



Village of Carmacks

P.O. Box 113

Carmacks, YT Y0B 1C0

Village of Carmacks Housing Development Grant Policy

Purpose: The Village of Carmacks recognizes the need to increase housing stock through the development of all types of housing. Carmacks housing needs assessments and community engagements have identified the high construction costs in our remote northern community as the most significant barrier to new home building. These high costs are exacerbated by the need for private wells due to the lack of a piped water system in the community, and for lots outside the main townsite – the need to install a private sewage disposal system.

To accelerate housing development and meet the needs of our community, the Village is introducing a temporary grant funding program to assist local residents and enterprises with offsetting the high cost of developing new homes within the municipal boundary.

Definitions:

- **Development Grant:** financial assistance provided by the Village to support property owners in the construction of any form of housing.
- **Lottery:** a randomized selection process used to allocate Development Grant funds among eligible applicants who have met the necessary application criteria.
- **Major Housing Development:** means any development of 5 or more homes on one property.
- **Minor Housing Development:** a development of a single-detached dwelling, a secondary suite, or “missing-middle” housing (2-4 homes in one building with shared walls) that does not exceed 4 homes on one property.
- **Village:** means the Village of Carmacks.

1.0 Policy Statement: The Development Grant program aims to incentivize property owners to build all forms of housing in Carmacks by providing financial assistance for eligible development projects. The goal of this policy is to accelerate housing development while increasing housing diversity within the Village. This policy outlines the criteria, incentives, and guidelines for accessing this grant funding. This program is temporary and funded by grants received by the Village from the Canada Mortgage and Housing Corporation’s *Housing Accelerator Fund* program.

2.0 Development Grants:

2.1 Minor Housing Development

The Village recognizes that each property and owner are unique and may encounter their own particular cost barriers. The Village will be flexible to needs and no restrictions will be placed on the specific eligible expenses.

Eligible property owners may receive a Base Development Grant of up to \$40,000 per dwelling unit, for the construction of any form of housing. An additional Bonus Grant of up to \$7,500 per dwelling unit may be awarded for projects that receive a building permit from the Government of Yukon by December 31, 2025.

In addition, a Servicing Grant amount of up to \$10,000 (each) may be available to help cover the costs of installing one septic system and/or one well.

Factoring in the Base Grant amount plus Bonus and Servicing grants, the maximum combined Minor Housing Development Grant amounts are as follows: \$67,500 for one dwelling unit; \$115,000 for two dwelling units; \$162,500 for three dwelling units; and \$210,000 for four dwelling units.

2.2 Major Housing Development

The Village recognizes that major housing developments face high barriers and complexity, and the best form of incentive assistance cannot easily be known in advance or standardized. The Village will be flexible to needs and negotiate an incentive package that accelerates housing development while maximizing the limited budget of this program.

Eligible property owners may receive a Base Development Grant value of up to \$30,000 per dwelling unit, to a maximum of \$270,000 per property, in the form of any, or all, of:

- Property tax abatement grant for up to 100% of the increase in annual property taxes ascribed to the new housing development, for up to 10 years;
- Development fees abatement grant for municipal fees and charges associated with Official Community Plan (OCP) and Zoning Bylaw amendments, development permits, and connection to sewer, drainage, roads or any other municipal services;
- Direct financial grant assistance with pre-development soft costs to prepare a site for housing, such as geotechnical, environmental, civil works and other engineering and architectural services; and
- Solid waste collection fees abatement grant for municipal fees associated with demolition to prepare a site for housing.

A Bonus Grant of up to \$7,500 per dwelling unit may be awarded for projects that receive a building permit from the Government of Yukon by December 31, 2025. These additional grants may be included under the total Development Grant amount, depending on available funding. There is no Servicing Grant under this grant stream.

The Village may choose to negotiate preferential access to a limited number of new rental homes included in a major housing development for the purpose of Village staff housing.

3.0 Eligibility Criteria:

- 3.1 The property must be located within the municipal boundary of the Village of Carmacks.
- 3.2 Applicants must own the property on which a housing development is to be constructed. An applicant entered into an Agreement for Sale with Government of Yukon or another party for a vacant lot may also be eligible for the Development Grant.
- 3.3 The property and proposed development(s) must comply with the Village's Official Community Plan, Zoning Bylaw and the Building Code as applied by Government of Yukon. Applications must also comply with the Village's policies and other bylaws.
- 3.4 The applicant must have no overdue payables to the Village including property taxes.
- 3.5 Governments, and their agencies, will not be eligible for a Development Grant under this policy, excepting thereout First Nation development corporations.
- 3.6 A development which received a building permit from the Government of Yukon after January 9, 2024 and which has not received an occupancy permit by the date of application is eligible. However, these retroactive applications will be given secondary funding priority after new developments for the Base Grant and are not eligible for the Servicing Grant.

4.0 Application and Selection Process:

Minor Housing Development

- 4.1 Applications for a Minor Housing Development Grant will be accepted during specific intake periods. The Village will advise property owners of each intake, including the funding available, and strive to provide at least thirty (30) days' notice prior to the deadline for applications.
- 4.2 Applications can be obtained from the Village of Carmacks by email at cao@carmacks.ca, in person at the Village office located at 143 River Drive, or on the Village website at www.carmacks.ca.
- 4.3 Completed application forms are to be returned to the Village of Carmacks in person, by email cao@carmacks.ca, or by regular mail. Questions about the application can be directed to the Development Officer, cao@carmacks.ca or as otherwise instructed in the intake notification.
- 4.4 An application for a Minor Housing Development Grant is considered complete when the following documents and requirements have been met:
 - A completed and signed Development Grant application form;
 - A Development Permit issued by the Village of Carmacks; and
 - Other supporting documents and information as requested in the Development Grant application.
- 4.5 Applications for a Minor Housing Development Grant will be reviewed and approved by the Development Officer. Upon approval the applicant will be notified and forwarded a copy of the application and approval conditions.
- 4.6 If there are more approved applications than available funding, a Development Grant lottery will be held by the Development Officer. Lotteries will take place on the date indicated during the call-out for applications.

4.7 The lotteries will establish an order of priority for funding and be held in the following order:

- 1) Base Grant amounts for new developments;
- 2) Base Grant amounts for retroactive developments;
- 3) Servicing Grants (first request per Base Grant application); and,
- 4) Servicing Grants (second request per Base Grant application).

4.8 The Village will attempt to notify all applicants of the outcome of their application within 2 business days of the lottery. Successful applicants will have 10 business days to notify the Village in writing (email or letter) of their intention to accept the grant. If the funds are declined or the acceptance notification time has elapsed without communication from the applicant, the Village may then offer the grant to the next applicant on the list.

4.9 If the amount requested through approved applications does not exceed the funding amount allocated to an intake period, applications for the Base and Servicing grants may be submitted and approved afterwards on a first-come, first-serve basis, up until the start of the next intake period. Prospective applicants should enquire with the Village to ensure that remaining funds have not been reallocated to the Major Housing Development stream.

4.10 Any approved but unfunded applications for the Base and Servicing grants will be assigned priority consideration in any future intakes that the Village may administer. Unfunded Servicing Grant applications will receive priority before new applications for the Servicing Grant, but after new applications for the Base Grant, and follow the order set out in 6.7.

4.11 An individual or organization who owns multiple properties may submit separate applications for Minor Housing Developments on each one. If there are more approved applications than available funding, the applicant will be asked to choose which application should be included in the lottery. The other application will be assigned priority consideration in any future application intakes.

Major Housing Development

4.12 The Village will consider applications for a Major Housing Development Grant at any time that funds for this program remain available.

4.13 Property owners may reach out to the Village by email at cao@carmacks.ca, or in person at the Village office located at 143 River Drive, to initiate a discussion about their projects and project needs. The date of this initial outreach will be considered the starting date of the application. The Village also reserves the right to initiate outreach with prospective applicants; in this case, the date of a first meeting will be considered the starting date of the application.

4.14 An application for a Major Housing Development Grant will be considered approved when Council has reviewed and passed a resolution to accept the terms of a draft agreement between the Village and applicant.

4.15 The Village may be in discussions with multiple Major Housing Development Grant applicants at one time. The distribution of available funding between applicants will factor in:

- The number and type of proposed dwelling units and alignment with *Housing Accelerator Fund* housing targets;
- Likelihood of applicant success; and,
- The starting date of the application and time and effort invested in an application.

- 4.16 Once the terms of a draft agreement for a Major Housing Development Grant have been approved by a Council resolution, the funding committed to that applicant may not be diverted to another applicant, unless the final agreement is ultimately not signed by one or both Parties.
- 4.17 Any unfunded applications will be assigned priority consideration if new funding becomes available.

5.0 Administration of Grants:

- 5.1 The Village and successful applicants will enter into a Development Grant agreement outlining the terms of funding.
- 5.2 Servicing Grants are considered a repayable grant up until the point that the Base Grant has been disbursed. The Village reserves the right to seek some form of security for these grants.
- 5.3 The Development Grant will cover up to 100% of actual, eligible costs, to the maximum amount prescribed for each grant stream.
- 5.4 Labour costs for work completed by the homeowner are not eligible for reimbursement, nor are costs incurred prior to the date of signing of the Development Grant agreement between the Village and applicant.
- 5.5 The Development Grant may not be used for the renovation of an existing home, nor for landscaping or other improvements not directly related to the creation of a new home(s).
- 5.6 Minor Housing Development Base Grant funds will be disbursed in two installments: 85% of the grant once the building is clad to weather, and the remaining 15% once construction has been completed and an occupancy permit has been issued to confirm compliance with governing codes and legislation. For projects that received a Servicing Grant, proof of relevant servicing work completed will also be required for the first installment to be disbursed.
- 5.7 To receive the first disbursement of funds for a Minor Housing Development Grant, the applicant must provide a cost breakdown, photographs, and permit an inspection to confirm that the building is clad to weather, unless an exception is provided pursuant to section 5.6.
- 5.8 To receive the last disbursement of funds for a Minor Housing Development Grant, the applicant must provide a final cost breakdown, photographs, and an occupancy permit from the Government of Yukon.
- 5.9 Bonus Development Grant funds will be disbursed upon submission of a copy of a building permit from the Government of Yukon dated on or prior to December 31, 2025.
- 5.10 Servicing Grant funds will be disbursed upon submission of a building permit from the Government of Yukon.
- 5.11 The schedule and conditions for disbursement of funds for a Major Housing Development Grant will be negotiated as required to provide an effective incentive package and included in the agreement between the Village and applicant.
- 5.12 All Development Grant cheques will be made payable to the applicant.

6.0 Other Requirements:

- 6.1 Any dwelling units receiving a Development Grant may not be used for short term rentals (i.e., 30 consecutive days or less) for a period of three years after the date of final inspection reports.

- 6.2 If a development or building permit is revoked, cancelled, voided, or amended before final occupancy such that the eligibility criteria are no longer met, the Development Grant will be considered invalid and any grant monies received by the applicant must be repaid to the Village. A new application may be submitted in such cases.
- 6.3 Any construction for which a Minor Development Grant is provided for must be completed by November 15, 2027. Developments only partially completed prior to the deadline may be eligible for prorated funding.
- 6.4 The terms of the Development Grant agreement will be reviewed on an annual basis. Should no action be taken by the applicant towards fulfilling the agreement (i.e., no development activity), the Village of Carmacks reserves the right to revoke the agreement with written notice.
- 6.5 Receiving a Development Grant under this policy does not preclude an applicant from applying for and receiving different grants, subsidies or loans provided by the Village or other organizations.

7.0 Funding Allocations

- 7.1 The funding available for Minor Housing Development Grants during each intake may fluctuate, depending on *Housing Accelerator Fund* program support.
- 7.2 The funding available for Major Housing Development Grants may fluctuate at any given time, depending on *Housing Accelerator Fund* program support.
- 7.3 The Village will determine total funding to implement this policy in Summer 2025 and Spring 2026 and announce total funding available as part of its intake notification.
- 7.4 The Village reserves the right to reallocate uncommitted funds between the two grant streams depending on the volume and nature of applicant responses. In doing so, it will strive to maximize the number of dwelling units built and offer incentives to as many approved applicants as possible.

Enactment:

This policy is effective immediately upon adoption by the Village of Carmacks Council.

Approval:

This policy was approved by the Village of Carmacks Council on August 19, 2025.

Signatures:

Justin Lachance – Mayor

Chief Administrative Officer