

	<b>Secondary Suites and Accessory Dwelling Unit Grant Program</b>	
	<b>Policy Type:</b>	Council-Management Delegation
	<b>Number:</b>	CMD-P-3.2
	<b>To be Reviewed:</b>	Once per term
	<b>Approval Date:</b>	March 22, 2021
	<b>Motion Number:</b>	21.C.123 22.C.389
	<b>Revised Date(s):</b>	November 14, 2022

**Policy Statement:**

The Town of Okotoks supports a variety of housing options and affordable rental opportunities within Okotoks by establishing a grant program to facilitate a greater diversity of housing options and increase affordable rental opportunities by offsetting some of the costs associated with developing safe and legal secondary suites and accessory dwelling units.

The grant program for secondary suites and accessory dwelling units shall:

- Support a variety of housing options in Okotoks;
- Expand the supply of affordable housing options in Okotoks;
- Support building code upgrades to existing non-compliant secondary suites;
- Encourage the creation of new secondary suites within existing dwellings and accessory dwelling units.

**Program Criteria:**

In order to be eligible for funding:

- Applicants may only apply for one grant per titled property;
- Applicants must be the titled owner of the property;
- The property must be designated Traditional Neighbourhood (TN) District under the Land Use Bylaw and must not be located within any flood hazard area;
- Applicants must hold a valid building permit for the project, and an occupancy permit must be obtained within the required timelines under the approved building permit;
- Applicants should use local tradespeople to undertake work or provide written rationale why this is not feasible.

Submissions that include any of the following will be ineligible for funding:

- Applications made that include upgrades to previously approved secondary suites or accessory dwellings;
- Applications for projects that do not meet the requirements of the Land Use Bylaw;
- Applications for projects on properties that are not up to date on property taxes;
- Applications for secondary suite projects that are not part of an existing constructed dwelling;
- Applications for a secondary suite or accessory dwelling unit that does not have authorization for occupancy under an approved construction permit.

**Funding Criteria:**

- Grants awarded are limited to:
  - 50% of construction costs up to \$5,000 per non-compliant secondary suite or accessory dwelling unit; and
  - 50% of construction costs up to \$10,000 per newly constructed secondary suite or accessory dwelling unit.
- Grant funding under this policy will be determined annually through the Council budget.
- Applicants will not be eligible for any future grant funding unless the applicant on title at the time of the grant application submission and the applicant receiving the funding remains the same.
- Funding under this grant program will only be awarded if available, on a first come, first served basis for secondary suites or accessory dwelling units that meet the program criteria.
- Eligible applicants will be placed on a waitlist and funding will be awarded once available, provided the project continues to meet the eligibility requirements.
- Any lapses in permits will result in the cancellation of funding approval, and removal of the application from the waitlist, as applicable.
- Projects must continue to meet the program criteria in order to receive funding.