



Approved by Council: Month Day, Year

RESIDENTIAL CASH INCENTIVE POLICY

BACKGROUND

The Town of Redcliff recognizes that development within the Town is critical for the growth of the Town, and the long term prosperity of Redcliff.

PURPOSE

The purpose of this Policy is to attract development within the municipal boundaries by offering cash incentives to developers to develop single family, duplex, or semi-detached dwellings on existing vacant and / or underutilized residential properties. This Policy applies to both privately owned and municipally owned properties.

DEFINITIONS

For the Purposes of this Policy the following definitions shall apply:

- a. **ACT** means the *Municipal Government Act, RSA 2000, Chapter M-26*, as amended from time to time.
- b. **AGREEMENT** means a written agreement for a cash incentive for the residential project.
- c. **APPLICANT** means the assessed person as defined under the MGA s. 284(1) or authorized agent for the assessed person who applies for an incentive under this Bylaw.
- d. **APPLICATION** means an application form as provided by the Town of Redcliff for the purpose of applying for the Residential Tax Incentive Program.
- e. **CAO** means the person appointed to the position of Chief Administrative Officer for the Town, by Council, within the meaning of the *Municipal Government Act*, of Alberta. This position may also be referred to as the *Municipal Manager*.
- f. **CASH INCENTIVE** means monies that the Town of Redcliff will forward to the applicant upon completion of the Residential Cash Incentive Agreement.
- g. **COUNCIL** means the Council for the Town of Redcliff.
- h. **DEVELOPMENT** means development as defined in the Town of Redcliff Land Use Bylaw as amended from time to time.
- i. **INCENTIVE PROGRAM** means the time period the property has received approval for, according to the Residential Cash Incentive Agreement.

POLICY

PROGRAM

1. The cash incentive program applies to residential single family dwellings, duplexes, or semi-detached as defined by the Town's Land Use Bylaw on vacant &/or underdeveloped residential properties within the Town of Redcliff boundaries.
2. The cash incentive program does not apply to secondary suites, either internal or external.
3. The Cash Incentive Program is where the Town of Redcliff will pay the Applicant ten thousand (\$10,000.00) per residential unit created.
4. During the period of construction, all property and other taxes or levies are to be paid in full. The Cash Incentive ceases upon the property with taxes or utilities on the property going into arrears.
5. Cash Incentives will not be applied retroactively for projects which have already received a Development Permit. This includes permits that have been cancelled or lapsed and reapplied for in an effort to receive an incentive.
6. If the property is sold during the Construction Period, the approved Residential Cash Incentive will be forwarded to the Property Owner at time of Application. If the Applicant has entered into a deferral option on Town owned Lands the Cash Incentive will be forwarded to the Applicant.
7. The Applicant shall meet all requirements of the Redcliff Business Licensing Bylaw.
8. Administration will provide an update of the Cash Incentive Program to Council on a regular basis.
9. Applications will be accepted once the Development Permit has been approved. The Cash Incentive will not be transferred until all the eligibility conditions have been met.
10. Funding for the Cash Incentive Program is limited, and applications will be reviewed on a first-come basis.
11. Should funding not be available at time of application, the Town of Redcliff is not required to pay the Cash Incentive.

ELIGIBILITY

2. To qualify for the Residential Cash Incentive Program, an applicant must meet all the following criteria:
 - a. The assessed value of the property must increase by a minimum of \$200,000.00 compared to the year prior to the start of construction.
 - b. The property tax account associated with the property must be paid in full when the cash incentive is disbursed.
 - c. Utilities associated with the property must be paid in full when the cash incentive is disbursed.
 - d. The Assessed Person must not owe any monies to the Town of Redcliff.
 - e. The Assessed Person must not be in bankruptcy or receivership when the tax incentive application is submitted.
 - f. The Assessed Person must be in compliance with all applicable provincial and municipal bylaws and regulations.

- g. The Applicant must be registered on the title when the cash incentive application is submitted. If there is an agreement with the assessed person, the applicant must submit a property owner consent form or a copy of the agreement with application.
- h. The Applicant must have applied for and received a Development Permit from the Town of Redcliff. Applicant must have met any and all conditions of the Development Permit.
- i. The Applicant must have applied for and received all required Safety Codes Permits from the Town of Redcliff. Applicant must have met any and all conditions of the Safety Codes Permits.
- j. Development must be completed within twenty four (24) months of when the Development Permit was approved.

APPLICATION

1. To apply for the Residential Cash Incentive, Applicants shall provide a completed application form to the Town of Redcliff with all supporting documentation.
2. Applications prior to the enactment of this Policy will not be considered for the Residential Cash Incentive.
3. Complete Applications may be considered and approved in accordance with the criteria of the Residential Cash Incentive Policy before construction is complete. However, the cash incentive will not be disbursed until all construction on the Property is complete; all conditions of the Development Permit have been met, save those of an ongoing nature; and Permit Services Reports have been issued for all Safety Codes Permits.

DECISION PROCESS

1. Once a completed application is accepted by administration, it will be reviewed to ensure it meets the eligibility criteria. If the application is deemed complete it will be forwarded to the CAO or their designate for review. Applications that are deemed complete shall become the property of the Town and may not be returned.
2. Applicants whose applications have been returned as incomplete or illegible may resubmit their application.
3. The CAO or designate at their sole discretion may request any further documentation that they deem necessary to make their decision. Documents may come from both internal and external sources.
4. The CAO or designate at their sole discretion, may grant the Cash Incentive.

RESIDENTIAL CASH INCENTIVE AGREEMENT

1. Administration shall draft a Residential Cash Incentive Agreement. The Agreement must outline:
 - a. The number of residential units being created and the assessed value including before and after construction;
 - b. Any criteria in the Eligibility Section which formed the basis of granting the Residential Cash Incentive to which the criteria apply, all of which may be deemed a condition or conditions of the Residential Cash Incentive Agreement, a breach of which will result in the cancellation of the Incentive;
 - c. Any other information or conditions provided by the Town.
2. The Residential Cash Incentive Agreement shall be signed by the CAO.

DISPUTE

1. Any dispute regarding the Cash Incentive Agreement or any entitlement under this Policy, shall be referred to Council for resolution.
2. An applicant may appeal to Council by submitting a written request for appeal to the CAO within thirty (30) days of initial dispute.
 - a. Council, after considering the appeal, may uphold, revise or amend the decision of the CAO with respect to the matter.
3. The decision of Council shall be final and binding upon all parties except in the case where the decision is subject to an application for judicial review.

UNAPPROVED - DRAFT ONLY