

Town of Smooth Rock Falls Community Improvement Plan

As Adopted by
The Council of the Corporation of the Town of Smooth Rock Falls
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Prepared for:

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1.0 INTRODUCTION

The Town of Smooth Rock Falls is located on Highway 11 in the Cochrane District of Northeastern Ontario. It has a population of roughly 1,400 people. Major employers in Smooth Rock Falls are the Smooth Rock Falls Hospital, Conseil scolaire catholique du district des Grandes Rivières, District School Board Ontario North, the Town of Smooth Rock Falls, and the Blanchette Fresh Mart Inc. The Town also currently functions as a health care centre for surrounding communities, an area to access the northern winter road to the James Bay coast, and as a tourist centre for winter and outdoor activities. With these employers and functions in mind, the Town serves a broader regional population.

The Town is embarking on a Community Improvement Planning exercise in order to encourage residential, commercial and industrial development. The Plan also serves to assist with improvements in the Main Street commercial core of the Town to enhance the visual aspects of this area and incentivize improvements.

1.1 Purpose

The purpose of a Community Improvement Plan (CIP or Plan) is to allow for municipal incentives to stimulate private and public sector investment in a community. A CIP is a planning tool that establishes a framework for achieving community improvements to rehabilitate and revitalize project areas.

The CIP includes incentives to stimulate or encourage private and public sector investments and sets out guidelines for public and private sector improvements. The CIP can provide programs for municipal grants, loans, and rebates for private sector improvements.

1.2 Goals and Objectives

The objectives of the Town of Smooth Rock Falls CIP project are to:

- Support private and public sector involvement by providing a variety of financial incentives for new initiatives, undertaken by either existing residents/businesses or inbound investors;
- Support the creation of Seniors and/or Affordable Housing by considering any municipally-owned, undeclared surplus land for Seniors and/or Affordable Housing before any other use is considered;
- Support the Town's initiative to attract waterfront residential development;
- Encourage residential intensification opportunities, such as mixed use and infill developments, accessory apartments, and residential conversion of upper floors of commercial buildings;
- Improve the Town's visual image and condition;
- Provide for the continued social and economic viability of the Town of Smooth Rock Falls;
- Provide an environment that is attractive to new investment for residential, commercial, and industrial properties in the Town of Smooth Rock Falls;
- Encourage the ongoing maintenance, rehabilitation, redevelopment, upgrading, and improvement of the physical environment, within a framework of sound fiscal management
- Align with the Town's Strategic Plan and Economic Development Plan; and
- Align with the Town's Official Plan (OP).

1.3 Community Improvement Project Area

The Town of Smooth Rock Falls Community Improvement Project Area (Project Area) corresponds to the municipal boundaries of the Town of Smooth Rock Falls.

2.0 LEGISLATION REVIEW

2.1 Municipal Act

Municipalities are prohibited from directly or indirectly assisting industrial or commercial businesses by granting bonuses, as set out in Sections 106(1) and (2) of the *Municipal Act*. Prohibited actions include:

- giving or lending money or municipal property;
- guaranteeing borrowing;
- leasing or selling any municipal property at below fair market value; and
- giving a total or partial exemption from any levy, charge, or fee.

Section 106(3) of the *Municipal Act* provides an exception to this bonusing rule for municipalities exercising powers under the provisions of Section 365.1 of the *Municipal Act* or Section 28(6), (7), or (7.2) of the *Planning Act*.

Section 365.1(2) and (3) of the *Municipal Act* allows municipalities to pass a By-law providing tax assistance to an eligible property in the form of deferral or cancellation of part or all of the taxes levied on that property for municipal and education purposes during the rehabilitation period and development period of the property, both as defined in Section 365.1(1) of the *Municipal Act*. Section 365.1 of the *Municipal Act* operates within the framework of Section 28 of the *Planning Act*. A municipality with an approved CIP in place that contains provisions specifying tax assistance will be permitted to provide said tax assistance for municipal purposes. Municipalities may also apply to the Minister of Finance to provide matching education property tax assistance through the Brownfields Financial Tax Incentive Program (BFTIP).

2.2 Planning Act

Section 28 of the *Planning Act* allows municipalities, with provisions in their OPs relating to community improvement, to designate a "Community Improvement Project Area" by By-law and prepare and adopt a CIP for the Project Area. Once the CIP has been adopted by the municipality and comes into effect, the municipality may exercise authority under Section 28(6), (7), or (7.2) of the *Planning Act* or Section 365.1 of the *Municipal Act* in order that the exception provided for in Section 106(3) of the *Municipal Act* can be applied.

The *Planning Act* defines a "Community Improvement Project Area" as "a municipality or an area within a municipality, the community improvement of which in the opinion of the council is desirable because of age, dilapidation, overcrowding, faulty arrangement, unsuitability of the buildings or for any other environmental, social or community economic development reason."

"Community Improvement" is "the planning or replanning, design or redesign, clearance, development or redevelopment, construction, reconstruction and rehabilitation, improvement of energy efficiency, or any of them, of a community improvement project area, and the provision of such residential, commercial, industrial, public, recreational, institutional, religious, charitable, or other uses, buildings, structures, works, improvements or facilities, or spaces therefore, as may be appropriate or necessary," as defined in Section 28(1) of the *Planning Act*.

Once a CIP has come into effect, the municipality may:

- i) acquire, hold, clear, grade, or otherwise prepare land for community improvement (Section 28(3) of the *Planning Act*);

- ii) construct, repair, rehabilitate, or improve buildings on land acquired or held by it in conformity with the CIP (Section 28(6));
- iii) sell, lease, or otherwise dispose of any land and buildings acquired or held by it in conformity with the CIP (Section 28(6)); and
- iv) make grants or loans, in conformity with the CIP, to registered owners, assessed owners and tenants of land and buildings within the community improvement project area, and to any person to whom such an owner or tenant has assigned the right to receive a grant or loan, to pay for whole or any part of the eligible costs of the CIP (Section 28(7)).

Section 28(7.1) of the *Planning Act* specifies that the eligible costs of a CIP for the purposes of Subsection 28(7) may include costs related to environmental site assessment, environmental remediation, development, redevelopment, construction, and reconstruction of lands and buildings for rehabilitation purposes or for the provision of energy efficient uses, buildings, structures, works, improvements, or facilities.

Section 28(7.3) of the *Planning Act* specifies that the total of all grants and loans made in respect of particular lands and buildings under Section 28(7) and (7.2) of the *Planning Act* and tax assistance provided under Section 365.1 of the *Municipal Act, 2001* in respect of the land and buildings shall not exceed the eligible cost of the CIP with respect to those lands and buildings.

3.0 POLICY REVIEW

3.1 Provincial Policy Statement, 2014

The Provincial Policy Statement (PPS) is issued under Section 3 of the *Planning Act* and is intended to guide municipalities in making planning decisions. The *Planning Act* requires that municipal decisions in respect of the exercise of any authority that affects a planning matter “shall be consistent with” the PPS. The PPS supports economic stability, business retention, growth remediation and redevelopment of brownfield sites. Section 1.7.1 c) of the PPS states that “long term economic prosperity should be supported by maintaining and, where possible, enhancing the vitality and viability of downtowns and main streets.”

The PPS supports Smart Growth through urban growth management. For example, Section 1.1.3.3 of the PPS states “planning authorities shall identify and promote opportunities for intensification and redevelopment where this can be accommodated, taking into account existing building stock or areas, including brownfield sites, and the availability of suitable existing or planned infrastructure and public service facilities required to accommodate projected needs.” Therefore, the PPS supports downtown revitalization and brownfield redevelopment as a way to achieve the goal of promoting intensification and redevelopment. Other policies in the PPS (Sections 1.1.1 a), 1.1.1 g) and 1.6.3) support the management of growth to achieve efficient development and land use patterns which sustain the financial well-being of the Province and municipalities over the long term. This CIP is consistent with policy statements issued under the Act.

3.2 Growth Plan for Northern Ontario

The Growth Plan for Northern Ontario (2011) (GPNO) is a strategic framework to guide decision making and investment planning in Northern Ontario. The province recognizes the distinct competitive advantages that Northern Ontario can offer in certain economic sectors.

It is the Town's intention to align its economic development activities with the priority industry sectors identified in the GPNO, where possible.

3.3 Town of Smooth Rock Falls Long Range Planning Studies

The Town of Smooth Rock Falls is in the process of completing several other long-range studies concurrently with an OP update and the CIP that will guide and inform future land use planning decisions including:

- Municipal Service Delivery Plan (completed 2011);
- Asset Management Plan (completed 2013);
- Risk Management Plan (completed 2014);
- Personnel and Organizational Design Plan (completed 2014);
- Long-term Financial Plan (completed 2014);
- Waste Management Plan (completed 2014);
- Economic Development Plan (completed 2014); and
- Strategic Plan (completed 2014).

3.3.1 Town of Smooth Rock Falls Economic Development Plan

The Town's Economic Development Plan sets out the following key areas on which to focus future economic development initiatives. The Town may consider using a CIP to provide financial support for these types of projects or other economic development initiatives that may emerge in the future.

- Health Care and Housing (Seniors' Continuum of Care)
The Town's demographics, with a shift to a larger proportion of seniors, present an opportunity to develop care facilities, services, and housing. There is the opportunity for all levels of seniors' housing, including multi-residential apartments and institutional assisted living units.
- Service Hub for Transportation on Highway 634
The Town recognizes its strategic location as a gateway for transportation on Highway 634 to the James Bay coast from the Highway 11 corridor. This presents the opportunity for service businesses which cater to the travelling public to locate in the Town in this location. Retail and services businesses focused on residents of the James Bay coast and potential commercial traffic associated with existing businesses on the James Bay coast and future commercial demand stemming from new resource development in the region should be encouraged.
- Staging location for EnergyEast Pipeline project
The Energy East project involves the conversion of one of the existing TransCanada pipelines from natural gas to oil, including the construction of new pumping stations along the pipeline. The Town is ideally situated as a central location along the Highway 11 corridor and TransCanada pipeline network and has available sufficient land for storage and staging activities. While temporary in nature, there would be demand for industrial land, housing, and support services.
- Waterfront Residential Properties
Located within the Town's boundaries are significant areas of vacant land situated on the Mattagami River with the potential to be developed into seasonal or year-round waterfront homes.

- Economic Development Partnerships with First Nations and Aboriginal Organizations
The Town has the opportunity to develop partnerships for economic initiatives with local First Nations and Aboriginal organizations that may include (but not be limited to) power generation, tourism, transportation, and resource extraction and processing.
- Agriculture
The Town contains significant areas of vacant land that are suitable for agricultural activities.
- Solid Waste
The Town has the opportunity to generate economic activity from solid waste management, including gas recovery power generation and hosting regional waste management programs.

3.4 Town of Smooth Rock Falls Official Plan

The Town of Smooth Rock Falls is part of the Smooth Rock Falls Planning Board which includes the the Town and the unincorporated Geographic Township of Haggart. The Town is currently undertaking an update to the Planning Area's OP. The OP is anticipated to be adopted by Council in 2014 and submitted to the Ministry of Municipal Affairs and Housing (MMAH) for approval in 2014. The Draft OP sets out the rationale for preparing a CIP, priority areas for community improvement, and the range of actions that Council may undertake to implement CIPs.

The OP that is currently in effect for the Planning Area was approved in 1977. An OP Amendment (OPA) that was approved by MMAH on December 7, 1984 introduced policies which provided the Town with the ability to plan and implement a coordinated, comprehensive CIP program. The OPA also delineated the Community Improvement Project Area.

The CIP policies commit Council to undertake improvements to public buildings, services and facilities as part of the overall community improvement program. The CIP policies set goals and objectives for community improvements; set priorities for determining community improvement project areas; and suggest methods for implementing community improvement.

3.5 Town of Smooth Rock Falls By-laws

The Town of Smooth Rock Falls Zoning By-law was adopted by Council in 1979. Upon approval of the Planning Area's new OP, the Town will need to update its Zoning By-law to conform to the OP. In the interim, Zoning By-law 78-13 will apply. The lands within the Community Improvement Project Area are zoned in a number of different zoning categories. Any proposed development project will need to conform to the OP and meet Zoning By-law requirements, or will require applications for amendments to the Town's documents or Minor Variance.

The Town has a Sign By-law and Property Standards By-law and any proposed development project will need to meet By-law requirements to be eligible for CIP incentives.

4.0 PUBLIC WORKS

The Town is currently undertaking improvements and relocations to sewer and water mains south of Highway 11 at 7th and 8th Avenues. There are several areas throughout the Town where public infrastructure is located at rear laneways. It is the intent that eventually this will be relocated to the street right-of-ways.

The condition assessment as part of the Town's Asset Management Plan indicates a fairly significant degree of deterioration of the Municipality's infrastructure, with all asset categories except storm sewers and buildings having majority ratings as either fair or poor. Immediate work is required in several areas, as well as major capital investment requirements over the next ten years.

Specific public improvement projects are not identified as part of this CIP. However, the Town may decide to participate in improvements to public lands and facilities when undertaking water, sewer, and road reconstruction projects as follows:

- Streetscape improvements within the municipal right-of-way including new street trees, tree planters, bicycle stands, and/or street furniture or other improvements;
- Trail developments; and
- Coordination of public art on private lands and/or municipal lands.

5.0 POTENTIAL CIP INCENTIVES AND TOOLS

The following incentives and tools could be used to promote development and improvements in the Community Improvement Project Areas. The purpose, type, duration, eligibility criteria, and application requirements for each of the financial incentive programs are described in detail below.

GENERAL PROGRAM REQUIREMENTS

The general and program specific requirements contained in this CIP are not necessarily exhaustive and the Town reserves the right to include other requirements and conditions as necessary on a property specific basis. All of the financial incentive programs contained in this CIP are subject to the following general requirements, as well as the individual requirements specified under each program.

- a) The Town reserves the right to audit the cost of project feasibility studies, environmental studies, environmental remediation works, and/or rehabilitation works that have been approved under any of the financial incentive programs, at the expense of the applicant;
- b) The Town is not responsible for any costs incurred by an applicant in relation to any of the programs, including, without limitation, costs incurred in anticipation of a grant, loan, and/or tax assistance;
- c) If the applicant is in default of any of the general or program specific requirements, or any other requirements of the Town, the Town may delay, reduce, or cancel the approved grant, loan, and/or tax assistance;
- d) The Town may discontinue any of the programs at any time, but applicants with approved grants, loans, and/or tax assistance will still receive said grant, loan, and/or tax assistance, subject to meeting the general and program specific requirements;
- e) All proposed works approved under the incentive programs and associated improvements to buildings and/or land shall conform to all Municipal By-laws, policies, procedures, standards, guidelines, including applicable OP and Zoning requirements, and approvals;
- f) The improvements made to buildings and/or land shall be made pursuant to a Building Permit and/or other required permits, and constructed in accordance with the Ontario Building Code and/or other municipal requirements;
- g) Outstanding charges owing to the Town (i.e. tax arrears, and water/sewer charges), work orders, and/or orders or requests to comply must be satisfactorily addressed prior to application processing and grant, loan, and/or tax assistance payment;

- h) Town staff, officials, and/or agents of the Town may inspect any property that is the subject of an application for any of the financial incentive programs offered by the Town; and,
- i) The total of all grants (excluding tax assistance) provided in respect of the particular lands and buildings of an applicant under the programs contained in this CIP shall not exceed 50% of the cost of rehabilitating said lands and buildings.
- j) In all cases, if the applicant is not the owner of the property, the applicant must provide written consent from the owner of the property to make the application and undertake the works.
- k) In all cases, applicants shall enter into a maintenance agreement with the Town and shall undertake to keep the property and specifically those parts of the property subject to the CIP improvement project in good condition.
- l) Projects must be completed within two years of approval for the Economic Development Incentive Program and one year of approval for all other programs, but recipients may apply for a grant extension.

Council retains the right, in its sole and absolute discretion, to extend, revise, or alter this CIP beyond the five-year horizon, at any time during the five-year operational period of the Plan, subject to the objectives of Council and the satisfactory performance of the Plan in the opinion of Council.

The following programs are available to the Town during the initial five-year period of the CIP (2014-2018). However, Council will review its municipal budget on a yearly basis and decide on which programs are in effect on a yearly basis.

Building and Site Improvement Programs

- 1. Façade Improvement Grant Program
- 2. Signage Improvement Grant Program
- 3. Accessibility Improvement Grant Program
- 4. Parking Area and Landscaping Improvement Grant Program
- 5. Architectural / Engineering Design Grant Program

Municipal Fee Reduction & Tax Increment Grant Programs

- 6. Municipal Application / Permit Fees Rebate
- 7. Tax Increment Grant Program

Loan Programs

- 8. Loan Guarantee Program – Residential
- 9. Loan Guarantee Program – Non-Residential
- 10. Economic Development Incentive Program

Sale of Lands for Below Market Value

- 11. Municipal Property Acquisition and Sale Program

Brownfields Programs

- 12. Project Feasibility Study Grant Program
- 13. Environmental Site Assessment Grant Program
- 14. Brownfields Financial Tax Incentive Program
- 15. Brownfields Rehabilitation Grant Program

The table on the following page presents a summary of the recommended CIP programs.

Program	Grant Amount
Façade Improvement Grant Program	Up to maximum of 50% of eligible costs up to a maximum grant of \$4,000
Signage Improvement Grant Program	Up to a maximum of 50% of eligible costs up to a maximum grant of \$2,000
Accessibility Improvement Grant Program	Up to a maximum of 50% of eligible costs up to a maximum grant of \$5,000
Parking Area and Landscaping Improvement Grant Program	Up to a maximum of 50% of eligible costs up to a maximum grant of \$4,000
Architectural / Engineering Design Grant Program	Up to a maximum of 50% of eligible costs up to a maximum grant of \$1,000
Municipal Application/Permit Fees Rebate	<p>Building Permit Fees: up to 50% reduction in building permit fees; up to a maximum of \$2,500</p> <p>Signage Permit Fees, Demolition Permit Fees: up to 100% reduction in permit fees; up to a maximum of \$500 for each type of permit</p> <p>Landfill Fees: up to 50% rebate of landfill fees; up to a maximum of \$500</p>
Tax Increment Grant Program	<p>For eligible non-residential properties:</p> <ul style="list-style-type: none"> - 75% rebate in year 1 - 50% rebate in year 2 - 25% rebate in year 3 <p>For multi-residential, seniors housing, or affordable housing projects, and residential projects in the urban area:</p> <ul style="list-style-type: none"> - 100% rebate in year 1 - 50% rebate in year 2 - 25% rebate in year 3 <p>For waterfront residential properties</p> <ul style="list-style-type: none"> - 100% rebate in year 1 - 50% rebate in year 2
Loan Guarantee Program – Residential	Loan guarantee of up to 50% of construction costs up to a maximum of \$100,000
Loan Guarantee Program – Non-residential	Loan guarantee of up to 50% of construction costs up to a maximum of \$500,000
Economic Development Incentive Program	Loan or grant up to a maximum of 15% of eligible costs up to a maximum of \$1,000,000
Municipal Property Acquisition and Sale Program	Up to maximum of 90% below market value
Project Feasibility Study Grant Program	Up to 50% of eligible costs to a maximum grant of \$2,500
Environmental Site Assessment Grant Program	Up to 50% of eligible costs to a maximum grant of: <ul style="list-style-type: none"> - \$5,000 per study; and - \$10,000 per property.
Brownfields Financial Tax Incentive Program	Cancellation of Municipal and School taxes by by-law up to 100% for the period of rehabilitation and development (Up to a maximum of 3years)
Brownfields Rehabilitation Grant Program	- 50% rebate in years 1-10

5.1 Façade Improvement Grant Program

Purpose	To stimulate private investment in the existing commercial areas of the Community Improvement Project Areas and to promote the undertaking of building façade improvements.
Grant Amount & Disbursement	Matching grant of up to a maximum of 50% of eligible costs up to a maximum grant of \$4,000, whichever is less, per property; The Grant will be disbursed as follows: - 100% on Final Completion
Eligible Costs	Improvements to the Front or Corner Side Façades designed specifically to enhance the look and appearance of these elevations of the property including: - Restoration of the brickwork or cladding, including exterior painting; - Replacement or repair of cornices, eaves, parapets, windows, doors, and other significant architectural details; - Repair, replacement, or addition of awnings, marquees, and canopies; - Repair, replacement, or addition of exterior lighting; - Street furniture related to the façade; - Modifications to the entranceway; and - Any other work as approved by the Town.
Applicable Project Areas	All businesses and multi-residential developments located within the Project Area.
Additional Requirements	Minimum improvement costs: \$1,000 Applicants will submit design drawings, architectural/engineering plans, and a work plan indicating proposed improvements, and a cost estimate for the works. The grant will be paid based on the actual cost of the work, up to the amount approved in the application. All completed drawings/plans must comply with the description of the work plan as provided in the grant application form.

5.2 Signage Improvement Grant Program

Purpose	To promote the undertaking of signage improvements.
Grant Amount & Disbursement	Matching grant of up to a maximum of 50% of eligible costs up to a maximum grant of \$2,000, whichever is less, per property; The Grant will be disbursed as follows: - 100% on Final Completion
Eligible Costs	Improvements to or placement of new building or free-standing signage including: - Graphic design of signage; - Sign materials and construction; - Sign lighting; and - Any other signage-related work as approved by the Town.
Applicable Project Areas	All businesses located within the Project Area
Additional Requirements	May apply to multiple signs, up to the maximum allotted per property. Applicants will submit design drawings indicating proposed signage improvements, and a cost estimate for the works. The grant will be paid based on the actual cost of the work, up to the amount approved in the application.

5.3 Accessibility Improvement Grant Program

Purpose	To promote the undertaking of building accessibility improvements.
Grant Amount & Disbursement	<p>Matching grant of up to a maximum of 50% of eligible costs up to a maximum grant of \$5,000, whichever is less, per property;</p> <p>The Grant will be disbursed as follows:</p> <ul style="list-style-type: none"> - 100% on Final Completion
Eligible Costs	<p>Provision of accessibility improvements, including:</p> <ul style="list-style-type: none"> - Installation of wheelchair ramps; - Installation of automatic doors; - Installation of other accessibility improvements external to the building; and - Any other related work as approved by the Town.
Applicable Project Areas	All businesses and multi-residential developments located within the Project Area.
Additional Requirements	<p>Minimum improvement costs: \$2,000</p> <p>Applicants will submit design drawings, architectural/engineering plans, a work plan indicating proposed improvements, and a cost estimate for the works.</p> <p>The grant will be paid based on the actual cost of the work, up to the amount approved in the application.</p> <p>All completed drawings/plans must comply with the description of the work plan as provided in the grant application form.</p>

5.4 Parking Area and Landscaping Improvement Grant Program

Purpose	To promote a greener and more aesthetically pleasing streetscape by providing for landscaping and parking area improvements.
Grant Amount & Disbursement	Matching grant of up to a maximum of 50% of eligible costs up to a maximum grant of \$4,000, whichever is less, per property; The Grant will be disbursed as follows: - 100% on Final Completion
Eligible Costs	Site improvement works/materials, including the following: - Resurfacing and line painting; - Street furniture for the parking area or landscaped areas; - Labour; - Professional fees; - Purchase and/or installation of landscaping materials (excluding annual planting materials); and - Any other related work as approved by the Town.
Applicable Project Areas	All businesses and multi-residential buildings located within the Project Area
Additional Requirements	Minimum improvement costs: \$1,000 Applicants will submit design drawings, landscaping/site plans, a work plan indicating proposed improvements, and a cost estimate for the works. The grant will be paid based on the actual cost of the work, up to the amount approved in the application. All completed drawings/plans must comply with the description of the work plan as provided in the grant application form. The Town reserves the right to request additional plans or studies, such as lot grading plans, drainage plans, and stormwater management plans.

5.5 Architectural / Engineering Design Grant Program

Purpose	To promote the undertaking of planning concepts, urban design drawings, and architectural plans, and/or engineering studies for site development and building façade improvements in preparation for site/building redevelopment and improvements.
Grant Amount & Disbursement	Matching grant of up to a maximum of 50% of eligible costs up to a maximum grant of \$1,000, whichever is less, per property. The Grant will be disbursed as follows: <ul style="list-style-type: none"> - 100% on Final Completion of the CIP project improvement.
Eligible Costs	May include the following professional fees: <ul style="list-style-type: none"> - Architectural services, engineering consulting services, and/or planning consulting services; - Concept plans; - Design drawings; - Building façade plans; - Any other related study as approved by the Town.
Applicable Project Areas	All businesses and multi-residential developments located within the Project Area
Additional Requirements	This grant will apply to a maximum of one study per property. Applicants will submit a work plan for the study indicating proposed improvements and a cost estimate for the study from a qualified consultant. The grant will be paid based on the actual cost of the study, up to the amount approved in the application. All completed drawings/plans must comply with the description of the work plan as provided in the grant application form. Since this grant is disbursed only upon completion of the related works, it may be used in combination with another CIP incentive program.

5.6 Municipal Application / Permit Fees Rebate

Purpose	To stimulate private investment in properties by reducing applicable municipal fees related to a CIP improvement project which improves the façade, signage, accessibility, parking areas, or landscaping, or provides residential units.
Grant Amount & Disbursement	<p>Building Permit Fees: up to 50% reduction in building permit fees; up to a maximum of \$2,500</p> <p>Signage Permit Fees: up to 100% reduction in sign permit fees; up to a maximum of \$500</p> <p>Demolition Permit Fees: up to 100% reduction in demolition permit fees; up to a maximum of \$500</p> <p>Landfill Fees: up to 50% rebate of landfill fees; up to a maximum of \$500</p> <p>The Grant will be disbursed as follows:</p> <ul style="list-style-type: none"> - 100% upon completion of the work.
Eligible Costs	<p>Grant applies to:</p> <ul style="list-style-type: none"> - Building permit fees for improvements related to a CIP improvement - Signage permit fees - Demolition permit fees for demolitions related to CIP improvements - Landfill fees
Applicable Project Areas	All businesses and multi-residential properties located within the Project Area
Additional Requirements	None.

5.7 Tax Increment Grant Program

Purpose	To stimulate private investment and to promote the undertaking of building improvements and development on vacant land.
Grant Amount & Disbursement	<p>The total amount of the grant provided will not exceed the value of the work that resulted in the reassessment.</p> <p>This grant excludes the education portion of the tax bill. The Town is only able to rebate the municipal portion of the tax bill.</p> <p>The grant is based on the assessed value at the date of the application.</p> <p><u>For non-residential properties:</u></p> <p>The grant is provided over 3 years, where the tax increase is paid back to the applicant as follows:</p> <ul style="list-style-type: none"> - 75% rebate in year 1 - 50% rebate in year 2 - 25% rebate in year 3 <p>The owner is paying based on the full assessed amount in year 4.</p> <p>In order to qualify for the program, non-residential properties must be owned or otherwise controlled (directly or indirectly) by an individual who is a resident of Canada, a partnership (general or limited liability) that is controlled by individuals who are residents of Canada or a Canadian Controlled Private Corporation as defined under the <i>Income Tax Act</i> of Canada. Notwithstanding these considerations, the Town reserves the right to determine eligibility for non-residential properties, including the exclusion of any proponent that otherwise meets the eligibility requirement under the program.</p> <p><u>For multi-residential, seniors housing, or affordable housing projects, and residential projects in the urban area:</u></p> <p>The grant provided over 3 years, where the tax increase is paid back to the applicant as follows:</p> <ul style="list-style-type: none"> - 100% rebate in year 1 - 50% rebate in year 2 - 25% rebate in year 3 <p>The owner is paying based on the full assessed amount in year 4.</p> <p><u>For waterfront development properties:</u></p> <p>The grant provided over 2 years, where the tax increase is paid back to the applicant as follows:</p> <ul style="list-style-type: none"> - 100% rebate in year 1 - 50% rebate in year 2 <p>The owner is paying based on the full assessed amount in year 3.</p> <p>In order to qualify for the program, waterfront properties must be developed within the scope of the Town’s waterfront development program. Waterfront properties developed elsewhere within the Town’s boundaries may be considered for inclusion in the program on a case-by-case basis.</p>

	<p><u>For all properties:</u></p> <p>The Grant will be disbursed as follows:</p> <ul style="list-style-type: none"> - 100% after payment of taxes, once the property has been reassessed by MPAC, following completion of the CIP project. <p>The Town will collect the full amount of property taxes owed for each of the years of the program’s applicability and will issue the grant to the approved applicant after final tax bills for each year have been collected. If the tax bill is not paid in full, the Town will cancel all future grants and collect past grants made as part of this program.</p> <p>The grant will not be provided based on a graduated reassessment by MPAC if done prior to completion of the project.</p>
Eligible Costs	Any improvements to properties/buildings in the CIP project areas which meet the CIP goals and objectives.
Applicable Project Areas	All non-residential, multi-residential, seniors housing, affordable housing, or waterfront development projects located within the Project Area.
Additional Requirements	<p>Minimum increase in assessment: \$25,000, directly related to a building permit for CIP improvements.</p> <p>The Tax Increment Grant may be received by a property owner and/or assignee in combination with any other incentive program offered by the CIP.</p> <p>Property owners and/or assignees will be required to submit a complete application to the Town describing, in detail, the improvements that are planned. The application must be submitted to the Town and approved prior to the improvements being made in order to be eligible for this program. The Town will review the application to ensure that the improvements are eligible. For the purpose of this program, eligible improvements are deemed to be improvements that will lead to an increase in the property’s assessed value by improving the physical condition of the building and/or property in a manner that is consistent with the CIP’s intent and design guidelines. For greater clarity, the construction of new buildings is an eligible activity.</p> <p>Projects are required to be in compliance with the Town’s other By-laws and policies, including zoning and building regulations.</p> <p>The subject property shall not be in a position of tax arrears or any other financial obligation towards the Town.</p> <p>This program does not exempt property owners from an increase in municipal taxes due to a general tax rate increase or a change in assessment for any other reason after property has been improved, except by reason of an assessment appeal.</p> <p>The grant will be forfeited and repaid to the Town if the owner makes the decision to demolish or alter the property in a manner that does not comply with the CIP objectives before the grant period elapses.</p> <p>If the property is sold prior to completion of the project and receipt of the grant, subsequent owners may re-apply to the Town to be eligible to receive the grant.</p>

	<p>If the property is sold after completion of the project, and while the tax increment grant is being received, the grant expires upon transfer of ownership. Subsequent owners are not eligible to continue receiving the grant for the tax increase associated with the project which has already been completed.</p> <p>The grant amount will be established after the final inspection of the improvements in accordance with the OBC, and MPAC has established a new assessment value based on the building permit for the CIP project.</p> <p>In the case of an assessment appeal, the Town and the owner shall come to an agreement regarding appropriate alteration of the grant as a result of the appeal.</p>
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5.8 Loan Guarantee Program – Residential

Purpose	To stimulate private investment in residential properties by assisting individuals in obtaining financing for new home construction.
Grant Amount & Disbursement	The total amount of the loan guarantee will not exceed 50% of the cost of new home construction to a maximum of \$100,000. This loan guarantee is based on the difference between the original approved mortgage amount and the actual construction costs. The loan guarantee shall be in force for a maximum of 5 years, after which time the Town may extend the loan guarantee at its discretion.
Eligible Costs	New home construction costs.
Applicable Project Areas	All new residential construction within the Project Area.
Additional Requirements	<p>In order to qualify for the program, the homeowner must obtain mortgage financing from a Schedule I chartered bank, credit union, or caisse populaire in the amount of 95% of the appraised value of the property</p> <p>The subject property shall not be in a position of tax arrears or any other financial obligation towards the Town.</p> <p>Projects are required to be in compliance with the Town’s other By-laws and policies, including zoning and building regulations.</p> <p>If the property is sold, the guarantee shall be withdrawn and the subsequent owner may not apply for a guarantee.</p> <p>Property owners and/or assignees will be required to submit a complete application to the Town. The application must be submitted to the Town and approved prior to construction commencing in order to be eligible for this program. The Town will review the application to ensure that the project is eligible.</p> <p>The guarantee amount will be established after the final inspection of the construction in accordance with the OBC, and MPAC has established a new assessment value based on the building permit for the CIP project.</p>

5.9 Loan Guarantee Program – Non-Residential

Purpose	To stimulate private investment in non-residential properties by assisting individuals in obtaining financing for new construction.
Grant Amount & Disbursement	The total amount of the loan guarantee will not exceed 50% of the cost of new construction to a maximum of \$500,000. This loan guarantee is based on the difference between the original approved mortgage amount and the actual construction costs. The loan guarantee shall be in force for a maximum of 5 years, after which time the Town may extend the loan guarantee at its discretion.
Eligible Costs	New non-residential construction costs
Applicable Project Areas	All new non-residential construction within the Project Area.
Additional Requirements	<p>In order to qualify for the program, the property owner must obtain mortgage financing from a Schedule I chartered bank, credit union, or caisse populaire in the amount of 50% of the appraised value of the property</p> <p>The subject property shall not be in a position of tax arrears or any other financial obligation towards the Town.</p> <p>Projects are required to be in compliance with the Town’s other By-laws and policies, including zoning and building regulations.</p> <p>Property owners and/or assignees will be required to submit a complete application to the Town. The application must be submitted to the Town and approved prior to construction commencing in order to be eligible for this program. The Town will review the application to ensure that the project is eligible.</p> <p>If the property is sold, the guarantee shall be withdrawn and the subsequent owner may not apply for a guarantee.</p> <p>The guarantee amount will be established after the final inspection of the construction in accordance with the OBC, and MPAC has established a new assessment value based on the building permit for the CIP project.</p>

5.10 Economic Development Incentive Program

Purpose	To stimulate private and public sector investment within the CIP area.
Grant Amount & Disbursement	<p>The total amount of financial assistance provided by the Town shall be up to 15% of eligible costs up to a maximum of \$1,000,000.</p> <p>Financial assistance can be provided in the form of either a loan (including subordinated debenture) or equity investment. All assistance provided by the Town will be repayable based on terms of the final contribution agreement negotiated by the Town and the proponent.</p> <p>The financial assistance will be provided upon 100% completion of the project.</p>
Eligible Costs	Eligible costs include but are not limited to construction (including new buildings or improvements to existing facilities), site servicing and the acquisition of furniture, equipment and other chattels.
Applicable Project Areas	Project Area.
Additional Requirements	<p>Projects are required to be in compliance with the Town's other By-laws and policies, including zoning and building regulations.</p> <p>Proponents will be required to submit a complete application to the Town. The application must be submitted to the Town and approved prior to construction commencing in order to be eligible for this program. The Town will review the application to ensure that the project is eligible, which may include due diligence concern the proponent and the project. The Town reserves the right to decline any project which may otherwise be eligible based on the results of its due diligence procedures or other concerns as may be identified by the Town.</p> <p>Proponents will be required to enter into an agreement with the Town concerning the assistance provided, which may include the requirement for proponents to provide security to the Town as a condition of the assistance.</p> <p>The amount of assistance will be established after the final inspection of the construction in accordance with the OBC, and MPAC has established a new assessment value based on the building permit for the CIP project.</p>

5.11 Municipal Property Acquisition and Sale Program

Purpose	To stimulate private investment in properties by selling municipally-owned properties for less than market value.
Grant Amount & Disbursement	Council will consider the sale of Town-owned property at up to 90% less than market value.
Eligible Costs	N/A
Applicable Project Areas	All municipal-owned properties proposed for a residential, multi-residential, seniors housing, or affordable housing, or non-residential development project in the Project Area.
Additional Requirements	<p>Potential purchasers of municipally-owned land will be required to submit detailed architectural concepts and site drawings describing the proposal.</p> <p>Council, with recommendations from Staff, will determine the percentage below market value, if any, that the Town will sell the property for (up to the maximum amounts established by these guidelines) based on the development's design performance and the benefit to the public generated by the project, as determined by Council.</p> <p>The purchaser has two years to complete the development of the property. Should this not be met, council has the option to re-purchase the property at the original price or to extend the agreement.</p> <p>The Town will retain a right-of-first refusal to purchase the vacant property, at the original price, should the purchaser choose to divest the property prior to construction.</p>

5.12 Project Feasibility Study Grant Program

Purpose	To promote the undertaking of feasibility studies so that potential investors can obtain more and better information with respect to the costs of reusing, rehabilitating, and retrofitting brownfield buildings and lands.
Grant Amount & Disbursement	<p>Matching grant of 50% of eligible costs to a maximum grant of \$2,500, whichever is less.</p> <p>The grant will be disbursed as follows:</p> <ul style="list-style-type: none"> - 100% on submission of the final completed study to the Town with the original invoice, indicating that the study consultants have been paid in full.
Eligible Costs	<p>Eligible feasibility studies include but are not limited to:</p> <ul style="list-style-type: none"> - Structural analyses - Evaluation of mechanical and electrical systems - Concept plans - Market analyses - Any other related feasibility study as approved by the Town
Applicable Project Areas	All brownfield properties proposed for a development project in the Project Area.
Additional Requirements	<p>This grant will apply to a maximum of one study per property.</p> <p>The applicant will agree to provide the Town with permission to provide the study to subsequent owners and interested parties, should the applicant decide not to proceed with reuse, rehabilitation or retrofitting of the site.</p> <p>Applicants will submit a work plan for the study and a cost estimate for the study from a qualified consultant.</p> <p>The grant will be paid based on the actual cost of the study, up to the amount approved in the application.</p> <p>All completed studies must comply with the description of the work plan as provided in the grant application form.</p>

5.13 Environmental Site Assessment Grant Program

Purpose	To promote the undertaking of environmental studies so that more and better information is available with respect to the type of contamination and potential remediation costs on brownfield properties.
Grant Amount & Disbursement	<p>Matching grant of 50% of eligible costs to a maximum grant of:</p> <ul style="list-style-type: none"> - \$5,000 per study; and - \$10,000 per property. <p>The grant will be disbursed as follows:</p> <ul style="list-style-type: none"> - 100% on submission of the final completed study to the Town with the original invoice, indicating that the study consultants have been paid in full.
Eligible Costs	<p>Eligible environmental studies include:</p> <ul style="list-style-type: none"> - Phase II Environmental Site Assessment (ESA); - Remedial Work Plan; and - Risk Assessment.
Applicable Project Areas	All brownfield properties proposed for a development project in the Project Area.
Additional Requirements	<p>A Phase I ESA has become a standard requirement of most financial institutions. A Phase I ESA does not provide detailed information with respect to the type of contamination and cost of remediation. Therefore, Phase I ESAs are not eligible for funding under this program. To be eligible to apply for this grant, a Phase I ESA must have been completed on the property, must be submitted to the Town, and must show that the property is suspected of environmental contamination.</p> <p>The grant will only be offered on eligible properties where there is potential for rehabilitation and/or redevelopment of the property.</p> <p>The applicant will agree to provide the Town with permission to notify any other subsequent project proponents of the existence of an environmental study or studies.</p> <p>Applicants will submit a work plan for the study and a cost estimate for the study from a qualified consultant.</p> <p>The grant will be paid based on the actual cost of the study, up to the amount approved in the application.</p> <p>The grant may be reduced or cancelled if the study is not completed, not completed as approved, or if the consultant(s) that conducted the study are not paid.</p> <p>All completed studies must comply with the description of the work plan as provided in the grant application form.</p>

5.14 Brownfields Financial Tax Incentive Program

Purpose	To encourage the remediation and rehabilitation of brownfield sites by providing a cancellation of the property tax increase on a property that is undergoing or has undergone remediation and development to assist with payments of the costs of environmental remediation.
Grant Amount & Disbursement	<p>Tax assistance is provided for up to 3 years, where the Town may pass a by-law providing for the cancellation of all or a portion of the taxes for municipal and school purposes:</p> <ul style="list-style-type: none"> - Up to 100% <p>The maximum 3 year period for tax assistance includes:</p> <ul style="list-style-type: none"> - a maximum of 18 months for the rehabilitation period; and - the remainder for the development period to a date specified in the by-law or the date that tax assistance equals the sum of eligible costs. <p>The total amount of the grant provided will not exceed the total of eligible costs incurred as part of the property rehabilitation and redevelopment.</p> <p>The municipal property tax assistance provided will cease:</p> <ul style="list-style-type: none"> - when the total tax assistance provided equals the total eligible costs as specified above; or, - after 3 years, whichever comes first. <p>The matching education property tax assistance will cease:</p> <ul style="list-style-type: none"> - when the total tax assistance provided equals the total eligible costs as specified above; or, - after such time period as is approved by the Minister of Finance , whichever comes first. <p>The property will be subject to passing of a By-law by the Town that authorizes the provision of the tax assistance. This By-law will contain conditions required by the Town as well as conditions required by the Minister of Finance. In order for the By-law to apply to education property taxes, before it is passed by the Town, the By-law must be approved in writing by the Minister of Finance.</p> <p>The matching education property tax assistance is subject to approval by the Minister of Finance. The matching education property tax assistance may be provided on a different schedule from the municipal property tax assistance provided by the Town and may be subject to additional conditions.</p>
Eligible Costs	<p>Eligible costs are the costs of any action taken to reduce the concentration of contaminants on, in or under the property to permit a record of site condition (RSC) to be filed in the Environmental Site Registry under Section 168.4 of the <i>Environmental Protection Act</i>. This includes the costs of:</p> <ul style="list-style-type: none"> - Phase II ESAs, Remedial Work Plans, and Risk Assessments not covered by the Environmental Site Assessment Grant Program; - environmental remediation, including the costs of preparing a RSC; - placing clean fill and grading; - installing environmental and/or engineering controls/works as specified in the Remedial Work Plan and/or Risk Assessment; - monitoring, maintaining and operating environmental and engineering controls/works, as specified in the Remedial Work Plan and/or Risk

	<p>Assessment;</p> <ul style="list-style-type: none"> - environmental insurance premiums.
Applicable Project Areas	All brownfield properties proposed for a development project in the Project Area.
Additional Requirements	<p>The application must be accompanied by a Phase II ESA prepared by a qualified person that shows that the property does not meet the standards under subparagraph 4i of Section 168.4(1) of the Environmental Protection Act to permit a Record of Site Condition (RSC) to be filed in the Environmental Site Registry.</p> <p>The application must be accompanied by a Phase II ESA, Remedial Work Plan or Risk Assessment prepared by a qualified person that contains:</p> <ul style="list-style-type: none"> - an estimate of the cost of actions that will be required to reduce the concentration of contaminants on, in or under the property to permit a record of site condition (RSC) to be filed in the Environmental Site Registry under Section 168.4 of the Environmental Protection Act; and - a work plan and budget for said environmental remediation and/or risk management actions <p>If a property is sold by the original applicant within the 3 year term from the date of the passing of the By-law, both the municipal and education property tax assistance will cease. Rollover of any remaining municipal tax assistance into the Brownfields Rehabilitation Grant Program will not be permitted.</p> <p>As a condition of the application, the Town may require the applicant to submit a Business Plan for redevelopment of the property (as applicable), with said Plan to the Town's satisfaction.</p> <p>The property shall be rehabilitated such that the work undertaken will result in an increase in the assessed value of the property.</p> <p>All property owners participating in this program will be required to enter into an agreement with the Town that will specify the terms, duration, and default provisions of the tax assistance.</p> <p>All applications and agreements must be approved by Council.</p> <p>Should the owner of the property default on any of the conditions in the By-law, the tax assistance provided (plus interest) will become payable to the Town and the Province.</p> <p>The owner shall file in the Environmental Site Registry a RSC for the property signed by a qualified person, and the owner shall submit to the Town, (within six months of acknowledgement) proof that the RSC has been acknowledged by the Ministry of the Environment (MOE).</p>

5.15 Brownfields Rehabilitation Grant Program

Purpose	To encourage the remediation, rehabilitation and adaptive re-use of brownfield sites by providing grants to help pay for additional rehabilitation costs normally associated with brownfield sites.
Grant Amount & Disbursement	<p>The grant is provided for up to 10 years, where the tax increase is paid back to the applicant as follows:</p> <ul style="list-style-type: none"> - 50% rebate in years 1-10 <p>The annual grant available under the BRGP can be paid only once final site/building inspection has taken place, reassessment of the property has taken place, and the property owner has paid the property taxes in full for the year in which the grant is to be provided. If an application for both the Rehabilitation Grant Program and the BFTIP have been approved, the annual grant available under the Rehabilitation Grant Program will begin when the benefits of the BFTIP end.</p> <p>In no case will the total amount of the grant provided under the Rehabilitation Grant Program exceed the total of eligible costs incurred.</p> <p>The applicant will initially pay for the entire cost of rehabilitation. When the Town receives the incremental property taxes that result from the rehabilitation project, the Town will reimburse the applicant in the form of an annual grant equivalent to 50% of the increase in municipal taxes that results from the project for a period of up to 10 years, or up to the time when total grant payments equal total eligible costs, whichever comes first.</p>
Eligible Costs	<p>Eligible costs include the costs of:</p> <ul style="list-style-type: none"> - Phase II ESAs, Remedial Work Plans, and Risk Assessments not covered by the Environmental Site Assessment Grant Program or the BFTIP; - environmental remediation, including the costs of preparing a RSC, not covered by the Property Tax Assistance Program; - placing clean fill and grading not covered by the BFTIP; - installing environmental and/or engineering controls/works, as specified in the Remedial Work Plan and/or Risk Assessment, not covered by the BFTIP; - monitoring, maintaining and operating environmental and engineering controls/works, as specified in the Remedial Work Plan and/or Risk Assessment, not covered by the BFTIP; - environmental insurance premiums not covered by the BFTIP; - the following Leadership in Energy and Environmental Design (LEED) Program Components: <ul style="list-style-type: none"> - base plan review by a certified LEED consultant; - preparing new working drawings to the LEED standard; - submitting and administering the constructed element testing and certification used to determine the LEED designation; - demolishing buildings; - building rehabilitation and retrofit works; - upgrading on-site infrastructure, including water services, sanitary sewers and stormwater management facilities; - constructing/upgrading off-site infrastructure, including roads, water services, sanitary sewers, stormwater management facilities, electrical and gas utilities, where this is required to permit remediation, rehabilitation and/or adaptive reuse of the property that is subject of the application.

Applicable Project Areas	All brownfield properties proposed for a development project in the Project Area.
Additional Requirements	<p>An application can be made for the BRGP or the BFTIP, or both programs together.</p> <p>As a condition of approval of an application for a Rehabilitation Grant, the applicant must enter into an agreement with the Town. This Agreement will specify the terms, duration and default provisions of the grant. This Agreement is also subject to approval by Town Council.</p> <p>The assessment and municipal property taxes (“base rate”) will be determined before commencement of the project. The increase in municipal property taxes (or “municipal tax increment”) is calculated by subtracting the municipal property taxes before reassessment from municipal property taxes after reassessment by the Municipal Property Assessment Corporation (MPAC) following project completion. The amount of the grant will be recalculated every year based on the municipal property taxes levied and the municipal tax increment every year.</p> <p>Such application shall include reports, plans, estimates, contracts and other details as may be required to satisfy the Town with respect to the eligible costs and conformity of the project with the CIP.</p> <p>If the application includes costs for environmental remediation, the application must be accompanied by a Phase II ESA, Remedial Work Plan or Risk Assessment Plan prepared by a qualified person that contains:</p> <ul style="list-style-type: none"> - an estimate of the cost of actions that will be required to reduce the concentration of contaminants on, in or under the property to permit a record of site condition (RSC) to be filed in the Environmental Site Registry under Section 168.4 of the <i>Environmental Protection Act</i>; and - a work plan and budget for said environmental remediation, and/or risk management actions. <p>As a condition of the grant application, the Town may require the applicant to submit a Business Plan, with said Plan to the Town’s satisfaction.</p> <p>The property shall be rehabilitated such that the amount of work undertaken is sufficient, at a minimum to result in an increase in the assessed value of the property.</p> <p>All applicants participating in this program will be required to enter into an agreement with the Town, which will specify the terms of the grant.</p> <p>If a building(s) erected on a property participating in this program is demolished before the grant period expires, the remainder of the monies to be paid out under the grant shall be forfeited.</p> <p>The owner shall file in the Environmental Site Registry a RSC for the property signed by a qualified person, and the owner shall submit to the Town proof that the RSC has been acknowledged by the Ministry of the Environment (MOE). This condition applies even if the owner is applying only for non-environmental costs.</p>

6.0 IMPLEMENTATION

6.1 Application Review Process

Applications for the CIP incentive programs will be processed as follows:

1. Pre-application consultation with the Town.
2. Completion of application forms and submissions of any supporting documentation.
3. Screening of applications by the Town to ensure compliance with minimum eligibility requirements and design guidelines outlined in the CIP.
4. Evaluation by the Town.
5. The Town may require the signing of an agreement for certain programs which outline terms and conditions.
6. Prior to release of funds, the Town will require proof of all costs submitted by the applicant.

Evaluation of applications will be coordinated by the Chief Administrative Officer (CAO) with assistance from the Economic Development Officer (EDO), Manager of Protective Services in his/her capacity as Chief Building Officer (CBO), and other members of Town Council and Staff. The CAO will manage the implementation of the CIP.

Applications that require annual funding under the following programs will be accepted, evaluated, and determined on a 'first-come first-served' basis:

- Façade Improvement Grant Program
- Signage Improvement Grant Program
- Accessibility Improvement Grant Program
- Parking Area and Landscaping Improvement Grant Program
- Architectural / Engineering Design Grant Program
- Municipal Application / Permit Fees Rebate
- Economic Development Incentive Program

For the above programs, all funds allocated during a calendar year will be taken from the available CIP Incentive Reserve Fund during the year of approval for funding, even where funds are disbursed in the following calendar year. A portion of the CIP Incentive Reserve Fund will also be allocated for guarantees issued under the Loan Guarantee Program – Residential and Loan Guarantee Program – Non-Residential, with the amount of the CIP Incentive Reserve Fund allocated for guarantees to be determined by the Town.

Projects must be completed within two years of approval for the Economic Development Incentive Program and one year of approval for all other programs, but recipients may apply for a grant extension. Application intake for budgeted programs will occur until the amount of the CIP Incentive Reserve Fund is exhausted. These programs will be "closed" until the following year's municipal budget is approved and additional funds are contributed to the CIP Incentive Reserve Fund.

There is no annual cap on the following programs, and application intake will occur on an ongoing basis, however applications will still need to be reviewed and approved by the Town:

- Tax Increment Grant Program
- Municipal Property Acquisition and Sale Program
- Brownfields Financial Tax Incentive Program
- Brownfields Rehabilitation Grant Program

Applications are encouraged for projects which are eligible for funding under more than one program.

Council reserves the right to limit access to funding from multiple programs if, in its determination, there is a degree of overlap of funding that is not an appropriate use of scarce resources or the value of individual project funding is deemed to unduly limit the availability of community improvement funding to other projects in the Town.

At all times, the principle of matched funding necessitates that Council will not fund more than 50% of eligible costs or stated maximums, whichever is less.

Council may extend, revise, or alter this CIP during or beyond the initial five-year horizon subject to funding, the objectives of Council, and the performance of the CIP.

6.2 Administration and Financial Implications

This CIP will be administered by the Town of Smooth Rock Falls as part of the implementation of the Community Improvement Policies of the Town's OP.

For a CIP to be successful, it requires support from the business community and support from the Municipality in the form of funding and implementation. It is recommended that the Town allocate a minimum of **\$100,000 per year** towards the CIP Incentive Reserve Fund during the initial years of the CIP, with a maximum reserve balance of \$1,500,000.

The recommended funding is based on the anticipated level of development interest in the Community Improvement Project Area, recognition of the likely limitations on capital funds available to the Town, and scale of funding of incentives programs in comparable communities. It is not possible to accurately predict the number and scale of applications in advance of implementing the Plan. The recommended funds are minimums that should be approved in order to meet the goals of the Plan over the five-year term. These funding levels can then be evaluated and adjusted in future years of the Plan.

Funding allocations contained in this Plan are subject to review and approval by Town Council. Financial incentives proposed in this CIP are based on a five year cycle, but are also subject to the Town's fiscal situation and will be determined on a yearly basis during Council's annual budget allocation.

7.0 MONITORING AND AMENDMENTS

Town Staff will conduct periodic reviews of the CIP programs and activities relating to Community Improvement to determine their effectiveness and provide an update to Council. Council may amend this Plan as is necessary to ensure that the goals and objectives outlined in this Plan are achieved. Any

increase in program financing permitted under Section 28 of the *Planning Act* will require an amendment to this Plan. An extension to any program for up to an additional five years and any decrease in program financing due to Municipal budgetary constraints in any given year will not require amendments to this Plan.

The CIP will be monitored by the Town by reviewing the following performance measures:

- total amount of funding committed annually
- uptake of each program (applications submitted, applications granted, amount of funding provided)
- total value of private and public sector investments related to CIP programs
- vacant lands in the Town
- property assessments
- applicant satisfaction with application process and other materials

Following the first year of the program, the Town should evaluate the effectiveness of the organizational and funding structure of the CIP process, the evaluation process, and the amount of staff resources and other resources to administer, monitor, and market the Plan.

An amendment to the CIP requires a statutory public meeting with notice requirements in accordance with the *Planning Act*.