



The Corporation of the  
City of Sault Ste. Marie

## COUNCIL REPORT

February 24, 2025

TO: Mayor Matthew Shoemaker and Members of City Council  
AUTHOR: Jeffrey King  
DEPARTMENT: Legal Department  
RE: Delegated Authority for Director of Planning

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### **Purpose**

The purpose of this report is to seek Council approval to delegate authority by way of a by-law to the Director of Planning to allow them to sign agreements related to the City's Community Improvement Plan incentives for affordable housing.

### **Background**

On August 12, 2024, City Council approved Report A-10-24-CIP Housing Community Improvement Plan, and adopted the *City of Sault Ste. Marie Housing Improvement Plan* (the "SSM CIP") pursuant to the community improvement provisions of the *Planning Act* (Ontario), as amended. As part of this approval process by-law 2024-133 appointed the Director of Planning as the Plan Administrator for SSM CIP.

### **Analysis**

Since this appointing by-law, an agreement was created to ensure that the incentive recipient conforms to the conditions and terms of the fund eligibility. The agreement also creates a legal means for funds to be returned to the City should the recipient fail to adhere to the conditions, which includes adding any outstanding amounts returnable to the City to the tax roll. Section 28 of the *Planning Act* authorizes the municipality to use such an agreement where a CIP is in place and to register the agreement on title to notify future purchasers of the requirements. Standardized agreements for per-door grants tied to affordable rent and the Tax Increment Equivalent Grant TIEG have been prepared by Planning and vetted by Legal and Finance.

Delegating the responsibility to sign this agreement is consistent with other planning agreements, such as site plans, subdivision, or drainage agreements.

Provisos such as the agreement remaining in the standardized form, with only minor changes, and being reviewed by Legal and Finance before filing a fully signed copy with the City Clerk are included. Additionally, should the calculated incentive be greater than two million dollars (\$2,000,000) based on the size of the

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development and the time set for affordable rent, the Director will report to Council for approval to execute the agreement.

**Financial Implications**

There are no direct financial implications with this report.

**Strategic Plan / Policy Impact / Climate Impact**

This is an operational matter not articulated in the corporate Strategic Plan.

**Recommendation**

It is therefore recommended that Council take the following action:

The relevant By-law 2025-32 is listed under item 12 of the Agenda and will be read with all by-laws under that item.

Respectfully submitted,

Jeffrey King

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