



POLICY: **RENTAL HOUSING INCENTIVE PROGRAM**

SECTION: Development Services

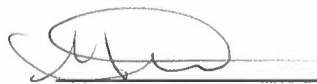
POLICY #: DEV-014

PREPARED BY: Deepa Chandran
Planner


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EFFECTIVE DATE: May 25, 2021

AUTHORIZED:



Gladys Atrill
Mayor



Dianna Plouffe
Chief Administrative Officer

PURPOSE:

This Rental Housing Incentive Policy outlines financial and regulatory measures available to encourage the development of rental housing (market, non-market, and secondary rental) in the Town of Smithers, with a focus on housing for low and low to moderate-income households.

1. POLICY OBJECTIVES

The specific objectives under this Policy include:

- i) Increase the supply of rental housing in the Town of Smithers including market, non-market and secondary rental housing.
- ii) Support the development of a broader range of housing choices for citizens in the Town of Smithers by encouraging the creation of purpose-built rental housing as well as housing that is part of the secondary rental market including secondary suites, carriage houses, and duplex/semi-detached developments built for rental purposes.
- iii) Encourage housing development that makes efficient use of established municipal infrastructure and that helps to build vibrant, sustainable, and inclusive neighbourhoods.
- iv) Leverage existing partnerships and relationships to take advantage of potential funding opportunities including:
 - the Federal government through Canada Mortgage and Housing Corporation;
 - the Provincial government through BC Housing;
 - the Northern Development Housing Incentive Program;
 - The Federation for Canadian Municipalities Sustainable Affordable Housing Fund; and
 - Other programs and initiatives as they arise.

2. GENERAL ELIGIBILITY CRITERIA

To qualify for the incentives set out under this Policy, the proposed development must:

- i) Create one or more rental dwelling units through new construction or through the conversion of an existing non-residential development;
- ii) Have a minimum construction value of \$200,000 for multi-family projects and \$50,000 for other categories;
- iii) Be intended to remain as part of the inventory of rental housing in the Town of Smithers for a minimum of 10 years; and
- iv) Be located on serviced lands falling within the current municipal growth boundary.

3. ELIGIBLE PROJECTS

Eligible projects include:

- i) Purpose-built rental dwelling units in market (i.e. for-profit) and non-market (i.e. not-for-profit) housing developments located in the R-2 Low Density Residential, R-3 Medium Density Residential, P-2 Public Use Two, C-1 Town Centre Commercial, and C-1A Downtown Commercial zones.
- ii) New rental dwelling units that are part of the secondary rental supply and that include secondary suites, carriage houses, duplex units that are intended as long-term rental and are located in R-1 Single Family Residential, R-2 Low Density Residential, R-6 Rural Residential, R-7 Rural Residential Hobby Farm, and A-1 Agricultural zones.
- iii) New rental dwelling units created through the conversion of an existing non-residential development.

4. INELIGIBLE PROJECTS

This Policy applies to new rental housing construction, or the renovation and conversation of an existing non-residential development. Therefore, ineligible projects include:

- i) Developments that are categorized as Community Care Facilities or Assisted Living facilities pursuant to the *Community Care and Assisted Living Act* of the Province;
- ii) Dwelling units constructed for intended sale to a purchaser as a principal place of residence including single family housing stock, strata-tenure developments (condominium units) semi-detached or duplex units which are not intended as rental;
- iii) Existing single family dwelling units as well as townhouses, duplexes, carriage houses, secondary suites and other units that are currently part of the secondary rental market;
- iv) Short-term rental facilities, including boarding use/boarding house;
- v) Legalization of existing, non-conforming secondary suites, or carriage houses;
- vi) Duplex units occupied by the owner(s); and
- vii) Developments that have applied for the Downtown Revitalization Tax Exemption Program established by "Bylaw No. 1837 - Downtown Revitalization Tax Exemption".

5. PROPOSED FINANCIAL AND REGULATORY INCENTIVES

The following are the mix of financial and regulatory incentives available under this Policy along with the specific considerations and implementation details.

5.1 FINANCIAL INCENTIVES

A) Development Fee Waiver:

- i) Developments that create one or more long-term rental dwelling units and conform to the zone requirements specified in Section 3 of this Policy are eligible to apply.
- ii) The Applicant must submit a complete Rental Housing Incentive Application, attached as 'Schedule A' of this Policy, along with a Development Proposal/Building Permit Application.
- iii) The first-time 'Fee Waiver' request for a project must include a Letter of Intent, confirming the Developer's intent to complete the project within a two (2) year period, beginning from the approval date of the development application.
- iv) Any fee waiver(s) claimed after the two (2) year period shall be deemed ineligible but could be considered on a case-by-case basis at the discretion of the General Manager, Integrated Growth and Infrastructure.
- v) The maximum fee waiver available to an eligible project shall be limited to \$2,500, which could include a 100% fee waiver for one or more of the following applications: Rezoning/Official Community Plan amendment or both; Development Permit application; Development Variance Permit application; Board of Variance application; and Development Permit Amendment application.
- vi) The fee waiver incentive shall be effective from the date the Fees and Charges Bylaw of the Town is amended to waive the development fees for developments identified in Section 3 of this Policy; requirements and fee waiver extents specified under Section 5.1 A) of this Policy and any other standards identified as appropriate by the Town shall guide both the fee stratification process and any subsequent amendments required to the subject bylaw on this matter.
- vii) The Town reserves the right to limit the number of Development Fee Waiver applications that can be accepted during a given period or to establish a maximum limit on the Development Fee Waivers approved within a given timeframe.

B) Property Tax Exemption

- i) The Town shall establish a Rental Housing Revitalization Tax Exemption Program to encourage multi-family rental housing developments within Town boundaries.
- ii) Purpose-built rental dwelling units in market housing developments – including those that create new affordable units – located in zones specified in Section 3.i) of this Policy are eligible to apply.
- iii) The application for a property tax exemption must be submitted with the Building Permit application for a proposed multi-family development.
- iv) If creating affordable/non-market units in a private multi-family development, the Developer shall submit a Legally binding Letter of Intent confirming that the proposed units will be available to households with low and low to moderate

incomes estimated based on the Income and Affordability Thresholds as set out in Attachment 1 of this Policy.

- v) The extent and amount of Property Tax Exemption available under this Policy is applicable to the assessed value of improvements of the municipal portion of property taxes and includes different levels of assistance depending on the extent to which a development is successful at advancing the Town's affordability objectives broadly set out in Table 1 below with the specific details to be set out in the Multi-Family Housing Tax Exemption bylaw, in accordance with Section 226 of the *Community Charter*.

Table 1: **Proposed Property Tax Exemptions for New Rental Housing Supply**

Purpose-Built Market Rental Housing		Secondary Rental Housing
<i>Affordable Market Rental Dwelling Units</i>	<i>Market Rental Dwelling Units</i>	<i>Carriage Houses, Duplexes, Secondary Suites and Duplexes</i>
A reduction of 100% in the municipal portion of property taxes for all affordable rental units for a period of 10 years.	A reduction of 25% in the municipal portion of property taxes for all rental dwelling units for a period of 5 years from the date of occupancy.	Not applicable

- vi) The Town reserves the right to limit the number of applications received during a given period under the Multi-Family Housing Tax Exemption Program.
- vii) Pursuant to section 483 of the *Local Government Act*, private developers proposing to create affordable/non-market rental dwelling unit(s) must enter into a Housing Agreement with the Town, registered as a Covenant pursuant to section 219 of the *Land Titles Act*.
- viii) The minimum term for a Housing Agreement signed between the Town and a private developer shall be ten (10) years.

C) Subsidized Land Sales:

- i) Based on a developer-driven approach and in compliance with the legislative requirements specified in the *Local Government Act* and *Community Charter*, the Town shall make municipal lands available at below market rates to support the creation of non-market or affordable dwelling units in multi-family rental housing developments undertaken by not-for-profit organizations and for-profit developers.
- ii) When considering making land available, the Town of Smithers reserves the right to balance the needs to develop or preserve other community amenities.
- iii) The Town reserves the right to determine the sale value of the lands available at its disposal, to reject the Developer's request, or to dispose of the lands with conditions.
- iv) In accordance with Section 21 of the *Community Charter*, for-profit housing developers securing Town lands at subsidized rates shall enter into a Partnering Agreements with the Town.

- v) Establishing Partnering Agreement with the Town is not a prerequisite for not-for-profit housing developers securing subsidized Town lands unless determined otherwise by the Town for any reason.
- vi) All subsidized land sales shall comply with the 'publication of intention' requirements specified in Section 24 of the *Community Charter*.

D) Off-site Servicing Incentive:

- i) Pursuant to section 507 of the *Local Government Act*, the Town may contribute a portion of the off-site servicing cost associated with a multi-family rental housing development undertaken by a not-for-profit organization.
- ii) This incentive shall not be available to multi-family rental housing developments undertaken by for-profit or private developers, regardless of the type of dwelling units to be created.
- iii) The extent of the Town's off-site servicing contribution available to an eligible project will vary based on the following criteria:
 - a. Creates 20 or more rental dwelling units: 50% of the required off-site servicing costs, to a maximum of \$30,000, whichever is less.
 - b. Creates 10-20 rental dwelling units: 50% of the required off-site servicing costs, to a maximum of \$20,000, whichever is less.
 - c. Creates less than 10 rental dwelling units: 50% of the required off-site servicing costs, to a maximum of \$10,000, whichever is less.
- iv) To be eligible for the incentive, the Developer shall submit a completed Rental Housing Incentive Application form, attached as 'Schedule A' of this Policy, along with the Building Permit application for the proposed development.
- v) The Town reserves the right to reduce the amount of the off-site servicing contribution available to an eligible development or deny an application in case where the Town has sold its land to the Applicant at below market value.
- vi) The Town reserves the right to limit the total amount of off-site servicing contributions that can be offered to eligible projects in a given period and to establish a cap on the number of applications to be accepted in a given period.

5.2 REGULATORY INCENTIVES

The Town of Smithers will also implement the following regulatory measures or incentives under this Policy:

A) Density Bonus Provisions:

- i) In accordance with section 482 of the *Local Government Act* and the density bonusing provisions in the Town's zoning bylaw, the Town shall support a Developer's request for additional density as part of a multi-family residential development if the additional density supports the creation of additional rental dwelling units that are:
 - intended to serve the housing needs of households with low and low to moderate incomes as set out in Attachment 1 of this Policy; and/or
 - accessible based on established accessibility standards and universal design principles.
- ii) Developers' request for additional density shall be considered on a case-by-case basis based on the community-wide benefits of the project, the potential impact on the neighbouring land uses, and other context-specific considerations.
- iii) The Town will have the discretion to determine the extent of the density bonus available for a proposed development, or to deny the developer's request.
- iv) Pursuant to section 483 of the *Local Government Act*, for-profit developers applying for additional dwelling density must enter into a Housing Agreement with the Town, registered as a Covenant pursuant to section 219 of the *Land Titles Act*.
- v) Not-for-profit developers seeking density bonus benefits as part of multi-family rental housing developments are not required to enter into Housing Agreements with the Town, unless determined otherwise by the Town for any reason.
- vi) The minimum term for a Housing Agreement signed between the Town and a private developer, which will ensure the availability of the newly created affordable/accessible units as rentals, shall be ten (10) years.

B) Facilitate and support rental housing development applications

- i) On the request of a not-for-profit developer, or a for-profit developer creating affordable dwelling units, the Town shall consider extending support for a multi-family rental housing project in the Town of Smithers by issuing documents that may enhance its chances to be successful in obtaining capital and operating funding or rent subsidies to support its operation.
- ii) The General Manager of the Integrated Growth and Infrastructure Department, or a designate may issue the support documents, where it is not realistic for the Council to respond to a Developer's request for time-related constraints.
- iii) The forms of support documents issued by Council/Staff could include a Letter of Support from Council or designated Town Staff, or a Council resolution confirming the Town's support to the proposed development.
- iv) The Town shall not provide support documents as part of rental housing developments initiated by for-profit developers or individuals unless there is a clear and specific partnership in place with a local non-profit housing provider and/or where there is a specific requirement from a funding partner.

6. APPLICATION REQUIREMENTS

To qualify for consideration for the proposed incentives, the Applicant must:

- i) Demonstrate ownership of the Property and/or be acting on behalf of the Owner of the property.
- ii) Complete a Rental Housing Incentive Application, attached as 'Schedule A' of this Policy, and choose the appropriate option from the list of incentives.
- iii) No separate application is required to be considered for regulatory incentives, except when requesting for zoning requirement relaxations.
- iv) To be eligible for tax exemption, a development must meet the specific requirements established through the Rental Housing Revitalization Tax Exemption Program.
- v) When submitting the first 'Rental Housing Incentive Application' for a proposed project, provide a legally binding Letter of Intent, confirming long-term rental as the intended use of the proposed development; newly created units must be available as rental units for a minimum of 10 years after the issuance of an occupancy permit.

7. ADDITIONAL REGULATIONS

- i) A dwelling unit that received incentives established by this Policy shall be available as a rental unit for a minimum of ten (10) years from the issuance of its occupancy permit, as declared and signed by the Owner in the Housing Incentive Application form submitted to the Town.
- ii) The owner is responsible for notifying the Town of any changes proposed to the use of a dwelling unit(s), including an ownership change, during the above specified period.
- iii) No dwelling unit that received incentive(s) established by this Policy shall be converted into short-term rentals, including boarding house and boarding use.
- iv) An owner who violates i), ii), and iii) of this section shall be liable to return 100% of the financial incentives received from the Town as part of the subject development.
- v) Eligibility for placement in the 'affordable' units created in market-oriented multi-family developments, including all referrals for units that become available through turnover, will be made through one of the established non-profit housing providers currently operating in the Town of Smithers.
- vi) The owners of the secondary rental units that received financial incentive(s) established by this Policy shall submit an annual rental confirmation, attached as Schedule B' of this Policy, before December 31st every year, for a 10-year period beginning from the issuance date of the Occupancy Permit, confirming the long-term rental use of the newly created dwelling unit, the monthly rent charged, and information on tenancy change over the year.

8. IMPLEMENTATION

The General Manager of the Integrated Growth and Infrastructure Department is the designated municipal official responsible for the implementation of this Policy and has the authority to:

- i) Receive and review applications;
- ii) Approve qualifying Projects;
- iii) Enter into Housing Agreements on behalf of the Town, where applicable;
- iv) Initiate actions against violations of the provisions of this Policy;
- v) Create, update, and amend the application forms associated with the implementation of this Policy, from time to time; and
- vi) That the Policy be placed before Council for review, including information on the impact of the Policy, in time for budget consideration.

ATTACHMENT 1 INCOME RANGE AND AFFORDABILITY THRESHOLDS

Table 2: Affordability Thresholds and Affordable Rent Ranges

The income thresholds and affordable rent ranges are based on the median household income for renter households in the Town of Smithers. These income thresholds will be reviewed and updated on a regular basis as new information and data is available. It is also possible that the Town of Smithers may use other approaches or data sources including the Housing Income Limits (HILS) when establishing the appropriate income levels or rent ranges to be consider. At the time of the 2016 Census, the median household income for households in the Town of Smithers was \$74,725.

INCOME RANGE	AFFORDABILITY THRESHOLD	INCOME THRESHOLD	AFFORDABLE RENT RANGE
Very low income	Less than 30% of the median household income for renters	Less than \$22,500 per year	Less than \$565 per month
Low income	30% to 50% of the median household income for renters	\$22,500 to \$37,500 per year	Between \$565 and \$945 per month
Low to moderate income	50% to 80% of the median household income for renters	\$37,500 to \$60,000 per year	Between \$945 and \$1,500 per month
Moderate	80% to 120% of the median household income for renters	\$60,000 to \$90,000 per year	Between \$1,500 and \$2,250 per month
Moderate and above	More than 120% of the median household income for renters	More than \$90,000 per year	More than \$2,250 per month

Table 3: General Guidance on Rent Ranges by Unit Type

UNIT SIZE	GENERAL GUIDANCE
Bachelor	Less than \$565 per month
1-bedroom	\$565 per month
2-bedroom	\$945 per month
3-bedroom	\$1,500 per month

ATTACHMENT 2 DEFINITIONS

Affordable rental dwelling unit – A rental dwelling unit that rents at below market rates and that is affordable to households with low and low to moderate incomes based on the definitions set out in Attachment 1.

Affordable rent ranges – The affordable rent ranges are calculated based on the standard definition of affordability which establishes that to be affordable housing costs should not exceed 30 per cent of a household's gross annual income based on the income ranges and affordability thresholds as set out in Attachment 1.

Affordability thresholds – The affordability thresholds set out under this Policy are based on the income ranges set out in Attachment 1 and are used to determine the rents affordable to households with low and low to moderate incomes.

Annual Rental Confirmation – A form that is to be completed annually and submitted to the Town for secondary rental market units that have been created through this Policy, with the information collected to be used to monitor the overall efficacy and impact of the Rental Housing Incentive Program.

Applicant – A non-profit housing provider or private market developer that is the registered owner of the property under consideration.

Boarding House – a building, other than a hotel, in which more than 2 sleeping units, but no more than 5, are provided, with or without meals, and with no provision in the sleeping units for cooking facilities.

Boarding Use – a use auxiliary to a single-family dwelling containing up to 2 sleeping units for the accommodation of boarders with or without meals.

Carriage House - A self-contained dwelling unit that is constructed as a separate accessory dwelling to a single-family dwelling.

Density Bonus – a zoning tool which offers developments a level of density that surpasses the normally allowed density limits in a given area/zone, in exchange for amenities and affordable housing units that will be provided as part of a proposed development.

Duplex Dwelling – A building containing 2 dwelling units sited on a single parcel, with each dwelling unit completely self-contained.

Dwelling unit – One or more connecting rooms with self-contained cooking, sleeping and sanitary facilities.

Dwelling, low-rise apartment – means a building containing 3 or more dwellings on a single parcel, where each dwelling has a principal access from an entrance or a hallway common to at least two other dwellings on the same storey.

Dwelling, townhouse – means a building containing 3 or more dwellings on a single parcel where each dwelling has direct ground access and individual entrances.

Gross household income – means the total annual income of the household based on the most recent notice of assessment issued by Revenue Canada

Households with very low incomes – Households with an annual income less than 30% of the median household income for households in the Town of Smithers.

Households with low incomes – Households with an annual of between 30% and 50% of the median household income for households in the Town of Smithers.

Households with low and low to moderate incomes – Households with an annual of income of between 50% and 80% of the median household income for households in the Town of Smithers.

Households with moderate incomes – Households with an annual of income of between 80% and 120% of the median household income for households in the Town of Smithers.

Households with above moderate incomes – Households with an annual of income of more than 120% of the median household income for households in the Town of Smithers.

Housing Agreement – A regulatory tool that, in the form of a contractual arrangement with property owners or housing providers, enables local governments to exercise control over tenure, occupancy, cost, and restrictions on non-market housing units built.

Housing Income Limits (HILs) – Housing income limits are developed and maintained by BC Housing and represent the maximum gross household income for eligibility in many affordable housing programs. The Housing Income Limits (HILs) are based on income thresholds established by Canada Mortgage and Housing Corporation to determine the minimum income required to find suitable accommodation in the private market.

Legally binding Letter of Intent – A Letter of Intent included as part of the application under the Policy is considered to be a legally binding document that establishes an obligation on the part of the developer or property owner in exchange for specific considerations on the part of the Town.

Long-Term Rental – Rental units that are rented for periods of one month or more and that are intended to remain part of the inventory of rental housing stock in the Town of Smithers for a minimum period of ten (10) years or more.

Non-market / not-for-profit housing development – A non-market or not-for-profit housing development is a traditional social housing development that is owned and managed by a not-for-profit society, housing co-operative or other forms of affordable rental housing that receives capital, operating or rent subsidies under different government-funded housing supply programs.

Non-profit housing development – A housing development that is owned and managed by a non-profit society that has entered into an operating agreement with the Federal or Provincial government.

Multi-family development – a building consisting of 3 or more self-contained dwelling units. The examples include, but are not limited to low-rise apartments, town houses, row house, four-plexes, and triplexes

Non-residential developments – A non-residential development includes industrial, commercial, or institutional developments that are not used for residential purposes.

Partnering Agreement – An agreement between a municipality and a person or public authority under which the person or public authority agrees to provide a service on behalf of the municipality, other than a service that is part of the general administration of the municipality;

Private market / for-profit developer – A private or for-profit developer is a person or company that is engaged in building or renovating residential and non-residential properties for profit.

Private market rental housing – Purpose-built rental housing that is rented to tenant households in the private rental market.

Purpose-built rental dwelling unit – A rental housing unit that is designed and built for rental housing purposes and not intended for ownership. Typically, this housing is found in the private rental market.

Ownership dwelling unit – A residential dwelling unit constructed for intended sale to a purchaser as a principal place of residence including strata tenure and condominium units.

Rental Dwelling Unit – A residential dwelling unit that is available for rent through the primary or secondary rental market to a tenant household as their place of residence.

Secondary Rental Dwelling Unit – An ownership dwelling unit that is rented to a tenant household.

Secondary Rental Market – Rented dwelling units that are part of the secondary rental market include rented single detached, semi-detached, duplex and town house units as well as carriage houses and secondary suites that are part of the rental housing supply and that include both ownership units that are rented as well as investor-owned properties. As identified in ii) of Section 3, only secondary suites, carriage houses, and duplex buildings built exclusively for rental purposes shall be eligible for the incentives under this Policy.

Secondary Suite – An additional dwelling unit located in a single-family dwelling or semi-detached dwelling and which meets the criteria listed in the BC Building Code for secondary suites

Semi-detached Duplex – a building containing 2 dwellings, each dwelling on its own parcel, joined to each other on one side by a party wall

Short-Term Rental – Rental units that are rented for less than 30 days

SCHEDULE A RENTAL HOUSING INCENTIVE POLICY APPLICATION



PO Box 879, 1027 Aldous Street, Smithers, BC V0J 2N0
Telephone (250) 847-1600 Fax (250) 847-1601
www.smithers.ca

RENTAL HOUSING INCENTIVE PROGRAM APPLICATION

Application Received on:

APPLICATION FOR:

- ☐ Development Fee Waiver (covers application fee for OCP/Zoning Amendment/Joint OCP-Zoning Amendment, Development Variance Permit/ Development Permit, Development Permit Amendment, and Board of Variance).

If this box is checked, specify the application type: _____

- ☐ Off-site Servicing Cost Contribution
- ☐ Subsidized Sale of Town-owned Land(s)
- ☐ Relaxation of Zoning Requirements (density and parking)

PART-1 APPLICANT INFORMATION

Applicant Name:	
Business Name:	
Address (with post box number)	
Phone Number:	
Email:	

PART-2 DEVELOPMENT PLAN

Property Information

Project Address:	
Legal Description:	
Current Zoning of the property:	
If located in the Downtown area, Have you submitted an application for the Downtown Revitalization Tax Exemption Program?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Current use of the property:	

Project Details

<input type="checkbox"/> New Construction	<input type="checkbox"/> Conversion to residential
Number of self-contained rental dwelling units to be created:	
The newly created dwelling unit(s) will be available as long-term rental(s) for:	A minimum of _____ years
Estimated Project Cost (in CAD):	

Housing Type

- | | |
|---|--|
| <input type="checkbox"/> Market Multi-Family Rental | <input type="checkbox"/> Secondary Suite |
| <input type="checkbox"/> Non-Profit Multi-Family Rental | <input type="checkbox"/> Carriage House |
| <input type="checkbox"/> Market Multi-Family Rental with Affordable Units | <input type="checkbox"/> Duplex (only for rentals) |

Proposal Description (including how the requested incentive(s) will benefit the project):

Details of the previous 'Rental Housing Incentive' applications (submitted to/approved by the Town of Smithers as part of the proposed project):

PART-3 APPLICATION CHECKLIST

- ☐ Completed Application Form
- ☐ Letter of Authorization, if the Applicant is other than the Registered Owner/Developer
- ☐ Supplemental Letter of Intent & rationale.

Additional Requirements:

- i. If submitting the first 'Development Fee Waiver' request for a proposed project, the supplemental letter must confirm the Developer's intent to complete the project within two years of obtaining approval of the subject application or development proposal.
- ii. If submitting the first 'Rental Housing Incentive Application' for a project, the Developer must submit a legally binding Letter of Intent, confirming availability of the newly created dwelling unit(s) as long-term rentals for a minimum of ten (10) years.

Applicable to multi-family developments creating 'affordable' and/or 'accessible' rental units: The above letter shall confirm the Developer's willingness to enter into a Housing Agreement with the Town, if required)

PART- 4 APPLICANT DECLARATION

- ☐ I _____, (Applicant) of _____, (company name) have read and understand the Town of Smithers Policy "DEV-014 Rental Housing Incentive Program" and the Program Guide.
- ☐ As the Developer/Developer's Agent, I confirm the intent of the proposed project to create one or more long-term rental units that will be available for a minimum of ten (10) years from the date of issuance of the Occupancy Permit.
- ☐ I agree that the Developer will be responsible for notifying the Town of any changes to the information provided, including any changes proposed to the use of the new dwelling units within the 10-year period stated above.
- ☐ I accept that the Developer shall be liable to repay 100% of the financial incentive(s) received from the Town under the 'Rental Housing Incentive Program' if the proposed project violates requirement(s) specified in Section.7 'Additional Regulations' of the "DEV-014 Rental Housing Incentive Program" Policy.
- ☐ I acknowledge that the submission of this application does not imply or guarantee approval of the requested incentive as the Town has the discretion to deny such requests either to limit funds disbursed through this program or for any other reasons.
- ☐ I agree not to involve the Town of Smithers in any legal action between myself and any contractors, estimators, employees, workers or agents arising from or out of the Rental Housing Incentive Program project.

Check the following boxes, if applicable

- ☐ As an Applicant for a private multi-family development creating 'affordable' units, I understand that the Developer will be required to work with an established non-profit housing provider in the Town of Smithers to confirm the tenants' eligibility for placement in the 'affordable' units created, including all referrals for units that become available through turnover.
- ☐ If the Applicant is other than the Developer: I confirm that the Developer understands and agrees to the above statements and terms and conditions.

I hereby make application for the Rental Housing Incentive Program in accordance with the above-stated information and declare that the statements are true and correct.

Signature of Applicant: _____ **Date:** _____

Your personal information is maintained in accordance with the Freedom of Information and Protection of Privacy Act. If you have any questions regarding the use of your personal information, please call the Director of Corporate Services for the Town of Smithers at 250-847-1600

SCHEDULE B ANNUAL RENTAL CONFIRMATION FORM



PO Box 879, 1027 Aldous Street, Smithers, BC V0J 2N0
Telephone (250) 847-1600 Fax (250) 847-1601
www.smithers.ca

ANNUAL RENTAL CONFIRMATION

Purpose: Owners of secondary suites/carriage houses/duplex rentals that received financial incentives under the 'Rental Housing Incentive Program' established by the Town of Smithers is required to submit this form annually to the Town, before December 31st, for a 10-year period starting from the issuance date of a subject dwelling unit's Occupancy Permit.

Received on: _____

PART-1 OWNER INFORMATION

Name: _____

Property Address (of the rental): _____

Mailing Address (with post box number) _____

Phone Number: _____

Email: _____

PART-2 RENTAL DETAILS

i) Unit created in (year): _____

ii) Is the subject dwelling unit currently used as a long-term rental unit?

☐ Yes ☐ No

iii) If used as a long-term rental unit, would you continue the same use in the next year as well?

☐ Yes ☐ No ☐ Don't know

iv) a) What is the monthly rent you charged for the unit in the past year? \$

b) What is the monthly rent you charged for the unit in the current year? \$

c) What is the monthly rent you are considering charging in the next year? \$

v) Details of the tenancy turnover/changes over the last one year: _____

PART-3 OWNER DECLARATION

☐ I confirm that the subject dwelling unit shall be available as a long-term rental for a minimum period of ten (10) years from the issuance date of its Occupancy Permit.

☐ As the Owner of the subject property, I accept my responsibility to notify the Town of any change in the proposed use of the subject unit during the 10-year period stated above, including a change in property ownership.

☐ I understand that the intent of the information provided in columns iv) and v) of Part-2 of this form is to enable the Town of Smithers to monitor the efficacy and impact of the Rental Housing Incentive Program and that the information provided will not be used to restrict my discretion in determining the monthly rent or the tenancy of the subject unit.

☐ I hereby confirm that the above-stated information is true and correct.

Signature of the Owner: _____

Date: _____

Your personal information is maintained in accordance with the Freedom of Information and Protection of Privacy Act. If you have any questions regarding the use of your personal information, please call the Director of Corporate Services for the Town of Smithers at 250-847-1600