



Town of Torbay

Housing Accelerator Fund (HAF) Grant & Incentives Terms and Conditions





Background

The Town of Torbay is the successful recipient of \$2.1 million from the federal government through the Canada Mortgage and Housing Corporation (CMHC). As part of our agreement, the Town committed to constructing 113 new dwelling units in the Town over a defined timeline by December 2027 including 71 'missing middle' dwelling units (such as secondary suites, double dwelling, row dwelling and apartment/condo units) and 10 affordable housing units.

The Town is pleased to be able to offer an incentive and grant program to accelerate the construction of 'missing middle' dwelling units and affordable housing options.

Terms & Conditions

- HAF beneficiaries must have no debts or outstanding obligations to the Town of Torbay.
- HAF applications will be accepted once a complete Development Application has been submitted to the Town's Planning & Development Department.
- Agreements between the Town of Torbay and the Developer will be processed and executed in chronological order at time of issuance of a construction permit (footing/building permit) based on funding availability at that time.
- Submitting an application for a grant does not imply issuance of a grant.
- Applicant must be the property owner(s) or their developer.

Grants and Incentives will be distributed on a first-come, first-served basis, subject to project readiness (footing / building permit) and HAF funding availability. Any approved project that is not completed:

- Within the designated permitting expiry dates will be subject to funding/grant termination.
- If construction does not start within one year of the first construction permit being issued, the agreement becomes null and void and no grants will be issued and waived fees become payable to the Town.
- Application, Permit and Discretionary Use Processing Fees are waived at standard issuance times. Fees will not be waived or re-imbursed retroactively. Grants will be issued at Occupancy Permit stage subject to conditions of executed agreement.

Types of housing applications eligible to apply for the HAF Grant include (as defined by Torbay Development Regulations in legal effect at time of agreement being signed):

- Secondary Suites/Subsidiary Apartments
- Double Dwellings
- Row Dwellings
- Apartment / Condo Buildings
- Mixed Residential and Commercial Developments

*Single dwellings do not qualify.





Initiative 1: Waiver of Application Fees

Application and Permit Fees, as per the Town's Tax & Fee Structure in effect at time of application, for development projects eligible for the HAF grant/incentive program, will be waived. These fees include:

- Development Application Fee
- Discretionary Use Processing Fees
- Building Permit Fee
- Occupancy Permit Fee

Refundable/security deposits, other processing fees and assessment/levies shall still be applicable. Application fees will not be waived for applications where fees were paid prior to the launch of the grant program.

Initiative 2: Multi-Unit Build Grant Program

- Affordable Units - \$15,000 per Affordable Housing Unit (up to \$150,000 total under this funding cycle).
- Individual Missing Middle - \$10,000 per missing middle unit.
- Multi-Unit Developments - \$10,000 per missing middle unit (up to \$125,000 total per project).
- All developments must adhere to Torbay Development Regulations, Engineering Guidelines and applicable Torbay By-laws.
- National Building Code of Canada and Ancillary Codes in effect must be adhered to.

*Affordable and Missing Middle grants may be stacked.

Grants Are Released By The Town As Follows:

Multi-Unit (2 or more)

- 100% at Occupancy Permit stage.

Conditions around completion timeline.

Secondary Suites

- 100% at Occupancy Permit stage.

Conditions around completion timeline.

Affordable Housing

- 100% at Occupancy Permit stage.
- Conditions around proof of compliance with affordability rent threshold (\$1,225.00 per month 2025 rate with max. 2% increase annually, POU, for a period of 3 years).
- Signed rental agreement by developer and tenant.





Initiative 3: Development of Underutilized Parcel(s) of Town Land

Leverage underutilized land owned by the Town, to promote medium and high-density residential development with potential for combined commercial/residential projects.

- Town owned land conveyed at nominal cost.
- Awarded via public Request for Proposal process.

Grant Applications Must Include the Following:

- Applications must clearly specify which initiative(s) are applicable and be submitted for review and approval as part of the Development Application and prior to a footing/building permit being issued.
- Applications submitted after issuance of footing/building permit are not eligible for funding.
- Applications must include basic information about the build including site location and proposed number of units, draft building and site plans, property survey and deed of conveyance.

Please Note:

- Applications for grants will be reviewed in order of projects being ready for footing/building permits.
- Applicants for grants will be required to complete a [vendor info sheet](#) as provided by the Town of Torbay.
- The waiving of fees and assignment of grant(s) are subject to availability of funding, and conditions are subject to change by the Town of Torbay at any time as deemed necessary.

