



**THE CORPORATION OF THE VILLAGE OF TELKWA  
"DOLLARS TO DOOR" HOUSING INCENTIVE PROGRAM POLICY**

---

**1. PURPOSE**

The Northern Development Initiative Trust (NDIT)'s Northern Housing Incentive Program enables local governments to create a "Dollars to the Door" program that will enhance and support economic development by incentivizing private sector housing developments. Local governments are eligible to receive a grant up to \$10,000 per new qualified dwelling created in a multi-unit market housing project, to a maximum contribution of \$200,000.

The Northern Housing Incentive Program is intended to incentivize the creation of new multi-family housing units undertaken by private sector developers in Northern BC, which will, in turn, retain seniors and attract workforce and thereby increase business and employment opportunities.

**2. OBJECTIVE**

Objectives of the Housing Incentive Program Policy are to:

- a. Establish a transparent and comprehensive review process to evaluate applications received under the subject program.
- b. Achieve maximum community benefits from the prospective projects by setting project assessment criteria that uphold community economic development and sustainability.
- c. Encourage market-based multi-family housing developments that respond to the unique rental housing needs in the Village of Telkwa.

**3. ELIGIBILITY CRITERIA**

Applications submitted under this program shall meet the following criteria:

- a. Developments must address a specific area of need identified in the Village of Telkwa Housing Needs Report dated May 2020.
- b. Create a minimum of four (4) new market-based multi-family self-contained dwelling units in a new development.
- c. Self-contained units may be created in new construction.
- d. Option of converting an existing commercial/institutional or other non-residential property into new housing units.
- e. Location within the municipal boundaries of the Village of Telkwa (Schedule A).

- f. Compliance of the proposed development with all the relevant Official Community Plan and Zoning Bylaw requirements
- g. Projects are shovel ready upon confirmation of funding, meaning all necessary Bylaw amendments have been completed.
- h. Construction must be completed and the occupancy permit awarded within two (2) years of the approval date.
- i. All the newly created units must meet the performance requirements of the BC Energy STEP Code or above as per BC Building Code.

#### **4. INELIGIBLE PROJECTS**

The following projects will not be eligible to submit a funding application under this program:

- a. Renovation of existing housing units.
- b. Projects consisting of detached dwelling units or mobile structures.
- c. Projects where rent or sale value of the applicable units is subsidized by any government entity, a non-profit organization, or a cooperative.
- d. Projects where construction starting prior to receiving formal funding approval notification from NDIT.

#### **5. APPLICATION FEE**

Applicants submitting proposals under the program must pay a one-time processing fee as per the Fees and Charges Bylaw to the Village of Telkwa. This processing fee shall not cover any other fees or charges that an Applicant is required to pay as part of a proposed project.

#### **6. MAXIMUM FUNDING**

Project funding available for a newly created dwelling unit in a multi-family market housing project is limited to \$10,000, to a maximum of twenty (20) units per project. At a given time, the maximum funds that can be approved towards one or more eligible projects in the Village of Telkwa will be limited to \$200,000. The Village of Telkwa shall reapply to the program once the approved funds have been reimbursed or decommitted.

Should there be inadequate funding to meet demand, applications will be held in a queue and processed in chronological order of their submission date if additional funding becomes available.

## 7. APPLICATION TIMELINE

Subject to the availability of NDIT funds and complete disbursement/decommitment of funds previously approved under the program, the Village of Telkwa will receive complete applications for this program on a quarterly basis. Applications received within a month of any quarterly application deadline established by NDIT for the program shall be moved to the application queue for the subsequent term.

Staff shall create and maintain a webpage on [www.telkwa.ca](http://www.telkwa.ca) for the "Dollars to the Door" Program, providing information on the application submission requirements and deadlines. Once NDIT approves grant funding for a project(s), no new applications shall be invited/accepted until the approved funds have been fully disbursed or decommitted, to the maximum fund amount of \$200,000.

## 8. ASSESSMENT CRITERIA

Once a complete application is received, the following evaluation criteria will be used to assess the project's desirability in the local context.

#	Criteria	Desirability Score	
1	Percentage of local suppliers / trades	25% and below	10
		25% - 50%	15
		50% and above	30
2	Commitment to achieve BC Energy STEP Code requirements	STEP Level 1	10
		STEP Level 2	20
		STEP Level 3 and above	30
3	Supports environmentally responsible building and infrastructure design (not included in point 2)	20	
4	Project includes accessible units for people who experience disabilities	30	
5	Sustainable land use (ie. proposed dwelling unit density does not fall below 25% of the maximum density limit)	15	
<b>Maximum Project Score</b>		<b>125</b>	

The Village of Telkwa will support an application received under the program only if its cumulative desirability score is 50 and above.

## **9. APPLICATION AND FUND DISBURSEMENT PROCESS**

The Village of Telkwa shall adhere to the following procedure in accepting and evaluating applications received under the program and in disbursing the approved funds:

- 9.1 A completed Application Form received as per Schedule B and submitted with the Building Permit Application for the Project is received.
- 9.2 Village of Telkwa staff will review and assess the submitted Northern Housing Incentive Program applications in conjunction with the Building Permit Application.
- 9.3 Eligible applications meeting the evaluation criteria will be placed in a queue on a first-come first-serve basis.
- 9.4 Successful applicants will be notified in writing.
- 9.5 NDIT will disburse approved funds to the Village of Telkwa following the completion of the Project and required NDIT reporting documentation. Funding will be dispersed in one (1) payment upon completion of all units included in the Project application.
- 9.6 Village of Telkwa will disperse funding received from NDIT to the Applicant.

Note: If any Development or Building Permit lapses, project eligible for funding will cease and will lose its place in the application queue. An Applicant may reapply for the program, but would have to re-qualify and be placed in the queue.

## **10. ROLE OF THE VILLAGE OFFICE**

Once an application is submitted, the Village office will fulfill the following functions:

- 10.1 Review and score individual applications received; take necessary actions to obtain a Council resolution confirming the Village of Telkwa's support for the project.
- 10.2 Submit applications to NDIT in the prescribed format before the relevant quarterly submission deadline for their Northern Housing Incentive Program grant application.
- 10.3 Send official notification to the Applicant regarding NDIT's funding approval.
- 10.4 Verify that the proponent complies with the Program requirements related to construction and project completion.
- 10.5 Complete the reporting requirements in the format prescribed by NDIT.
- 10.6 Enter into a Housing Agreement with the Applicant, if applicable.
- 10.7 Disburse funding received from NDIT to the Applicant.

## **11. APPLICANT RESPONSIBILITY**

The Applicant will be responsible to:

- 11.1 Submit a complete application in the prescribed format within the applicable deadline.
- 11.2 Notify the Village of Telkwa upon Project completion, ie: after the receipt of the final Occupancy Permit is issued.
- 11.3 Submit to the Village of Telkwa photographs of the completed development and financial summary.

11.4 Notify the Village of Telkwa of any changes proposed to an approved project in any manner that would have influenced the eligibility for its funding approval, including but not limited to, the decision to abandon or downsize an approved project.

## 12. DEFINITIONS

BC Energy STEP Code	STEP Codes are milestones established in relation to achieving a level of energy efficiency in new construction that goes above and beyond the requirements of the BC Building Code. STEP Levels 1, 2 forms part of 'Lower Steps' identified within STEP code hierarchy.
Entry Level Home Ownership	It refers to units that are targeted to serve first-time homebuyers. Located at the lowest end of the housing price spectrum, entry level units enable middle-income households to move from rental housing to homeownership. To be eligible, the buyer's gross annual income must fall between 80% to 120% of the Area Median Income (AMI). Affordability thresholds of the above target group will determine the price range of the entry-level units. A developer creating entry-level home ownership unit(s) must enter into a Housing Agreement with the Village of Telkwa at the developer's cost.
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 sale restrictions of units identified in the agreement.
Housing for Families	A dwelling unit suitable or designated for use by a family, containing three or more bedrooms. It is also referred to as 'family-friendly' housing.
Private Sector Developer	Any developer or person that provides housing that does not fit within the definition of Non-Profit Housing Provider.
Self-Contained Dwelling Unit	A self-contained living unit of one or more rooms containing cooking facilities, sanitary facilities, living quarters and/or sleeping quarters.
Seniors Housing	Housing that is suitable to serve individuals who are 65 years of age and above. Depending on the level of assistance required, it can range from independent living to 24-hour care. Accessibility, adaptability and safety are key components that guide the design of such units.
Small Family Housing	Units that serve the housing needs of a wide range of population groups, including but not limited to smaller one or two-person households, which could include young working professionals, aging seniors wishing to downsize, and younger families just starting their housing careers. The emphasis on smaller or modestly sized units also provides a valuable opportunity to offer an attractive housing choice to seniors and others living in the rural areas outside of the Village of Telkwa who are interested in downsizing and moving closer to amenities.

**13. ATTACHMENTS**

The following attachments form part of this policy:

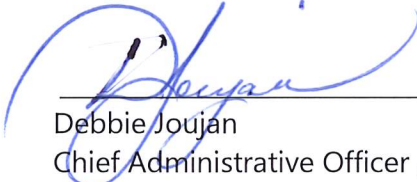
Schedule A: Map of the Village of Telkwa municipal area

Schedule B: Dollars to the Door Program Application

ADOPTED THIS 21<sup>st</sup> day of JUNE 2022.



\_\_\_\_\_  
Derek Meerdink  
Deputy Mayor



\_\_\_\_\_  
Debbie Joujan  
Chief Administrative Officer /  
Corporate Officer, CMC