



The Corporation Of

The Township of Brock

In The Regional Municipal Of Durham

1 Cameron St. E., P.O. Box 10, Cannington, ONTARIO L0E 1E0 (705) 432-2355

Downtown Community Improvement Plan

October 2013

This document is available in alternate formats upon request.
Please contact the Clerk's Department at 705-432-2355.

**Township of Brock
Downtown Community Improvement Plan**

Part A - The Preamble does not constitute part of the Community Improvement Plan.

Part B - The Community Improvement Plan consists of the text and schedules.

Part C – The Appendices provide additional information to the Plan and do not constitute part of the Community Improvement Plan.

Part A - The Preamble

Background

Section 28(1) of the *Planning Act*, a “community improvement project area” is defined as “an area within a Township, the community improvement of which, in the opinion of Council, is desirable because of age, dilapidation, overcrowding, faulty arrangement, unsuitability of buildings or for any other environmental, social or community economic reason”. For the purposes of carrying out a community improvement plan, the municipality may:

- acquire, hold, clear, grade or otherwise prepare land for community improvement;
- construct, repair, rehabilitate or improve buildings on land acquired or held by it in conformity with the community improvement plan;
- sell, lease or otherwise dispose of any land and buildings acquired or held by it in conformity with the community improvement plan;
- make grants or loans to registered or assessed owners, to pay for the whole or any part of the cost of improving lands and buildings in conformity with the community improvement plan;
- enter into agreements for the carrying out of studies and the preparation and implementation of plans and programs for the development and improvement of the Township.

Section 365.1 of the *Municipal Act, 2001* allows municipalities to pass a by-law providing municipal property tax assistance to property owners as an incentive for environmental rehabilitation. The tax assistance can be in the form of a cancellation or deferral of taxes for the rehabilitation and development period. The Ministry of Finance can approve matching education property tax assistance for eligible properties. An eligible property is defined as a property for which a phase two environmental site assessment has been conducted,; is in a community improvement project area for which a community improvement plan is in effect containing provisions in respect of tax assistance under this section; and that, as of the date the phase two environmental site assessment was completed, did not meet the standards that must be met under subparagraph 4 i of subsection 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.

Additionally, projects within the CIP Project Area could have the potential to receive financial assistance in support of initiatives that advance the goals of the Regional Official Plan through Durham’s Regional Revitalization Program (2008). To be eligible, projects must conform with

and support Regional Official Plan policies; encourage both residential and employment growth; and entail significant and substantial revitalization and/or development. Examples of eligible project types include: new construction; addition(s) to existing development; redevelopment; and brownfield redevelopment.

Enabling Official Plan Policies

The Township of Brock has prepared a number of strategic documents – Official Plan (2006) and related background studies including Options for Economic Development (2005); Beaverton Commercial Expansion Study (1990), previous Community Improvement Plans (1986, 1988 and 1990) for each urban area; Harbour Development Plan (1997), Urban Design Study for Beaverton Downtown (1997) and, Heritage Designation By-laws for the old Town Halls in each Regional Centre. All of these documents recognize the Regional Centres of Beaverton, Cannington and Sunderland as vital commercial and community areas which are important to the quality of life in the Township.

The Township's Official Plan (Section 2.1) is built upon a community vision that states:

The Township of Brock is one municipality, comprised of a number of communities that are complementary, linked, innovative and cooperative in supporting the residents who live, work and raise families in a safe environment where industry, commerce and agriculture continue to prosper.

The Official Plan identifies five Strategic Directions that are interrelated and deal with the most important aspects of life in the Township: maintaining and enhancing the quality of life; creating a balance within each of the urban communities; economic development; the natural and cultural environment; and, the agricultural community (Section 2.2.1).

The Official Plan encourages the concentration of urban and economic development into the three urban areas of Beaverton, Cannington and Sunderland where municipal services are available. The Township will pursue economic development to its fullest potential, in a manner that enhances natural resources, with due consideration for the environment and the social needs of the community. Development must be sustainable over time. Reuse and redevelopment of lands in these settlement areas is recognized as a more sustainable approach to growth.

Community improvement policies have been included in Section 4.6 – Community Improvement of the Official Plan. These policies encourage the maintenance, rehabilitation and redevelopment of commercial and employment areas. In addition to designating the Urban Areas of Beaverton, Cannington and Sunderland as Community Improvement Project Areas (Section 4.6.1), the Plan also gives priority to the Regional Centres in each of the urban areas for preparation of Community Improvement Plans (Section 4.6.4).

The preparation of a Downtown Community Improvement Plan is an expression of the Township's commitment to supporting local economic development and tourism and, especially, the small businesses which are located in these areas.

Purpose of the Plan

The Plan reflects the vision of the community for the community improvement project areas and establishes revitalization goals and priorities for action. The Township, using new tools available to it by the adoption of the Downtown Community Improvement Plan, will stimulate private investment in revitalization efforts.

In summary, the Downtown Community Improvement Plan is the vehicle for focussing and stimulating action and investment by public, private and community partners in the downtowns of Beaverton, Cannington and Sunderland.

The Planning Process

The municipality has completed a number of studies and reports addressing the need to promote viable downtowns. In addition, various capital projects have been undertaken in the form of road/street reconstructions inclusive of decorative design elements (interlocking brick and new street lighting). Further, the municipality has had the benefit of community organizations and service clubs to purchase planters, other amenities, and seasonal events which serve to promote the downtowns as destination points for residents and visitors.

The municipality has participated in two First Impressions Community Exchange (FICE) Programs (Beaverton and Sunderland) which resulted in a number of suggestions for improvement. It is anticipated that a FICE will be held for Cannington in the near future. In addition, the municipality completed a Business Retention & Expansion Study during the summer of 2008. In addition, the municipality conducts regular meetings with members of the business community within each of the urban areas to provide municipal updates and to identify issues of concern.

Beaverton is participating in a Downtown Revitalization Initiative in accordance with the requirements of the Ontario Ministry of Rural Affairs focussing on the four pillars: economic development, leadership and management, marketing and promotion, and physical improvements. This initiative is being guided by a steering committee appointed by Council with representation from both within and outside the downtown and is supported by staff from the Province, Region and Township.

As part of this initiative, a streetscape design study is being prepared to address improvements to the public element inclusive of signage, gateways, street lighting, sidewalks, street furniture, plantings, park spaces, pedestrian cross-walks, and landscaping measures. In addition, guidelines for façade improvements will be prepared with illustrations to stimulate private investment.

The streetscape design plan will also incorporate a number of opportunities for public consultation including stakeholder meetings, public consultation.

While the majority of public consultation is focussed on the Beaverton revitalization initiative, the primary objective of the Downtown Community Improvement Plan is to incorporate those financial incentive strategies identified in sections 3.1 and 3.3 to support the goals and

objectives found within section 2.0. Most importantly, the inclusion of these strategies will permit potential applicants from the Cannington and Sunderland downtowns equal opportunity to participate in such programs without undue delay.

Finally, a statutory public meeting was held on August 12, 2013 in accordance with the requirements of the *Planning Act, RSO 1990*, as amended. The results of this meeting, together with written submissions, were considered in finalizing the Downtown Community Improvement Plan.

Part B - The Community Improvement Plan

1.0 Applicability

- 1.1 The provisions of this Community Improvement Plan shall apply to the Community Improvement Project Areas of Beaverton, Cannington and Sunderland and more specifically the Regional Centres as designated within the Official Plan. This Downtown Community Improvement Plan applies to the areas shown on Schedules A, B, and C of this Plan.
- 1.2 The authorization for the Township to undertake community improvement planning is provided in Section 4.6 of the Official Plan of the Township of Brock.

2.0 Goals & Objectives

2.1 The Goals of the Downtown Community Improvement Plan are:

- a) To achieve the community's vision for the Community Improvement Project Areas, namely:

To recognize the vital role of downtowns in community life. Residents and visitors live, work, shop and play in the downtowns. As a result of efforts to create attractive streetscapes, downtowns are busy shopping and tourist destinations. The downtowns are people places supporting events, community services and leisure activities and are the preferred places to shop for local residents.

- b) To focus investment in several strategic areas:

- Beautification of both public spaces and private properties in the downtowns;
- Revitalization of commercial activity;
- Promotion of tourism;
- Expansion of residential choices;
- Intensification through redevelopment and reuse of vacant and underutilized properties;
- Preservation of heritage and architecturally significant buildings;
- Promotion of sustainable development including energy efficiency; and,
- Environmental rehabilitation of properties where environmental contamination is present.

- c) Increase tax assessment and revenues for the Township

- d) To establish an implementation strategy that can sustain, focus and coordinate the efforts of the municipal government, the business community and community organizations in the implementation of the Plan.

2.2 The Objectives of the Downtown Community Improvement Plan are to encourage:

- a) The Township to be an active partner providing technical support and financial incentives in order to trigger private sector investment consistent with the Goals of the Plan.
- b) The Township to participate in key community projects in support of the Goals of the Plan.
- c) Property owners, investors and community organizations to invest in property improvements, environmental rehabilitation and redevelopment of brownfield sites, and undertake community projects and related activities consistent with the Goals of the Plan.

3.0 Scope of Plan – Part I:

The Township will work with community partners to undertake the following projects, programs and activities within the areas shown on Schedules A, B, and C.

3.0.1 Beautification

Programs and projects undertaken for beautification are intended to improve public spaces and facilities, streetscapes and private buildings. These improvements will maintain and enhance the economic vitality and community atmosphere of the downtown. Beautification efforts will attract shoppers, tourists, investors and, new businesses and residents to the downtowns.

Where design guidelines exist, they will direct private investment in the renovation of existing buildings, both facades improvements and interior upgrades, and the development of new buildings. Guidelines will direct public investment in streetscaping and signage. Guidelines will also encourage improvements in accessibility to downtown buildings, enhance public safety and, promote sustainable development.

3.0.2 Commercial Revitalization

The occupancy of underutilized properties, vacant lands and vacant storefronts is set as a priority action for the plan. Commercial revitalization is also intended to maintain and enhance the quality of life in the downtowns. The intent of these initiatives is to preserve existing commercial uses and encourage the establishment of new commercial uses in the downtowns as a result of owners making improvements to their properties. Tourism-related projects that attract both residents and visitors during regular business hours and during evenings and weekends are important to commercial revitalization. It is expected that revitalization initiatives in the community improvement project areas will work together with existing activities such as those of the business, tourism and arts organizations in marketing and event planning.

3.0.3 Expansion of Residential Choices

Downtown residential development enlarges the residential choice available in the community, provides an immediate consumer base for local businesses enhances public safety and, helps support downtown activities into the evening and throughout the weekend. Programs undertaken for downtown housing are provided in response to business owners' support for new residential development in upper floors of commercial buildings and new residential and mixed-use developments on vacant or underutilized lands. Property owners and investors are encouraged to access federal and provincial programs supporting the provision of affordable housing. Proposals that have accessed these programs and that have affordable housing components will have priority in terms of municipal programs supporting the expansion of housing choices. In general, new residential uses within the floodplain of the Beaver River shall be discouraged.

3.0.4 Promotion of Tourism

The Township will work with property owners and community partners to expand amenities. Business owners and associations are encouraged to do a number of things that support tourism – establish uniform business hours, downtown themes and retail lines, increase hospitality services and, undertake tourism training.

3.0.5 Intensification

Programs are intended to encourage property owners to undertake development on vacant or underutilized sites. Projects may include introduction of residential units, mixed use developments and commercial developments. Some projects may require the acquisition of several properties or cooperation among property owners to accommodate the proposed intensification project.

Redevelopment opportunities may also include capital improvement projects that will be undertaken by the Township to support intensification. The Township will seek support from the provincial and federal governments for infrastructure projects consistent with the Goals of the Plan. Within the Beaverton urban area, intensification within the floodplain of the Beaver River shall be discouraged.

3.0.6 Preservation of Heritage and Architecturally Significant Buildings

The downtowns contain a number of buildings that are historically and/or architecturally significant. Building improvements should be in keeping with the character of these buildings. Programs will support preservation efforts.

3.0.7 Promotion of Sustainable Development

There is increasing interest in meeting sustainable development goals including energy efficiency. The development of design guidelines will promote and programs will support sustainability for both new construction and rehabilitation of existing buildings. Opportunities to avoid, minimize, and/or mitigate impacts associated with the quality and quantity of urban run-off shall be considered as part of applications for development and site alteration. The implementation of innovative stormwater techniques (e.g. grassed swales and permeable pavement) shall be encouraged where appropriate.

3.0.8 Community Projects

The Township will promote and encourage community partners to undertake projects that are consistent with the Goals of the Plan and have broad community support.

3.0.9 Public/Private Partnerships

The Township will work with property owners and investors to encourage projects that support the Goals of this Plan including mixed use and/or residential developments. The Township will seek to support these projects with appropriate improvements to infrastructure and management of land assets.

3.1 Financial Incentive Strategy – Part I:

The Township may offer technical support and financial incentives. Incentives are intended to stimulate private investment in revitalization efforts consistent with the Goals of the Plan. The primary purpose of these programs is the improvement of existing commercial properties and the introduction of new residential units in the three downtowns. Existing residential properties may be eligible for grants relating to preservation of heritage and architecturally-significant buildings and/or the addition of new residential units.

The programs described below in sections 3.1.1, 3.1.2, 3.1.3, 3.1.4, and 3.1.5 derive their authority from provincial legislation other than Section 28 of the Planning Act but are included here to augment and support the improvement efforts of the Community Improvement Plan. Additional detail on these programs is found in Appendix A.

The Township may offer the following incentive programs:

- 3.1.1 Planning and Building Fees Rebate Program - may offer a grant rebating all or a portion of fees to property owners undertaking work consistent with the goals of the Community Improvement Plan including the improvement of buildings or land as described in Section 3.0 of the Plan. A grant is made following successful completion of approved work.

- 3.1.2 Development Charges Rebate Program - may offer a grant rebating all or a portion of charges to property owners undertaking work consistent with the goals of the Community Improvement Plan including the addition of new residential units, improvement of buildings or land as described in Section 3.0 of the Plan. A grant is made following successful completion of approved work.
- 3.1.3 Parkland Dedication Rebate Program - may offer an exemption from the requirements for parkland dedication pursuant to sections 42 and 51.1 of the *Planning Act, R.S.O. 1990*, as amended, to property owners undertaking work consistent with the goals of the Community Improvement Plan including the addition of new residential units, improvement of buildings or land as described in Section 3.0 of the Plan. The requirement for parkland dedication is waived or, if cash-in-lieu is being employed, a grant is made to the property owner following successful completion of approved work.
- 3.1.4 Parking Standard Rebate Program – may offer an exemption to property owners undertaking work consistent with the goals of the Community Improvement Plan as described in Section 3.0 of the Plan. This exemption is limited to improvement work resulting in the addition of new residential units within the existing floor space of a commercial building. The requirement for parking is waived or, if cash-in-lieu is being employed, a grant is made to the property owner following successful completion of approved work
- 3.1.5 Heritage Property Tax Relief Program - as permitted under the *Ontario Heritage Act, R.S.O. 1990*, as amended, the Township may designate heritage buildings and, as permitted under the *Municipal Act, S.O. 2001*, as amended, the Township may pass a bylaw to establish tax relief for property owners of designated heritage buildings. The Township may offer tax relief from the municipal portion of property taxes where restoration and preservation work, consistent with the goals of the Community Improvement Plan as described in Section 3.0 of the Plan and with design guidelines approved by the Township, has been successfully completed.
- 3.1.6 Property Tax Increment Equivalent Grant Program - may offer grants to property owners who improve buildings or land consistent with the goals of the Community Improvement Plan as described in Section 3.0 of the Plan and with design guidelines approved by the Township. The program offers a grant equivalent to the incremental increase in the municipal portion of property taxes resulting from the improvements to the property. The grant will be offered to the property owner following successful completion of the approved work.
- 3.1.7 Commercial Façade Improvement Program - may offer grants and loans to property owners who are undertaking commercial façade improvements consistent with design guidelines approved by the Township. The grant will be paid to the property owner following successful completion of the approved work. The interest-free loan will be advanced upon registration of a loan agreement.

- 3.1.8 Residential Conversion and Rehabilitation Program - may offer grants and loans to property owners who add new residential units or improve existing residential units within existing upper floor space of commercial buildings consistent with the goals of the Community Improvement Plan as described in Section 3.0 of the Plan. The grant will be paid to the property owner following successful completion of approved work. The interest-free loan will be advanced upon registration of a loan agreement.
- 3.1.9 Design Studies Program - may offer grants to property owners for preparation of design studies for: heritage restoration and architectural preservation work; safety and building code audits; and/or, energy ('green') audits. The design study must be consistent with design guidelines approved by the Township. The grant will be paid to the property owner upon successful completion of the approved work. The Township may provide a copy of the study to any subsequent applicant to facilitate rehabilitation of the property, if the work has not proceeded or been completed.
- 3.1.10 Project Feasibility Studies Program - a grant to property owners for preparation of feasibility studies such as: market/export analyses; marketing strategies; labour and training requirements; productivity studies; or, other studies as approved by the Township. The feasibility study must support a small business start-up, business expansion, or new product development in one or more of the creative business clusters. The grant will be paid to the property owner upon successful completion of the study. If the business owner does not implement the feasibility study, the Township may make the findings of the study available to others with the exception of any proprietary data specific to the applicant.

3.2 Scope of Plan - Part II (Brownfields):

The Township will work with investors, property owners and community partners to undertake the following projects, programs and activities within the areas shown on Schedules A, B, and C to rehabilitate and redevelop brownfield sites that meet the eligibility criteria set out in Section 3.3. A glossary of key terms is provided at the end of this section.

3.2.1 Environmental Rehabilitation

Programs are intended to support a phased process of environmental assessment and land use planning resulting in the creation of a remedial work plan. The work plan shall set out: the environmental rehabilitation work that is required in order for the desired reuse and redevelopment of the site to proceed; and, the means by which remediation can be safely completed before and during the construction phases of the project.

3.2.2 Redevelopment, Intensification and the Expansion of Commercial Activity, Tourism and Residential Choices

Programs are intended to encourage investors and property owners to redevelop brownfield sites. Desirable new uses include medium to high density residential units, mixed use developments including commercial space, resort and/or lifestyle developments and, public assets such as open space, and affordable housing. Some projects may require the acquisition of several properties or cooperation among property owners to accommodate the proposed project.

More intensive use of brownfield sites will make use of existing municipal investments in infrastructure, services and community facilities.

Where design guidelines exist, they will direct private investment undertaking redevelopment projects to support local beautification efforts and increase public access to open space and public facilities.

3.2.3 Eligibility Criteria

Some properties in the project area are known or assumed to have contaminated soils or buildings. In some instances, the resale and redevelopment of these sites is difficult. In some instances, the declining condition of the property is having a negative impact upon adjacent properties.

The Township wishes to encourage the environmental rehabilitation and redevelopment of these sites to new uses supported by the Official Plan.

The following criteria have been established for the identification of sites eligible for the financial assistance as described in Section 3.3.

The eligibility criteria are:

- i. Evidence exists, based on past uses and practices and findings of a Phase I Environmental Site Assessment, that contamination is present on the property. Assistance is offered by a phased process in this Plan. Obtaining assistance in latter stages of the process will require that more advanced environmental studies be conducted to determine the specific nature of the contamination and the means of remediation established in a work plan.
- ii. The property is vacant, abandoned, idle or underutilized and in its present condition is a detriment to the local economy and an impediment to the development of the area as set out in the municipal Official Plan.

- iii. Reuse and redevelopment of the property is desired by the Township as demonstrated in planning documents or studies and as supported by the policies contained in the Official Plan.

Reuse and/or intensification of the property will make use of existing infrastructure, services and community facilities.

3.2.4 Glossary of Key Terms

- i. Applicant: is a registered property owner or assessed property owner or any person, including a prospective purchaser, to whom a registered or assessed property owner has assigned, in writing, the right to act as their agent.
- ii. Brownfield: is abandoned, vacant, idle or underutilized properties (land and/or buildings) where improvement, expansion, retrofit or redevelopment is complicated by environmental contamination from past uses and practices.
- iii. Contamination: is chemical(s) is/are present in soil, groundwater, sediment or building materials at a concentration greater than background levels, or which exceeds the concentration established in Ontario Regulation 153/04 for existing or proposed land use.
- iv. Environmental Rehabilitation: is any action taken to reduce the concentration of contaminants on, in or under the property in order to permit a Record of Site Condition to be filed in the Environmental Site Registry.
- v. Property Tax Assistance: is the financial mechanism established pursuant to Section 365.1(1) of the *Municipal Act, 2001*.
- vi. Qualified Person: is defined by Section 168.1 of the *Environmental Protection Act* and Ontario Regulation 153/04.
- vii. Remedial Work Plan: is a plan to bring about the environmental rehabilitation of a site.
- viii. Risk Assessment: is the scientific examination of the nature and magnitude of risk and definition of the effects on human and other receptors of the exposure to contaminants found on the site.
- ix. Risk Management: is the implementation of a strategy to control or reduce the level of risk determined by the risk assessment.

3.3 Financial Incentive Strategy – Part II (Brownfields):

The Township may offer technical support and financial incentives to stimulate private investment in revitalization efforts consistent with the Goals of the Plan.

All of these programs are directed at the private sector and are designed to encourage private sector rehabilitation, reuse and redevelopment of brownfield sites consistent with the Goals of the Plan. These incentive programs can be used individually or together by an applicant.

A phased process is established.

The **Application Phase** begins with a pre-application consultation between the property owner or agent and the Township to explore issues and opportunities for the rehabilitation and redevelopment of the subject property. During this phase, the property owner shall have a Phase I Environmental Site Assessment completed by a qualified person. Dependent upon the findings of the Assessment, the property owner may proceed to make application for assistance with the necessary studies (environmental and feasibility). Studies are conducted and, as necessary, a remedial work plan and concept plans prepared.

The **Rehabilitation Phase** generally applies to the time period when the Remedial Work Plan is implemented. Planning and development decisions are finalized and all relevant planning and building applications and permits are secured. Work commences on site plan requirements. It is during this phase that Brownfield Tax Assistance can be applied.

The **Development Phase** covers the construction period for buildings and infrastructure and completion of site requirements.

The **Occupancy Phase** begins when construction has been completed and occupancy of buildings occurs. Reassessment of the property by MPAC for property tax purposes will occur.

Programs are available to assist with each phase of work needed to rehabilitate, reuse and redevelopment brownfield sties:

Phase of Work	Related Programs
Application Phase	Environmental Study Grant Feasibility Study Grant
Rehabilitation Phase	Brownfield Tax Assistance
Development Phase	Planning and Building Fees Rebate Development Charges Rebate Parkland Dedication Exemption
Occupancy Phase	Property Tax Increment Equivalent Grant

The programs described below in sections 3.3.1, 3.3.2, 3.3.3, and 3.3.4 derive their authority from provincial legislation other than Section 28 of the *Planning Act, R.S.O. 1990* but are included here to augment and support the improvement efforts of the Brownfield Community Improvement Plan. Additional detail on these programs is found in Appendix B.

The Township may offer the following incentive programs:

- 3.3.1 Environmental Study Grant – may offer a grant for the preparation of a Phase II Environmental Site Assessment, a Phase III Environmental Site Assessment, a Risk Assessment and/or a Remedial Work Plan. Environmental Study Grants shall only be offered on eligible properties as described in Section 3.2 of this Plan. A grant is made following submission of the study to the Township for review. The Township may provide a copy of the study to any subsequent applicant to facilitate rehabilitation of the property, if the work has not proceeded or been completed.
- 3.3.2 Feasibility Study Grant – may offer a grant for the preparation of a structural analyses, evaluation of mechanical and electrical systems, building and site concept plans, market analyses or any other feasibility study as approved by the Township. Feasibility Study Grants shall only be offered on eligible properties as described in Section 3.2 of this Plan. A grant is made following submission of the study to the Township for review. The Township may provide a copy of the study to any subsequent applicant to facilitate rehabilitation of the property, if the work has not proceeded or been completed.
- 3.3.3 Brownfield Tax Assistance – may cancel or defer the municipal portion of the property tax as per Section 365.1 of the *Municipal Act, 2001*. Brownfield Tax Assistance shall only be offered on eligible properties as described in section 3.2 of the Plan and where a Phase II Environmental Site Assessment has been conducted and demonstrated that the property did not meet the required standards under subparagraph 4i of Section 168.4(1) of the *Environmental Protection Act* to permit a Record of Site Condition to be filed in the Environmental Site Registry. In no case shall the total amount of tax assistance exceed the eligible costs of any action taken to reduce the concentration of contaminants on, in or under the property in order to permit a Record of Site Condition to be filed in the Environmental Site Registry. In no case shall the tax assistance exceed 3 years from the time the Township enacts a by-law permitting the tax assistance.

The by-law permitting the tax assistance will contain conditions required by the Township and by the Ontario Ministry of Finance. In order for the by-law to apply to education property taxes, prior to its enactment by the Township, it must be approved in writing by the Minister of Finance. The applicant may apply to the Minister of Finance for education property tax assistance for three years from the start date of the remediation (or longer in exceptional cases and with the approval of the Minister of Finance). Written approvals of matching education property tax assistance from the Minister of Finance may contain conditions that are different than those of the Township and education tax assistance may be delivered on a different timetable from tax assistance offered by the Township.

- 3.3.4 Planning and Building Fees Grant Program - may offer a grant equivalent to all or a portion of fees for approved rehabilitation and redevelopment work. The grant is made following successful completion of approved work.
- 3.3.5 Development Charges Grant Program - may offer a grant equivalent to all or a portion of charges for approved redevelopment work. The grant is made following successful completion of approved work.
- 3.3.6 Parkland Dedication Grant Program - may offer a grant equivalent to the cash-in-lieu payment made for parkland dedication pursuant to sections 42 and 51.1 of the *Planning Act, R.S.O. 1990* as amended for approved redevelopment work. A grant is made to the property owner following successful completion of approved work.
- 3.3.7 Property Tax Increment Equivalent Grant Program - may offer a grant to property owners who are redeveloping buildings or lands consistent with the goals of the Plan as described in section 2.0 of the Plan and shall only be offered on eligible properties as described in section 3.2 of the Plan. The program offers a grant equivalent to the incremental increase in the municipal portion of property taxes resulting from the improvements to the property. In no case shall the total amount of the grant exceed the eligible costs of building demolition, building rehabilitation or retrofit, building expansion and new construction, constructing and/or upgrading of on-site and off-site infrastructure and site improvements as per an approved site plan. In no case shall the grant period exceed 5 years from the time the property is reassessed as a result of the improvements to the property.

3.4 General Program Eligibility Requirements:

The following eligibility requirements shall apply to all of the above programs as set forth in sections 3.1 and 3.3:

- i. The applicant must be registered owner of the property for which the application is being made or an agent authorized by the registered owner;
- ii. A property owner who is in arrears of property tax or any other municipal financial obligation is not eligible to participate in a program approved by Council;
- iii. A property owner may be required to provide a business plan for the proposed work as part of the program application;
- iv. The total value of grants and loans received for a subject property shall not exceed the total eligible costs of the work done;
- v. Grants will be made upon successful completion of the approved work and documentation of the costs associated with the work;
- vi. The Township may undertake an audit of work done and associated costs if it is deemed necessary;

- vii. An applicant shall enter into an agreement with the Township, which shall specify the terms of the grant or loan;
- viii. If a building, erected or improved with a program grant or loan, is demolished prior to the expiry of the grant or loan period, the grant or loan is forfeited and shall be recovered by the Township;
- ix. Proposed work shall conform with all municipal policies, standards and procedures including zoning, design guidelines (if any) and heritage matters and shall be subject to review and the issuance of necessary planning and development approvals and building permits pursuant to the *Ontario Building Code*;
- x. Any outstanding orders against the subject property must be satisfied prior to the grant or loan being made or be satisfied as part of the proposed work; and,
- xi. The Township may at any time discontinue a program; however, any participants in the program prior to its closing shall continue to receive loans or grants as approved for their property until the conclusion of their project.

4.0 Implementation

It is anticipated that the Plan will be implemented over a 10 year time period. Council may elect to extend the implementation period as it deems appropriate or necessary.

Council shall adopt a detailed implementation strategy that will, among other things, establish staff and other resources necessary for implementation of the Plan. The strategy will set out the timing for further development of the various projects and programs. The strategy will establish the means by which implementation will be monitored.

The Plan will be assessed periodically and the detailed implementation strategy may be adjusted if determined to be necessary for the successful implementation of the Plan.

Council will approve guidelines for each incentive program. The guidelines will establish the level of the assistance and will describe, in detail, such matters as eligibility requirements for applicants, application and approval processes, legal requirements, etc.

Council will establish the level of incentives offered and will, as part of its annual budget process, determine if changes in the incentive levels are necessary or warranted.

Council will conduct an annual review of the incentive programs and make adjustments as necessary for the successful implementation of the Plan.

Part C – The Appendices

List of appendices

Appendix A – Program Details

Appendix B – Program Details (Brownfields)

Appendix A

Program Details

A project may be eligible under more than one program and receive a combination of grants.

Program	Financial Incentive Level
Forego Revenue	
Planning and Building Fees Rebate	<ul style="list-style-type: none"> • Grant amount is: <ul style="list-style-type: none"> Up to \$1000/fee = 100% rebate \$1,001 to \$5,000/fee = 75% rebate \$5,001 to \$10,000/fee = 50% rebate Over \$10,000/fee = 25% rebate • Grant is made within 20 working days following successful completion of approved work. • Eligible fees are: Official Plan Amendment, Zoning By-Law Amendment, Minor Variance, Site Plan Application, Demolition Permit, and Building Permit.
Development Charges Rebate	<ul style="list-style-type: none"> • Grant amount is 50% of charges. • Grant is made within 20 working days following successful completion of approved work.
Parkland Dedication Rebate	<ul style="list-style-type: none"> • Grant amount is 50% of cash-in-lieu payment. • A grant is made to the property owner within 20 working days following successful completion of approved work.
Parking Standard Rebate	<ul style="list-style-type: none"> • Grant amount is 50% of cash-in-lieu payment. • A grant is made to the property owner relating to creation of new residential units in existing commercial space within 20 working days following successful completion of approved work.
Forego Tax Increase (Time Limited)	
Heritage Property Tax Relief	<ul style="list-style-type: none"> • <i>Ontario Heritage Act</i> allows the Municipality to designate heritage buildings. • Municipal Act (section 365.2) allows the Municipality to enact a bylaw and offer tax relief from the municipal portion of property taxes where restoration and preservation work has been successfully completed. A by-law will be passed by the Township describing the tax relief. • An “Acknowledgement and Agreement” form must be signed by the property owner at the time that the relief is approved. • It is anticipated that the tax relief will be time limited. If the ownership of the property changes during the time period,

	<p>the tax relief is immediately cancelled. The Municipality may deem it appropriate to enter into an agreement with the new owner for continuation of the heritage property tax relief.</p> <ul style="list-style-type: none"> • The property cannot be demolished or any changes made that undermine the heritage designation or restoration work during the relief period or the relief monies are immediately forfeited and become due and payable 'as taxes' to the Municipality.
<p>Property Tax Increment Equivalent Grant</p>	<ul style="list-style-type: none"> • Grant amount is equivalent to 100% of the increase in the municipal portion of the property taxes resulting from the reassessment of the property following its redevelopment in Years 1 & 2 and 50% in Years 3, 4, & 5. The reassessment will be determined by MPAC and, once all appeals are resolved, the value of the incremental increase will be calculated to determine the grant equivalent for the term of the grant. • The term of the grant is 5 years. • Each year the Municipality pays the grant within 20 working days of the property owner paying the property taxes in full. • An "Acknowledgement and Agreement" form must be signed by the property owner at the time that the grant is approved. • If the ownership of the property changes during the 5-year period, the grant is immediately cancelled. The Municipality may deem it appropriate to enter into an agreement with the new owner for continuation of the grant. • The property cannot be demolished or any changes made that undermine the approved work during the grant period or the grant monies are immediately forfeited and become due and payable 'as taxes' to the Municipality.
<p>Make Public Investment</p>	
<p>Commercial Façade Improvement</p>	<ul style="list-style-type: none"> • Grant amount is 50% of construction cost to a maximum of \$4,000. per façade. • An additional grant of \$2,000. (at 50% of construction costs) is available for a heritage-designated building or a building of architectural significance as listed by the Municipality. • The maximum grant per property/application is \$10,000. • Side improvements are eligible if the public view of the façade is significant. • The grant shall be paid to the property owner within 20 working days following successful completion of the approved work. • The property owner must sign an "Acknowledgement and Agreement" form at the time that the grant is approved.

	<ul style="list-style-type: none"> Property cannot be demolished or any changes made that undermine the approved work during a 5-year period following the grant or the grant monies are immediately forfeited and become due and payable 'as taxes' to the Municipality.
<p>Residential Conversion and Rehabilitation</p>	<ul style="list-style-type: none"> Grant amount is 50% of construction cost to a maximum of \$4,000 per residential unit. The maximum grant per property/application is \$8,000. The grant shall be paid to the property owner within 20 working days following successful completion of the approved work. The property owner must sign an "Acknowledgement and Agreement" form at the time that the grant is approved. Property cannot be demolished or any changes made that undermine the approved work during a 5-year period following the grant or the grant monies are immediately forfeited and become due and payable 'as taxes' to the Municipality.
<p>Design Studies</p>	<ul style="list-style-type: none"> Grant amount is 50% of cost of professional design services to a maximum of \$1,000 per application. Grants to property owners for preparation of design studies for: heritage restoration and architectural preservation work; safety and building code audits; and/or, energy ('green') audits. The design study must be consistent with design guidelines approved by the Municipality. At least three (3) quotes must be obtained from qualified professionals for the study and be provided as part of the application. It is assumed that the lowest quote shall be accepted unless otherwise justified. The grant shall be paid to the property owner within 20 working days following successful completion of the approved work. An "Acknowledgement and Agreement" form must be signed by the property owner at the time that the grant is approved. The Municipality shall receive a copy of the design study and may provide the study to any subsequent owner of the property to facilitate improvement of the property.
<p>Project Feasibility Studies</p>	<ul style="list-style-type: none"> Grant amount is 50% of cost of professional services to a maximum of \$1,000 per application. Grants to property owners for preparation of design studies for: market/export analyses; marketing strategies; labour and training requirements; productivity studies; or, other

	<p>studies as approved by the Township. The feasibility study must support a small business start-up, business expansion, or new product development in one or more of the creative business clusters.</p> <ul style="list-style-type: none">• At least three (3) quotes must be obtained from qualified professionals for the study and be provided as part of the application.• It is assumed that the lowest quote shall be accepted unless otherwise justified.• The grant shall be paid to the property owner within 20 working days following successful completion of the approved work.• An “Acknowledgement and Agreement” form must be signed by the property owner at the time that the grant is approved.• The Municipality shall receive a copy of the study and if the business owner does not implement the feasibility study, the Township may make the findings of the study available to others with the exception of any proprietary data specific to the applicant.
--	---

Appendix B

Program Details (Brownfields)

Phase of Work	Related Programs
Application Phase	Environmental Study Grant Feasibility Study Grant
Rehabilitation Phase	Brownfield Tax Assistance
Development Phase	Planning and Building Fees Rebate Development Charges Rebate Parkland Dedication Exemption
Occupancy Phase	Property Tax Increment Equivalent Grant

Environmental Study Grant Program

To be eligible to apply for an Environmental Study Grant, a Phase I Environmental Site Assessment (ESA) must have been completed on the property or project area and must show that the property or project area is suspected of environmental contamination.

The Environmental Study Grant will provide a grant of 50% of the actual cost of an eligible study to a maximum of \$5,000 per study for up to one study per eligible property or project area.

Eligible studies include: Phase II ESA, Phase III ESA and a Risk Assessment Plan. Studies must be completed by a qualified person. Eligible properties or project areas are those lands with potential for reuse and redevelopment. A description of the planned redevelopment must accompany the application.

Pre-application consultation with municipal staff is required. Review and evaluation of an application and supporting materials will be completed by municipal staff and a decision on eligibility under the program and approval of a program grant will be made by Council.

A grant is made following submission of the study (one hard copy and one electronic copy) to the Township for review. An invoice from the qualified person who has completed the study must accompany the study. The study must fulfill the study requirements as described in the application and applicable provincial regulations.

The Township may provide a copy of the study to any subsequent applicant to facilitate rehabilitation of the property, if the work has not proceeded or been completed.

Feasibility Study Grant Program

The purpose of a Feasibility Study is to promote greater understanding with respect to the potential for reuse and redevelopment of the site and the associated costs.

The Feasibility Study Grant Program will provide a grant of 50% of the actual cost of an eligible study to a maximum of \$5,000 per study for up to one study per eligible property or project area.

Eligible studies include: evaluation of the structural soundness of buildings and/or structures and their mechanical and electrical systems; concept plans for the property or project area; market analyses; and, any other feasibility study as approved by the Township. Eligible properties or project areas are those lands with potential for reuse and redevelopment. A description of the planned redevelopment must accompany the application.

Pre-application consultation with municipal staff is required. Review and evaluation of an application and supporting materials will be done by municipal staff and a decision on eligibility under the program and approval of a program grant will be made by Council.

A grant is made following submission of the study (one hard copy and one electronic copy) to the Township for review. An invoice from the person (consultant) who has completed the study must accompany the study. The study must fulfill the study requirements as described in the application.

The Township may provide a copy of the study to any subsequent applicant to facilitate rehabilitation of the property, if the work has not proceeded or been completed.

Brownfield Tax Assistance Program

To be eligible to apply for Brownfield Tax Assistance, a Phase II Environmental Site Assessment (ESA) must have been completed on the property or project area. This program applies only to properties requiring environmental rehabilitation and implementation of a remedial work plan and/or risk management plan.

The Brownfield Tax Assistance Program will cancel the local Township's portion of the property taxes on an eligible property or project area where a remedial work plan and/or risk management plan is being implemented.

In no case shall the total amount of tax assistance exceed the eligible costs. The eligible costs include:

- i. Any action taken to reduce the concentration of contaminants on, in or under the property in order to permit a Record of Site Condition to be filed in the Environmental Site Registry.
- ii. Placing clean fill and grading as per a site plan.
- iii. Installing environmental and/or engineering controls/works as specified in the remedial work plan and/or risk management plan.

- iv. Monitoring, maintaining and operating environmental and engineering controls/works as specified in the remedial work plan and/or risk management plan.
- v. Environmental insurance premiums.

In no case shall the tax assistance exceed 3 years from the time the Township enacts a by-law permitting the tax assistance.

The by-law permitting the tax assistance shall contain conditions required by the Township and by the Ontario Ministry of Finance.

In order for the by-law to apply to education property taxes, prior to its enactment by the Township, it must be approved in writing by the Minister of Finance. The applicant may apply to the Minister of Finance for education property tax assistance for three years from the start date of the remediation (or longer in exceptional cases and with the approval of the Minister of Finance). Written approvals of matching education property tax assistance from the Minister of Finance may contain conditions that are different than those of the Township and education tax assistance may be delivered on a different timetable from tax assistance offered by the Township.

Pre-application consultation with municipal staff is required. An application must include:

- i. All necessary environmental studies and remedial work plan and/or risk management plan, which have been prepared by a qualified person, for the environmental rehabilitation of the property or project area.
- ii. Cost estimates for all eligible work.
- iii. Concept plans, feasibility studies and/or a business plan pertaining to the reuse and redevelopment of the property or project area may be requested by the Township.

Review and evaluation of an application and supporting materials will be completed by municipal staff and a decision on eligibility under the program will be made by Council. As a condition of the approval, the applicant must enter into an agreement with the Township that specifies the term, duration and default provisions of the tax assistance. Should the applicant default on any of the provisions of the agreement, the tax assistance provided to date plus interest shall become payable to the Township.

When all environmental rehabilitation work has been completed, the applicant shall file in the Environmental Site Registry, a Record of Site Condition for the property signed by a qualified person and the applicant shall submit to the Township proof that the Record has been acknowledged by the Ministry of the Environment.

Rebates and Exemptions Programs

Planning and Building Fees Rebate	<ul style="list-style-type: none">• Grant amount is:<ul style="list-style-type: none">Up to \$1000/fee = 100% rebate\$1,001 to \$5,000/fee = 75% rebate\$5,001 to \$10,000/fee = 50% rebate
--	---

	<p>Over \$10,000/fee = 25% rebate</p> <ul style="list-style-type: none"> • Grant is made within 20 working days following successful completion of approved work. • Eligible fees are: Official Plan Amendment, Zoning By-Law Amendment, Minor Variance, Site Plan Application, Demolition Permit, and Building Permit.
Development Charges Rebate	<ul style="list-style-type: none"> • Grant amount is 50% of charges. • Grant is made within 20 working days following successful completion of approved work.
Parkland Dedication Rebate	<ul style="list-style-type: none"> • Grant amount is 50% of a cash-on-lieu payment. • A grant is made to the property owner within 20 working days following successful completion of approved work.
Property Tax Increment Equivalent Grant	<ul style="list-style-type: none"> • Grant amount is equivalent to 100% of the increase in the local municipal portion of the property taxes resulting from the reassessment of the property following its redevelopment in Years 1 & 2 and 50% in Years 3, 4, & 5. The reassessment will be determined by MPAC and, once all appeals are resolved, the value of the incremental increase will be calculated to determine the grant equivalent for the term of the grant. • The term of the grant is 5 years. • Each year the Township pays the grant within 20 working days of the property owner paying the property taxes in full. • An “Acknowledgement and Agreement” form must be signed by the property owner at the time that the grant is approved. • If the ownership of the property changes during the 5-year period, the grant is immediately cancelled. The Township may deem it appropriate to enter into an agreement with the new owner for continuation of the grant. • The property cannot be demolished or any changes made that undermine the approved work during the grant period or the grant monies are immediately forfeited and become due and payable ‘as taxes’ to the Township.