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CITY OF
Lethbridge

URBAN CORE HOUSING INCENTIVE PROGRAM POLICY

PURPOSE

The Council of the City of Lethbridge has a broad mandate to provide good government, develop and maintain a safe and viable community, and to supply desirable and/or necessary services to the community.

The purpose of the program is to financially support the development of attractive, self-contained market-rate dwelling units within the urban core of Lethbridge.

PERSONS AFFECTED

City Council/ City Manager or Delegate

POLICY STATEMENT

It is the policy of the City of Lethbridge to financially assist qualified property owners and investors to construct attractive, self-contained market-rate dwelling units within the urban core of Lethbridge.

APPLICATION INFORMATION

- a. Applicants must ensure that the application form is complete including required supporting documents. Additional requirements and/or supporting documents may be required on a case by case basis at the discretion of the City Manager or delegate based on the nature of the work proposed. Incomplete applications will be returned to applicant.
- b. Once an application is deemed complete by the City Manager or delegate, the application will be time stamped and applicable funding will be held for the project. Should there be inadequate funding to meet demand, applications will be held in a queue and processed in chronological order as funding becomes available.

ELIGIBILITY

- a. Projects shall consist of the construction of new self-contained residential dwelling units. Dwelling units may be created in new buildings or existing buildings provided that the incentive is only utilized for additional new dwelling units. Renovations to dwelling units that were in existence prior to adoption of this policy are ineligible.
- b. Projects shall be located within Lethbridge's urban core districts including Downtown, Warehouse District, or 13 Street North as defined.
- c. Projects where rent or sale value is subsidized by any government entity, a non-profit organization or a cooperative are ineligible for this program.
- d. Properties must not be in arrears in municipal taxes, municipal utilities or any other municipal charge.

FUNDING

- a. Project funding is limited to:
 - i. \$12,000 per unit for mixed-use development up to a maximum of 24 units.
 - ii. \$7,000 per unit for residential development up to a maximum of 24 units.
- b. Projects shall have a minimum of 5 residential units.
- c. Applications will be placed in the queue upon receiving approval of a completed application by the City Manager or delegate. Should there be inadequate funding to meet demand, applications will be held in the queue and processed in chronological order of their submission date if additional funding becomes available.
- d. Approved projects that do not start construction with reasonable progress, as determined by the City Manager or delegate, within 1 year of the approval will have application approval cancelled and funding will be reallocated to projects in the queue.
- e. Retroactive funding shall not be permitted; eligible projects shall have commenced following an approved application by the City Manager or delegate.
- f. Project must receive all necessary approvals including but not limited to: development permit, building permits, and historic approvals (if applicable). If any approvals or permits lapse, project eligibility for funding will cease, application will be cancelled, and a new application will be required to be submitted.
- g. Funding will be issued following receipt of a City of Lethbridge Occupancy permit, and any other necessary inspections by the City Manager or delegate to confirm completion and submission of receipts and reporting requirements in alignment with the application form.

ROLES AND RESPONSIBILITIES

City Council to:

- a. Approve the Urban Core Housing Incentive Program Policy
- b. Approve the appropriate budget for the incentive program
- c. Review and evaluate the program outcomes

City Manager or delegate to:

- a. Provide administration of the grant program including individual application approvals
- b. Consult with the necessary expertise required to make informed decisions on the program including but not limited to other city departments, committees (e.g. Historic Places Advisory Committee and Heart of Our City Committee), and external resources (e.g. Province of Alberta).
- c. Report program outcomes and disposition of the funding annually to City Council

Applicant to:

- a. Meet all requirements and conditions of the program;
- b. Have an ownership interest in the property to be constructed.

DEFINITIONS

- a. 13 Street North - means the area of the City of Lethbridge that includes all properties that front on 13 Street North between 1 Ave North and 9 Ave North.
- b. Downtown - means the area of the City of Lethbridge bounded by the following: Stafford Drive on the east, 6 Avenue South to the south, the Crowsnest Trail to the north, and the Oldman River Valley top-of-bank setback line to the west.
- c. Warehouse District - means the area of the City of Lethbridge bounded by the following: Stafford Drive to the west; 3 Avenue to the south (including all properties fronting on 3 Avenue); Mayor Magrath Drive to the east; and Crowsnest Trail to the north.

REFERENCES

- Heart of Our City Master Plan
- Integrated Community Sustainability Plan/ Municipal Development Plan

REVISION HISTORY

- March 16, 2015 - New Policy (Heart of Our City Housing Incentive Program Policy)
- October 19, 2020 - Revised to remove role of Heart of Our City Committee; enhanced role for City Manager; lowering of per unit amount from \$30,000 to \$12,000 for mixed use and \$7,000 for resident; and maximum of funding for 24 units; renamed