



# HOUSING INCENTIVE PROGRAM

## APPLICATION PACKAGE

Incentive programs guide

Application for municipality

General administration provisions

FEBRUARY 2025

# TABLE OF CONTENTS

- HOUSING INCENTIVE PROGRAM GUIDE..... 1**
  - General FAQ'S..... 1
  - Terms and Conditions..... 4
  - Definitions..... 5
- HOUSING INCENTIVE PROGRAM APPLICATION FORM .... 6**
  - General Information and Instructions..... 6
- GENERAL ADMINISTRATION PROVISIONS ..... 12**



# Housing Incentive Program Guide

Q

A

## GENERAL FAQ'S

**Q1.** Who can apply?

**A1.** Anybody intending to build housing within the Municipality of Emerson-Franklin.

**Q2.** Is there a fee to apply?

**A2.** No

**Q3.** How do I apply?

**A3.** You can find the application package and submit the application package [www.investemersonfranklin.ca](http://www.investemersonfranklin.ca) ensuring that the required documentation is included.

**Q4.** What is the minimum number of dwelling units that need to be built?

**A4.** Two

**Q5.** Can I have a mix of residential and commercial use?

**A5.** Yes, but it must have a primary residential use (70% or greater).

**Q6.** Will the agreement be registered on land title?

**A6.** No

# GENERAL FAQ'S

**Q** Q7. Are there restrictions on who I can rent to & what the rents are?

**A** A7. • Rent limits, and occupant(s) maximum annual household incomes are set annually within the [Affordable Housing Rental Program Income Limits](#) from Manitoba Housing.

- Alternatively, the limits may be determined by the municipality of other funding programs used for the project offered by higher levels of government (ie: CMHC).

**Q** Q8. What type of units are included in the program?

**A** A8. • Residential rental dwelling unit

- A co-operative dwelling unit
- Owner-occupied dwelling unit that sells for a mortgage geared to income program

**Q** Q9. Can I have a mix of affordable units and market units?

**A** A9. Yes

**Q** Q10. How long do the units need to stay at the affordable rates?

**A** A10. The duration of the tax credit incentive received.

**Q** Q11. Can I apply for other funding programs?

**A** A11. • Yes, this program is intended as a supplementary “top-up” to funding from higher levels of government.

- The project must not have received other incentives or funding through the Municipality of Emerson-Franklin.

**Q** Q12. Can I use this program to renovate existing dwelling units?

**A** A12. Only if you are renovating existing dwelling units to add additional units.

# GENERAL FAQ'S

**Q** Q13. What happens after the application is submitted?

- A** A13. • Submitted applications will be reviewed within 20 business days of submission to ensure it is complete. If your application does not meet the eligibility requirements, you will be notified in writing.
- Applications that are consistent with the as-of-right incentives as outlined in the by-law will be approved or denied by Administration within 20 business days of the completed application being received.
  - The approval of applications will consider the expertise and experience of developers.
  - The Municipality reserves, at its discretion, the right to approve or deny all applications.

**Q** Q14. What happens if the application is approved?

- A** A14. • The Municipality administration will prepare and send a letter of confirmation of funding commitment and forward a copy to the Building Inspector.
- Construction of the approved works may now commence. A building permit is to be issued within 6 months of incentive approval and be completed within 18 months of incentive approval (may apply for one 6-month extension).
  - Upon construction completion, “after” photos of the project and paid invoices will be submitted to the Municipality and staff will conduct a final site visit and inspection (as necessary) to ensure compliance with the Agreement.
  - The owner is to contact the Municipality in advance of any deviations from the approved design or Agreement. If the owner does not carry out its obligations under the Agreement, they shall pay to the Municipality the entire amount of benefits conveyed under the agreement, together with any applicable costs and interest.

**Q** Q15. Where can I find out more information?

- A** A15. • The by-law for this program can be accessed through the [Development Incentive By-Law](#)
- Contact the Municipality of Emerson-Franklin at:  
info@emersonfranklin.com  
204-427-2557

# TERMS AND CONDITIONS

1. The title holder must submit to the Municipality an application for a building or development permit during the program period.
2. The program supports new dwelling unit creation including: New Building construction, additions, or conversions of existing non-residential to residential within the Urban Areas of Emerson and Dominion City.
3. The grant pertains to:
  - a. The percentage of the annual municipal portion of taxes being levied against the new or existing building value, and
  - b. The number of dwelling units being created or added
4. The grant can commence in either the first full calendar year or added tax year after construction completion.
5. Payment to successful applicants will be made in accordance with:
  - a. Table 1: Grant per Dwelling Unit,
  - b. Table 2: Property Tax Rebate,
  - c. Table 3: Municipal Permit Fee Rebate
6. Property tax rebate cannot exceed more than 100% of the municipal tax portion. The dollar value determined in Year One will form the basis of calculations for future years to provide applicants with exact value over the duration of grant.
7. Grant calculations for the calendar year in which the development/building permit is issued is shown in Table 1, Table 2, and Table 3.
  - a. As outlined under Table 1, the one-time grant per dwelling unit applied to the new housing units being added.
  - b. As outlined under Table 2, the percentage is applied to the municipal tax on the first tax bill and forms the basis for years two through four.
  - c. As outlined under Table 3, the development fees and charges are applied to the cumulative fees associated with the development and building permit application process.
8. All eligible applications must result directly from an approved development and or building permit application from the Municipality.
9. All eligible applications must result from a net increase in new residential square footage as determined by a qualified professional.
10. Application to this program must be made at any time before 60 days of the construction start date;
11. All municipal and educational taxes must be paid in full on the subject lands on or before October 31 of the current tax year.

# DEFINITIONS

## Housing

Means all housing related costs (anticipated rent/mortgage, property taxes and utilities) will be less than or equal to 30% of the median household income.

## Urban Area

Properties designated as ‘Urban Area’ within the Municipality’s Development Plan Bylaw.

## Program Period

Any building or development permit issued after March 1, 2025, for a eligible housing development project may make an application under this grant program to the Municipality subject to funding availability and Municipal approval.

## Application Period

The Municipality will accept applications for the next calendar year up to November 30th of the current calendar year. Any applications submitted in the month of December will be approved for the following incentive year due to budget planning requirements for the Municipality. Titleholders must make an application at time of development and or building permit, but the application will only be processed upon a complete review by the Municipality.

**Table 1: Grant Per Dwelling Unit**

Number of Units	Rebate per unit
8+ units	\$25,000/unit
4-7 units	\$15,000 /unit
2-3 units	\$10,000/unit

**Table 2: Property Tax Rebate**

Number of Units	Year One	Year Two	Year Three	Year Four
8+ unit	80%	60%	40%	20%
4-7	60%	40%	20%	10%
2-3	40%	20%	10%	0%

**Table 3: Municipal Permit Fee Rebate**

Total Units	Municipal Permit Fee Rebate
8+	80% Calculated on total development permit, building permit fees, zoning amendment fees and capital lot contribution fees.
4-7	60% Calculated on total development permit, building permit fees, zoning amendment fees and capital lot contribution fees.
2-3	40% Calculated on total development permit, building permit fees, zoning amendment fees and capital lot contribution fees.



# Housing Incentive Program Application Form

## GENERAL INFORMATION AND INSTRUCTIONS

1. Before filling out this application form, please read the attached Program Guide (pages 1-5). The Program Guide describes the purpose and basic terms and conditions of the Housing Incentive Program.
2. If an agent is acting as the applicant for the property owner, please ensure that the required authorization is completed and signed by the owner as provided in the application form.
3. If you find insufficient space on this form to respond to questions, please provide additional information on a separate page and attach it to your completed application form.
4. Please ensure that the application form is complete and all required signatures and supporting documents have been supplied.
5. Please print (black or blue ink preferred) the information requested on the application form.
6. There is no application fee.
7. You may deliver your application in person, send it by mail or email to:

Municipality of Emerson-Franklin  
Box 66, 115 Waddell Ave East  
Dominion City, MB  
ROA OH0  
info@emersonfranklin.com

# HOUSING INCENTIVE PROGRAM APPLICATION FORM

## 1. APPLICANT INFORMATION (PLEASE PRINT)

**Name of Applicant:**

Mailing Address:

Telephone Number:

E-mail:

**Name of Property Owner:**

(if different from Applicant)

Mailing Address:

Telephone Number:

E-mail:

**Name of Contact:**

(if different from Applicant)

Mailing Address:

Telephone Number:

E-mail:

## 2. PROPERTY INFORMATION

Address of Property:

Assessment Roll Number:

Existing Property Use:

Current Zoning Classification:

Is re-zoning required for the completion of this project?

Yes

No

Is property designated as a Municipal Heritage Site?

Yes

No

Are there any outstanding orders relating to this property?  Yes  No

If yes, describe:

Are there any outstanding utility charges on this property?  Yes  No

If yes, describe:

Are there any outstanding amounts owing to the Municipality of Emerson-Franklin for this property?  Yes  No

If yes, describe:

Does your project meet the definition of housing based on the calculation?  Yes  No

### 3. CONSTRUCTION SCHEDULE (APPROXIMATE)

Start Date:  End Date:

### 4. TAX INFORMATION

Current Assessed Value of Property (\$):  Year:

Current Assessed Value of Buildings (\$):  Year:

Current Property Taxes (Annual) (\$):  Year:

### 5. PROJECT DESCRIPTION

Describe the proposed housing project:

FLOOR AREA	SQUARE FEET	%
Commercial Floor Area:		
Residential Floor Area: (70% or more required)		
<b>TOTAL FLOOR AREA:</b>		

AFFORDABLE OR MARKET	# OF UNITS	UNIT TYPE Bachelor OR # of Bedrooms	UNIT SIZE (sq ft)

Project must include **a minimum of two new units** and with **50% of the total units to meet affordability criteria.**

## 6. FUNDING

Estimated Construction Value (\$):

Is there a request for supplementary funding in addition to the standard funding allocated by this Incentive Program?

Yes

No

If requesting additional funding, attach project capital budget.

If yes, please specify the additional funding requested and justification:

Provide details for funding programs from other levels of government that you intend to apply for to fund this project.

## 7. REQUIRED SUPPORTING DOCUMENTATION

Check off those for which you have included the required supporting documentation.

- a site plan if proposing a new building or building addition
- specifications of the proposed project, including a development plan for the improvements to be completed and preliminary construction drawings
- project development schedule
- status of title or an accepted offer to purchase for the site proposed, current within 30 days of the application
- environmental assessments (if necessary)

## 8. OWNER'S AUTHORIZATION

**(to be completed if an Agent is representing the property owner)**

I, , being the registered owner of the subject lands hereby authorize  to prepare and submit this application for the Housing Incentive Program.

Signature of Owner: \_\_\_\_\_ Date:

## 9. LEGAL

- I / WE HEREBY APPLY for an incentive/grant under the Municipality of Emerson-Franklin Housing Incentive Program.
- I / WE HEREBY AGREE to abide by the terms and conditions of the grant/incentive programs.
- I / WE HEREBY AGREE to enter into an agreement with the Municipality of Emerson-Franklin that specifies the terms of the incentive(s)/grant(s).
- I / WE HEREBY CERTIFY that the Information contained in this application is true, correct and complete in every respect and may be verified by the Municipality of Emerson-Franklin by such inquiry as it deems appropriate, including inspection of the property for which the application is being made.
- I / WE HEREBY CERTIFY that as of the date of this application, no work has commenced on the project.

- I / WE HEREBY CERTIFY that the project will be started within six (6) months of receiving approval, it will be in continuous development for the length of the project and be completed within 18 months of the date of approval.
- I / WE HEREBY AGREE that if any statements or Information in this application or submitted in support of this application are untrue, misleading or there is a material omission, the application may be rejected or not approved, or the incentive(s)/grant(s) may be delayed, reduced, or cancelled.
- I / WE HEREBY GRANT permission to the Municipality, or its agents, to inspect the property that is the subject of this application.
- I / WE HEREBY AGREE that the incentive(s)/grant(s) may be delayed, reduced, or cancelled if the work is not completed, not completed as approved or if the contractors are not paid.
- I / WE HEREBY AGREE the program(s) for which application has been made herein is subject to cancellation and/or change at any time by the Municipality in its sole discretion, subject to the terms and conditions specified in the Program. Participants in the program whose application has been approved and who has entered into an agreement with the Municipality of Emerson-Franklin will continue to receive their incentive(s)/grant(s), subject to their agreement.
- I / WE HEREBY ACKNOWLEDGE that all incentives/grants will be calculated and awarded in the sole discretion of the Municipality of Emerson-Franklin. Notwithstanding any representation by or on behalf of the Municipality of Emerson-Franklin, or any statement contained in the program, no right to any incentive/grant arises until it has been duly authorized, subject to the applicant meeting the terms and conditions of the program and the agreement. The Municipality of Emerson-Franklin is not responsible for any costs incurred by the Owner / Applicant in any way relating to the program, including, without limitation, costs incurred in anticipation of an incentive/grant.
- I / WE HEREBY AUTHORIZE the Municipality of Emerson-Franklin to share the information provided in this application with other levels of government, including but not limited to provincial and federal agencies, that administer housing programs. This information will be shared solely for the purpose of facilitating and streamlining the application process for housing incentives.

Applicant Name (Print)

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Signature

Date



# General Administration Provisions

## **The provision of any financial grant/incentive is subject to the following general administration provisions:**

- Owners of properties within the Municipality of Emerson-Franklin are eligible to apply for funding under the incentive programs. Application may be made on a “first come, first served basis” to the limit of the available funding, provided all eligible criteria and conditions are met. Where applicable, an agent may apply for funding with the written consent of the property owner.
- Property taxes must be and remain in good standing at the time of application and throughout the length of any incentive/grant commitment.
- All proposed development shall conform to the Zoning By-law and other planning requirements. There shall be no outstanding work orders issued by the Municipality against the property. In addition, all improvements shall be made pursuant to a building permit and constructed in accordance with the Manitoba Building Code where required.
- Any property that has a heritage designation must be in compliance with the Heritage Resources Act in order to be eligible.
- The Municipality may, at its discretion, extend or discontinue the program when and as it deems appropriate. Notwithstanding this, participants in the program may continue to receive approved incentives/grants after the closing of the program as determined through individual agreement with the Municipality and subject to available funding approved by the Municipality.
- The general administration of the program shall be the responsibility of the Planning and Buildings Department, in consultation with other departments as appropriate. Final decisions with respect to the applications and the allocation of funds (for as of right incentives) shall be made by Administration.
- Continuation of the Program requires funding either through the annual Capital Budget, or other levels of government and is subject to Municipality Council approval.

**HOUSING INCENTIVE PROGRAM  
APPLICATION PACKAGE**

**FEBRUARY 2025**



**MUNICIPALITY OF EMERSON-FRANKLIN**

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