

Regional Program For Community Improvement Plans (CIPs) Guidelines

Regional Official Plan Guidelines



Halton Region Official Plan Guidelines

The **Regional Official Plan (ROP)** is Halton's guiding document for land use planning. It contains policies that guide decisions related to, among other things, managing growth and its effects on Halton's social, economic and natural environment.

The **ROP Guidelines** are a set of documents that clarify, inform, and aid in the implementation of the Plan's policies.

"This Plan calls for the preparation of certain guidelines or protocols to provide more detailed directions in the implementation of its policies."

Halton Region Official Plan – Section 192
as adopted by Regional Council, December 16, 2009

The Guidelines have been prepared in accordance with Section 192 of the ROP. They provide direction and outline approaches that can be used to satisfy the relevant policies of the Plan.

The Guidelines may be updated from time to time as required through a report to Regional Council.

For more information, visit halton.ca/ROP or halton.ca/ROPguidelines or call 311.

Regional Program For Community Improvement Plans (CIPs) Guidelines

The **Regional Program For Community Improvement Plans (CIPs) Guidelines** identify the Regional Official Plan policies that may be implemented through Local Municipal CIP programs and outline the process and associated conditions applicable to a Local Municipality's request for Regional participation in such programs.

Purpose	The purpose of the Guidelines is to: <ul style="list-style-type: none">• provide an overview of the CIP-related policies in the Regional Official Plan• identify the Regional Official Plan policy a Local CIP program application must demonstrate are implemented to qualify for Regional support• identify a process for the Local Municipalities to follow when requesting Regional support in the funding of a Local Municipal CIP program application
Application & Use	The Guidelines apply when the Local Municipalities are seeking the Region's participation in Local CIP programs. The Guidelines identify those Regional Official Plan policies that the Region is seeking to implement through participation in Local Municipal CIP programs. The Guidelines are intended to be used by: <ul style="list-style-type: none">• Regional Council and staff in determining the Local Municipal CIP programs that the Region may wish to participate in on the basis of implementing ROP policies• the Local Municipalities for clarity on the process to seek the Region's participation in Local Municipal CIP programs and the requirement that the Region's participation in Local Municipal CIP programs will assist in implementing Regional Official Plan policies• the public in understanding the purpose of CIPs and the rationale for the Region's participation in Local CIP programs
Supporting Documents	In addition to the policy direction provided by the Regional Official Plan, the following documents should be considered alongside this Guideline, as appropriate: <ul style="list-style-type: none">• Province of Ontario Community Improvement Plans (http://www.mah.gov.on.ca/Page6850.aspx) (http://www.mah.gov.on.ca/Page1297.aspx)
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1.0 Overview

1.1 Purpose

A Community Improvement Plan (CIP) is a planning tool provided for under Section 28 of the Planning Act that permits municipalities to designate Community Improvement Project Areas and establish financial incentive programs (grants and loans) for the purpose of promoting rehabilitation and redevelopment in these Project Areas. The Planning Act permits upper and lower-tier municipalities to provide grants and loans for the purpose of carrying out a CIP and requires the municipality making the grant or loan to have provisions in its official plan relating to the making of such grants and loans.

The Regional Official Plan (ROP) contains policies that permit the Region to use CIPs as a tool to implement the policies of the ROP. The “Regional Program For CIPs” has been developed to provide a framework for implementing this policy direction. This document provides an overview of the Program, outlines key Regional Official Plan policies that may be implemented through CIPs, and establishes implementation processes and requirements.

1.2 Regional Program For CIPs

The Regional Program For CIPs (the “Program”) provides a framework for operationalizing the ROP direction to use CIPs to implement the policies of the Plan. The Program is based on the following premise: the Region will provide grants to Local Municipalities in support of individual applications to their CIP programs provided it is demonstrated that those applications assist in implementing Regional Official Plan policies.

This Guideline document assists in the implementation of the Program by identifying the ROP policies that may be implemented through Local Municipal CIP programs and by identifying a process for Local Municipalities to follow when requesting a financial contribution from the Region under the Program.

In developing the Guidelines, consideration has been given to the best practices of other regional municipalities and ensuring the Program conforms to the requirements of Section 28 of the Planning Act and associated regulations.

2.0 Regional Program For CIPs – Key ROP Policies

2.1 Key ROP Policies for CIP Implementation

The Implementation section of the Regional Official Plan contains policies regarding CIPs which provide the basis for the Regional Program For CIPs. These implementation policies are reproduced below for reference. In summary, the policies allow the Region to:

- prepare and implement Regional CIPs related to prescribed matters (s. 205.3 & 205.4);
- participate in Local Municipal CIPs and make grants / loans in support of these CIPs (s. 205.5); and
- use CIPs, when appropriate, to implement the policies of the Regional Official Plan (s. 205.6).

Section	Policy
205.3	Under the Planning Act and its regulations, the <i>Region</i> is a prescribed upper-tier municipality that may designate all or part of the <i>Region</i> as a Community Improvement Project Area for the purpose of preparing and implementing Community Improvement Plans to improve the following elements within the Project Area: 205.3(1) <i>infrastructure within the Region's jurisdiction,</i> 205.3(2) <i>land and buildings within any Intensification Area, and</i> 205.3(3) <i>Affordable Housing.</i>
205.4	Under a Community Improvement Plan, the <i>Region</i> may acquire and dispose of lands and buildings, undertake improvements to such lands and buildings, and make grants and loans to other parties for the purpose of carrying out programs under the Plan.
205.5	The <i>Region</i> may also participate in a Local Municipality's Community Improvement Plan and make loans and grants to that Local Municipality in support of its Plan.
205.6	Regional Council, in consultation with the affected Local Councils, will use Community Improvement Plans at the appropriate time and circumstances to implement <i>policies</i> of this Plan.

2.2 Key ROP Policies Implemented Through the Regional Program For CIPs

ROP policies identified as having the potential to be implemented through the use of CIPs are listed below:

Promoting & Supporting Intensification and the Development of Intensification Areas	Promoting Residential Intensification of Brownfields and Greyfields
Promoting Employment Area Intensification of Brownfields and Greyfields	Encouraging and Creating Assisted, Affordable and Special Needs Housing
Supporting and Promoting Agriculture	Protecting and Preserving Cultural Heritage Resources

Regional participation in Local Municipal CIP programs will be based on a demonstration that the applicable CIP program will aid in implementing these ROP policies. To provide context regarding the implementation of these policies, they are described in greater detail on the following pages. These descriptions provide guidance as to how implementation of these policies through a Local Municipal CIP program may be achieved and demonstrated.

2.2.1 Promoting and Supporting Intensification and the Development of Intensification Areas

The ROP contains a distribution of population and employment to the planning horizon year of 2031 as set out in Table 1:

Table 1 – Population and Employment and Distribution 2031¹

Municipality	Population		Employment	
	2006	2031	2006	2031
Burlington	171,000	193,000	88,000	106,000
Oakville	172,000	255,000	82,000	127,000
Milton	56,000	238,000	28,000	114,000
Halton Hills	58,000	94,000	20,000	43,000
Halton Region	456,000	780,000	218,000	390,000

To achieve this population and employment distribution, which sees Halton Region and its Local Municipalities growing to accommodate 780,000 people and 390,000 jobs by 2031, the ROP contains a growth strategy. The strategy plans for growth through intensification (growth occurring in the already developed urban area known as the Built-Up Area, shown on Map 1 of the ROP) and through urban expansion (growth occurring in areas designated for urban uses that are outside the Built-Up Area and that are not yet developed for urban uses, known as the designated greenfield area).

To plan for intensification, the ROP requires that by 2015 and for each year thereafter, a minimum of 40% of all residential development occurring annually within Halton will be within the Built-Up Area. To achieve this, the ROP contains an intensification target for the Region and each Local Municipality as set out in Table 2:

Table 2 – Intensification Targets

Minimum Number of New Housing Units to be Added to the Built-Up Area Between 2015 and 2031				
Burlington	Oakville	Milton	Halton Hills	Halton Region
8,300	13,500	5,300	5,100	32,200

The ROP contains more detailed policies for Intensification Areas, which are specific areas within the Built-Up Area that are planned to be the focus for accommodating intensification in the Region. The Region's Intensification Areas include:

- Urban Growth Centers (Midtown Oakville, Downtown Burlington and Downtown Milton) as shown on Map 1 (these areas are planned to achieve, by 2031 or earlier, a minimum density of 200 people and jobs per hectare);
- Major Transit Station Areas and Mobility Hubs as shown on Map 1; and
- Intensification Corridors and Mixed Use Nodes as identified in Local Municipal Official Plans.

The ROP considers intensification and the development of Intensification Areas as the highest priority of development within Halton. To that end, policies within the ROP direct the Region to implement programs and incentives, including CIPs, to promote and support intensification and Intensification Areas:

Section	Policy
81(7.2)	[It is the <i>policy of the Region</i> to:] Consider <i>intensification and development of Intensification Areas</i> as the highest priority or urban <i>development</i> within the <i>Region</i> and implement programs and incentives, including Community Improvement Plans under the Planning Act, to promote and support <i>intensification</i> .

¹ Amendment No. 2 to the Growth Plan extended the forecast period to 2041 and includes 2041 population and employment figures for Halton. At the time this Guideline was prepared, the Region had not yet undertaken an update to its Official Plan to reflect the 2041 time horizon or figures. The figures in Table 1 and Table 2 reflect those in the September 28, 2015 Interim Office Consolidation of the ROP.

CIP programs that support intensification may help implement the Regional Program For CIPs and achieve the intensification and density targets and policies as well as the population and employment distribution of the ROP.

2.2.2 Promoting Residential Intensification of Brownfields and Greyfields

The ROP promotes residential intensification through the development or redevelopment of brownfield and greyfield sites (Section 85(13)). Specifically, the ROP directs the Region to work with the Local Municipalities, government agencies and the private sector to make brownfield and greyfield sites available and to use CIPs to develop or redevelop them, where appropriate, for housing with components of Assisted, Affordable and Special Needs Housing:

Section	Policy
86(13.1)	[It is the <i>policy</i> of the <i>Region</i> to:] In partnership with the Local Municipalities, other government agencies and the private sector, identify <i>brownfield</i> and <i>greyfield</i> sites outside <i>Employment Areas</i> and work towards making them available, where appropriate, for <i>development</i> or redevelopment for housing purposes with components of <i>Assisted, Affordable</i> and <i>Special Needs Housing</i> . Such sites or lands may be declared as Community Improvement Project Areas under the Planning Act to facilitate their <i>development</i> or redevelopment.

CIP programs that promote residential intensification of brownfield and greyfield sites with components of assisted, affordable and special needs housing may help implement the Regional Program For CIPs and achieve the population distribution in Table 1 as well as the intensification, density, and housing targets of the ROP.

2.2.3 Promoting Employment Area Intensification on Brownfields and Greyfields

The ROP contains policies supporting the intensification of employment lands which includes the redevelopment of brownfields and greyfields within these employment areas for employment uses:

- plan for, protect and preserve the Employment Areas for current and future use (s. 77.4(2));
- ensure the necessary infrastructure is provided to support the development of the Employment Areas in accordance with policies of this Plan (s. 77.4(3)); and
- require Local Municipalities to promote intensification and increased densities in both new and existing Employment Areas by facilitating compact, transit-supportive built form and minimizing surface parking (s. 77.4(5)).

CIP programs that promote the redevelopment and intensification of brownfield and greyfield sites within employment areas for employment purposes may help implement the Regional Program For CIPs and, among other things, achieve the employment distribution in Table 1 of the ROP.

2.2.4 Encouraging and Creating Assisted, Affordable and Special Needs Housing

The overall goal for housing in the ROP is to “supply the people of Halton with an adequate mix and variety of housing to satisfy differing physical social and economic needs” (Section 84). Policies within the ROP encourage and support the provision of assisted, affordable and special needs housing. The ROP contains two specific housing targets in Section 86(6):

- at least 50% of new housing units produced annually be in the form of townhouses or multi-storey buildings
- at least 30% of new housing units produced annually be affordable or assisted housing.

These targets are aimed at increasing the amount of assisted and affordable housing in the Region.

The ROP also identifies the opportunity for the use of financial and other incentives, including CIPs, to add to the Region’s assisted, affordable and special needs housing stock:

Section	Policy
86(15)	[It is the <i>policy</i> of the <i>Region</i> to:] Consider financial and other incentives including grants, property tax reductions, <i>infrastructure</i> improvements and Community Improvement Plans in the provision of <i>Assisted, Affordable</i> and <i>Special Needs Housing</i> .

CIP programs that promote assisted, affordable and special needs housing may help implement the Regional Program For CIPs and achieve its housing mix and housing affordability targets in Section 86(6).

2.2.5 Supporting and Promoting Agriculture

Agriculture is recognized as the primary activity and land use in Halton’s Agricultural Area. A major goal of the ROP is to maintain a permanently secure, economically viable agricultural industry and to preserve the open space character and heritage of Halton’s non-urbanized areas. The ROP identifies a list of programs and plans that the Region may implement to support and sustain agriculture in Halton, including the use of CIPs:

Section	Policy
101(5)i)	[Develop and implement programs and plans to support and sustain <i>agriculture</i> in <i>Halton</i> , which may include, among others, the following:] use of Community Improvement Plans under the Planning Act to promote and support <i>agriculture</i> .

CIP programs that support and promote agriculture may help implement the Regional Program For CIPs and achieve its overall goal of maintaining a permanently secure, economically viable agricultural industry and the employment distribution in Table 1 of the ROP.

2.2.6 Protecting and Preserving Cultural Heritage Resources

The Region’s commitment to protecting its cultural heritage resources is reflected in the fact that Halton was one of the first Regions to prepare an Archaeological Management Plan. The goal, objectives and policies of the ROP reaffirm and strengthen this commitment to preserving the Region’s Cultural Heritage Resources including its material, cultural and built heritage resources. The overall ROP goal for cultural heritage resources is “to protect the material, cultural and built heritage of Halton for present and future generations” (Section 165).

In support of this goal, the ROP policies require, among other things, development proposals on adjacent lands to protected cultural heritage resources to consider the preservation, relocation and/or adaptive re-use of historic buildings and incorporate in any reconstruction or alteration design features that are in harmony with the area’s character (Section 167(3)). Other ROP policies also focus on protecting and preserving the Region’s material, cultural and built heritage resources. These policies include:

- encouraging Local Municipalities to prepare, as part of any area-specific plan or relevant official plan amendment, an inventory of heritage resources and provide guidelines for preservation, assessment and mitigative activities (Section 167(5)); and
- developing a coordinated heritage signage and heritage promotion program in Halton (Section 167(8)).

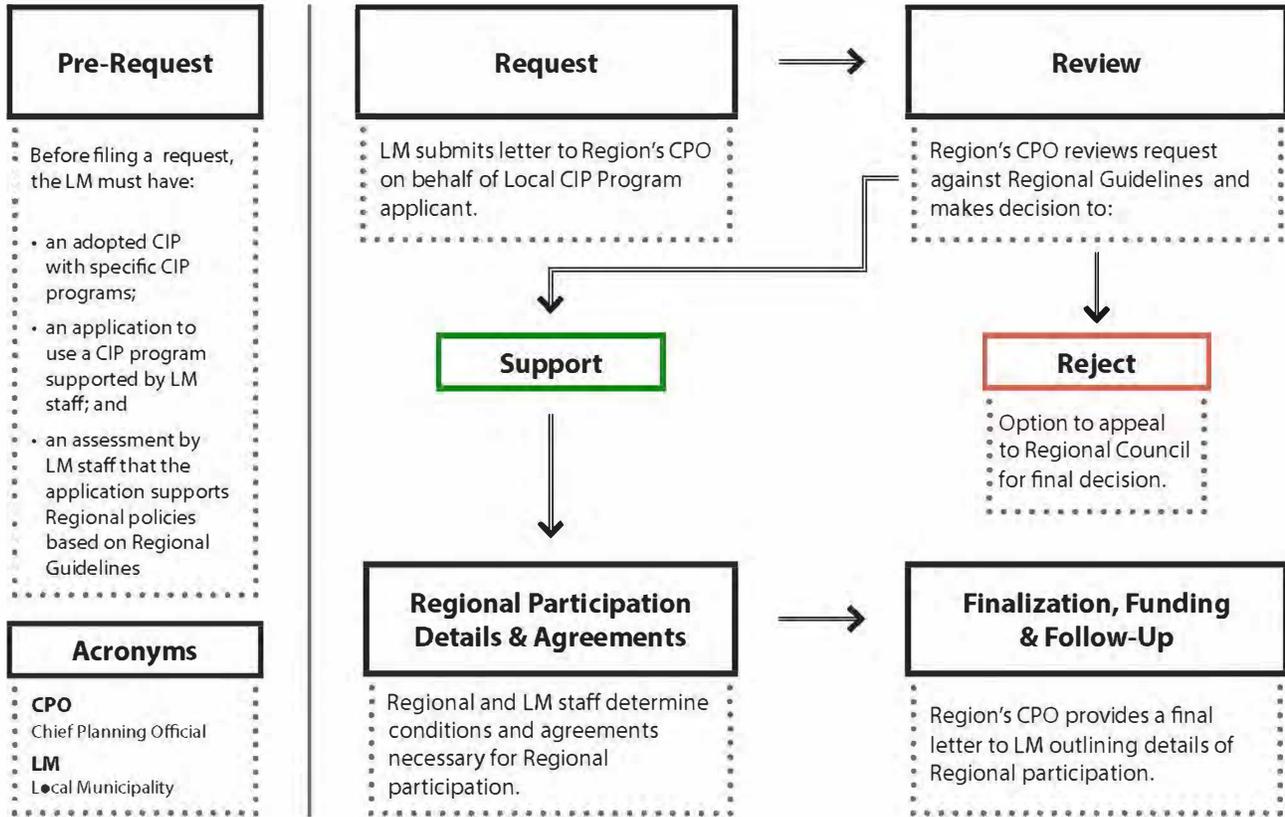
CIP programs that support the protection and preservation of cultural heritage resources may help implement the Regional Program For CIPs and ensure that cultural heritage resources are maintained for current and future generations.

3.0 Regional Program For CIPs – Implementation

3.1 Program Request Process

The process Local Municipalities are to follow when making a request under the Regional Program For CIPs is outlined below. The process is shown at a high-level in the following flow chart and described in further detail below. This process ensures clarity and consistency in the Region’s response to Local Municipal requests and the implementation of ROP policies through Local Municipal CIP programs.

Regional Program For CIPs –Local Municipality Request Process Flowchart



Regional Program For CIPs – Local Municipality Request Process

Pre-Request

The following is required prior to seeking a financial contribution from the Region in support of a Local Municipal CIP program application:

- an approved Community Improvement Plan with specific programs;
- an application to utilize an approved CIP program;
- support for the application by Local Municipal staff; and
- an assessment by Local Municipal staff of the ROP policies implemented through the program application.

Request

1) Local Municipality Provides Written Request to Region's Chief Planning Official

The Local Municipality provides a letter to the Region's Chief Planning Official requesting the Region's participation in a specific CIP program application. The letter must contain the following information:

- a) Applicable Community Improvement Plan and Community Improvement Project Area
- b) Community Improvement Plan Program Details, Costs, and Benefits
- c) Community Improvement Plan Program Application Details
- d) Assessment of How Application Implements Regional Official Plan Policies (as outlined in Section 2.2)
- e) Details of Local Municipal Funding & Conditions
- f) Details of Requested Regional Funding

Review

2) Region's Chief Planning Official Reviews Request

The Region's Chief Planning Official reviews the request to determine whether ROP policies would be implemented through the Region's participation in the Local CIP program application.

3) Region's Chief Planning Official Approves or Rejects Request

The Region's Chief Planning Official may approve or reject the Local Municipality's request. A letter will be sent in reply to the Local Municipality outlining the Chief Planning Official's decision. If the decision is to approve the request, the Chief Planning Official's letter will indicate support in principle, subject to a meeting between Regional and Local staff to determine the participation details and agreements, if necessary. If the decision is to reject the request, the Local Municipality has an opportunity to appeal to Regional Council for a final decision.

Regional Participation Details & Agreements

4) Regional and Local Municipal Staff Meet and Determine Details & Agreements

Regional and Local Municipal staff determine the details of the Region's financial contribution and any conditions and/or agreements necessary to enable the Region's participation.

Finalization, Funding & Follow-Up

5) Region's Chief Planning Official Provides Final Letter to Local Municipality

The Region's Chief Planning Official provides a final letter to the Local Municipality indicating:

- a) the amount of Regional funding to be provided;
- b) the applicable conditions attached to this funding; and
- c) the expected timing and delivery of this funding.

6) Local Municipality Provides Update on Funding Usage

The Local Municipality provides information on use of Regional funds for the Region's use in an annual report to Regional Council on the Region's participation in Local CIP programs through the Regional Program For CIPs.

3.2 Program Requirements

The following conditions are applicable to any financial contribution made by the Region to a Local Municipality in support of a Local Municipal CIP program application:

Requirement	Description
ROP Policy Implementation	Any financial grant made by the Region to an individual Local Municipal CIP program will be based on a demonstration that the Local Municipal CIP program application assists in implementing one or more of the key ROP policies described in Section 2.2.
Matching Contribution	Any financial grant made by the Region to an individual Local Municipal CIP program application must be matched by the Local Municipality.
Maximum Contribution	Any financial grant made by the Region to an individual Local Municipal CIP program application will be capped at a maximum of \$50,000.

In addition, the Planning Act (Section 28(7.2)) enables the Region to establish any other conditions it considers appropriate for participating in Local Municipal CIP programs. For example, the Region could require that a certain number or percentage of affordable housing units be created as a condition for its financial participation in a CIP program. The nature and extent of any additional Regional conditions required to secure Regional participation in a Local Municipal CIP program would be established through discussions between Regional and Local Municipal staff as part of the process outlined in Section 3.1.

Regional participation in Local Municipal CIP programs is subject to the availability of funding in support of the Regional Program For CIPs as approved by Regional Council.

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