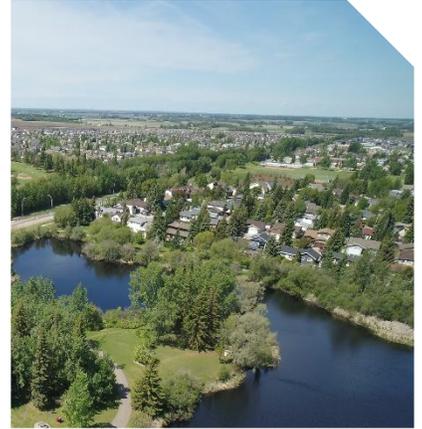
[Leduc.ca/housing-accelerator-fund](https://leduc.ca/housing-accelerator-fund)
planning@leduc.ca

Contents

- Incentive Program Details 3
- Qualifying Housing Types 3
- Eligible Incentive Amounts 4
- Payment Options 4
- Applicant Requirements 4
- Funding Pre-Requisites 5
 - Market Housing: 5
 - Non-Market Housing: 6
- Application Process 6
 - Process for Housing Incentive Program Applications 8
- Disclaimer 8

Introduction

The City of Leduc is committed to providing financial supports to increase development of underserved housing, including missing middle and affordable housing projects within the City of Leduc. In alignment with City of Leduc Housing Incentive Program Policy #90000, and the City's Housing Strategy, this Guideline will facilitate the provision of financial incentives to encourage creation of specific underserved housing types, by outlining eligible housing types and prescribing the application process and requirements to obtain this incentive. This document will outline how the program works and what steps are needed to secure funding, dependent upon the housing specifics.



Incentive Program Details

The City's diverse population underscores the need for a variety of housing options across the housing continuum; therefore, the underserved housing types called for in this guideline will be monitored and modified annually as the community needs change. There is a limited amount of incentive funding available to stimulate construction of these underserved housing types within the years 2025 to 2027; for this reason, the incentives will be awarded in consideration of the program criteria and on a first-come, first-served basis.

Qualifying Housing Types

The following types of housing will be considered as underserved housing and may qualify for an incentive:

1. **Market Housing** – means housing that is provided without subsidy for rent or mortgage through public and/or non-profit funding or supplements. This includes only:
 - *Garden Suite* – As defined within the City's Land Use Bylaw.
 - Mass Timber Construction – As defined by the National Building Code (Alberta), excluding development of a Single Detached Dwelling.
 - *Modular Construction* – As defined by the City's Land Use Bylaw, excluding Development of a Single Detached Dwelling.
 - *Rehabilitated Secondary Suites* – means an existing Secondary Suite, as defined within the Land Use Bylaw, that has not been issued a valid Development and/or

Building Permit and requires construction modification to meet either the minimum requirements of the City of Leduc Land Use Bylaw and/or the National Building code (Alberta).

2. **Non-Market Housing** – means housing that is made affordable through public and/or non-profit ownership or rent supplements.

Eligible Incentive Amounts

1. The following are the total maximum eligible incentive values that may be paid to an Applicant that meets the requirements of the Housing Incentive Program Guidelines:
 - *Market Housing*: \$5,000.00* per housing unit.
 - *Non-Market Housing*: \$10,000.00* per housing unit.
2. The funding amount may be varied from above at the City's sole discretion, subject to funding availability.

Payment Options

1. If the Applicant meets the Program Guidelines and is eligible for the incentive payment, the payment can be provided to the Applicant through one of the following means:
 - Direct payment via Electronic Funds Transfer;
 - Reimbursement of Municipal Permit Fees; or
 - Credit on the project address Municipal Tax Roll.
2. Any payments to be made will be issued as follows:
 - **Market Housing:**
 - i. 50% following proof of Development Permit and Building Permit issuance, within 30 days of incentive approval.
 - ii. 50% following proof of Occupancy issued by a City of Leduc Safety Codes Officer, assuming full compliance with the Building Permit requirements.
 - **Non-Market Housing:**
 - i. 100% following proof of Development Permit and Building Permit issuance, within 30 days of incentive approval.

Applicant Requirements

1. All Market Housing Applicants must provide or demonstrate the following:

- Confirmation of ownership via valid Certificate of Title for the fee simple property; or confirmation of ownership entitlement as noted through agreement with the title holder.
 - Requisite skills and expertise to undertake the permitting and construction phases of development or have a contract with a qualified consultant or contractor to fulfill the permitting and construction requirements.
 - Financial stability including:
 - i. Confirmation of accessible funding to undertake the proposed development.
 - ii. Confirmation that no account with the City (for example, taxation or utility account) is in arrears.
 - No pending or active enforcement cases with the City of Leduc, unless in reference to Secondary Suite requiring rehabilitation.
2. All Non-Market Housing Applicants must provide or demonstrate the following:
- Requisite skills and expertise to undertake the permitting and construction phases of development or have a contract with a qualified consultant or contractor to fulfill the permitting and construction requirements.
 - Financial stability, including:
 - i. Confirmation of accessible funding to undertake the proposed development.
 - ii. Confirmation that no account with the City (for example, taxation or utility account) is in arrears.
 - iii. Incorporation documents confirming that the entity is a registered valid non-profit organization.
 - Be an established public housing agency or community housing association that has been operating within and providing related services within the City of Leduc for a minimum of 10 years.

Funding Pre-Requisites

The following conditions are pre-requisites to confirmation of funding; where the City deems appropriate, the Applicant shall confirm and commit to such conditions in writing prior to and funding release or credit application, as the case may be.



Market Housing:

1. The project address must be located within the City of Leduc municipal boundary.
2. The project must be an Underserved Housing type identified within this Guideline.
3. The project must not yet be under construction.
4. The project must be able to obtain a valid Development Permit and Building Permit within 30 days of conditional funding approval.

5. The project must be ready to commence construction within 120 days of Building Permit issuance.
6. The project must be able to comply with:
 - All applicable City of Leduc Bylaws, Policies and Procedures as adopted by the City from time to time;
 - All applicable Safety Codes Act(s) requirements;
 - Conditions of any caveat, covenant, easement, instrument, building scheme or agreement affecting the land or Building; and
 - All other applicable Federal, Provincial and/or Municipal legislation.

Non-Market Housing:

1. The project address must be located within the City of Leduc municipal boundary.
2. The project must be an Underserved Housing type identified within this Guideline.
3. The project must not yet be under construction.
4. The project must be able to obtain a valid Development Permit and Building Permit, within 30 days of conditional funding approval.
5. The project must be ready to commence construction within 120 days of Building Permit issuance.
6. The project must be able to comply with:
 - All applicable City of Leduc Bylaws, Policies and Procedures as adopted by the City from time to time;
 - All applicable Safety Codes Act(s) requirements;
 - Conditions of any caveat, covenant, Easement, instrument, Building scheme or agreement affecting the land or Building; and
 - All other applicable Federal, Provincial and/or Municipal legislation.
7. The project must remain non-market for a minimum of 20 years from the date of occupancy.

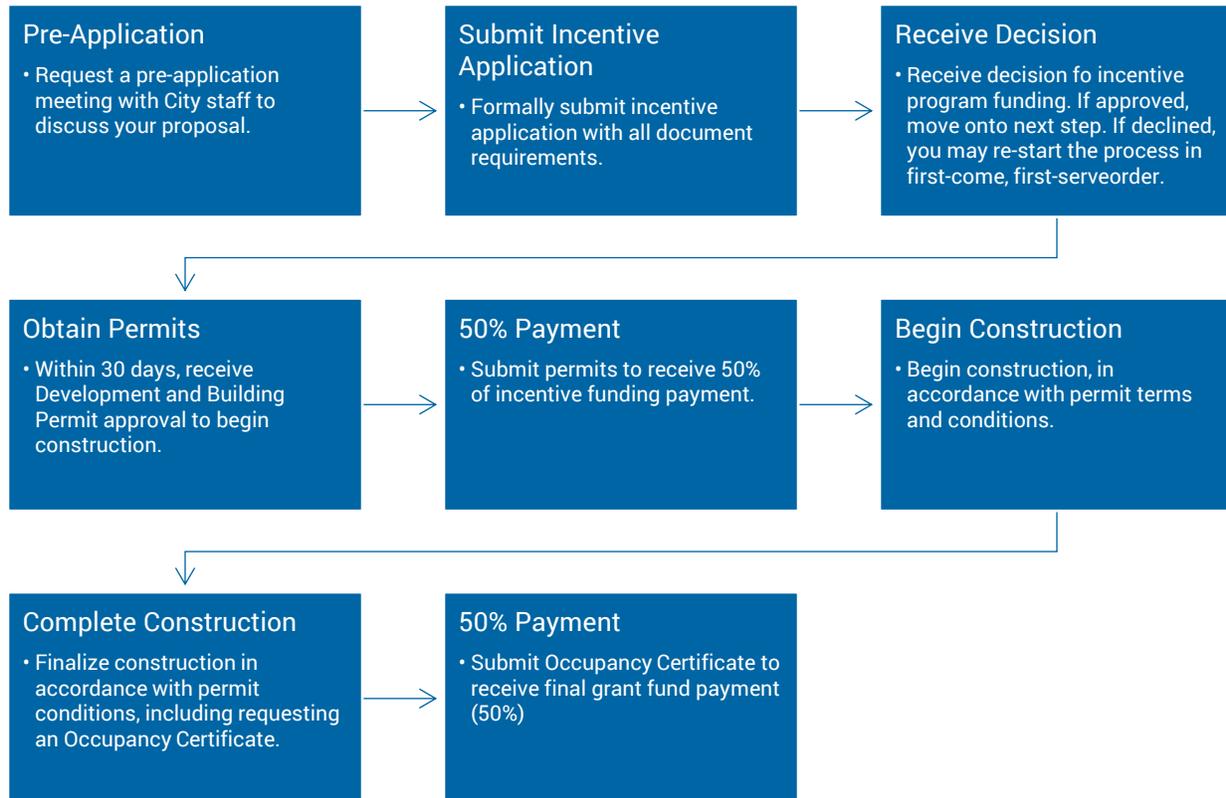
Application Process

1. The Applicant will register for an account through the Planning & Economic Development's web Portal <https://cityview.leduc.ca/CityViewPortal>
2. Via the Portal, the Applicant will [Request a Meeting](#), and with that meeting request they will submit a preliminary site plan and elevation drawing. To get an idea of what types of information to include, consider the [City's Minimum Plan Requirements](#) for Development Permit Applications. Note, these plan requirements do not need to be fully met until a later step in the process.

3. Following the pre-application meeting, the Applicant may make a formal application, with all of the necessary Applicant and Application Requirements noted within this Guideline.
4. Applications will be reviewed for completeness and the Applicant notified of any missing information. Missing information must be submitted within 14 days of being notified; in the City's sole discretion, late submission may jeopardize approval.
5. Complete Applications will then be reviewed and if all Guideline requirements are met, incentives will be awarded on a first-come, first-served basis, from the date of the submission of the initial application. If the Guideline requirements are not met, the applicant will be rejected.
6. Within 30 days of approval of the incentive, the Applicant shall obtain both a Development Permit and Building Permit.
7. Once the permits are issued, and once any required acknowledgement of conditions is executed by the Applicant, the Applicant may request the initial incentive payment or the application of credit (see Payment Options section for more information).
8. The Applicant must begin and complete construction in accordance with the conditions and requirements of the Development Permit and Building Permit.
9. The Applicant must finalize construction in accordance with permit conditions, including requesting an Occupancy Certificate from City of Leduc Safety Codes Officer.
10. Once all conditions of the permits have been satisfied within the permit timelines, the Applicant may submit the Occupancy Certificate to the City via email and request the remaining incentive payment (see Payment Options section for more information).

Note: The Housing Incentive Program has a limited number of incentives available. Applications are processed on a first-come, first-served basis. If the Applicant fails to progress through the outlined process the incentive is forfeited; the Applicant may re-start the application process in first-come, first-served order if there are incentive funds available.

Process for Housing Incentive Program Applications



Disclaimer

- The City reserves the right to withhold incentive payments if:
 - The Applicant becomes involved in litigation, or has open enforcement issues, with the City over any matter;
 - The Applicant is in arrears for any City account.
 - The City believes the Applicant has made any misrepresentations or provides false or misleading information during the pre-application, application or construction process.
 - A non-market housing applicant/organization fails to maintain valid non-profit status.