

GREATER SUDBURY COMMUNITY IMPROVEMENT PLAN

1.0 PLAN BACKGROUND

1.1 Introduction

The City of Greater Sudbury has a diverse collection of communities spread across a wide geographic area. Downtown Sudbury is the historic core of the City, retaining its important function as a local and regional centre of government services, business services, retail, sport and entertainment uses, arts and culture, and community and institutional uses. Town Centres are linked to the historical development of the region. Each Town Centre has developed a distinct character, providing residents and visitors with a range of services, including commercial and housing options.

Throughout these built-up areas, there is a pressing need for more affordable housing. The City of Greater Sudbury Strategic Plan 2019-2027 lists housing as one of the City’s main goals. The goal reflects the City’s desire for residents to have access to safe, affordable, attainable, and suitable housing options in Greater Sudbury.

To help meet these goals, the Greater Sudbury Community Improvement Plan (CIP) has been prepared to allow the City to use powers afforded through section 28 of the Planning Act to make grants available to registered owners assessed owners, and tenants of lands and buildings within the designated areas.

2.0 Official Plan Conformity

Section 15 of “The City of Greater Sudbury Official Plan” provides for the use of Community Improvement Plans within the City. Additionally, section 15.2 of the Official Plan designates the entire City of Greater Sudbury as a Community Improvement Project Area. The Official Plan states that the objectives of Community Improvement Plans are to:

- a. Enhance the quality of the physical and social environment through the development, redevelopment, preservation and rehabilitation of certain areas of the City;
- b. Undertake comprehensive community improvement programs with respect to identified projects or designated community improvement areas; and,
- c. Increase employment, economic activity and investment in the City.

This CIP meets all the objectives set out in the Official Plan.

2.1 Project Area Description and Boundaries

The Community Improvement Plan Project Areas are shown on the attached Schedules.

The areas in Schedules ‘A’ and ‘B’ have been identified by the City as priority areas for accommodating intensification and higher-density mixed uses in a more compact built-form that support transit and active transportation.

The areas in Schedule ‘C’ have been identified as the priority areas for brownfield redevelopment and for the provision of affordable housing. These boundaries reflect the “Built Boundary” as identified in the City’s Official Plan.

The City has designated several properties to be of cultural heritage value or interest under the Heritage Act. The intention of a designation is to preserve the historic, physical, contextual or other heritage value of a property. Such designated properties are all currently located within Schedule ‘C’ and can access the applicable programs of this Community Improvement Plan.

Community Improvement Project Area Boundaries are established by municipal by-law. To be eligible for the financial programs outlined in this plan, properties must be within the CIP boundary at the time of application. Ineligible properties will not be brought forward for Council’s consideration.

The City will make use of the provisions of Section 2.4 of the City’s Zoning By-law, as amended from time to time, and with necessary modifications, to determine the boundaries of a Community Improvement Project Area. Where none of the provisions apply, the CIP boundary shall be scaled from the attached Schedules.

The City will also make use of the Zoning By-law’s definitions. Where a conflict arises between a term used in the Community Improvement Plan and the Zoning By-law, the Zoning By-law definition will prevail.

3.0 Our Greater Sudbury Plan

Section 28 (7) of the Planning Act, and Section 106 (3) of the Municipal Act, 2001, provides municipalities the following authority:

“for the purpose of carrying out a community improvement plan that has come into effect, the municipality may make grants or loans to registered owners, assessed owners and tenants of lands and buildings within the community improvement project area, and to any person to whom such an owner or tenant has assigned the right to receive a grant or loan, to pay for the whole or any part of the cost of rehabilitating such lands and buildings in conformity with the community improvement plan.”

In summary, the only tools available are either a grant or a loan. However, there are many applications of this grant or loan which can be used on a case-by-case basis to encourage development or redevelopment within the project areas.

3.1 Overall concept

Several barriers currently prevent development and redevelopment from moving forward. The City can help overcome some of these barriers by using financial mechanisms to reduce the cost of development and redevelopment in these areas.

The objectives of these efforts are to:

1. Address the full range of housing options including affordable housing needs.
2. Conserve protected heritage property.
3. Create and retain employment opportunities.
4. Create new units, uses or lots on previously developed land in existing communities, including brownfield sites.
5. Enhance the quality of the public realm.
6. Grow the municipal assessment base.
7. Grow the municipal property tax revenue.
8. Increase the energy efficiency and climate readiness of the existing building stock.
9. Increase the residential population of the strategic growth areas.
10. Revitalize Strategic Growth Areas of the City.
11. Take advantage of existing infrastructure.

3.2 Encouraging Development and Redevelopment

The City of Greater Sudbury may use its legislative authority pursuant to Section 28 of the Planning Act to pass by-laws designating the strategic core areas included in Schedules A, B and C as community improvement plan areas and adopting this strategy as the community improvement plan for the community improvement project areas. In doing so, the City is making the following financial incentives available to approved eligible properties:

1. Tax Increment Equivalent Grant Programs (Standard, Superstack, Corridor, and Parking Structure).
2. Façade Improvement Program.
3. Housing Accelerator Program.
 - a. Planning Fee Rebate
 - b. Building Permit Fee Rebate
4. Not-for-Profit Additional Dwelling Unit Program
5. Professional Study Grant Program.

6. Brownfields Tax Assistance Program

These programs, which are described in the following pages, represent a comprehensive series of actions for heritage conservation, brownfield development and redevelopment, the provision of affordable housing, and strategic growth area revitalization.

These incentive programs can also be used in conjunction with new or existing financial incentive programs

The following table describes where the financial incentive programs are available:

SCHEDULE	A (nodes)	B (corridors)	C (built-up areas)
Standard TIEG	X		
Affordable Housing TIEG	X	X	X
Brownfields TIEG	X	X	X
Superstack TIEG	X		X
Corridors TIEG		X	
Parking Structure TIEG	X (Downtown Sudbury Only)		
Façade Improvement Program	X		
Housing Accelerator Program	X		X
Not-for-Profit Additional Dwelling Unit Incentive Program	X	X	X
Professional Study Program	X		X
Brownfield Tax Assistance Program	X		

3.2.1 General Requirements Applying to all Programs

All financial incentive programs described herein are subject to the following general requirements. These requirements are not intended to be exhaustive. The City reserves the right to include other reasonable requirements and conditions on a project-specific basis.

1. Works commenced prior to submitting an application are ineligible. Works commenced after submitting an application, but prior to application approval, do so at the applicant’s risk.
2. The financial incentives described herein may be used in combination with any other municipal financial incentive program including, but not limited to, development charge exemptions for development in the city’s Nodes and Corridors, or the Employment Lands Community Improvement Plan.
3. The financial incentives described herein may be used in combination with any other program offered by the City and/or any other level of government and/or association.
4. Unless otherwise indicated, approved grants may be made to the registered owner, assessed owner or tenants of land and buildings within the community improvement plan areas and, subject to City approval, are assignable to a third party to whom such an owner or tenant has assigned the right to receive a grant.
5. To be eligible, properties must be within the CIP boundary at the time of application. Ineligible properties will not be brought forward for Council’s consideration.
6. At its sole discretion, Council may sell municipal property within a community improvement plan area at below fair market value to achieve the goals of the Community Improvement Plan.
7. Notwithstanding the policy on repeat applicants, the City may consider phasing incentives for large, multi-phase redevelopment projects, where it can be clearly demonstrated that the provision of the phased incentive does not exceed the eligible costs associated with any particular phase of development and/or redevelopment.
8. The total amount of all municipal financial incentives provided to an approved eligible property will not exceed the eligible costs for that property. Per the *Planning Act*, as amended from time to time, eligible costs may include the costs related to environmental site assessment, environmental remediation, development, redevelopment, construction and reconstruction of lands and buildings for rehabilitation purposes or for the provision of energy efficient uses, buildings, structures, works, improvements or facilities.
9. The City may receive applications that exceed the maximum program amounts for the Housing Accelerator Program only. Such applications must include a minimum of 10 dwelling units. The funds provided by the City shall not exceed 50% of the cost to construct budget prepared by a qualified professional and submitted as part of the application. In evaluating these requests, the City will consider the focus areas and housing targets outlined in the Housing Supply Strategy.
10. In the case of a conflict of the provisions outlined in this CIP, the most stringent provision shall apply, unless otherwise permitted in the CIP.

11. All approved works and improvements shall conform to all relevant provincial legislation including, but not limited to, the Environmental Protection Act and the Ontario Building Code.
12. All approved works and improvements shall conform to all relevant municipal by-laws, standards, policies and procedures including, but not limited to, the Official Plan and the Zoning By-law.
13. The City encourages the application of Crime Prevention Through Environmental Design principles. The City will not provide grants, however, to those elements reasonably considered to be hostile architecture.
14. For the purposes of clarity, approval for one or more of the financial incentive programs included herein does not relieve a proponent from the need to obtain any other required municipal, federal, provincial and/or public agency approval associated with the proposed project.
15. City staff, officials and/or agents of the City may inspect any approved eligible property that is subject of a financial incentive program application.
16. The City reserves the right to peer review/audit any studies and/or works approved under a financial incentive program, at the expense of the applicant.
17. The City is not responsible for any costs incurred by an applicant in relation to any of the above financial incentive programs.
18. The eligible property will not be in a position of tax arrears at the time of application.
19. If the applicant is in default of any program requirement, or any other requirement of the City, the City may delay, reduce or cancel its financial incentive program approval. Should the owner or tenant of the approved eligible property default on any condition in the by-law or agreement, the grants, plus interest, will become payable to the City in full.
20. Outstanding work orders and/or orders or requests to comply, and/or other charges from the City (including tax arrears) must be satisfactorily addressed prior to the issuing of any financial incentive, or agreement extension.
21. The City may discontinue any financial incentive program at any time. Notwithstanding this, approved eligible properties will continue to receive approved municipal financial incentives, subject to compliance with the requirements set out herein and any associated by-law and/or agreement.
22. The City of Greater Sudbury is not bound to accept any application. The City of Greater Sudbury reserves the right to consider any, none or all of the applications, to accept applications in whole or in part, and to elect not to proceed with this process at any given time.
23. Eligibility to programs does not guarantee funding of projects.
24. Applications will be evaluated according to adopted policies and by-laws of the City of Greater Sudbury. The City will have regard to its Climate Emergency Declaration and also reserves the right to evaluate applications based on additional criteria developed from time to time,

including the right to require applicants to submit a more in-depth second phase evaluation. Applicants may be contacted by the City of Greater Sudbury during the evaluation process to clarify their application or to provide further information.

25. Applicants may be required to provide the City of Greater Sudbury with additional information to demonstrate their creditworthiness and business track record.
26. At the City's discretion, proponents may be subject to a Second Phase Evaluation in situations including but not limited to: where the estimated total project costs exceed \$1,000,000, and/or where the financial request includes Tax Increment Equivalent Grants.

3.2.1.1. General Implementation Applying to CIP Approvals

1. CIP Approvals shall be implemented by municipal by-law, outlining the recipient, the general description of project, the financial incentives and maximum amounts of grants.
2. CIP Approvals shall be further implemented by agreement or other document necessary to set out the terms on which the grants will be provided.
3. The agreement or other necessary document shall be signed by the recipient within 6 months of the passing of the implementing by-law. The expiration of this timeline shall constitute a lapsing of the City's approval.
4. Projects, where approved, shall be completed within 18 months of the signing of the agreement. The General Manager of Growth and Infrastructure may extend the agreement, by one year only.
5. Notwithstanding paragraph 4, the General Manager of Growth and Infrastructure may approve a longer timeline for larger projects. Once this agreement is executed, the General Manager of Growth and Infrastructure may extend said agreement, by one year only, as long as demonstratable progress is being made on the project.
6. The City will not accept applications from same applicant for same program and property, including concurrent applications between owner and tenant, unless 5 years has elapsed since the last grant payment associated with the program for said property. This time frame is retroactive and includes any other CIP in effect within a 5-year period.

3.3.1 Tax Increment Equivalent Grant Program

Purpose:

To encourage the development and redevelopment of eligible properties by providing grants equivalent to the incremental increase in municipal property tax assessment and revenue resulting from property improvements such as, but not limited to, new construction.

Description:

The City may provide grants to the owner of an eligible property to help offset costs associated with its rehabilitation, reuse, development and redevelopment of the property, provided that that the improvements to the property result in an increase in assessment and taxation.

The grants can be provided after the improvements to the property are complete and after the reassessment of the property by the Municipal Property Assessment Corporation has demonstrated an increase in the assessed value of the property, resulting in an increase in municipal property tax.

The value of the grant provided is equal to the incremental increase in property assessment and municipal property tax resulting from the improvements. The grant is provided to the owner (registered or assessed), after the taxes have been paid in full for the calendar year to which the application for the annual instalment applies.

The pre and post improvement assessment and tax values will be used to calculate the incremental increase in municipal property tax revenue and the total value of the grant.

3.3.1.1 Standard, Affordable Housing, or Brownfields TIEG

The maximum number of years that any individual project can benefit from under the standard, affordable housing, or Brownfields TIEG is 5 years. In years one through three of the program, the grant to the property owner is equal to 100% of the tax increment. In years four and five, the grant decreases to 50% of the tax increment. The grant ceases thereafter.

3.3.1.2 Corridors TIEG

The City of Greater Sudbury offers a 5-year grant where development fronting along a strategic corridor includes:

- a. A minimum of 30 dwelling units up to 100 dwelling units, in the case of multi-residential development
- b. A minimum of 30 guest rooms up to 100 guest rooms in the case of a retirement home development; or,
- c. In the case of a long-term care facility development, a long-term care home established for a minimum of 30 beds up to 100 beds.

In years one through three of the program, the grant to the property owner is equal to 100% of the tax increment. In years four and five, the grant decreases to 50% of the tax increment. The grant ceases thereafter.

The City also offers a 10-year grant where development fronting along a strategic corridor includes:

- a. Greater than 100 dwelling units, in the case of a multi-residential development;
- b. Greater than 100 guest rooms, in the case of a retirement home development; or,
- c. In the case of a long-term care facility development, a long-term care home established for greater than 100 beds.

In years one through five of the program, the grant to the property owner is equal to 100% of the tax increment. In years six through and ten, the grant decreases to 50% of the tax increment. The grant ceases thereafter.

This Program will cease on December 29, 2028, unless an extension is provided by City Council via resolution. Such an extension shall not require an amendment to this Plan.

3.3.1.5 Superstack TIEG

The City of Greater Sudbury offers a 10-year grant where redevelopment includes brownfield redevelopment and/or affordable housing.

Requirements for Standard, Corridors, Affordable Housing, Brownfields, and Superstack TIEGs:

1. Standard TIEG, Superstack TIEG and Corridors TIEG applications must be accompanied by:
 - A Cost to Construct Budget prepared by a professional architect/engineer and addressed to the City of Greater Sudbury and dated within 6 months of the date of application.
 - photos in the required format depicting the current condition of the eligible property;
 - plans, reports, estimates, contracts and other information in the required format necessary to understand the proposed development concept for the eligible property, and to ensure conformity with the Official Plan and the objectives of the CIP;

See Section 3.2.1 for further general financial incentive requirements.

See Section 4.0 for additional requirements related to the Brownfields development and redevelopment proposals.

See Section 5.0 for additional requirements related to Affordable Housing proposals.

3.3.1.6 Parking Structure Tax Increment Equivalent Grant (PSTIEG)

The City of Greater Sudbury offers a 20-year Tax Increment Equivalent Grant for the development of a new Parking Structure containing approximately 200 parking spots in Downtown Sudbury. Staff and Council will consider all vertical parking solutions that increase parking availability and density in Downtown Sudbury, and will consider scaling the program to support smaller capacity vertical parking solutions.

Description:

In years one through ten, the PSTIEG will be equal to 100 percent of the incremental increase in municipal property tax revenue associated with improvements to the eligible property. The grant decreases to 50% for years eleven to twenty. The grant will be provided every year for up to 20 years, after taxes have been paid in full each year.

Requirement for PSTIEG:

Applications to this program will be subject to an evaluation in two phases. The first phase will evaluate the applications based on the information requirements under the Standard and Superstack TIEG Program. Subject to Council direction, those applications proceeding to a second phase evaluation will be required to submit additional information, including but not limited to:

1. An executive summary

2. Company information, including a description of the Applicant’s organizational structure, how long in business, names of individuals holding key managerial positions and information on their roles and responsibilities
3. Experience and financial capability
 - Proof of experience with similar development projects, key anticipated project personnel, their prior project experiences, and education/certifications;
 - Firm independent evidence from a recognized reputable source as to the developer’s creditworthiness and ability to obtain financing; and,
 - Indication of the primary sources of funding for the project.
4. Proposed Service Delivery Model(s)
5. Proposed Parking Structure, including the details on the following:
 - a. Location within the downtown core (with a preference being within the boundary of the CP Railway to the south and west, Paris Street to the east and Elm Street to the North)
 - b. Conceptual design drawings describing the location, siting and the massing of building(s); the location and number of parking spaces; and, access and internal circulation.
 - c. Outline of any expectations of the City, including financial expectations and the form it would take (e.g. leasing space, assisting with capital, etc.) and any other role envisioned for the City, if any.
 - d. The Development Strategy, including an outline schedule of the critical phases and deadlines to deliver such a project to a status of ready for occupancy and use.

See Section 3.2.1 for further general financial incentive requirements.

3.3.2 Façade Improvement Program

Purpose:

The Façade Improvement Grant program would provide grants to owners or tenants who rehabilitate and improve façades (including signs, lighting and other permanent exterior security features) of existing commercial, mixed-use or heritage buildings within the Community Improvement Project Area. The purpose is to achieve aesthetic improvements to the streetscapes, or heritage preservation, and grant applications will be required to demonstrate how the proposal will achieve this goal.

Façade Improvement Grants may be used to achieve greater energy efficiency of buildings. In these cases, applicants will be required to demonstrate how the proposed improvements and retrofits achieve greater energy efficiencies. Applicants are encouraged to apply to the Professional Study Grant program to help offset any costs associated with energy audits.

Façade Improvement Grants may also be used to *conserve protected heritage property*. In these cases, applicants will be required to demonstrate how the proposed alterations conserve heritage attributes.

Applicants are encouraged to apply to the Professional Study Grant Program to help offset any costs associated with a heritage impact assessment and/or a heritage architect.

Description:

1. A grant of 50% of the cost to improve a building’s main façade, to a maximum of \$20,000 is available. Payment will be made only upon the completion of the work. Signage and lighting improvements will only be considered as part of a comprehensive façade improvement project.
2. A grant of 50% of the cost to improve a building’s exterior, to a maximum of \$30,000 is available for properties designated under the Heritage Act. Payment will be made only upon the completion of the work.
3. The total amount of funding allocated to the signage component of a comprehensive façade improvement project will be limited to \$3,000.
4. For greater certainty, a façade is defined as the primary face of the building that fronts on the main traveled road and does not include the exterior side or the rear of the building that backs onto a lane.
5. The project must be deemed to be in conformity with all applicable City policies, including but not limited to matters of zoning, heritage matters, site plan matters and matters of urban design. Applications that are not deemed to be in conformity shall not be approved;

See Section 3.2.1 for further general financial incentive requirements.

3.3.3 Housing Accelerator Program

Purpose:

The purpose of program is to encourage residential development in the strategic growth areas (Schedule A), or as part of an affordable housing or brownfield development/redevelopment proposal (Schedule C). Planning Fee Rebates and Building Permit Fee Rebates can be obtained under this program only.

A minimum of 3 net new dwelling units are required to be eligible for this program.

This Program will cease on December 29, 2028, unless an extension is provided by City Council via resolution. Such an extension shall not require an amendment to this Plan.

Description:

1. A grant of \$20 per sq foot of newly-created, or newly-habitable residential space, or \$20,000 per dwelling unit (as defined in the City’s Zoning By-law), whichever is lesser, is available. Payment will be made only upon the occupancy permit being issued.
2. The maximum amount of incentive provided under the program to any approved eligible property will not exceed \$200,000.

3. Notwithstanding the above, the City may receive applications that exceed the maximum program amounts for the Housing Accelerator Program only. Such applications must include a minimum of 10 dwelling units. The funds provided the City shall not exceed 50% of the cost to construct budget prepared by a qualified professional and submitted as part of the application. In evaluating these requests, the City will consider its focus areas and housing targets outlined in the Housing Supply Strategy.
4. The City may rebate fees for Planning Act and Ontario Building Code applications associated with improvements to eligible proposals. These include Zoning By-law Amendments; Minor Variances; Site Plan Control; Demolition Permits; and, Building Permits.
5. It should be noted that although these fees are rebated within the project area, this does not mean that they are not required. Applicants are expected to adhere to the requirement of the respective application processes and will receive a grant where applicable. Fees are to be paid in advance and are to be reimbursed per the program requirements outlined below;
6. Fees associated with any outside agencies will be required to be paid and are not subject to a rebate, including, but not limited to the Public Health Sudbury and Districts (Health Unit), Greater Sudbury Hydro, Conservation Sudbury, etc.;
7. An application to the Director of Planning Services must be received and deemed to be eligible prior to the rebating of any fees;
8. This fees-rebate program does not apply to any required performance securities (i.e., letters of Credit) posted by the proponent, required professional studies, rebated fees associated with the Planning Act processes, to expenses incurred by the applicant as a result of an Ontario Land Tribunal Hearing, or to any required legal notices;
9. For planning fees, the City will request the payment of fees at the application stage. Upon release of the building permit for the improvements to the eligible property, all eligible fees will be refunded.
10. For building permit fees, the City will request the payment of fees at the application stage. Upon final inspection approval of the completed and occupied project, all eligible fees will be refunded.
11. The maximum amount of incentive provided under the planning fee component of this program to any approved eligible property will not exceed \$5,000.
12. The maximum amount of incentive provided under the building fee component of this program to any approved eligible property will not exceed \$30,000.

See Section 3.2.1 for further general financial incentive requirements.

See Section 4.0 for additional requirements related to the Brownfields development and redevelopment proposals.

See Section 5.0 for additional requirements related to Affordable Housing proposals.

3.3.5 Professional Grant Program

Purpose:

The intent of this program is to stimulate private sector investigation of the potential adaptive re-use or redevelopment of buildings or vacant land within the project area. Financial assistance for professional studies, building renovation design, energy efficient improvements, and business plans will be provided through this program.

Description:

1. A grant up to a maximum of \$7,500 can be applied for;
2. In the case of an evaluation for a Phase II Environmental Site Assessment, a grant up to a maximum of \$20,000, or 50% of the actual costs, whichever is lesser, can be applied for;
3. Fifty (50%) of the grant approved under this program will be provided to the applicant following submission of the final completed study with the original invoice indicating that the study consultant's have been paid in full. The remaining 50% will be paid to the applicant upon the building being available for occupancy;
4. One copy of the study will be provided to the City for its retention. The applicants agree to provide the City with permission to share the findings with any other subsequent project proponents and/or related government agencies;
5. Professional studies shall be for the purpose of improving the energy efficiency of a building, heritage-related studies such as cultural heritage evaluations, heritage impact assessments and the hiring of heritage architects, or a business plan for matters such as but not limited to, structural analysis, soil studies, evaluation of mechanical systems, concept or design plans and market analysis;

See Section 3.2.1 for further general financial incentive requirements.

See Section 4.0 for additional requirements related to the Brownfields development and redevelopment proposals.

See Section 5.0 for additional requirements related to Affordable Housing proposals.

4.0 Brownfield Development and Redevelopment

Brownfield sites are defined by the 2024 Provincial Planning Statement as “undeveloped or previously developed properties that may be contaminated. They are usually, but not exclusively, former industrial or commercial properties that may be underutilized, derelict or vacant.”

4.1. Additional Requirements for Applying to Brownfield Development and Redevelopment Proposals

In addition to the general requirements applying to all CIP programs, the following applies to brownfield development and redevelopment proposals. To be eligible, the property must:

- be located in a community improvement project area (Schedules A B or C),
- be the subject of a residential or mixed-use proposal, and,
- have a Phase II Environmental Site Assessment prepared by a Qualified Person that demonstrates that the property does not meet the standards that must be met under subparagraph 4(i) of Section 168.4(1) of the Environmental Protection Act to permit a Record of Site Condition to be filed under that subsection in the Environmental Site Registry.

4.2 Brownfield Tax Assistance Program

Purpose:

To encourage the remediation, reuse and redevelopment of eligible properties by cancelling all or a portion of property taxes during a defined assistance period.

Description:

1. Council may, by by-law, and pursuant to subsection 365.1(1) of the *Municipal Act, 2001*, provide tax assistance to an approved eligible property during an assistance period. The assistance period relates to a period of time starting on the date on which the by-law providing tax assistance for the property is passed and ending on the earlier of:
 - (a) the date specified in the by-law, and
 - (b) the date that the tax assistance provided for the property equals the sum of,
 - (i) the cost of any action taken to reduce the concentration of contaminants on, in or under the property to permit a record of site condition to be filed in the Environmental Site Registry under section 168.4 of the *Environmental Protection Act*, and
 - (ii) the cost of complying with any certificate of property use issued under section 168.6 of the *Environmental Protection Act*;
2. Eligible costs include any action taken to reduce contaminant concentrations on, in or under the property to permit a Record of Site Condition to be filed in the Environmental Site Registry under Section 168.4 of the *Environmental Protection Act*, and may include costs relating to:
 - a. Additional Phase II Environmental Site Assessment investigations;
 - b. Remedial action plans;
 - c. Risk assessment and risk management reports and plans;
 - d. Required remedial activities, including the cost of complying with any Certificate of Property Use issued under section 168.6 of the Environmental Protection Act; and,
 - e. Environmental insurance premiums.

3. The tax assistance can be in the form of a deferral or cancellation of all or a portion of the municipal and school purposes levied during the assistance period on one or more specified eligible properties, on such conditions the City may determine.
4. The total amount of tax assistance cannot exceed eligible costs.

Requirements:

1. Tax Assistance Program applications must be accompanied by:
 - a. photos in the required format depicting the current condition of the eligible property.
 - b. plans and other information in the required format necessary to understand the proposed development concept for the eligible property; and,
 - c. written confirmation from the owner of the eligible property and the owner's Qualified Person that the eligible costs exceed the estimated tax assistance, together with a preliminary estimate of eligible costs, when known.
2. A By-law authorizing the tax assistance, along with any prescribed information, will be sent to the Minister of Finance within 30 days after the passage of the By-law. The Minister of Finance may give an approval before or after the passage of the by-law, and the approval may be conditional upon the by-law containing such conditions or restrictions with respect to taxes for school purposes as the Minister considers appropriate for review and approval.
3. As a condition of approval, City Council may require the owner of the approved eligible property to:
 - provide an annual report within 30 days of the anniversary of the commencement of the tax assistance for each year or part thereof that is provided containing an update on the concentration and location of contamination on the approved eligible property, the status of remediation work completed to date, the costs expended to date and costs not yet incurred, and time estimates to complete the remedial and redevelopment work;
4. Council may also apply other conditions to the approval where appropriate and warranted.
5. A by-law passed by Council authorizing tax assistance to an eligible property may also provide:
 - that all or some of the taxes that are subject to tax assistance may be levied but not collected during the period before the City determines whether any approved conditions have been met; and,
 - that the taxes shall become payable only upon notice in writing by the municipality to the owner of the property that the conditions required in the by-law have not been met.

If Council passes a by-law providing that taxes become payable in the above circumstances, it may also provide that the interest provisions of a by-law passed under Section 345 of the *Municipal Act, 2001*, apply, if the taxes become payable, as if the payment of the taxes has not been deferred.

7. Council may repeal or amend a tax assistance by-law, but the repeal or amendment does not extinguish the right to tax assistance under the by-law unless the owner of the approved eligible property consents in writing to the repeal or amendment.
8. Should the owner of the approved eligible property default on any condition in the by-law or agreement (e.g. fails to commence or ceases remediation for any reason), the tax assistance provided, plus interest, will become payable in full.
9. Tax assistance is applicable to the owner of an approved eligible property. Tax assistance is not assignable. Tax assistance will be terminated if the property is transferred to a new owner or if the approved eligible property is severed, subdivided, added to or altered in any way.

5.0 Affordable Housing

5.1. Additional Requirements for Applying to Affordable Housing Proposals

In addition to the general requirements applying to all CIP programs, the following applies to affordable housing proposals.

1. **Affordability:** For eligibility under the CIP incentive programs, rental housing that is rented at or below average market rents will be considered affordable. Affordability is defined as per the Provincial Policy Statement, as amended from time to time.
2. **Affordability Period:** Properties must remain affordable for a period of time consistent with any timelines established through any associated Provincial or Federal Funding agreement (generally in the order of 20 years). An agreement between the City and the owner will be required. If a rental building that is receiving financial incentives under the Affordable Housing CIP program is sold, the new owner of the rental building must enter into an agreement with the City ensuring that the rental units stay affordable for the remaining duration of the affordability period.
3. **Number of Units:** The development or redevelopment must include a minimum of four (4) dwelling units which qualify as ‘affordable’. The four (4) dwelling unit minimum does not apply to the Not-For-Profit Additional Dwelling Unit program, or non-profit developments of fewer units.
4. **Location:** The property must be located in accordance with the locational criteria outlined in Section 5.1.1.
5. **Design:** The development or redevelopment must conform to the design criteria established in section 5.1.2 of this document.

5.1.1. Locational Criteria

To be eligible for the financial incentives available to Affordable Housing proposals, projects must meet the locational criteria defined below under the primary criteria heading and must also be in proximity to those items listed under secondary locational criteria. Each project will be assessed based on the ability to address each of the criteria.

The locational criteria were selected to serve the needs of the tenants and reduce other costs of living such as transportation. These areas are ideal for affordable housing development because of the access to a broad range of services including employment; retail; schools; places of worship; social services; and recreational opportunities.

PRIMARY CRITERIA	DESCRIPTION
Built Boundary	Must be located within the Built Boundary as shown in Schedule C.
Servicing Feasibility	Site must have adequate and available municipal services and utilities. Existing sanitary sewers, water services with appropriate capacity for the proposed development.
Development Constraints	Site should be suitable for development and not be subject to constraints that would greatly increase the cost of construction.
SECONDARY CRITERIA	DESCRIPTION
Active Transportation	Proximity to pedestrian trails, bikeways and bicycle lanes.
Educational Facilities	Includes daycares, primary schools, and post-secondary institutions.
Healthcare Facilities	Includes clinics, doctor’s offices, pharmacies, hospitals. May also include outpatient centres, and specialized care centres.

Retail	Includes grocery stores and other shopping needs.
Transit Oriented	Should be within 200m of a transit route or bus stop – along an arterial or within a Town Centre. Priority will be given to developments proposed on Frequent and Core transit routes.

5.1.2. Design Criteria

The design criteria are intended to ensure high quality of development and ensure that affordable housing development is indistinguishable from adjacent market developments. Not all criteria listed below are applicable to the development of additional dwelling units.

SITE DEVELOPMENT STANDARDS	DESCRIPTION
Accessibility	Provide a universally accessible environment that supports tenants and visitors with disabilities that are AODA compliant. Provision of additional accessible units above the minimum prescribed in the Ontario Building Code is encouraged.
Energy Efficiency	Having an energy efficient building decreases the long term, energy cost to operate the building. Water efficient fixtures should be used (i.e. shower heads, toilets). Passive energy design considering climatic factors when designing and orienting the building such that there are maximum benefits from natural lighting, energy efficiency (solar heat gain) and protection from weather elements.
Crime Prevention Through Environmental Design (CPTED)/Landscaping	Good landscaping is critical to the quality of any project. The design of the exterior space of the project must comply with CPTED principles.
Space for Health/Social Support Provision	<p>Space for support and service provision may be required for developments greater than 20 units. This space should be centrally located, provide access to bathrooms and kitchens and be designed to be flexible for various uses, specifically, service provision by non-profit organizations.</p> <p>The City of Greater Sudbury may require service provision space as part of an agreement.</p>

Central Facilities and Common Rooms	Central facilities such as community rooms and laundry rooms should be located in a central part of the development. Common rooms should be linked to common outdoor space and be accessible, durable and flexible spaces. They should have access to bathrooms, a kitchenette and should have good storage. There should be access to daylight and natural ventilation in all common rooms.
Building Placement	No parking is located between the principal street and any street-facing building elevation.
Connectivity	Provide for sidewalk/pathway connections to adjacent residential and commercial areas.
Low Impact Development (LID)	Limit extent of impervious surfaces. Limit the amount of stormwater runoff by encouraging on-site filtration and by designing swales and permeable surfaces.
BUILDING DESIGN STANDARDS	DESCRIPTION
Façade Treatment	Material used for the façade must be brick or utilize façade articulation which produces a high-quality effect. The development must be designed to be indistinguishable from market housing in the area.
Primary Entrance Design	Shall consist of design elements so that the primary entrance is architecturally prominent and clearly visible from the abutting street.
Sound	Design and construct adjoining units, party walls and utility rooms with appropriate sound transmission ratings.
Durability	<p>Use products with projected high performance, long life cycles, high efficiencies and potential for recycling. If carpet used, consider use of carpet tiles which can be individually replaced when necessary.</p> <p>For example: concrete floors to reduce replacement/repair costs – in floor heating, composite or recycled materials where possible, to develop a net zero complex.</p>

Adaptable Housing	Flexibility in use, the design will accommodate a wide range of individual preferences and abilities.
Mixed Income	The provision of a mix of affordable units and market rent units is encouraged.

5.2 Not-for-Profit Additional Dwelling Unit Incentive Program

Purpose:

The purpose of this program is to encourage the creation of additional dwelling units (formerly secondary dwelling units) by a Non-for-Profit, or Charitable Institution.

This Program will cease on December 29, 2028, unless an extension is provided by City Council via resolution. Such an extension shall not require an amendment to this Plan.

Description:

The program will provide a maximum funding amount of 50% of the approved project costs to a maximum of \$50,000.

Requirements:

1. The sum of the mortgages/encumbrances (e.g. other charges on the property) registered on the title and program funding cannot exceed the market value of the home.
2. The funding is provided in the form of a grant.
3. The project must be for a Non-Profit or Charitable Institution.

5.3 Land Banking Program

A key component of this community improvement plan will be the land banking of municipal property for use to help achieve Council's goals regarding the provision of affordable housing. At its sole discretion, Council may acquire, sell, lease, prepare and dispose of property at below fair market value to achieve the goals of the Official Plan and the affordable housing strategy.

6.0 Monitoring, Review and Amendments:

The Plan will be monitored on an ongoing basis to track progress relative to the City's goals and objectives. The monitoring program will be structured around indicators, as outlined below. Information

on these indicators will be collected at the individual project level and aggregated, and will be used as the basis for an annual report to Council. To the extent possible, these annual reports will also address the environmental and social effectiveness of the Plan. Annual reports will be used to inform decisions relating to adjustments to this Plan, including any budget decisions relating to any of the financial incentive programs described herein.

Minor and technical amendments (e.g., correcting typographical errors) may be made without Council approval. Major and substantive amendments will be made by amendment, subject to the statutory process under the *Planning Act*, which includes public consultation and Council approval.

Notwithstanding this, the City may discontinue any of the programs contained in this Plan without amendment. The addition of new programs not expressly referenced herein requires an amendment.

PROGRAM	INDICATOR
TIEG Program and Brownfield Tax Assistance Program	Number of applications received Increase in assessment value of participating properties Estimate and actual amount of municipal tax assistance/grants provided Hectares/acres of land redeveloped Residential/Industrial/commercial space (sq.ft.) rehabilitated or constructed Residential units/sq.ft. rehabilitated or constructed \$ value of private sector investment leveraged
Housing Accelerator Program	Number of applications received Number of new residential units created \$ Value of total grants \$ of private sector investment leveraged Number, type and \$ value of planning application fees refunded Number and \$ value of demolition and building permit fees refunded Residential/Industrial/commercial space (sq.ft.) rehabilitated or constructed Residential units/sq.ft. rehabilitate or constructed \$ Value of building permit fees paid \$ value of building permits issued
Façade Improvement Program	Number of applications received \$ Value of total grants \$ of private sector investment leveraged
Not-for-Profit Additional Dwelling Unit Incentive Program	Number of applications received Number of second units created

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Professional Study Grant Program	<p>Number of applications received</p> <p>Number of Energy Audits Completed</p> <p>\$ Value of total grants</p> <p>\$ of private sector investment leveraged</p>
Land Banking Program	<p>Number and size of properties land banked</p> <p>Fair market value of land</p> <p>A key component of this community improvement plan will be the land banking of municipal property for use to help achieve Council's goals regarding the provision of affordable housing. At its sole discretion, Council may acquire, sell, lease, prepare and dispose of property at below fair market value to achieve the goals of the Official Plan and the affordable housing strategy.</p>