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Item No. 15.1.5
Halifax Regional Council
January 27, 2026

TO: Mayor Fillmore and Members of Halifax Regional Council

FROM: Brad Anguish, Acting Chief Administrative Officer

DATE: December 15, 2025

SUBJECT: Amendments to the Second Unit Incentive Program Administrative Order

ORIGIN

March 18, 2025 Regional Council motion (Item 15.1.1 Proposed Administrative Order 2025-001-ADM, Respecting Grants for Second Units):
MOVED by Councillor Cleary, seconded by Councillor Cuttell

THAT Halifax Regional Council:

1. Adopt Administrative Order Number 2025-001-ADM, the Second Unit Incentive Program Administrative Order, attached to the staff report dated February 18, 2025 as Attachment 1; and
2. Approve the allocation of \$1,500,000 of Housing Accelerator Fund (HAF) funding from Cost Centre C350 for fiscal year 2025-2026 to support grants issued under the Second Unit Incentive Program.

EXECUTIVE SUMMARY

Staff are recommending amendments to Administrative Order 2025-001-ADM to increase uptake in the Second Unit Incentive Program (SUIP). The recommended amendments include:

- Change the name from Second Unit- to Secondary Units Incentive Program;
- Allow more than one secondary unit per property to be eligible for SUIP funds;
- Allow non-profit organizations and co-operatives to apply for SUIP funds on their properties;
- Change the deadline for application submissions from June 1, 2026, to October 1, 2026, to allow individuals and newly eligible non-profit organizations more time to get their issued building permits; and
- Change the required date to complete the construction of the secondary units from October 11, 2026, to April 1, 2027.

RECOMMENDATION

It is recommended that Halifax Regional Council adopt the amendments to Administrative Order 2025-001-ADM, the *Second Unit Administrative Order*, as set out in Attachment 2 of this report.

BACKGROUND

The Second Unit Incentive Program (SUIP) Administrative Order (AO) came into effect on March 18, 2025. The program is one of HRM's commitments under the Housing Accelerator Fund (HAF) and has a goal to incentivize 250 new building permits for small scale residential dwelling units by October 11, 2026. The program budget for the SUIP is funded through HAF and is time-limited to align with the end date of the HAF Contribution Agreement. HRM's HAF agreement requires permits to be issued by October 11, 2026, and all funds spent by October 11, 2027.

The SUIP helps cover certain costs associated with residential construction of second units, which includes secondary or backyard suites that are accessory to a single-unit dwelling, or one of the units resulting from converting a single-unit dwelling to a two-unit dwelling. The SUIP provides two streams of funding to help homeowners add a second unit to their properties:

- \$2,762.96 to offset the cost of Halifax Water Regional Development Charges (\$2,912.96 for backyard suites, which includes a \$150 inspection fee);
- Up to \$10,000 for water and wastewater infrastructure installation costs.

The grant is available for individuals who own and live on the property subject of their application as their primary residence. Eligible homeowners can apply for both streams of funding, but only for their first second unit. Applicants must have applied for a building permit on or after the program start date of March 18, 2025, and commit to completing construction by October 11, 2026. Grants have to be repaid if the units are used as short-term rentals within five years following completion of construction.

Applications to the program have been lower than originally anticipated. As of December 15, 2025, 91 grant applications have been submitted. 69 of these have been approved, and 22 are either in progress or are pending approval. \$412,000 has been spent to date of the \$1.5 million earmarked for year one of the program. There have been efforts to increase application submissions including two advertising campaigns, redesigning marketing materials to be more plain language, and reaching out to property owners with eligible building permits who did not apply to the SUIP.

DISCUSSION

Staff have been exploring ways to increase uptake for the remainder of the program's duration. Additional uptake will assist in achieving the required unit targets under the HAF agreement and achieve additional "gentle density" in established neighbourhoods and communities. There are three areas of recommended amendments to the SUIP AO that may help expand the number of eligible applicants for the final year of the program:

- Multiple secondary unit applications per property: allow property owners to apply for SUIP funds for more than one secondary unit on the same property.
- Non-profit funding stream: create a funding stream for non-profit organizations that does not require the applicant to live on the property as their primary residence. This amendment would expand the SUIP to be available to more property owners and further incentivize affordable dwelling units.
- New application submission deadline: extend the submission deadline to October 11, 2026, and construction deadline to April 1, 2027. This would allow applicants more time to attain building permits and would still align with HAF program timelines.

Multiple Secondary Unit Applications per Property

Currently the AO will only allow funding support for one second unit per property. Property owners are currently not eligible to apply if a second unit already exists.

Most Land Use By-laws (LUBs) allow a residential property to have both one secondary suite and one backyard suite, meaning it is possible to have up to two accessory dwelling units on the property. There have been some applicants who have been interested in having both a backyard suite and a secondary suite. There have also been some applicants who already had a secondary unit on the property and so were ineligible for a grant to construct another.

This proposed amendment would enable applicants to receive SUIP funding for:

- two accessory dwelling units, if permitted by the local LUB;
- the conversion of a single unit dwelling to have a full second unit, plus an accessory dwelling unit; or
- an additional secondary unit on a property that already has an existing secondary unit.

The grant would still only apply to an applicant’s primary residence, helping ensure the funding goes towards individuals rather than businesses. Aligning the program with LUB regulations, this amendment would be administratively straightforward while still being fair to past and potential applicants, as applicants who were previously denied for not meeting program criteria will be able to reapply without having to make any changes to their existing building permits. If approved, staff will reach out to those applicants rejected for this eligibility requirement and encourage them to reapply.

Included in the AO amendments is a necessary increase in the maximum amount of funding per grant. The Halifax Water Fee grant provides the difference in Regional Development Charges (RDCs) for one single unit dwelling and two units in a multi-unit dwelling:

Unit Type	Wastewater RDC	Water RDC	Total Per Property
Single Unit dwelling/townhouse	\$6,126.84	\$1,921.82	\$8,048.66
Multi-unit dwellings (per unit)	\$4,115.04	\$1,290.77	\$5,405.81 per unit

When a backyard or secondary suite is added to a single unit dwelling, in accordance with Halifax Water’s fee structure, the 2 units are then considered a multi-unit dwelling. Halifax Water would refund the single unit fees (\$8,048.66) and charge the multi-unit fees for the new number of units (2 x \$5,405.81 = \$10,811.62). The difference payable for the property owner is \$2,762.96 for both the water and wastewater RDCs. The maximum grant amount for a backyard suite is \$2,912.96, as it includes a mandatory \$150 inspection fee. This is currently the maximum Halifax Water Fees grant amount under SUIP for a secondary suite.

Expanding eligibility for an additional secondary unit would allow for a maximum Halifax Water Fees grant of \$8,318.77 if a backyard suite is included, as it would provide the difference between a single unit RDC and three multi-unit RDCs, as follows:

$$\begin{aligned}
 &3 \text{ units} \times 5,405.81 \text{ total RDC fee for multi-unit dwellings} = \$16,217.43 \\
 &\$16,217.43 - \$8,048.66 \text{ total RDC for a single unit dwelling} = \$8,168.77 \\
 &\$8,168.77 + \$150 \text{ inspection fee} = \$8,318.77
 \end{aligned}$$

Applicants would now also be permitted two infrastructure grants of up to \$10,000 each, for water and wastewater connection and installation costs.

Non-Profit Funding Stream

Currently, non-profits, including co-ops and registered charities, are ineligible for SUIP funding because only property owners living at the property as their primary residence may apply. Staff propose adding a new funding stream to the SUIP to allow non-profits and registered charities to access funding without having to live on their property as their primary residence. This would support adding secondary or backyard suites to their properties and rental stock.

This change would involve creating new provisions in the SUIP AO and a new grant agreement form. Non-profits and registered charities would not need to confirm that the property is their primary residence and would have to provide a registration number. All other eligibility requirements would be the same as those for individuals. This proposed new funding stream would still align with the program goal of creating small scale residential development.

New Program End Dates

The current deadline for applicants to submit their SUIP grant applications is June 1, 2026. This deadline was selected by staff to allow applicants time to construct their secondary units by the HAF permit deadline of October 11, 2026. The rationale for these dates was to ensure adequate time to reconcile funds by the HAF spending deadline of October 11, 2027. Given the lower-than-anticipated number of applications, staff will not require a full year to follow up on applications to ensure completion and fund reconciliation.

Changing the submission deadline to October 11, 2026 would still align with the HAF permit end date and potentially encourage more building permits to be issued and count towards HAF permit targets. Extending the construction deadline from October 11, 2026, to April 1, 2027, allows applicants an additional 6 months to complete construction and still gives staff 6 months to complete reconciliation.

FINANCIAL IMPLICATIONS

The HRM costs associated with the SUIP are accommodated under HRM's HAF funding and are drawn from Cost Centre C350. \$1,500,000 was allocated for the 2025-2026 fiscal year. The program budget for 2026/27 will be proposed through the annual budget and business planning process based on anticipated uptake.

As the SUIP program has been undersubscribed, staff will be proposing to reallocate any unused funds from the SUIP program for 2025-26 to the Affordable Housing Grants Program or other eligible HAF expenses for Council's consideration through the 2026/27 budget.

RISK CONSIDERATION

There is a minor risk that the fund could be oversubscribed, with a less consistent idea of what the maximum Halifax Water Fees grant amount will be per property. Currently the allocated funds for the SUIP are underspent, so it is not a major risk. The AO also stipulates that the program will end if the allocated funds from the Agreement are depleted.

COMMUNITY ENGAGEMENT

No community engagement was required.

ENVIRONMENTAL IMPLICATIONS

No environmental implications were identified.

ALTERNATIVES

Regional Council could choose not to adopt the amendments to the Second Unit Incentive Program Administrative Order. This could result in continued minimal uptake of the SUIP and fewer affordable units being built.

LEGISLATIVE AUTHORITY

Halifax Regional Municipality Charter (HRM Charter), Part I, The Municipality

7A The purposes of the Municipality are to

- (a) provide good government.
- (b) provide services, facilities and other things that, in the opinion of the Council, are necessary or desirable for all or part of the Municipality; and
- (c) develop and maintain safe and viable communities.

59 (3) In addition to matters specified in this Act or another Act of the Legislature, the Council may adopt policies on any matter that the Council considers conducive to the effective management of the Municipality.

79A (1) Subject to subsections (2) to (4), the Municipality may only spend money for municipal purposes if

- (a) the expenditure is included in the Municipality's operating budget or capital budget or is otherwise authorized by the Municipality.
- (b) the expenditure is in respect of an emergency under the Emergency Management Act; or
- (c) the expenditure is legally required to be paid

HRM Charter, Part VIII, Planning & Development.

Administrative Order Number 2025-001-ADM, *Second Unit Administrative Order*

ATTACHMENTS

Attachment 1: Showing Proposed Changes to the *Second Unit Incentive Program Administrative Order*

Attachment 2: Amending Administrative Order

Report Prepared by: Kimberly Tam/Planner I/Housing Accelerator Fund/ 902.240.0962

Attachment 1

(Showing Proposed Changes to the *Second Unit Incentive Program Administrative Order*)

ADMINISTRATIVE ORDER NUMBER 2025-001-ADM RESPECTING GRANTS FOR ~~SECOND~~ **SECONDARY** UNITS

WHEREAS, on October 12, 2023, the Canada Mortgage and Housing Corporation and the Halifax Regional Municipality signed the Housing Accelerator Fund Contribution Agreement (Agreement);

AND WHEREAS Section 5.1 of the Agreement allows the Municipality to use funding under it for any initiative included in the Approved Action Plan;

AND WHEREAS Schedule A of the Agreement is the Approved Action Plan for the Municipality;

AND WHEREAS Initiative 6 (Encourage Small Scale Residential) of Schedule A has a milestone of establishing a framework for a funding program to lower the upfront costs to develop small-scale housing;

AND WHEREAS on May 23, 2024, Council adopted amendments to the land use by-laws arising from the Agreement that enable multiple dwelling units on nearly all residential lots;

AND WHEREAS on August 21, 2024, the *Minimum Planning Requirement Regulations* were amended to require a municipal planning strategy to include a statement of policy that the Municipality is experiencing a housing shortage crisis and that priority is be given to increasing the supply of safe, sustainable and affordable housing in the Municipality;

THEREFORE BE IT RESOLVED as an Administrative Order of the Council of the Halifax Regional Municipality, as follows:

Short Title

1. The Administrative Order may be known as the ~~Second~~ **Secondary** *Unit Incentive Program Administrative Order*.

Interpretation

2. In this Administrative Order,

(a) “Agreement” means the Housing Accelerator Fund Contribution Agreement dated October 12, 2023, between the Canada Mortgage and Housing Corporation and the Halifax Regional Municipality;

(b) “Executive Director” means the position the Chief Administrative Officer determines is the head of the planning and development department of the Municipality, and who is accountable to the Chief Administrative Officer under section 36 of the *Halifax Regional Municipality Charter*;

(c) “grant agreement” means a legally binding contract between the recipient and the Municipality outlining the conditions and terms of payment of a grant under the program;

(d) “Halifax Water” means the Halifax Regional Water Commission;

(da) “non-profit organization” means a

- (i) society incorporated pursuant to the *Societies Act*, R.S.N.S 1989 c.435, as amended,
- (ii) non-profit association incorporated pursuant to the *Co-Operative Associations Act*, R.S.N.S c.98, as amended,
- (iii) not-for-profit corporation incorporated pursuant to the *Canada Not-for-profit Corporations Act*, S.C 2009, c.23,
- (iv) non-profit organization otherwise incorporated pursuant to an Act of the Nova Scotia Legislature, or
- (v) registered Canadian charitable organization;

(e) “PPL&C system” means the online Permitting, Planning, Licensing, & Compliance system of the Municipality, and its successors system;

(f) “program” means the ~~Second~~ **Secondary** Unit Incentive Program;

(fa) “registered Canadian charitable organization” means a registered Canadian charitable organization as defined by clause 3(bc) of the *Halifax Regional Municipality Charter*;

(g) “~~second~~ **secondary** unit” means:

- (i) **an accessory dwelling unit, such as** a secondary suite or backyard suite as ~~defined~~ **permitted** by the applicable land use by-law, or
- (ii) the second dwelling unit created by converting a single-unit dwelling to a two-unit dwelling; and

(h) “short-term rental use” means a short-term rental as defined by the applicable land use by-law.

Purpose

3. The purpose of this Administrative Order is to assist individual property owners, **and non-profit organizations who own the property**, with certain charges and costs associated with constructing a ~~second unit~~ **secondary units** on their land.

Program

4. The program is hereby established to provide grants for the construction of ~~second units on property owned by individuals~~ **secondary units on properties owned by individuals or non-profit organizations**.

5. (1) The program consists of the following grant streams:

- (a) the Halifax Water Fees Grant; and
- (b) the Water and Wastewater Infrastructure Costs Grant.

(2) The Halifax Water Fees Grant only applies to the Halifax Water charges and fees approved by the Nova Scotia Utility and Review Board, or its successor board, for:

- (a) water and wastewater regional development charges; and
- (b) inspection fees for backyard suites.

(3) The Water and Wastewater Infrastructure Costs Grant only applies to the construction costs associated with connecting the ~~second~~ secondary unit to:

- (a) Halifax Water's water system, wastewater system, or both systems; or
- (b) an on-site well, a private on-site sewage disposal system, or both.

(4) The Water and Wastewater Infrastructure Costs Grants includes the costs of installing pipes and laterals necessary to connect the ~~second~~ secondary unit to the water system, the wastewater system, the on-site well, and the private on-site sewage disposal system.

6. (1) Eligible applicants may receive grants from both streams.

(1A) Eligible applicants may receive grants for multiple secondary units on the same property, providing such units are permitted by the applicable land use by-law and otherwise comply with this Administrative Order.

(2) All grants are subject to annual budget availability.

(3) Due to limited funds, not all eligible applications may receive funding.

General Eligibility Requirements

7. (1) An applicant to the program that is an individual property owner shall meet the following requirements:

- (a) be one of the owners of the property that is the subject of the grant;
 - (b) provide written consent of all the other owners of the property, if any, consenting to the grant;
 - (c) reside on that property as their primary residence;
 - (d) have been issued a valid building permit for the ~~second~~ secondary unit, and provide a copy of it;
 - (e) identify the stream or streams of the program that is the subject of their application;
 - (f) ~~identify if they have received previous funding from the program for the same property.~~ Repeal;
 - (g) submit their application on the PPL&C system;
 - (h) agree to the repayment conditions in this Administrative Order;
 - (i) be in relation to a charge or fee listed in subsection 5(2) or a cost listed in 5(3);
- and
- (j) comply with the applicable subsection in section 8.

(1A) An applicant to the program that is a non-profit organization shall meet the following requirements:

- (a) satisfy the definition of non-profit organization;

- (b) provide their
 - (i) registration number listed in the Registry of Joint Stock, or
 - (ii) registration number listed with the Canada Revenue Agency, or
 - (iii) corporation number listed under Corporations Canada;
 - (c) confirm ownership of the land that is the subject of their application;
 - (d) have been issued a valid building permit for each of the secondary units located on the subject property, and provide a copy of each permit;
 - (e) identify the stream, or streams, of the program that is the subject of their application;
 - (f) submit their application on the PPL&C system;
 - (g) agree to the repayment conditions in this Administrative Order;
 - (h) be in relation to a charge or fee listed in subsection 5(2) or a cost listed in 5(3);
- and
- (i) comply with the applicable subsection in section 8.
- (2) To be eligible for consideration under the program, the application shall not
- (a) be in respect of a charge, fee or cost unless it is listed in subsection 5(2) or 5(3);
 - (b) otherwise be ineligible in section 9, 10, or 11.

Additional Eligibility Requirements

8. (1) In addition to the applicable subsection in section 7, an applicant for a Halifax Water Fees Grant shall also meet the following requirements:

- (a) relate to a property that is located within the Urban Service Area as shown on Schedule B of the *Regional Subdivision By-law*; and
- (b) provide an estimate of the water and wastewater regional development charges and, if applicable, the inspection fees.

(2) In addition to the applicable subsection in section 7, an applicant for a Water and Wastewater Infrastructure Costs Grant shall provide detailed quotes or estimates for the proposed work and estimated costs listed in subsection 5(3) respecting the costs associated with connecting the second unit.

Ineligible for the Program

9. The following are ineligible for the program:

- (a) an applicant who does not meet the requirements under sections 7 and 8;
- (b) ~~second~~ secondary units being constructed by anyone other than an individual or a non-profit organization, such as a business;

(c) ~~second~~ **secondary** units that were not lawfully constructed, including being constructed contrary to an enactment of the Province of Nova Scotia or the Municipality such as the *Building Code Act*, or the applicable land use by-law or development agreement;

(d) ~~second~~ **secondary** units located on a property that have outstanding taxes owing to the Municipality, unless the owner of the property has entered into a tax arrears payment arrangement with the Municipality and the owner is complying with that agreement;

(e) grants under the program for the same ~~second~~ **secondary** unit on the same property, unless the grant is for a stream that has not previously been approved by the Municipality;

(f) ~~second~~ **secondary** units that are either existing or under construction prior to the coming in force of this Administrative Order; or

(g) applications filed with the Municipality for a building permit for a secondary suite prior to the coming in force of this Administrative Order.

10. Any cost or charge not listed in section 5 is ineligible under the program.

11. The following are examples of ineligible costs:

(a) housing or residential accommodations used for a commercial purpose, including short-term rental uses;

(b) any part of a dwelling unit provided as an employment-related benefit;

(c) projects directly or indirectly serving the interests of a trade, profession, industry, commerce, or business; or

(d) eavestroughs, and internal plumbing equipment, such as toilets, sinks, bathtubs, showers, faucets, dishwashers, bidets, water heaters, water softeners, water filters, sprinklers, sump pumps, and supply lines.

Delegation

12. (1) Council hereby delegates to the CAO, or their designate, the authority to approve grants under this Administrative Order.

(2) Council hereby delegates to the Executive Director the authority to enter into, sign, amend and terminate grant agreements under this Administrative Order.

(3) The Executive Director may delegate, in whole or in part, their authority in subsection 12(2) to one or more employees of the Municipality.

(4) An employee who is delegated authority under subsection 12(3) may not further delegate that authority.

Application Review

13. Applications shall be accepted on a rolling basis.

14. (1) The CAO, or their designate, may review applications to determine if they are complete.
- (2) If the application is incomplete, the CAO, or their designation, may notify the applicant what information is required to complete the application and specify a time to respond.
- (3) If the applicant does not provide all the information within the time specified, or such greater period of time that the CAO or their designate has granted, the application is deemed withdrawn.
15. (1) The CAO, or their designate, may only ~~a~~ consider **a** complete application for a grant under this Administrative Order.
- (2) Complete applications shall be reviewed against program requirements and eligibility.
- (3) Applications will be advised if their application is approved or refused.
- (4) Approved applicants shall be required to sign a grant agreement with the Municipality prior to any funds being paid by the Municipality.

Grant Agreement

16. The grant agreement in 15(4) shall:

- (a) be in the form satisfactory to the CAO, or their designate;
- (b) require the construction of the ~~second~~ **secondary** unit to be completed, and an occupancy permit issued for it, no later than ~~October 11, 2026~~ **April 1, 2027**;
- (c) require recipients to forward final invoices confirming the work was completed by the earlier of an occupancy permit being issued by the Municipality or the HAF Agreement expires;
- (d) be signed by all the owners of the property; and
- (e) require repayment that complies with sections 21 and 22.

Distribution of Funds

17. (1) Subject to section 19, approved Halifax Water Fees Grant shall be issued in the form of a refund via a cheque, but only after the applicant signs and returns the grant agreement.

(2) ~~The maximum grant amount shall be:~~

~~(a) — for a second unit that is a backyard suite, \$2,912.96 per application, or~~

~~(b) — for any other second unit, \$2,762.96 per application. **Repeal.**~~

(3) Subject to subsection 17(4), if the application is for a grant for

(a) one new secondary unit and there is no existing secondary unit on the property, the maximum grant for the new secondary unit shall be \$2,762.96 per application; or

(b) one new secondary unit and there is an existing secondary unit on the property, the maximum grant shall be \$5,405.81 per application; or

(c) two new secondary units and there are no existing secondary units on the property, the maximum grant shall be \$8,318.77 per application.

(4) Where a grant under clause 17(3)(a) or (b) is for a new a backyard suite, the maximum amount of the grant shall be increased by \$150.

18. (1) Subject to section 19, approved Water and Wastewater Infrastructure Costs Grant may be issued before construction commences but only after the applicant signs and returns the grant agreement.

(2) The maximum grant shall be \$10,000 per application.

(3) Only invoices, receipts, and payments dated after the date of application to the program qualify for the Water and Wastewater Infrastructure Grant.

19. The Treasurer may set off, in whole or in part, the amount of any grant under this Administrative Order against any sum the person owes to the Municipality, including sums owed to Halifax Water.

20. Grants under this Administrative Order may be approved and provided on an ongoing basis until the earlier of:

(a) ~~June~~ **October** 1, 2026;

(b) Council, by resolution, cancels the program;

(c) the allocated funds from the Agreement are depleted; or

(d) the Agreement expires or is terminated by any party.

Repayment Conditions

21. The full amount of the grants provided under this Administrative shall be repaid to the Municipality if the ~~second~~ **secondary** unit is used as a short-term rental use within a period of five (5) years commencing on the date on the occupancy permit.

22. The full amount of the grant provided under this Administrative shall be repaid if work is not completed within the approved timeframe.

Done and passed in Council 18th day of March, 2025.

Mayor

Municipal Clerk

Attachment 2

(Amending Administrative Order)

ADMINISTRATIVE ORDER NUMBER 2025-001-ADM RESPECTING GRANTS FOR SECONDARY UNITS

BE IT RESOLVED as an Administrative Order by the Council of the Halifax Regional Municipality that Administrative Order 2025-001-ADM, the *Second Unit Incentive Program Administrative Order*, is amended as follows:

1. The title is amended by striking out the word “SECOND” after the word “FOR” and before the word “UNITS” and substituting the word “SECONDARY”.
2. Section 1 is amended by striking out the word “Second” after the words “as the” and before the word “Unit” and substituting the word “Secondary”.
3. Section 2 is amended by:
 - (a) adding clause (da) after clause (d) and before clause (e), and adding clause (fa) after clause (f) and before clause (g), as follows:
 - (da) “non-profit organization” means a
 - (i) society incorporated pursuant to the *Societies Act*, R.S.N.S 1989 c.435, as amended,
 - (ii) non-profit association incorporated pursuant to the *Co-Operative Associations Act*, R.S.N.S c.98, as amended,
 - (iii) not-for-profit corporation incorporated pursuant to the *Canada Not-for-profit Corporations Act*, S.C 2009, c.23,
 - (iv) non-profit organization otherwise incorporated pursuant to an Act of the Nova Scotia Legislature, or
 - (v) registered Canadian charitable organization;
 - (fa) “registered Canadian charitable organization” means a registered Canadian charitable organization as defined by clause 3(bc) of the *Halifax Regional Municipality Charter*;
 - (b) clause (f) is amended by striking out the word “Second” after the word “the” and before the word “Unit” and substituting the word “Secondary”;
 - (c) clause (g) is amended by:
 - (i) striking out the word “second” at the beginning of the clause and substituting the word “secondary”,
 - (ii) by adding the words and comma “an accessory dwelling unit, such as” at the beginning of subclause (i), and
 - (iii) by striking out the word “defined” after the word “as” and before the word “by” and substituting the word “permitted” in subclause (i).
4. Section 3 is amended by:

(a) adding the words and commas “, and non-profit organizations who own the property,” after the word “owners” and before the word “with”; and

(b) striking out the words “a second unit” after the word “constructing” and before the word “on” and substituting the words “secondary units”.

5. Section 4 is amended by striking out the words “second units on properties owned by individuals” after the word “of” and before the period at the end of the section and substituting the words “secondary units on properties owned by individuals or non-profit organizations”.

6. Subsections 5(3) and 5(4) are both amended by striking out the word “second” after the word “the” and before the word “unit” and substituting the word “secondary”.

7. Section 6 is amended by adding subsection (1A) after subsection (1) and before subsection (2), as follows:

(1A) Eligible applicants may receive grants for multiple secondary units on the same property, providing such units are permitted by the applicable land use by-law and otherwise comply with this Administrative Order.

8. Subsection 7(1) is amended by:

(a) adding the words “that is an individual property owner” after the word “program” and before the word “shall”;

(b) striking out the word “second” after the word “the” and before the word “unit” and substituting the word “secondary” in clause (d); and

(c) repealing clause 7(1)(f).

9. Subsection 7 (1A) is added after subsection 7 (1) and before subsection (2), as follows:

(1A) An applicant to the program that is a non-profit organization shall meet the following requirements:

(a) satisfy the definition of non-profit organization;

(b) provide their

(i) registration number listed in the Registry of Joint Stock, or

(ii) registration number listed with the Canada Revenue Agency, or

(iii) corporation number listed under Corporations Canada;

(c) confirm ownership of the land that is the subject of their application;

(d) have been issued a valid building permit for each of the secondary units located on the subject property, and provide a copy of each permit;

(e) identify the stream, or streams, of the program that is the subject of their application;

(f) submit their application on the PPL&C system;

- (g) agree to the repayment conditions in this Administrative Order;
- (h) be in relation to a charge or fee listed in subsection 5(2) or a cost listed in 5(3); and
- (i) comply with the applicable subsection in section 8.

10. Subsections 8(1) and (2) are both amended by adding the words “the applicable subsection in” after the word “to” and before the word “section”.

11. Section 9 is amended by:

(a) striking out the word “second” at the beginning of clauses (b), (c), (d), and (f) and substituting the word “secondary”; and

(b) striking out the word “second” in clause (e) after the word “same” and before the word “unit” and substituting the word “secondary”.

12. Section 9 is further amended by:

(a) adding the word “an” after the word “than” and before the word “individual” in clause 9 (b); and

(b) adding the words “or a non-profit organization” after the word “individual” and before the comma in clause 9(b).

13. Subsection 15(1) is amended by:

(a) striking out the word “a” after the word “only” and before the word “consider”; and

(b) adding the word “a” after the word consider and before the word “complete”.

14. Clause 16(b) is amended by:

(a) striking out the word “second” after the words “of the” and before the word “unit” and substituting the word “secondary”; and

(b) striking out the date “October 11, 2026” after the word “than” and before the semi-colon and substituting the date “April 1, 2027”.

15. Subsection 17(2) is repealed.

16. Subsections 17(3), and (4) are added after the newly repealed subsection 17(2), as follows:

(3) Subject to subsection 17(4), if the application is for a grant for

(a) one new secondary unit and there is no existing secondary unit on the property, the maximum grant for the new secondary unit shall be \$2,762.96 per application; or

(b) one new secondary unit and there is an existing secondary unit on the property, the maximum grant shall be \$5,405.81 per application; or

(c) two new secondary units and there are no existing secondary units on the property, the maximum grant shall be \$8,318.77 per application.

(4) Where a grant under clause 17(3)(a) or (b) is for a new a backyard suite, the maximum amount of the grant shall be increased by \$150.

17. Clause 20(a) is amended by striking out the month "June" at the beginning of the clause and substituting the month "October".

18. Section 21 is amended by striking out the word "second" after the words "if the" and before the word "unit" and substituting the word "secondary".

Done and passed in Council this day of , 202 .

Mayor

Municipal Clerk