

TOWNSHIP OF CHATSWORTH COMMUNITY IMPROVEMENT PLAN

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1. INTRODUCTION

1.1 Township of Chatsworth

The Township of Chatsworth is a lower tier Township within the County of Grey. It is predominantly a rural Township with the small village of Chatsworth and several small hamlets, Berkeley, Desboro, Holland Centre, Keady, Walters Falls, and Williamsford. The Township covers a geographic area of 596 sq. kilometres and according to the 2020 census, has a population of 7,080.

The Township completed its first Corporate Strategic Plan in 2018 that included an extensive public engagement process. Council and Residents identified the following strengths in retaining and attracting businesses to our communities and raising your family:

- Citizens – from our strong volunteer base to our local business owners with a desire to grow our local economy
- Recreation – parks, arenas, trails, natural features
- Strong agricultural sector
- Location – 2 provincial highways (6 and 10)
- Year-round destination tourism – snowmobiling, ATV'ing, hiking
- Natural features – lakes, rivers, scenic landscape

1.2 What is a Community Improvement Plan

The Community Improvement Plan is a tool where municipal planners and economic developers can work to develop policies and provide various incentives to increase and enhance growth and investment in our community. The need for a Community Investment Plan was identified in 2020.

The Ontario Planning Act, 1990, as amended gives the Township the legislated authority to define a Community Improvement Area and prepare a Plan for those areas. The Plan works in conjunction with the County of Grey's Community Improvement Plan and s.20 of the Planning Act, as well as O. Reg 550/06 Prescribed Matters – Upper Tier Community Improvement Plans.

The Plan will serve as a further support to the Township's long-term Strategic Plan in the following areas:

- Revitalizing our downtown and commercial areas;
- Improvement and Renovation of commercial facades
- Fill empty retail and commercial storefronts;
- Upgrade our streetscapes;
- Support commercial and industrial growth throughout the Township in designated areas
- Increase employment opportunities

1.3 Purpose of the Community Improvement Plan

In addition to revitalizing and improving our community, the Plan will also provide incentives to promote and target growth and investment including:

- Revitalizing and beautification of downtown or commercial storefronts, publicly used frontages and streetscapes;
- Increased value-added agricultural uses, agri-tourism and facility improvement projects to support on-farm or farm-gate businesses;
- Support the adaptive re-use of commercial, industrial and institutional buildings;
- Increase affordable and attainable housing projects such as upper floor housing in a mixed-use development, multi-unit housing;
- Conversion of upper storey space for residential purposes.
- Promotion of economic development and business growth.

Revitalization and improvement refer to activities that contribute to the economic development, beautification, quality of life, aesthetic improvements and the creation of a sense of place in our communities. Examples of such activities might include:

- Redevelopment of underutilized properties;
- Development of existing properties;
- Improvements to and beautification of buildings, facades and properties;
- Improvement to buildings that enhance accessibility for persons with disabilities;
- Improvements to open spaces and pedestrian spaces;

- Conversion of upper storey space for residential purposes;
- Remediation and redevelopment or reuse of environmentally contaminated properties (brownfields);
- Promotion of economic development and business growth;
- Providing opportunities for affordable/attainable housing.

The CIP will require the participation of the Township, property owners, business owners, the public, community associations and committees and other community stakeholders.

The Township's CIP establishes a set of financial incentive programs aimed at encouraging private investment to undertake many of the initiatives set out above.

Eligible projects are listed for each incentive program, along with details regarding the value of the financial incentive and how it is calculated.

1.4 Application of the Community Improvement Plan

The CIP will apply to the entire geographic area of the Township of Chatsworth.

It is important to note that revitalization may mean different things to each area of our community. For example, in a downtown area, revitalization may take the form of façade improvements, interior improvements to buildings, streetscaping, parking, accessibility and other improvements. In our rural areas it may include new or updated signage for on-farm or farm-gate businesses.

1.5 How to Use the Community Improvement Plan

The Township's CIP enables the Township to provide financial incentives to private property owners who are interested in undertaking improvements to their building, property or to develop or redevelop their land.

Interpretation of the Plan is at the sole discretion of Council or its designated approval authority.

Incentives will only be available when Council assigns funding to the programs in each budget year.

Interested applicants are encouraged to review the CIP in its entirety and contact the Township for a pre-consultation meeting to confirm their eligibility, discuss their project and to identify the types of financial incentives that could be applicable and available at that time.

1.6 Definitions

To assist in the interpretation of this Plan, the following defines some of the terms used within.

Affordable/Attainable Housing can be defined as housing which accounts for no more than 30% of a household's gross income. Affordable/Attainable housing is housing that gives a household the ability to enter the local housing market before graduating to successively higher levels of housing with the market. Implicit in this definition of attainability is the idea that a range of housing options (type, size, tenure, cost) exist in the local market, allowing households at various income levels to find and secure suitable housing as their needs or means change.

Applicant unless otherwise indicated, means a registered owner, assessed owner or tenant of lands and buildings with the CIP project area who has the right to apply for one or more financial incentives in accordance with the policies of the CIP

Agriculture means on farm projects that increases value-added agricultural uses, agri-tourism and facility improvement projects to support on-farm commodity processing and/or farm gate retail businesses.

Brownfield means a site that is under-developed or was previously developed and may be contaminated. They are usually, but not exclusively former industrial or commercial properties that may be underutilized, derelict or vacant.

Community Improvement unless otherwise specified, is as defined in accordance with its definition under Section 28 of the Planning Act.

Council means the Council of the Township of Chatsworth

Eligible Applicant means an applicant (as defined above) who meets all the general and program specific requirements of the financial incentive programs and prepares and applies for a grant that is in accordance with the specific requirements of the program outlined in the CIP. The Review Committee has the right to determine whether an applicant is eligible for the financial incentive programs.

Financial Incentive Program means any of the programs listed in Section 6 of this Plan.

Financial Incentive Agreement means an agreement executed between the Township and a successful applicant for a financial incentive program as required herein.

Heritage, when used as an adjective, means historic and significant with respect to cultural heritage value or interest. Heritage, when used in designated heritage buildings, refers to buildings designated under Part IV of the Ontario Heritage Act.

Mixed Use means a combination of a mix of commercial uses (retail, restaurant, office), along with apartment dwellings located either in the upper level(s) or the rear of the same building).

Plan or **this Plan** means the Township of Chatsworth Community Improvement Plan.

Qualified Person is a person defined by Section 168.1 of the Environmental Protection Act, Ontario Regulation 153/04 (as amended by Ontario Reg. 66/08) who meets the qualifications to be a qualified person for the purpose of:

- Conducting or supervising a Phase I environmental site assessment;
- Conducting or supervising a Phase II environmental site assessment; and

- Completing the certifications that must be completed by a qualified person in a record of site condition in respect of a property.

A qualified person is considered to meet the qualifications if:

- The person holds a license, limited license or temporary license under the Professional Engineers Act; or
- The person holds a certificate of registration under the Professional Geoscientists Act and is a practicing member, temporary member or limited member of the Association of Professional Geoscientists of Ontario.

Record of Site Condition means the record of site condition prepared and filed in accordance with Section 168.4 of the Environmental Protection Act.

Risk Assessment means an assessment of risks prepared and filed in accordance with Section 168.4 of the Environmental Protection Act.

Rehabilitation Period means the period starting from the date a municipal property tax assistance bylaw is passed to the earlier of a) eighteen months, b) the date a Record of Site Condition is filed, or c) when the property tax assistance is equal to the eligible remediation costs (as defined) under Section 168.4 of the Environmental Protection Act.

Review Committee consists of the CAO Clerk, Chief Building Official and Township Planner

Vacant Land is land that does not contain any permanent structures and is not environmentally damaged.

2. THE PLANNING FRAMEWORK

Municipalities are specifically prohibited to provide financial assistance or bonusing to a commercial or other industrial enterprise in accordance with subsections 106(1), (2) and (3) of the Municipal Act, unless the assistance is provided through a CIP prepared in accordance with the Planning Act.

Section 28 of the Planning Act provides the legislative framework for municipalities to adopt community improvement plans. The Act requires the Plan to conform to other policy plans including the Township's official Plan. The Township of Chatsworth adopted Grey County's Official Plan as its policy framework.

2.1. Community Improvement and the Planning Act

Section 28(1) of the Planning Act defines community improvement as:

“The planning or re-planning, design or redesign, subdivision, 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” and includes the provision of affordable housing under Section 28(1.1).

The Planning Act allows municipalities when carrying out a CIP within a Community Improvement Project Area to:

- Acquire and hold land;
- Construct, repair, rehabilitate or improve buildings on the land acquired or held by the municipality, or it may sell or dispose of land in conformity with the CIP;
- Make grants or loans to registered owners, assessed owners and tenants of lands and buildings within the community improvement project area for the purpose of rehabilitating such lands and buildings in conformity with the CIP;

- Make grants or loans related to an environmental assessment site, environmental remediation, development, redevelopment, construction reconstruction of lands and buildings for rehabilitation purposes or for the provision of energy efficient uses, buildings, structure, works, improvements or facilities.

2.2. Community Improvement Project Area

Section 28(2) permits municipalities, where the Township has appropriate policy in the Official Plan, to pass a by-law designating a “community improvement project area” and to prepare a CIP. Once the CIP has been approved by the Township and comes into effect, the Township 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 provide in Section 106(3) of the Municipal Act, 2001 will apply.

The Township through its CIP by-law will designate the entire geographic area of the Township of Chatsworth to be the CIP Project Area.

2.3 Transfer of Grants Between Upper & Lower Tier Municipalities

Section 28(7.2) of the Planning Act permits upper-tier municipalities to participate in the funding for local CIP programs:

“The council of an upper-tier Township may make grants or loans to the council of a lower-tier Township and the council of a lower-tier Township may make grants or loans to the council of the upper-tier Township, for the purposes of carrying out CIP that has come into effect, on such terms as to security and otherwise as the council considers appropriate, but only if the official plan of the Township making the grant or loan contains provisions relating to the making of such grants or loans”.

2.4 Other Relevant Sections of the Planning Act and Municipal Act

Section 17 outlines the statutory process for adopting the CIP, including the provision that at least one public meeting is to be held a minimum of twenty (20) days after making the CIP publicly available.

Section 28(7.3) 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 property tax assistance provided under Section 365 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.

Section 69 of the Planning Act allows municipalities to reduce or waive the amount of a fee in respect of a planning application where it feels payment is unreasonable; many CIP's offer application fee refunds as a financial incentive.

2.5 Grey County Official Plan 2018

The Grey County Official Plan provides guidance on Local CIP areas and programs. Section 6.16 in Grey County's 2013 OP provides comments regarding a local Township's ability to develop and adopt a CIP. The Plan states:

“Identifying a Community Improvement Area shall be carried out by by-law designating the whole, or any part of the local Township as a Community Improvement Area. The goal of any Community improvement Area shall be to foster and co-ordinate the physical improvements and maintenance of older or dilapidated areas of a community for environmental, social or community economic reasons.”

Community Improvement Areas are intended to achieve one or many of the following objectives:

- To encourage the efficient provision and maintenance of physical infrastructure, public services and utilities to serve present and future needs on a local and regional scale;
- To address issues which may be particular to one neighbourhood or region;
- To ensure the maintenance and renewal of older housing stock;
- To promote creation of affordable housing units;
- To foster redevelopment, reuse and/or maintenance of existing brownfield sites and/or current industrial sites;
- To enhance the visual appeal of downtown core areas and neighbourhoods;
- To promote on-farm business growth or farm innovation;
- To encourage the preservation and adaptive re-use of built heritage;
- To promote energy efficiency and sound environmental design;
- To foster economic growth within designated areas;
- To promote intensification in targeted areas;
- To encourage local participation in funding programs for local development which may also be eligible for Provincial or Federal funding.

The County may provide grants, loans or other assistance as County Council deems appropriate for the purposes of supporting the incentives identified in local municipal Community Improvement Plans.

3. CHATSWORTH APPROACH TO COMMUNITY IMPROVEMENT

Community improvement is an on-going and long-term process that generally takes an incremental approach to improvements. Over a period of time, improvements can yield real and visible improvements such as aesthetics, increased business development sense of pride of place, etc. A series of goals and objectives, guided by a long-term vision or strategic plan, can be used to evaluate individual decisions to ensure that improvements are working towards achieving the desired goals set out herein:

3.1 Goals and Objectives

The Plan is guided by goals and objectives determined by Council to ensure that community improvement activities are contributing to the long term vision of the Township.

3.2 Downtown Revitalization

Downtown revitalization of store fronts, building interiors, public used frontages and streetscapes, reduction of vacant store fronts and increased residential capacity

3.3 Adaptive Re-use of Spaces

Adaptive re-use of commercial, industrial and institutional buildings support of development of new commercial uses.

3.4 Attainable and Affordable Housing

To increase attainable housing stock, multi-unit housing, rooming house developments, purpose built rental housing, and apartment dormitory style developments.

3.5 Agricultural Development

To increase agricultural value-added, agri-tourism and facility improvement projects.

3.6 Brownfield Development

To promote the redevelopment and/or conversion of brownfield and greyfield (economic depressed or obsolete sites that have not been redeveloped) properties.

3.7 Community Improvement Activities

The revitalization of the Township of Chatsworth is best approached as a partnership between the Township and private stakeholders, such as property owners, business owners and tenants.

The Township will work closely with Grey County to ensure alignment, collaboration, complementary and supportive approaches towards revitalization. The Township may also rely on other organizations including community organizations, business associations and service clubs to promote the incentives of the CIP and to champion its implementation. Partnerships to strengthen funding sources are encouraged.

The Township will lead its own program and initiatives to demonstrate leadership in community improvement projects including streetscapes and public spaces, design studies and to promote the support of community involvement.

The financial incentives being offered to support the activities and goals of the CIP are at Council's discretion and are dependent on the approval of the annual operating budget. Council has the sole discretion of adjusting funding between specific programs to attain their goals.

4. GENERAL ELIGIBILITY CRITERIA

4.1 General Criteria

All owners and authorized tenants of land (who are authorized in writing by the owner) and buildings within the Township of Chatsworth are eligible to apply.

There are no fees to apply for any of the programs. Grants may not be provided up to the maximum stated in each section. Availability will be determined by uptake in any given year, subject to Council budget approvals.

All Proposed projects must demonstrate some level of improvement or rehabilitation over the existing conditions unless applying for the Heritage Property Tax Relief.

All projects must contribute to achieving one or more of the Township's community improvement goals as indicated in this document, must conform with the County of Grey Official Plan and must comply with the township's zoning by-law.

A property owner may be required to provide a business plan for the Proposed work as part of the program application.

Where funding requests exceed the Township's budget for a given year, the Applicant may opt to defer the application to a subsequent year if funds are available.

The Township reserves the right to discontinue any of the programs contained in this section at any time, but applicants with approved grants will still receive said grant.

4.2 Multiple Applications Accepted

A property may be eligible for more than one incentive and may submit multiple applications; however, the total combined value of grants approved for the Township for any given year for any one property shall not exceed \$10,000.00 with the exception of the housing and rehabilitation grant in which case the combined value shall not exceed \$15,000.00. This

amount does not include other incentives such as tax increment funding, or tax deferral funding .

Financial incentives or grants will not be applied to works started prior to approval of applications and any application cost or project costs incurred prior to the adoption of the Township’s community improvement plan will not be eligible.

4.3 Payment of Fees

For programs involving granting back of fees or charges, said fees and charges must be firstly paid in full, and the eligible amount will be paid back to the applicant unless there are opportunities to defer, exempt or reduce the fees up front as identified in the Incentives Section of this CIP.

4.4 Property in Good Standing

The property owner must have no outstanding building permits or work orders, property standards orders, property tax arrears or any other outstanding Township accounts receivable on the subject property at the time of the application.

4.5 Compliance with Policies

Any and all works approved under this CIP shall comply with all relevant policies and standards including Official plan, zoning, design guidelines (if any) and heritage matters or permits, and will be subject to planning and development approvals and building permits pursuant to the Ontario Building Code.

4.6 Agreements Required

Approved applicants for incentives and grants will be required to enter into a written Financial Incentives Agreement with the Township.

Approved applicants for incentives associated with affordable housing may be required to enter into an agreement with the County of Grey and the Township to ensure that the units are kept at affordable levels over a set period of time. All Proposed projects must be within the Township’s municipal boundary.

4.7 Completion of Work

The grant approval will expire if work is not completed within eighteen (18) months from the execution of the agreement between the Applicant and the Township. Any request for extension beyond 18 months must be made in writing and is subject to the approval of Council. This provision only applies to grant funding and does not include other incentives such as tax increment funding, development charges rebates/exemptions, or permit and application fee rebates/exemptions.

4.8 Completed Works to be Consistent with Approved Application

Community improvement works undertaken and completed that are associated with an approved incentive program application must be consistent with the project description contained in the application form and supporting materials, and with the Program Financial Incentives Agreement. Should the works not be consistent with the original project description to the satisfaction of the Review Committee, the Township may delay, reduce or cancel the approved incentive program benefits, and may require repayment of any of the incentive program benefits, at the discretion of the Township.

15The Township may undertake an audit of work done and associated costs if deemed necessary and at the sole discretion of the Township.

5. APPLICATION PROCEDURE

The municipality will utilize a “first come, first served” approach for receiving and making decisions on financial incentive applications.

In a first come, first served application process, the municipality accepts grant applications throughout the year, provided funding is still available. Applications are processed and decided upon in the order in which they are received. When funding is exhausted, the municipality will close the application process until funding becomes available.

5.1 Pre-Application Consultation and Application Submission

Applicants are required to arrange and participate in a pre-application consultation meeting with the Review Committee, in order to discuss and confirm application requirements, program eligibility, proposed scope of work, project timing, supporting documentation requirements, etc.

5.2 Complete Application

In order to be eligible, all incentive program applications must include completed application forms and supporting materials such as detailed work plans, cost estimate(s) and contracts, applicable reports, and any additional information as required by the Township.

The applicant will be required to submit a completed application, which will include all the required application forms, in addition to any supporting documentation, as required by the Review Committee or by Council or its designated approval authority.

Supporting documentation may include, but is not limited to, the following materials:

- Photographs of the existing building condition or property;
- Historical photographs and/or drawings;
- A site plan and/or professional design study/architectural drawings;
- Specification of the proposed works, including a work plan for the improvements and construction drawings; and/or
- At least one cost estimate for eligible work, preferably provided by

local licensed contractors or consultants. Multiple quotes are preferred; however, if only one quote is provided, it will be evaluated using construction industry reference tools to help validate the proposed costs are within reason for the project;

- Once all the required forms and supporting materials are received, the Review Committee will undertake a preliminary screening of the proposal and application.

Based on the application and proposal and the results of the preliminary screening, the Review Committee may perform an initial site visit and inspection of the building/property, as necessary. The Review Committee will inform the applicant of the approximate time for the site visit and inspection. The applicant will accompany the inspector during the inspection, if possible, and will inform the inspector of any potential safety hazards on the site.

If the application clearly does not meet the program requirements, the application will not be accepted.

If the application meets the program requirements, the application will be accepted. By accepting an application for any of the financial incentive programs, the Review Committee does not guarantee program approval.

5.3 Application Review and Evaluation

- i) Once an application has been accepted by the Review Committee, information related to the applicant, application, and proposal information will be entered into the Township's database in order to track the application details, progress and results. This will be an on-going task throughout the remainder of the application process as this information will need to be updated as the application is processed.
- ii) Applications and supporting documentation will be considered by the Review Committee against the incentive program eligibility requirements (including both general and specific requirements).

Based on the proposal, application, and fulfillment of eligibility requirements, the Review Committee will determine if the proposal and application will be considered eligible. Based on eligibility, a recommendation report will be prepared by the Review Committee. The report may recommend approval of the application or refusal of the application.

- iii) Should the Review Committee recommend approval of the application, a financial incentive agreement will be prepared by the Review Committee. If applicable, the financial incentive agreement will be forwarded to the applicant to be dated and signed.
- iv) Once the financial incentive agreement has been reviewed by all parties and returned to the Township, the application, recommendation report, and agreement will be forwarded to Council or its designated approval authority to initiate the approval process. Should the application be approved, the Review Committee will ensure that all parties sign the agreement prior to the commencement of any approved works. If the agreement is not signed by all parties, the Township does not guarantee program approval.

5.4 Application Approval

- i) If the Review Committee has recommended that the application be refused, the Recommendation Report will be provided to Council or its designated approval authority for a decision.
- ii) Where a designated approval authority has refused the application, the applicant may re-submit the application for reconsideration, provided the applicant has made consideration of the designated approval authority's reasons for refusal. If Council or its designated approval authority determines that the application should be approved, the process continues.
- iii) If the Review Committee has recommended that the application

be approved, the Recommendation Report and signed agreement will be forwarded to Council or the designated approval authority for consideration. If the application is approved, the process continues with the next step.

- iv) A copy of the signed and dated Financial Incentive Agreement will be provided to the applicant.

5.5 Completion of Works and Payment

The applicant may only commence improvement works once the CIP application has been approved by Council and a written agreement has been signed by all parties. The applicant explicitly understands and acknowledges (in writing) that the Township will not be held liable or responsible for any costs incurred prior to the project being approved,

Payment of the financial incentive, as per the Agreement, will be provided upon successful completion of the approved works.

Prior to the issuance of the financial incentive, the applicant may be required to provide the Review Committee with final supporting documentation, which may include but is not limited to:

- Photographic evidence of the completed works satisfactory to the Township;
- Other documentation proving completion of the project;
- Invoices for all eligible work done, indicating the total amount paid for eligible works;
- Proof of payment to contractors, in full; and
- Presentation of the terms of a loan and/or proof of approval of a loan provided by a financial institution, as it may be applicable in relation to the interest rebate programs contained in this CIP.
- Final Site Inspection (if required): the Review Committee may perform a final site visit and inspection of the building/property (as necessary) in order to ensure that the project has been completed in accordance with the Financial Incentive Program Agreement.

- Assurance of Conformity to the Program Requirements and Financial Incentive Agreement: prior to issuance of the financial incentive payment, the Review Committee will ensure that all program requirements and details of the Financial Incentive Agreement have been met.
- If Applicant has Defaulted on the Agreement the Review Committee will take appropriate remedies as specified in the agreement if the applicant defaults on the Agreement.
- If all the program requirements and agreement requirements have been met to the Review Committee's satisfaction in accordance with the decision of Council or its designated approval authority, the Review Committee will issue payment of the approved grant in accordance with the general and specific program eligibility requirements, and the Agreement.

5.6 Timeline for Application Review and Decision

This Plan recognizes that the success and uptake of the financial incentive programs will depend in part on the expedience of the application and review process. As a guide, and subject to the availability of staff resources, the Review Committee will accept and review applications for funding in consideration of the following timeline:

- The execution of the agreement should occur within ten (10) business days of the application approval. Should the application be approved by Council or its delegated approval authority, payment of the grant should occur within thirty (30) business days of completion of the project. The applicant is responsible for notifying the Review Committee should be available to meet with a potential applicant for a pre-consultation meeting within then (10) business days of being requested to meet by a potential applicant, or as soon as is reasonably possible.
- The Review Committee should review an application for financial incentives and notify the applicant of its completeness within ten (10) business days of receiving the application, or sooner, if possible.

- Upon receipt of the application, the Review Committee should prepare a recommendation. If applicable based on the recommendation, the Review Committee will prepare an agreement and forward it to the applicant within twenty-five (25) business days of receiving the application.
- The total time between receipt of a complete application for funding and the meeting to consider the application should not exceed thirty-five (35) business days.
- Township of the completion of the project and may be required to provide proof of its completion.
- The timelines identified above are for guideline purposes only and are not intended to be construed as deadlines. Timelines will vary depending on the availability of staff and resources and the nature of the application received.

5.7 Establishing Priority of Funding

The provision of assistance under any program shall generally be administered on a first come, first served basis, to the limit of available funding in any given year. Due to market uncertainties and the impact they have on the Township's revenues in any given year, the Township reserves the right to suspend, at any time and without formal notice or amendment to the CIP, participation in any active program on an interim basis pending approval of the next annual budget.

Due to the limited funds available in any given year (the amount of which varies from year-to-year according to the approved budget and the inability to predict the level of participation), the Township may suspend further participation in any program(s) if, over the course of a given year, the number of applications and/or the magnitude of the projects proposed for the CIP exceed available funds for that year.

In such instances, applications approved up to the point of program suspension will continue to proceed unhindered and receive disbursements (where applicable) in the normal fashion. Applications which have been received but not yet approved at the point of program suspension will continue to be processed toward approval/refusal of the application in the standard manner, and if approved, will be put in a queuing sequence with

priority being established in the order that the applications were received. Any applications submitted after the point of program suspension will not be accepted until the next annual budget is approved by the Township. Applications which have been approved but suspended in the queue will be reactivated upon approval of the next annual budget, with the newly available CIP funding being allocated in order of the queuing sequence.

6. INCENTIVE PROGRAMS

6.1 TAX INCREMENT EQUIVALENT GRANT

Purpose

The Tax Increment Equivalent Grant is intended to encourage desirable and attractive infill development and redevelopment in the Township. To ensure that the redevelopment is in the Township's best interest, the design of the project will need to comply with the Plan's design principles, as described in the eligibility criteria.

Eligible Costs

- Redevelopment of a property for commercial, industrial, value-added agriculture, office or a mix of uses;
- Adaptive reuse of a property to suit a new commercial, industrial, value-added agriculture, office or a mix of uses;
- Major additions to a commercial, industry, value-added agriculture, office or a mixed-use property, involving an increase of at least 25% of the exiting gross floor area;
- Infrastructure work including the improvement or reconstruction of existing on- site public infrastructure as may be required to service a proposed commercial, industrial, value-added agriculture, office or mixed-use development (water services, sanitary and storm sewers);
- Conversion of upper-storey space in a mixed use, commercial or value-added agriculture to residential units, or major renovations or improvements to upper- storey residential space;
- Streetscaping improvements required as part of a proposed development;
- Energy efficiency improvements;
- Professional services by an engineer, architect, or professional planner; or
- Any combination of the above.

Program Details

- The Tax Increment Equivalent Grant is offered to eligible property owners only where the property assessment increases as a result of redevelopment or major improvement, and there is a subsequent increase in municipal property taxes.

- The Tax Increment Equivalent Grant would provide a grant to pay a portion of the Municipal property taxes attributed to the increase in the property assessment over a 5-year period. This essentially would phase in property tax increases relating to re-assessments resulting from property improvements.
- Subject to Council approval, grants will be equal to a percentage of the municipal property tax increase resulting from the improvements and will be paid to the owner each year for a maximum of 5 years. The percentage of property tax increment grant the Township may cover in any one year is at the sole discretion of the Township, with the understanding that by year 5, the amount will be reduced until it reaches 0%. For instance, in year one, the amount of the grant may equal up to 80% of the tax increment. In subsequent years, the amount shall decrease by 20% until it reaches 0%, over a 5-year period (maximum).
- The total amount of all tax increment equivalent grants shall not exceed 50% of the total eligible costs of the improvements. For example, if the eligible costs for improvements is \$50,000, the tax increment equivalent grant shall not exceed a total of \$25,000 over the 5 year period.
- Applications may also be eligible for tax assistance from the County to cover the County tax portion, subject to County approval.

Payment of Grant

The Tax Increment Equivalent Grant is paid after the improvements are completed to the satisfaction of the Review Committee and after the property owner's taxes are fully paid. In subsequent years, the annual grant is recalculated and paid after taxes are fully paid.

The Tax Increment Equivalent Grant for each specific project shall not be combined with any other incentive outlined in this CIP. It is intended that this program be a stand-alone program and that the owners of a property would not accumulate incentives under the Tax Increment Equipment Grant and another incentive program. The property owner shall be responsible for the entire cost of the project.

Eligibility Criteria

All general eligibility criteria outlined in Section 4 apply. For clarity, this shall mean that the project must comply with all Municipal by-laws, policies, standards, guidelines and Official Plan and zoning, as well as any applicable Provincial, Federal or government agency requirements (e.g., conservation authority).

Application submission shall be in accordance with the application submission requirements under Section 5. For clarity, this shall typically include submission of a site plan or drawings to demonstrate the intended improvements and modifications being proposed. Where required, this shall be accompanied by a building permit.

At its sole discretion, the Township may require the applicant to submit a business plan, prepared to the satisfaction of the Township, in relation to an application for the Tax Increment Equivalent Grant.

To be eligible for the Tax Increment Equivalent Grant the property shall be improved such that the amount of work undertaken is sufficient to result in an increase in the assessed value of the property.

In order to determine the suitability of the Tax Increment Equivalent Grant, prior to applying for the program, eligible applicants may be required to estimate the total potential value of the tax increment, based on current assessment values and anticipated investment.

If the total value of the Tax Increment Equivalent Grant is significantly less than the applicant's estimate value, at the sole discretion of the Township, the applicant may be given the opportunity to withdraw their application for Tax Increment Equivalent Grant program and apply for one or more of the other incentive programs in this Plan as may be applicable to the project.

Should an eligible applicant be approved for the Tax Increment Equivalent Grant, and if the subject property is sold, in whole or in part, before the original grant period lapses, the original owner may not be entitled to receive the remaining grant payment, in accordance with the terms of the program agreement. The payments are also non-

transferrable to the new owner unless specifically stipulated as part of the Agreement executed between the owner and the Township.

Where a property is designed under the *Ontario Heritage Act* or listed by the Township as being of notable historical interest, applicants may be required to submit historical research and documentation on the subject property in support of the grant application. The Township may be able to supplement this information based on its own information and records.

Only commercial, mixed-use, industrial or agricultural properties (as defined in Section 3.4) are eligible for this grant. For clarity, single detached dwellings and other residences are not eligible for this grant.

Improvements shall comply with any and all design guidelines as may be implemented by the Township

6.2 FAÇADE, BUILDING AND SIGNAGE IMPROVEMENT GRANT

Purpose

The façade, building and signage improvement grant is intended to encourage the rehabilitation, repair and/or improvement of buildings and facades on the part of property owners and tenants, along with the improvement and installation of pedestrian- scaled, attractive signage. The eligibility criteria ensures that these improvements are consistent with the goals and objectives of the CIP. Improvements must be attractive, make use of notable or high-quality materials, and must be consistent with the Town of Hanover's character. These improvements will benefit the aesthetics of streetscapes, encourage better maintenance of private properties, enhance the activity of the street, promote walkability and encourage conservation of notable properties.

Eligible Costs

- Repair, replacement or restoration of façade masonry, brickwork, and/or architectural detailing, including vintage woodwork and trim;
- Repair, replacement or installation of awnings and canopies;
- Repair, replacement, improvement or installation of signage on building facades including signage lighting;
- Painting, cleaning or other similar treatments to improve facades or enhance their durability over the long term, provided these activities are:
 - Part of a larger improvement project (i.e., associated with other eligible costs listed in the program); and/or
 - Considered to be essential to the restoration of a building listed by the Township as being of notable or historical interest.
- Painting or installation of murals or similar wall art (side and rear facades only);
- Costs associated with professional architectural services in association with the design of the above eligible projects; or
- Any combination of the above.

Program Details

- The maximum amount for a façade or building improvement is \$5,000 or 50% of the eligible costs, whichever is less.
- 100% of the eligible costs, up to a maximum of \$1,500, may be applied for the inclusion of public art works, such as murals and sculptures.
- The maximum grant for signage improvement is \$2,500 or 50% of the eligible costs, whichever is less.
- The maximum grant for professional architectural services shall not exceed 15% of the grant that is calculated for eligible construction costs.
- The grant may be combined with other grant programs, with the exception of the Tax Increment Financing program.

Payment of Grant

The grant will be paid as a single payment upon completion of the improvements, to the satisfaction of the Review Committee.

Eligibility Criteria

All general eligibility criteria outlined in Section 4 apply. For clarity, this shall mean that the project must comply with all Municipal by-laws, policies, standards, guidelines and Official Plan and zoning, as well as any applicable Provincial, Federal or government agency requirements (e.g., conservation authority).

Application submission shall be in accordance with the application submission requirements under Section 5. For clarity, this shall typically include submission of a site plan or drawings to demonstrate the intended improvements and modifications being proposed. Where required, this shall be accompanied by a building permit.

Improvements shall comply with any and all design guidelines as may be implemented by the Township.

Where a property is listed by the Township as being of notable historical interest, applicants may be required to submit historical research and documentation on the subject property in support of the grant application. The Township may be able to supplement this information based on its own information and records.

Only commercial, mixed-use, industrial or agricultural properties (as defined in Section 3.4) are eligible for this grant. For clarity, single detached dwellings and other residences are not eligible for this grant.

6.3 PROPERTY, LANDSCAPING AND PARKING AREA IMPROVEMENT GRANT

Purpose

This grant is intended to encourage property owners and tenants to improve their property, including landscaping, parking areas, pedestrian connections, sidewalk cafes/patios and other improvements. The eligibility criteria ensure that these improvements are consistent with the goals and objectives of this CIP.

Eligible Costs

- Professional landscaping and/or installation of alternative ground cover treatments, such as xeriscaping (native plants);
- Re-sodding, provided it is a component of a larger landscaping improvement project (i.e., associated with other eligible projects in this program);
- Repair, replacement and improvements to driveways and parking areas in rear or side yards, such as permeable surfaces, decorative surfaces, or installation of landscaping in front yard or side yard parking areas;
- Installation or improvement of a permanent sidewalk café or patio that is located at the edge of a sidewalk (for clarity, an outdoor sitting area that is not directly adjacent to the sidewalk or which is located on municipal property is not eligible, and a temporary sidewalk café or temporary/moveable components of a sidewalk café are not eligible);
- Installation or improvement of pedestrian walkways;
- Tree planting;
- Installation of benches or permanent planters;
- Services of a professional landscape architect to design the features noted above; or
- Any combination of the above.

Program Details

- The maximum amount of the grant is \$3,500 or 50% of the eligible costs, whichever is less.
- The maximum grant for professional architectural services shall not exceed 15% of the grant that is calculated for eligible

- construction costs.
- The grant may be combined with other grant programs with the exception of the Tax Increment Financing program.

Payment of Grant

The grant will be paid as a single payment upon completion of the improvements, to the satisfaction of the Review Committee.

Eligibility Criteria

All general eligibility criteria outlined in Section 4 apply. For clarity, this shall mean that the project must comply with all Municipal by-laws, policies, standards, guidelines and Official Plan and zoning, as well as any applicable Provincial, Federal or government agency requirements (e.g., conservation authority).

Application submission shall be in accordance with the application submission requirements under Section 5. For clarity, this shall typically include submission of a site plan or drawings to demonstrate the intended improvements and modifications being proposed. Where required, this shall be accompanied by a building permit.

Proposals shall comply with any identified design criteria, along with any and all design guidelines as may be implemented by the Township in the future.

Where a property is listed by the Township as being of notable historical interest, applicants may be required to submit historical research and documentation on the subject property in support of the grant application. The Township may be able to supplement this information based on its own information and records.

Only commercial, mixed-use, industrial or agricultural properties (as defined in Section 3.4) are eligible for this grant. For clarity, single detached dwellings and other residences are not eligible for this grant.

Improvements shall comply with any and all design guidelines as may be implemented by the Township

6.4 ACCESSIBILITY IMPROVEMENT GRANT

Purpose

The accessibility improvement grant is intended to promote improvements to properties, including access ramps, entryway widening, as well as levelling or repairs to pathways and stairs. It is intended that any improvements incented under this grant program will exceed the requirements on the Ontario Building Code. The grant will contribute to the accessibility and walkability of the Township.

Eligible Costs

- Installation of new automatic doors;
- Installation of new wheelchair access ramps;
- Widening of public entryways;
- Levelling or repairs to pathways/accesses and stairs;
- Installation of a new elevator;
- Upgrades to air filtration systems; and
- Any combination of the above improvements.

Program Details

The maximum amount of the grant is \$3,500 or 50% of the eligible costs, whichever is less.

The grant may be combined with other grant programs with the exception of the Tax Increment Financing program which exists as a stand-alone incentive program.

Payment of Grant

The grant will be paid as a single payment upon completion of the improvements, to the satisfaction of the Review Committee.

Eligibility Criteria

All general eligibility criteria outlined in Section 4 apply. For clarity, this shall mean that the project must comply with all Municipal by-laws, policies, standards, guidelines and Official Plan and zoning, as well as the AODA (Accessibility for Ontarians Disability Act) and any other applicable Provincial, Federal or government agency requirements (e.g., conservation authority).

Application submission shall be in accordance with the application submission requirements under Section 5. For clarity, this shall typically include submission of a site plan or drawings to demonstrate the intended improvements and modifications being proposed. Where required, this shall be accompanied by a building permit.

Improvements shall comply with any identified design criteria, along with any and all design guidelines as may be implemented by the Township in the future.

Only commercial, mixed-use, industrial or agricultural properties (as defined in Section 3.4) are eligible for this grant. For clarity, single detached dwellings and other residences are not eligible for this grant.

Accessibility improvements shall at a minimum, meet the requirements of the Ontario Building Code, as applicable to the property.

6.5 PLANNING AND BUILDING PERMIT FEE GRANT

Purpose

Application and permit fees imposed by the Township may present barriers to investment and redevelopment in the Township. This program is intended to encourage sensitive, attractive and desirable infill development and redevelopment by reducing the costs involved with making improvements to private property.

Eligible Costs

- Redevelopment of a property for commercial, industrial, office or a mix of uses;
- Major additions to a commercial, industrial or mixed-use property, involving an increase of at least 25% of the existing gross floor area;
- Infrastructure work including the improvement or reconstruction of existing on- site public infrastructure (water services, sanitary and storm sewers);
- Conversion of upper-storey space in a mixed-use or commercial building to residential units;
- Professional services by an engineer, architect, or professional planner;
- Any combination of the above; and
- In general, any projects that are eligible for other incentives outlined in this CIP will also be eligible for the Planning and Building Fee Grant if the applicant is required to obtain planning approvals or a building permit.

Program Details

Planning Fee Grant: A grant to a maximum of \$2,500 is available to cover the cost of minor variance applications, zoning by-law amendment applications or site plan applications. The grant may equal 100% of the Township's fees, provided it does not exceed \$2,500. Further, the grant cannot exceed 50% of the eligible costs listed above.

Any planning applications may also be eligible for an equivalent grant to offset the County planning fee, subject to County approval.

Building Permit Fee Grant: A grant to a maximum of \$2,500 is available

to cover the cost of building permit fees or demolition permit fees. Further, subject to Council approval, the grant cannot exceed 50% of the eligible costs listed above.

Payment of Grant

The grant is paid after the works are completed, to the satisfaction of the Review Committee, or in accordance with the Site Plan Agreement. This includes full payment of any applicable planning and building permit fees to the maximum amount in the grant. The grant is intended to act as a rebate for these fees.

For affordable housing developments, the grant will be paid based on the proportion of units that are affordable within the overall development. For example, if 50% of the proposed units are deemed to be affordable, then 50% of the grant will be provided.

The planning fee and building permit fee grants may be combined with other grant programs. This grant shall not be combined with the Tax Incentive Equivalent Grant program, which exists as a stand-alone incentive program.

Eligibility Criteria

All general eligibility criteria outlined in Section 4 apply. For clarity, this shall mean that the project must comply with all Municipal by-laws, policies, standards, guidelines and Official Plan and zoning, as well as any applicable Provincial, Federal or government agency requirements (e.g., conservation authority).

Application submission shall be in accordance with the application submission requirements under Section 5. For clarity, this shall typically include submission of a site plan or drawings to demonstrate the intended improvements and modifications being proposed. Where required, this shall be accompanied by a building permit.

Proposals shall comply with any identified design, along with any and all design guidelines as may be implemented by the Township in the future.

6.6 STARTUP SPACE LEASEHOLD IMPROVEMENT GRANT

Purpose

To assist new businesses and start-up companies set up shop by providing grants to property owners and tenants for the financing of permanent interior leasehold improvements or accessibility improvements for commercial space or live/workspace to increase the marketability of property and rental units.

Eligible Costs

- Installation, change, repair and/or restoration of partitions, rooms;
- Installation, repair, or re-installation of plumbing, heating, HVAC, electrical, fixtures, cable, telephone, fibre, and other service-specific installations;
- Change, repair, re-installation of flooring, ceiling, walls, fixed cabinets, and other structurally permanent elements;
- Painting, repainting, or re-facing of interior platforms, walls, and any surfaces;
- Install, repair, or restoration of masonry, brickwork or wood;
- Install, replace, repair, or restoration of other architectural features;
- Install, replacement or repair of windows;
- Entrance-way modifications that improve the appearance and/or access to the commercial unit(s);
- Redesign and reconstruction of the front of building;
- Machinery and equipment if bolted to the floor;
- Demolition or removal of fixtures, structural and non-conforming or hazardous materials;
- Installation of appropriate new interior signage or improvements to existing signage;
- Installation or repair of interior lighting;
- Restoration of historic features; or,
- Implementation of accessibility improvements, up to *Accessibility for Ontarians Disability Act*.

Program Details

Subject to Council approval, the maximum amount of the startup space leasehold improvement grant is \$5,000 or 50% of the eligible costs, whichever is less.

The applicant will be required to submit a cost estimate from a licensed contractor or supplier, including the breakdown of costs, and shall be consistent with the cost estimated indicated on the accompanying building permit application, where applicable.

Construction of all proposed improvements must be completed within 12 months of the date of approval of the grant.

This grant may be combined with other CIP elements, except for the Tax Increment Equivalent Grant.

Payment of the Grant

The grant will be paid as a single payment upon completion of the improvements, to the satisfaction of the Review Committee.

Eligibility Criteria

All general eligibility criteria outlined in Section 4 apply. For clarity, this shall mean that the project must comply with all Municipal by-laws, policies, standards, guidelines and Official Plan and zoning, as well as any applicable Provincial, Federal or government agency requirements (e.g., conservation authority).

Application submission shall be in accordance with the application submission requirements under Section 5. For clarity, this shall typically include a pre- application meeting with the Review Committee, as well as submission of a site plan or drawings to demonstrate the intended improvements and modifications being proposed. Where required, this shall be accompanied by a building permit.

Where a property is designated under the Ontario Heritage Act, applicants may be required to submit historical research and documentation on the subject property in support of the grant application.

Only commercial, office and mixed-used commercial properties are eligible for this grant. For clarity, single detached dwellings and other residences are not eligible for this grant.

Owners of commercial buildings and lessees are eligible to apply (proof of lease agreement must be provided).

Proposals shall comply with any identified design, along with any and all design guidelines as may be implemented by the Township in the future.

6.7 HOUSING REHABILITATION AND CONVERSION GRANT

Purpose

To provide a grant for the rehabilitation of a previous residential unit in an upper floor commercial/residential/mixed used building space into affordable residential units, or the conversion of upper floor commercial/residential/mixed-use building space into affordable residential units.

Eligible Costs

- Entrance modifications to provide barrier-free accessibility, where required;
- repair/replacement of roof
- Structural repairs to walls, ceilings, floors and foundations;
- Extension/upgrading of plumbing and electrical services for the creation of upper floor affordable residential space;
- Structural improvements;
- Interior design and restoration of existing upper floor or rear residential units in a mixed-use building, which will improve living conditions, result in an increase in value, or bring units into compliance with applicable codes and by-laws.
- Conversion of existing commercial, residential or mixed-use building space where two or more new upper floor residential units are being created.
- Other external improvements not eligible under the Façade, Building and Signage Improvement Grant.

Program Details

The maximum amount for a housing rehabilitation and conversion grant is \$15,000.00 or 50% of the eligible costs, whichever is less.

The application will be required to submit a cost estimate from a licensed contractor or supplier, including the breakdown of costs, and shall be consistent with the cost estimate on the accompanying building permit, where applicable.

Construction of all proposed improvements must be completed within 12 months of the date of the approval

The Housing Rehabilitation and Conversion grant may not be combined with any other grant program.

Payment of Grant

The grant will be paid as a single payment upon completion of the improvements, to the satisfaction of the Review Committee

Eligibility Criteria

All general eligibility criteria outlined in Section 4 apply. For clarity, this shall mean that the project must comply with all municipality bylaws, policies, standards, guidelines, Official Plan and zoning, as well as any Provincial, Federal or other government agency requirements.

Application submission shall be in accordance with the application submission requirements in Section 5. For clarity, this shall typically include a submission of a site plan or drawings to demonstrate the intended improvements and modifications being proposed. Where required, this shall be accompanied by a building permit.

Where a property is designated under the Ontario Heritage Act, applicants may be required to submit historical research and documentation on the subject property in support of the grant application.

Only commercial, office and mixed-use properties are eligible for this grant. For clarity, single detached dwellings and other residences are not eligible for this grant.

6.8 BROWNFIELD INCENTIVE PROGRAM

Purpose

The brownfield incentive programs are intended to assist in recapturing the social and economic value of brownfield properties. Financial incentives are established to help stimulate private investment for undertaking the rehabilitation and redevelopment of such properties. Remediation of these sites is desirable to improve the environmental and aesthetics aspects of our community. Further, brownfield remediation provides opportunities for intensification and offers environmental benefits.

Environmental Study Grant

The risks associated with brownfield rehabilitation are often key barriers to the rehabilitation and redevelopment of brownfield properties. The lack of information on specific properties and the reluctance of property owners to undertake and fund environmental studies inhibits interest in addressing these properties. The Environmental Study Grant will promote the completion of studies with respect to environmental conditions of properties by owners that otherwise may not occur due to costs associated with these assessments.

Eligible Costs

- Phase II Environmental Site Assessment (ESA);
- Phase III ESA
- Remedial Work Plan; and/or
- Risk Assessment Plan

Program Details

The maximum amount of the grant is \$5,000 per property or 50% of the eligible costs, whichever is less.

Payment of Grant

Grants will be provided to the property owner following the submission and acceptance of the final completed study.

Grants are provided on a one-time basis to each eligible participant for each approved project.

The grant may be combined with other grant programs; however this grant shall not be combined with the Tax Increment Grant, which exists as a stand-

alone incentive program.

Eligibility Criteria

All general eligibility criteria outlined in Section 4 apply. For clarity, this shall mean that the project must comply with all municipality bylaws, policies, standards, guidelines, Official Plan and zoning, as well as any Provincial, Federal or other government agency requirements.

Application submission shall be in accordance with the application submission requirements in Section 4. For clarity, this shall typically include a submission of a site plan or drawings to demonstrate the intended improvements and modifications being proposed. Where required, this shall be accompanied by a building permit.

To be eligible for the Environmental Study Grant Program, a Phase I ESA must be completed and submitted to the municipality in order to demonstrate that site contamination is likely.

All environmental studies must be completed by a “qualified person” as defined in Section 1.6

7. SUMMARY OF GRANT INCENTIVES

Incentive Type	Description	Support Available
Tax Increment Equivalent Grant	To encourage desirable and attractive development and redevelopment	To cover a portion of the municipal portion of the property tax as a result in the increase to the property assessment as a result of the improvements, over a 5-year period
Façade, Building & Signage Grant	To encourage the rehabilitation, repair and/or improvement of facades, buildings and signage	Façade -Maximum of \$5,000 or 50% . Signage – Max. \$2,500 or 50% Public Art – Max. \$1,500 or 50% Of all eligible costs, whichever is less
Property, Landscape & Parking Area	To encourage improvement of landscapes, parking areas, pedestrian connections, sidewalks, cafes/patios	Maximum of \$3,500 or 50% of eligible costs, whichever is less.
Accessibility Improvements	To promote improvement to properties including access ramps, entryway widening, levelling or repairs to pathways and stairs.	Maximum \$3,500 or 50% of eligible costs, whichever is less
Planning & Building Fees	To encourage sensitive, attractive and desirable development and redevelopment	Maximum \$2,500 or 50% of eligible costs, whichever is less
Startup Space Leasehold Improvements	To assist new businesses and startup companies to set up shop by providing grants for non-temporary leasehold and accessibility improvements	Maximum \$5,000 or 50% of the eligible costs, whichever is less
Housing and Rehabilitation	To assist with the rehabilitation of a previous residential unit or the conversion of upper floor commercial/residential/mixed-use building space into affordable housing units	Maximum \$15,000 or 50% of the eligible costs, whichever is less
Environmental Study Grant	To encourage the completion of studies with respect to the environmental conditions of properties	Maximum \$5,000 50% of the cost to complete the study, whichever is less

8. MONITORING AND EVALUATION

The Township of Chatsworth Community Improvement Plan is intended to be a flexible revitalization tool to enhance the community. As the Plan and circumstances evolve, and economic conditions and financial resources change, the CIP will also evolve and change. Council will have the discretion to determine funding for the various programs contained within the Plan. However, in order to make informed decisions about the annual budget, and to ensure the programs are working as they are intended, the Plan should be monitored, evaluated and when necessary, revised on a regular basis.

8.1 Establishing a Monitoring Database

The Review Committee shall develop a database upon which to monitor the number, types and successes for financial incentive applications. As applications are received, they will be recorded in the database.

The data base will include all pre-application consultations related to potential application submissions, even if the consultations do not result in an application being submitted.

Specific indicators will provide guidance about the success fo the Plan and the individual programs. The following information should be gathered from applicants (which will also be incorporated into the application form for financial incentives).

- The approved/denied value of the grant and the total value of construction (the total public investment versus private investment);
- The effect of the incentives, such as the number of new residential units created and/or rehabilitated, the number and type of retail or other businesses created or the number of trees being planted, etc. where site improvements are being made;
- The projected and actual increase in property assessments and property taxes, as may be applicable;
- Indirect indicators including economic indicators, qualitative indicators and any other indicators which speak generally to the success of the municipality which may or may not be directly attributed to the influence and success of the CIP (e.g. new jobs created).

Other indicators should be identified and monitored such as:

- Utilization of the total financial incentives program budget;
- Utilization of the various incentive programs;
- Total dollars spent on other specific variables which indicate advancement of the program (e.g., number of units improved, number of accessible entrances improved etc.)
- Other indicators such as number of new businesses in the municipality

8.2 Prepare Annual CIP Report to Council

The Review Committee shall prepare an annual report to council that will help Council determine the success of the Plan, the uptake of the various individual programs and the status of programs that have been approved. The report may recommend adjustments to the Plan, including its terms, financial incentive programs, funding levels and eligibility criteria in order to improve the Plan based on various conditions such as market and economic conditions. Recommendations may include:

- Budget adjustments or funding strategies;
- Adjustments to financial incentive programs including the addition or discontinuation of programs;
- Any necessary changes to plan administration or process.