

**THIS AGREEMENT DATED THIS 16<sup>th</sup> DAY OF MARCH, 2021**

**B E T W E E N:**

**THE CORPORATION OF THE CITY OF NORTH BAY**

**(the "City")**

**-and -**

**LOW INCOME PEOPLE INVOLVMENT OF NIPISSING**

**("L.I.P.I.")**

**WHEREAS** the City is a municipal corporation;

**AND WHEREAS** L.I.P.I.'s purpose is to support households who are homeless or at imminent risk of becoming homeless due to crisis situations;

**AND WHEREAS** L.I.P.I, in furtherance of its purpose, provides various programs and services in support of those households;

**AND WHEREAS** L.I.P.I. will provide a hardship program to assist people with respect to the payment of their municipal taxes;

**AND WHEREAS** the City is willing to provide funds to L.I.P.I. to assist L.I.P.I. in carrying out the hardship program on the terms and conditions set forth herein.

**NOW THEREFORE**, in accordance with the mutual covenants and agreements herein and for other good and valuable consideration, the receipt and sufficiency of which is expressly acknowledged, the Parties agree as follows:

## **ARTICLE I**

### **INTERPRETATION**

1.1.1 Definitions. For the purposes of this Agreement, the following terms have the following meanings described below.

**"Administration Fees"** means and amount equal to ten percent (10%) of the total funds issued to L.I.P.I. pursuant to the Program, to be distributed on behalf of the successful applicant's property tax accounts.

**"Agreement"** means this agreement between the City and the L.I.P.I., including all schedules attached hereto.

**"Business Day"** means any working day, Monday to Friday inclusive, excluding statutory and other holidays, namely: New Year's Day; Family Day; Good Friday; Easter Monday; Victoria Day; Canada Day; Civic Holiday; Labour Day; Thanksgiving Day; Remembrance Day; Christmas Day; Boxing Day and any other day on which the City has elected to close City Hall for business.

**"City"** means The Corporation of the City of North Bay.

**"Conflict of Interest"** has the meaning ascribed to it in subsection 6.2.

**"Effective Date"** means the date first written above.

**“Event of Default”** has the meaning ascribed to it in section 13.1.

**“Expiry Date”** means December 31<sup>st</sup>, 2021.

**“Funds”** means the total amount of funding that the City is providing in Canadian currency to the L.I.P.I. under this Agreement, subject to the terms and conditions of this Agreement.

**“Indemnified Parties”** means the City, its Mayor, Councillors, directors, officers, servants and employees.

**“L.I.P.I.”** means Low Income People Involvement of Nipissing;

**“Maximum Funds”** means THREE HUNDRED THOUSAND DOLLARS (\$300,000.00).

**“Parties”** means the City and the L.I.P.I.; and “Party” means any one of them.

**“Program”** means The Corporation of the City of North Bay’s Residential Property Tax Hardship Program as detailed in Schedule “A” to this Agreement.

**“Reports”** means the reports set out in Article VII of this Agreement.

**“Requirements of Law”** means all applicable statutes, codes, acts, ordinances, orders, approvals, decrees, injunctions, by-laws, rules, regulations, official plans, permits, licenses, authorizations, directions and agreements with all authorities that now or at any time hereafter may relate to the City, L.I.P.I., or this Agreement.

**“Term”** means the period of time beginning on the Effective Date of this Agreement and ending on the Expiry Date.

## 1.2 Sections and Headings

The division of this Agreement into Articles and sections and the insertion of headings are for convenience of reference only and shall not affect the construction or interpretation of this Agreement. Unless inconsistent with the subject matter or context, references to Articles and sections are to Articles and sections of this Agreement.

## 1.3 Number, Gender, Person

Unless inconsistent with the subject matter or context, words importing the singular number shall include the plural and words imparting the masculine gender shall include the feminine and the converse of the foregoing also applies.

## 1.4 Currency

All amounts in this Agreement are stated and shall be paid in Canadian currency.

## 1.5 Governing Law

This Agreement shall be governed by and construed in accordance with the laws of the Province of Ontario and Canada applicable therein and shall be treated in all respects as an Ontario contract. The Parties submit to the exclusive jurisdiction of the courts of the Province of Ontario for the resolution of any and all disputes relating to this Agreement or any of its terms.

## 1.6 Singular/Plural

Each definition in this Agreement using a singular capitalized term or other word or phrase shall also apply to the plural form and such term, word or phrase and vice versa.

## 1.7 Schedules

The following are the Schedules which are attached to and form an integral part of this Agreement:

Schedule "A": The Corporation of the City of North Bay's Residential Property Tax Hardship Program

Schedule "B": Claim Schedule

## ARTICLE II

### REPRESENTATIONS, WARRANTIES AND COVENANTS

2.1 **General.** L.I.P.I. represents warrants and covenants that:

- (a) it is, and shall continue to be for the term of the Agreement, a validly existing legal entity with full power to fulfill its obligations under the Agreement.
- (b) it has, and shall continue to have for the term of the Agreement, the experience and expertise necessary to carry out the Program;

2.2 **Execution of Agreement.** L.I.P.I. represents and warrants that:

- (a) it has the full power and authority to enter into this Agreement; and
- (b) it has taken all necessary actions to authorize the execution of this Agreement.

2.3 **Governance.** L.I.P.I., represents, warrants and covenants that it has, and shall maintain for the period during which the Agreement is in effect, by-laws or other legally necessary instruments to:

- (a) establish procedures to ensure the ongoing effective functioning of L.I.P.I.;
- (b) establish decision-making mechanisms;
- (c) provide for the prudent and effective management of the Funds;
- (d) establish procedures to enable the successful completion of the Program;
- (e) establish procedures to enable the timely identification of risks to the completion of the Program and strategies to address the identified risks;
- (f) establish procedures to enable the preparation and delivery of all Reports required pursuant to Article VII; and
- (g) deal with such other matters as L.I.P.I. considers necessary to ensure that L.I.P.I. carries out its obligations under the Agreement.

2.4 **Supporting Documentation.** Upon request, L.I.P.I. shall provide the City with proof of matters referred to in this Article II.

## **ARTICLE III**

### **TERM OF THE AGREEMENT, USE OF FUNDS AND PROGRAM**

- 3.1 **Term.** The term of the Agreement shall commence on the Effective Date and shall expire on the Expiry Date unless terminated earlier pursuant to Article XII (Termination on Notice) or Article XIII (Event of Default and Corrective Action).
- 3.2 **Program and use of Funds.** L.I.P.I. shall:
- (a) carry out the Program;
    - (i) in accordance with the terms and conditions of this Agreement;
    - (ii) in compliance with all Requirements of Law;
  - (b) at its own expense, obtain all permits, licenses, approvals and authorizations required to carry out the Program and satisfy the terms and conditions of this Agreement; and
  - (c) use the Funds only for the purpose of carrying out the Program and shall be allowed to charge Administration Fees.

## **ARTICLE IV**

### **CHANGES**

- 4.1 **No Changes.** L.I.P.I. shall:
- (a) not make any changes to the Program without the prior written consent of the City, which consent may be condition on recovery of the Funds provided to L.I.P.I; and
  - (b) abide by the terms and conditions the City may require in giving such consent,
- 4.2 **Notification.** L.I.P.I. shall notify the City promptly if it becomes aware of:
- (a) any actual or potential material changes to the Program and;
  - (b) any event that may affect L.I.P.I.'s ability to complete the Program in accordance with this Agreement.

## **ARTICLE V**

### **FUNDS, PAYMENT AND CARRYING OUT THE PROGRAM**

- 5.1 **Obligation to pay Funds.**
- (a) Subject to the terms and conditions of the Agreement, the City shall provide the Funds to L.I.P.I. up to the Maximum Funds.
  - (b) The City is not responsible for any cost overruns related to the Program.

## 5.2 **City's role under Agreement strictly limited to providing Funds.**

L.I.P.I. acknowledges and agrees that the City's role is strictly limited to providing the Funds and that the City will have no other involvement in the operation of the Program. The City is not a manager, decision-maker nor advisor in relation to the operation of L.I.P.I. or the Program. Notwithstanding the generality of the foregoing and without limitation, the fact that the City may conduct audits as provided for hereinafter or issue directions under the terms and conditions of this Agreement, shall not be construed by L.I.P.I. as the City having a management, decision-making or advisory role. L.I.P.I. further agrees that it will not seek to include the City as a decision-maker, advisor or manager of the operation of L.I.P.I. or the Program through recourse to a third party, court, tribunal or arbitrator.

## 5.3 **Payment of Funds & interest earned.**

Subject to the terms and conditions of the Agreement, the City shall:

- (i) provide the Funds to L.I.P.I. in accordance with the Claim Schedule attached hereto as Schedule "B";
- (ii) issue a cheque in L.I.P.I.'s name or deposit the Funds into an interest-bearing account designated by L.I.P.I. provided that the account resides at a Canadian financial institution and is in the name of L.I.P.I.
- (iii) L.I.P.I. shall report to the City the amount of any interest earned on any Funds provided to L.I.P.I. under this Agreement. The L.I.P.I. shall, unless otherwise directed by the City, use any interest earned on the Funds for the operation of the Program.

## 5.4 **Limitations on funding.**

- (a) If the total amount paid or distributed by L.I.P.I. under the Program are less than the total Funds paid by the City to L.I.P.I., the City may:
  - (i) decrease the amount of the Maximum Funds payable to L.I.P.I.;
  - (ii) where applicable, demand the repayment of the excess Funds whereupon the amount demanded by the City shall immediately become due and payable.

## 5.5 **Conditions of Funding**

The City's obligation to provide Funds to L.I.P.I. is subject to the fulfillment of the following conditions to the City's satisfaction:

- (a) the Council of The Corporation of the City of North Bay passes the City's 2021 Operating budget;
- (b) L.I.P.I. shall have provided the insurance certificate(s) or other documents as provided for in Article XI;
- (c) L.I.P.I. shall have provided the City with a request for Funds in accordance with the Claim Schedule; and
- (d) L.I.P.I. shall have provided all Reports as provided for in Article VII.

## **ARTICLE VI**

### **CONFLICT OF INTEREST**

**6.1 No Conflict of Interest.**

L.I.P.I. shall carry out the Program and use the Funds in a manner that avoids any Conflict of Interest.

**6.2 Conflict of Interest includes.**

For the purposes of this Agreement, a "Conflict of Interest" includes:

- (a) in relation to the process of applying the Funds, any circumstances where L.I.P.I. has or could be perceived to have engaged in conduct that gives one applicant to the Program an unfair advantage over another applicant.
- (b) in relation to the performance of its obligations under the Agreement, any circumstances where L.I.P.I. (or any person who has the ability to influence L.I.P.I.'s decisions) has outside commitments, relationships or financial interests that interfere with, or could, or could be seen to interfere with, L.I.P.I.'s unbiased and impartial judgment relating to the Program and the use of the Funds.

**ARTICLE VII**

**REPORTING, ACCOUNTING AND REVIEW**

**7.1 Reports.**

L.I.P.I. shall:

- (a) submit to the City all Reports in accordance with the timelines and content requirements set out in Schedule "A";
- (b) submit to the City a final report to evidence the completion of the Program the content of which shall include, but not be limited to, the number of Program applicants assisted, the total dollars provided to successful Program applicants, the average dollar amount provided to a successful Program applicant; and
- (c) submit to the City any other Reports requested by the City in accordance with the timelines and content requirements specified by the City;

**7.2 Compliance attestation.**

All Reports shall be signed by any two (2) of the L.I.P.I.'s authorized signing officers.

**7.2 Record Maintenance**

L.I.P.I. shall keep and maintain for a period of seven (7) years after the expiry or termination of the Agreement:

- (a) all financial records relating to the Funds or otherwise to the Program in a manner consistent with generally accepted accounting principles.
- (b) all non-financial documents and records relating the Funds or otherwise to the Program.

**7.3 Inspection.**

The City, its authorized representatives or an independent auditor identified by the City may, at its own expense, upon twenty-four (24) hours' notice to L.I.P.I.

and during normal business hours, enter upon L.I.P.I.'s premises to review the Program and L.I.P.I.'s expenditure of the Funds, and for these purposes the City, its authorized representatives or an independent auditor identified by the City, may:

- (a) inspect and copy the records and documents referred to in subsection 7.2; and
- (b) conduct an audit or investigation of L.I.P.I. in respect of the expenditure of the Funds and/or Program.

#### **7.4 Disclosure.**

To assist in respect of the rights set out in subsection 7.3, L.I.P.I. shall disclose any information reasonably required by the City, its authorized representatives or an independent auditor identified by the City, and shall do so in a form reasonably requested by the City, its authorized representatives or an independent auditor identified by the City as the case may be.

7.4 If the City, its authorized representative or an independent auditor identified by the City believes that there are inaccuracies in, or inconsistencies between any Funds paid by the City and L.I.P.I.'s financial records and books of account, the City may request and L.I.P.I. must provide at its own expense an audit report from a public accountant licensed under the laws of Ontario. The audit report must be satisfactory to the City in form and content and address:

- (a) Funds received to date;
- (b) Funds disbursed by L.I.P.I. to date on behalf of successful applicants of the Program and the payment of Administration Fees;
- (c) any other financial information pertaining to this Agreement or the Program as may be reasonably specified in the request.

## **ARTICLE VIII**

### **CREDIT**

#### **8.1 Acknowledge support.**

Unless otherwise directed by the City, L.I.P.I. shall, in a form approved by the City, acknowledge the support of the City in any publication of any kind, written or oral, relating to the Program.

#### **8.2 Publication.**

If L.I.P.I. publishes any material of any kind, written or oral, relating to the Program, L.I.P.I. shall indicate in the materials that the views expressed in the materials are the views of L.I.P.I. and do not necessarily reflect those of the City.

## **ARTICLE IX**

### **FREEDOM OF INFORMATION**

#### **9.1 Municipal Freedom of Information and Protection of Privacy.**

L.I.P.I. acknowledges and agrees the City is subject to the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c.M.56, as amended and that this Agreement and any information provided by L.I.P.I. in relation to this Agreement may be subject to disclosure under the said Act. This acknowledgement shall not be construed as a waiver of any right to object to the release of this Agreement or of any information provided in relation to it.

## **ARTICLE X**

### **INDEMNITY**

#### **10.1 Indemnification.**

L.I.P.I. hereby agrees to indemnify and hold harmless the Indemnified Parties from and against any and all liability, losses, costs, damages and expenses (including legal, expert and consultant fees), causes of action, actions, claims, demands, lawsuits or other proceedings, by whomever made, sustained, incurred, brought or prosecuted, in any way arising out of or in connection with the Program or otherwise in connection with the Agreement.

## **ARTICLE XI**

### **INSURANCE**

#### **11.1 L.I.P.I.'s insurance.**

L.I.P.I. represents and warrants that it has, and shall maintain for the term of the Agreement, at its own cost and expense, all of the necessary and appropriate insurance that a prudent person carrying out a program similar to the Program would maintain, including general liability insurance on an occurrence basis for third party bodily injury, personal injury and property damage, to an inclusive limit of not less than five million dollars (\$5,000,000.00) per occurrence. The policy shall include the following:

- (i) the Indemnified Parties, as defined, as additional insureds with respect to liability arising in the course of performance of L.I.P.I.'s obligation under, or otherwise in connection with, the Agreement;
- (ii) a cross-liability clause;
- (iii) contractual liability clause;
- (iv) a thirty (30) day written notice of cancellation, termination or material alteration.

#### **11.2 Proof of insurance.**

L.I.P.I. shall provide the City with certificates of insurance, or other proof as may be requested by the City, that confirms the insurance coverage as provided for in section 11.1 upon execution of this Agreement and from time to time as such insurance is renewed or replaced. Upon the request of the City, L.I.P.I. shall make available to the City a copy of each insurance policy.



**11.3 Compliance with L.I.P.I.’s insurance.**

L.I.P.I. shall comply with all provisions of and requirements of any of L.I.P.I.’s insurance policies applicable to the Program.

**ARTICLE XII  
TERMINATION**

**12.1 Termination for convenience.**

Either Party may terminate this Agreement at any time, without cause or liability, upon giving at least thirty (30) days written notice to the other Party.

**12.2 Consequence of termination.**

- (a) the City shall have no further obligation to make payment of the Funds;
- (b) the City may demand the repayment of any Funds remaining in the possession or under the control of L.I.P.I., whereupon the amount demanded by the City shall immediately become due and payable; and

**ARTICLE XIII  
EVENT OF DEFAULT AND CORRECTIVE ACTION**

**13.1 Events of default.**

Each of the following shall constitute an “Event of Default”:

- (a) if any representation or warranty provided to the City (herein or otherwise) by L.I.P.I. is incorrect in any material respect on the date on which such representation or warranty was made;
- (b) if in the opinion of the City, L.I.P.I. breaches any term or condition of the Agreement, including failing to do any of the following in accordance with the terms and conditions of the Agreement without prior written consent of the City:
  - (i) carry out the Program;
  - (ii) use or spend the Funds; or
  - (iii) provide Reports.
- (c) L.I.P.I. makes an assignment, proposal, compromise or arrangement for the benefit of creditors, or is petitioned into bankruptcy, or files for the appointment of a receiver.
- (d) L.I.P.I. ceases to operate;
- (e) a Conflict of Interest that cannot be resolved to the City’s satisfaction, acting reasonably.

**13.2 Corrective action.**

If an Event of Default occurs, the City may, at any time, take one or more of the following actions:

- (a) initiate any action the City considers necessary in order to facilitate the successful continuation or completion of the Program;
- (b) suspend the payment of Funds for such period as the City determines appropriate;
- (c) reduce the amount of Funds;
- (d) cancel further payment of Funds;
- (e) demand the repayment of any Funds remaining in the possession or under the control of L.I.P.I., whereupon the amount demanded shall immediately become due and payable;
- (f) demand the repayment of an amount equal to any Funds L.I.P.I. used for purposes not agreed upon by the City, whereupon the amount demanded shall immediately become due and payable;
- (g) terminate the Agreement immediately upon giving notice to L.I.P.I.; and/or
- (h) exercise any other rights or remedies available to the City under this Agreement or applicable law.

### 13.3 **Opportunity to remedy.**

In addition to its rights provide for in subsection 13.2, the City may provide L.I.P.I. an opportunity to remedy the Event of Default by providing notice to L.I.P.I.:

- (a) of the particulars of the Event of Default; and
- (b) of the period of time within which L.I.P.I. is required to remedy the Event of Default.

### 13.4 **Recipients not remedying.**

If the City has provided L.I.P.I. with an opportunity to remedy the Event of Default pursuant to subsection 13.2 and:

- (a) L.I.P.I. does not remedy the Event of Default within the time period specified in the notice;
- (b) the City determines in its sole discretion that L.I.P.I. cannot completely remedy the Event of Default within the time period specified in the notice or such further period of time as the City considers appropriate; or
- (c) L.I.P.I. is not proceeding to remedy the Event of Default in a way that is satisfactory to the City, the City may initiate any one or more of the actions provide for in subsections 13.2 (a), (d), (e), (f), (g) and (h).

### 13.5 **Termination date.**

The effective date of any termination under this Article shall be the last day of the notice period, the last day of any subsequent notice period or immediately, whichever applies.

## **ARTICLE XIV**

### **COMPLIANCE WITH AGREEMENT AND LAWS**

#### **14.1 Compliance with Agreement.**

L.I.P.I. shall take all reasonable measures to ensure that its directors, officers and employees are bound to observe the provisions of this Agreement.

#### **14.2 Compliance with Requirements of Law.**

L.I.P.I. shall take all reasonable measures to ensure that its directors officers and employees will at all times comply with all Requirements of Law.

## **ARTICLE XV**

### **REPAYMENT**

#### **15.1 Debt due.**

If L.I.P.I. owes any Funds to the City, whether or not their return or demand has been demanded by the City, such monies shall be deemed to be a debt due and owing to the City by L.I.P.I., and L.I.P.I. shall pay or return the amount to the City immediately unless the City directs otherwise.

#### **15.2 Interest rate.**

The City may charge L.I.P.I. interest on any monies owing by L.I.P.I. at the then current interest rate charged by the City on accounts receivable.

#### **15.3 Cheques payable or deposit.**

L.I.P.I. shall pay all monies owing by L.I.P.I. by certified cheque payable to "The Corporation of the City of North Bay" and mailed to the address provided in subsection • or deposit the monies into an account designated by the City.

## **ARTICLE XVI**

### **GENERAL PROVISIONS**

#### **16.1 Notice**

Where in this Agreement any notice is required to be given or made by any Party, it shall be in writing and is effective if delivered in person, sent by ordinary or registered mail or e-mail addressed to the other Party for whom it is intended at the addresses provided and any notice shall be deemed to have been given:

- (a) if delivered personally, on the date of such delivery;
- (b) if by ordinary mail, on the third (3<sup>rd</sup>) Business Day following the date of mailing;
- (c) if by registered mail, on the day the postal receipt is acknowledged by the other Party;
- (d) if e-mail, when transmitted (if received before 4:30 pm local time at the recipient's office or failing which on the next Business Day).

Address for Service of Notice on the City:

The Corporation of the City of North Bay  
200 McIntyre Street East  
North Bay, ON  
P1B 8V6

Attention: Karen McIsaac, City Clerk

Address for Service of Notice on L.I.P.I.:

Low Income People Involvement of Nipissing (L.I.P.I)  
127 Main Street East  
North Bay, Ontario  
P1B 1A9

Attention: Lana Mitchell  
Executive Director

The address of any Party may be changed by notice in the manner set out in this section.

#### 16.2 **Assignment**

The responsibilities and obligations contained in this Agreement may not be transferred, assigned or disposed of in any manner whatsoever without the City's prior written consent, which the City in its sole discretion, provide or withhold.

#### 16.3 **No Amendment**

This Agreement may only be changed or amended in writing duly executed by the duly authorized representatives of both Parties.

#### 16.4 **Waiver of Breaches**

In the event of a breach of any provision of this Agreement by one Party, no action or failure to act by the other Party shall constitute a waiver of any right or duty afforded by that Party under this Agreement, nor shall any such action or failure to act constitute an approval of or acquiescence of any such breach, except as may be specifically agreed to in writing by the Party that is not in breach.

#### 16.5 **Severability**

If any provision of this Agreement is illegal, unenforceable or invalid, it shall be considered separate and severable and all the remainder of this Agreement shall remain in full force and effect as though such provision had not been included in this Agreement but such provision shall nonetheless continue to be enforceable to the extent permitted by law.

#### 16.6 **Entire Agreement**

There are no covenants, representations, agreements, warranties or conditions in any way relating to the subject matter of this Agreement, expressed or implied, collateral or otherwise, except as expressly set forth herein, and this Agreement, together with any schedules attached hereto, constitute the entire Agreement between the Parties and may not be modified except by subsequent written agreement duly executed by the Parties.

#### 16.7 **Time Is Of The Essence**

In the performance and observance of the terms and conditions of this Agreement, time is of the essence and no extension or variation of this Agreement shall operate as a waiver of this provision.

**16.8 Counterparts**

This Agreement may be executed in any number of counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

**16.9 Electronic transmission of Agreement.**

This Agreement may be executed, scanned and delivered by electronic transmission, and when so executed and delivered, will be deemed an original.

**IN WITNESS WHEREOF** the Parties hereto have caused this agreement to be executed as of the date first set forth above.

**THE CORPORATION OF THE CITY OF  
NORTH BAY**

\_\_\_\_\_  
Allan McDonald  
Mayor

\_\_\_\_\_  
Karen McIsaac  
City Clerk

**LOW INCOME PEOPLE INVOLVEMENT OF  
NIPISSING**

\_\_\_\_\_  
Lana Mitchell  
Executive Director

\_\_\_\_\_  
George Marooosis  
Chair

I/we have authority to bind the L.I.P.I..

## **SCHEDULE "A"**

### **The Corporation of the City of North Bay's Residential Property Tax Hardship Program**

#### **Program Definition and Criteria:**

- Available to North Bay Residents Only
- Must be for primary residence (owner listed on title)
- One application per year
- Applications with property tax arrears prior to February 1, 2020 are not eligible for the program
- Aid to be provided for 2020 Final and 2021 Interim property tax arrears due to impact of COVID-19
- Resident must demonstrate significant impact to household income resulting from Covid-19 pandemic
  - Impact defined as:
    - Experienced at minimum a decrease of 50% of total household income during either of the lockdown periods outlined below in comparison to 2019 income levels during the same timeframe
  - Lockdown Periods defined as:
    - Period 1 – March 23, 2020 to June 12, 2020
    - Period 2 – December 26, 2020 to March 7, 2021
- Resident must demonstrate ability to maintain property taxes under normal circumstances
- Program will match taxpayer payments made to property tax account.
- Maximum contribution of 50% of tax arrears determined at time of application
- LIPI will make payments directly to City on behalf of taxpayer

#### **Current LIPI Application Process:**

- General Intake (as required – but not limited to the following: ID, copy of mortgage, utility bills, proof of household income (cheque stubs, employment letter, income tax return for adult household members), copy of most recent bank statements
- Consent – FOI Form
- Financial Needs Test
- Repayment Capacity Assessment
- Program Participation Agreement
- Wraparound Program Service Plan - which identifies the community resources required to achieve/maintain household success in a seamless manner

**APPENDIX A**

**THE CORPORATION OF THE CITY OF NORTH BAY'S RESIDENTIAL PROPERTY TAX HARDSHIP PROGRAM  
PROGRESS REPORT**

NAME OF AGENCY: CITY OF NORTH BAY

PROJECT NAME: 2020 AND 2021 RESIDENTIAL PROPERTY TAX HARDSHIP PROGRAM

DATE INITIATIVE COMMENCED	FUNDS RECEIVED TO DATE	FUNDS EXPENDED TO DATE	NUMBER OF CITIZENS SERVED THROUGH THIS PROJECT	TOTAL NUMBER OF CITIZENS TO DATE

**PROGRESS REPORT** – Please provide a brief description of the project's progress to date.

---

KEY ACTIVITIES	DATE ACCOMPLISHED
1	
2	
3	
4	
5	
6	
7	
8	

Signed: \_Date: Report completed by:

## APPENDIX B

# THE CORPORATION OF THE CITY OF NORTH BAY'S RESIDENTIAL PROPERTY TAX HARDSHIP PROGRAM

## FINAL REPORT

**NAME OF AGENCY:**

**PROJECT NAME:**

**FOR PERIOD ENDING:**

**DESCRIPTION OF THE PROJECT**

Briefly describe the project:

**PROJECT GOALS & OBJECTIVES**

List goals and objective related to the project.

**ACHIEVEMENTS**

Briefly describe outcomes that were achieved.

**TOTAL # OF CITIZEN SERVED:**

(The number of different citizens that received a service at some point during the duration of the project)

**PROGRAM EVALUATION:**

Briefly describe how you have evaluated the program and the results of the feedback received.



## **SCHEDULE "B"**

### **THE CORPORATION OF THE CITY OF NORTH BAY'S RESIDENTIAL PROPERTY TAX HARDSHIP PROGRAM**

#### **CLAIM SCHEDULE**

The Corporation of the City of North Bay shall forward an initial payment of \$100,000 upon execution of the agreement.

Once 80% of the funds (after the reduction of the administrative fee) has been distributed to applicants LIPI shall submit a written request along with the Progress Report for a subsequent installment of \$100,000.

The last request shall be distributed one the 2<sup>nd</sup> installment has been 80% disbursed and a progress report is submitted.