

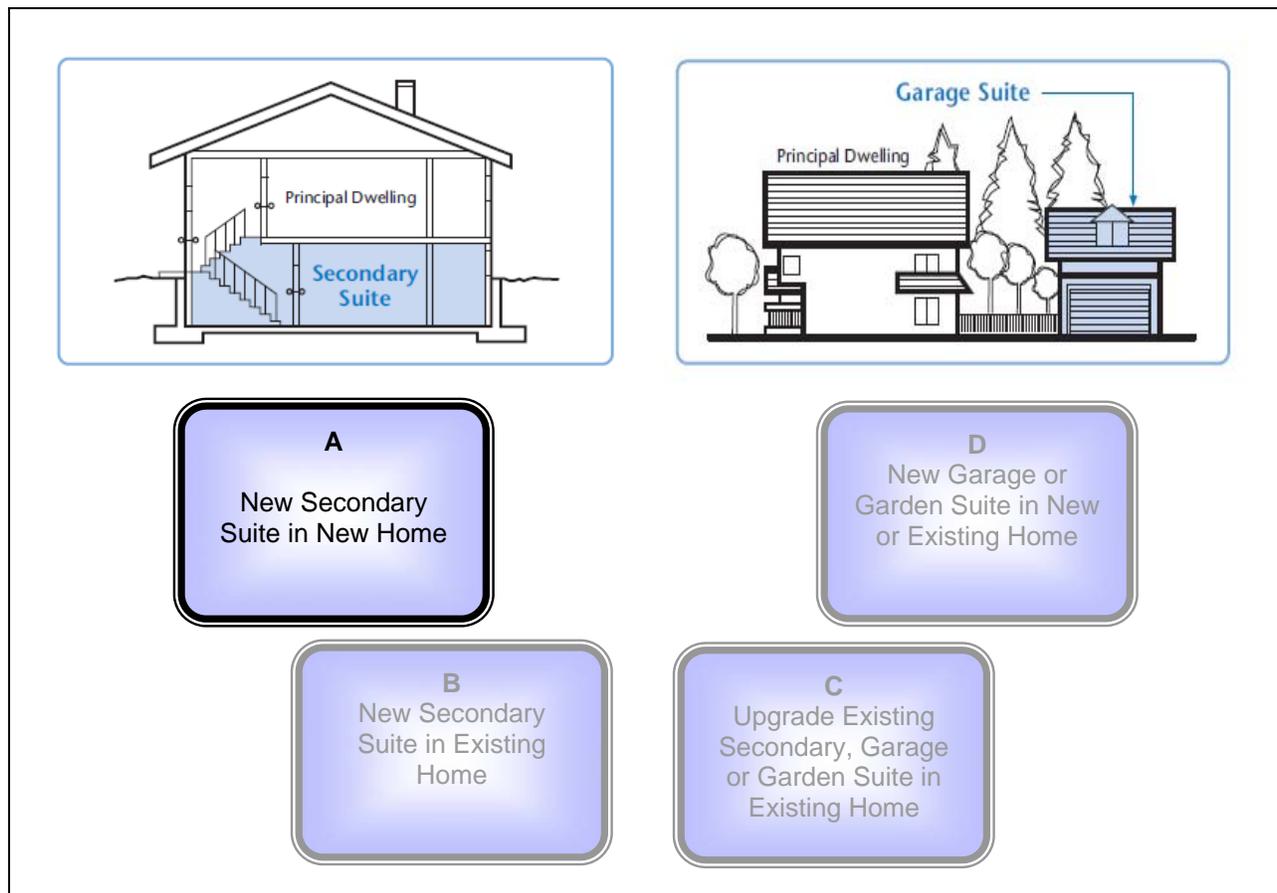


# Cornerstones:

Edmonton's plan for affordable housing

Information Guide and Application Form  
Cornerstones Grant Program  
Building a New Secondary Suite in a New Home (Oxford  
Neighborhood Phase 1)

## A#2



# Introduction

Affordable housing needs in Edmonton are significant and growing. Access to safe, adequate and affordable housing is fundamental to the physical, economic and social well being of individuals, families and communities.

*Cornerstones, Edmonton's Plan for Affordable Housing 2006 to 2011* is a five-year plan, approved by City Council with a major objective to substantially increase the supply of safe, adequate and affordable housing for low-income households in the City.

To assist in meeting this *Cornerstones* objective, the City has launched four new Cornerstones Grant Programs relating to Secondary, Garage and Garden Suites with Provincial block funds for housing and City *Cornerstones* funding:

- A. Building a New Secondary Suite in a New Home;
- B. Building a New Secondary Suite in an Existing Home;
- C. Upgrading an Existing Secondary, Garage or Garden Suite; and
- D. Building a New Garage or Garden Suite.

If you are interested in **building a new Secondary Suite in a new home**, and you are planning on purchasing a home that is zoned RSL in the Oxford Neighborhood, Phase 1, then this information guide is for you. The City of Edmonton's general phone number 311 will refer you to the appropriate resource for further information.

## Definitions

- A "Secondary Suite" is a self-contained dwelling located within a single detached house and has separate cooking, sleeping and bathing facilities. A Secondary Suite also has a separate entrance from the single detached house, either from a common indoor landing or directly from the exterior of the house. Secondary Suites include the conversion of basement space to a dwelling, or the addition of new floor space to an existing single detached house. Secondary Suites do not include housing that was initially designed for two or more dwellings such as Duplex Housing, Semi-detached Housing, Apartment Housing, or Boarding and Lodging Housing.
- A "Garage Suite" is a self-contained dwelling located above or attached to a side or rear of a detached garage which is accessory to a single detached house. A Garage Suite has an entrance separate from the vehicle entrance to the rear detached garage, either from a common indoor landing or directly from the exterior of the structure. It has separate cooking, sleeping and bathroom facilities.
- A "Garden Suite" is a self-contained single-storey dwelling which is accessory to, but detached from, the principal single detached house. It has separate cooking, sleeping and bathroom facilities.

# Program Purpose

- The *Cornerstones* Grant Program for Building a New Secondary Suite in a New Home has been developed to increase, through the provision of a one time grant, the number of new long term affordable rental units that conform to City zoning and Provincial building code requirements.
- In the event that the Homebuilder is advancing the funds for the Secondary Suite prior to occupancy, the home owner and Homebuilder may elect to both sign the agreement with the City, if the funding is to be paid directly to the Homebuilder.

# Program Details

- The allocation of funding for secondary suites in the Oxford Neighborhood Phase 1 is on a first-come, first-serve basis. It is intended to assist the property owner with the installation of a new Secondary Suite built concurrently with the primary residential unit (the “project”).
- As the total annual budget for allocation under this Program is based on limited funds from Provincial and City funding sources, City funding commitments under this Program will be conditional on budget availability.
- An Applicant for funding under this Program must:
  - Show commitment to the purpose of the Program and demonstrate ability to oversee the construction and manage the Suite over the full five-year term of the operating agreement with the City;
  - Move into and continue to live in the property during the five year term of the agreement (home where the suite is must be owner-occupied);
  - Provide receipts indicating project costs beyond the grant funding amount have been paid prior to accessing grant funding.
- Funding under this Program will be a grant of up to 75% of eligible costs to a maximum of \$20,000 per Secondary Suite. All approved Program funds will be limited to construction approved by the Branch that meets the Alberta Building Code. Any construction beyond the scope of the Program will not be covered by Program funding.

It is understood by the parties that the Cornerstones Secondary Suite Grant Program requires the Owner to use the Owner’s funds and not other Government funding for its proportionate share of the Program Funded Suite.

- A proposed Suite must comply with the Edmonton Zoning Bylaw prior to being considered for funding.<sup>1</sup>

---

<sup>1</sup> Information on all City of Edmonton land use planning (zoning) and development requirements relating to a Secondary, Garage or Garden Suite is available by accessing the City of Edmonton website ([www.edmonton.ca](http://www.edmonton.ca)) and initiating a “Secondary Suites” key word search.

- The Property is security for the obligation of the Owner up to the maximum Grant Funding amount and constitutes a charge against the property. The City will file a caveat protecting the City’s interest that will be discharged upon expiry or termination of the operating agreement.

# Application Process

## General Funding Parameters

- The project must be located within the Oxford Neighborhood Stage 1, Edmonton, Alberta, and the property must be zoned RSL;
- An Applicant who is in tax arrears is not eligible for Program funding;
- The project can only be developed in, or accessory to, a single detached house;
- Only one Suite is permitted per property;
- The Applicant Homeowner(s) must have secured the property, as evidenced by holding title or having a valid offer to purchase, before applying for Program funds;
- A Program funded Suite must be available to rent to a household with less than median income<sup>2</sup> and is capable of independent living without in-situ Support Services; requires no on-going housing operating subsidies from the government;
- The property must meet City zoning and Alberta Building Code requirements to permit a Secondary Suite;
- A suite must comply with Edmonton Zoning Bylaw minimum and maximum suite size requirements:

Suite Type	Required Suite Size/Floor Area	
	Minimum	Maximum
Secondary or Basement Suite	30 square meters (322.92 square feet)	Not more than the total floor area of the first storey of the building. Suites on or above the first floor: 40% of the total floor area of the building, or 70 square meters (753.48 square feet), whichever is less.

- Eligible costs means all reasonable costs related to the creation of a modest, self-contained Program-funded Suite.
  - Eligible costs include: required servicing, building materials, and qualified labour for construction to meet minimum health and safety code requirements for Secondary Suites, development and construction permits;
  - Non Eligible costs include: furnishings, appliances, site development and costs incurred prior to approval of Cornerstones grant funding.
- An Applicant Homeowner(s) approved for funding under this Program must abide by the requirements for a landlord under the Residential Tenancies Act.<sup>3</sup>

<sup>2</sup> The City determines whether a tenant qualifies based on its determination of median income in the City of Edmonton. Information on the median income for specific household sizes in Edmonton is available from the City’s Housing Branch as well as on the City web site <http://www.edmonton.ca/cornerstones>. It is the responsibility of the Owner to inform the City that the tenant is earning less than median income for their household size.

## Grant Application

- The grant application form is attached. The City will evaluate completed grant applications and required documentation:
  - An itemized estimate of the total construction cost of the proposed Suite;
  - Copy of a valid Development Permit and Building Permit;
  - Copy of a floor plan of the proposed Suite approved by a City Plans Examiner;
  - Copy of land title or valid offer to purchase to confirm ownership of the property;
  - Copy of a current property tax notice;
  - Confirmation of project financing.
- Complete grant application packages are to be submitted to:

### Mailing Address:

Housing and Economic Stability – Secondary Suites  
11<sup>th</sup> Floor  
10250 – 101 Street  
Edmonton, AB T5J 3P4

- Funding will be committed based on the figures submitted and no cost over-runs will be covered by the City of Edmonton. The Branch decision is final.
- The City of Edmonton will make every effort to notify the Applicant Homeowner within ten (10) working days on the status of their completed application and required documentation.

## Grant Approval

- The City will issue a letter to the approved Applicant Homeowner enclosing a draft five year operating agreement that specifies the amount approved and the terms and conditions of the grant approval. In response, an Applicant Homeowner(s) shall sign and return all copies of the agreement. Among other things, this agreement will commit an Applicant Homeowner(s) to be an ongoing owner occupier and ensure the new Suite is available for rent to a household earning less than median income.
- One hundred percent (100%) of Program approved funds may be paid to the Applicant Homeowner(s) upon a final inspection by the City Housing Branch after all work is completed and receipt of all required final inspection reports which confirm compliance with appropriate governing codes and legislation.
- All grant funding cheques will be made payable to the Applicant Homeowner(s) unless the “Owner and Homebuilder” Option is selected and the Homebuilder and the Applicant Homeowner(s) both sign the agreement with the City. In the latter

---

<sup>3</sup> For additional information please contact the Landlord Tenant and Advisory Board (LTAB) at: 8904 – 118 Avenue, Edmonton, AB, T5B 0T6, (780) 496-2978, [www.edmonton.ca/ltab](http://www.edmonton.ca/ltab)

instance, the Homebuilder will be a party to the agreement only for the limited purpose of receiving the funds under the agreement with the consent of the Applicant Homeowner(s).

- The City retains the right to access the property and monitor the project and ensure compliance with all terms and conditions of the operating agreement over its five-year term. The City may inspect a Program-funded property on an annual basis. The Applicant Homeowner(s) and tenant must provide a City Inspector access within one week of a request being made to enter the premises for up to five years after the receipt of Program funding.
- The Applicant Homeowner(s) is required to notify the City of any ownership or Suite tenancy changes before the five year term has completed.
- Approval of an application will be revoked if the work is not completed within twelve months of the date of the approval letter. All required documentation and a request for final inspection by the City must be submitted by this time.
- An Applicant Homeowner(s) who breaches the terms of the signed operating agreement may be required to repay the funds on a pro-rated basis based on the balance of the remaining term.



**Application Form - Cornerstones Grant Program  
 Building a New Secondary Suite in a New Home (Oxford  
 Neighborhood Phase 1)**

**A#2**

Owner

Owner & Homebuilder

**Note:** Incomplete applications will not be accepted. A complete application includes attaching:

- Valid Development and Building Permits;
- An itemized estimate of the total construction cost of the proposed Suite;
- Copy of a floor plan of the proposed suite approved by a City Plans Examiner;
- Copy of land title or valid offer to purchase;
- Copy of current property tax notice;
- Confirmation of project financing.

Completed applications will be considered on a first-come-first-served basis.

Approved homeowners may be eligible for a reimbursement of up to 75% of the project's eligible costs, to the maximum grant amount.

**APPLICANT(S) – All persons on Title**

Property Owner(s)	Contact Name (if different)
-------------------	-----------------------------

**MAILING ADDRESS/CONTACT INFORMATION**

Street No.	Street Name	Unit/Apt. No.	City	Province	Postal Code
Telephone Numbers	Home ( )	Work ( )	Cell ( )		
Email					



**PROPERTY TO BE DEVELOPED**

Street No.	Street Name	City	Province	Postal Code
Legal Description (Plan, Block & Lot)				

**ESTIMATED PROJECT COST DETAILS**

Item	Estimate
Total Estimated Construction Costs Inc. GST	
Other Costs: i.e. Building Permits, Drawings, etc. Inc. GST	
Total Estimated Project Costs	

**DECLARATION**

<ol style="list-style-type: none"> <li>1. I/We hereby grant permission to the City of Edmonton to carry out necessary inquiries to verify accuracy of information contained herein.</li> <li>2. I/We hereby confirm that I/we am/are the owner(s) of the said property.</li> <li>3. I/We commit to be the owner occupier of the principal residential unit or as a homebuilder I/we commit to transfer the building to a future owner occupier committed to meeting the terms of the five year operating agreement.</li> <li>4. I/We hereby authorize an inspection of my/our property at any reasonable time with the appropriate advance notice.</li> <li>5. I/We acknowledge that any work carried out prior to receipt of written confirmation of Cornerstones funding approval is not eligible for Program funding.</li> <li>6. I/We hereby commit to make available for rent the Suite to a household earning less than the median income for their household size in Edmonton for a period of five years. (Please note the five year term commences from the first day of the month following the date the final Grant Funding cheque is issued.)</li> <li>7. I/we will notify the City of any and all building ownership or Suite tenancy changes within the five year term.</li> <li>8. I/We acknowledge that I/we must expend one hundred percent (100%) of required owner contribution prior to receiving any City grant funding.</li> <li>9. It is understood by the parties that the Cornerstones Secondary Suite Grant Program requires the Owner to use the Owner's funds and not other Government funding for its proportionate share of the Program Funded Suite.</li> <li>10 I/We acknowledge: <ul style="list-style-type: none"> <li>(a) that I/we have read and understand the terms and conditions of the information guide that shall govern any funding that may be approved;</li> <li>and, (b) that I/we will enter into an operating agreement.</li> </ul> </li> <li>11 The information contained herein is true.</li> </ol>	
<b>Date</b>	<b>Signature(s) of Applicant(s) on Title</b>

**HOMEBUILDER – Where payment is to be remitted directly to Homebuilder**

Name (legal name for cheque)	Contact Name (if different)
------------------------------	-----------------------------

**MAILING ADDRESS/CONTACT INFORMATION**

Street No.	Street Name	Unit/Apt. No.	City	Province	Postal Code
Telephone Numbers	Home ( )	Work ( )	Cell ( )		
Email					

**DECLARATION**

<ol style="list-style-type: none"> <li>1. I/We hereby grant permission to the City of Edmonton to carry out necessary inquiries to verify accuracy of information contained herein.</li> <li>2. I/We hereby confirm that I/we am/are assisting the property owner by advancing funds for the development of the secondary suite prior to completion.</li> <li>3. I/We acknowledge that any work carried out prior to receipt of written confirmation of Cornerstones funding approval is not eligible for Program funding.</li> <li>4. I/We have an agreement with the Homeowner that entitles me/us to be the recipient of the Funding under this Grant Program;</li> <li>5. I /We acknowledge that we are a party to this agreement only for the limited purpose of accepting receipt of grant funding.</li> <li>6. I/We acknowledge: <ul style="list-style-type: none"> <li>(a) that I/we have read and understand the terms and conditions of the information guide that shall govern any funding that may be approved; and,</li> <li>(b) that I/we will enter the operating agreement with the City and the Homeowner for the limited purpose of receiving the Funding under the agreement.</li> </ul> </li> <li>7. The information contained herein is true.</li> </ol>	
<b>Date</b>	<b>Signature(s) of Homebuilder</b>

The personal information requested in this form is collected pursuant to Section 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act. It will be used for the purpose of operating the City's Cornerstones Grant program and may be disclosed to the Government of Alberta for purposes of oversight and to ensure accountability. Your personal information will be protected in accordance with the FOIP Act. Any questions may be directed to the Director of Housing Implementation, 11th Floor, 10250 - 101 Street NW, Edmonton, Alberta, T5J 3P4 Phone: 311 or (780)-442-5311.