

City of Pembroke Community Improvement Plan General Eligibility Requirements

An excerpt from Section 4 of the Community Improvement Plan

All of the Financial Incentive Programs contained in this CIP are subject to the following general eligibility requirements, as well as the individual requirements specified under each program. The general and program-specific requirements contained in this CIP are not necessarily exhaustive and the City reserves the right to include other requirements and conditions as deemed necessary:

- 1** The subject property must be located in the Community Improvement Project Area as designated by municipal by-law at the time of application (see Error! Reference source not found.);
- 2** All proposed projects must, in the opinion of City Council and the City's CIP Panel, generally contribute to achieving, and not conflict with, the vision and goals of the Plan as set out in **Section** Error! Reference source not found.;
- 3** Any application for a Financial Incentive Program must be submitted to the City prior to the commencement of any works as specified in the Program details, and prior to an application for a building permit. Proposed projects must represent a permanent improvement to the property or building, and not a lifecycle replacement of existing materials or structures. Seasonal improvements (e.g., outdoor patios) are only considered eligible if specified under the individual Financial Incentive Programs. For clarity, and without limiting the generality of the foregoing, trailers, sheds, and similar non-permanent elements shall not be considered eligible, unless otherwise specified under the individual Financial Incentive Programs. Proposed projects shall be in accordance with, or exceed, the requirements of the Ontario Building Code, Fire Code, Accessibility for Ontarians with Disabilities Act, and Property Standards By-law, as applicable to the property;
- 4** Where a proposed project is for affordable housing, the definition of "affordable" shall be consistent with the following definition provided in the Provincial Planning Statement, 2024 (PPS 2024), as may be amended by the Province from time to time, and which is based on the definition established by the CMHC:
 - a. In the case of ownership housing, the least expensive of:
 - i. housing for which the purchase price results in annual accommodation costs which do not exceed 30 percent of gross annual household income for low and moderate income households; or
 - ii. housing for which the purchase price is at least 10 percent below the average purchase price of a resale unit in the municipality;

- b. In the case of rental housing, the least expensive of:
 - i. a unit for which the rent does not exceed 30 percent of gross annual household income for low and moderate income households; or
 - ii. a unit for which the rent is at or below the average market rent of a unit in the municipality.

The Ministry of Municipal Affairs and Housing regularly publishes the “Affordable Residential Units for the Purposes of the Development Charges Act, 1997 Bulletin”, which provides data on market-based (i.e., average purchase prices and market rents) and income-based thresholds for each municipality in Ontario which can be used to determine what constitutes affordable housing in Pembroke.

The definition of “affordable” may change as required to comply with Federal and/or Provincial initiatives and amendments. Further, at the sole discretion of Council, an alternative definition of “affordable” may be applied to an eligible application that meets the eligibility criteria of this CIP. Eligible affordable housing projects may comprise a mix of affordable and market rent units;

- 5** Due to administrative costs, applications for grants less than \$500 shall not be considered;
- 6** If the applicant is not the property owner (e.g., tenant), the applicant must provide written consent from property owner to make the application;
- 7** Property owners and tenants may submit an application for improvements to the same property, provided that the applications do not seek financial incentives for the same project costs.
- 8** An application for any Financial Incentive Program contained in this CIP must include plans, estimates, contracts, reports and other details, as required by the City, to satisfy the City with respect to project costs and conformity to this CIP, as well as all municipal by-laws, policies, procedures, standards and guidelines, including Official Plan, Zoning By-law, and Site Plan requirements and approvals;
- 9** As a condition of application approval, the applicant may be required to enter into an Agreement with the City. The Agreement will specify the terms, duration, and default provisions of the incentive to be provided;
- 10** Where other sources of government and/or non-profit organization funding (Federal, Provincial, etc.) that can be applied against the eligible costs are anticipated or have been secured, these must be declared as part of the application for the Financial Incentive Programs. Accordingly, the Financial Incentive Program awarded may be stacked with these other funding sources, but the financial incentive awarded by the City may be reduced on a pro-rated basis, at the discretion of Council or Council’s designate;
- 11** The City reserves the right to audit the cost of any and all works that have been approved under any of the Financial Incentive Programs, at the expense of the applicant;

- 12** The City is not responsible for any costs incurred by an applicant in relation to any of the programs, including and without limitation, costs incurred in anticipation of a tax assistance and/or grant payment;
- 13** If the applicant is in default of any of the general or program specific requirements, or any other requirements of the City, the City may delay, reduce, or cancel the approved tax assistance and/or grant payment and require repayment of the approved tax assistance and/or grant;
- 14** The City may discontinue any of the programs contained in this CIP at any time, but applicants with approved tax assistance and/or grant payments will still receive said payment, subject to meeting the general and program specific requirements;
- 15** City staff, officials, and/or agents of the City may inspect any property that is the subject of an application for any of the Financial Incentive Programs offered by the City;
- 16** Eligible applicants can apply for one (1) or more of the Financial Incentive Programs contained in this CIP, with the exception of the Tax Increment Equivalent Grant which cannot be combined with any other grant in this Plan. No two (2) programs may be used to pay for the same eligible cost. In addition, the total of all tax assistance and grants provided in respect of the subject property shall not exceed the eligible cost of the improvements to that property;
- 17** There are no specific restrictions on the number of applications that may be submitted by a property owner or tenant in relation to a specific property. The intent of providing this flexibility is to allow applicants to phase in components of their projects over time, should it be necessary. However, the City may reject an application where it is of the opinion that the proposed works have already been undertaken as part of a previously approved application, except as specified under the individual Financial Incentive Programs where there has been a change of property ownership, or the previously completed improvements have reached the end of their lifecycle and require rehabilitation;
- 18** The subject property shall not be in arrears of any municipal taxes, area rates or other charges at the time of application and award of any incentive;
- 19** All expenses that are eligible for the Financial Incentive Programs contained herein must be paid in full and the amount of the incentive will be reimbursed as a grant to the applicant. Grants will only be paid out when the work has been completed and paid invoices are submitted to the City;
- 20** All properties must have a fire inspection completed within the last 12 months prior to grant approval, and any outstanding work orders from the City's Fire Department resulting from the inspection must be completed within 30 days of grant approval, or grant payment shall be withheld;
- 21** Outstanding work orders from the City's Planning, Building and By-law Department must be addressed prior to grant approval;

- 22** Improvements shall generally be in accordance with the Design Guidelines in **Section** Error! Reference source not found.; and
- 23** Applications for Financial Incentive Programs shall be in accordance with the eligibility criteria indicated for each individual Financial Incentive Program (**Sections** Error! Reference source not found. **to** Error! Reference source not found.), as well as the general policies and requirements for submitting applications as outlined in **Section** Error! Reference source not found. of this Plan.