

FINAL CIP  
JULY 2022



# GODERICH

*Affordable Housing  
Community Improvement Plan*



## Acknowledgements

This report is respectfully submitted to the Town of Goderich by Stantec Consulting Ltd. A special thank you to Town of Goderich and County of Huron Staff for sharing their contributions to the development of the Attainable Housing Community Improvement Plan. We also wish to thank the many community stakeholders and Goderich residents who participated in the community consultation, which influenced the development of this Plan.

## Disclaimer

This is the Town of Goderich's Community Improvement Plan for Housing Affordability. For ease of administration of the programs, projects that meet either the definition of Affordable Attainable in this document or projects that meet a definition of Affordable provided by an upper level of government (e.g. CMHC, MMAH) are eligible for programs within this Plan. Where this plan uses the term 'affordable' within the text, it also means attainable; and where it uses 'attainable' it also means affordable.

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# 1. INTRODUCTION

## 1.1. What is a CIP?

A Community Improvement Plan ('CIP') is a strategic municipal planning and economic development tool established through the Ontario Planning Act. Similar to an Official Plan or a Zoning By-law, a CIP is primarily focused on the use of land and buildings within certain areas of a Municipality. However, a CIP is different than other municipal plans and planning tools because it is not intended to direct/regulate how land and buildings are used. Generally, a CIP is a plan or framework that sets out tools and strategies for improving the built, economic, and social environment in a designated area of a Municipality. To achieve this, it delivers on one or more of the following goals:

- Facilitating change and transition in certain areas;
- Stimulating economic growth and development;
- Motivating rehabilitation and redevelopment of private buildings/properties; and
- Raising awareness to local needs and priorities.

Traditionally, CIPs have been used in a very focused manner, for example: to improve downtown or 'core areas', or to encourage/facilitate the remediation and redevelopment of brownfield properties. Over the past 10 years or so, CIPs have been used more innovatively and strategically to encourage municipal-wide goals, including sustainable development (i.e., energy efficient buildings), intensification, and the creation of affordable housing.

## 1.2. Why prepare a CIP?

Under Section 106 of the Municipal Act, municipalities are prohibited from directly or indirectly assisting local businesses by giving or lending money (considered "bonusing"). However, under Section 28 of the Planning Act, having a CIP in place effectively cancels this prohibition against 'bonusing' and allows the Town to assist financially with improvements to private properties.

The Town of Goderich already has a CIP in place to maintain and enhance the downtown core as a 'vibrant place'. As such, the financial incentives (i.e. grants, loans, tax relief, etc.) included as part of this CIP are intended to encourage and facilitate improvements that will ultimately result in spin-off benefits for the community, such as:

- Physical improvements to existing buildings (structural, mechanical, aesthetic, etc.) will help improve the long-term sustainability and viability of existing affordable and/or attainable housing rental housing units;
- Elements of the CIP should also be geared towards larger scale development/redevelopment projects (tax incentives, planning application fee grants, development charges grants), which can facilitate significant change in availability of affordable supply, such as increasing the availability of housing units which, in turn, support local businesses; and
- Some sites have been contaminated through past land uses, by the placement of contaminated fill from other locations, or through the use of hazardous building materials. These sites could be ideal locations for infill development, however, the existing condition of the sites can create significant health and safety risks, as well as impacts to surrounding areas and natural habitats. Rehabilitation of these areas can be very costly, and often make redevelopment of the sites for affordable or attainable housing unviable. Encouraging brownfield development through CIP tools can provide long term benefit to the natural, social, and economic sustainability of the community.



## 2. BASIS OF THE CIP

Normally, municipalities are prohibited from offering financial incentives to private landowners. That said, Section 28 of the Planning Act (supported by other Provincial legislation) provides municipalities a broad toolkit to facilitate private investments that will have spin-off benefits for the community through a Community Improvement Plan.

The CIP must operate within the applicable provincial, upper-tier (County) and local Town plans and policies. This section provides an overview of the key legislation that enables the development of CIPs in Ontario and within the Town of Goderich.

### 2.1. The Planning Act

The Planning Act is the primary piece of legislation that provides the guidelines for the preparation of a CIP and sets out:

- Types of projects/activities/works that are considered ‘community improvement’;
- A process by which a Town can identify a ‘community improvement project area’ and prepare a ‘community improvement plan’;
- Tools that can be implemented once a ‘community improvement plan’ is prepared; and,
- Eligible costs for which a Town can provide incentives.

#### 2.1.1. Community Improvement Plan

Section 28(4) of the Planning Act states that once a ‘community improvement project area’ has been designated by By-law, “the Council may provide for the preparation of a plan suitable for adoption as a Community Improvement Plan for the Community Improvement Project Area”.

#### 2.1.2. Tools

The Town may then prepare and use a ‘community improvement plan’ to:

- Acquire, hold, clear, grade or otherwise prepare land (Section 28(3));
- Construct, repair, rehabilitate or improve buildings on land acquired or held by the Town (Section 28(6));
- Sell, lease, or dispose of any land and buildings acquired or held by the Town (Section 28(6));

- Make grants or loans to owners and tenants of land and buildings within the community improvement project area to pay for the whole or any part of ‘eligible costs’ related to community improvement (Section 28(7)).

### 2.1.3. Eligible Costs

‘Eligible costs’ are specified in Section 28(7.1) of the Planning Act, and include costs related to “environmental site assessment, environmental remediation, development, redevelopment, construction and reconstruction of lands and buildings for *rehabilitation*<sup>1</sup> purposes or for the provision of energy efficient uses, buildings, structures, works, improvements or facilities”.

Section 28(7.3) states that the total of the grants and loans provided in respect of the lands and buildings shall not exceed the eligible costs of the community improvement project with respect to those lands and buildings.

### 2.1.4. Upper Tier Participation

An upper-tier, in this case Huron County, can contribute financially to CIP programs adopted by its local municipalities. Section 28(7.2.) of the Planning Act states:

“The council of an upper-tier may make grants or loans to the council of a lower-tier and the council of a lower-tier may make grants or loans to the council of the upper-tier, for the purpose of carrying out a community improvement plan that has come into effect, on such terms as to security and otherwise as the council considers appropriate, but only if the official plan of the Municipality making the grant or loan contains provisions relating to the making of such grants or loans”.

This means that Huron County can participate financially in a CIP adopted and implemented by one or more of its local municipalities, including Goderich, subject to having required Official Plan policies in place. While it is the aim of this CIP to solely be implemented by the Town, consultation with the County during Phase 1 of this project determined that there may be options for County involvement following the first year of implementation of the Plan.

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<sup>1</sup> The word rehabilitation is emphasized above because it is important in understanding the definition of eligible costs. While the term ‘rehabilitation’ is not defined in the Planning Act, it is generally understood to mean the restoration of something back to its former capacity. By this definition, ‘rehabilitation’ would therefore not apply to lands that have not previously been developed, or greenfield areas (i.e., lands located outside of the built-up area, as identified by the province in 2006)

## 2.2. The Municipal Act

### 2.2.1. Brownfield Developments

Section 365.1 of the Municipal Act enables municipalities to implement the Brownfield Financial Tax Assistance Program, which is intended to bring brownfields back into productive use (in a development context). Under this program, municipalities may pass by-laws providing for the cancellation of all or a portion of the taxes for municipal purposes levied on eligible properties for which a phase two environmental site assessment has been conducted, confirming that additional remediation is required. The cancellation of taxes applies to the *remediation and redevelopment period*, as defined by the Municipal Act, Section 365.1 (1);

This program also includes provisions for participation by the province, through cancellation of the education portion of the taxes by application to the Minister of Finance.

## 2.3. The Provincial Policy Statement

The 2020 Provincial Policy Statement (PPS) provides policy direction on matters of provincial interest related to land use planning and development. This development of a CIP for affordable housing is consistent with the applicable provisions of the PPS, and implements the following policies:

1.1.1 Healthy, liveable, and safe communities are sustained by:

- b. accommodating an appropriate affordable and market-based range and mix of residential types (including single-detached, additional residential units, multi-unit housing, affordable housing, and housing for older persons), employment (including industrial and commercial), institutional (including places of worship, cemeteries, and long-term care homes), recreation, park and open space, and other uses to meet long-term needs

1.2.1 A coordinated, integrated and comprehensive approach should be used when dealing with planning matters within municipalities, across lower, single and/or upper-tier municipal boundaries, and with other orders of government, agencies and boards including:

- h. addressing housing needs in accordance with provincial policy statements such as the Policy Statement: Service Manager Housing and Homelessness Plans.

1.3.1 Planning authorities shall promote economic development and competitiveness by:

- d. encouraging compact, mixed-use development that incorporates compatible employment uses to support liveable and resilient communities, with consideration of housing policy 1.4;

1.4.3 Planning authorities shall provide for an appropriate range and mix of housing options and densities to meet projected market-based and affordable housing needs of current and future residents of the regional market area by:

- a. establishing and implementing minimum targets for the provision of housing which is affordable to low- and moderate-income households and which aligns with applicable housing and homelessness plans. However, where planning is conducted by an upper-tier municipality, the upper-tier municipality in consultation with the lower-tier municipalities may identify a higher target(s) which shall represent the minimum target(s) for these lower-tier municipalities.
- b. permitting and facilitating:
  - 1 all housing options required to meet the social, health, economic and well-being requirements of current and future residents, including special needs requirements and needs arising from demographic changes and employment opportunities; and
  - 2 all types of residential intensification, including additional residential units, and redevelopment in accordance with policy 1.1.3.3;
- c. directing the development of new housing towards locations where appropriate levels of infrastructure and public service facilities are or will be available to support current and projected needs;
- d. promoting densities for new housing which efficiently use land, resources, infrastructure and public service facilities, and support the use of active transportation and transit in areas where it exists or is to be developed

1.7.1 Long-term economic prosperity should be supported by:

- b. encouraging residential uses to respond to dynamic market-based needs and provide necessary housing supply and range of housing options for a diverse workforce;
- f. promoting the redevelopment of brownfield sites;

## 2.4. The County of Huron Official Plan

The County Official Plan has a number of guiding policies that encourage the development of local community improvement plans, as well as the development of CIP for affordable housing, including:

3.3.15 Local Municipalities are encouraged to develop and/or revise existing Community Improvement Plans to support investment in projects to benefit the community such as downtown revitalization, accessibility, and affordable housing.

7.3.2.1.g Market pressures and changing demographics are altering the form of housing types and the density of residential development. To accommodate these changes, and to address issues related to accessibility, mental health, housing attainability and low income, communities will: Consider Community Improvement Plans as a tool to promote the provision of affordable housing.

The County also recently underwent a Five-Year Review of the County Official Plan. Through this process, the County aligned its affordable housing definition with the province and was able to add 'attainable' to their Official Plan. The County defines affordable as the following:

Housing is generally considered affordable if households do not pay more than 30 percent of their gross income on housing. The following targets are established to promote and monitor housing affordability in accordance with provincial criteria:

- b. 30% of total residential development in the County will be affordable for low- and moderate-income households.
- c. 30% of total residential development within Primary Settlement Areas will be medium and high density.
- d. Primary Settlement Areas will be the preferred location for affordable housing due to the availability of services, employment opportunities, and recognized community need.

## 2.5. County of Huron Affordable Housing and Homelessness Plan

The County of Huron Affordable Housing and Homelessness Plan (AHHP) was developed in 2014 and is a ten-year action plan to improve access to affordable housing and end homelessness within the County. In 2014, the estimated market rent for a 1-bedroom apartment was \$600. The estimated market rent for a 1-bedroom apartment is now \$965.

The below table, found within the AHHP, illustrates what is considered to be ‘affordable’ housing costs for households with different compositions and levels of income in 2014.

Figure 1.1 County of Huron Affordable Housing and Homelessness Plan - Completing the Monthly Math: Income Levels and Rental Costs

	Scenario 1	Scenario 2	Scenario 3	Scenario 4	Scenario 5	Scenario 6	Scenario 7
	Family of 4, Ontario Works	Family of 4, Minimum Wage Earner	Family of 4, Median Ontario Income (after tax)	Single Parent Households with 2 Children, Ontario Works	One Person Household, Ontario Works	One Person Household, Ontario Disability Support Program	One Person Household, Old Age Security/ Guaranteed Income Supplement
<b>Monthly Calculations</b>							
INCOME							
Income from Employment		\$1,777.00	\$6,792.00				
Basic Allowance[1]	\$448.00			\$350.00	\$230.00	\$590.00	
Maximum Shelter Allowance	\$688.00			\$641.00	\$376.00	\$474.00	
OAS/GIS[2]							\$1,272.00
Child/Family Benefits[3]	\$744.00	\$743.00		\$744.00			
GST/HST Credits[4]	\$64.00	\$64.00		\$64.00	\$21.00	\$29.00	\$32.00
Ontario Sales Tax Credit	\$88.00	\$88.00		\$66.00	\$22.00	\$22.00	\$22.00
Employment Insurance Paid[5]		(\$33.00)	(\$120.00)				
Canada Pension Plan Paid[6]		(\$74.00)	(\$312.00)				
Working Income Tax Benefits[7]		\$74.00					
<b>TOTAL INCOME</b>	<b>\$2,032.00</b>	<b>\$2,639.00</b>	<b>\$6,360.00</b>	<b>\$1,865.00</b>	<b>\$649.00</b>	<b>\$1,155.00</b>	<b>\$1,326.00</b>
	3 Bdrm	3 Bdrm	3 Bdrm	2 Bdrm	Bachelor	1 Bdrm	1 Bdrm
Affordable Rent (based on 30% of income)	\$609.60	\$791.70	\$1908.00	\$559.50	\$194.70	\$346.50	\$397.80

## 2.6. The Town of Goderich Official Plan

The Municipal Official Plan currently contains a number of Community Improvement Planning policies, including general CIP goals. The municipal Official Plan states that, in addition to other planning policy tools, community improvement measures should be used within the Town to achieve a high standard of urban and rural design.

The below goals provide a flexible starting point for the CIP.

Community Improvement Goals

Improve the physical appearance and environmental condition of the community

Foster community pride

Attract business investment and new residents to the Town of Goderich

Involve the public in identifying areas needing of community improvement

Development and redevelopment of the Downtown Core

The Goderich Official Plan also provides enabling policies that allows the Town to designate a community improvement area and prepare a community improvement plan for such area. Guiding policy and criteria is also provided within the Official Plan for how community improvement should be implemented in the Town and may include:

- Ongoing maintenance, rehabilitation, redevelopment of areas containing deficient or deteriorated buildings, land use conflicts, environmental contamination, deficient municipal services, or economic instability,
- The establishment of financial programs to stimulate private sector redevelopment and rehabilitation that addresses identified economic, social, housing, or environmental needs through:
  - Provision of public municipal funds, such as grants and loans, and
  - Application for financial assistance and participation in programs from senior levels of government,
- The acquisition of land and/or buildings by the Municipality for environmental remediation, rehabilitation, or improvement. This may include the possible sale or lease to other persons or government authorities,

## **2.7. The Town of Goderich Affordable Housing By-law**

In 2018, the Town identified that there is a need for affordable housing. Through By-law No. 7-2018, being a by-law of the corporation of the Town of Goderich to establish an affordable housing policy, it was a goal of the Town to establish and retain affordable housing over the long term.

The by-law provides guiding policies on how the Town can encourage and support the development of affordable housing, as deemed appropriate. This CIP will further support the Town in achieving the goal of this By-law and will assist in implementing the rebate and refund programs mentioned in the by-law.

## 2.8. Community Consultation Results

This CIP is also based on input obtained from the community, key stakeholders, members of Council, and other municipal staff who participated in the consultation events and initiatives, as listed below.

Consultation events were aimed at identifying needs and opportunities for community improvement, as well as obtaining feedback on proposed community improvement programs. They included:

2	Virtual Surveys (Public & Developer/Realtor Industry)
1	Stakeholder Workshop
2	Council Workshop/Meetings
133	Survey Responses
21	Workshop Attendees
2	Discussions with Affordable Housing Advisors
2	MMAH Meetings

### 3. CIP GOAL AND OBJECTIVES

#### 3.1. Overview

A goal statement has been developed based on the findings of the background work and consultation activities described in Section 2. The goal statement articulates how the Goderich Attainable Housing CIP will provide an overall public benefit to the Municipality and represents the overall intended result of this Plan.

Objectives have also been identified, which represent the tangible actions and outcomes that the Municipality aims to achieve through the implementation of the Goderich CIP. For each of the objectives, a set of measures has also been established for the purpose of monitoring the effectiveness of this CIP. The measures are presented as part of a monitoring strategy in Section 10 of this Plan.

Importantly, as set out in Section 6.2, in order to be eligible for any of the Financial Incentive Programs offered through the Goderich CIP, a proposed project must directly support the goal statement and one or more of the objectives in Section 3.1.2.

##### 3.1.1. Goal Statement

The following is the goal statement for the Goderich CIP:

The Goderich Community Improvement Plan (CIP) will minimize financial barriers to the creation of affordable and attainable rental housing within the Town to encourage the development of a mix of housing along the Housing Continuum within Goderich.



### 3.1.2. Objectives

The following objectives for the CIP have also been identified:

1. Reduce the number of vacant or under-utilized or non-performing buildings and properties through the promotion of renovation, repair, or rehabilitation of said buildings for attainable housing purposes
2. Increase Town inventory of Attainable Housing
3. Encourage a mix of housing types
4. Encourage a range of affordable units along the housing continuum, from deeply affordable units to close-to-market
5. Provide support for projects that are considered more deeply-affordable along the housing continuum and/or those which are more sustainable
6. Reinforce the provision of attainable housing as a community priority



## 4. COMMUNITY IMPROVEMENT PROJECT AREA

In accordance with the Planning Act, the Goderich CIP designates certain areas of the *Municipality* as Community Improvement Project Areas (CIPAs), for:

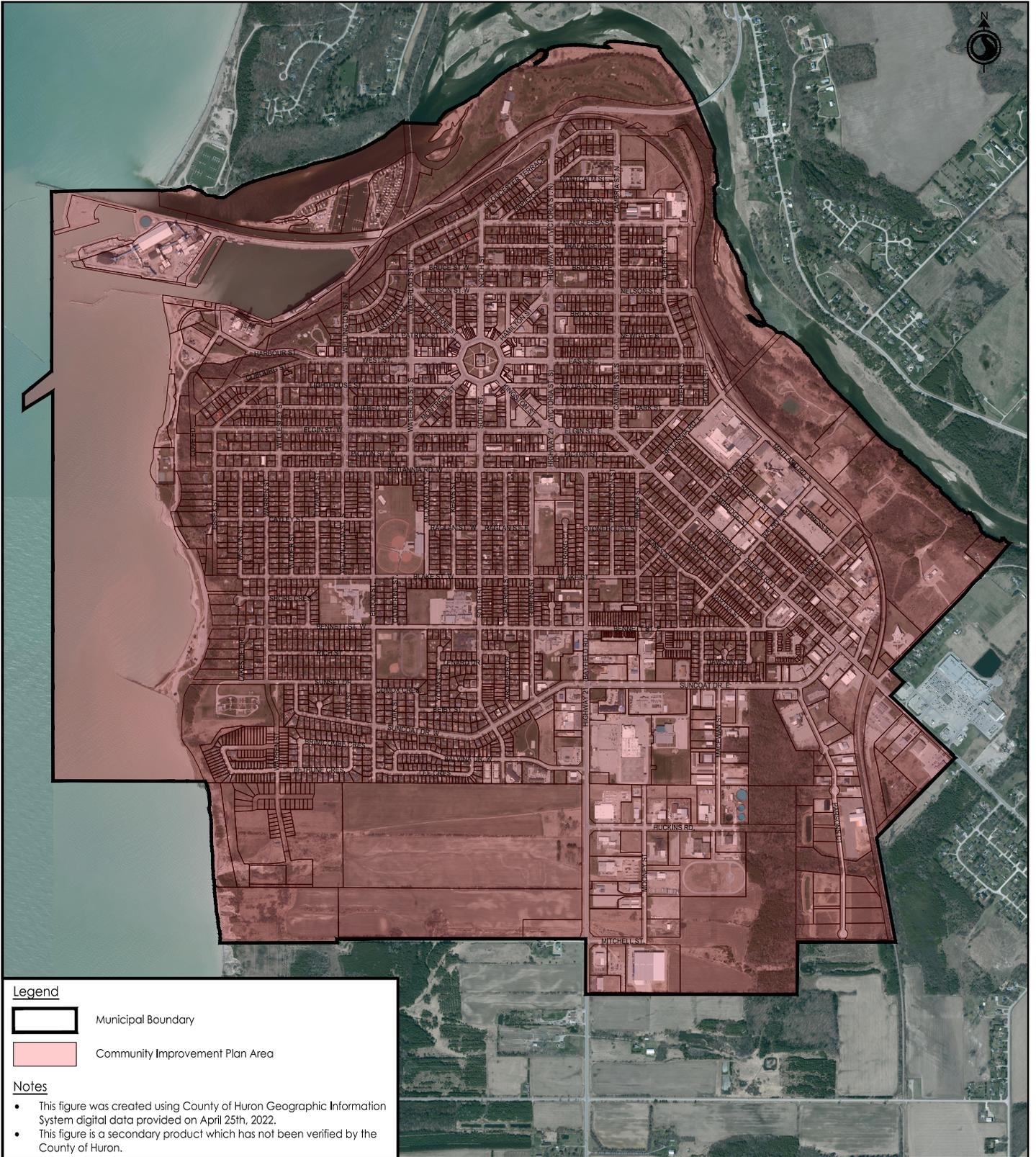
- Implementing Municipal Programs (as described in Section 5), subject to the availability of municipal resources; and
- Providing Financial Incentive Programs (as described in Section 6) to *eligible applicants*.

To achieve the goals and objectives of this CIP, the entire Town of Goderich is identified as a Community Improvement Project Area. These lands have been adopted as such by by-law. Potential applicants should refer to the CIPA Area map on the following page to assist with interpretation.

The basis and rationale for a Town-wide CIP is a result of best practice research, stakeholder consultation, and public consultation which indicates that there should not be a single concentration of affordable housing in one area of the Town but rather should be available across Town to provide for an appropriate mix and range of housing.

Financial Incentive Programs may be available to registered owners, assessed owners, and tenants (with written consent of the owner) of lands and buildings located within the CIPAs, subject to several eligibility criteria. Section 6.0 of this CIP identifies which of the financial incentive programs may be available to each of the CIPAs.





**Legend**

-  Municipal Boundary
-  Community Improvement Plan Area

**Notes**

- This figure was created using County of Huron Geographic Information System digital data provided on April 25th, 2022.
- This figure is a secondary product which has not been verified by the County of Huron.



Client/Project  
**TOWN OF GODERICH**  
**COMMUNITY**  
**IMPROVEMENT PLAN**

Project No.  
 161414197

Title  
**TOWN OF GODERICH**  
**CIP AREA**

Revision  
 -

Reference Sheet  
 0

Date  
 2022.05.10

Figure No.  
 1

## 5. MUNICIPAL PROGRAMS

A set of Municipal Programs has been identified as a means for the *Municipality* to participate in community improvement and to provide proactive and visible leadership in achieving the objectives of the Goderich CIP.

While the Financial Incentive Programs in Section 6 are dependent upon private sector participation for results, Municipal Programs use public resources, such as staff time and municipal funds, to implement improvement projects and initiatives. They can also act as stimulus to leverage private sector investment into the designated CIPAs.

The *Municipality* may engage in any of the initiatives outlined in this Section as part of implementation of the CIP, subject to the *Municipality's* capital budget and the availability of resources. An indication of anticipated timing is also provided as a target.

However, by identifying the programs and anticipated timing in this Section, the *Municipality* does not guarantee a year-over-year financial commitment to implementing each of these programs during the lifecycle of the plan; rather commits to execution if/when the time is right based on available financial and staff resources.

### 5.1. Secondary Dwelling Unit Advertising Program

To make the public more aware of the existing permissions surrounding secondary dwelling units, it is recommended that the Municipality explore an advertising program.

The Town will create a dedicated webpage on the Town website to act as a 'hub' for all information related to the development of Secondary Dwelling Units. Interested landowners can easily access this information to determine if their property qualifies and then reach out to the Town to undertake the necessary process.

Additionally, at a minimum of twice a year, the Town can distribute an e-blast reminding landowners that Secondary Dwelling Units are permitted and linking them to the relevant Town webpage for more information.

**This is a high priority Municipal Program that should be implemented upon adoption of this CIP by Council.**

### 5.2. Lobbying for Partnerships

To help drive an increase in the development of *attainable* housing, the *Municipality* may explore options for funding from the Federal and Provincial governments, other agencies, or the private sector, including public/private partnerships.

At a minimum of once a year, the *Municipality* could review available information concerning Federal and Provincial grants, loans, and other funding opportunities that will assist in the achievement of the Goal Statement and the Objectives of the CIP. Where such funding is identified, the matter will be presented to Council for consideration and direction. Council will assess and consider financial participation in the program if it is a requirement for eligibility. If the initiative is supported by Council, the necessary application will be submitted as required.

To encourage investment in designated CIPAs from private landowners, the *Municipality* will review and identify funding that may be available to the private sector for specific projects or as part of a general program. The *Municipality* will also:

- Establish procedures for advising potential eligible parties of project funding; and
- Will assist in the completion of funding applications and/or provide other related administrative assistance to the eligible parties.

**Lobbying for partnerships is a high-priority Municipal program that should be undertaken on an on-going basis during the life of this CIP.**

### **5.3. County TIEG Program Partnership**

It is recommended that the Town work together with the County of Huron to adopt a matching CIP Tax Increment Equivalency Grant program and/or otherwise participate in the Town CIP.

Having a cancellation of all taxes versus the municipal portion of taxes would be further incentive for large scale *attainable* housing options within the Town and County.

**This is a high priority Municipal Program that should be implemented upon adoption of this CIP by Council.**

### **5.4. CIP Applicant Recognition Award**

To highlight the successes of the Community Improvement Plan program, the *Municipality* could undertake the development of a CIP Applicant Recognition Award. This Award will recognize applicants who have applied for CIP Incentive Funding and have played a pivotal role in achieving the goal and objectives of this CIP.

Every three years, out of the finalists, a winner is chosen by the *CIP Implementation Committee*. The winner is announced before Council with the winner receiving a prize of local significance, in keeping with the theme of celebrating local achievement and supporting *attainable* housing development.

**This is a high-priority Municipal Program and implementation should begin after three successful years implementation of the Section 6 programs.**

## **5.5. Surplus Land Grant**

The purpose of the Surplus Land Grant Program is to identify lands that are determined to be surplus to the needs of the Town or the County and that will subsequently be offered through a Request for Proposal (“RFP”) process for development purposes.

It is a policy of this Plan that Council, at its discretion, may acquire, sell, lease, prepare and dispose of municipal property at or below fair market value to achieve the goals of the Town’s Official Plan and the objectives of this Plan. The Town and the County will work together to identify lands that are surplus and to determine the best use for the surplus lands. First priority will be given to *attainable* housing developments.

The Town and the County will work together to determine the value of a surplus property. As an outcome of the RFP process, surplus land may be granted at a significantly reduced value or at no cost. Specific eligibility criteria will be identified in the RFP to be released by either the Town or the County, as the case may be. The eligibility criteria will identify the needs to be met by the Town and the County. Proposals submitted will be assessed based on the criteria identified in the RFP. The proposal that best meets or exceeds the eligibility criteria identified in the RFP will be given preference.

**This is a high priority Municipal Program that should be implemented upon adoption of this CIP by Council, subject to the availability of funding, surplus land, and other resources.**

## **5.1. Strategic Property Acquisition, Investment, and Partnership Program**

The Strategic Property Acquisition, Investment and Partnership Program is a general program that permits the *Municipality* to become involved in property acquisition, property investment and public/private partnerships to clean-up and/or rehabilitate properties in the Community Improvement Project Area. Property acquisition under this program may be pursued by the *Municipality* either through the marketplace, as a regular real-estate transaction, or through the *Municipality* exercising its powers under Section 28 of the Planning Act. Any lands that the *Municipality* acquires under the Strategic Property Acquisition, Investment and Partnership Program may subsequently be conveyed by the *Municipality* (including the sale of lands at below market value), if the

sale of the land assists the *Municipality* in achieving any of its goals with respect to the Goderich CIP.

This program will allow the *Municipality* to acquire property or rehabilitate property it already owns, or to participate in public/private partnerships to rehabilitate improve publicly or privately held land but said properties must be in the Community Improvement Project Area(s).

The Municipal Property Acquisition, Investment and Partnership Program is a program developed to facilitate direct participation by the *Municipality* as an active player in rehabilitation projects and addressing *Vacant or underutilized* properties within Goderich's urban area and community area. Participation in this program is limited to the *Municipality* itself unless a landowner/developer enters into a partnership arrangement with the *Municipality* by invitation of or agreement with the *Municipality*. In the case of a partnership arrangement, participation by the landowner/developer in terms of the program is indirect in nature, with the *Municipality* playing the lead role through exercising its powers under Section 28 of the Planning Act. Given that direct participation is limited to the *Municipality*, no eligibility criteria are required. The rehabilitation projects chosen to benefit from the Strategic Property Acquisition, Investment and Partnership Program shall be at the sole discretion of the *Municipality*. However, the Strategic Property Acquisition, Investment and Partnership Program may only be used by Goderich for purposes within the Community Improvement Project Area(s) which contribute to achieving the goal and objectives of the CIP.

**This is a medium priority Municipal Program that should be implemented after 5 years upon adoption of this CIP by Council, subject to the availability of funding and other resources.**

## 6. FINANCIAL INCENTIVES PROGRAMS

### 6.1. Overview

The Goderich CIP sets out five Financial Incentive Programs that may be available to *eligible applicants*. The purpose of the Financial Incentive Programs is to provide support for physical improvements to privately owned land and buildings, where such improvements will result in or contribute to the goal statement and objectives in Section 3.0.

The *Town* of Goderich may provide funding for any of the incentive programs in this Section during the term of this CIP, subject to the availability of resources.

Detailed information about how each of the incentive programs works is provided following the General Eligibility Criteria in Section 6.2.



#### 1. Design & Study Grant



#### 2. Planning & Building Permit Fee Grant



#### 3. Development Charge Forgiveness Grant



#### 4. Tax Increment Grant (TIG)



#### 5. Brownfield Financial Tax Incentive Grant

## 6.2. General Eligibility Criteria

To be eligible for any of the Financial Incentive Programs that may be offered by the *Municipality*, the following General Eligibility Criteria must be met:

- a) The lands and buildings subject to an application must be located within the CIPA designated by by-law for this CIP. Applicants should refer to Section 4.0 and Appendix A to determine the applicable CIPA’s.
- b) Only certain types of existing or proposed uses in the CIPA will be eligible for Financial Incentives (in accordance with the uses permitted by the Town Official Plan and Zoning By-law, as amended). Unless otherwise stated in the Program Specific Eligibility Criteria (Sections 6.5.1 - 6.6.1), Table 1 below will be used as a guide for determining the eligible uses within the CIPA:

Table 1: Eligible Uses

CIPA	Eligible Uses (Existing or Proposed)
Goderich CIPA	<ul style="list-style-type: none"> <li>• Residential</li> <li>• Community Facility</li> <li>• <i>Mixed-use</i></li> <li>• Housing that is designed and marketed to be <i>attainable</i>, in accordance with the Goderich Official Plan and County Official Plan and the definition section of this plan.</li> </ul>

- c) All projects must contribute to achieving one or more community improvement objectives (as identified in Section 3).
- d) All projects must contribute to achieving more *attainable* housing within the Town of Goderich and must result in the development of three or more purpose-built *attainable* rental dwelling units on a given property.
- e) All proposed projects must result in some level of improvement or rehabilitation over the existing conditions and will not simply represent a life cycle replacement.
- f) Unless otherwise specified, registered owners, assessed owners, and tenants (with written consent of the owner) of private land or buildings may be eligible for Financial Incentives.

- g) The total value of all grants provided to an owner/tenant shall in no case exceed the total value of *Eligible costs* associated with the community improvement project.
- h) Unless otherwise specified in the Program Specific Eligibility Criteria (Sections 6.5.1-6.6.1), an applicant may be eligible for multiple grants during the term of this CIP; however, the total combined value of grants provided by the *Municipality* in any 24-month period shall not exceed \$20,000 per project and/or property (or the total value of *eligible costs*, whichever is less). This excludes programs that defer or waive monies.
- i) Financial incentives will not be applied retroactively to works started prior to approval of applications and any application for costs incurred prior to the adoption of this CIP will not be considered eligible.
- j) The property owner must have no outstanding property tax arrears or any other outstanding Municipal obligation on the subject property at the time of application or during the term of the grant.
- k) Applicants will be required to disclose all other funding sources, including governmental, private, or not-for-profit funding to support the project. These shall be taken into consideration in the review of applications and the value of incentives provided by the *Municipality* may be reduced, at the sole discretion of Council.
- l) The proposed works will conform with all applicable policies, standards, and procedures, including (but not limited to) the Official Plan and Zoning By-law, in addition to being subject to a review and the issuance of necessary planning and development approvals and building permits pursuant to the Ontario Building Code.
- m) The value of grant associated with each of the financial incentive programs offered within this CIP will be proportional to the number of purpose-built affordable/attainable rental dwelling units on a given property.
- n) *Attainable* units developed under this Plan must be maintained as *attainable* for a minimum period of 10 years, in alignment with the Long-Term Affordable Housing and Homelessness Plan for the County of Huron. An agreement between the Town and the owner will be required and the agreement will be registered on title. The minimum period of time can be extended by the Town or at Council's discretion and will be confirmed through the application and approval process.

- o) If a property or building containing purpose-built *attainable* rental dwelling units that were developed through the financial incentive programs of this Plan is sold, in whole or in part, the new owner of the property or building must enter into the same agreement with the Town ensuring the dwelling unit(s) remain *attainable* for the duration in accordance with the original agreement. For clarity, the registered owner will remain entitled to the program incentives. In addition, any outstanding payments owed to the Town (e.g. taxes, permit fees, etc.) will be the responsibility of the current owner(s) regardless of the original applicant. Failure to do so may result in cancellation of the financial incentive program benefits and any outstanding or deferred fees in favour of the landowner will be collected by the Town.
- p) An attainable dwelling unit developed under this Plan shall not be permitted to be used for a *Short-Term Accommodation*. For full clarity, financial incentive program administered through this Plan shall not be used for the development or redevelopment of a residential dwelling unit for the purpose of *Short-Term Accommodation*. This policy shall be given effect through an agreement that is registered on title.

In addition to these General Eligibility Criteria, a set of Program Specific Eligibility Criteria must also be met, which are outlined in the description of Financial Incentives.



## 6.3. Financial Incentive Programs

### 6.3.1. Design and Study Grant

#### **Purpose**

This grant is proposed to support pre-development projects, through the completion of professional studies or reports to determine the feasibility of adaptively reusing, rehabilitating, retrofitting, converting, redeveloping, or developing *attainable* housing uses.

This Grant promotes high-quality proposals and developments through the completion of professional studies. The *Municipality* will also be able to retain a copy of any study/report for future reference.

#### **Value of Grant**

The proposed value of the Design and Study Grant is up to 50% of *eligible costs* up to a maximum of \$10,000 per project/property.

#### **Program Specific Eligibility**

- Properties will be eligible for the Design and Study Grant if the proposed or potential use being investigated is in accordance with the eligible uses identified in Section 6.2.
- The studies, plans, or designs must provide new site-specific information in support of a potential improvement project.
- Eligible studies must be completed by a licensed and/or qualified professional as confirmed by the *Municipality*.

#### **Eligible costs**

The cost to complete any of the following types of studies, plans, or designs may be eligible for the Design and Study Grant:

- Conceptual plans;
- Structural analysis;
- Traffic Impact Assessment/Study or parking studies;
- Site plan drawings;

- Environmental studies;
- Architectural drawings;
- Interior design plans for a mixed-use development, attainable housing development or supportive housing development;
- Engineering plans;
- Market analysis and/or Feasibility Study;
- Other site-specific studies or plans which may be required or recommended by the *Municipality* at the time of a pre-application submission meetings or consultation on an application under the *Planning Act*.

Applicants will be required to meet with the *CIP Administrator* prior to submitting an application to confirm the eligibility of the proposed plan/study. Refer to Section 7.4.1 for further detail on the CIP application process.

### ***Payment of Grant***

All completed studies, plans, or designs must comply with the description of the project provided in the grant application form.

The grant will be provided upon successful completion of the approved study, plan, or design. The grant will be paid in a lump sum as a reimbursement of up to 50% of *eligible costs* incurred, or the maximum value of the grant, whichever is less.

One electronic and one hard copy of the completed studies, plans, or designs shall be submitted to the *Municipality*. All completed studies will become the shared property of the *Municipality* and applicant.

### **6.3.2. Planning and Building Permit Fee Grant**

#### ***Purpose and Anticipated Benefits***

The Planning and Building Permit Fee Grant may be available to *eligible applicants* to offset the Planning Act application(s) and building permit fees required by the *Municipality*.

#### ***Value of Grant***

Where all eligibility requirements are fulfilled, a Planning and Building Permit Fee Grant may be provided to cover 50% of the eligible fees required by the *Municipality* in relation to a proposed project and/or property.

The *Municipality* will provide a maximum of \$5,000 per project and/or property as part of a Planning Application and Building Permit Fee Grant.

### ***Eligible costs***

Properties will be eligible for the Planning and Building Permit Fee Grant if the proposed or potential use is in accordance with the eligible uses identified in Section 6.2. *Eligible costs* include fees levied by the *Municipality* associated with the development or *redevelopment* of eligible properties. Applicable Municipal fees may include applications/permits associated with:

- Town of Goderich Official Plan and Zoning Bylaw amendments;
- Minor variances;
- Site plan control;
- Building permits;
- Cash-in-lieu of parkland dedication;
- Cash-in-lieu of parking requirements;
- Other required development fees as identified through the *Municipality's* fee schedule/bylaw, as amended.

### ***Payment***

Regular fees are paid at the time of the development application, and the grant in the amount of the fees paid is provided to the applicant following substantial completion of the project/development. This is done to ensure that projects are completed in accordance with the approved CIP application.

## **6.3.3. Development Charge Forgiveness Program**

### ***Purpose and Anticipated Benefits***

Section 5 of the Development Charges Act identifies the method for determining a Development Charge, but any resulting shortfall cannot be made up through higher Development Charges for other types of development. This allows municipalities to offer partial or total exemption from municipal Development Charges (also known as a reduction of Development Charges) in order to promote community improvement.

The Development Charges Forgiveness Program is intended to waive the cost of Town development charges that are incurred by property owners through the development

application and approval process. This program is intended to promote significant investment in the development of *attainable* housing within the Town.

### ***Value of Grant***

The grant will be in the form of DC fee waiver. The value of the fees to be waived is based on the value of development charges applicable to the number of *attainable* dwelling units in a development. The maximum value of the grant shall be 100% of the value of the applicable development charges.

### ***Eligibility Criteria***

- The subject property shall not be in a position of property tax arrears.
- Outstanding Work Orders from the Town and request to comply shall be addressed prior to grant approval.
- This program does not apply to any required performance securities (i.e. Letter of Credit) posted by the proponent, required professional studies, or to expenses incurred by the applicant because of a Local Planning Appeal Tribunal, Ontario Municipal Board Hearing or Court proceedings.
- Improvements made to the buildings or lands shall be made pursuant to a Building Permit and constructed in accordance with the Ontario Building Code and all application Zoning requirements, Council approved design guidelines and any other necessary approvals.

### ***Eligible Projects & Costs***

- Development of a mixed-use or multi-residential building that results in new *attainable* dwelling units;
- Development of a vacant property that results in at least three new *attainable* dwelling units;
- Redevelopment of a non-residential building for a mixed-use or multi-residential building;
- Adaptive reuse of a property to suit a new mixed-use or multi-residential building, where the redevelopment or rehabilitation results in an increase in the assessed value and taxes on the property;
- Major additions to an existing mixed-use or multi-residential building involving an increase of at least three additional *attainable* dwelling units.

## **Payment**

Assistance will be in the form of forgiving up to 100% of the applicable Town Development Charges.

### **6.3.4. Tax Increment Equivalency Grant**

#### **Purpose and Anticipated Benefits:**

The *Tax Increment Equivalency Grant* (TIEG) program will provide a grant to eligible applicants, which is equivalent to a percentage of the Municipal portion of a property *Tax Increment* that is incurred because of an *attainable* housing project.

The purpose of the TIEG is to stimulate investment by effectively deferring part of the increase in property taxation because of an *attainable* housing project.

#### **Value of Grant:**

Where a proposed project satisfies the eligibility requirements, a TIEG may be provided on approved applications as follows:

- Grants will be provided for a period of 10 years;
- In year one, a grant that is equivalent to 100% of the Municipal portion of the *Tax Increment* will be provided to a property owner;
- In year two, a grant that is equivalent to 90% of the Municipal portion of the *Tax Increment* will be provided to a property owner;
- In year three, a grant that is equivalent to 80% of the Municipal portion of the *Tax Increment* will be provided to a property owner;
- In year four, a grant that is equivalent to 70% of the Municipal portion of the *Tax Increment* will be provided to a property owner; and
- In year five, a grant that is equivalent to 60% of the Municipal portion of the *Tax Increment* will be provided to a property owner.
- In year six, a grant that is equivalent to 50% of the Municipal portion of the *Tax Increment* will be provided to a property owner;
- In year seven, a grant that is equivalent to 40% of the Municipal portion of the *Tax Increment* will be provided to a property owner;
- In year eight, a grant that is equivalent to 30% of the Municipal portion of the *Tax Increment* will be provided to a property owner;

- In year nine, a grant that is equivalent to 20% of the Municipal portion of the *Tax Increment* will be provided to a property owner; and
- In year ten, a grant that is equivalent to 10% of the Municipal portion of the *Tax Increment* will be provided to a property owner.

Where a proposed project satisfied the eligibility requirements, meets the general intent of the design guidelines of this CIP and meets the definition of a *sustainable building* to the satisfaction of the Town’s Chief Building Official, a TIEG may be provided on approved applications as following:

- Grants will be provided for a period of 15 years;
- In years one - five, a grant that is equivalent to 100% of the Municipal portion of the *Tax Increment* will be provided to a property owner;
- Following the first five years of the TIEG for *sustainable buildings*, for years six to fifteen, a grant will be provided that is equal to the percentage of the Municipal portion of the *Tax Increment* that is provided in the ten-year TIEG for non-sustainable buildings.

To determine the suitability of the TIEG, the *Municipality* will attempt to estimate the total potential value of the grant prior to submitting an application for the program.

The estimate will consider current assessment value, total anticipated investment, and the potential reassessment based on completing the approved community improvement works. Applicants should refer to the definition for *Tax Increment* provided in the Glossary of this CIP to further understand how grant values will be calculated.

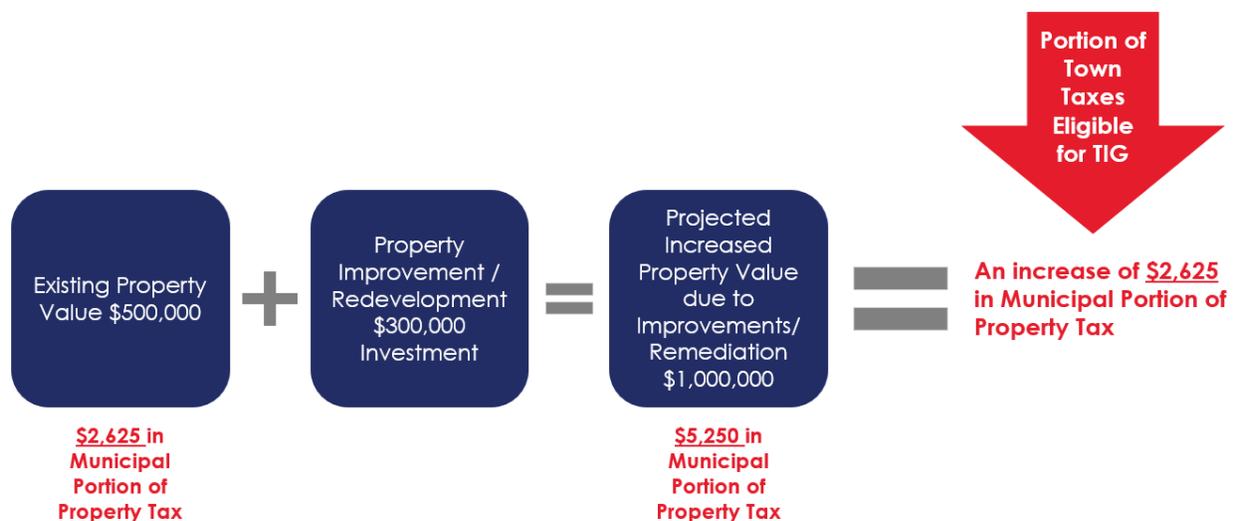


Figure 2: TIEG example

**Eligibility Criteria:**

- Eligible applicants will only include the registered owner/assessed owner of the subject property. Tenants will not be eligible for the TIEG.
- Only those projects that are anticipated to generate an increase in assessment will be eligible.
- Properties will be eligible for the TIEG if the proposed use is in accordance with the table of eligible uses in Section 6.2 (Table 1).
- All other general eligibility criteria set out in Section 6.2 of this CIP must be met.

**Eligible Projects and Costs:**

Eligible projects and costs for the TIEG include the following:

- Costs associated with the *redevelopment* of a property for the purpose of a new eligible uses;
- Costs associated with the restoration or improvement of an existing building to accommodate additional eligible use;
- The conversion or *adaptive reuse* of an existing building to accommodate an eligible use;
- The expansion of a building that results in an increase to the gross floor area of an eligible use;
- Infrastructure work including the improvement or reconstruction of existing on-site public infrastructure (water services, sanitary and storm sewer); and
- The services of a professional engineer, architect, or planner to design and implement the project;
- Other types of projects may also be considered eligible, at the discretion of the CIP Committee and/or Council.

**Payment:**

All completed projects must comply with the description as provided in the grant application form.

Grants may be provided in accordance with a Financial Assistance Agreement made between the *Municipality* and the owner(s) upon successful completion of the approved

project, to the satisfaction of the *Municipality*, and payment of the full reassessed value of Municipal taxes.

If a property is sold, in whole or in part, before the grant period lapses, the original owner is not entitled to receive the remaining grant payments and the grant program is cancelled.

## 6.4. Provincial Incentive Programs

### 6.4.1. *Brownfield* Financial Tax Incentive Grant

The *Brownfield* financial tax incentive program (BFTIP) is a financing tool from the Government of Ontario that helps municipalities give tax assistance to clean up brownfield properties. Under the program municipalities can get provincial education property tax assistance to match municipal property tax assistance so that a property owner can clean up eligible brownfield properties.

#### **Purpose**

The *Brownfield* Financial Tax Incentive Program provides tax assistance to eligible applicants whose properties require environmental remediation and/or risk assessment/management prior to *redevelopment*, in accordance with the Municipal Act, 2001.

Municipal property tax assistance for the municipal portion is provided by the *Town* of Goderich through this grant. This grant also provides the opportunity for education tax assistance through the *Brownfield* Financial Tax Incentive – a program administered by the province, which requires a separate application and is subject to approval by the Minister of Finance on a case-by-case basis.

The purpose of the program is to:

- i. Encourage the remediation and rehabilitation of *brownfield* sites (where actual contamination has been demonstrated) by providing tax assistance at the beginning of the clean-up process and also during the *redevelopment* stage. The program will also promote improvement of the physical and environmental condition of private property;
- ii. Increase the supply of serviced residential and commercial land by redeveloping existing *brownfield* sites for the purpose of these uses; and

- iii. Promote *infill* development on previously undevelopable lands due to contamination.

### **Value of Grant**

The *Brownfield* Financial Tax Incentive Program will provide a cancellation of all or part of the Municipal portion of taxes and provincial educational portion of taxes a *brownfield* site during the rehabilitation period and development period, as defined in the Municipal Act, 2001.

The value of the Municipal portion of the tax cancellation will be determined by the *Municipality* upon approval of a financial incentive application. If a property is eligible for the program, the Minister of Finance can cancel all or a portion of the property owner's education property taxes for up to 3 years through the Provincial *Brownfield* Financial Tax Incentive Program. Matching is proportional, so if a municipality cancels 50% of municipal property taxes to help the property owner, then the province would consider cancelling 50% of the education portion of the property tax. An extension prior to the termination of tax assistance may be possible.

### **Eligibility Criteria**

Properties will only be eligible for the municipal portion of the *Brownfield* Financial Tax Incentive Program if:

- i. The eligible site must be qualified as a *brownfield*;

Properties wanting to also apply for education tax assistance from the Province through the *Brownfield* Financial Tax Incentive must meet the additional following requirements:

- ii. A Phase II ESA has been conducted, and additional work and/or remediation are required under the Environmental Protection Act to permit a Record of Site Condition (RSC) for the proposed use to be filed in the Environmental Site Registry.

Eligible applicants will only include the registered owner/assessed owner of the subject property. Tenants will not be eligible for the *Brownfield* Financial Tax Assistance Program.

An application for additional education tax assistance from the Province through the *Brownfield* Financial Tax Incentive must be accompanied by, at a minimum, a Phase II ESA prepared by a qualified person (as defined by the Environmental Protection Act) that contains:

- i. An estimate of the cost of actions that will be required to reduce the concentration of contaminants on, in, or under the property to permit an RSC to be filed in the

Environmental Site Registry under Section 168.4 of the Environmental Protection Act; and

- ii. A work plan and budget for environmental remediation/risk management actions.

All other General Eligibility Criteria set out in Section 5.1 of this CIP must be met. Applicants receiving the *Brownfield* Financial Tax Assistance Grant will be eligible for the TIEG but will not be eligible for any other incentive programs offered through this CIP.

### ***Eligible Projects and Costs***

*Eligible costs* include the following:

- i. Environmental Site Assessments (Phase I and II ESAs and Risk Assessment);
- ii. Environmental remediation activities;
- iii. Costs of preparing an RSC, including subsequent subsurface characterization work required to support RSC filing;
- iv. Placing clean fill and grading;
- v. Installing environmental and/or engineering controls/works as specified in a Risk Assessment completed for the property;
- vi. Monitoring, maintaining, and operating environmental and engineering controls/works; and
- vii. Environmental insurance premiums.

For all eligible projects, the property shall be improved such that the amount of work undertaken is sufficient to, at minimum, result in an increase in the assessed value of the property.

### ***Payment***

All completed projects must comply with the description as provided in the grant application form. The grant will be provided upon successful completion of the approved project. The grant will be paid in a lump sum based on *eligible costs* incurred.

## 7. DESIGN GUIDELINES

### 7.1. Purpose

The Town of Goderich prides itself on being a vibrant and engaging community that cultivates a unique mix of business, commerce, green space, and a rich community heritage. Building on this identity, these Design Guidelines have been prepared to guide the design of attainable housing projects to promote innovative housing forms and development techniques within the CIPA that is acceptable to the residents and business community of Goderich. Though primarily directed towards the private sector, these guidelines may also be considered and/or adopted for public realm improvements so that there can be a consistency in style, form, materials etc. with private realm initiatives and especially coordination within the public-private interface areas. These Design Guidelines are meant to help guide architectural, landscape, and general improvements to buildings, properties, and streets within the CIPAs and aim to enhance the desired local character and aesthetics of each serviced community. The Design Guidelines are intended to complement and assist the Financial Incentive Programs enabled by this CIP as a flexible guide for design and development.

### 7.2. Application

The Design Guidelines are intended to be used by all participants involved in the planning and design process. These participants include:

- a) property owners and developers when planning and designing their projects and developments;
- b) the Town when reviewing applications for planning and development approvals;
- c) property and business owners when preparing applications for Financial Incentive Programs available under the CIP; and,
- d) the Municipality when evaluating, applications for Financial Incentive Programs.

The Design Guidelines are meant to provide design guidance, with the understanding that they are to be applied on a case-by-case basis and are not meant to be a “checklist”. While their application is flexible, all new developments and all improvements to existing properties and buildings are to be consistent with all the design principles. The Design Guidelines are not meant to be read as “policies” or “regulations”, but rather are to be used as a flexible guidance tool by applicants during the planning and design process and by the *CIP Implementation Committee* when reviewing applications and will be applied in a flexible fashion to not restrict creativity in design.

### 7.3. Design Principles

A set of design principles form the foundation of the design guidance in Section 7.4. These design principles are meant to be the general, higher-level guidance to new developments and property and building improvements, while forming the foundation for the more specific design guidelines. The design principles for new developments and improvements to properties and buildings within the CIP are as follows:

1. **Scale:** new developments and improvements to existing buildings that reinforce and complement the existing scale of buildings in terms of building size, while maintaining historic views
2. **Safe and Connected:** new developments and site improvements that are designed to be safely connected with the surrounding community in terms of pedestrian and vehicle linkages, main street linkages, linkages to amenities, and waterfront linkages;
3. **Green:** new developments and site improvements that enhance the “greenness” of the community through landscape additions that complement the natural environment and existing plantings;
4. **Complementary:** new developments and improvements to existing buildings that are designed to complement the existing architectural styles and natural settings within the CIPA and not overshadow the existing character of the area;
5. **Precedent:** new buildings and improvements to existing buildings that are designed using the best built form and architecture examples; and
6. **Sustainable:** new building and site developments and improvements that are designed to incorporate sustainable practices and initiatives through the design of buildings and the layout of sites.

### 7.4. Guidelines

The following section provides guidelines for:

- General Building Design
- Inclusive Design
- Landscaped Open Space
- Site Circulation
- Site Lighting & Signage
- Energy Efficiency

### 7.4.1. General Building Design

- 1 Durable materials are preferred for rental housing units since they reduce the long-term maintenance costs for the owner/operator
- 2 The general intent of the guidelines is to provide functionally efficient, sustainable, design excellence and cost effective affordable rental housing buildings.
- 3 Design buildings and landscaping that are indistinguishable from surrounding market buildings and landscaping provided in terms of expression, quality and character. This applies to balconies and window coverings. If surrounding market housing has these features, so should the affordable rental buildings.

### 7.4.2. Inclusive Design

- 1 The housing provider has the duty to accommodate tenants as defined by the Human Rights Code.
- 2 Exterior routes to buildings, entranceways and common areas within buildings should meet accessibility requirements

### 7.4.3. Exterior Landscaped Open Space

- 1 Design, configuration and detailing of exterior open space should be carefully considered with respect to the use and tenant population, including active and passive activities for toddlers, preteens, teens, adults and seniors where appropriate. This can be provided at the ground floor (ideally) or on top of a podium, terraces or roof top.
- 2 Outdoor open spaces should offer comfort and shelter – creating sitting areas with such amenities as benches and trees to provide shade.
- 3 Provide outdoor common space that is visually connected to interior amenity space.
- 4 Provide private outdoor spaces for ground-related affordable units that are clearly identifiable as private.
- 5 Provide exterior landscaped open space that is adequately lit, usable and visible from adjacent spaces.

### 7.4.4. Site Circulation

- 1 Design of vehicular drop-off and pedestrian entrances should be clearly identifiable.
- 2 Main entrances should be oriented directly to the street and be accessible from public sidewalks.

#### **7.4.5. Lighting**

- 1 Adequate exterior lighting should be provided to highlight all key way-finding signage.
- 2 Exterior walkways should be well lit.
- 3 Comprehensive way-finding and signage should be provided that includes high contrast, legible characters and symbols, raised tactile letters/numbers and Braille. Where possible, alternate auditory information should be provided.
- 4 Pedestrian, vehicular and emergency routes should be clearly identified.
- 5 All signage should be well-lit at night.

#### **7.4.6. High Performance Buildings and Energy Efficiency**

- 1 Tighter building envelope: High levels of insulation and airtightness greatly increase a building's energy performance. A tight building envelope should be implemented in all new-builds and retrofits.
- 2 Efficient HVAC system options should be explored with the building design team will allow you to select the most appropriate systems for your needs.
- 3 Use of high-performance windows to allow increase solar heat gain from the sun in winter months. The building design team should consider windows with higher thermal resistance, keep the window-to-wall ratio to an optimum value, orient the windows well, and shade them against the summer sun.
- 4 Utilize high-performance lighting systems, such as LED, which use 10 to 90 percent less energy and last five to 20 times longer, reducing maintenance costs. Lighting controls such as occupancy or daylight sensors should be considered as they offer additional gain in performance and comfort.
- 5 Implement efficient water heating and appliances in all residential buildings, such as ENERGY STAR® products or equivalent which not only save energy but also have a lower total cost of ownership and longer life.

## 8. IMPLEMENTATION PLAN

The Implementation Plan is an important component of the CIP, as it outlines a number of administrative details.

### 8.1. Implementation Period

It is anticipated that the CIP will be implemented over a 15-year period ending June 2037. The implementation period may be extended or reduce the implementation period as deemed appropriate or necessary, subject to an amendment to the CIP.

### 8.2. Administration

#### 8.2.1. Council Roles and Responsibilities

- a) Municipal Council will adopt the Community Improvement Plan through Bylaw.
- b) Municipal Council will appoint a *CIP Administrator*, which is recommended to be the Town Clerk/Planning Coordinator. The *CIP Administrator* will be responsible for managing the day-to-day responsibilities of the CIP, including coordinating application submission process. The CIP Administrator will also be responsible for coordinating pre-consultation meetings with potential applicants and ensuring financial incentives are discussed during pre-consultation meetings.
- c) It is recommended that Municipal Council consider delegating its responsibility for approving or refusing applications for Financial Incentive Programs to the *CIP Implementation Committee*.
- d) In addition, Municipal Council will contribute to the overall administration of the CIP (subject to the *Town's* priorities and the availability of resources/funding) as follows:
  - i. Providing approval for which of the CIP Financial Incentive Programs will be put into effect in any given year during the implementation period, if any; and
  - ii. Providing approval for (as part of the annual budgeting process) a community improvement budget for Financial Incentives that have been put into effect for that year, if any, in accordance with Section 7.3 of this CIP.

#### 8.2.2. CIP Implementation Committee

The existing *CIP Implementation Committee* for the Town of Goderich Attainable Housing CIP consists of the following members:

1. Building Department representative
2. Clerk/Planning Coordinator
3. Treasurer
4. County Planning Development representative

The *CIP Implementation Committee* shall also be authorized to retain other qualified professionals as required.

The *CIP Implementation Committee* will be responsible for:

- Reviewing and evaluating applications for Financial Incentive Programs;
- Approving or refusing applications for Financial Incentive Programs (in accordance with Section 8.2.1 c). Should Council not delegate approval authority to the CIP Implementation Committee, the committee will be responsible for bringing a report to Council to recommend the approval or refusal of any and all applications;
- Marketing the CIP, in accordance with the Marketing Plan set out in Section 9;
- Monitoring the CIP, in accordance with the Monitoring Plan set out in Section 10, and providing annual reports to Council and citizens with respect to the costs and benefits of the CIP; and
- Making recommendations to Council with respect to:
  - Financial Incentive Programs to be put into effect in any given year; and
  - Identifying an annual community improvement budget for Financial Incentives.

### **8.2.3. Administration and Financial Incentives**

The *Municipality* may put into effect any number of the Financial Incentives identified in this Plan during the implementation period, subject to the availability of Municipal funds and other resources.

Annually, the *CIP Implementation Committee* may make recommendations to Council with respect to the administration of Financial Incentives. An annual/bi-annual deadline for financial incentive applications will be identified by the Implementation Committee. All applications will be received and evaluated in accordance with this deadline.

The following criteria will be used to evaluate all financial incentive applications received in advance of the deadline:

- General eligibility requirements, as outlined in Section 6.2;
- Program eligibility requirements, as outlined in each grant program detail (Section 6.5.1 to 6.6.1);
- Application requirements, as outlined in Section 7.4.2; and
- A Council approved budget.

Following the evaluation of all financial incentive applications received at the time of the annual/bi-annual deadline, successful applicants will be selected based on the results of the evaluation and on the limit of available funding for that year.

In cases where the Implementation Committee refuses an application for Financial Incentives, all applicants will have the right to appeal the decision to Council. If a decision is appealed, a staff report will be prepared for Council detailing the Committee's decision. The applicant may appear before Council to detail their appeal.

### **8.3. Financial Management**

As part of the annual Municipal budgeting exercise, Council will approve a community improvement budget for Financial Incentives that have been put into effect for that year, if any.

The provision of any incentives shall be to the limit of the available funding for that year.

During the implementation period of this Plan, Council will determine if funding and incentive levels are necessary or warranted to ensure that the CIP functions properly in respect of the goal statement and the objectives (as set out in Section 3) and the *Municipality's* financial circumstances.

### **8.4. Applying for Incentives**

#### **8.4.1. The Application Process**

The following is a summary of the process for the submission, evaluation, and approval of applications for CIP Financial Incentives:

- Applicants must discuss their application with the *CIP Administrator* prior to submitting their application. This is to discuss eligibility, identify application requirements, and to ensure that applicants make use of all available funding opportunities.

- The Town will implement an “intake window” process. Under an intake window application process, the Town will establish a set timeframe in which it will accept all applications for the financial incentive programs of this Plan. All applications will be reviewed and decided upon at a meeting of Council or the delegated approval authority. The Town will endeavour to communicate the timeframe of the “intake window” in advance to ensure interested applicants have sufficient time to prepare the applications. During this process, funding may become exhausted. Accordingly, there may be a need to prioritize which approved applications will receive funding. Should there be more approved applications than there is funding available, the prioritization will be at the sole discretion of Town in consideration of the following guidelines:
  - Applications which demonstrate a significant investment in developing attainable housing within the Town.
  - Applications that are located in areas of the Town with a heightened need for attainable housing.
  - Consultation with the applicants to determine if any applicants are accepting of application deferral until funding becomes available.
  - Other criteria as may be determined by Council.
- The *CIP Administrator* will evaluate all applications and supporting materials in a timely manner and will only bring complete applications before the *CIP Implementation Committee* for final review and consideration. Applicants will be notified if their submission is incomplete.
- For applications that are approved, a Financial Assistance Agreement will be prepared and executed by the *CIP Implementation Committee* or *CIP Administrator* and signed by the property owner. An Attainable Housing Agreement will also be required between the property owner and the Town, and the agreement will be registered on-title. The agreement may be made with respect to terms, duration, default, penalty and termination provisions of the grant(s).
- If an application is not approved by the *CIP Implementation Committee*, the applicant will be provided an opportunity to appeal the decision to the Council. In such cases, Council will reconsider the application. If Council approves the application, the *CIP Implementation Committee* will execute the financial incentive program agreement. An applicant shall not have the option to appeal their application to Council if the reason for refusal is related to lack of funding

availability. In the event that an application is refused due to lack of funding availability, the applicant may resubmit their application once funding becomes available. However, in no case shall funding be provided retroactively for a completed project;

- Any program commitments may be cancelled if work does not commence within six months of approval of an application, or if a project is not undertaken or completed in accordance with the Financial Assistance Agreement;
- When projects are completed, a statement with supporting invoices shall be submitted to the *CIP Implementation Committee* or *CIP Administrator*. Following this, the work will be inspected by the *CIP Implementation Committee* or *CIP Administrator* and, if approved, notice of completion will be issued and the financial assistance will be initiated;
- Upon completion of a community improvement project, the *CIP Implementation Committee* or *CIP Administrator* reserves the right to inspect any properties/buildings, or to audit final costs at the owner’s expense;
- Funding approval will lapse if a notice of completion is not issued within twelve months of the date of execution of the Financial Assistance Agreement; and,
- The *CIP Implementation Committee* or *CIP Administrator* may grant an extension for community improvement works following receipt of a written request by the owner setting out the reasons for the extension and providing a new date of completion.

The following figure summarizes the key steps in the application and review process.



### 8.4.2. Applicant Default

At any time during the lifespan of the Plan should an applicant of an approved eligible property fall into default of any of the requirements of the incentive program or other requirements established by the 'Implementation Committee', the funds paid as part of the incentives and grant programs, plus interest, will become payable to the Town in full, unless the default is resolved within 30 days of notice from the Town.

### 8.4.3. Application Requirements

Applications for financial incentives offered through this Plan must include:

- One (1) copy of the completed application form;
- One (1) copy of all supporting documentation, as determined by the *CIP Implementation Committee* or *CIP Administrator*, which may include (but is not limited to):
  - One copy of a complete and signed application form
  - Proponent contact information and project team (if applicable)
  - Property Details
  - Proposed improvements, in detail
  - Good quality pictures of the existing condition of the building and/or property
  - Specifications of the proposed project, including design drawings prepared by a design professional (if available) or sketches, renderings, and/or elevation drawings illustrating the proposed improvement
  - Development strategy, including phasing and construction (if applicable)
  - Development schedule
  - Proposed start and completion times
  - Work estimates and project financing
  - Two detailed independent contractor estimates for each component of the proposed eligible work, or two estimates covering all the components of the eligible work, the lowest of which will be used as a base for the Grant Funding
  - Financial incentives applied for, amounts broken down by program
  - Other relevant supporting documentation, as determined by the *CIP Administrator* at the pre-consultation meeting

Additional application requirements may be identified for certain financial incentive program application. Requirements should be confirmed during initial discussions with the *CIP Administrator*.

## 9. MARKETING PLAN

### 9.1. Overview

Active marketing of the CIP is crucial. The success of the CIP in creating additional attainable housing rental units within the Town requires participation and investment by private landowners.

The following is meant to be a guide for the Town to market the CIP and promote the programs available during implementation. The marketing initiatives will help the *Town* communicate opportunities available by means of the CIP.

### 9.2. Target Market

The following have been identified as the target markets of the CIP:

- Local developers;
- Local Landowners;
- Potential investors in the community;
- Local realtors;
- Local home builders' association;
- Non-profits;
- The public; and
- Municipal Council, who will receive annual reports on program take-up and results.

The messages to be conveyed to each of these markets are outlined as follows and in the following table.

**KEY MESSAGE #1:** The purpose of the Attainable Housing CIP is to assist in the development of attainable housing in the Town by providing incentive-based programs which encourage the creation of attainable housing units.

**KEY MESSAGE #2:** These housing actions are focused on encouraging a more diverse housing supply including options for households with low and moderate incomes, and rental housing options.

**KEY MESSAGE #3:** The CIP is in alignment with the Town Affordable Housing Strategy and Council's mandate for the provision of affordable housing.

**Target Market**

**Marketing / Communication Messages**

<p><b>Local Developers, Landowners, and non-profit organizations</b></p>	<ul style="list-style-type: none"> <li>• The CIP encourages the creation of attainable housing units by removing financial barriers</li> <li>• The CIP offers financial incentives that either exempt or reduce planning, building, development charges, and/or other development-related fees and provide Tax Increment Equivalency Grant to eligible properties within the CIP area.</li> <li>• There is an efficient CIP application and approvals process.</li> </ul>
<p><b>Potential Investors</b></p>	<ul style="list-style-type: none"> <li>• The CIP is just one more way in which the Town is actively encouraging local investment, the development of affordable housing in an area that has seen significant, recent job growth.</li> </ul>
<p><b>Realtors</b></p>	<ul style="list-style-type: none"> <li>• The CIP enhances the attractiveness of available Town properties and will encourage the creation of attainable housing units, increasing the mix and supply.</li> <li>• Realtors should help spread the word about the CIP opportunities.</li> </ul>
<p><b>Home Builders' Associations</b></p>	<ul style="list-style-type: none"> <li>• The local Home Builder Associations can help spread the word about the opportunities of the CIP, which will benefit their members.</li> </ul>
<p><b>The Public</b></p>	<ul style="list-style-type: none"> <li>• The Municipality is actively encouraging investment in attainable housing through the CIP, in alignment with its overall economic development goals and strategies and the Town Affordable Housing Strategy.</li> <li>• Increasing the rental housing market in the Town will help increase the overall type and range of housing ownership options as it will move those living in 'over housed' situations to more attainable options.</li> </ul>

	<ul style="list-style-type: none"> <li>• Increasing attainable rental housing further allows people to age-in-place more securely</li> <li>• By promoting the redevelopment of brownfield sites, the Town is further encouraging the revitalization of underutilized spaces within the Town</li> </ul>
Council	<ul style="list-style-type: none"> <li>• The extent to which the CIP is achieving the goals and objectives identified in Section 3; and</li> <li>• The need for changes/revisions to the CIP programs.</li> </ul>

### 9.3. Marketing Materials

The following are communications materials that the *Town* may develop to promote the CIP and the related opportunities:

- A section on the *Town's* website devoted to the CIP, including information on financial incentives the application process;
- Promotion of the CIP incentives via social media tools;
- An information package that would be sent to developers and realtors in the CIPA;
- A bi-annual E-newsletter (and/or hard-copy newsletter) highlighting CIP success stories;
- Presentations can be tailored to business associations and other groups to communicate the opportunities available through the CIP;
- Information nights could be held to share information about the CIP programs and incentives;
- Information displays could be provided at municipal buildings to broadly promote the CIP;
- Information displays could be provided at home shows, garden shows, chamber events, and other events in the community to broadly promote the CIP;
- Annual progress reports could be prepared to outline the success of the CIP over the period of one year and to serve as case studies for future applicants; and
- Periodic radio-announcements and newspaper articles highlighting available funding programs and success stories.

- Interviews with successful applications and award winners.
- Advertisement of CIP success stories on the Town website, including interviews with CIP Award winners from previous years, timelapse videos of CIP project before and after, and professional photographs of past projects.

The *Town* may also identify target properties where improvements would be most desirable, and arrange short visits with owners, to ensure awareness and encourage take-up.

These activities may be undertaken as part of the initial launch of the new CIP program and repeated annually or every few years as “reminders” of the CIP opportunities and successes.



## 10. MONITORING PLAN

### 10.1.Purpose

The purpose of the following monitoring strategy is to:

- Track funds provided by the CIP to owners and tenants of land located within the Town of Goderich CIPA;
- Evaluate whether the programs are achieving the goals and objectives set out by the CIP;
- Determine whether program adjustments are required; and
- Provide the basis for reporting the results of the CIP, and specifically the uptake and success of Financial Incentive Programs, to Council.

### 10.2.Baseline Information and On-going Data Collection

In order to accurately track the progress and success of the CIP, the *Town* should begin by establishing baseline conditions, which may include but are not limited to:

- an inventory of *Vacant or underutilized* or derelict buildings;
- an inventory of existing rental units and buildings; and,
- an inventory of existing *attainable* rental units and buildings.

The *Town* should monitor the following on an on-going basis for applications not approved:

- Number of unsuccessful applications: and
- Reason(s) for the application's refusal.

For each approved financial incentive application, the *Town* should also monitor the following on an on-going basis:

- Project details as proposed in application;
- Approved value of grants, in total and by program;
- Total private sector investment/total value of construction, to determine the investments being leverage by the CIP municipal contributions;
- Number of building permits issued;
- Timing of completion of the project and payment of the grant;

- Property tax assessment after the completion of the project, if relevant;
- Total value of tax incentives, planning application/building permit and/or development charges waived if applicable; and
- Project details of the completed project (“after” photos).

### 10.3.Measures

Table 2.1 provides several measures that may be used as the basis for evaluating whether the individual objectives of the CIP are being met. Each of the measures identified has different implications in terms of what specifically should be collected, how frequently the data should be collected, and how frequently the data should be reported. Additional measures may be identified during the implementation of the CIP.

Objectives	Measures
<p><b>1. Reduce the number of vacant or under-utilized or non-performing buildings and properties through the promotion of renovation, repair, or rehabilitation of said buildings for attainable housing purposes</b></p>	<ul style="list-style-type: none"> <li>• Number of previously vacant buildings occupied or redeveloped as a result of funding.</li> <li>• Hectares of land developed or redeveloped as a result of funding.</li> <li>• Follow up with developers of vacant/under-utilized/non-performing buildings who have used CIP provisions to determine degree of influence of CIP.</li> </ul>
<p><b>2. Increase opportunities for Attainable housing options</b></p>	<ul style="list-style-type: none"> <li>• Utilization of the total financial incentives program budget</li> <li>• Utilization of the various incentive programs</li> </ul>
<p><b>3. Increase Town inventory of Attainable Housing</b></p>	<ul style="list-style-type: none"> <li>• Number of <i>attainable</i> housing options created as a result of funding.</li> <li>• Sustainability of attainable housing options after 5 years of operation</li> </ul>

	<ul style="list-style-type: none"> <li>Number of expansions/redevelopments of existing rental units within the Town to <i>attainable</i></li> </ul>
4. Encourage a mix of housing types	<ul style="list-style-type: none"> <li>Types of attainable units that are being developed</li> <li>Change in percentage of housing mix year over year during the lifespan of this plan</li> </ul>
5. Reinforce the provision of attainable housing as a community priority	<ul style="list-style-type: none"> <li>Number of marketing materials posted to Town buildings or events</li> <li>Number of questions coming into the Town related to attainable housing, secondary-units, attainable rentals, etc.</li> </ul>

## 10.4. Reporting

The Plan Administrator should enter information from applications and pre-application consultation meetings into a database on an on-going basis. An annual report will be prepared to highlight the successes and achievements of the CIP. The report will be presented to Municipal Council for consideration. The report may recommend adjustments/amendments to the Plan, as discussed below.

To ensure accountability and to assist the Plan Administrator and Treasurer in annual reporting, each applicant and/or property owner who obtained grant funding through this CIP will be required to provide annual reporting to the Town to confirm that each rental unit developed through use of the CIP financial assistance has been maintained as attainable/affordable.

## 10.5. Plan Amendments

As a result of the monitoring and evaluation of the *Town* of Goderich Attainable Housing CIP, amendments to the Plan may be required. The following summarizes when Plan amendments are and are not required:

- a) An amendment to the CIP will not be required to:
  - i. Reduce funding levels for the Financial Incentive Programs;
  - ii. Clarify definitions linked to other policy documents that have since changed or been updated during the lifespan of this plan; or
  - iii. Discontinue or cancel any of the programs identified.
- b) An amendment will be required to the CIP or implementing By-laws to:
  - i. Extend the implementation period of the CIP;
  - ii. Add any new Financial Incentive Programs;
  - iii. Modify the eligibility criteria related to Financial Incentive Programs offered; and
  - iv. Modify the geographic area (i.e., the CIPAs) to which Financial Incentive Programs apply.

Amendments to this CIP will be passed by Municipal Council under the Planning Act. The *Town* will also be required to pre-consult with the Ministry of Municipal Affairs and Ministry of Housing on any amendments to this CIP.



## 11. GLOSSARY

The interpretation of this Plan rests solely with the *Town* of Goderich. To assist in interpretation, the following definitions shall apply.

**Adaptive reuse:** means the recycling of a building and/or structure usually for a new function, such as the use of a former industrial building for residential purposes.

**Affordable:** for the purposes of this CIP, affordable is referred to in the case of rental housing and means the least expensive of:

- a unit for which the rent does not exceed 30 percent of gross annual household income for low- and moderate-income households; or
- a unit for which the rent is at or below the average market rent of a unit in the regional market area.

**Attainable:** for the purposes of this CIP, attainable means, an individual making the Living Wage (2021 rate: \$17.95/ hour) spending not more than 30% of their income on housing<sup>2</sup>. The Living Wage is identified based upon the most current Living Wage determined by the United Way Perth-Huron's (UWPH) Social Research and Planning Council (SRPC). During the lifespan of this CIP, should the Province, County of Huron or the Town of Goderich determine another definition of '*Attainable*', that definition will supersede the above.

**Brownfield:** means undeveloped or previously developed properties that are vacant, under-utilized, unsafe, unproductive, or abandoned where *redevelopment* is complicated by real or perceived environmental contamination. They are usually, but not exclusively, former industrial or commercial properties that may be underutilized, derelict or vacant.

**Community Improvement:** is defined by Section 28(1) of the Planning Act and means the planning or replanning, design or redesign, resubdivision, clearance, development or redevelopment, construction, reconstruction and rehabilitation, improvement of energy efficiency, or any of them, of a Community Improvement Project Area, and the provision of such residential, commercial, industrial, public, recreational, institutional, religious, charitable or other uses, buildings, structures, works, improvements or facilities, or spaces therefore, as may be appropriate or necessary."

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<sup>2</sup> For the Town of Goderich, attainable housing would equate to an individual making the living wage and paying no more than \$816.72 per month on housing based on an individual working 35 hours a week and not spending more than 30% of their income on housing. Based on 2019 data.

**Community Improvement Project Area:** is defined by Section 28(2) of the Planning Act and means a Town or an area within a Town, the Community Improvement of which in the opinion of the Council is desirable because of age, dilapidation, overcrowding, faulty arrangement, unsuitability of buildings or for any other environmental, social or community economic development reason. Council may, by By-law, designate the whole or any part of an area covered by the Town official plan as a ‘community improvement project area’.

**County:** means the *County* of Huron.

**CIP Administrator:** means a staff member appointed by Municipal Council (which in many cases is the Economic Development Officer) who is responsible for managing the day-to-day responsibilities of the CIP, including undertaking pre-consultation meetings with potential applicants for financial incentives and coordinating application submission process.

**CIP Implementation Committee:** means Council or the designated committee appointed to review applications for financial incentives and make decisions on financial incentives in accordance with the policies of this Plan.

**Council:** means the Town of Goderich Council.

**Development period** means, with respect to an eligible property, the period of time starting on the date the rehabilitation period ends and ending on the earlier of,

- a) the date specified in the by-law made under subsection (2), or
- b) the date that the tax assistance provided for the property equals the sum of,
  - i. the cost of any action taken to reduce the concentration of contaminants on, in or under the property to permit a record of site condition to be filed in the Environmental Site Registry under section 168.4 of the Environmental Protection Act, and
  - ii. the cost of complying with any certificate of property use issued under section 168.6 of the Environmental Protection Act;

**Eligible Applicant:** means an applicant (as defined above) who meets all the general and program specific requirements of the financial incentive programs and prepares and submits an application for a grant or loan that is in accordance with the specific requirements of the program, as outlined in this Plan. The *CIP Administrator* reserves the right to determine whether an applicant is eligible for the financial incentive programs.

**Eligible costs:** means costs related to environmental site assessment, environmental remediation, development, *redevelopment*, construction and reconstruction of lands and buildings for rehabilitation purposes or for the provision of energy efficient uses, buildings, structures, works, improvements, or facilities.

**Financial Incentive Program:** means a program listed in the Incentives Section of this Plan.

**Financial Incentive Program Agreement:** means an agreement executed between the Town and a successful applicant for a financial incentive program, as required by this Plan.

**Infill:** refers to a form of development which makes use of underutilized, vacant, or undeveloped lands that are surrounded or partially surrounded by existing development.

**Living Wage:** refers to the Living Wage calculation published by Perth-Huron United Way<sup>3</sup>, which in 2021 equaled \$17.95/hr. The calculation for Perth-Huron adheres to the principles and methodology developed by the Canadian Living Wage Framework as adopted by the Ontario Living Wage Network. Based on a 35-hour work week, the calculation\* is determined using local data and considers the living expenses of a weighted average of family types including a family of four, a single parent family, and a single individual. Annual family expenses include food, childcare, clothing and footwear, shelter, communications, insurance, transportation, and parent education. Expenses such as debt repayment, home ownership, and savings for children's education or retirement are not factored in.

**Low- and moderate-income households:** means, in the case of rental housing, households with incomes in the lowest 60 percent of the income distribution for renter households for the regional market area.

**Mixed-use:** means any combination of commercial uses (retail, personal services, restaurants, etc.), offices, institutional uses and/or residential uses, provided that there are commercial uses at grade.

**Municipality:** means the *Town* of Goderich.

**Plan or this Plan:** means the Town's Community Improvement Plan, unless otherwise specified.

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<sup>3</sup> <https://perthhuron.unitedway.ca/research/living-wage/>

**Redevelopment:** means the creation of new units, uses or lots on previously developed land in existing communities, including *brownfield* sites, as defined in the County Official Plan.

**Rehabilitation period** means, with respect to an eligible property, the period of time starting on the date on which the by-law under subsection (2) providing tax assistance for the property is passed and ending on the earliest of:

- a) the date that is 18 months after the date that the tax assistance begins to be provided,
- b) the date that a record of site condition for the property is filed in the Environmental Site Registry under section 168.4 of the Environmental Protection Act, and
- c) the date that the tax assistance provided for the property equals the sum of,
  - i. the cost of any action taken to reduce the concentration of contaminants on, in or under the property to permit a record of site condition to be filed in the Environmental Site Registry under section 168.4 of the Environmental Protection Act, and
  - ii. the cost of complying with any certificate of property use issued under section 168.6 of the Environmental Protection Act;

**Rental housing units:** means any living accommodation used or intended for use as rented residential premises, and “rental unit” includes:

- i. a site for a mobile home or site on which there is a land lease home used or intended for use as rented residential premises; and
- ii. a room in a boarding house, rooming house or lodging house and a unit in a care home.

**Secondary Dwelling Units:** For the purposes of this plan, the term Secondary Dwelling Unit is interchangeable with Additional Residential Units as per O.Reg. 299/19.

**Short Term Accommodation:** A short-term accommodation or rental is all, or part of a dwelling unit rented out for less than 28 consecutive days in exchange for payment. This includes bed and breakfasts (B&Bs) but excludes hotels and motels. It also excludes other accommodations where there is no payment. During the lifespan of this CIP, should the County of Huron or the Town of Goderich determine another definition of ‘*short-term accommodation*’, that definition will supersede the above.

**Sustainable Building:** refers to the design philosophy which focuses on increasing the efficiency of resource use — energy, water, and materials — while reducing building impacts on human health and the environment during the building's lifecycle, through

better siting, design, construction, operation, maintenance, and removal. When determining whether a building is considered a *Sustainable Building*, the design philosophy of the building should generally follow global standards in green building, such as Passive House©, LEED®, Canada Green Building Council's Zero Carbon Building standard or other equivalent standard to the satisfaction of the Town of Goderich CBO.

**Tax Increment:** means an increase in taxes, which is calculated by subtracting the Township portion of property taxes before assessment from the Township portion of the property taxes after reassessment. The *Tax Increment* does not include any increase/decrease in Township taxes due to a general tax increase/decrease or a change in assessment for any other reason.

**Town:** means the Town of Goderich.

**Vacant or underutilized (land and/or buildings):** means developable land within a district that would otherwise qualify as substantially developed land, but which contains land, buildings, and/or structures that are not being used to their full potential and may potentially be developed, recycled, or converted into a better, more compatible use, such as a residential or *Mixed-use* development. Part or all of a parcel of land shall be considered vacant and/or underutilized if it is no longer necessary to support the current use, based on factors including but not limited to current and projected employment levels, vacancy rates, and parking demand.