

Policy Title: Accessory Dwelling Incentive Program Policy

Policy # B-124

Effective Date: April 15, 2025

Date adopted by Council: April 15, 2025



1. POLICY STATEMENT

1.1. Accessory dwellings diversify housing options, increase housing supply through gentle density and allow property owners an income stream. The Municipality of Jasper's Accessory Dwelling Incentive Program Policy is designed to facilitate the development of accessory dwellings in a manner consistent with overall housing goals. The incentive is intended to be financially meaningful, easy to access and administer, and aimed at investments that are directly related to suite construction for long term rental.

2. PURPOSE

2.1. The Purpose of this Policy and corresponding administrative procedures is to establish the practices under which the Municipality of Jasper conducts the Municipality of Jasper's Accessory Dwelling Incentive Program, a program that provides grant funding to encourage the construction and formalization of accessory dwelling units.

3. SCOPE

3.1. This policy applies to all eligible properties within the townsite of Jasper. There are two types of accessory dwellings contemplated in the policy:

- a) Net new accessory dwellings – See Definitions section of this policy for the definition.
- b) Previously constructed, unpermitted accessory dwellings – see Definitions Section of this policy for the definition.

4. SELECTION OF SUCESSFUL APPLICANTS

4.1. Successful applicants for the Accessory Dwelling Incentive Program grant funding will be selected on a first come, first served basis, as long as the application and applicant meet all requirements outlined in the policy. There is no preference for selection for net new accessory dwellings and previously constructed, unpermitted accessory dwellings.

5. ELIGIBILITY

5.1. Eligible Parties

- a) Any owner of a building or unit within the Jasper Townsite Boundary is eligible to apply for the Accessory Dwelling Incentive Program, provided they are pursuing

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formal approval of a net new accessory dwelling for their site (See Definitions section of this policy for the definition of net new unit).

- b) Grants are limited to one per property except in an undivided half interest situation, where each half interest is eligible for one grant. Note that the definition of Accessory Dwelling Unit in the Land Use Policy limits the program to owners of the following dwelling types: single detached house, duplex, rowhouse. Garage and garden suites are considered eligible projects.
- c) The program is not available retroactively for accessory dwellings that have already received building permit approval prior to April 15, 2025.

5.2. Maximum Grant Amounts

- a) Costs for the creation of an accessory dwelling are eligible for up to the following maximum amounts per property:
 - (1) Net new accessory dwelling - \$30,000
 - (2) A previously constructed, unpermitted accessory dwelling - \$10,000

5.3. Determining the type of accessory dwelling for funding purposes

- a) The Housing Manager, or their designate, has the sole discretion for determining whether an applicant applying for a grant is applying for:
 - (1) A net new accessory dwelling; or
 - (2) A previously constructed, unpermitted accessory dwelling.
- b) A site visit will be required for this determination.

5.4. Determining Eligible Costs

- a) The Housing Manager, or their designate will determine which expenses are eligible, considering the following:
 - (1) Directing investments towards Alberta Building Code requirements;
 - (2) Addressing the costs associated with construction; and
 - (3) Not providing funding for items which have a high range of discretion such as appliances or furniture.
- b) For net new accessory dwelling, eligible costs are those covering construction of additional dwelling units on a property, as well as conversion of an existing structure not usable as a dwelling into an accessory dwelling. Expenses such as

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architectural designs, engineering, permitting fees, construction materials, labour costs, and utility connections are eligible.

- c) For previously constructed, unpermitted accessory dwellings, the funding can cover renovations, repairs, or upgrades necessary to meet Alberta Building Code Requirements. This includes addressing structural, electrical, plumbing, fire safety, and accessibility issues, as well as obtaining permits.

5.5. Examples Of Eligible Costs

| Net New Accessory Dwellings | Previously constructed, unpermitted Accessory Dwellings |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Eligible Costs: | Eligible Costs: |
| Fees associated with permitting (examples: development permit application fee; building permit fee; safety codes fee; off-site levies) not including any bonds | Fees associated with permitting (examples: development permit application fee; building permit fee; safety codes fee; off-site levies) not including any bonds |
| Life and safety items (examples: fire rating, egress window, alarm systems) | Life and safety items (examples: fire rating, egress window, alarm systems) |
| Basic construction costs (examples: plumbing, electrical, heating, ventilation and air conditioning, framing) | Basic construction costs (examples: plumbing, electrical, heating, ventilation and air conditioning, framing) |
| Site improvement costs (examples: hard landscaping, site servicing) not including any bonds | |
| Design fees associated with design of accessory dwelling, engineering design | |

5.6. Ineligible Applications

- a) Applications will be deemed ineligible in the following situations:
- (1) Non-compliance with program requirements;
 - (2) Failure to obtain necessary permits within the required timeframes;
 - (3) Non-compliance with Alberta Building Code;
 - (4) Incomplete documentation;
 - (5) Violation of Accessory Dwelling Incentive Program Policy;
 - (6) Identification of project costs that are ineligible (see guidance in section 5.7);

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- (7) Applications for accessory dwellings that have received building permit approval prior to applying for this grant;
- (8) Applications for dwellings that do not meet the definition of accessory dwelling; and
- (9) Applications to construct multiple new dwellings on a site, including those that do not meet the definition of an accessory dwelling.

5.7. Ineligible Costs

- a) Ineligible costs focus on items which have a high degree of variability with respect to cost and/or do not constitute a basic component of an accessory dwelling.

Ineligible costs include:

- (1) Appliances;
- (2) Furniture;
- (3) Flooring;
- (4) Window coverings; and
- (5) Optional landscaping improvements.

6. REQUIREMENTS

6.1. Applications will include the following information:

- a) All information typically required by the development authority for an accessory dwelling development permit application; and
- b) A list of expenses proposed to be covered by the Accessory Dwelling Incentive Program with associated quotes.

6.2. Successful applicants are required to:

- a) Comply with the Land Use Policy and all other pertinent bylaws and policies applying to properties within the Municipality of Jasper and Jasper National Park;
- b) Comply with the development authority's development processes;
- c) Ensure that all trades involved with the development hold a current valid Business License;
- d) Submit receipts and photos for work completed that is proposed to be covered by the Additional Dwelling Unit Incentive Program;
- e) Obtain a Building Permit within 6 months of receiving a Development Permit; and
- f) Gain occupancy, and provide all required receipts and photos of completed work within 12 months of receiving the Building Permit to receive funding.

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7. RESPONSIBILITIES

7.1. **The Urban Design and Standards Department:** is responsible for carrying out this policy. Urban Design and Standards and specifically the Housing Manager or their designate, with Parks Canada, will oversee the implementation, administration, and enforcement of the Accessory Dwelling Incentive Program, including review of development permits, release of funding, and creation and distribution of educational resources. Urban Design and Standards will ensure, with Parks Canada, that policy objectives are met effectively and in accordance with applicable legislation and regulations.

7.2. **Successful Applicants:** are responsible for completing the development as approved and within the required timeframes. If program requirements are not met or the development is not completed as agreed to, the recipient must return any funds that have been provided.

8. PROCESS

8.1. The process for the release of grant funding is as follows (visual depiction being developed):

- a) Application received by Housing Manager, or their designate;
- b) Urban Design and Standards reviews the application to determine whether the application is feasible and consistent with the Land Use Policy, whether identified costs are reasonable, whether the accessory dwelling meets the requirements of the Accessory Dwelling Incentive Program policy, and whether the accessory dwelling is a net new accessory dwelling or a previously constructed, unpermitted accessory dwelling;
- c) The applicant is notified of the results of the review and the amount of funding and list of expenses for which they are eligible for should they meet the required timeframes and submission requirements;
- d) Applicant confirms they will proceed with the accessory dwelling development in coordination with the Accessory Dwelling Incentive Program;
- e) If the applicant has costs associated with the design of a net new accessory dwelling, detailed receipts may be submitted for re-imbursement up to \$2,500;
- f) Formal review of the development application is conducted by the development authority to determine compliance with the Land Use Policy and Architectural Motif, the application is updated as required and a development permit is issued.
- g) Development permit fees and charges will be calculated and paid for through the Program.

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- h) Typical development permit and building permit processes are followed;
- i) A Building Permit must be obtained within 6 months of issuance of the Development Permit;
- j) At the time the Building Permit is issued, confirmation of approved amount of funding will be provided by the Housing Manager, along with eligible expenses and required time frame for receiving Occupancy; and
- k) Upon granting of Occupancy, applicant submits receipts for eligible expenses up to the amount agreed to with the Municipality and is reimbursed, provided that the required timeframes have been met and all expenses were previously approved by the Housing Manager.

9. DEFINITIONS

9.1. **Accessory dwelling unit** means an independent dwelling unit on a site that is associated with a larger principal dwelling unit.

9.2. **Net new accessory dwelling** means an accessory dwelling that is constructed new in a building that is not existing or, in areas of buildings that currently do not contain an accessory dwelling. Examples of this would be a basement of an existing dwelling that currently does not contain a separate dwelling at the time of application for this incentive program and being renovated to contain an accessory dwelling. Or, new construction of an accessory building that contains an accessory dwelling either in whole or in part.

9.3. **Previously constructed, unpermitted accessory dwelling** means accessory dwellings that currently exist on site but a development permit has never been issued for their construction as of the time of application for this incentive program.

9.4. **Primary dwelling unit** means the principal dwelling on a site, and, if the site has an accessory dwelling unit, the dwelling unit to which an accessory dwelling unit is associated.

9.5. **Property Owner** means an individual, group, or entity that holds a lease to real property.