City of Cold Lake

Multiunit Rental Housing Incentive Program Policy

POLICY NUMBER: 235-AD-24

Approval Date: March 26, 2024	Revise Date: April 14, 2026
Motion Number: CRM20240326.1006	Repeal Date:
Supersedes:	Review Date: April 14, 2026

1.0 Policy Intent

The City of Cold Lake encourages the development of multiunit rental housing containing four (4) or more dwelling units in order to promote the availability of a range of housing options in the community. Property owners who undertake developments that result in the creation of new multiunit rental dwelling units may be eligible for a financial incentive in the form of a reimbursement grant upon completion of the project.

2.0 Purpose

The purpose of the Multiunit Rental Housing Incentive Program Policy is to encourage the development of multiunit rental housing through the provision of financial incentives to property owners who undertake developments that result in the creation of new multiunit rental housing containing four (4) or more dwelling units.

3.0 Policy Statement

3.1 Application Area, Effective Date and Program Timeline:

- 3.1.1 This Policy applies to all new developments that result in the creation of four (4) or more rental dwelling units within an R3, R4, RMX or LC district as defined by the City's Land Use Bylaw No. 766-LU-23.
- 3.1.2 Projects that have been issued a Development Permit/Building Permit prior to the date of Council's approval of this policy shall not be considered for inclusion in this incentive program.
- 3.1.3 This policy shall become effective upon approval by City Council.
- 3.1.4 Once approved by Council, this program shall run for an initial one-year period for application submissions or until the maximum number of units specified in 3.1.5 have been funded, whichever occurs first.
- 3.1.5 The maximum number of rental dwelling units eligible for grant funding shall be 100.
- 3.1.6 Council shall evaluate the overall effectiveness of the program on an annual basis and determine whether to continue the program.

3.2 Eligibility: To be eligible for a reimbursement grant under this program, the project must meet the following criteria:

3.2.1 For the purposes of this policy, "project" shall mean all rental dwelling units created on a single parcel of land. Therefore, to be eligible for reimbursement funding, a minimum of four (4) rental dwelling units must be created on a single parcel of land. Rental dwelling units being created on separate parcels of land may not be combined to meet the minimum eligibility requirement.

3.2.2 The project must be located in one of the following land use districts and result in the development of one or more of the following dwelling types as defined by the City of Cold Lake Land Use Bylaw No. 766-LU-23:

3.2.2.1 R3 District: Dwelling, Row Housing; Dwelling, Multiplex or Apartment;

3.2.2.2 R4 District: Dwelling, Row Housing; Dwelling, Multiplex; Apartment; or Mixed-use Development;

3.2.2.3 RMX District: Dwelling, Row Housing; Dwelling, Multiplex; Apartment; or Mixed-use Development;

3.2.2.4 C1 District: Mixed-use Development;

3.2.2.5 LC District: Mixed-use Development;

3.2.2.6 Secondary suites are not eligible dwelling units for reimbursement grant funding under this program;

3.2.2.7 Projects for which a Condominium Plan has been registered with the Land Titles Office shall not be eligible to receive funding under this program.

3.2.3 The project must be new construction and result in the creation of at least four (4) new rental dwelling units.

3.2.4 The project must remain as a rental property for a minimum of five (5) years from the date on which occupancy is issued. In the event that the property does not remain as a rental property for the full five (5) year period, the owner must repay the full amount of reimbursement grant funding to the City.

3.2.5 If, at any time prior to the expiration of the five (5) year period specified in Section 3.2.4, an owner of a project approved for funding under this program causes an application to be made to the City for a Condominium Endorsement for the approved project, the approved project shall be deemed to have ceased being a rental property. Upon the approved project being deemed to have ceased being a rental property, Council's approval of the grant funding application shall be void and any incentive funding that has been disbursed shall be repaid to the City in full, forthwith.

3.2.6 The project must have an approved Development Permit and Building Permit issued by the City of Cold Lake prior to application for inclusion in this incentive program, unless clause 3.2.7 applies to the application.

3.2.7 A project may be considered for approval prior to an approved Development Permit and Building Permit where there is a clear intent by the applicant that approval of a Development Permit and Building Permit is to be obtained and/or is obtainable within six (6) months of the approval of the grant application. In the event that a Development Permit and

Building Permit have not been obtained within six (6) months of the grant application approval, such approval shall be expired. Extensions to this timeline due to circumstances beyond the applicant's control may be considered by Council.

3.2.8 The project must comply with all applicable municipal bylaws, Building Codes and provincial and federal legislation. This may include but is not limited to: The City of Cold Lake Municipal Development Plan No. 699-LU-21; The City of Cold Lake Land Use Bylaw No. 766-LU-23; any applicable Area Structure Plan approved by the City of Cold Lake; *The National Building Code*; *National Energy Code and Safety Codes Act*.

3.2.9 Properties that are in tax arrears with the City of Cold Lake shall not be eligible for this program.

3.2.10 Projects that have received funding under any other Municipal, Provincial or Federal grant program are not eligible to receive funding under this program.

3.2.11 All projects approved to receive reimbursement grant funding must be completed in a timely manner. The City shall allow a maximum of 24 months from the time of application for the project to be completed to the stage where occupancy can be granted.

3.3 Incentive Program Funding:

3.3.1 The Multiunit Rental Housing Incentive Program provides property owners a reimbursement grant of $15,000 for each new rental dwelling unit created in an eligible project containing four (4) or more rental dwelling units on a single parcel of land.

3.3.2 Applications will be received and reviewed on a first-come, first-served basis until the total program funding as established by Council in 3.1.4 has been disbursed, or the program term has ended.

3.3.3 A reimbursement grant for an approved project will be disbursed upon the applicant providing satisfactory evidence that the project has complied with all requirements of this policy and that the project has been approved for occupancy.

3.4 Disbursement of Grant Funding:

3.4.1 Upon the project being approved for occupancy, and the City receiving satisfactory proof of same, the approved reimbursement grant funds shall be disbursed to the applicant.

4.0 Managerial Guidelines

4.1 Application Requirements: Applications made for reimbursement grant funding under this program must include the following information:

4.1.1 A description of the proposed project and how it meets the eligibility criteria outlined in Section 4.0 of this policy;

4.1.2 The number of rental dwelling units to be created and the amount of reimbursement grant funding requested;

4.1.3 An approved Development Permit and/or Building Permit (unless clause 3.2.7 applies to the application); and

4.1.4 A certified copy of Title for the property.

4.2 Application and Approval Process:

4.2.1 Prior to applying for the Incentive Program, the applicant shall schedule a meeting with the Manager of Land Use Planning, Development & Regulatory Services to review their application for participation in the reimbursement grant Incentive Program.

4.2.2 Administration shall review the application for conformity to the eligibility criteria outlined in Section 4.0 of this policy and provide a recommendation to Council.

4.2.3 Council shall, after considering the application and Administration's recommendation approve or deny the application for participation in the grant program.

4.2.4 Council's decision respecting any particular application shall be final.

4.2.5 Following approval of an application by Council, the applicant shall enter into a Reimbursement Grant Agreement with the City of Cold Lake outlining the amount of reimbursement grant approved by Council and the terms and conditions under which the City will disburse the approved funding to the applicant. The City shall register the Reimbursement Grant Agreement on the title of the property by way of a caveat.

5.0 References

5.1 City of Cold Lake Municipal Development Plan No. 699-LU-21

5.2 City of Cold Lake Land Use Bylaw No. 766-LU-23

5.3 *Municipal Government Act, R.S.A. 2000, Chapter M-26*

5.4 Safety Codes Act, R.S.A. 2000, Chapter S-1

5.5 *National Building Code – 2019 Alberta Edition*

5.6 National Energy Code of Canada for Buildings 2017

6.0 Persons Affected

City of Cold Lake Residents
City of Cold Lake Corporate Services – Finance Department
City of Cold Lake Land Use, Planning and Regulatory Services Department

7.0 Revision/Review History

The Council and the CAO or their designate, shall review this policy as required, or following changes to the operating environment of any of the divisions of the City; or at such other times as the Council and or CAO considers appropriate.

Reviewed August 12, 2025 – CRM20250812.1010 – Moved by Councillor Mattice that Council renew the Multiunit Rental Housing Incentive Program and continue to accept applications for the program until March 26, 2026.

Reviewed & Revised April 14, 2026 – CRM20260414.1019 – Moved by Councillor Bailey that Council approve amendments and renew the Multiunit Rental Housing Incentive Program for an additional year, thereby continuing to accept applications for the program through 2027.

April 20, 2026	
Date	Chief Administrative Officer
Apr 21/2026	
Date	Mayor

CITY OF TEMISKAMING LAKE CORPORATE SEAL