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North Perth Attainable and Affordable Housing Community Improvement Plan: Implementation Policy

1.0 PURPOSE AND SCOPE:

The policy provides direction to Council, staff and the public in implementing and accessing the North Perth Attainable and Affordable Housing Community Improvement Plan (CIP) Financial Incentive Programs. The CIP document should be referenced for further detail and clarification.

2.0 DEFINITIONS:

Refer to the Glossary section of the North Perth Attainable and Affordable Housing CIP for definitions. Additional definitions relevant to this policy are listed below:

Arm's Length Transaction: refers to a business deal in which landlords and tenants act independently without one party influencing the other. Arm's length transactions assert that both parties act in their own self-interest and are not subject to pressure from another party.

3.0 POLICY CONTENT:

3.1 CIP Administrator:

The Council of the Municipality of North Perth appoints the Municipality's Director of Strategic Initiatives or their designate as the CIP Administrator.

The CIP Administrator is responsible for:

- a) Managing the day-to-day responsibilities of the CIP, including coordinating the application submission process.
- b) Coordinating pre-consultation meetings with potential applicants and ensuring financial incentives are discussed during required pre-consultation meeting.
- c) Notification of application status to applicants.
- d) Continually review provincial policy changes over the lifespan of this CIP and bring forward CIP amendments to the CIP Implementation Committee for Council consideration if and/or when required based on said policy changes.
- e) Recommending the enactment of the DC Rebate Program if and/or when required.
- f) Continually reviewing the CIP application processing times throughout the lifespan of the CIP and recommending additional staffing resources if required.



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3.2 CIP Implementation Committee:

The CIP Implementation Committee consists of one representative from the following departments:

- CIP Administrator
- Building Department
- Planning Department
- Finance Department
- Strategic Initiatives Department (optional based on administrative needs)

The CIP Implementation Committee is authorized to retain other qualified professionals as required. The CIP Implementation Committee is responsible for:

- a) Reviewing and evaluating applications for Financial Incentive Programs (Evaluation Matrix attached as Appendix B);
- b) Recommending applications for approval or refusal for Financial Incentive Programs (in accordance with CIP Section 8.2.1 c);
- c) Marketing the CIP, in accordance with the Marketing Plan set out in CIP Section 9;
- d) Monitoring the CIP, in accordance with the Monitoring Plan set out in CIP Section 10, and providing annual reports to Council and citizens with respect to the costs and benefits of the CIP; and
- e) Making recommendations to Council with respect to: Financial Incentive Programs to be put into effect in any given year; and proposing funding mechanisms to support said programs such as annual CIP budget allocations.

3.3 Financial Incentive Programs:

The following CIP Financial Incentive Programs are available for application:

- Planning and Building Permit Fee Grant
- Additional Residential Dwelling Unit Grant
- Tax Increment Equivalency Grant (TIEG)
- Commercial and Rental Housing Conversion and Expansion Grant

3.4 CIP Implementation Budget:

The CIP Implementation budget is considered annually by Council through the municipal budget process.



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Due to the nature of the grant program, the Tax Increment Equivalency Grant is exempt from the annual CIP program budget. When considering approval of applications for the TIEG, staff will provide Council with all necessary financial impact information to assist in Council’s decision making.

3.6 Application Approval Authority:

The CIP Implementation Committee is responsible for approving or refusing applications for the CIP Financial Incentive Programs.

Municipal Council maintains responsibility for approving or refusing application for the Tax Increment Equivalency Grant (TIEG). These applications will be presented to Council by the CIP Administrator, including information on municipal financial impact and the CIP Implementation Committee’s evaluation and recommendation.

In cases where the CIP Implementation Committee refuses an application for Financial Incentives, applicants will have the right to appeal the decision to Council or Council’s delegate. 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.

3.7 Application Process:

The CIP application process is stated in section 8.4.1 The Application Process of the CIP document.

The application intake period will begin on February 1st each year, unless the annual municipal budget has not yet been approved by Council. All applications will be received and evaluated on a first-come, first-served basis until annual funding is exhausted.

The application intake period is posted on the Municipality of North Perth website, social media channels, and local print. Promotional materials will also be posted where relevant in municipal facilities (e.g., Municipal Office, Building and Planning Department).

3.8 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 CIP Implementation Committee, the funds paid as part of the incentives and grant programs, plus interest, will become payable to the Municipality in full, unless the default is resolved within 30 days of notice from the Municipality.

3.9 Application Requirements:

CIP application requirements are stated in section 8.4.3 Application Requirements of the CIP document.



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

3.10 Agreements

For applications that are approved, a Financial Incentives Agreement will be prepared and executed by the CIP Implementation Committee or CIP Administrator and signed by the property owner, 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). The agreement will also establish the requirement that CIP-incentivized units must be rented on an arm’s length basis (i.e., Arm’s Length Transaction).

3.11 Affordability/Attainability Commitment

Residential rental units developed under the CIP must be maintained as affordable or attainable for a minimum period of 15 to 20 years, dependent on the CIP program.

CIP Program	Commitment Duration
Planning and Building Permit Fee Grant	15 years
Additional Residential Dwelling Unit Grant	15 years
Tax Increment Equivalency Grant (TIEG)	20 years
Commercial and Rental Housing Expansion and Conversion Grant	15 years
Development Charges Rebate Program (<i>not active</i>)	20 years

3.12 Eligible Rental Rates

Affordable rental rates will align with the affordable rates for North Perth established in the “Affordable Residential Units for the Purpose of the Development Charges Act, 1997 Bulletin”. Attainable rental rates will be calculated using 30% of the median gross total household income for North Perth based on current Census data.

Rates will be reviewed annually and as definitions of affordable and attainable from upper levels of government change or evolve. The Municipality of North Perth maintains the authority to adjust eligible rates at any time. Approved projects are expected to align with the affordable and/or attainable rental rates in place at the time that their project is complete (e.g., construction complete, and occupancy granted). Eligible rental rates will be posted to the Municipality of North Perth website.

3.13 Sustainable Building Determination

When determining whether a building is considered a Sustainable Building or Green Building, the design philosophy of the building should generally follow global standards in green building, such



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as Passive House, LEED, Canada Green Building Council's Zero Carbon Building Standard or other equivalent standard to the satisfaction of the Municipality of North Perth Chief Building Official. Proof of certification from the above standards will achieve sustainable building status under the CIP. Alternatively, applicants may provide written justification and support on how their project aligns closely with the above standards or achieves energy efficiency standards sufficiently above the Ontario Building Code minimum standards. The Municipality may seek third-party/professional expertise to determine sustainable building status.

3.14 Payment:

Grant and/or program payment terms are established in the CIP.

4.0 POLICY COMMUNICATION:

The North Perth Attainable and Affordable Housing CIP and Implementation Policy will be made publicly available on the municipal website.

5.0 POLICY REVIEW:

The North Perth Attainable and Affordable Housing CIP Implementation Policy will be reviewed once per Council term or as required.

REVISION HISTORY

Revision	Date	Comments
1		Issue Date
2	April 2025	2025 Policy Updates
3	March 2026	Policy Updates

