

**NEIGHBOURHOOD IMPROVEMENT
PROGRAM**

ADMINISTRATION GUIDE

**PREPARED BY CENTRAL MORTGAGE AND HOUSING CORPORATION
& THE PROVINCE OF ONTARIO
IN CONSULTATION WITH THE HOUSING STAFF SUBCOMMITTEE
OF THE MUNICIPAL LIAISON COMMITTEE**

OCTOBER, 1975.

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**separate documents available from the Community Renewal Branch*

I. INTRODUCTION

The purpose of this document is to provide detailed information about the operation and administration of the Neighbourhood Improvement Program and the Site Clearance Programs under Section 27-1 to 27-7 of The National Housing Act and Section 22, 23, 24, 36 and 37 of The Planning Act in the Province of Ontario. In addition, this document makes reference to the Residential Rehabilitation Assistance Program, Section 34-1 of The National Housing Act.

(See Appendix E for copies of the appropriate Legislation)

BACKGROUND

II. BACKGROUND

Amendments to The National Housing Act passed in June of 1973, make provisions for the Neighbourhood Improvement, Residential Rehabilitation Assistance and the Site Clearance Programs. The Residential Rehabilitation Assistance Program is a separately funded but integral part of the Neighbourhood Improvement Program (NIP). These programs were developed to encourage and support the efforts of municipalities in concert with neighbourhood residents toward the improvement of the environment in older, deteriorating neighbourhoods. The Neighbourhood Improvement Program and Site Clearance Program are funded by the 3 levels of Government — Federal, Provincial and Municipal.

In addition in Ontario these rehabilitation efforts have been complemented by the Ontario Home Renewal Program (OHRP). A separate administration guide for this program exists and information may be obtained from the Community Renewal Branch, Ministry of Housing.

The details for the administration of The Residential Rehabilitation Assistance Program (RRAP) are not presented in this Guide. Information regarding the administration of this Program may be obtained from Central Mortgage and Housing Corporation.

PROGRAM FEATURES

III. PROGRAM FEATURES

There are three basic features of the program:

A. Limited Funding

It does not seek to provide unlimited resources to do everything that may be considered desirable. Instead, NIP requires planning and implementation within the terms of known and predetermined resources. In turn, this requires a careful selection of priorities for action and further requires flexibility in planning and implementation to allow for readjustment of priorities as conditions or costs change. The municipality is required in the initial instance to estimate the costs and, if these costs are accepted by the Federal and Provincial governments, the Federal and Provincial contributions allocated to the neighbourhood by the municipality becomes the maximum Federal and Provincial contributions for that particular project.

B. Planning Requirements

The planning process should not involve the preparation of an elaborate plan before action commences. However, the approval of the Provincial Minister is required before such action can commence. Consequently, implementation may proceed when a redevelopment plan pursuant to Section 22(5) and The Planning Act has been formulated, as defined in Appendix D. Detailed planning of more specific proposals should be undertaken during implementation.

C. Resident Participation

It is a requirement of The National Housing Act that the municipality advise the Province of the manner in which the municipality proposes to obtain the participation of the neighbourhood in planning and implementation. However, the responsibility for the degree of resident involvement is a matter for municipal determination. Such involvement should concern itself not only with the physical improvement of the area which is funded under NIP but also with ongoing administrative and related costs that installation of such facilities will place upon the municipality.

D. Staging

It is anticipated that the entire process will take a period of not more than four years. Up to 2% of the funding to a municipality may be used for neighbourhood selection. Up to 8% of the funding allocated to a neighbourhood by the municipality may be used for neighbourhood planning. The remainder of the funding allocated to a neighbourhood is for implementation (see Section VIII Page 9).

**NEIGHBOURHOOD IMPROVEMENT PROGRAM
OBJECTIVES & GUIDELINES**

MUNICIPAL ELIGIBILITY

V. PROVINCIAL REQUIREMENTS FOR MUNICIPAL ELIGIBILITY

In order to qualify for the Neighbourhood Improvement Program a municipality must meet the following criteria:

- (1) have a neighbourhood or neighbourhoods which meet the neighbourhood eligibility criteria — where more than one area is eligible, priority must be given to the most needy (See Section VI);
- (2) have an official plan in order to be able to designate the area pursuant to Section 22(2) of The Planning Act;
- (3) have or agree to develop a property maintenance by-law and commit itself to effectively administer it in the future. (Section 36 of The Planning Act);
- (4) have the financial and administrative capability to undertake the Neighbourhood Improvement Program;
- (5) agree to involve the residents of the neighbourhood in determining the goals and priorities for the improvement of their neighbourhood.

Any municipality wishing to be considered for participation in the Neighbourhood Improvement Program should make its interest known to the Community Renewal Branch. Staff of the Branch will advise municipalities as to the procedures for preparing an application.

N.B. It is vital that any municipality undertaking the Neighbourhood Improvement Program has both financial and administrative capabilities available. However, it is not immediately apparent to municipalities that this program has many hidden expenses and ramifications which only appear after the program has been in operation for a period of time. For example:

- (a) if a swimming pool is a planning choice by a municipality, future current expenditure by that municipality will have to be adequate to service and staff same;
- (b) OHRP and RRAP require general administrative functions in excess of that available in the average municipal office. Federal and Provincial funds assist in meeting only a portion of these costs;
- (c) even the processing of NIP accounts and claims places an additional burden upon treasury staff. NIP does provide for the cost sharing of all the municipal administration costs directly related to the program. Municipalities must indicate at the time application is made for initial funding for selection of a neighbourhood, the administrative format to be used to administer the program, i.e. where will NIP fit? Is the program to be administered by the planning department, the development department, the housing department, the recreation department, or will the administration of the program be a new function within the municipal framework?

NEIGHBOURHOOD ELIGIBILITY

VI. NEIGHBOURHOOD ELIGIBILITY

It is recommended that prior to entering into the Neighbourhood Improvement Program, the municipality should consult with the Community Renewal Branch of the Ministry of Housing.

The criteria are designed to be compatible with the characteristics of most urban areas, but there may be unique local geographic, historical or economic factors which would make a strict interpretation of the standards unduly restrictive. In such cases, the municipality should seek assistance of the Community Renewal Branch of the Ministry of Housing.

A. DEFINITIONS — TO BE ELIGIBLE FOR NIP, AREAS MUST BE RESIDENTIAL NEIGHBOURHOODS, AS DEFINED BELOW:

1. "Residential" means that existing built-up gross land uses are more than 50% residential, and that unserviced vacant land is less than 20% of total gross land uses.
2. "Neighbourhood" means an area defined by boundaries which respect existing geographic, social, physical and functional features.

B. INDICATORS OF NEED AND VIABILITY — NEIGHBOURHOODS SELECTED SHALL DISPLAY THE FOLLOWING CHARACTERISTICS:

- (a) A significant portion of the housing stock is in need of rehabilitation.

Requirement

More than 25% of residential units shall be in need of rehabilitation.

Method

The number of residential units shall be established by available statistics and /or a visual survey.

- (b) Other elements in the physical environment are in need of rehabilitation.

Requirement

Deficiency or deterioration in at least one of the following categories:

1. Neighbourhood sewer and water services.
2. Paving, lighting and other local utilities.
3. Non-residential buildings, structures and uses.

Method

Municipal estimate through existing municipal records and/or visual survey.

- (c) There are deficiencies in neighbourhood recreational and social facilities.

Requirement

Deficiency or deterioration in at least one of the following categories:

1. Public recreation facilities, indoor and outdoor.
2. Public open space.
3. Public social facilities, such as community centres, libraries, clinics and multi-service facilities.

Method

Municipal estimate and/or survey.

- (d) The area is occupied for the most part by low and moderate income people.

Requirement

The average household income of the NIP area shall be below the average household income of the municipality. Where the municipality is small, and the NIP area occupies a substantial proportion of the municipality, the average neighbourhood income shall be below the average provincial household income.

Method

Estimates from census data and/or other appropriate data.

- (e) The area is potentially stable in terms of residential land uses and densities.

Requirements

1. There are no indications of major construction or redevelopment plans which will cause major changes in land use of the area, beyond those types of changes which may develop in the Neighbourhood Improvement Program planning process.
2. There are no conditions inside and outside of the neighbourhood which will continue to exert a negative influence in the neighbourhood, the adverse effects of which cannot be ameliorated by government action.
3. The municipality has or intends to adopt and enforce a property maintenance and occupancy standards by-law.

N.B. With respect to e(2), the definition of a condition which is a deteriorating influence should be interpreted on the basis of local conditions. For example, a pulp mill may be a source of pollution, but if it provides the bulk of local employment, it may constitute an acceptable condition to the local residents. On the other hand, a noisy scrap metal yard in or adjacent to a NIP area may be considered a negative influence. Even in this case, however, all that is asked is that the municipality indicate that a reasonable effort to alleviate the problem has been or will be made.

C. FUNDING CRITERIA

To insure that meaningful improvement will be carried out, the following funding criteria are operative for projects funded in the 1975 agreement:

1. The minimum level of NIP project Federal contributions shall be one hundred dollars (\$100) per NIP area resident.
2. The minimum level of NIP project Federal contributions should be one hundred and fifty thousand dollars (\$150,000) per project.

It should be noted that "NIP project Federal contributions" is the amount of Federal contributions allocated to a specific project after selection stage contributions have been deducted, i.e. the amount of Federal contributions available for the planning and implementation stages of the project.

FEDERAL AND PROVINCIAL FINANCIAL ASSISTANCE

VII. FEDERAL AND PROVINCIAL FINANCIAL ASSISTANCE

Grant Contributions

Central Mortgage and Housing Corporation and the Province may, within the financial limits specified in the annual agreement with the Province, make contributions to a municipality. There are two categories of assistance, depending upon the nature of the specific project. Levels of assistance are as follows:

A. 50% (FEDERAL CONTRIBUTION) AND 25% (PROVINCIAL CONTRIBUTION) OF THE COST OF

- (a) *Selecting the neighbourhood* — for neighbourhood selection, the Federal contribution shall not exceed two percent of the Federal allocation. The Provincial contribution shall be 50% of the Federal contribution. These selection costs may include such items as meetings, cost of census data, surveys, staff salaries, rental of meeting places and advertising.
- (b) *Developing a Neighbourhood Plan* — for neighbourhood planning, the Federal contribution shall not exceed eight percent of the Federal contribution allocated to the neighbourhood by the municipality. The Provincial contribution shall be 50% of the Federal contribution. These costs could include, for example, meeting costs, rental of meeting places, salaries of municipal staff delegated to work with area residents, consultant fees, and support for citizen involvement.
- (c) *Acquiring or clearing land* for the purpose of providing open space or community facilities in the designated neighbourhood. A municipality cannot use Neighbourhood Improvement Program funds to be reimbursed for land which it already owns.
- (d) *Acquiring or clearing land* to be used for medium and low density housing for individuals or families of low and moderate income where:
 - i) the property consists of residential buildings that are beyond the stage of economic rehabilitation and will be cleared, or:
 - ii) the existing land use is inconsistent with the general character of the area, or:
 - iii) the property is adjacent to (i) or (ii) and is required to assemble a suitable site for the planned re-use of the land.

It is recommended that when considering the purchase of such lands there should be prior consultation with the Ontario Housing Corporation and Central Mortgage and Housing Corporation in order to determine the suitability of the site for funding for social housing. Where a municipality owns land with housing or noxious uses it may use NIP funds to clear such lands for low and moderate income housing.

In some instances, it may be the optimal solution to move residential buildings to other

sites within the neighbourhood or elsewhere, rather than demolishing them. Instances where the moving of residential buildings might occur would be in the assembly of sites for social and recreational facilities or social housing, where the majority of buildings are substandard, but a few are in good condition and lend themselves to being moved elsewhere, possibly as an in-filling operation.

Moving costs are eligible under the program, the degree of assistance depending upon the subsequent re-use of the cleared land as is the case with acquisition and clearance. In reaching a decision on moving a unit as an alternative to demolition, a municipality should be guided by the physical and economic viability of the operation and the social factors involved. Eligible moving costs include the cost of a new lot, foundations, actual moving costs plus repair to any damage caused, and incidental expenses.

- (e) *Capital cost of construction or acquiring and improving social and recreation facilities within the designated neighbourhood* such as playgrounds, parks, equipment and landscaping for parks and playgrounds, community centres, wading pools, swimming pools, clinics and libraries. **Operating costs for these facilities are not eligible for funding.** Oversize facilities must be pro-rated to determine the eligible cost.
- (f) *Developing property maintenance and occupancy standards* that will apply to the neighbourhood. Actual costs of enforcement are not eligible. Assistance and a model by-law can be obtained from the Community Renewal Branch for municipalities wishing to pass a by-law under Section 36 of The Planning Act. Prior to the passing of the by-law by Council, comments should be solicited from the Community Renewal Branch of the Ministry of Housing for the purposes of R.R.A.P. See Section X(d) of this Guide.
- (g) *Relocation expenses and compensation related to the relocation of individuals or families* dispossessed of housing accommodation as a result of the implementation of the project. This includes moving expenses and any additional costs for interim accommodation, if necessary. If expropriation is necessary the compensation will be as provided for in The Expropriation Procedures Act.
- (h) *Administrative and information costs of the program*, including the costs of employing persons for the implementation of the project, as well as publicity, information and general administrative costs.
- (i) *Making loans for the physical improvement of commercial enterprises* in the neighbourhood. This item relates to the municipal administra-

tive costs incurred in arranging the loan. In this instance there is **no Provincial contribution**.

- (j) *Netting of Contributions* — contributions made under the above (a to i) are made on the condition that any proceeds from disposals of acquired assets shall be credited to Project Costs in the Statement of Accounts, at the time the disposal is made. Where acquired assets are subsequently leased, the capitalized value of the leasehold disposal shall be credited in the Statement of Account at the time the lease is entered into. Particulars of the lease shall be conveyed to CMHC and the Ministry.

B. 25% (FEDERAL CONTRIBUTION) AND 25% (PROVINCIAL CONTRIBUTION) TOWARDS THE COST OF

- (a) *Improving municipal and public utility services* — This may include sanitary and storm sewer systems, water distribution systems, roads, paving, culverts, curbs, gutters, sidewalks, street lighting, fire and police alarm systems, traffic lights, street name signs, termite and rodent control, landscaping of street boulevards, the cost of acquiring land for roads, etc. The cost of installing hydro, gas and telephone distribution systems is usually borne by the rate structure of the utility company involved. However, where there is a cost of installation or compensation for abandonment of utilities to the municipality, such cost would be eligible for a contribution. The costs of services provided on a scale that is greater than required for the neighbourhood must be pro-rated.
- (b) *Acquiring or clearing land* that may not be used for public open space or community facilities or for medium and low density housing for low and moderate income people and where the land use is not consistent with the general character of the neighbourhood, less the market value of the land after it has been acquired and /or cleared, as determined by Central Mortgage and Housing Corporation and the Province.

C. LOANS AVAILABLE FROM CMHC FOR THE MUNICIPAL SHARE OF NIP COSTS

Municipalities may apply to CMHC for loans in an amount not exceeding 75% of the amount obtained by deducting the amount of CMHC contributions from the capital cost upon which the contribution was determined. Loan applications may be made

for each of the separate stages of selection, planning and implementation (three separate loans). Applications are to be made on Application-Loan CMHC 1846 in duplicate and are to be supported by a resolution of council authorizing the loan application together with evidence of provincial approval.

D. COMMERCIAL REHABILITATION LOANS FROM CMHC (refer to A(i))

With respect to any loan made by the municipality to a commercial enterprise for the purpose of improving premises within the neighbourhood in respect of which the CMHC contribution is made, an amount not exceeding in any case the lesser of:

- i) the amount of the loan made by the municipality to the commercial enterprise;
- ii) ten thousand dollars.

Loans may be for a term not exceeding 25 years and will bear interest at a rate prescribed by Governor-in-Council as of the date of loan commitment. The interest rate for commercial loans may be $\frac{3}{8}$ of 1% greater than the rate of CMHC loan to the municipality to cover ongoing administration costs.

All loans are to be secured by the issuance of Provincial or municipal debentures which are required annually in an amount equal to the advances made during the previous year. Interest on such advances will be due and payable on the effective date of each debenture.

The debenture is to be in such a form as to comply with all normal requirements for provincial or municipal debentures. To this end, a municipality is to obtain provincial certification of the debenture as to its validity. The debenture must be registered by the province or municipality concerned in the name of Central Mortgage and Housing Corporation. Registration details are to appear on the debenture. Repayment is to be made in equal blended payments of principal and interest not less frequently than annually, in accordance with a repayment schedule which will form an integral part of the debenture. The interest rate must be accurately recorded on the face of the debenture, e.g. $8\frac{5}{8}\%$ calculated semi-annually. The debenture may either indicate that all payments of principal and interest are to be made by cheque to Central Mortgage and Housing Corporation or may have coupons of combined payments of blended principal and interest in accordance with the repayment schedule.

PROCESS BY WHICH THE PROGRAM OPERATES

VIII. PROCESS BY WHICH THE PROGRAM OPERATES

The program is operated on the basis of an annual agreement between Central Mortgage and Housing Corporation and the Government of Ontario. This agreement provides for a Federal contribution to the Province of Ontario for re-allocation among Ontario municipalities selected by the Province in consultation with the Municipal Liaison Committee and accepted by C.M.H.C. There is a 4 year period for the completion of the program. The annual agreement also provides the manner in which applications are to be made, sets out criteria for neighbourhood eligibility, and indicates the manner in which certificate of eligibility will be issued. All enquiries should be directed to the Community Renewal Branch of the Ministry of Housing of the Government of Ontario. Also, all applications for the Federal and /or Provincial funds by eligible municipalities in a given year for each of the three successive stages of program operation should be made to the Minister of Health, Government of Ontario.

The selection of the neighbourhood or neighbourhoods within a selected municipality shall be the responsibility of the municipality, as long as the selected neighbourhood complies with the neighbourhood eligibility criteria. Prior to finalizing the selection of the neighbourhood, a municipality should consult with the Community Renewal Branch of the Ministry of Housing.

It is not mandatory that the three-stage process be followed in every instance. Provided the preparatory work has been completed, a municipality may enter the process at the planning or the implementation stage.

The staff of the Community Renewal Branch of the Ministry of Housing will help the eligible municipality determine the stage of its operation. The three stages being:

- i) Neighbourhood Selection
- ii) Neighbourhood Planning
- iii) Implementation

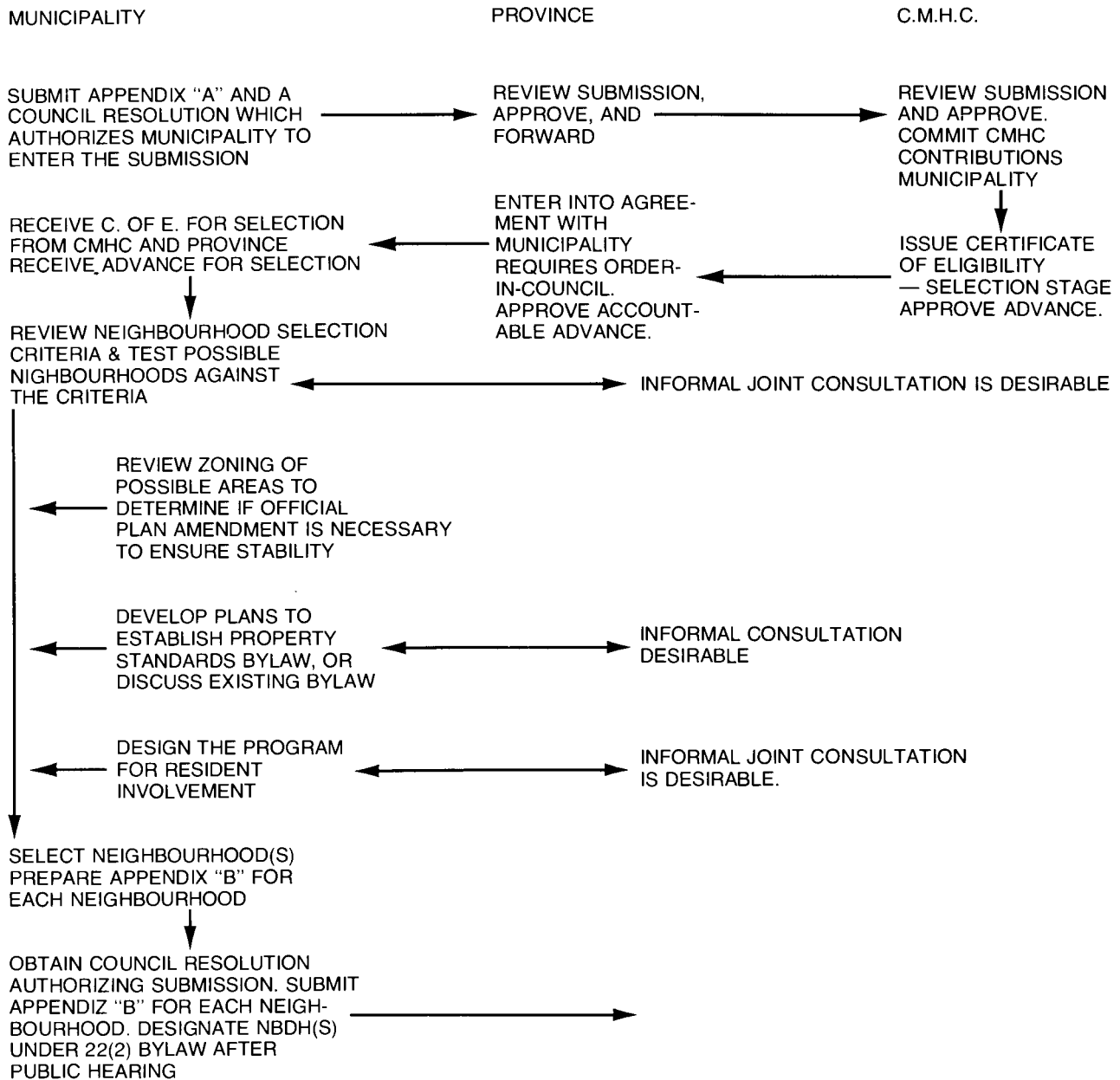
Normally a municipality should not require more than 6 months in each of the selection and planning stages and the remaining 3 years for implementation.

STAGE I — NEIGHBOURHOOD SELECTION

IX. STAGE I — NEIGHBOURHOOD SELECTION

- (a) Following the selection of municipalities and the establishment of fund ceilings, municipalities selected shall apply to the Minister of Housing to obtain Federal and Provincial funds for the selection of neighbourhoods. For neighbourhood selection, the Federal contribution shall not exceed two percent of the Federal allocation. The Provincial contribution shall be 50% of the Federal contribution. The Federal contribution is normally made in conjunction with the issuance of a Certificate of Eligibility for the pertinent share. The Provincial contribution is only made following the receipt of a Provincial Order-in-Council and the execution of the Provincial-Municipal agreement. Normally at completion of the selection stage a municipality will have designated an area or areas as redevelopment areas under Section 22(2) of The Planning Act and will also have made primary allocations to each area (where more than one area is selected).
- (b) *Municipal Request for Financial Assistance*
A municipal request for financial assistance to select a neighbourhood or neighbourhoods be made on the application form marked Appendix "A".

FLOWCHART — NIP SELECTION STAGE — ONTARIO



STAGE II — NEIGHBOURHOOD PLANNING

X. STAGE II — NEIGHBOURHOOD PLANNING

(a) When an area(s) has been selected, municipalities may apply to the Minister of Housing to obtain Federal and Provincial funds for the preparation of neighbourhood improvement plan(s). The Federal contribution will not exceed 8% of the funding allocated to the neighbourhood by the municipality.

(b) *Municipal Request for Financial Assistance*
A separate application is required for each neighbourhood selected. The application for neighbourhood planning funds should be made on the application form marked Appendix "B".

Municipalities when considering the funding of projects for implementation should note that due to the cost-sharing mechanism the total project costs may exceed more than double the Federal allocation. This is because the Provincial contribution remains a constant 25% of the total cost. Municipal share may be considerably higher than 25%. Note example #2.

Example #1 —

Where money is to be used for parks.

Municipal	Provincial	Federal
25%	25%	50%
\$50	\$50	\$100
Total Project = \$200.00		

Example #2—

Where money is to be used for the construction of sewers.

Municipal	Provincial	Federal
50%	25%	25%
\$200	\$100	\$100
Total Project = \$400.00		

(c) *Minor Implementation* — Prior to the completion of the planning stage and the forwarding of Appendix "C", the municipality may begin "minor implementation" which can consist of:

1. Property acquisition where it is expedient to purchase immediately;
2. Where it is desirable to complete a project for the sake of visibility to encourage local participation.

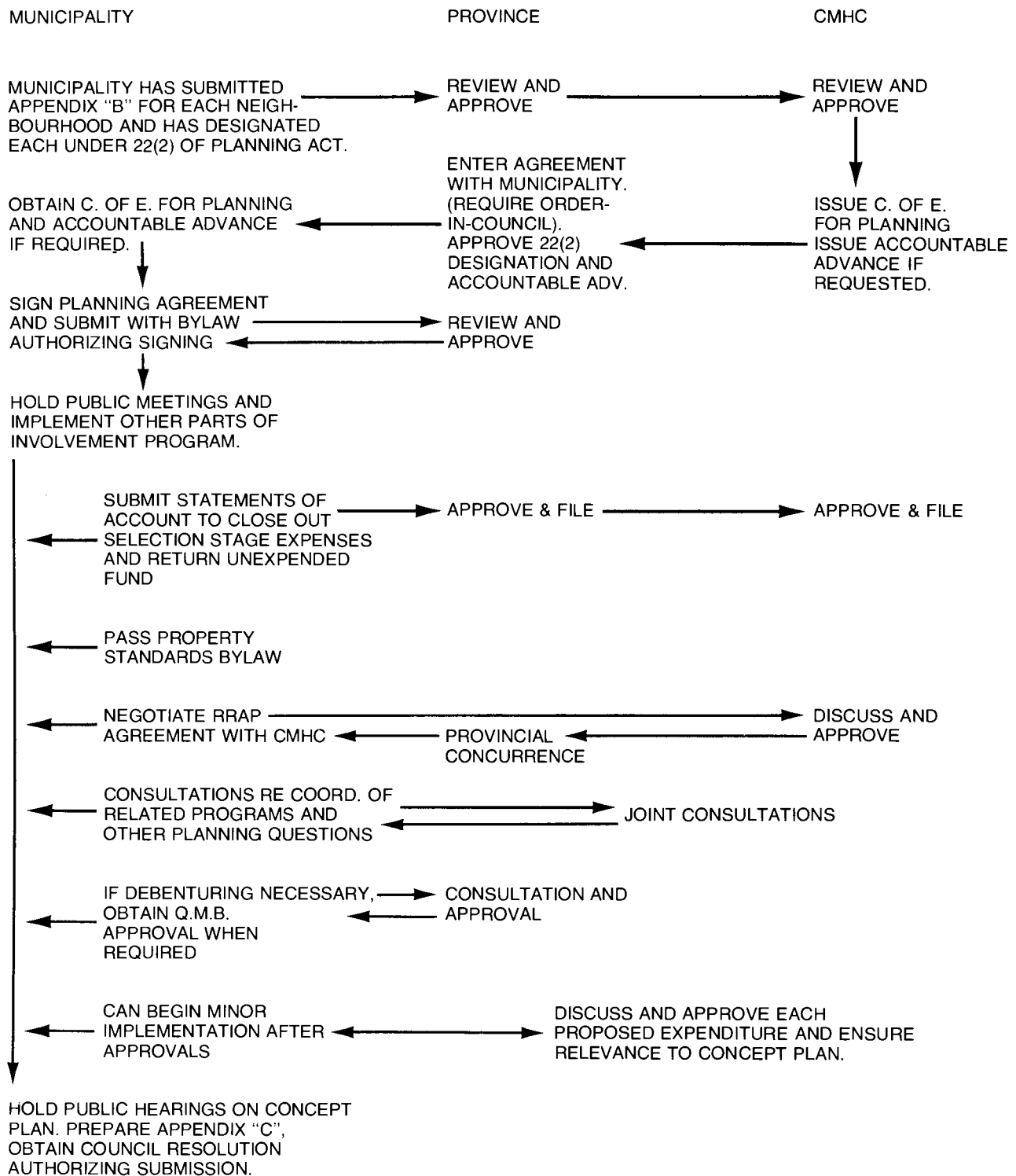
If such minor implementation is carried out, the municipality must ensure that the cost of such projects are not more than the municipal share of the total NIP allocation. Such costs must be borne by the municipality until the Provincial-Municipal agreement and the CMHC Certificate of Eligibility are obtained for Stage III. Subsequent retroactive cost sharing of such items requires the approval of the Minister and CMHC, and will be contingent upon:

1. Prior consultation with CRB,
2. Evidence that the need for such project has been identified through the participatory planning process, and shall form an eligible part of the redevelopment plan.

(d) *RRAP* — The Agreement between the municipality and CMHC regarding the Residential Rehabilitation Assistance Program which is a separately funded program from NIP, and governed by a separate agreement between the municipality and CMHC, should be negotiated as soon as possible in the planning stage and will be submitted by CMHC to the Province for concurrence. Implementation of RRAP cannot begin until this approval has been obtained.

The property maintenance and occupancy standards by-law passed under Section 36 of The Planning Act must be prepared by the municipalities prior to entering implementation. Prior consultation is suggested since this by-law must be satisfactory to the Province for purposes of OHRP, and to CMHC for the purposes of RRAP. Where a by-law already exists, it is suggested that there should be consultation with CMHC and the Province to ensure its compatibility with OHRP and/or RRAP.

FLOWCHART — NIP PLANNING STAGE — ONTARIO



**STAGE III — NEIGHBOURHOOD IMPROVEMENT PLAN
IMPLEMENTATION**

XI. STAGE III — NEIGHBOURHOOD IMPROVEMENT PLAN IMPLEMENTATION

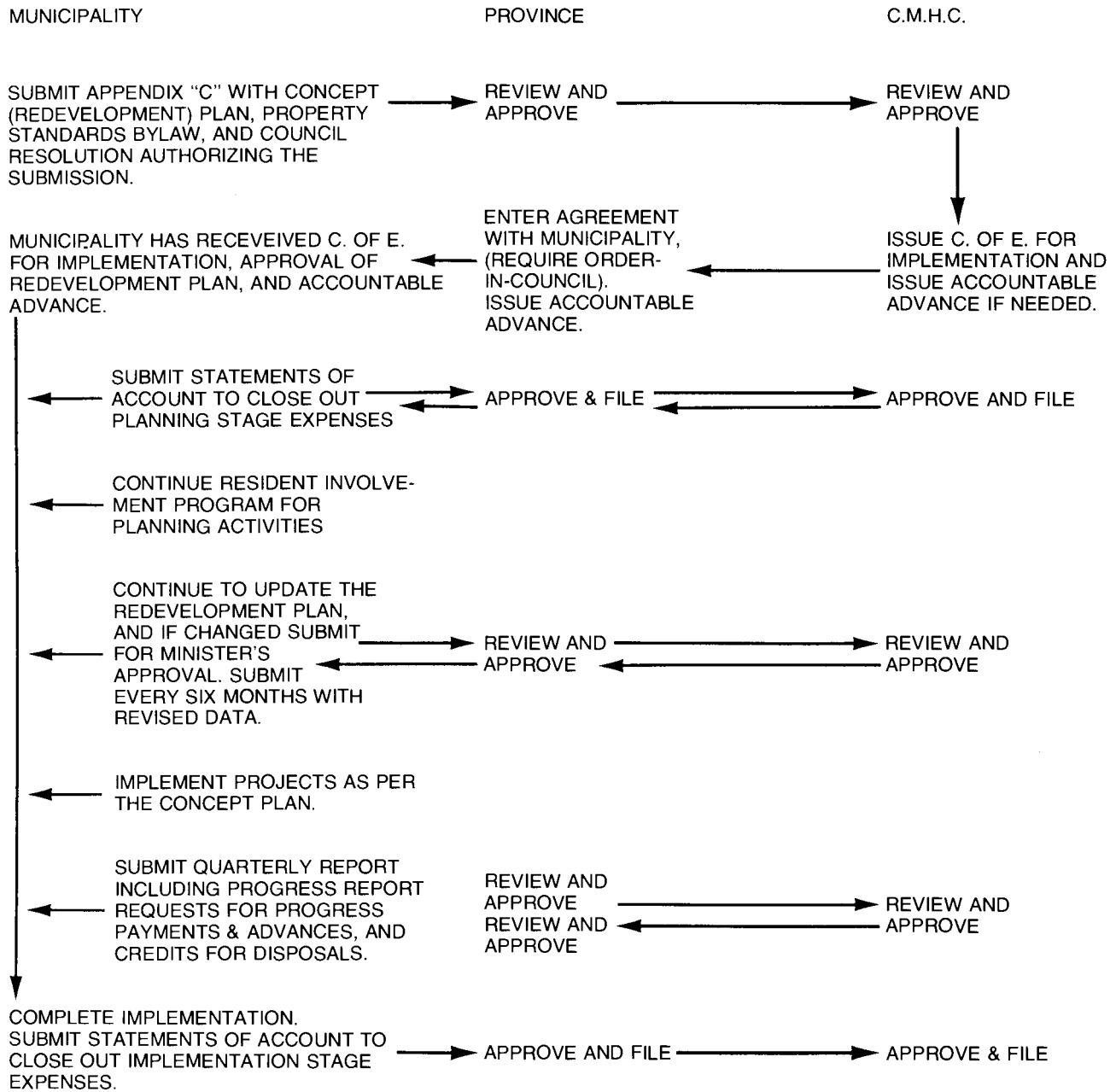
The implementation stage can begin as soon as a neighbourhood improvement concept plan (Redevelopment Plan) has been formulated and approved by the Province and CMHC. Such approval shall be by way of a Certificate of Eligibility and by agreement between the Province and the municipality. An application for Federal and Provincial funds to implement a neighbourhood improvement plan should be made to the Minister of Housing. The application for neighbourhood improvement plan implementation should be made on the application form marked Appendix "C".

The Redevelopment Plan By-law passed by the municipality under Section 22 of The Planning Act is forwarded to the Minister of Housing for his consideration and approval. The municipality's request to the Minister of Housing for implementation funds and /or the approval of the Redevelopment Plan shall be supported with:

- (a) Complete minutes of the public hearing, and
- (b) Proof of municipal financial capability to meet its share of the cost and that the financing, debenturing, etc. has been approved by the Ontario Municipal Board.

N.B. Provincial funds will not be released until the legal agreements are entered into. This applies to each stage.

FLOWCHART — NIP IMPLEMENTATION — ONTARIO



THE C.M.H.C. ROLE

XII. THE CMHC ROLE

The CMHC role will be:

- (a) To negotiate an annual NIP agreement including the list of eligible municipalities in collaboration with the Province.
- (b) Approving applications from eligible municipalities as submitted by the Province, pursuant to the annual NIP agreement.
- (c) Issuing the relevant certificate of eligibility in the name of the Federal Government to the municipality and forwarding a copy to the Province.
- (d) Preparation and release of joint press release.
- (e) Making advance payments to the municipality through the Province.
- (f) Processing claims for Federal contributions and loans as submitted by the Province and make payments to municipality.
- (g) Continuing project monitoring and review to determine if project objectives are being met.
- (h) Undertake jointly with the Province an evaluation of the effectiveness of the Neighbourhood Improvement Program.
- (i) Negotiate RRAP agreement with the municipality after Provincial authorization has been obtained (CMHC Office).

THE PROVINCIAL ROLE

XIII. THE PROVINCIAL ROLE

The Provincial role will be:

- (a) Receive statement of intent to participate from municipalities wishing to enter the program.
- (b) Negotiate an annual NIP agreement with the Federal Government, in consultation with the Municipal Liaison Committee, and also re-allocation of funds where necessary.
- (c) In consultation with the Municipal Liaison Committee, develop municipal selection criteria and also prepare the list of selected municipalities in a given year.
- (d) Notify eligible municipalities.
- (e) Discuss with eligible municipalities the status of their Neighbourhood Improvement Program.
- (f) Receive and review applications from eligible municipalities for Federal and Provincial aid, and if acceptable, forward same to CMHC field office.
- (g) Advise municipalities of the Federal decisions on their applications.
- (h) Receive and review municipal requests for Provincial and Federal advance payments, and if acceptable, forwarding the latter to CMHC field office.
- (i) Receive and review municipal claims for Provincial and Federal payments, and if acceptable, forwarding the latter to CMHC field office.
- (j) Receive redevelopment plan and process for approval.
- (k) Negotiate individual agreements at each stage with the municipality.
- (l) Continue project monitoring and review to determine if objectives are being met and to recommend adjustment.
- (m) Undertake jointly an evaluation of the effectiveness of the Neighbourhood Improvement Program as per clause 10 of the agreement.
- (n) Prepare a needs and demands study for allocations for subsequent years.
- (o) Provide Ministerial approval of CMHC/Municipal RRAP agency agreement.

XIII. THE PROVINCIAL ROLE

The Provincial role will be:

- (a) Receive statement of intent to participate from municipalities wishing to enter the program.
- (b) Negotiate an annual NIP agreement with the Federal Government, in consultation with the Municipal Liaison Committee, and also re-allocation of funds where necessary.
- (c) In consultation with the Municipal Liaison Committee, develop municipal selection criteria and also prepare the list of selected municipalities in a given year.
- (d) Notify eligible municipalities.
- (e) Discuss with eligible municipalities the status of their Neighbourhood Improvement Program.
- (f) Receive and review applications from eligible municipalities for Federal and Provincial aid, and if acceptable, forward same to CMHC field office.
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- (m) Undertake jointly an evaluation of the effectiveness of the Neighbourhood Improvement Program as per clause 10 of the agreement.
- (n) Prepare a needs and demands study for allocations for subsequent years.
- (o) Provide Ministerial approval of CMHC/Municipal RRAP agency agreement.

ACCOUNTABLE ADVANCES

XIV. ACCOUNTABLE ADVANCES

To provide working capital to a municipality for NIP purposes, the Province and CMHC may make accountable advances in relation to their respective contributions. There will be no accountable advances in respect to loans. Accountable advances may be made as follows:

- (a) For neighbourhood selection, the Federal contribution shall not exceed two percent of the Federal allocation. The Provincial contribution shall be 50% of the Federal contribution.
- (b) For neighbourhood planning, the Federal contribution shall not exceed 8% of the contribution allocated to the neighbourhood by the municipality. The Provincial contribution shall be 50% of the Federal contribution.
- (c) For implementation, up to the municipality's anticipated program expenditures for a two month period but in no event exceeding 20% of the total Federal contribution allocated to the neighbourhood by the municipality. As progress claims are submitted, the accountable advance can be adjusted up to the authorized level until 90% of the Federal and Provincial contributions has been disbursed (progress payments plus outstanding accountable advances). Beyond this level, accountable advances are to be re-imbursed through the submission of further progress claims. Thereafter, the final 10% may be disbursed on submission of accounts.

**PROGRESS PAYMENTS — FEDERAL AND PROVINCIAL
CONTRIBUTIONS AND FEDERAL LOANS**

XV. PROGRESS PAYMENTS — FEDERAL AND PROVINCIAL CONTRIBUTIONS AND FEDERAL LOANS

Separate progress payment claim forms for both the Provincial and CMHC share of the costs are available from the Community Renewal Branch, Ministry of Housing. Progress payment claims shall be submitted at least quarterly to the Community Renewal Branch of the Ministry of Housing, who will, in turn, forward them to the local CMHC Branch Manager for payment of the Federal share. The claim should be supported by attachments providing the following details:

- (i) Date of expenditure
- (ii) Nature of expenditure
- (iii) Amount of expenditure
- (iv) Recipient (name of the person or firm to whom the disbursement was made)
- (v) Address of property where applicable
- (vi) Property acquisition — specify following where applicable (use separate appendix if necessary, repeating property address):
 - (a) Approximate land area
 - (b) Existing land use
 - (c) No. of households displaced
 - (d) No. of persons displaced
 - (e) No. of persons to be rehoused
 - (f) Intended land re-use, e.g. residential, social facilities, parks, etc.
 - (g) No. of proposed housing units.
- (vii) Progress Report: municipalities shall be required to provide up-dated neighbourhood improvement plans and budgets every six months until implementation is complete.

THE SITE CLEARANCE PROGRAM

XVI. THE SITE CLEARANCE PROGRAM

The Program is not applicable within NIP areas, however, funding for such projects is not separate from the total Federal NIP allocations.

Funds under this program are to be used for the purpose of acquiring and demolishing:

- (a) Lands and residential buildings outside of NIP areas that do not meet the minimum housing standards set out in the agreement, and
- (b) Lands and buildings, other than residential buildings, that are outside NIP areas and that are:
 - (i) located in an area that contains housing that is occupied mainly by individuals or families of low income, and
 - (ii) being used for a purpose that is inconsistent with the general character of the area in which the buildings are located, where the lands will be used, after their acquisition and clearance, for housing or recreation or social facilities.

In both cases, the program is characterized by its small scale — the total sum of acquisition and demolition costs of contiguous properties cannot exceed \$500,000. This measure has been instituted to prevent a disruption of existing areas by large scale clearance.

Application of the program is contingent upon the adoption of a property maintenance standards by-law, and upon satisfactory compensation to those affected.

PROGRAM OBJECTIVES

The program is designed to assist municipalities to enforce property maintenance and occupancy by-law standards to existing residential buildings on a municipal wide basis. It will also help in rationalizing land uses in low income residential areas through the acquisition of noxious use properties that have a blighting effect on the area.

Site Clearance Eligibility Criteria

To qualify for assistance under the program, the total sum of acquisition and demolition costs of contiguous properties must not exceed \$500,000.

The program applies to the acquisition and clearance of:

- (a) Lands and residential buildings that:
 - (i) are outside neighbourhood improvement areas,
 - (ii) do not meet minimum housing standards,
 - (iii) are beyond the stage where they can be economically rehabilitated.

- (b) Land and buildings other than residential buildings that:
 - (i) are outside neighbourhood improvement areas,
 - (ii) are located in a predominantly residential area inhabited mainly by individuals or families of low income,
 - (iii) are being used for a purpose that is inconsistent with the general character of the area and where the land will be used, after acquisition and clearance, for housing or recreation or social facilities.

Federal Financial Assistance

Pursuant to Section 27.3 and 27.4 of the National Housing Act, CMHC may contribute up to 25% of the cost of:

- (i) relocation expenses and compensation for individuals who have been disposed of housing accommodation as a result of project for which assistance is sought.
- (ii) acquiring or demolishing buildings, less the market value of the land based upon its re-use, as approved by CMHC.

In addition, pursuant to Section 27.5(2) of the National Housing Act, CMHC may make loans up to 75 percent of the municipality's share of costs after deducting the CMHC contribution.

Terms and conditions, including interest rates, security and repayment of loans for site clearance operations are identical to those for NIP loans.

Provincial Financial Assistance

Pursuant to Section 24 of the Planning Act and in accordance with the policy as announced by the Minister of Housing on December 10, 1973, the Province of Ontario may contribute up to 25% of the cost of:

- (i) relocating individuals who have been disposed of housing accommodation as a result of a project for which assistance is being sought.
- (ii) acquiring or demolishing buildings, less the market value of the land, after the acquisition or demolition of the buildings, as determined by the Province.

Process by which the program will operate

The program is closely associated with the Neighbourhood Improvement Program in that it offers an alternative approach to the clearance of small pockets of substandard housing in a community. The

program will operate on the basis of an annual agreement between the Federal Government and the Government of Ontario. In practice this agreement will be negotiated at the same time as the annual N.I.P. agreement and, if desired, the required provisions of both programs can be included in one over-all program. The government of Ontario, in consultation with the Provincial-Municipal Liaison Committee, will prepare annually, list or lists of municipalities to receive Federal and Provincial allocations in a given year. The list or lists will indicate the amount of Federal and Provincial contributions and Federal loans allocated to each municipality in a given year.

The selection of site clearance within a selected municipality shall be the responsibility of the municipality as long as the selected area complies with the Site Clearance Program eligibility criteria.

All inquiries should be directed to the Community Renewal Branch of the Ministry of Housing of the Government of Ontario. Also the applications for the

Federal and Provincial aid by eligible municipalities in a given year should be made to the Minister of Housing, Government of Ontario.

Municipal Request for Federal and Provincial Assistance

Following the Provincial selection of municipalities and the establishment of fund ceilings, municipalities selected may apply to the Minister of Housing, Government of Ontario, to obtain Federal and Provincial funds. The municipal request for financial assistance should be made on the application form marked Appendix "A".

Progress Payments — Federal and Provincial Contributions

The procedure relating to N.I.P. will apply to the Site Clearance Program. However, accountable advances are not available under the Site Clearance Program.

STAGE III — IMPLEMENTATION ADMINISTRATIVE CHECKLIST

- (1) Complete Appendix "C" and submit with council resolution authorizing the application and the redevelopment plan and debenturing requests to O.M.B. if required.
- (2) Receive Provincial approval of application and the redevelopment plan.
- (3) Receive CMHC approval of application and Certificate of Eligibility.
- (4) Sign implementation agreement with Province and submit with by-law authorizing signing.
- (5) Claim accountable advance not more than 20% of the total Federal contribution allocated to the neighbourhood by the municipality but not to exceed the municipality's anticipated program expenditures for a period of two months.
- (6) Books, vouchers, receipts, etc. must be maintained to substantiate subsequent claims.
- (7) Submit quarterly report claims with Provincial and CMHC forms.
- (8) Submit amendments to redevelopment plan for approval if required.
- (9) Recieve further accountable advances.

APPENDIX A — SELECTION STAGE APPLICATION

**APPLICATION FOR FEDERAL AND PROVINCIAL CONTRIBUTIONS —
NEIGHBOURHOOD IMPROVEMENT SELECTION STAGE**

FOR PROVINCIAL USE

FOR CMHC USE ONLY
CMHC ACCOUNT NO.

1. We, the _____ hereby apply for a Federal contribution of \$ _____ and Provincial contribution of \$ _____ for neighbourhood selection purposes under the terms of Part III-1 of the National Housing Act and pursuant to the agreement (s) dated _____ between the Government of Ontario and Central Mortgage and Housing Corporation and pursuant to Section 24 of The Planning Act, Province of Ontario, respectively.

This amount is determined as follows:

Administration	\$	
Consultants and/or city staff	\$	
Resident participation	\$	
Other estimated costs	\$	
	\$	\$
	\$	\$
Total	\$	_____
Estimated Federal 50% contributions	\$	
Estimated Provincial 25% contribution	\$	
Estimated Municipal 25% contribution	\$	

2. We also apply for an accountable advance of \$ _____ from the Federal Government and \$ _____ from the Province and agree to account for this amount by the submission of a certified statement of neighbourhood selection expenses no later than _____, we agree to refund any unearned portion of the advance and allow the Province and CMHC access to accounting records for financial audit purposes.

3. We estimate that the process of neighbourhood selection will be completed on _____.

4. A copy of the council resolution or by-law authorizing submission of this application is attached.

DATE

AUTHORIZED SIGNATURE

APPENDIX B — PLANNING STAGE APPLICATION

APPLICATION FOR CONTRIBUTION — NEIGHBOURHOOD IMPROVEMENT PROGRAM PLANNING STAGE

FOR PROVINCIAL USE

FOR CMHC USE ONLY
CMHC ACCOUNT NO:

1. We, the _____ having selected the neighbourhood called _____ for the Neighbourhood Improvement Program hereby apply for a Federal contribution of \$ _____ and Provincial contribution of \$ _____ under the terms of Part III-1 of the National Housing Act and pursuant to an agreement dated _____ between the Province of Ontario and Central Mortgage and Housing Corporation and Section 24 of The Planning Act, Province of Ontario and respectively.

This amount is determined as follows:

	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
TOTAL:	\$	_____
Estimated Federal contribution	\$	_____
Estimated Provincial contribution	\$	_____
Estimated Municipal contribution	\$	_____

2. We also apply for an accountable advance of \$ _____ from the Federal Government and \$ _____ from the Province, and agree to account for this amount by the submission of a certified statement of neighbourhood planning expenses by _____. We agree to refund any unearned portion of the advance and to allow the Province and CMHC access to records for financial audit purposes.

3. Municipal population.

4. Average Municipal household income.

4. THE DESCRIPTION OF THE NEIGHBOURHOOD

DESCRIPTION (Includes boundaries, attach maps)

NIP AREA	ESTIMATED POPULATION:	ESTIMATED NUMBER OF HOUSEHOLDS:	ESTIMATED HOUSEHOLD/ INCOME OF NEIGHBOURHOOD/ RESIDENTS

INCOME RANGE				ESTIMATED HOUSING CONDITIONS	
RANGE	%	RANGE	%	REHABILITATION/NOT REQUIRED	% OF UNITS
\$0-4,999		\$10,000-14,999		REQUIRED	
\$5,000-6,999		\$15,000-19,999		BEYOND REPAIR	
\$7,000-9,999		\$20,000 +		TOTAL NO. OF UNITS	

GROSS LAND USE — BY TYPE (INCLUDING STREETS) (Does not include intended land use)	ACRES/	% OF TOTAL
RESIDENTIAL		
PARKS AND OPEN SPACE		
INSTITUTIONAL		
VACANT LAND		
OTHER (THIS INCLUDES ALL OTHER LAND USES)		
TOTAL		

MUNICIPAL SERVICES

TYPE/	EXISTING CONDITIONS
WATER	
SEWAGE	
STREET LIGHTING	
ROADS	
SIDEWALKS	
HYDRO	
GAS	
OTHER (SPECIFY)	

SOCIAL & RECREATIONAL FACILITIES

EXISTING FACILITIES	ADEQUATE	
	YES	NO

6. NEIGHBOURHOOD RESIDENT INVOLVEMENT

INCLUDE A LIST OF ACTIVITIES AND RESPONSIBILITY OF RESIDENT PARTICIPANTS

7. SOCIAL AND RECREATIONAL FACILITIES

LIST IMPROVEMENTS TO EXISTING FACILITIES/
LIST NEW FACILITIES TO BE CONSTRUCTED/

REHOUSING PROGRAM (IFF APPLICABLE)
include details of financial assistance to be made available.

TENANTS/
OWNERS

8. PROGRAMS TO COMPLEMENT NIP/RRAP AND OHRP

LIST PROGRAMS BY TYPE (BELOW) WHICH WILL OR COULD BE UTILIZED TO COMPLEMENT THE NIP/RRAP FOR THIS PROJECT.
FEDERAL/
PROVINCIAL/
MUNICIPAL

PLEASE STATE FUTURE STABILITY OF NEIGHBOURHOOD IN TERMS OF LAND USE AND DENSITY.
SPECIFY ANY EXISTING OR POTENTIAL PUBLIC OR PRIVATE DEVELOPMENT PLANS OTHER THAN NIP AND RRAP
HAVING AN IMPACT ON NIP AREA.

9. COST ESTIMATES

PROGRAM	ESTIMATED COST \$	FEDERAL CONTRIBUTION \$	PROVINCIAL CONTRIBUTION \$	MUNICIPAL CONTRIBUTION \$
Plan refinements or revisions				
Land acquisitions for social housing				
Land acquisition for social and recreational facilities				
Capital costs of social and recreational facilities				
Relocation allowances				
Installation and abandonment services and utilities				
Land Acquisition Non-conforming uses				
Administration, including resident participation				
Reserve or contingencies for future proposals				
Total				

Commercial rehabilitation LOANS				
------------------------------------	--	--	--	--

NOTE: Reallocation of funds is possible within the overall total amount.

**ACQUISITION AND CLEARANCE ESTIMATE
(IF APPLICABLE)**

BUILT-UP LAND TO BE CLEARED (Describe Use)	ACRES	PROPOSED LAND RE-USE

MUNICIPAL SERVICES

TYPE/	EXISTING (To be improved)	NEW (To be installed)
WATER		
SEWAGE		
STREET LIGHTING		
ROADS		
SIDEWALKS		
HYDRO		
GAS		
OTHER (Specify)		

10. We estimate that the implementation of the improvement plan will be completed by . _____
11. A copy of the municipality's property maintenance & occupancy standards by-law.
12. A council resolution or by-law authorizing the application.
13. Undertaking to submit on a quarterly basis progress reports and other data related to the project as required by the Province and CMHC.
14. Undertaking by the municipality to submit up-to-date neighbourhood improvement plans and budgets every six months until the plan is finished.
15. Undertaking by the municipality to the effect that each contract entered into by a municipality with respect to project implementation will be by public tender unless otherwise agreed to by the Province and the Corporation.
16. To allow the Province and CMHC an access to accounting records for final audit purposes.

DATE

AUTHORIZED SIGNATURE

NOTES:

1. Various sources of data or records to assist in the formulation of improvement needs should be used to provide the requested information.
2. Please attach separate sheets if space provided is insufficient.

APPENDIX C — IMPLEMENTATION STAGE APPLICATION

APPLICATION FOR CONTRIBUTION NEIGHBOURHOOD IMPROVEMENT PROGRAM IMPLEMENTATION STAGE

FOR PROVINCE USE ONLY

FOR CMHC USE ONLY

CMHC ACCOUNT NO:

1. We, the _____ hereby apply for Federal contribution of \$_____ and Provincial contribution of \$_____ under the terms of Part III-1 of the National Housing Act and pursuant to the agreement entered into between the Province of Ontario and Central Mortgage and Housing Corporation dated _____ and Section 24 of The Planning Act, Province of Ontario respectively. The requested contribution is to assist in implementing our improvement plan in the _____ neighbourhood.
2. We also apply for an accountable advance of \$_____ from the Federal Government and \$_____ from the Province and agree to account for this amount and to apply for further payments through the submission of certified statements of implementation expenditures on a quarterly basis to the province.
3. Municipal population.
4. Average Municipal household income.

5. EXISTING CONDITIONS IN THE NEIGHBOURHOOD

DESCRIPTION (Includes Boundaries, attach map)		
NIP AREA	POPULATION	NUMBER OF HOUSEHOLDS

TENURE

TYPE OF DWELLINGS	NUMBER OF UNITS
OWNER-OCCUPIED	
TENANT-OCCUPIED	
TOTAL NO. OF UNITS	

ESTIMATED HOUSING CONDITIONS

REHABILITATION	NO. OF UNITS
NOT REQUIRED	
REQUIRED	
BEYOND REPAIR	
TOTAL NO. OF UNITS	

DESCRIPTION OF NEIGHBOURHOOD IMPROVEMENT PLAN/

<p>OUTLINE PLAN OBJECTIVES, NEEDS AND PRIORITIES:</p>

5. DESCRIPTION OF NEIGHBOURHOOD IMPROVEMENT PLAN

OUTLINE PLANS TO SECURE INTENDED LAND USE AND RESIDENTIAL DENSITY PATTERNS OF THE NIP AREA/
DESCRIBE RESIDENT INVOLVEMENT: (INCLUDE A LIST OF ACTIVITES AND RESPONSIBILITIES OF RESIDENT PARTICIPANTS)

LAND USE BREAKDOWN

NET LAND USE (To nearest 1/2 acre) by type (excluding streets)	PRESENT LAND USE (before NIP plan)		PROPOSED LAND USE (in NIP plan)	
	ACRES	% TOTAL	ACRES	% TOTAL
RESIDENTIAL				
PARKS & OPEN SPACE				
INSTITUTIONAL				
MIXED COMMERCIAL AND RESIDENTIAL				
INDUSTRIAL				
COMMERCIAL				
PARKING (Open & Garages)				
STREETS				
VACANT				
OTHER (Specify)				
TOTAL				

NUMBER OF EXISTING RESIDENTIAL DWELLING UNITS TO BE ACQUIRED	NUMBER OF HOUSEHOLDS TO BE DISPLACED/
--	---------------------------------------

PROGRAMS TO COMPLEMENT NIP/RRAP AND OHRP

LIST PROGRAMS BY TYPE (BELOW) WHICH WILL OR COULD BE UTILIZED TO COMPLEMENT THE NIP/RRAP AND OHRP FOR THIS PROJECT.
FEDERAL/
PROVINCIAL/
MUNICIPAL/
PLEASE STATE FUTURE STABILITY OF NEIGHBOURHOOD IN TERMS OF LAND USE AND DENSITY. SPECIFY ANY EXISTING OR POTENTIAL PUBLIC OR PRIVATE DEVELOPMENT PLANS OTHER THAN NIP AND RRAP HAVING AN IMPACT ON NIP AREAS.

7.

IS THERE A PROPERTY MAINTENANCE & OCCUPANCY STANDARDS BY-LAW IN EXISTENCE IN THIS MUNICIPALITY?
<input type="checkbox"/> YES <input type="checkbox"/> NO, OUTLINE THE PLANS TO DEVELOP AND IMPLEMENT SUCH A BY-LAW

We estimate that the process of neighbourhood planning should be completed by_____.

We also attach a copy of the municipal resolution or by-law authorizing the application.

DATE

AUTHORIZED SIGNATURE

NOTES

1. Data provided should represent the best estimates available. Detailed surveys are not required for this application.
2. Please attach separate sheets if space provided is insufficient.
3. A household consists of a person or group fo persons occupying one dwelling. It usually consists of a family group with or without lodgers, employees, etc. However, it may consist of two or more families sharing a dwelling, or a group of unrelated persons or one person living alone. This definition is employed by Statistics Canada and applies throughout the rest of this form.

REDEVELOPMENT PLAN

- (a) A listing of the improvements already approved by the municipality in order of priority with cost estimates;
- (b) A listing of the improvements still to be finalized and approved by the municipality with cost estimates;
- (c) A listing of administrative costs, contingency fund, etc.;
- (d) A statement that the agreed upon improvements are in conformity with the Official Plan;
- (e) A plan showing the location of the agreed upon improvements. A general location can be identified symbolically;
- (f) A statement that the municipality agrees to amend the neighbourhood improvement plan on the finalization of the issues which were not finalized at the time the municipality adopted the initial neighbourhood improvement plan, and amendment to the redevelopment plan if required.
- (g) Proof of discussion with the Ontario Municipal Board as to the municipal share of the costs where applicable;
- (h) A copy of local property maintenance and occupancy standards by-laws.