



# TOWN OF BELLE-BAIE POLICY

<b>TITLE :</b>	Reform of Cost Structure Framework to Convert Non-Residential Buildings into Residential Units
<b>Policy Number:</b>	P2025-03
<b>AUTHORIZATION :</b>	Administration and Municipal Council
<b>EFFECTIVE DATE :</b>	January 10, 2025
<b>Amended :</b>	N/A
<b>Replaces :</b>	N/A
<b>APPROVAL :</b>	Municipal Council

## 1. STATEMENT OF PURPOSE

The purpose of this policy is to provide the framework for the Belle-Baie Town Council to financially support the conversion of non-residential buildings into residential units in areas of Belle-Baie where water and sewer services are available.

Funding is provided through the Canada Mortgage and Housing Corporation (CMHC) Housing Accelerator Fund (HAF).

## 2. INITIATIVES

Specifically, this initiative aims to financially support eligible property owners in making new housing available to residents.

The transformation of existing non-residential buildings into housing is considered a rapid housing solution, without being linked to capital incentive projects.

## 3. DEFINITIONS

**Non-residential buildings:** A building that is or has been used for commercial, industrial, or institutional purposes, located in existing urban zones of Belle-Baie and connected to water and sewer services.

**Dwelling unit:** A single residential unit in a building designed to be occupied by a single household.

**Owner:** A natural or legal person holding legal title to a property, as registered with the appropriate authorities.

## **4. IMPLEMENTATION**

### **4. (1) Eligible Activities:**

(a) Eligible developments may include new construction and redevelopment/renovation of vacant spaces or the conversion of existing vacant structures, such as vacant non-residential buildings, to create additional housing.

(b) The proposed development must provide at least one additional residential unit to an existing property.

(c) Construction work must begin no later than 6 months after the building permit is issued.

### **4. (2) Process:**

(a) An incentive application must be submitted to the Belle-Baie municipal office after obtaining a building permit for the proposed development.

(b) After review of the application and funding decision by the appropriate authorities, applicants will be informed of the decision and next steps, if applicable.

(c) Incentives will be awarded on a first-come, first-served basis.

### **4. (3) Funding:**

(a) The incentive amount will be paid in two installments of 50% each:

- First installment: Upon confirmation by the municipal building inspector that construction is 50% complete.
- Second installment: Upon completion of construction, if the completion date is after February 1st following the year the permit was issued.

(b) Density and Conversion Grant: The incentive is \$5,000 per unit for any development that meets the above requirements.

(c) In addition, the Town of Belle-Baie will provide a bonus grant equivalent to 50% of development charges (if applicable) and 100% of building permit fees.

#### **4. (4) General:**

(a) This cost structure reform policy for converting non-residential buildings into residential units, along with associated disbursements, is based on a first-come, first-served principle. The Municipality reserves the right to modify the terms of this offer without notice.

(b) Units included in this initiative exclude senior care homes, as they are eligible for other federal and provincial subsidy programs.

(c) Incentives apply only to developments that increase the net total number of housing units in the community. That is, relocating existing structures or replacing demolished units does not qualify for this grant.

(d) Grant amounts will be available to approved recipients for six months after the eligibility date. If unclaimed during that period, the Municipality reserves the right to reallocate and redistribute funds to other recipients.

(e) Incentives under this initiative cannot be combined with other incentives offered by the Town of Belle-Baie under the HAF.

## **5. ADMINISTRATION AND CONTACT**

For any inquiries or assistance regarding this policy and related infill development incentives, please contact:

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