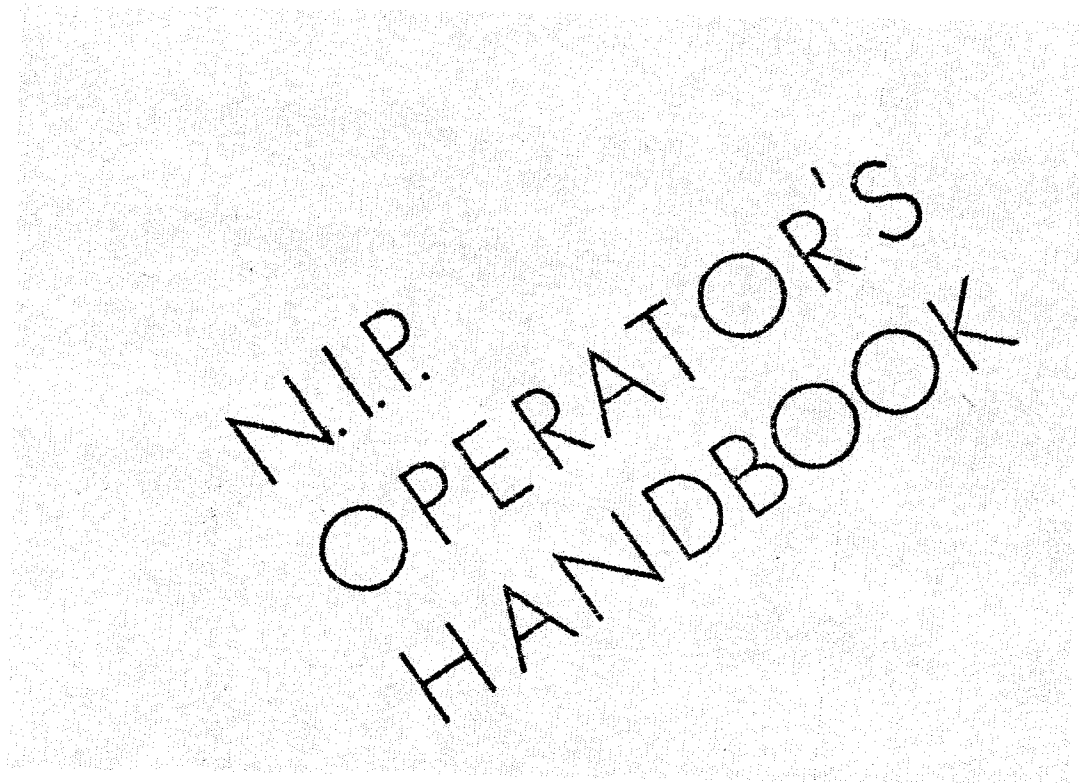




Central Mortgage and
Housing Corporation

Société centrale
d'hypothèques et de logement



DATE OF ORIGINAL ISSUE: June 11, 1975

CHANGES TO THE HANDBOOK

Revised pages will be issued as required. The following table is included for your convenience in recording changes.

REVISION NUMBER	DATE	SECTION AND PAGE NUMBERS REVISED
1	Aug. 1/75	D3/4, D9/10, D11/12, E5/6, C6/7/8
2	Jan. 15/76	Add p. D-13 to D-18, Revise C-5 and G-2.
3.	Jan. 18/77	Add NIP Trends 1975 Delete Summary of 1974 Activity and Sample Monitoring Forms Replace contents of Section F

PREFACE

The Operators' Handbook is a compendium of basic information on how the Neighbourhood Improvement Program operates, including objectives, guidelines and standards. The handbook will be issued in a loose-leaf binder form, so that appropriate Provincial information or requirements can be inserted. The handbook will be updated as need. The intended recipients are Regional and Branch Offices, Provinces, Municipalities and NIP Co-ordinators.

In addition to this handbook, it is proposed to issue a short and simple newsletter which will indicate (in an abbreviated form) the variety of ways the Program is being used, new reports which are available, and explanations of certain program features which may be causing some confusion. The newsletter will be a 'soft' information vehicle, with an emphasis on descriptive material written in plain language, in order to complement the more data-oriented monitoring reports.

Have your name placed on our mailing list for future revisions to this Handbook, by sending your name and address to:

N. Larsson,
Program Development Officer,
Neighbourhood and Residential
Improvement Division
Central Mortgage and Housing Corporation,
Montreal Road
Ottawa, Ontario
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DATE OF ORIGINAL ISSUE JUNE 11, 1975

NIP OPERATOR'S HANDBOOK

TABLE OF CONTENTS

PREFACE

- A. INTRODUCTION AND BACKGROUND INFORMATION
- B. NIP OBJECTIVES AND GUIDELINES
- C. PROCESS AND PROCEDURES
- D. SCOPE OF FEDERAL ASSISTANCE
- E. NIP STANDARDS
- F. MONITORING AND RESEARCH
- G. SITE CLEARANCE PROGRAM
- H. PROVINCIAL REQUIREMENTS
- I. APPENDIX

LEGISLATION

RESIDENT PARTICIPATION IN NIP

COORDINATION OF RELATED PROGRAMS

NIP TRENDS IN 1975

SAMPLE NIP FORMS



INTRODUCTION AND BACKGROUND INFORMATION

INTRODUCTION AND BACKGROUND INFORMATION

The purpose of the handbook is to provide information and general guidance with regard to the Neighbourhood Improvement and Site Clearance Programs, under Section 27.1 - 27.7 of the National Housing Act as administered by CMHC.

Subsequent to the Cabinet decision in December, 1969, to curtail activity under the urban renewal provisions of the National Housing Act, the Neighbourhood Improvement Program was developed to encourage and support the efforts of municipalities in concert with neighbourhood residents toward the improvement of the physical environment in neighbourhoods needing improvements. The program was included in the amendments to the National Housing Act enacted by Parliament in June, 1973. NIP offers a broad range of Federal contributions to or for the benefit of municipalities.

EMPHASIS ON CONSERVATION AND AMENITIES

The NIP program places considerable emphasis on a more sensitive and fine-tuned approach to physical improvement which complements the social fabric of the neighbourhood. The program is not designed to be used for wholesale demolition of deteriorated buildings and the subsequent construction of massive new building projects. The intent is rather to conserve and rehabilitate the housing stock (through the companion Residential Rehabilitation

Assistance Program); to add or rehabilitate required social and recreational amenities or municipal services, to remove blighting land use, and to promote the maintenance of the neighbourhood after the NIP project is terminated. These and other characteristics of NIP recognize the fact that it is more desirable in both social and economic terms, to conserve and maintain the desirable qualities of a residential neighbourhood before it deteriorates so badly that major urban surgery is required.

FINANCIAL PLANNING

The program does not seek to provide unlimited resources to do everything that may be considered desirable. Instead, it requires planning and implementation within the terms of known and pre-defined 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 essential element in the process is the preparation of a neighbourhood improvement plan which respects the available financial resources. The preparation of financial planning at the outset is important as it produces an assessment of realistic objectives and provides a discipline if a later change in priorities is contemplated.

CONTINUOUS PLANNING

The planning process is one which does not contemplate the preparation of an elaborate plan before action commences. It emphasizes action along with planning as a continuous process and seeks to avoid the negative effects and consequent lethargy that results from long periods of study, analysis and planning before action is taken. Consequently, implementation may proceed when a concept plan, which includes a budget, has been formulated and accepted. Generally, detailed planning of specific proposals should be undertaken during the implementation stage.

RESIDENT PARTICIPATION

The fourth inherent characteristic is the involvement of residents in the process of planning and implementation. The program requires that residents be provided with an opportunity to relate to what is happening to their environment and develop a measure of control in what happens to their community. Associated with this is the hope that there will develop as part of the neighbourhood plan, an approach to the integrated and local delivery of social health, education and recreational services, such as legal aid, family counselling services, and the like.



NEIGHBOURHOOD IMPROVEMENT PROGRAM
OBJECTIVES AND GUIDELINES

NEIGHBOURHOOD IMPROVEMENT PROGRAM
OBJECTIVES AND GUIDELINES

GENERAL PROGRAM OBJECTIVE

TO ASSIST IN THE IMPROVEMENT OF LIVING CONDITIONS
IN NEIGHBOURHOODS.

SPECIFIC OBJECTIVES AND GUIDELINES

Specific Objective 1:

To improve those residential neighbourhoods which
show evidence of need and of potential viability.

Guidelines:

To select neighbourhoods in which all the
following characteristics are present:

- (a) The area is predominantly residential in
land use.
- (b) A significant proportion of the housing
stock is in need of rehabilitation.
- (c) Other elements of the physical environment
are in need of rehabilitation.
- (d) The area is inhabited for the most part by
low and moderate income people.
- (e) There are deficiencies in neighbourhood
amenities.
- (f) The area is potentially stable in terms of
land use and densities.

Specific Objective 2:

To improve and maintain the quality of the physical environment of the neighbourhood.

Guidelines:

- (a) To clear land which is being put to uses detrimental to a residential neighbourhood.
- (b) To provide for the selective clearance of land for low and medium density social housing.
- (c) To improve or provide municipal works and services and public utilities in the neighbourhood.
- (d) To promote the physical improvement of commercial enterprises.
- (e) To ensure the adoption and enforcement of local occupancy and building maintenance standards.
- (f) To assist in stabilizing the neighbourhood in terms of residential land use and densities.

Specific Objective 3:

To improve the amenities of neighbourhoods.

Guidelines:

- (a) To provide or improve neighbourhood recreational facilities.
- (b) To provide or improve neighbourhood social facilities.
- (c) To acquire and clear land which is to be used as public open-space or social and recreational facilities.

Specific Objective 4:

To increase the effect of related programs.

Guidelines:

- (a) To increase the impact of RRAP and to stimulate other forms of rehabilitation.
- (b) To serve as a focus for programs whose aim is to improve the social fabric of the neighbourhood.

Specific Objective 5:

To improve the neighbourhoods in a manner which meets the aspirations of neighbourhood residents and the community at large.

Guidelines:

- (a) To secure the participation of neighbourhood residents in the planning and implementation of improvements.
- (b) To ensure that adequate compensation and relocation expenses be paid to those persons dispossessed of accommodation.
- (c) To ensure that alternate accommodations within the means of dispossessed persons be made available.

Specific Objective 6:

To deliver the program in an effective manner.

Guidelines:

- (a) To establish a selection, planning and implementation process which is efficient and flexible.

- (b) To plan and implement improvements within the terms of pre-determined allocation to a given neighbourhood.
- (c) To provide a level of funding in each neighbourhood sufficient to ensure its viability as a residential area.

PROCESS AND PROCEDURES

PROCESS BY WHICH THE PROGRAM OPERATES

1. ANNUAL FEDERAL-PROVINCIAL AGREEMENT

The program is operated on the basis of an annual agreement between CMHC and the Province. This agreement contains a provincial allocation of federal contributions and loans for re-allocation amongst municipalities selected by the province and accepted by CMHC. The annual agreements also prescribe the manner in which applications are to be made, set out criteria for neighbourhood eligibility, indicate the manner in which certificates of eligibility will be issued, describe the process by which disbursements may be made and establish a framework for program monitoring and performance evaluation.

2. APPLICATION AND CERTIFICATE OF ELIGIBILITY

The program is a multi-staged process by which projects are selected and funds committed. At each stage there are a specific number of tasks to be performed by a municipality and approvals given.

Depending on arrangements negotiated between CMHC and the Province, and as set out in the annual agreement, municipal applications may be made through the Province, or directly to CMHC, for each of the successive stages of the program operation as follows:

- (1) selection of neighbourhoods
- (2) neighbourhood planning
- (3) implementation

Upon application, the local CMHC manager will issue a commitment to the municipality representing CMHC's maximum commitment of contributions, together with a Certificate of Eligibility for the stage of the program to which the application relates.

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 implementation stage.

3. TIME FRAME

In order to encourage a proper progression of each project through all its stages to completion, Certificates of Eligibility will be subject to time limits. Neighbourhood Improvement projects generally should be completed within a four-year time span, except in unusual circumstances. This time span will normally include up to six months for the selection stage, six months for the planning stage and three years for implementation.

4. ON-SITE ADMINISTRATION

It is not intended that CMHC be involved in the on-site administration of a project. The avoidance of the Federal presence from detailed project administration

is implicit in the legislation. Rather, CMHC will function in a resource and evaluation role throughout. CMHC will not, therefore, be represented on any municipal/resident decision-making committee formed to plan and implement a project, although it may be represented on local or provincial review committees or act in a resource capacity.

5. MUNICIPAL APPLICATION

Stage I - Selection

Following the provincial selection of municipalities and the establishment of fund ceilings, municipalities selected may apply for a Certificate of Eligibility to obtain selection funds in accordance with the appropriate provincial agreement. The amount of federal contributions available for the selection process may not exceed 2% of the total federal contributions allocated to the municipality. Expenditures beyond this level are not eligible.

The municipal request is to be made on CMHC Form 1847 - Application-Contribution, Neighbourhood Improvement Program, and submitted in triplicate. The following information is required with the application:

- (a) a copy of the municipal resolution authorizing the application
- (b) a cost estimate or budget for the neighbourhood selection process indicating the items for which funds are to be used, i.e., meetings, surveys, staff salaries, rental of meeting places, etc.

- (c) the amount of contribution requested
- (d) the amount of accountable advance requested, if applicable
- (e) the estimated time limit for the completion of the selection process
- (f) evidence of provincial approval (dependent upon arrangements set out in the annual agreement)

Stage II - Planning

Following the selection of one or more neighbourhoods, the municipality may apply for a Certificate of Eligibility for planning. The amount of federal contributions available for this process may not exceed 8% of the amount of federal contributions allocated to the neighbourhood by the municipality. The objective is for the municipality and neighbourhood residents to produce a preliminary neighbourhood improvement plan which would permit implementation to proceed, while further planning is carried out.

A separate application is to be made for each neighbourhood selected. The request is to be made on a CMHC form 1847, Application-Contribution Neighbourhood Improvement Program, and the accompanying form 1847 A, "Supplement to Application, Planning Stage". The supplemental form requires the compilation of data on characteristics of the neighbourhood selected, as well as evidence of provincial approval and a copy of a municipal resolution authorizing the application.

Stage III - Implementation

Once a concept plan for the area has been developed the municipality may apply for a Certificate of Eligibility for the Implementation stage. The amount of federal contribution available is the remaining balance of the amount allocated to the neighbourhood.

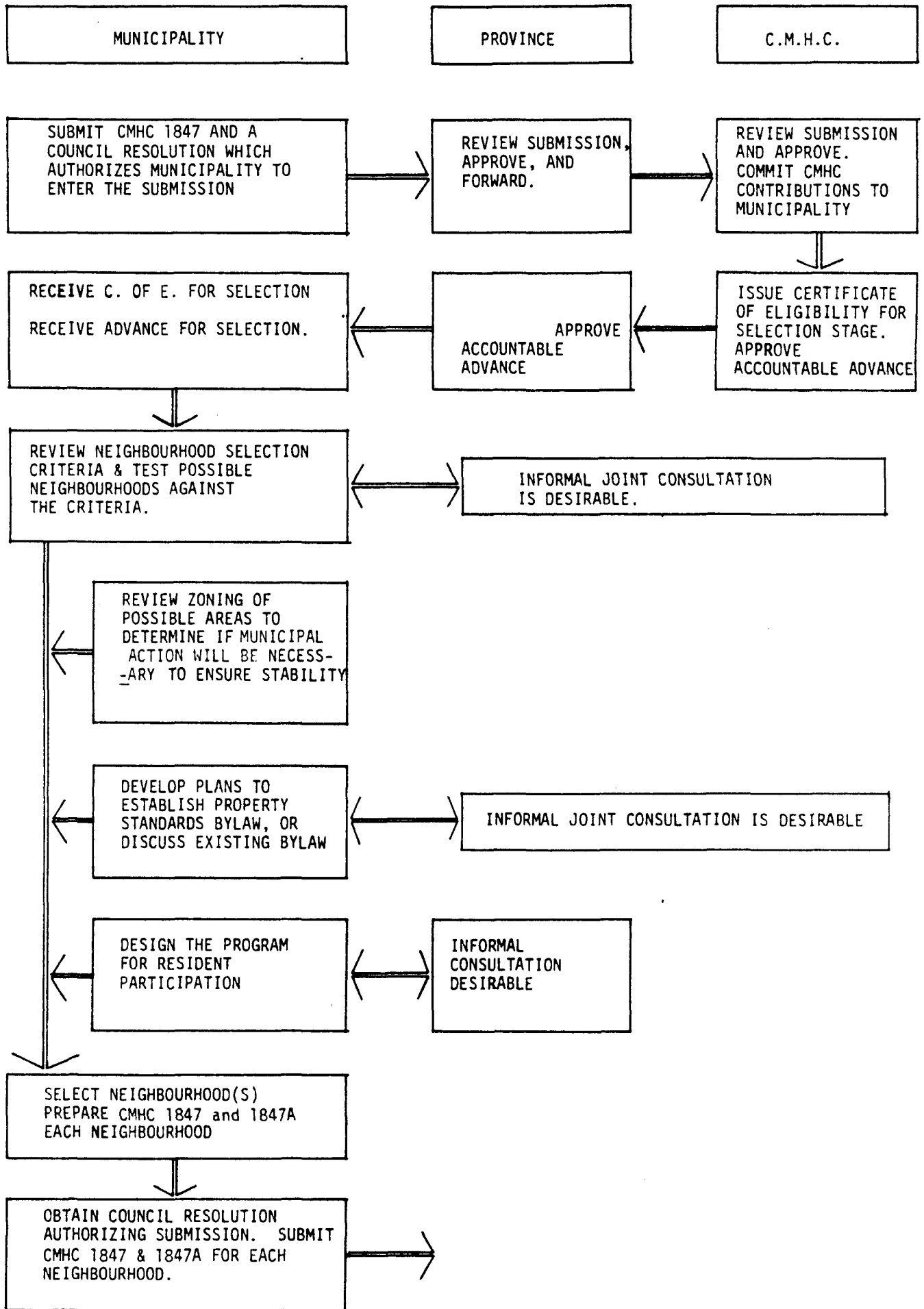
The municipal request is to be made on a CMHC form 1847, "Application-Contribution Neighbourhood Improvement Program", and the accompanying 1847B, "Supplement to Application, Implementation Stage". The supplemental form requires the compilation of data on the characteristics of the proposed project, as well as:

- (a) A copy of the minimum building standards by-law, and
- (b) A resolution or by-law authorizing submission of the application, and
- (c) Evidence of Provincial approval of the application.

Not all the data indicated on form 1847B is required before the implementation stage begins. Specifically, most of the estimates of anticipated expenditure on acquisition and clearance, municipal services, social and recreational facilities, and rehousing programs (all on P. 3 of 1847B) can be made on an approximate or global basis at this stage. Since *the* program requires an updated plan every six months, the subsequent plan submission which is made 6 months into the implementation stage can show these on a progressively more detailed basis.

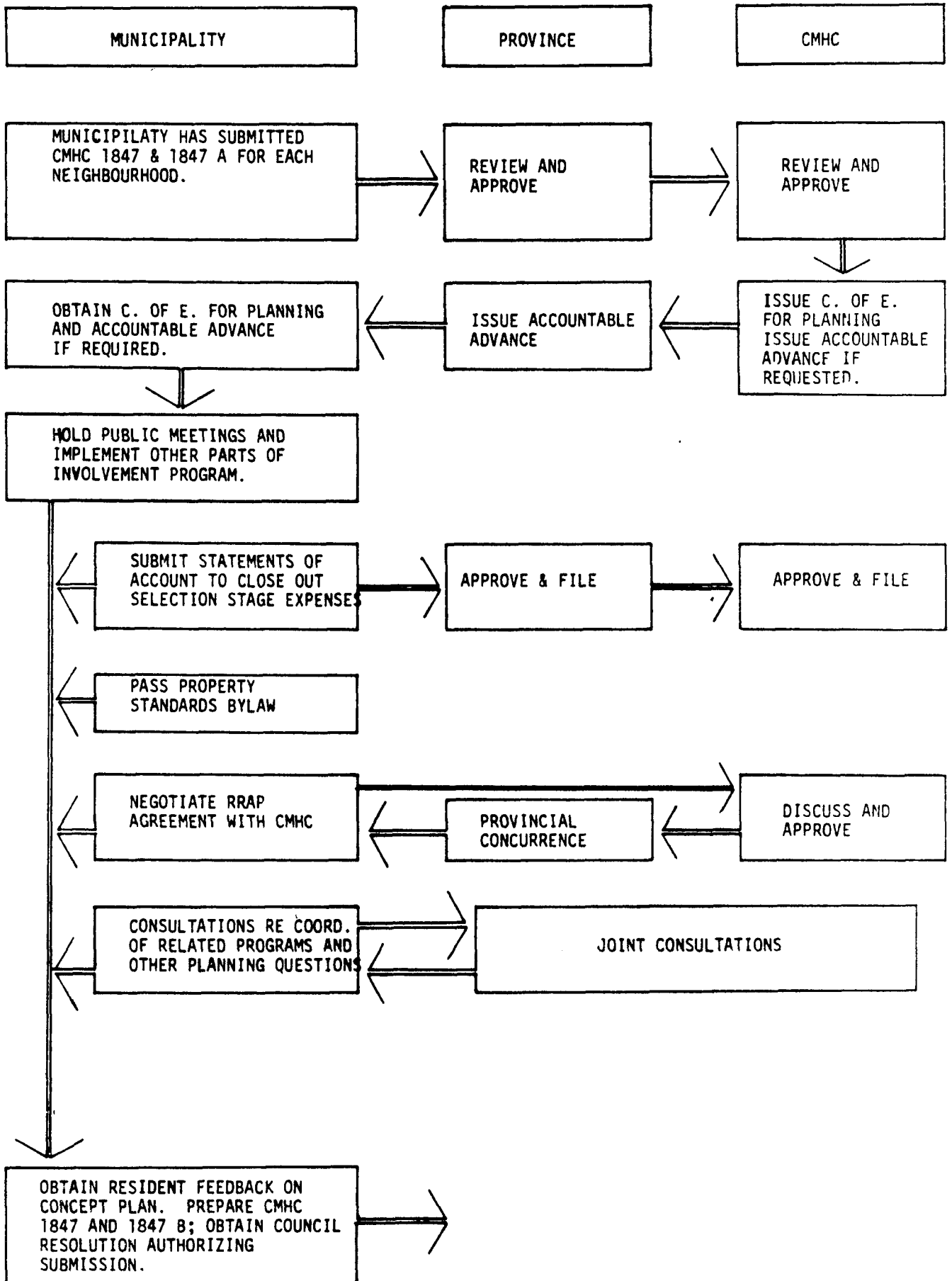
If the implementation stage is entered into directly, form 1847 A should also be completed to provide supporting evidence for participation in planning and of neighbourhood eligibility.

FLOWCHART - NIP SELECTION STAGE

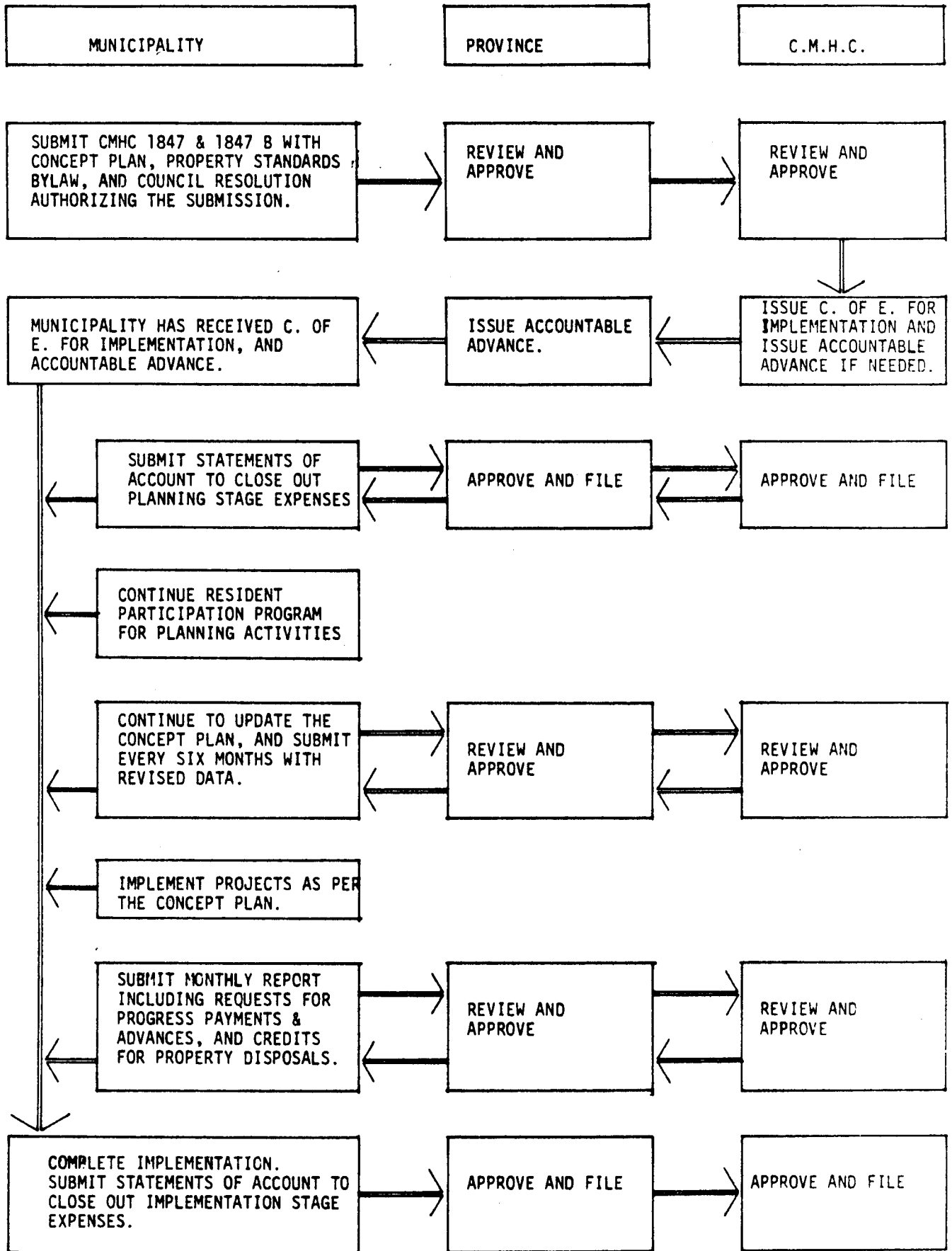


FLOWCHART - NIP PLANNING STAGE

C-7



FLOWCHART - NIP IMPLEMENTATION



D

SCOPE OF FEDERAL ASSISTANCE

SCOPE OF FEDERAL ASSISTANCE

1. Financial Scope of the Program

In enacting the legislation, Parliament established a statutory limitation of 300 Million dollars in grants and loans, and a program expiry date of March 31, 1978.

The \$200 Million grant total has been divided into approximately equal annual national allocations, sub-divided into provincial allocation by means of a formula which takes into account estimated need.

2. Contributions by Phase

The Corporation will make contributions for each of up to three stages of the program as follows:

- a) for neighbourhood selection, for which the contribution of the Corporation will not exceed two (2%) per cent of the total contribution by the Corporation allocated to the municipality by the Province;
- b) for neighbourhood planning, for which the contributions of the Corporation will not exceed eight (8%) per cent of the total contribution by the Corporation allocated to the neighbourhood by the

municipality, and

- c) for implementation of the neighbourhood improvement project, for which the remaining balance of the contributions of the Corporation has been allocated to the neighbourhood by the municipality.

3. Grant Contributions

CMHC may, within financial limits specified in the annual agreement with each province, make contributions to a municipality as follows:

A. 50% OF THE COST OF

- a) selecting the neighbourhood, up to a maximum of 2% of the total federal contribution allocated to the municipality. These selection costs may include such items as meetings, surveys, staff salaries, rental of meeting places, advertising etc.
- b) formulating plans to be implemented in the neighbourhood up to a maximum of 8% of the total federal contribution allocated to the neighbourhood by the municipality. These costs could include, for example, meeting costs, rental of meeting places, salaries of municipal staff delegated to work with area residents, consultant's fees, the cost of providing support of resident organizations and involvement.

- c) acquiring and/or clearing land for the purpose of providing open space or social and recreational in the neighbourhood;
- d) acquiring and/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 noxious or inconsistent with the residential 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.
- e) capital cost of construction or acquiring and improving social and recreation facilities such as playgrounds, parks, equipment and landscaping for parks and playgrounds, community centres, drop-in centres, multi-service centres, wading pools, swimming pools, clinics and libraries. Operating costs of these facilities are not eligible for funding. Facilities to be provided in the neighbourhood but capable of and to be used on a larger scale (e.g. the entire municipality) must be pro-rated to determine the eligible cost.
- f) developing occupancy and building maintenance standards that will apply to the neighbourhood and the cost of developing systems to enforce such standards. Actual cost of enforcement are not eligible.

- g) making loans for the physical improvement of commercial enterprises in the neighbourhood. This item relates to the municipal administrative costs incurred in administering the loan until the loan is made.
- h) relocation expenses and compensation paid to individuals or families dispossessed of housing accommodation as a result of the implementation of the project.
- i) the exposition of the project by the municipality, and the costs of employing persons in connection with the implementation of the project including such costs as may be incurred for publicity, information and administrative services.
- j) netting of contributions
Contributions made pursuant to paragraph A (a to i) are made in 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 to the statement of Account at the time the lease is entered into.

B. 25% OF 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, landscaping of street boulevards, 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 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 and clearing land that may not be acquired and cleared under paragraph A

(i.e. not eligible for 50% contribution) and that is not being used for a purpose consistent with the general character of the neighbourhood, less the market value of the land, after it has been acquired or cleared, as determined by CMHC. (in effect then - 25% of net cost)

4. Loans

Municipalities may apply for loans:

- a) 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 and,
- b) 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, 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.

Provinces making grants to municipalities for program purposes are eligible for loans equal to 75% of the amount of the provincial contribution. In such instances, the municipal loan will be based on a correspondingly lower residual cost figure, such that the combined loans do not exceed 75% of NIP costs less federal contributions. (see table at the end of this section for examples)

It is expected that provinces will ensure that the sum of grants and loans from all federal and provincial sources, made to a municipality, do not exceed 100% of total project costs.

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.

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 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.

EXAMPLES OF LOAN CALCULATIONS

	Example 1	Example 2	Example 3
1. Total NIP Expenditure	\$100,000	\$100,000	\$100,000
2. Fed. Contributions	50,000	50,000	50,000
3. Prov. Contributions	12,500	25,000	25,000
4. Munic. Contributions	37,500	25,000	25,000
5. Max. Loan Available	37,500	37,500	37,500
6. Loan to Prov.	-	*12,500	*18,750
7. Loan to Munic.	37,500	*25,000	*18,750
8. Net Fed. Funding	87,500	87,500	87,500
9. Net Prov. Funding	12,500	12,500	6,250
10. Net Mun. Funding	-	-	6,250

*If a province wants a loan based on its funding to the municipality, combined loans to province and municipality must not exceed 75% of the total NIP expenditure minus Federal contributions.

Commercial loans have been purposely omitted from these examples. In practice 100% of rehab loans made by the municipality would be added to the amount shown under (7) - Loan to Municipality.

5. POLICIES RELATING TO FEDERAL ASSISTANCE

A Progress Payments

Payment of the federal contribution and loan advances is to be made in accordance with the provisions of the governing federal-provincial agreement.

Progress payment claims are to be made on Request-Contribution/Loan Advance, CMHC 1850 and should be supported by attachments providing the following information:

- a) Date of expenditure
- b) Recipient
- c) Address of property (where applicable)
- d) Nature of expenditure
- e) Amount of expenditure
- f) Property acquisition details

Normally, progress payment claims should be submitted on a monthly basis.

The NIP program provides for 50% or 25% contributions on eligible expenditures, depending on their nature or purpose. Accordingly, it is necessary that expenditures be classified where appropriate. Details and notes to assist in the classification of expenditures are provided on the reverse side of the claim form CMHC 1850.

B Accountable Advances

In order to provide working capital to a municipality for program purposes, CMHC may make accountable advances in relation to the federal contributions. There are no accountable advances in respect of loans.

Accountable advances may be made as follows:

- a) for neighbourhood selection, up to a maximum of 2% of the total federal contribution allocated to the municipality
- b) for neighbourhood planning, up to a maximum of 8% of the total federal contribution allocated to the neighbourhood by the municipality*
- c) for implementation, up to 20% of the total federal contribution allocated to the neighbourhood for the implementation stage by the municipality. The advance should not exceed the municipality's anticipated expenditures of federal project contributions for a two month period, but where periods of heavy expenditures are expected, the 20% ceiling may be reached.

During the implementation process, as progress claims (CMHC 1850) are submitted, the accountable advance can be replenished up to the authorized level until 90% of the total federal contribution has been disbursed. (Progress payments plus outstanding accountable advances). Further disbursements will be made when outstanding advances have been accounted for through the submission of claim forms.

*NOTE - The "total federal contribution allocated to the neighbourhood by the municipality" is the amount of federal contributions remaining after selection contributions are deducted; i.e. the amount of federal contributions remaining for the planning and implementation stages. This item is also called "Federal project contributions" elsewhere in this document.

C Incompatible-Use Land Acquisition

Section 27.2(b) (ii), N.H.A., provides for a 25% contribution for the cost of acquiring or clearing land "that is not being used for a purpose consistent with the general character of the neighbourhood". This means uses which may be detrimental or offensive to the neighbourhood, e.g., a factory, a scrap-yard or a derelict building, etc. This provision is intended to be utilized where the re-use of the land is other than to provide land for open space, social and recreation facilities or low or medium density social and social housing.

D Moving of Residential Buildings

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. COMMERCIAL LOANS

Municipalities are to be re-imbursed for commercial loan advances through the submission of progress claims in the normal way.

The interest rate for commercial loans may be $\frac{3}{8}$ of 1% greater than the rate of the CMHC loan to the municipality to cover the cost of making and administering the loan. A commercial loan may not exceed \$10,000 and must be used for physical improvements and aesthetic improvements to the building proper. All other terms and conditions of municipal loans to commercial enterprises may be at the municipality's discretion.

D-13

E Funding for Social and Recreational Facilities

Background - NHA legislation provides 50% federal contributions to, or for the benefit of, a municipality towards the cost of "acquiring or clearing land for the purpose of providing open space or community facilities in the neighbourhood" (NHA Section 27.2(a)(ii)), and "constructing, or acquiring and improving neighbourhood recreation or social facilities" (NHA Section 27.2(a)(iv)).

Definition - "Open space" and "community facilities" mean the same as "social and recreational facilities". A social and/or recreational facility is a building, equipment, or open space which is intended to be used for the social or recreational benefit of the NIP area residents.

Eligible Facilities -

public open space, parks and playgrounds
community centres
drop-in centres
multi-service centres
wading pools
day care centres
swimming pools
clinics
libraries

Other types of facilities may be suggested for consideration by Neighbourhood and Residential Improvement Division, National Office.

D-14

Assistance For Facilities Not Owned By The
Municipality - Where it is desired to provide

NIP assistance for a social or recreational facility proposed in the concept plan but not under municipal ownership, the facility will be eligible for a federal contribution which is 50% of the municipality's total expenditure for the project, if the municipality submits a statement with the concept plan or revisions thereto, which states that:

(a) The municipality will ensure that the facility will be open for use by the general neighbourhood population for a minimum period of 8 years. In the case of large contributions, the municipality should increase the period of accessibility so that a reasonable rate of amortization for the contribution is established. The guarantee of access does not preclude user charges acceptable to the municipality.

The municipal assurance of the availability of the facility shall be based upon an agreement between the municipality and the owner, and shall take into account the need to ensure the compliance of a new owner, should the facility be sold during the period of the agreement.

(b) The owner and operator are public boards, commissions or agencies, or are incorporated as non-profit organizations.

D-15

(c) The municipality is satisfied that the owner and the operator will have sufficient resources to operate and maintain the facility for the term of the agreement.

(d) The facility's location is accessible to the general neighbourhood population.

Note: The rental cost of a facility is an operating cost and therefore not an eligible NIP funding item.

Items Eligible For 50% Federal Contribution -

- Acquisition of a property
- Demolition of any structures on the land
- Construction of an addition to an existing facility or construction of a new facility
- Renovation or conversion of a facility to make it suitable for use as a social or recreation facility
- Design and consultant fees
- Furnishings and equipment, including all items necessary to initially make the facility fully operational; for example in the case of a library, the initial stock of shelving, books, carpets, desks and chairs but not subsequent replacement items
- Landscaping and ancillary external equipment.

D-16

Note: Any preliminary surveys necessary to establish need and demand would also be eligible for 50% assistance, but should be classified under "planning costs". Claims for design fees should be entered as part of the total cost of the particular facility. Operational costs, such as staff salaries, rental, heating, etc. are not fundable under NIP.

Pro-Rating of Costs - The facility cost eligible for a 50% CMHC contribution is reduced under two circumstances:

(a) Where the facility is designed for use by a larger population than in the NIP neighbourhood, the eligible cost will be proportionate to the extent to which the facility is used by NIP residents.

The pro-rated or eligible cost for the facility will be:

$$\text{Eligible Cost} = \frac{\text{Estimated NIP Area Users} \times \text{Total Facility Cost}}{\text{Estimated Total No. of Users}}$$

CMHC contribution - 50% of Eligible Cost.

The pro-rating calculation will be made by the municipality, and must be submitted to CMHC for approval as part of the concept plan, or revisions thereto.

D-17

The determination of the estimated number of NIP and non-NIP users of the facility will usually be undertaken by the municipality during the planning phase. An attempt should be made to ascertain the potential number of specific users - for example a survey could indicate a NIP area need for 35 day care places with a reasonable degree of certainty. Other facilities may be designed on the basis of serving a general population, as in the case of a community centre designed for a population of 15,000.

(b) Where a mixed use facility is planned, the proportion of costs represented by the non-eligible area must be subtracted from the total project cost to determine the eligible cost. The pro-rating calculation must be submitted to CMHC as part of the concept plan submission or revisions thereto. An example of a mixed-use facility in a community centre containing a section of rental commercial space.

Policy On Commercial Loans - Under Section 27.5, the Corporation is authorized to make loans to a municipality for re-lending to commercial enterprises for the purpose of making physical improvements to the building and the site.

The procedure of issuing individual commercial loans appears to be creating difficulties for municipalities which need to obtain council approval for each loan. It is not necessary for a municipality to proceed on a loan-by-loan basis. The total anticipated commercial loan needs for the

D-18

implementation period can be estimated during the planning stage and submitted along with loan requirements for other NIP activities. CMHC will then issue a commitment for the total loan needs, up to the maximum limits outlined in the Act and the annual agreements. Subsequent to the issuance of an advance to the borrower by the municipality, the advance amount can be claimed from CMHC through the submission to the monthly Request - Contribution/Loan Advance, CMHC 1850.

Sample Detailed Surveys For Residential

Rehabilitation - The cost of undertaking detailed interior house inspections on a sample basis to evaluate the proportion of housing which needs rehabilitation, and for which rehabilitation is feasible, is an eligible item. Such an inspection program may be undertaken at the discretion of the municipality, and does not eliminate the requirement of a windshield housing survey of the whole neighbourhood. The size of sample will vary according to local conditions, but should be sufficient to permit a reasonably accurate projection of potential need, demand and costs for the RRAP program.

Clarifications - Municipal service items eligible for 25% federal contribution include rodent and termite control, if this is done on at least a block-by-block basis.



NIP STANDARDS

MINIMUM STANDARDS FOR NEIGHBOURHOOD ELIGIBILITY

A. INTRODUCTION

The standards outlined below are intended to define the general guidelines as outlined in the NIP Agreement between a province and CMHC. It is emphasized that the standards are minimum, and that the most desirable selection procedure is to develop a complementary method of assigning priorities to areas which satisfy the standards.

The standards are designed to be compatible with the characteristics of most Canadian 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 interpretation of the appropriate CMHC local office will be the governing factor.

B. 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.

C. INDICATORS OF NEED - NEIGHBOURHOODS SELECTED
MUST SHOW EVIDENCE OF ALL
THE FOLLOWING INDICATORS OF
NEED AND VIABILITY:

1. "A significant proportion of the housing stock should be in need of rehabilitation".

REQUIREMENT MORE THAN 25% OF RESIDENTIAL
UNITS SHALL BE IN NEED OF
REHABILITATION, AS DEFINED BY
THE REQUIREMENTS OF THE RRAP
PROGRAM.

COMMENT DETERMINED BY MUNICIPALITY, ON
BASIS OF CENSUS DATA AND/OR
WINDSHIELD SURVEY

2. "The other elements of the physical environment are in need of rehabilitation".

REQUIREMENT THERE SHALL BE A DEFICIENCY OR
DETERIORATION IN AT LEAST ONE OF
THE FOLLOWING CATEGORIES:
1. NEIGHBOURHOOD SEWER & WATER
SERVICES.
2. PAVING, LIGHTING & OTHER
LOCAL UTILITIES.
3. NON-RESIDENTIAL BUILDINGS,
STRUCTURES & USES

COMMENT MUNICIPAL ESTIMATE THROUGH EXISTING
MUNICIPAL RECORDS AND/OR WINDSHIELD
SURVEY.

3. "The neighbourhood amenities such as playgrounds, community centres etc., are deficient to varying degrees".

REQUIREMENT THERE SHALL BE A DEFICIENCY OR
DETERIORATION IN AT LEAST ONE OF
FOLLOWING CATEGORIES:
1. PUBLIC RECREATION FACILITIES,
INDOOR AND OUTDOOR.
2. PUBLIC OPEN SPACE.
3. PUBLIC SOCIAL FACILITIES, SUCH
AS COMMUNITY CENTRES, LIBRARIES,
CLINICS, MULTI-SERVICE FACILITIES,
ETC.

COMMENT MUNICIPAL ESTIMATE/WINDSHIELD SURVEY.

4. "The area is inhabited for the most part by low and moderate income people."

REQUIREMENT THE MEAN HOUSEHOLD INCOME OF THE NIP AREA SHALL BE BELOW THE AVERAGE HOUSEHOLD INCOME OF THE MUNICIPALITY. WHERE THE MUNICIPALITY IS VERY SMALL, AND THE NIP AREA OCCUPIES A SUBSTANTIAL PROPORTION OF THE MUNICIPALITY, PROJECT INCOME SHALL BE BELOW THE AVERAGE PROVINCIAL HOUSEHOLD INCOME.

COMMENT ESTIMATE FROM CENSUS DATA

D. INDICATORS OF VIABILITY

1. "There are indications that the neighbourhood will be stable in terms of future residential land uses and densities.

REQUIREMENT 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 NIP PLANNING PROCESS.

2. THERE ARE NO CONDITIONS
INSIDE OR OUTSIDE THE
NEIGHBOURHOOD WHICH WILL
CONTINUE TO EXERT A MAJOR
NEGATIVE INFLUENCE.
 3. THE MUNICIPALITY INTENDS TO
ADOPT AND ENFORCE A
MAINTENANCE AND OCCUPANCY
BY-LAW.
-

MINIMUM STANDARDS FOR PROJECT FUNDING

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

- REQUIRED 1. The minimum level of NIP project federal contributions shall be one hundred dollars (\$100) per NIP area resident.
- RECOMMENDED 2. The minimum level of NIP project federal contributions should be one hundred and fifty thousand dollars (\$150,000) per project.
- RECOMMENDED 3. The level of NIP funding in the province should be such that the average project Federal contributions in the province reaches a level of \$275 dollars per project resident.

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.



MONITORING AND RESEARCH

PLAN FOR NIP EVALUATION

January 14, 1977

GOAL

To prepare, in consultation with the Provinces, Corporation recommendations for legislative change to NIP, by September 1, 1977.

ACTION PLANTasks

1. To co-ordinate external work which will form the inputs to the evaluation process. The inputs to evaluation include the following:
 - a) 21 case studies are being carried out under a Part V study "Evaluation of NIP Delivery". 5 consultants are carrying out the work in B.C., Saskatchewan, Manitoba, Ontario, Quebec, Nova Scotia and P.E.I. 19 of the reports are due in January, with the two Quebec studies due on April 1. The study will also result in a separate assessment of the characteristics and attitudes of 120 RRAP non-users in Saskatchewan.
 - b) A second Part V study, "Evaluation of NIP and RRAP Impact", is now underway. This study includes the following elements:
 - I) Evaluation of NIP. Impact in 10 case study areas (a sub-set of the 21 areas above). These reports will be part of the NIP Delivery reports.
 - II) A study of 100 RRAP units will allow an assessment of the quality of rehabilitation work, the type and extent of work done, the characteristics of users, and their reactions to the program. This report is due in February 1977.
 - III) An analysis of 1971 Census data for the 21 case study areas is being performed in-house.

- c) A third Part V study, is planned to provide an assessment of the need and demand for NIP and RRAP. This study will shortly be submitted to Management, and should provide results by mid 1977.
 - d) Provinces have been asked to provide short position papers on suggested changes to the NIP program. These papers are scheduled to be received in January, 1977.
 - e) CMHC Regional NIP/RRAP Co-ordinators have been invited to attend a three day workshop in January 26 - 28, 1977, to discuss the Provincial position papers, and to provide regional viewpoints.
 - f) The Canadian Council on Social Development, the study consultants and the Community Planning Association will be asked to comment upon the research findings of the Delivery and Impact studies and to participate in workshops organized by the Division during March and April 1977.
2. The case study reports will be analyzed by a CMHC evaluation group. A national level analysis will be prepared to supplement the project level and regional level reports prepared by consultants.
 3. Report to CMHC Management will be prepared by June 1, 1977, which will outline a series of alternative approaches for new legislation.
 4. Provinces and Regions will be consulted for their reaction to the alternatives outlined in the NRID paper, during June and July, 1977.
 5. One alternative will be chosen in a final series of internal policy discussions during August 1977. The chosen alternative will be submitted to Management for approval by August 15, 1977.
 6. After management approval, NRID will commence to work out draft forms, procedures, criteria and budgetary estimates for the new program.



SITE CLEARANCE PROGRAM

INTRODUCTION

The Site Clearance Program is based upon NHA Sections 27.3 and 27.4 and is intended to assist municipalities in clearing inconsistent or substandard buildings in urban areas. The Program is not applicable to NIP areas, and is 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 local occupancy and maintenance by-law, and upon satisfactory compensation to those affected by the program.

SITE CLEARANCE PROGRAM
OBJECTIVES AND GUIDELINES

GENERAL PROGRAM OBJECTIVE

TO ASSIST MUNICIPALITIES TO RATIONALIZE LAND USES AND
TO ELIMINATE SUBSTANDARD RESIDENTIAL PROPERTIES.

SPECIFIC OBJECTIVES AND GUIDELINES

Specific Objective 1:

To acquire and clear substandard residential
properties.

Guidelines:

- (a) Select properties which do not satisfy
municipal occupancy and maintenance bylaws.
- (b) Select properties which are past the potential
for economic rehabilitation.

Specific Objective 2:

To acquire and clear other properties in residential
areas.

Guidelines:

- (a) Select properties located in areas which
are primarily residential in land use.
- (b) Select properties located in areas primarily
inhabited by low-income people.

- (c) Select properties which are inconsistent with the general character of the area.
- (d) Select properties where the planned use of the cleared land is for housing, social or recreational facilities.

Specific Objective 3:

To improve and to ensure the maintenance of the physical environment of the area.

Guideline:

- (a) Ensure the adoption and enforcement of a local occupancy and building maintenance by-law.

Specific Objective 4:

To minimize disruption of the physical fabric of the area.

Guideline:

- (a) Limit the application of the Program to projects where the total of acquisition and demolition costs do not exceed \$500,000.

Specific Objective 5:

To compensate and re-house persons affected by the program.

Guidelines:

- (a) Ensure that adequate compensation and relocation expenses are paid to individuals dispossessed of housing as a result of the Program.
- (b) Ensure that alternate accommodation within the means of dispossessed individuals be made available.

SCOPE OF FEDERAL ASSISTANCE

Contributions

CMHC may, within the financial limits specified in the annual agreement with each province, make contributions to a municipality in an amount not exceeding 25% of the cost of:

- a) relocating individuals who have been dispossessed of accommodation as a result of a project for which assistance is sought; and
- b) acquiring or demolishing buildings, less the market value of the land after the acquisition or demolition of the buildings, as determined by the Corporation.

Loans

Loans are available to or for the benefit of a municipality in an amount not exceeding the lesser of 75% of the municipality's share

of costs after deducting the CMHC contributions, or the amount of loan allocated pursuant to the agreement.

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

Qualifying items of cost

- a) cost of acquiring and demolishing buildings less the market value of the land based on its re-use.
- b) professional fees such as appraisal, survey, legal, etc.
- c) relocation expenses and compensation paid to individuals dispossessed of housing.

Netting of acquisition costs

Acquisition costs are to be settled on a net basis, i.e., the re-use value of the land is to be deducted from the acquisition cost before the Corporation's contribution and loan are calculated. When submitting claims for these transactions, municipalities should provide full particulars including an estimate of the re-use value of the land. Where the re-use of the cleared land is for public purposes, the market

value will be deemed to be the land component of the original acquisition cost.

PROCEDURES

Municipal Application

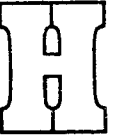
After the municipality has been selected to receive funds pursuant to the federal-provincial agreement, it may then apply for a Certificate of Eligibility for the total site clearance funds required. The application is made on CMHC form 1848, Application - Contribution, Site Clearance, and submitted in triplicate, supported by the following:

- a) a copy of a municipal resolution authorizing the application
- b) the amount of contribution requested
- c) estimated date of the completion of the project
- d) a copy of occupancy and building maintenance standards and a statement of the intention to enforce the standards
- e) a statement of the municipality's plans for payment of relocation expenses and compensation to individuals displaced by the implementation of the project and the manner in which such individuals are to be suitably rehoused.
- f) evidence of provincial approval (dependent

upon arrangements set out in the annual agreement).

Progress Payments

The procedures relating to the Neighbourhood Improvement Program will apply to the Site Clearance Program. Accountable advances are not available under the Site Clearance Program.



PROVINCIAL REQUIREMENTS



APPENDIX

LEGISLATION

PART III.1
NEIGHBOURHOOD IMPROVEMENT
PROGRAM

Selected
neigh-
bourhoods—
contributions
and loans

27.1 (1) For the purposes of improving the amenities of neighbourhoods and the housing and living conditions of the residents of such neighbourhoods, the Corporation may make contributions and loans pursuant to this Part to or for the benefit of municipalities in a province.

Terms of
agreements

(2) The Corporation may, with the approval of the Governor in Council, enter into an agreement with a province for the purposes described in subsection (1), which agreement shall

(a) set out the criteria upon the basis of which neighbourhoods in respect of which contributions or loans are to be made may be selected, and prescribe the manner in which the selection of such neighbourhoods shall be made;

(b) prescribe the manner and circumstances in which applications for contributions and loans referred to in subsection (1) may be made;

(c) provide that, before an application may be approved under this Part in respect of a neighbourhood, the province or the municipality in which that neighbourhood is located must advise the Corporation of the manner in which the province or municipality proposes to obtain the participation of the residents of that neighbourhood in planning and carrying out the project for which assistance is sought;

(d) provide that, before an application may be approved under this Part in respect of a neighbourhood, the province or the municipality in which that neighbourhood is located must advise the Corporation of the manner in which occupancy and building maintenance standards will be enforced;

(e) provide that, before an application may be approved under this Part in respect of a neighbourhood, the province or the municipality in which that neighbourhood is located must advise the Corporation of the manner in which an individual who has been dispossessed of housing accommodation as a result of a project for which assistance is sought will be compensated for any expenses arising from the dispossession;

(e.1) provide that the municipality demonstrate the availability of alternate accommodation within the means of the dispossessed individuals;

(f) provide that the total contribution made by the Corporation will be limited to the total amount approved at the time of the agreement and that the contribution of the Corporation for individual projects will be limited to the amounts approved at the time each project is approved; and

(g) contain such other terms and conditions relating to the making and administration of contributions and loans referred to in subsection (1) as the Corporation considers advisable. 1973, c. 18, s. 10.

Selected
neigh-
bourhoods—
contributions to
municipalities

27.2 Where, in accordance with an agreement made under section 27.1, an application is made in respect of a neighbourhood, the Corporation may approve the application and make a contribution to or for the benefit of the municipality in an amount not exceeding

(a) fifty per cent of the cost of

(i) selecting the neighbourhood and formulating and selecting plans to be implemented in the neighbourhood,

(ii) acquiring or clearing land for the purpose of providing open space or community facilities in the neighbourhood,

(iii) acquiring or clearing land to be used for medium and low density housing for individuals or families of low and moderate income,

(iv) constructing, or acquiring and improving, neighbourhood recreation or social facilities,

(v) developing occupancy and building maintenance standards that will apply to the neighbourhood and developing systems to enforce such standards,

(vi) making loans for commercial improvements in the neighbourhood,

(vii) relocating individuals who have been dispossessed of housing accommodation as a result of the project for which assistance is sought, and

(viii) the exposition of the project by the municipality, and the costs of employing persons in connection with the implementation of the project; and

(b) twenty-five per cent of

(i) the cost of improving municipal and public utility services for the neighbourhood, and

(ii) the cost of acquiring or clearing land that may not be acquired or cleared under paragraph (a) and that is not being used for a purpose consistent with the general character of the neighbourhood, less the market value of the land, after it has been acquired or cleared, as determined by the Corporation. 1973, c. 18, s. 10.

Site clearance—
agreements with
provinces

27.3 (1) The Corporation may, with the approval of the Governor in Council, enter into an agreement with a province whereby the Corporation may make contributions and loans to or for the benefit of municipalities in the province for the purpose of acquiring and demolishing

(a) lands and residential buildings that are outside the neighbourhoods selected pursuant to this Part and that do not meet minimum housing standards set out in the agreement; and

(b) lands and buildings, other than residential buildings, that are outside the neighbourhoods selected pursuant to this Part 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.

idem

(2) An agreement entered into pursuant to subsection (1) shall

(a) be limited to small projects as described in the regulations;

(a.1) set out the minimum housing standards for the purposes of paragraph (a) of that subsection;

(b) prescribe the manner and circumstances in which applications for contributions and loans referred to in subsection (1) may be made;

(c) provide that, before an application may be approved under this Part in respect of a residential building, the province or the municipality in which that building is located must advise the Corporation of the manner in which occupancy and building maintenance standards will be enforced;

(d) provide that, before an application may be approved under this Part in respect of a residential building, the province or the municipality in which that building is located must advise the Corporation of the manner in which an individual who has been dispossessed of housing accommodation as a result of a project for which assistance is sought will be compensated for any expenses arising from the dispossession;

(d.1) provide that the municipality demonstrate the availability of alternate accommodation within the means of the dispossessed individuals; and

(e) contain such other terms and conditions relating to the making and administration of contributions and loans referred to in subsection (1) as the Corporation considers advisable. 1973, c. 18, s. 10.

Site clearance—
contributions to
municipalities

27.4 Where, in accordance with an agreement made under section 27.3, an application is made in respect of a building, the Corporation may approve the application and make a contribution to or for the benefit of the municipality in an amount not exceeding twenty-five per cent of the cost of

(a) relocating individuals who have been dispossessed of housing accommodation as a result of a project for which assistance is sought; and

(b) acquiring or demolishing buildings, less the market value of the land after the acquisition or demolition of the buildings, as determined by the Corporation. 1973, c. 18, s. 10.

Loans to
municipalities
for selected
neighbourhoods

27.5 (1) Where the Corporation makes a contribution pursuant to section 27.2, it may

(a) make a loan to or for the benefit of the municipality in an amount not exceeding seventy-five per cent of the amount obtained by deducting the amount of the contribution from the capital cost upon the basis of which the contribution was determined; and

(b) in addition to the loan referred to in paragraph (a), make loans to or for the benefit of the municipality 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 contribution is made, not exceeding in any such case the lesser of

(i) the amount of the loan made by the municipality to the commercial enterprise, and

(ii) ten thousand dollars.

Loans to
municipalities
for site clearance

(2) Where the Corporation makes a contribution pursuant to section 27.4, it may make a loan to or for the benefit of the municipality in an amount not exceeding seventy-five per cent of the amount obtained by deducting the amount of the contribution from the capital cost upon the basis of which the contribution was determined.

Conditions
under which
loans may be
made

(3) A loan made under the authority of this section shall

(a) bear interest at such rate as may be prescribed by regulation of the Governor in Council, which rate shall not exceed by more than one-half of one per cent the rate of interest return that would be yielded in the market by Government of Canada bonds that, at the time the rate of interest is prescribed under this paragraph, would mature in twenty years, such return to be determined by the Governor in Council on the basis of the yields of the most comparable issues of Government of Canada bonds outstanding in the market; and

(b) subject to any agreement made under section 27.1 or 27.3,

- (i) be for such term not exceeding twenty-five years as the Corporation considers advisable,
- (ii) be secured in such manner as the Corporation deems adequate to safeguard its interests, and
- (iii) be repayable during the term thereof by such payments of principal and interest as may be agreed upon by the Corporation and the municipality, the payments of interest to be made not less frequently than annually. 1973, c. 18, s. 10.

Financing of
neighbourhood
improvement
program

27.6 (1) The Minister

(a) may, upon terms and conditions approved by the Governor in Council, advance to the Corporation out of the Consolidated Revenue Fund amounts required for the purpose of making contributions under sections 27.2 and 27.4 and loans under section 27.5; and

(b) out of moneys from time to time appropriated by Parliament for the purpose, shall reimburse the Corporation for losses sustained by it in respect of loans made under section 27.5, and shall pay to the Corporation the costs and expenses of the Corporation incurred in the administration of this Part.

Limit on
advances out of
C.R.F.

(2) No advance made under paragraph (1)(a) shall be greater than the amount by which the aggregate of

- (a) three hundred million dollars, and
- (b) any additional amounts authorized by Parliament for the purposes of advances under that paragraph,

Part IV

exceeds the total amount of advances made pursuant to that paragraph. 1973, c. 18, s. 10.

No applications
approved after
March 31, 1978

27.7 No application for a contribution or loan may be approved under this Part after the 31st day of March, 1978. 1973, c. 18, s. 10.

RESIDENT PARTICIPATION IN NIP

RESIDENT PARTICIPATION IN NIP

One of the basic requirements of the program is that the residents be involved in the planning and decision-making process. Due to the wide variety in regional, historical and cultural factors, it would be difficult to establish specific criteria for a model format of resident participation. What follows is therefore a set of general principles which should be considered when establishing the structure of participation. Your comments are invited, so that these principles may be improved in future.

What is Resident Participation?

Participation in NIP may be seen as an attempt to involve residents of the NIP area in the planning decisions, to a greater extent than is possible through the normal planning process. Specifically it is assumed that two conditions are fulfilled:

- a) that a high proportion of NIP residents have had an opportunity to be informed of, and to comment on, the planning proposals, and
- b) that the residents have had a significant influence on the decision making process, so that the concept plan represents residents' desires as well as municipal priorities.

Thus the numbers of people involved, and the depth of their involvement are seen as two fundamental factors. This is tempered by several factors, the most important of which is that the establishment of participation is rightly a municipal responsibility. The interest of residents in participation may depend upon local cultural norms, and even more importantly, upon the relevance of the process to the residents. For example, there may be great initial involvement

in making the decision that NIP funds should be used to finance the local portion of a storm sewer, but the detailed planning of this project is not likely to be of interest, nor is it likely to be within the technical competence of the lay participants.

Who are the Residents?

By the term residents, is meant all adults who live in the area, including both those who rent or own dwellings. When there are other groups in the community who will be affected by NIP planning, it may be desirable to include them as well - this could extend to representatives of local business establishments, institutions and non-resident property owners.

Types of Participation

Not everyone participates - some lack time, some are not interested, and others may encounter language barriers. Even if these limitations are overcome there is the fundamental physical impossibility of directly involving thousands of people in actual planning activity. It is advisable therefore to realize that the various forms of participation will necessarily involve a limited number of persons, if the process is to work at all.

The most elemental level of participation, that of information distribution, can include the whole neighbourhood; public debate and voting on planning proposals will tend to be limited to those who are willing to attend public meetings, or respond to surveys.

Finally, the work of formulating planning proposals is virtually impossible to achieve in a large public forum, and in any case requires a high input of time and energy.

These anticipated characteristics of the process are shown in tabular form:

	<u>INFORMATION</u> Being informed through distri- bution of literature, surveys, etc.	<u>PUBLIC DEBATE</u> Debating, advis- ing and voting on proposals through meetings or surveys	<u>PLANNING</u> Formulating proposals on working committees
All Residents	X		
Moderately Active Residents (Var- iable number)	X	X	
Very Active Residents (Possibly few)	X	X	X

Representation

If not all residents are willing or able to be involved in all phases of the program, the question of representation becomes important. Efforts should be made to ensure that delegates represent as truly as possible the complex structure of a typical neighbourhood. This should be done not only from the municipality's desire to ensure that minority viewpoints are transmitted, but also for the benefit of the delegates themselves so they are not subsequently placed in the position of continuously defending themselves against charges of being unrepresentative.

One important aspect of representation is geographic distribution. Often a community group will form around the efforts of a few individuals who live on the same block. Through no ill intent, the views may then neglect the local issues of another section of the neighbourhood. This problem is often overcome by electing representatives by zones, each zone containing a few blocks.

Other common problems of representation are those of tenure (home owner vs. tenant), ethnic groups, occupation and age. These are best resolved by extensive information distribution aimed at the various groups.

Elections and a clear constitution or set of working procedures are two other prerequisites for a representative group of delegates.

Existing Community Groups

Groups or associations which are in existence prior to the NIP process represent a valuable resource which should be utilized wherever possible. Members of these groups often have a detailed knowledge of the area which will materially benefit the process, especially the crucial initial stage of arousing interest in the program.

Resources and Mandate

The work of residents and their delegates will be frustrated if they are not allocated sufficient funds to perform their roles.

It is also essential to establish a clear initial understanding of the roles which the residents will play. An ambiguous relationship may create uncertainty and probable future conflict.

Participation in NIP Stages

It is frequently assumed that resident participation occurs only in the planning stage. This is not necessarily so, and there are many advantages in establishing the participation program in the selection stage.

This was done in several municipalities (St. Catharines, Ontario for example) and the experience appears to have been beneficial in terms of improving the quality of the selection process, as well as arousing interest in the subsequent planning process.

One potential problem with this concept may occur where only a few of the potential NIP areas contain organized resident groups. In this case, the organized areas may exert undue influence, or else a lengthy organizing process may be required.

COORDINATION OF RELATED PROGRAMS

COORDINATION OF RELATED PROGRAMS

One of the objectives of NIP is to promote the coordination of other "related programs" which have an impact on the neighbourhood. This may include Federal, Provincial and Municipal programs which provide capital or operational funds for a variety of purposes. It is assumed that the staff and volunteers who administer NIP in a given area will be in a good position to further this goal.

Beyond the basic function of program coordination to improve the quality and efficiency of services in NIP, coordination is necessary for several very practical reasons. For example, a NIP concept plan which calls for the establishment of a day care centre will be an exercise in wishful thinking unless the NIP planning team has ensured provincial support for operational funds. In most cases, other provincial and/or municipal agencies must be contacted to ensure that standards will be met - i.e. - is the site large enough to contain the required external play area? - will the municipal traffic engineering authorities agree to cooperate in establishing traffic control measures in the area? - can the efforts of local voluntary organizations interested in day care be mobilized to gather local support and to estimate demand? - these and other questions will arise, and extensive coordinative efforts will be required to ensure their satisfactory solution.

An Example - The Winnipeg Neighbourhood Improvement Program

The City of Winnipeg (and others) has merged the NIP program with its own Neighbourhood Improvement Program. One interesting feature of the program has occurred in the North Point Douglas area, where the program has been used as an opportunity to

coordinate and improve the delivery of normal municipal services. A standing committee has been formed with representatives of nine municipal departments. The committee meets on a regular basis to discuss improvements and problems in service delivery to the neighbourhood. It appears that many small but annoying local problems have been resolved more quickly and efficiently than through the normal separate departmental structure.

The table on the following page may clarify some of the issues involved in coordination.

HYPOTHETICAL EXAMPLE:
 COORDINATION FOR THE
 ESTABLISHMENT OF A
 COMMUNITY CENTRE CONT-
 AINING A HEALTH CLINIC.

	FEDERAL GOVERNMENT	PROVINCIAL GOVERNMENT	MUNICIPAL GOVERNMENT	NON-PROFIT AGENCIES OR GROUPS	VOLUNTARY GROUPS	PRIVATE INVESTORS & CORPORATIONS
CAPITAL FUNDING - Facilities or "hardware"	<ul style="list-style-type: none"> • NIP funding (50%) 	<ul style="list-style-type: none"> • NIP funding (usually 25%) • Possibly further capital grants 	<ul style="list-style-type: none"> • NIP funding (usually 25%) 			<ul style="list-style-type: none"> • Supplementary contributions from local companies
OPERATIONAL FUNDING - Services or "software"	<ul style="list-style-type: none"> • LIP or OFY DEVELOPMENTAL grant for clinic 	<ul style="list-style-type: none"> • Basic operational funds • Possibly more funding for clinic 	<ul style="list-style-type: none"> • Portion of basic operational funds 	<ul style="list-style-type: none"> • Cooperation and staff from local medical association 	<ul style="list-style-type: none"> • Volunteer staffing of recreation programs 	
REGULATORY CONTROLS - coordination with and clearance from agencies which have statutory or other jurisdiction		<ul style="list-style-type: none"> • Possible conditions tied to operational \$. • Standards for employee work conditions (design factors) 	<ul style="list-style-type: none"> • Zoning bylaws • Building standard • Fire Safety • Health standards 	<ul style="list-style-type: none"> • Medical Assoc. standards for operation of clinic 		

NIP TRENDS IN 1975

NEIGHBOURHOOD AND
RESIDENTIAL IMPROVEMENT
DIVISION

MARCH, 1976

SUMMARY

This report discusses what has occurred over the past year and what can be expected in 1976. There are three sections:

- NIP Trends in 1975
- Program Modifications in 1975
- Outlook for 1976

NIP will be reviewed by Parliament in 1978, at which time a decision will be made as to whether or not the program will be continued, modified, or replaced/complemented by another program(s). Plans are now underway to evaluate the program, from which the appropriate recommendations will be made to Parliament.

NIP areas are being selected over 4 years, from 1974 to 1977. No new NIP areas will be selected in 1978 unless the program is continued.

During these 4 years, approximately 450 NIP areas will have been selected. (This may be compared with the 105 projects resulting from the Urban Renewal Program). Some 1,250,000 people living in 400,000 dwellings will be affected. It is anticipated that approximately 100,000 dwellings will be rehabilitated as a result.

Other highlights mentioned in the report are:

Trends - 1975

- The average Federal contribution per project increased and the project size decreased. (pg. 4-5)
- A greater number of small municipalities were selected in 1975 for NIP funds than in 1974. (pg. 6)
- Larger municipalities received the largest dollar allocations, but their share declined from 1974. (pg. 7)
- The Federal Government contributed 42% toward the total project cost, the municipality 38% and the province 20%. (pg. 8)
- Social-recreational facilities accounted for the largest percentage of Federal contribution. (pg. 8)

Modifications-1975

- The most significant change was to establish a minimum per capita funding level for each project in order to ensure that an adequate level of improvement would be achieved. (pg. 10-11)

SECTION A
NIP TRENDS

1. SCOPE OF ACTIVITY

The following table summarizes the scope of NIP activity expected from 1974 and 1975 projects.

	1974	1975	TOTALS
No. Mun. Selected	84	107	191
No. NIP Areas	112	140	252
Tot. NIP Population	325,207	364,000	689,207
Tot. Dwellings in NIP Areas	99,912	97,160	197,072
Tot. Dwellings Need RRAP	24,752	56,352	81,104

The 191 NIP projects expected will utilize \$98 million in grants and \$48 million in loans. The 1974 and 1975 financial breakdown is detailed in the following table, both the allocations made each year and the commitments that have resulted.

The table on the following page demonstrated that the 1975 loan commitments have increased significantly over 1974. This is because loan applications lag behind grant commitments by approximately one year or more during which time neighbourhoods are selected, planning is carried out and improvement plans receive municipal and provincial approval. It is generally at the implementation stage that municipalities review funding options for their share of project costs and

apply for a NIP loan if this is the selected option.

NIP loans are an optional feature of the program. It is anticipated, however, that over the long term, the loan and grant commitments issued will be on a ratio of 1:3. Loan allocations for 1976/77 will be adjusted to correspond with this forecast.

	1974	1975	TOTALS
NIP GRANT ALLOCATIONS	48,460,000	50,500,000	98,960,000
NIP GRANT COMMITMENTS	48,460,000	45,152,038	93,612,038
NIP LOAN ALLOCATIONS	22,680,000	25,500,000	48,180,000
NIP LOAN COMMITMENTS	1,712,000	10,581,000	12,293,000

2. CHARACTERISTICS OF NIP PROJECTS SELECTED

The table on page 5 illustrates that the following trends emerged in the types of projects selected in 1974 and 1975.

- increased average NIP project funding levels
- decreased size of NIP projects
- strong increase in estimated percentage of dwellings needing RRAP.

The 1975 trends are considered positive responses to the program modifications adopted in that year, and which are detailed in Section B.

NIP PROJECT CHARACTERISTICS	1974 (82 projects)	1975 (38 projects)
Av. Federal Project Allocation	\$406,834	\$510,868
Av. NIP Population	2,903	2,633
Av. Per Capita Funding	\$ 140	\$ 194
Average NIP Area Household Income	\$ 7,357	\$ 7,018
Av. No. Dwellings	885	694
Av. % Dwellings Need RRAP	25	58
Av. Acres In NIP Area	221	156
Av. % Gross Residential Land Use	53	69

3. SIZE OF MUNICIPALITIES SELECTED FOR NIP FUNDS

The table below demonstrates the following patterns:

- a strong trend toward selecting communities under 2,500 in 1975
- a similar pattern of selection in the two years for communities between 2,500 to 99,999 population
- a moderate decline in the number of communities 100,000 + selected in 1975
- the overall pattern for the two years generally indicates an equal emphasis on small and larger communities being selected for NIP funds.

DISTRIBUTION OF MUNICIPALITIES SELECTED
FOR NIP, BY SIZE CATEGORY OF MUNICIPALITY,
FOR 1974 AND 1975

MUNICIPAL SIZE CATEGORY	1974 AGREEMENT		1975 AGREEMENT		TOTAL 1974 & 1975	
	NO.	%	NO.	%	NO.	%
Below 2,500	4	5	26	24	30	16
2,500- 9,999	22	26	26	24	48	25
10,000-29,999	20	24	21	20	41	21
30,000-99,999	20	24	21	20	41	21
100,000 AND OVER	18	21	13	12	31	16
TOTAL	84	100	107	100	191	100

4. DISTRIBUTION OF NIP FUNDS TO MUNICIPALITIES

The table below indicates that the amount of federal funds allocated is shifting towards larger allocations for small municipalities. Note however that large municipalities of 100,000 population and over still account for the largest segment of funding.

DISTRIBUTION OF FEDERAL ALLOCATIONS
BY MUNICIPAL SIZE CATEGORY, FOR
1974 AND 1975

MUNICIPAL SIZE CATEGORY	% DISTRIBUTION OF 1974 ALLOCATIONS	% DISTRIBUTION OF 1975 ALLOCATIONS	% DISTRIBUTION FOR 74 & 75 ALLOCATIONS
Below 2,500	1	9	5
2,500- 9,999	11	16	13
10,000-29,999	16	19	17
30,000-99,999	26	27	27
100,000 and over	46	28	38
TOTAL	100	100	100

5. EXPENDITURE PATTERN OF FEDERAL FUNDS IN NIP IMPLEMENTATION STAGE

Analysis of 1974 projects demonstrated the following pattern of federal participation in the eligible items for the NIP implementation stage.

Funding Item in NIP Implementation Stage	% Of Total Federal Contributions
Social-Recreation Facilities	44
Municipal Services	23
Land For Social Housing	15
Citizen Part./Admin/Planning	7
Relocation	2
Land For Other Uses	1
Reserve	8
Total	100%

6. NIP PROJECT COST SHARING

The pattern of cost-sharing that is emerging is detailed below.

PROVINCE	% CONTRIBUTION OF TOTAL PROJECT COST		
	FED.	PROV.	MUN.
Nfld.	42	15	43
P.E.I.	42	15	43
N.S.	42	4	54
N.B.	42	16	42
QUE.	39	25	36
ONT.	42	25	33
MAN.	45	23	32
SASK.	32	24	44
ALB.	45	25	30
B.C.	47	25	28
National Average	42	20	38

It is expected that the above pattern will generally hold true for the life of NIP.

7. SITE CLEARANCE PROGRAM

Activity in this program increased from 2 projects in 1974 to 19 in 1975. All projects are in Quebec, 13 of which are located in Montreal.

The average project cost is \$335,000 for which the average federal contribution is \$84,000.

SECTION B
PROGRAM MODIFICATIONS-1975

1. Program Design

- (a) A minimum \$100 per capita funding level per NIP project was adopted in order to ensure that an adequate level of improvement would be achieved.
- (b) More specific standards for eligible NIP areas were developed in order to clarify the broad requirements outlined in the legislation.
- (c) The conditions under which the acquisition and/or clearance of land (and buildings) was permitted for use for social housing purposes were clarified.
- (d) A policy on social-recreational facilities was implemented which:
 - allowed NIP funding for facilities under non-municipal ownership
 - specified the pro-rating procedures for facilities designed for use by a larger population than in the NIP neighbourhood
 - clarified the scope of eligible work.
- (e) The permissible work under the category 'municipal services' was extended to include termite and rodent control.
- (f) The implementation of minor projects during the NIP planning stage was permitted in Ontario. This procedure is now being extended across Canada.
- (g) A policy for the netting of NIP funding acquisitions upon disposal was adopted.

2. Program Delivery

- (a) The 'NIP Operators' Handbook' was developed and forwarded to the Field Offices for distribution to Provincial and Municipal officials, and resident groups. The Handbook outlines all basic program policies and procedures.
- (b) Certain program forms were re-designed to reflect program changes and to clarify administrative procedures.
- (c) The Division sponsored a number of seminars across Canada to further develop understanding of the program. They were attended by Provincial, Municipal and Corporation officials. The seminars were very useful vehicles for obtaining feedback on NIP as well as explaining the program.

SAMPLE SET OF NIP FORMS

NOTE: On form CMHC 1846, please disregard the entry "Less: Other Federal Grants" in computing Net Municipal Cost. The form will be updated as soon as possible. For further information, please see page D-6 of the text.



APPLICATION - LOAN / DEMANDE DE PRÊT

NEIGHBOURHOOD IMPROVEMENT PROGRAM, PART III-I, NHA / PROGRAMME D'AMÉLIORATION DES QUARTIERS, PARTIE III-I, LNH

SUBMIT IN DUPLICATE TO CMHC
SOUMETTRE À LA SCHL EN DEUX COPIES

CMHC USE ONLY / RÉSERVÉ À LA SCHL	
CMHC REF. NO. / NO DE RÉF. SCHL:	
ACCOUNT NO. / COMPTÉ NO.:	
COMPLETION DATE / DATE DE RÉDACTION	DAY/J. MO./M. YR./A.
LOCATION / ENDROIT	PROV. CO. MUNIC.
TRANS. CODE / IND. D'OP.	NEIGH. / PROJ. / AMÉL. / QUART.

APPLICANT / DEMANDEUR:

MUNICIPALITY / MUNICIPALITÉ:	PROVINCE:
PROJECT (SPECIFY NEIGHBOURHOOD IF APPLICABLE): PROJET (PRÉCISER QUARTIER S'IL Y A LIEU):	

PROGRAM / PROGRAMME

INDICATE (✓) AS APPLICABLE / POINTER (✓) SELON LE CAS

NEIGHBOURHOOD IMPROVEMENT AMÉLIORATION DU QUARTIER	<input type="checkbox"/> 1 SELECTION CHOIX	<input type="checkbox"/> 2 PLANNING PLANIFICATION	<input type="checkbox"/> 3 IMPLEMENTATION MISE EN OEUVRE	SITE CLEARANCE DEGAGEMENT DES TERRAINS	<input type="checkbox"/> 4
---	---	--	---	--	----------------------------

MUNICIPAL COSTS / COÛTS À LA MUNICIPALITÉ

PROJECT / PROJET NAME / NOM	ESTIMATED COSTS COÛTS ESTIMATIFS	NHA CONTRIBUTION CONTRIBUTION LNH		BALANCE / SOLDE (MUNICIPAL COST) (COÛT À LA MUNICIPALITÉ)
		%	\$	
SUB-TOTAL TOTAL PARTIEL \$				
	LESS: OTHER FEDERAL GRANTS MOINS: AUTRES SUBVENTIONS FÉDÉRALES		\$	
	NET MUNICIPAL COST COÛT NET À LA MUNICIPALITÉ		\$	
LOAN AMOUNT MONTANT DU PRÊT	75% OF NET MUNICIPAL COST 75% DU COÛT NET À LA MUNICIPALITÉ		\$	
	PLUS: COMMERCIAL LOANS PLUS: PRÊTS COMMERCIAUX		\$	
	TOTAL		\$	

MUNICIPALITY / MUNICIPALITÉ

C.C.80 1

We hereby apply for the loan shown above, for the purpose of financing the project specified, subject to the terms and conditions outlined on the reverse. A resolution of council, together with evidence of provincial approval authorizing this application, is attached.

Nous demandons par la présente le montant du prêt susmentionné pour financer le projet précisé sous réserve des conditions décrites au verso. Ci-annexé une résolution du conseil avec une preuve de l'approbation provinciale, autorisant cette demande.

DATE:	SIGNATURE:	TITLE / TITRE:

CMHC APPROVAL / APPROBATION DE LA SCHL

We hereby approve this loan in accordance with Part III-I of the National Housing Act and subject to the terms and conditions specified on the reverse the following repayment terms shall apply:

Par la présente, nous approuvons ce prêt conformément à la Partie III-I de la Loi nationale sur l'habitation; et sous réserve des conditions spécifiées au verso, les conditions de remboursement suivantes s'appliquent:

LOAN AMOUNT MONTANT DU PRÊT \$	INTEREST RATE TAUX D'INT.	CALCULATED SEMI-ANNUALLY CALCULÉ SEMES.	INTEREST ADJUSTMENT DATE DATE D'AJUSTEMENT DE L'INTÉRÊT	DAY/J. MO./M. YR./A.
REPAYMENT / REMB. AMOUNT / MONTANT	AMORTIZATION PERIOD PÉRIODE D'AMORT.	YEARS ANS	FIRST PAYMENT DATE DATE DU PREMIER PAIEMENT	DAY/J. MO./M. YR./A.
<input type="checkbox"/> 1 MONTHLY MENSUEL	<input type="checkbox"/> 3 SEMI-ANNUALLY SEMESTRIEL	C.C.80	<input type="checkbox"/> 2	
<input type="checkbox"/> 2 QUARTERLY TRIMESTRIEL	<input type="checkbox"/> 4 ANNUALLY ANNUEL			
	DATE:	SIGNATURE:		

TERMS AND CONDITIONS / CONDITIONS

Subject to the terms and conditions herein described:

1. (a) Central Mortgage and Housing Corporation will make a loan to the municipality in the amount shown on the face hereof;
- (b) During the period of implementation of the project the Corporation will make loan advances not more frequently than monthly on advance certificates satisfactory to the Corporation less the amount equal to advances previously made to the municipality in respect of the loan;
2. (a) The amount of principal money shall be the amount of the loan advanced to the municipality as aforesaid and the rate of interest thereon shall be calculated half-yearly and not in advance, as well after as before maturity of the loan, until paid; the said interest shall be chargeable on the amounts from time to time advanced, computed from the respective date of such advances to the interest adjustment date at which date the said interest shall become due and be paid by cash or cheque; thereafter the principal money, together with interest thereon at the rate specified, shall become due and be paid annually in equal blended payments on the repayment date specified in each and every year for the term of the loan when the full balance of principal and interest shall become due and be paid;
- (b) The municipality shall have the privilege at any time before the expiry of the term of paying the whole or any part of the amount of the loan outstanding without notice or bonus;
3. On each anniversary of the interest adjustment date until the loan is fully advanced the municipality will issue and deliver to the Corporation a debenture of the municipality, in a form acceptable to the Corporation, equal in amount to the principal amount advanced in the preceding twelve-month period. The municipality's obligation to repay the loan together with interest thereon shall, upon delivery of the said debenture, be deemed to be substituted by the municipality's obligation to repay the said debenture in accordance with the terms thereof.
4. In the event of default in the payment of any instalment or any other moneys payable hereunder by the municipality, or upon breach of any covenant or agreement herein contained, after all or part of the loan has been advanced, the whole of the principal together with interest thereon remaining unpaid shall, at the option of the Corporation, forthwith become due and be payable;
5. The municipality shall retain all documents, vouchers, records and accounts pertaining to the cost of implementing the project for not less than seven (7) years from the date of completion of the scheme as determined by the parties hereto, and shall at all reasonable times permit inspection and audit of such records by the Corporation.

Sous réserve des conditions décrites ci-après:

1. (a) La Société centrale d'hypothèques et de logement consentira un prêt à la municipalité, pour le montant indiqué au recto de la présente;
- (b) au cours de la période de la réalisation du projet, la Société fera des avances de prêt, au plus mensuellement, sur présentation de certificats d'avances, reconnus satisfaisants par la Société, moins un montant égal aux avances antérieurement versées à la municipalité relativement au prêt;
2. (a) le montant du principal sera le montant dudit prêt avancé à la municipalité et le taux d'intérêt sur ce montant devra être calculé semestriellement et non d'avance, avant et après l'échéance du prêt, jusqu'au paiement; ledit intérêt devra être ajouté aux montants avancés au besoin et il sera calculé à compter des dates respectives de ces avances jusqu'à la date d'ajustement de l'intérêt, date à laquelle cet intérêt sera échu et devra être payé au comptant ou par chèque; par la suite, le montant de principal avec l'intérêt sur ce montant au taux spécifié, sera échu et devra être payé annuellement en paiements combinés égaux à la date de remboursement spécifiée, au cours de chacune des années de la durée du prêt; après quoi le solde intégral du principal et de l'intérêt sera échu et devra être payé;
- (b) la municipalité aura le privilège, en tout temps antérieur à l'expiration de l'amortissement, de payer entièrement ou en partie le montant impayé du prêt sans avis ni gratification;
3. à chaque anniversaire de la date d'ajustement de l'intérêt jusqu'à ce que le prêt soit entièrement avancé, la municipalité émettra et livrera à la Société une obligation non gagée de la municipalité, sous une forme acceptable à la Société, d'un montant égal au montant de principal avancé au cours de la période de douze mois précédente; sur livraison de cette obligation, l'engagement de la part de la municipalité de rembourser le prêt avec l'intérêt sur ce prêt, sera considéré comme remplacé par l'engagement de la part de la municipalité de rembourser ladite obligation conformément aux conditions de cette obligation;
4. dans le cas d'un défaut de paiement de tout versement ou de toute autre somme payable, en vertu des présentes par la municipalité; ou dans le cas d'une rupture de toute clause ou entente contenue dans les présentes, après que le prêt aura été avancé en entier ou en partie, tout le principal ainsi que l'intérêt alors impayés seront, à la discrétion de la Société, immédiatement échus et à payer;
5. la municipalité conservera tous les documents, pièces justificatives, registres et comptes relatifs au coût de la réalisation du projet pendant au moins sept (7) ans à compter de la date du parachèvement du programme telle qu'elle aura été déterminée par les parties en cause, et elle permettra à la Société, en tout temps raisonnable, d'inspecter et de vérifier ces registres.



APPLICATION - CONTRIBUTION / DEMANDE - CONTRIBUTION

Neighbourhood Improvement Program, Part III.1, NHA / Programme d'amélioration des quartiers, Partie III.1, LNH

SUBMIT IN TRIPPLICATE TO CMHC
SOUMETTRE À LA SCHL EN TROIS COPIES

APPLICANT / DEMANDEUR

MUNICIPALITY / MUNICIPALITÉ:	PROVINCE:
PROJECT (SPECIFY NEIGHBOURHOOD IF APPLICABLE): PROJET (PRÉCISER LE QUARTIER S'IL Y A LIEU):	

CMHC USE ONLY / RÉSERVÉ À LA SCHL	
CMHC REF. NO. / NO DE RÉF. SCHL	
ACCOUNT NO. COMpte NO.	
COMPLETION DATE DATE DE PARACHÈVEMENT	DAY / J. MO./M. YR. / A.
LOCATION ENDROIT	PROV. CO. MUNIC.
TRANS. CODE IND. D'OP.	NEIGH. PROJ. AMÉL. QUART.

PROGRAM STAGE / STADE DU PROGRAMME

Indicate (✓) as applicable / Pointer (✓) selon le cas

<input type="checkbox"/> NEIGHBOURHOOD IMPROVEMENT / AMÉLIORATION DU QUARTIER: SELECTION CHOIX	<input type="checkbox"/> PLANNING PLANIFICATION (ATTACH/ANNEXER CMHC 1847A)	<input type="checkbox"/> IMPLEMENTATION MISE EN OEUVRE (ATTACH/ANNEXER CMHC 1847B)	Estimated Completion Date: Date estimative du parachèvement:
--	---	--	---

We hereby apply for a contribution to assist neighbourhood improvement under Part III.1, of the National Housing Act and pursuant to an agreement between Central Mortgage and Housing Corporation and the province dated:

Nous demandons par la présente une contribution en vue d'aider à l'amélioration d'un quartier aux termes de la Partie III.1 de la Loi nationale sur l'habitation et conformément à une entente passée entre la Société centrale d'hypothèques et de logement et la province en date du:

MUNICIPAL COSTS / COÛTS À LA MUNICIPALITÉ

ITEM / POSTE	ESTIMATED COSTS COÛT ESTIMATIF	NHA CONTRIBUTION CONTRIBUTION LNH		PROVINCIAL CONTRIBUTION / CONTRIBUTION DE LA PROVINCE \$	MUNI. CONTRIBUTION CONTRIBUTION DE LA MUNICIPALITÉ \$
		%	\$		
SELECTION STAGE / STADE DU CHOIX		50			
PLANNING STAGE / STADE DE LA PLANIFICATION					
PLANNING / PLANIFICATION					
RESIDENT PARTICIPATION PARTICIPATION DES RÉSIDENTS		50			
ADMINISTRATION					
IMPLEMENTATION STAGE / STADE DE LA MISE EN OEUVRE					
PLANNING / PLANIFICATION					
RESIDENT PARTICIPATION PARTICIPATION DES RÉSIDENTS					
SOCIAL AND RECREATIONAL FACILITIES ÉQUIPEMENT SOCIAL ET RÉCRÉATIF					
LAND: SOCIAL HOUSING TERRAIN: LOGEMENT SOCIAL		50			
RELOCATION RELOGEMENT					
ADMINISTRATION					
SERVICES / UTILITIES SERVICES / UTILITÉS PUBLIQUES		25			
LAND: NON-CONFORMING USE TERRAINS À DES FINS NON CONCILIAIBLES		25			
RESERVE FUTURE PROPOSALS RÉSERVE POUR PROPOSITIONS À VENIR		-			
Total NHA Contribution Requested / Total de la contribution LNH demandée					

ACCOUNTABLE ADVANCE / AVANCE COMPTABLE

AMOUNT REQUESTED / MONTANT DEMANDÉ \$	Certified statement of expenses will be submitted on or before L'état attesté des dépenses sera soumis au plus tard le	D/J	M	Y/A
ANY UNUSED PORTION OF ADVANCE WILL BE REFUNDED / TOUTE PARTIE D'AVANCE INUTILISÉE SERA REMBOURSÉE				

MUNICIPALITY / MUNICIPALITÉ

<p>We hereby agree to:</p> <ol style="list-style-type: none"> Advise CMHC of any revisions to the neighbourhood improvement plan at six month intervals, or earlier if significant changes are made; Make available data, progress reports and accounting records for financial audit purposes; Use the public tender system in awarding contracts during the implementation stage. 	<p>Nous convenons par la présente</p> <ol style="list-style-type: none"> D'aviser la SCHL de toute révision au plan d'amélioration du quartier à des intervalles de six mois, ou plus souvent s'il y a des changements importants; De rendre disponibles les données, les rapports sur le progrès et les registres de comptabilité aux fins de vérification financière. Utiliser le système d'appels publics d'offres à l'égard de l'adjudication des contrats au cours du stade de la mise en oeuvre. 	
DATE:	SIGNATURE:	TITLE / TITRE:



**SUPPLEMENT TO APPLICATION
PLANNING STAGE
NEIGHBOURHOOD IMPROVEMENT PROGRAM**

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.

**SUPPLÉMENT À UNE DEMANDE
STADE DE LA PLANIFICATION
PROGRAMME D'AMÉLIORATION DES QUARTIERS**

1. Les données fournies doivent représenter les meilleures estimations disponibles. Des enquêtes détaillées ne sont pas requises aux fins de cette demande.
2. Veuillez annexer des feuilles supplémentaires si l'espace fourni est insuffisant.

GENERAL/GÉNÉRALITÉS

MUNICIPALITY/MUNICIPALITÉ:		FOR CMHC USE ONLY RÉSERVÉ À LA SCHL	
PROJECT NAME/NOM DU PROJET:			
MUNICIPAL POPULATION/POPULATION MUNICIPALE:	AVERAGE MUNICIPAL HOUSEHOLD INCOME: REVENU MOYEN DES MÉNAGES DANS LA MUNICIPALITÉ:	DATE OF APPLICATION: DATE DE LA DEMANDE:	DAY/J. MO./M. YR./A.

DESIGNATED NEIGHBOURHOOD (Existing conditions)/QUARTIER DÉSIGNÉ (Caractéristiques actuelles)

DESCRIPTION (INCLUDE BOUNDARIES, ATTACH MAP)/DESCRIPTION (DÉCRIRE LES LIMITES, ANNEXER CARTE GÉOGRAPHIQUE)			
NIP AREA ZONE P.A.Q.	ESTIMATED POPULATION: POPULATION ESTIMATIVE:	ESTIMATED NUMBER OF HOUSEHOLDS/ NOMBRE ESTIMATIF DE MÉNAGES:	ESTIMATED AVERAGE HOUSEHOLD INCOME OF NEIGH. RESIDENTS: REVENU MOYEN ESTIMATIF PAR MÉNAGE DES RÉSIDENTS DU QUARTIER:

INCOME RANGE/GAMME DES REVENUS				Estimated housing conditions/État estimatif des habitations	
RANGE LIMITES	EST. ESTIMATIF %	RANGE LIMITES	ESTIMATED ESTIMATIF %	REHABILITATION/RESTAURATION NOT REQUIRED NON REQUISE REQUIRED REQUISE BEYOND REHABILITATION NON RESTAURABLE	% OF UNITS/% D'HABITATIONS
\$ 0 - 4,999		\$ 10,000 - 14,999			
\$ 5,000 - 6,999		\$ 15,000 - 19,999			
\$ 7,000 - 9,999		\$ 20,000 +			
				TOTAL NO. OF UNITS NBRE TOTAL D'HABITATIONS	

NOTE:

A household consists of a person or group of 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, of 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.

REMARQUE:

Un ménage signifie une personne ou un groupe de personnes occupant un même logement. Il se compose ordinairement d'un groupe familial, avec ou sans chambreurs, employés, etc.. Il peut aussi se composer de deux familles ou plus partageant le même logement, d'un groupe de personnes non apparentées ou d'une personne seule. Cette définition est celle qu'utilise Statistique Canada et elle est d'application tout au long de cette formule.

EXISTING LAND USE BREAKDOWN/RÉPARTITION ESTIMATIVE DU PRÉSENT USAGE DES TERRAINS

GROSS LAND USE - BY TYPE (INCLUDES STREETS) (DOES NOT INCLUDE INTENDED LAND USE) CATÉGORIES D'UTILISATION BRUTE DU TERRAIN (COMPRED LES RUES) (NE COMPRED PAS L'UTILISATION PROJÉTÉE DU TERRAIN)	ACRES/ACRES	% OF TOTAL/% DU TOTAL
RESIDENTIAL RÉSIDENTIEL		
PARKS AND OPEN SPACE PARCS ET ESPACES VERTS		
INSTITUTIONAL INSTITUTIONNEL		
VACANT LAND TERRAINS VACANTS		
OTHER (THIS INCLUDES ALL OTHER LAND USES) AUTRES (COMPRED TOUTES LES AUTRES UTILISATIONS DE TERRAIN)		
TOTAL		100 %

MUNICIPAL SERVICES/SERVICES MUNICIPAUX

TYPE/CATÉGORIE	ADEQUATE SUFFISANTS		INDICATE IF NOT AVAILABLE INDIQUER SI NON DISPONIBLE
	YES/OUI	NO/NON	
WATER AQUEDUC			
SEWERAGE ÉGOUTS			
STREET LIGHTING ÉCLAIRAGE DES RUES			
ROADS RUES			
SIDEWALKS TROTTOIRS			
HYDRO ÉLECTRICITÉ			
GAS GAZ			
OTHER (SPECIFY) AUTRES (PRÉCISER)			

Social and recreational facilities/Installations sociales et récréatives

LIST EXISTING FACILITIES LISTE DES INSTALLATIONS EXISTANTES	ADEQUATE/SUFFISANTES	
	YES/OUI	NO/NON

DESCRIBE NEIGHBOURHOOD RESIDENT INVOLVEMENT/DESCRIPTION DE LA PARTICIPATION DES RÉSIDENTS DU QUARTIER

INCLUDE LIST OF ACTIVITIES AND RESPONSIBILITIES OF RESIDENT PARTICIPANTS:
INCLURE UNE LISTE DES ACTIVITÉS ET DES RESPONSABILITÉS AUXQUELLES LES RÉSIDENTS PRENDRONT PART:

PROGRAMS TO COMPLEMENT NIP/RRAP/PROGRAMMES COMPLÉMENTAIRES AU P.A.Q./P.A.R.E.L.

List programs by type (below) which will or could be utilized to complement the NIP/RRAP for this project.
Énumérez (ci-après), par genre, les programmes qui vont ou qui pourront être utilisés comme compléments au P.A.Q./P.A.R.E.L. relativement à ce projet.

FEDERAL/FÉDÉRAUX

PROVINCIAL/PROVINCIAUX

MUNICIPAL/MUNICIPAUX

Provide statement on future stability of neighbourhood in terms of land uses and densities. Specify any existing or potential public or private development plans other than NIP and RRAP which will have a major impact on NIP area.

Fournir un énoncé sur la stabilité future du quartier en ce qui concerne l'utilisation des terrains et les densités. Préciser tous les plans d'aménagement existants ou éventuels, du secteur public ou privé, autres que le P.A.Q. et le P.A.R.E.L., qui exerceront une influence majeure sur la zone P.A.Q.

Is there a minimum occupancy and building maintenance by-law in existence in this municipality

YES if NO, outline the plans to develop and implement such a by-law

Existe-t-il un règlement sur les normes minimales d'occupation et d'entretien des immeubles résidentiels dans cette municipalité

OUI NON *Si non, exposez les plans d'établissement et de mise en application d'un tel règlement*

PLEASE ATTACH THE FOLLOWING DOCUMENTS

1. A resolution or by-law authorizing submission of this application.
2. Evidence of provincial approval of this application.

VEUILLEZ ANNEXER LES DOCUMENTS SUIVANTS

1. Une résolution ou un règlement autorisant la soumission de la présente demande.
2. Une pièce justifiant l'approbation de la présente demande par la province.



**SUPPLEMENT TO APPLICATION
IMPLEMENTATION STAGE
NEIGHBOURHOOD IMPROVEMENT PROGRAM**

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.

**SUPLÉMENT À UNE DEMANDE
STADE DE LA MISE EN OEUVRE
PROGRAMME D'AMÉLIORATION DES QUARTIERS**

1. En vue d'aider à la formulation des besoins en améliorations, des données ou des documents provenant de diverses sources, devraient être utilisés pour fournir les renseignements demandés ici.
2. Veuillez annexer des feuilles supplémentaires si l'espace fourni est insuffisant.

GENERAL/GÉNÉRALITÉS

MUNICIPALITY/MUNICIPALITÉ:		FOR CMHC USE ONLY RÉSERVÉ À LA SCHL	
PROJECT NAME/NOM DU PROJET:			
MUNICIPAL POPULATION/POPULATION MUNICIPALE:	AVERAGE MUNICIPAL HOUSEHOLD INCOME: REVENU MOYEN DES MÉNAGES DANS LA MUNICIPALITÉ:	DATE OF APPLICATION: DATE DE LA DEMANDE	DAY/J. MO./M. YR /A.

DESIGNATED NEIGHBOURHOOD (Existing conditions)/QUARTIER DÉSIGNÉ (Caractéristiques actuelles)

DESCRIPTION (INCLUDE BOUNDARIES, ATTACH MAP)/DESCRIPTION (Y COMPRIS LES LIMITES, ANNEXER CARTE GÉOGRAPHIQUE):

NIP AREA ZONE P.A.Q.	POPULATION/POPULATION:	NUMBER OF HOUSEHOLDS/NOMBRE DE MÉNAGES
-------------------------	------------------------	--

TENURE/MODE D'OCCUPATION		Estimated housing conditions/Conditions estimatives des hab.	
TYPE OF DWELLINGS GENRE DE LOGEMENT	NUMBER OF UNITS NOMBRE DE LOGEMENTS	REHABILITATION/RESTAURATION NOT REQUIRED NON REQUISE	NO. OF UNITS/NBRE DE LOG.
OWNER-OCCUPIED OCCUPÉ PAR LE PROPRIÉTAIRE		REQUIRED REQUISE	
TENANT-OCCUPIED OCCUPÉ PAR UN LOCATAIRE		BEYOND REHABILITATION NON RESTAURABLE	
TOTAL NO. OF UNITS NBRE TOTAL DE LOGEMENTS		TOTAL NO. OF UNITS NBRE TOTAL DE LOGEMENTS	

NOTE:

A household consists of a person or group of 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, of 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.

REMARQUE:

Un ménage signifie une personne ou un groupe de personnes occupant un même logement. Il se compose ordinairement d'un groupe familial, avec ou sans chambreurs, employés, etc.. Il peut aussi se composer de deux familles ou plus partageant le même logement, d'un groupe de personnes non apparentées ou d'une personne seule. Cette définition est celle qu'utilise Statistique Canada et elle est d'application tout au long de cette formule.

DESCRIPTION OF NEIGHBOURHOOD IMPROVEMENT PLAN/DESCRIPTION DU PLAN D'AMÉLIORATION DU QUARTIER

OUTLINE PLAN OBJECTIVES, NEEDS AND PRIORITIES/DÉCRIRE LES OBJECTIFS DU PLAN, LES BESOINS ET LES PRIORITÉS:

OUTLINE PLANS TO SECURE INTENDED LAND USE AND RESIDENTIAL DENSITY PATTERNS OF THE NIP AREA:
DÉCRIRE LES PLANS POUR ASSURER L'UTILISATION PROJÉTÉE DU TERRAIN ET LES NORMES DE DENSITÉS RÉSIDENTIELLES DE LA ZONE P.A.Q.:

DESCRIBE RESIDENT INVOLVEMENT: (INCLUDE LIST OF ACTIVITIES AND RESPONSIBILITIES OF RESIDENT PARTICIPANTS)
DÉCRIRE LA PARTICIPATION DES RÉSIDANTS: (INCLUDE UNE LISTE DES ACTIVITÉS ET DES RESPONSABILITÉS AUXQUELLES LES RÉSIDANTS PRENDRONT PART).

LAND USE BREAKDOWN/RÉPARTITION DE L'USAGE DES TERRAINS

NET LAND USE (TO NEAREST 1/2 ACRE) BY TYPE (EXCLUDE STREETS) UTILISATION NETTE DU TERRAIN (AU 1/2 ACRE PRÈS) PAR CATÉGORIES (À L'EXCLUSION DES RUES)	PRESENT LAND USE (BEFORE NIP PLAN) UTILISATION ACTUELLE DU TERRAIN (AVANT LE PLAN P.A.Q.)		PROPOSED LAND USE (IN NIP PLAN) UTILISATION PROPOSÉE DU TERRAIN (SELON LE PLAN P.A.Q.)	
	ACRES	% TOTAL % DU TOTAL	ACRES	% TOTAL % DU TOTAL
RÉSIDENTIAL RÉSIDENTIEL				
PARKS AND OPEN SPACE PARCS ET ESPACES VERTS				
INSTITUTIONAL INSTITUTIONNEL				
MIXED COMMERCIAL AND RESIDENTIAL RÉSIDENTIEL/COMMERCIAL				
INDUSTRIAL INDUSTRIEL				
COMMERCIAL COMMERCIAL				
PARKING (OPEN AND GARAGES) STATIONNEMENT (À CIEL OUVERT ET GARAGES)				
STREETS RUES				
VACANT TERRAINS VACANTS				
OTHER (SPECIFY) AUTRES (PRÉCISER)				
TOTAL		100%		100%

NUMBER OF EXISTING RESIDENTIAL DWELLING UNITS TO BE ACQUIRED:
NOMBRE D'HABITATIONS EXISTANTES À ACQUÉRIR:

NUMBER OF HOUSEHOLDS TO BE DISPLACED:
NOMBRE DE MÉNAGES À DÉPLACER:

ACQUISITION AND CLEARANCE ESTIMATE (IF APPLICABLE)
ACQUISITION ET DÉBLAIEMENT ESTIMATIFS (S'IL Y A LIEU)

MUNICIPAL SERVICES
SERVICES MUNICIPAUX

BUILT-UP LAND TO BE CLEARED (DESCRIBE PRESENT USE) TERRAIN BÂTI À DÉBLAYER (DÉCRIRE L'UTILISATION ACTUELLE)	ESTIMATED NO. OF ACRES NBRE EST. D'ACRES	PROPOSED LAND RE-USE RÉUTILISATION PROPO- SÉE DU TERRAIN	TYPE/CATÉGORIE	EXISTING (TO BE IMPROVED) EXISTANT (À ÊTRE AMÉLIORÉ)	NEW (TO BE INSTALLED) NOUVEAU (À ÊTRE INSTALLÉ)
			WATER AQUEDUC		
			SEWERAGE ÉGOUTS		
			STREET LIGHTING ÉCLAIRAGE DES RUES		
			ROADS RUES		
			SIDEWALKS TROTTOIRS		
			HYDRO ÉLECTRICITÉ		
			GAS GAZ		
			OTHER (SPECIFY) AUTRES (PRÉCISER)		

SOCIAL AND RECREATIONAL FACILITIES/INSTALLATIONS SOCIALES ET RÉCRÉATIVES

LIST IMPROVEMENTS TO EXISTING FACILITIES/ÉNUMÉRER LES AMÉLIORATIONS À EFFECTUER AUX INSTALLATIONS EXISTANTES:

LIST NEW FACILITIES TO BE CONSTRUCTED/ÉNUMÉRER LES NOUVELLES INSTALLATIONS À CONSTRUIRE:

REHOUSING PROGRAM (if applicable)/PROGRAMME DE RELOGEMENT (s'il y a lieu)

Include details of financial assistance to be made available to:

Fournir détails de l'aide financière devant être mise à la disposition des:

TENANTS/LOCATAIRES:

OWNERS/PROPRIÉTAIRES:

PROGRAMS TO COMPLEMENT NIP/RRAP/PROGRAMMES COMPLÉMENTAIRES AU P.A.Q./P.A.R.E.L.

List programs by type (below) which will or could be utilized to complement the NIP/RRAP for this project.
Énumérer (ci-après), par genre, les programmes qui vont ou qui pourront être utilisés comme compléments au P.A.Q./P.A.R.E.L. relativement à ce projet.

FEDERAL/FÉDÉRAUX

PROVINCIAL/PROVINCIAUX

MUNICIPAL/MUNICIPAUX

Provide a statement on future stability of neighbourhood in terms of land uses and densities. Specify any existing or potential public or private development plans other than NIP and RRAP which will have a major impact on NIP area.

Fournir un énoncé sur la stabilité future du quartier en ce qui concerne l'utilisation des terrains et les densités. Préciser tous les plans d'aménagement existants ou éventuels, du secteur public ou privé, autres que le P.A.Q. et le P.A.R.E.L., qui exerceront une influence majeure sur la zone P.A.Q.

PLEASE ATTACH THE FOLLOWING DOCUMENTS:

VEUILLEZ ANNEXER LES DOCUMENTS SUIVANTS:

1. A copy of the minimum building standards by-law.
2. A resolution or by-law authorizing submission of this application.
3. Evidence of provincial approval of this application.

1. Un exemplaire du règlement sur les normes minimales d'occupation et d'entretien des immeubles résidentiels.
2. Une résolution ou un règlement autorisant la soumission de la présente demande.
3. Une pièce justifiant l'approbation de la présente demande par la province.



APPLICATION - CONTRIBUTION / DEMANDE - CONTRIBUTION

SITE CLEARANCE PROGRAM, PART III-I, NHA / PROGRAMME DE DÉGAGEMENT DES TERRAINS, PARTIE III-I, LNH

SUBMIT IN TRIPLICATE TO CMHC
SOUMETTRE À LA SCHL EN TROIS COPIES

APPLICANT / DEMANDEUR

MUNICIPALITY / MUNICIPALITÉ:	PROVINCE:
	ESTIMATED COMPLETION DATE / DATE ESTIMATIVE DU PARACHÈVEMENT:

CMHC USE ONLY / RÉSERVÉ À LA SCHL	
CMHC REF. NO. / NO DE RÉF. SCHL:	
ACCOUNT NO. / COMPTE NO.:	
COMPLETION DATE / DATE DE RÉDACTION	DAY/J. MO./M. YR./A.
LOCATION / ENDROIT	PROV. CO. MUNIC.
TRANS. CODE IND. D'OP.	NEIGH. / PROJ. AMÉL. / QUART.

We hereby apply for a contribution to assist in the implementation of a Site Clearance Program, under Part III-I, NHA, as outlined in the documents specified below.

Nous demandons par les présentes une contribution en vue d'aider à mettre en oeuvre un projet de dégagement des terrains aux termes de la Partie III-I de la LNH tel qu'il est décrit dans les documents énumérés ci-après. Cette demande découle d'une entente passée entre la Société centrale d'hypothèques et de logement et la province en date du:

This application is pursuant to an agreement between Central Mortgage and Housing Corporation and the province dated:

MUNICIPAL COST / COÛT À LA MUNICIPALITÉ

ESTIMATED ACQUISITION COST OF LAND AND BUILDINGS COÛT ESTIMATIF D'ACQUISITION DES TERRAINS ET DES IMMEUBLES		\$			
LESS: RE-USE VALUE OF LAND (ESTIMATE) MOINS: VALEUR DE RÉUTILISATION DES TERRAINS (ESTIMATIVE)					
SUB-TOTAL TOTAL PARTIEL					
RELOCATION EXP. / DÉPENSES DE RELOG.:	NO. OF HOUSEHOLDS / NOMBRE DE MÉNAGES	AVG. COST PER HOUSEHOLD X COÛT MOYEN PAR MÉNAGE			
ELIGIBLE COST COÛT ADMISSIBLE		\$			

FEDERAL CONTRIBUTION / CONTRIBUTION FÉDÉRALE

National Housing Act Contribution: 25% of Eligible Cost Contribution aux termes de la Loi nationale sur l'habitation: 25% du coût admissible	\$			
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MUNICIPALITY / MUNICIPALITÉ

<p>We hereby agree to:</p> <ol style="list-style-type: none"> make available to CMHC data related to this project, permit access to accounting records for financial audit purposes. 	<p><i>Nous convenons par la présente de</i></p> <ol style="list-style-type: none"> <i>mettre à la disposition de la SCHL les données relatives à ce projet,</i> <i>permettre l'accès aux livres de comptabilité aux fins de vérification financière.</i> 	
DATE:	SIGNATURE:	TITLE / TITRE:

SUPPORTING DOCUMENTS / DOCUMENTS À L'APPUI

- | | |
|--|--|
| (A) A COPY OF OCCUPANCY AND MINIMUM BUILDING MAINTENANCE STANDARDS AND A STATEMENT OF INTENTION TO ENFORCE THE STANDARDS. | (A) UNE COPIE DES RÈGLES D'OCCUPATION ET D'ENTRETIEN MINIMAL DES IMMEUBLES AINSI QU'UNE DÉCLARATION DE L'INTENTION DE FAIRE RESPECTER CES RÈGLES. |
| (B) A STATEMENT OF PLANS FOR PAYMENT OF RELOCATION EXPENSES AND COMPENSATION TO INDIVIDUALS DISPLACED BY THE IMPLEMENTATION OF THE PROJECT, AND REHOUSING PLANS. | (B) UNE DÉCLARATION À L'ÉGARD DES PLANS DU PAIEMENT DES DÉPENSES DE RELOGEMENT ET DE DÉDOMMAGEMENT ACCORDÉ AUX PARTICULIERS DÉPLACÉS PAR LA MISE EN OEUVRE DU PROJET ET DES PLANS DE RELOGEMENT. |
| (C) RESOLUTION OR BY-LAW AUTHORIZING SUBMISSION OF THIS APPLICATION. | (C) UNE RÉOLUTION OU UN RÈGLEMENT AUTORISANT LA PRÉSENTATION DE CETTE DEMANDE. |
| (D) EVIDENCE OF PROVINCIAL APPROVAL OF THIS APPLICATION. | (D) UNE PREUVE DE L'APPROBATION PROVINCIALE DE CETTE DEMANDE. |



Office:

ENV. 563 8(2)

Date:

CERTIFICATE OF ELIGIBILITY
Part III.1, National Housing Act

MUNICIPALITY:		APPLICANT'S REF.:	CMHC ACCOUNT NO.:
PROVINCE:		NEIGHBOURHOOD IMPROVEMENT PROGRAM <small>STAGE</small> <input type="checkbox"/> SELECTION <input type="checkbox"/> PLANNING <input type="checkbox"/> IMPLEMENTATION	
NEIGHBOURHOOD IMPROVEMENT PROGRAM PROJECT (IF APPLICABLE):		<input type="checkbox"/> SITE CLEARANCE PROGRAM	

Your application for a contribution under Part III.1 of the National Housing Act is certified to be eligible as follows;

CONTRIBUTION

\$	Pursuant to the agreement between CMHC and the province dated	19
----	--	----

In accordance with the provincial agreement, the federal contribution is only applicable to expenditures incurred prior to: 19

ACCOUNTABLE ADVANCE (APPLICABLE ONLY TO NEIGHBOURHOOD IMPROVEMENT PROGRAM)

We enclose our cheque in relation to the federal contribution toward this stage of the project.	
Cheque number:	Amount \$

Yours truly,

Manager.



Societe centrale
d'hypotheques et de logement

Central Mortgage
and Housing Corporation

Bureau:

ENV. 5638(2)

Date:

CERTIFICAT D'ADMISSIBILITÉ
Partie III.1, Loi nationale sur l'habitation

MUNICIPALITÉ:		RÉF. DU DEMANDEUR:	NO DE COMPTE SCHL:
PROVINCE:		PROGRAMME D'AMÉLIORATION DES QUARTIERS	
PROJET AUX TERMES DU PROGRAMME D'AMÉLIORATION DES QUARTIERS (S'IL Y A LIEU):		STADE <input type="checkbox"/> CHOIX <input type="checkbox"/> PLANIFI- CATION <input type="checkbox"/> MISE EN OEUVRE <input type="checkbox"/> PROGRAMME DE DÉGAGEMENT DES TERRAINS	

La présente atteste que votre demande à l'égard d'une contribution aux termes de la Partie III.1 de la Loi nationale sur l'habitation est admissible selon les modalités suivantes:

CONTRIBUTION

\$	Conformément à l'entente passée entre la SCHL et la province en date du:	19
----	--	----

Conformément à l'entente provinciale, la contribution fédérale ne s'applique qu'aux dépenses qui seront engagées avant le 19 .

AVANCE COMPTABLE (APPLICABLE AU PROGRAMME D'AMÉLIORATION DES QUARTIERS SEULEMENT)

Nous annexons notre chèque à l'égard de la contribution fédérale pour ce stade du projet.	
Chèque numéro:	Montant: \$

Bien à vous,

Gérant

CENTRAL MORTGAGE AND HOUSING CORPORATION / SOCIÉTÉ CENTRALE D'HYPOTHÈQUES ET DE LOGEMENT
REQUEST - CONTRIBUTION / LOAN ADVANCE / DEMANDE - CONTRIBUTION / AVANCE SUR UN PRÊT
 PART III.I, NATIONAL HOUSING ACT / PARTIE III.I DE LA LOI NATIONALE SUR L'HABITATION

CMHC 1850
9/73

Submit in triplicate to CMHC. *Soumettre 3 in SCHL en trois copies*
 separate requests monthly. *demandes distinctes mensuelles*
 for each program. *à l'égard de chaque programme*

CMHC USE ONLY / RÉSERVÉ À LA SCHL	
CMHC REF. NO. / NO DE REF. SCHL:	
ACCOUNT NO. / COMPTE NO.:	
COMPLETION DATE / DATE DE RÉACTION:	
LOCATION / ENDROIT:	PROV. CO. MUNIC.
TRANS CODE INV. / O'OP:	NEIGH./ PROJ. AMEL./ QUAR.

APPLICANT / DEMANDEUR		NEIGHBOURHOOD (IF APPLICABLE) / QUARTIER (S'IL Y A LIEU)
REQUEST NO. / DEMANDE NO.:	FOR PERIOD FROM / POUR LA PÉRIODE ALLANT DU	TO / AU
NEIGHBOURHOOD IMPROVEMENT PROGRAM (INDICATE STAGE) / PROGRAMME D'AMÉLIORATION DU QUARTIER (INDIQUER STADE)		
<input type="checkbox"/> 1 SELECTION / CHOIX	<input type="checkbox"/> 2 PLANNING / PLANIFICATION	<input type="checkbox"/> 3 IMPLEMENTATION / MISE EN ŒUVRE
<input type="checkbox"/> COMPLETE A1 AND A2 / REMPLIR A1 ET A2		<input type="checkbox"/> COMPLETE A3 / REMPLIR A3

A. SUMMARY OF ELIGIBLE COSTS / SOMMAIRE DES COÛTS ADMISSIBLES

PROGRAM / ITEM PROGRAMME / POSTE (support each cost as per reverse) (appuyer chaque coût suivant verso)	PREVIOUS TOTAL TOTAL ANTERIEUR \$	CURRENT AMOUNT MONTANT ACTUEL \$	TOTAL TO DATE TOTAL A CE JOUR \$	ELIGIBLE NHA CONTRIBUTION TO DATE CONTRIBUTION LNH ADMISSIBLE À CE JOUR	
				%	\$
1. Neighbourhood Improvement Prog. Prog. d'amélioration des quartiers					
SELECTION / CHOIX				50	
PLANNING / PLANIFICATION				50	
RESIDENT PARTICIPATION PARTICIPATION DES RÉSIDANTS				50	
SOCIAL/RECREATION FACILITIES ÉQUIPEMENT SOCIAL/RECREATIF				50	
LAND FOR SOCIAL/PUBLIC HOUSING TERRAINS AUX FINS DE LOG. SOC./PUB.				50	
RELOCATION RELOGEMENT				50	
ADMINISTRATION				50	
SERVICES AND UTILITIES SERVICES PUBLICS ET UTILITÉS				25	
NON-CONFORMING USE ACQUISITIONS ACQUIS. À DES FINS NON CONCILIAIBLES				25	
TOTAL					
2. Commercial Rehabilitation Loans Prêts aux fins de restaur. comm.					
3. Site Clearance/Dégaq. des terrains PROPERTY ACQUISITIONS - NET COST ACQUISITION DES PROP. - COÛT NET				25	
RELOCATION RELOGEMENT				25	
TOTAL					

B. FEDERAL CONTRIBUTION / CONTRIBUTION FÉDÉRALE

AMOUNT OF CERTIFICATE OF ELIGIBILITY MONTANT SUR LE CERTIFICAT D'ADMISSIBILITÉ : \$		<input type="checkbox"/> INTERIM <input type="checkbox"/> FINAL
1. ELIGIBLE NHA CONTRIBUTION TO DATE CONTRIBUTION LNH ADMISSIBLE À CE JOUR \$		
2. TOTAL PREVIOUS PAYMENTS - INCLUDING ACCOUNTABLE ADVANCES - DEDUCT TOTAL DES PAIEMENTS ANTERIEURS - Y COMPRIS LES AVANCES COMPTABLES - DÉDUIRE		
3. SUB TOTAL / TOTAL PARTIEL		
4. ACCOUNTABLE ADVANCE REQUESTED AVANCE COMPTABLE DEMANDÉE		
5. AMOUNT PAYABLE THIS CLAIM MONTANT À PAYER D'APRÈS CETTE DEMANDE \$		

C. LOAN ADVANCE / AVANCE SUR LE PRÊT

AUTHORIZED LOAN AMOUNT / MONTANT DU PRÊT AUTORISÉ \$		<input type="checkbox"/> INTERIM <input type="checkbox"/> FINAL
1. TOTAL ELIGIBLE COSTS TOTAL DES COÛTS ADMISSIBLES	\$	
2. DEDUCT: CONTRIBUTIONS - PARTIE III.I, NHA DÉDUIRE: CONTRIBUTIONS - PARTIE III.I DE LA LNH	\$	
OTHER FEDERAL GRANTS AUTRES SUBVENTIONS FÉDÉRALES		
3. NET ELIGIBLE COSTS COÛTS ADMISSIBLES NETS	\$	
4. LOAN AVAILABLE TO MUNICIPALITY / PRÊT À LA DISPOSITION DE LA MUNICIPALITÉ 75% OF (3) ABOVE / 75% DE (3) PRÉCÉDENT	\$	
COMMERCIAL REHABILITATION LOANS PRÊTS AUX FINS DE RESTAURATION COMMERCIALE		
5. PREVIOUS ADVANCES - DEDUCT AVANCES ANTERIEURES - DÉDUIRE		
6. AMOUNT CURRENTLY AVAILABLE MONTANT ACTUELLEMENT DISPONIBLE	\$	

D. CERTIFICATION / ATTESTATION

THE FOREGOING REQUEST HAS BEEN COMPLETED FROM SUPPORTED ACCOUNTING RECORDS. THE EXPENDITURES SHOWN HAVE NOT BEEN INCLUDED IN ANY PREVIOUS REQUEST.

LA PRÉSENTE DEMANDE A ÉTÉ REMPLIE D'APRÈS DES LIVRES DE COMPTABILITÉ CONFIRMÉS. LES DÉPENSES MENTIONNÉES N'ONT ÉTÉ INCLUSES DANS AUCUNE AUTRE DEMANDE ANTERIEURE.

DATE:	SIGNATURE:	TITLE / TITRE:
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PAYMENT APPROVED / PAIEMENT APPROUVÉ

DATE:	SIGNATURE, CMHC MANAGER: SIGNATURE, GÉRANT SCHL:	OFFICE / BUREAU:	CHEQUE NO./NO DU CHEQUE:	DATE:
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NOTES / REMARQUES

NEIGHBOURHOOD IMPROVEMENT PROGRAM

PROGRAMME D'AMÉLIORATION DES QUARTIERS

SELECTION STAGE:

Specify all expenditures under Selection Costs.

STADE DU CHOIX:

Indiquer toutes les dépenses au poste Coût du choix.

PLANNING STAGE:

Include general planning expenditures, i.e., professional salaries, consultant fees, surveys, related printing and advertising costs, developing occupancy and building maintenance standards, etc.

STADE DE LA PLANIFICATION:

Inclure les dépenses générales de planification, c'est-à-dire les honoraires des professionnels, la rétribution des experts, des arpenteurs, les coûts connexes d'impression et de publicité, de l'institution de normes d'occupation et d'entretien des immeubles et ainsi de suite.

IMPLEMENTATION STAGE:

Specify all expenditures according to their end use or purpose as follows:

STADE DE LA MISE EN OEUVRE:

Indiquer toutes les dépenses selon leur utilisation ou leur fin ultime aux postes suivants:

RESIDENT PARTICIPATION

Include the cost of providing support for resident organizations and involvement.

PARTICIPATION DES RÉSIDENTS:

Inclure le coût du support fourni aux groupements des résidents et à leur engagement.

SOCIAL AND RECREATION FACILITIES

Include Property Acquisitions to provide land for open space or social and recreation facilities and related costs such as appraisal survey and legal fees and clearance costs - the capital cost of social and recreation facilities and related design costs - show an appropriate deduction for the cost of facilities beyond the neighbourhood scale.

ÉQUIPEMENT SOCIAL ET RÉCRÉATIF:

Inclure l'acquisition de propriétés en vue d'obtenir le terrain pour les espaces libres ou l'équipement social et récréatif ainsi que les coûts pertinents comme les frais d'évaluation, d'arpentage, judiciaires et le coût du déblaiement - le coût en immobilisations de l'équipement social et récréatif et le coût des plans connexes - déduire un montant approprié à l'égard du coût des commodités dont la portée dépasse les besoins du quartier.

LAND FOR SOCIAL/PUBLIC HOUSING

Include Property Acquisitions and Related Costs to provide land for medium and low density social and public housing.

TERRAIN DESTINÉ AU LOGEMENT SOCIAL/PUBLIC

Inclure l'acquisition de propriétés et les coûts connexes en vue d'obtenir le terrain pour le logement social et public à densité moyenne et faible.

RELOCATION

Include relocation expenses and compensation paid to individuals or families.

RELOGEMENT:

Inclure les dépenses de relogement et le dédommagement payés à des particuliers ou à des familles.

ADMINISTRATION

Include rental of site office, salaries of staff, office equipment and supplies, information program costs.

ADMINISTRATION:

Inclure le loyer du bureau à l'emplacement, les salaires du personnel, l'équipement et les fournitures de bureau, le coût du programme publicitaire.

SERVICES AND UTILITIES

Include the cost of improving services and utilities, the cost of any required land, design and supervision, costs arising from the removal or closing of services and utilities. Show an appropriate deduction for the cost of installations beyond the neighbourhood scale.

SERVICES PUBLICS ET UTILITÉS

Inclure le coût de l'amélioration des services publics et des utilités, le coût de tout terrain requis, des plans et de la surveillance, les coûts découlant de l'enlèvement ou de la fermeture de services publics et des utilités - déduire un montant approprié à l'égard du coût des installations dont la portée dépasse les besoins du quartier.

NON-CONFORMING USE ACQUISITIONS (NET)

Include property acquisitions and related costs. Show a deduction representing the estimated market value of the land based on its intended re-use.

ACQUISITIONS À DES FINS NON CONCILIAIBLES (NET)

Inclure l'acquisition de propriétés et les coûts connexes. Déduire un montant approprié à l'égard de la valeur marchande estimative des terrains, fondée sur la nouvelle utilisation envisagée.

COMMERCIAL REHABILITATION LOANS

Enter total advances made and provide details on attachment.

PRÊTS AUX FINS DE RESTAURATION COMMERCIALE

Inscrire toutes les avances versées et fournir les détails en annexe.

SITE CLEARANCE PROGRAM

PROPERTY ACQUISITIONS (NET COST)

Include actual cost of acquisition and related costs, such as appraisal, survey and legal fees and clearance costs. Show a deduction representing the estimated market value of the land based on its intended re-use.

PROGRAMME DE DÉGAGEMENT DES TERRAINS

ACQUISITION DES PROPRIÉTÉS (CÔÛT NET)

Inclure le coût réel de l'acquisition et les coûts connexes comme l'évaluation, l'arpentage et les frais judiciaires ainsi que les coûts du dégagement. Déduire un montant représentant la valeur marchande estimative des terrains, fondée sur la nouvelle utilisation envisagée.

RELOCATION

Include relocation expenses and compensation paid to individuals or families.

RELOGEMENT

Inclure les dépenses de relogement et le dédommagement payés à des particuliers ou à des familles.

NEIGHBOURHOOD IMPROVEMENT AND SITE CLEARANCE PROGRAMS.

PROGRAMMES D'AMÉLIORATION DES QUARTIERS ET DE DÉGAGEMENT DES TERRAINS

REQUIRED DETAILS

The following details are required to be attached as separate appendices in support of each classification of expenditure claimed on the front of this form:

DÉTAILS REQUIS

Les détails suivants doivent être annexés sous forme d'annexes distinctes à l'appui de chaque catégorie de dépense réclamée au recto de cette formule:

1. Date of expenditure
2. Recipient
3. Address of property (where applicable)
4. Nature of expenditure
5. Amount of expenditure
6. Property acquisitions - 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) Intended land re-use
 - (f) No. of proposed housing units
 - (g) No. of persons to be re-housed

1. Date de la dépense
2. Bénéficiaire
3. Adresse de la propriété (s'il y a lieu)
4. Nature de la dépense
5. Montant de la dépense
6. Acquisition de propriétés - Préciser les points suivants s'il y a lieu (se servir d'une annexe distincte au besoin en répétant l'adresse de la propriété).
 - (a) Surface approximative du terrain
 - (b) Utilisation actuelle du terrain
 - (c) Nombre de ménages déplacés
 - (d) Nombre de personnes déplacées
 - (e) Réutilisation envisagée du terrain
 - (f) Nombre de logements proposés
 - (g) Nombre de personnes à reloger

VERIFICATION OF COSTS - MUNICIPAL INFRASTRUCTURE PROJECTS

Definitions with Guiding Principles

Cost of the project shall mean the total of:

- (a) The cost of land used for a sewage treatment plant in such amount as may be approved by the Corporation.

Guiding Principles:

- (i) Only land area actually used for a sewage treatment plant or pumping station is allowable as a cost. No land cost is allowable for the sewers, hence easement cost is not allowable.
 - (ii) Only the cost of the land area actually used is allowed. No portion of the land cost may for land held for other or possible future use even if by necessity it is purchased with the land used.
 - (iii) Cost of land purchased more than 12 months before the date of the Privy Council authorization may include interest at 8% from date of purchase to date of authorization, however, this amount must not be greater than the present value of the land as appraised by the Corporation.
 - (iv) Any taxes paid as part of the land cost to a former owner are allowable but, no amount is allowable in lieu of tax for any period when title is with the municipality.
- (b) Amounts actually and properly paid by the borrower to contractors for the performance of the work covered by the plans and specifications for the project.

Guiding Principles:

- (i) Amounts for this nature allowed even if they have not yet been paid as long as there is a contractual obligation of a fixed amount to be paid. e.g. holdbacks are allowed unless they are held back because of improper work or for a disputed cause.
- (ii) The cost of change orders to plans and specifications are allowed. Also "Forced Work" costs are allowed whether done by a contractor of the municipality with its own forces.

- 2 -

- (b) (iii) Cost of repairs and damages to streets, roads, railways, easements, public utilities and other similar costs are allowed as a cost if these are specifically related to the project's construction. However, for example, it is not intended to recognize the cost of a street and road being completely reconstructed rather only the cost of restoring the "as was" condition is recognized.
 - (iv) Cost of unfinished work is not allowed as a construction cost.
 - (v) If a contractor does work that is partly eligible for a loan and partly ineligible as in the case when sewers and laterals are done under the same contract as trunk and collector sewers, the cost of each must be determined. The Corporation's engineer will give necessary assistance to determine the pro-rationing.
 - (vi) Consultant's final certificate regarding construction is considered good voucher evidence of the final cost of the related work. If the municipality does the work the vouchers should be tested in detail.
- (c) Amounts actually paid by the borrower for materials used in or located at the site and required in connection with the project, where such amounts are not included under item (b).

Guiding Principles:

- (i) Materials supplied by the municipality if not in contract price may be allowed as a cost but only in the exact amount that the municipality paid for them. There can be no other added amount for administration, handling etc.
- (ii) Materials not actually delivered are not allowed:
- (iii) The purchase cost of moveable equipment such as loaders, spare pumps, trucks are not eligible.
- (iv) Materials located at the site but not incorporated into the construction must be only those required for the project.

- 3 -

- (d) Actual costs of design and supervision of construction of the project in accordance with the rates established by the applicable Association of Professional Engineers.

Guiding Principles:

- (i) The cost allowed cannot be more than the actual amount paid to the consultant(s).
 - (ii) Design cost will be limited to those costs related to the specific project for which the loan is made and is not to include any part of the cost of an overall study or survey of pollution problems and control. Preliminary surveys and report costs are not allowable unless they relate exclusively to the project and are necessary for proper design.
 - (iii) If any part of the Design or Supervision is supplied by the borrower's own forces the cost is limited to not more than the fee and costs that might have been paid to the member of the Association of Professional Engineers up to a maximum of 8% the cost of construction.
 - (iv) In any event no cost may be included that might be considered an administrative or executive cost of engineering supervision.
- (e) Amounts actually paid for legal services.

Guiding Principles:

- (i) No allowance is made for fees when a solicitor on the city staff does the work, however, disbursements to third parties such as registration, legal surveys, appraisals, etc. are allowed.
- (ii) Miscellaneous out-of-pocket expense of the municipality which is required in connection with the project is put in legal expense. Examples are Advertising By-laws; Disbursements for permits to other municipalities; any provincial fee or charge; Advertising for tenders; Insurance for Public Liability.
- (iii) The legal services paid for must relate solely to the project and are not to be administrative or executive in nature.

- 4 -

(f) Interest paid or payable during the period of construction.Guiding Principles:

- (i) The period of construction must end at the completion date of the project which is always a month-end.
 - (ii) Interest cost may be cost of the effective debenture rate. Premiums and Discounts must be amortized to fix the effective debenture rate.
 - (iii) Bank interest charges are to be at the rate paid.
 - (iv) The funds must be borrowed from a third party.
 - (v) The total amount of funds borrowed from month to month must relate to the total funds paid to third parties for the project. Interim advances made to the municipality is to reduce the total amount of borrowings on which interest is allowed. The relation of borrowings to payments may consider a "common sense" allowance for working funds i.e. it does not have to be exact to the flow of the costs as these are actually paid.
 - (vi) It is understood that if a municipality can give evidence of borrowings in the amounts expended for the project the cost will be entirely allowable even though it can be demonstrated that there are a number of other capital projects under construction and it might be argued interest costs should be pro-rated or even excluded. No interest will be allowed on municipal funds used to finance the project.
- (g) Such other costs or amounts as may be approved by the Corporation.

General Guiding Principles:

- (i) The cost of the project will not include any charge or allowance for municipal administration or executive costs.
- (ii) Federal Grants must be used to reduce the total cost of the project to arrive at the actual cost to the borrower for the purpose of loan calculation, except where such grants are deliberately intended by the department concerned and with CMHC concurrence, to provide financial assistance without reducing the CMHC participation (e.g. grants from DREE and the National Capital Commission).

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