

INTRODUCTION

- Pursuant to the [Municipal Development Plan of the City of Medicine Hat](#), and the priority therein of encouraging infill development, the City has designed the Infill Incentive Program described below.

PURPOSE

- The Infill Incentive Program (the “Program”) is designed to incentivize the expeditious development and reconstruction of Infill Properties. The Program will benefit established neighbourhoods and provide economic stimulus to grow the property assessment base of the City.

HOW MUCH FUNDING IS AVAILABLE FOR AN INFILL PROPERTY?

- An Applicant may be eligible to receive not more than \$25,000 Canadian Dollars in funding in respect of a single Infill Property.
- The City has budgeted a total of \$300,000 for the Program (the “Program Budget”) in the 2022 calendar year.

TIMELINES

- The deadline to submit a Program application is **4:00 PM on November 18, 2022**, or when the Program Budget has been fully distributed by IMH, whichever occurs first.

ELIGIBILITY

- To be eligible for the Infill Incentive Program the applicant must meet the following requirements:
 - 1) Be the property owner (s) or that person’s legal representative;
 - 2) Have not been approved for the same project under another City grant program; and
 - 3) Meet any applicable, additional application requirements as specified by the Infill Incentive

APPLICATION EXCLUSIONS

- The Owner or Applicant is only eligible for funding on two (2) Infill Properties. If, the interested person has already received funding under the Program in respect of two (2) other Infill Properties, then the interested person will not be eligible to submit a Program application (or receive funding under the Program) in respect of the Infill Property or the Proposed Project.

- The Proposed Project is only eligible for funding if (i) the Infill Property is not in arrears in respect of any taxes, levies or other charges payable to the City, and (ii) the Applicant is not in arrears in respect of any City utility charges or other amounts payable to the City.
- The Proposed Project is only eligible for funding if an application for a development permit in respect of the Proposed Project has been received by the City no earlier than **January 1, 2022**.

PROGRAM DESCRIPTIONS

The Program is comprised of five (5) separate non-repayable grants (the “Program Grants”), each of which are described in detail below.

A. Land Use Bylaw Amendment Application Fee Grant

The Land Use Bylaw Amendment Application Fee Grant may reimburse an Applicant up to \$5,000 for some or all of the application fee charged by the City to the applicant for the Land Use Bylaw amendment application. A City-issued receipt will be required, for a Land Use Bylaw amendment application in respect of a Proposed Project.

The eligibility requirements for the Land Use Bylaw Amendment Application Fee Grant are as follows:

- (i) the Applicant must have applied for a Land Use Bylaw amendment in respect of their Proposed Project by no earlier than January 1, 2022 and must have paid the application fee associated therewith in full, and no later than December 31, 2022;
- (ii) the Land Use Bylaw amendment application must have requested an increase in the permitted residential density of the Infill Property (for example, from Low Density Residential District (R-LD) to Medium Density Residential District (R-MD));
- (iii) the development permit must have authorized the Applicant to:
 - a. demolish and replace a Residential Building on the Infill Property with a new Residential Building containing an equal or greater number of Dwellings in comparison to the Residential Building being demolished and replaced;
 - b. construct a new Residential Building containing not less than one (1) Dwelling on a vacant portion of the Infill Property; or
 - c. Reconstruct a Residential Building on the Infill Property in a manner that does not decrease the number of Dwellings in the Residential Building;

Additional rules for the Land Use Bylaw Amendment Application Fee Grant:

If the application for a Land Use Bylaw amendment was approved by the Council, and all of the above requirements have been satisfied by the applicant to the satisfaction of the City, the Applicant may be eligible for up to the lesser of \$5,000 and the entire cost of the Land Use Bylaw Amendment application fee charged by the City to the Applicant.

If the application for a Land Use Bylaw amendment was refused by the Council, and where requirements above have been satisfied by the applicant to the satisfaction of the City, the Applicant may be eligible for up to the lesser of \$2,500 and one half (½) of the cost of the Land Use Bylaw Amendment application fee charged by the City to the Applicant.

B. New Construction Residential Densification & Renewal Grant

The eligibility requirements for the New Construction Residential Densification & Renewal Grant are as follows:

- (i) the development permit must have authorized the Applicant to:
 - a. demolish and replace a Residential Building on the Infill Property with a new Residential Building containing an equal or greater number of Dwellings in comparison to the Residential Building being demolished and replaced;
 - b. construct a new Residential Building containing not less than one (1) Dwelling on a vacant portion of the Infill Property; or
 - c. Reconstruct a Residential Building on the Infill Property in a manner that does not decrease the number of Dwellings in the Residential Building.

For the purposes of this Program, a “Backyard Suite” has the meaning given thereto under the Land Use Bylaw, and qualifies as a “Residential Building”. A “Secondary Suite” has the meaning given thereto under the Land Use Bylaw, and qualifies as a “Dwelling”.

The New Construction Residential Densification & Renewal Grant may provide an Applicant with funding for each newly constructed or Reconstructed Dwelling on an Infill Property in accordance with the following rules:

- (i) Where one (1) new Dwelling is constructed or Reconstructed, and all eligibility requirements are satisfied by the Applicant to the satisfaction of the City, the successful applicant may be provided with up to \$5,000;
- (ii) Where two (2) new Dwellings are constructed or Reconstructed, and all eligibility requirements are satisfied by the Applicant to the satisfaction of the City, the successful applicant may be provided with up to \$10,000;
- (iii) Where three (3) new Dwellings are constructed or Reconstructed, and all eligibility requirements are satisfied by the Applicant to the satisfaction of the City, the successful applicant may be provided with up to \$15,000; and
- (iv) Where four or more (4 or more) new Dwellings are constructed or Reconstructed, and all eligibility requirements are satisfied by the Applicant to the satisfaction of the City, the successful applicant may be provided with up to \$20,000.

C. Hazardous Materials Survey and Abatement Grant

The Hazardous Materials Survey and Abatement Grant may provide an Applicant with up to \$10,000 in funding to reimburse the Applicant for some or all of their eligible out-of-pocket expenses for Hazardous Materials Survey and Abatement Services prior to the demolition and replacement or Reconstruction of a Residential Building on their Infill Property.

For some or all of their eligible out-of-pocket expenses, evidenced by receipts, certifications of abatement, landfill receipts, and other related documents, for Hazardous Materials Survey and Abatement Services related to their Proposed Project that were necessary prior to the demolition and replacement or Reconstruction of a Building on an Infill Property.

For the purposes of this Program Grant, a “Hazardous Materials Survey” means an assessment to identify all hazardous materials on an Infill Property that could be harmful if they were not removed prior to demolition or Reconstruction on that Infill Property, and “Abatement Services” means the identification, removal, repair and encapsulation of the material or products in a structure situated on an Infill Property in order to eliminate the threat of exposure to hazardous materials.

The eligibility requirements for the Hazardous Materials Survey and Abatement Grant; the Applicant must have commenced the Hazardous Materials Survey and Abatement Services work in respect of a Building on an Infill Property by no earlier than January 1, 2022 and no later than December 31, 2022;

D. Professional Design Services Grant

The Professional Design Services Grant may provide an Applicant with up to \$5,000 in funding to reimburse the Applicant for some or all of their eligible out-of-pocket expenses, evidenced by receipts, for Professional Design Services in respect of the replacement, construction or Reconstruction of a Building on their Infill Property. For the purposes of this Program Grant, “Professional Design Services” means the services of an architect, engineer or person holding a valid business licence for the provision of building design services.

The eligibility requirements for the Professional Design Services Grant; the Applicant must have commenced the Professional Design Services work in respect of a Building on an Infill Property by no earlier than January 1, 2022 and no later than December 31, 2022;

E. Eligible Utility Infrastructure Upgrades Grant

The Eligible Utility Infrastructure Upgrades Grant may provide a successful applicant with up to \$15,000 in funding to reimburse the Applicant for some or all of their out-of-pocket expenses, evidenced by City-issued receipts, for Eligible Utility Infrastructure Upgrades in respect of an Infill Property. For the purposes of this Program Grant, “Eligible Utility Infrastructure Upgrades” means upgrades solely of the City-owned utility infrastructure located between the City’s nearest point of service to the Infill Property and the applicable utility meter situate on the Infill Property.

The eligibility requirements for the Eligible Utility Infrastructure Upgrades Grant; the Applicant must have commenced the Eligible Utility Infrastructure Upgrades by no earlier than January 1, 2022 and no later than December 31, 2022;

WHAT IS THE APPLICATION PROCEDURE?

Program Grants will be awarded to successful Applicants only. Persons who have applied for the Program will be contacted by Invest Medicine Hat to set-up an appointment. Prior to the appointment, the IMH Representative will provide the interested person a list of information that will be required to assess the work that the interested person wishes to be carried out on an Infill Property (the “Proposed Project”.) The required information will include all of the following:

- a completed Program application form;
- a description of the Infill Property and the Proposed Project;
- a recent and accurate land title certificate in respect of the Infill Property showing that the interested person is registered owner thereof (the “Owner”) or, alternatively, a fully executed, and in full force and effect, real estate purchase contract in respect of the Infill Property which the interested person has entered into as “Purchaser”;
- a government-issued photo ID of the interested person;
- if the interested person is a corporation, a recent, complete and accurate corporate search result in respect of the interested person from the applicable corporate registry that outlines the shareholders and directors/ officers; and
- any additional documents or information that the IMH Rep may, at their sole discretion, require in order to assess the Proposed Project .

At the meeting, the interested person will have the opportunity to outline their Proposed Project and deliver the required information to IMH.

IMH will then confirm with the City or our internal records each of the following:

- (i) that the owner has not applied for funding on more than one other Infill Property;
- (ii) the owner has not received funding on the specific Infill Property from another IMH Land Development & Real Estate incentive program
- (iii) that the Infill Property is not in arrears in respect of any municipal taxes, levies or other charges payable to the City;
- (iv) that the Applicant is not in arrears in respect of any City utility charges or other amounts payable to the City; and
- (v) that an application for a development permit in respect of the Proposed Project has not been received by the City prior to January 1, 2022.

Once confirmed IMH will issue a Program Application Approval Letter to the Applicant in respect of the Proposed Project. The Program Application Approval Letter shall specify the funding limits associated with each of the Program Grant(s) for which the Applicant has applied.

Once a Program Application Approval Letter has been issued to the Applicant, IMH will note the maximum amount of funding that the Applicant may receive in respect of their program Application as a “reserved” amount. Nothing shall entitle the Applicant to receive any “reserved” amount until and unless the Applicant satisfies all of the eligibility requirements that are relevant to the Program Grant(s) for which the Applicant is eligible. Once the total amount that has been “reserved” by IMH in respect of all Program applications is equal to the Program Budget, IMH will thereupon cease granting any more appointment requests to interested persons and will thereupon cease issuing Program Application Approval Letters.

If, following the issuance of a Program Application Approval Letter to the Applicant, the Applicant fails to meet any of the time-based eligibility requirements related to a Program Grant for which the Applicant has applied, including without limitation, then the Applicant’s eligibility to receive any funding in respect of that Program Grant shall thereupon cease and the “reserved” amount associated with that portion of the Applicant’s Program application shall thereupon cease being a “reserved” amount in respect thereof.

If, following the issuance of a Program Application Approval Letter to the Applicant, any permit issued by the City to the Applicant in respect of the Proposed Project lapses or is revoked, cancelled or terminated, then the Applicant’s eligibility to receive any funding in respect of their Program application shall thereupon cease and the “reserved” amount associated with the Applicant’s Program application shall thereupon cease being a “reserved” amount in respect thereof.

WHEN WILL THE PROGRAM GRANTS BE PAID?

The Grant funding will be paid to the Applicant once all applicable occupancy permits and final approvals to occupy have been issued in respect of the Proposed Project.

All applicable all applicable occupancy permits and final approvals to occupy must be issued to the Applicant in respect of the Proposed Project, by no later than twenty-four (24) months following the date on which the Program application was received by IMH

Further:

- the Infill Property including, without limitation, all Residential Buildings and Dwellings, must be in compliance with all applicable construction codes including building, electrical, gas and plumbing, development requirements, zoning requirements, City bylaws, permits, orders and all other applicable law;
- the Infill Property must not be in arrears in respect of municipal taxes, levies or other charges payable to the City;
- the Applicant must not be in arrears in respect of City utility charges payable to the City;
- Invest Medicine Hat may share and advertise your project on the Invest Medicine Hat social media channels. Our marketing specialist will work with you to ensure your content, project, and brand is accurately represented prior to any publication. This allows us to acknowledge and celebrate the development with the community.

1. Definitions

For the purposes of the Program:

- “Backyard Suite” has the meaning ascribed thereto under the [City of Medicine Hat Land Use Bylaw](#) (the “LUB Bylaw”), and qualifies as a “Residential Building”;
- “Framing Inspection Approval” means a City-issued approval indicating ‘PASS’ following a mandatory inspection, by a Building Safety Codes Officer, of the complete building structural elements above grade prior to the installation of the building envelope (i.e., exterior cladding, insulation and vapour barrier) and includes the installation of all windows and entry doors.
- “Infill Property” means a property, with a single land title, which is not located in a current “greenfield” subdivision.
- “Owner” means the person listed on a land title certificate as registered owner;
- “Reconstruction” means a change, alteration or repair to a Residential Building that qualifies as a “reconstruction” under the *New Home Buyer Protection Act* (Alberta), and all regulations pursuant thereto, by virtue of the fact that at least seventy-five per cent (75%) of the enclosed square footage of the Residential Building above the foundation at the completion of the change, alteration or repair is new, and “Reconstruct” and “Reconstructed” have corresponding meanings;
- “Residential Building” means a “Single Detached House”, “Duplex”, “Multiple Unit Residential Development” or “Apartment” containing one or more “Dwellings”, according to the meanings ascribed to each of those terms under the LUB Bylaw;
- “Secondary Suite” has the meaning ascribed thereto under the LUB Bylaw, and qualifies as a “Dwelling”; and
“Weeping Tile Inspection Approval” means a City-issued approval indicating ‘PASS’ following a mandatory inspection, by a Building Safety Codes Officer, of the completed foundation and drainage system prior to backfill.