

North Stormont Community Improvement Plan



February 12th, 2019

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Section 1 – Background Information

The Township of North Stormont, within the United Counties of Stormont, Dundas and Glengarry (SDG), is a rural municipality located in Eastern Ontario. With a population of 6,873, North Stormont is home to vibrant communities with a large agricultural backdrop.

The Township shares boundaries with North Dundas, North Glengarry, South Dundas, South Stormont, South Glengarry, Nation Municipality and Russell Township. The Township is strategically located between Montreal and Ottawa and is within an hour proximity to the international boundary with the United States.

North Stormont is home to six villages namely Crysler, Berwick, Finch, Moose Creek, Avonmore and Monkland. The surrounding rural areas of North Stormont are largely occupied by farm fields, rural businesses, dairy farms and rural residences. The villages and rural area support a wide range of commercial and industrial businesses.

What is a Community Improvement Plan?

A Community Improvement Plan (CIP) is a municipal planning and financial tool, legislated under the Ontario *Planning Act* that sets out programs and strategies for improving the built, economic and social environment in designated areas of a municipality. A CIP establishes the framework for future capital improvements, municipal initiatives and private sector investment. Under Section 106 of the *Municipal Act*, municipalities are prohibited from directly or indirectly assisting local businesses by giving or lending money. However, having a CIP in place allows municipalities to assist financially with physical improvements to privately owned land and buildings to address underutilized areas, stimulate development, and encourage revitalization within communities. Many municipalities across Ontario have prepared CIPs to achieve important community goals, such as:

- Establishing a set of goals for community improvement;

- Facilitating change;

Stimulating economic growth;

Assisting property Owners with repair, rehabilitation, and redevelopment projects; and

Raising awareness of local needs and priorities.

Legislative Authority/Framework

The creation of a Community Improvement Plan is guided by several pieces of Provincial legislation and municipal policies. These policies work to define what a CIP is, as well as when and how it can be implemented.

Municipal Act

Section 106 of the *Municipal Act* regulates a municipalities' ability to provide financial incentives to private businesses. Section 106 states that *"a municipality shall not assist directly or indirectly any manufacturing business or other industrial or commercial enterprise through the granting of bonuses for that purpose"*. Municipalities are prohibited from:

Giving or lending any property of the municipality, including money;

Guarantee borrowing;

Leasing or selling any property of the municipality at below fair market value; or

Giving a total or partial exemption from any levy, charge or fee.

However, despite these prohibited actions, there are exemptions from these policies for municipalities. Under Section 106(3), municipalities can provide financial incentives when a Council is exercising its authority to create a community improvement plan under Section 28 of the *Planning Act*.

The Township of North Stormont, has partnered with the United Counties of Stormont, Dundas and Glengarry (SDG) to create a local CIP and Regional Incentives Program within this CIP which will be implemented by the Township of North Stormont in accordance with Section 28 of the *Planning Act*. The

Township will work closely with the United Counties to carry out the Regional Incentives Program, attached as an appendix to this CIP.

Planning Act

Section 28 of the *Planning Act* allows municipalities to create a Community Improvement Plan. Section 28 of the *Planning Act* defines community improvement as *"the planning or replanning, design or redesign, re-subdivision, clearance, development or redevelopment, construction, reconstruction and rehabilitation, improvement of energy efficiency, or any of them, of a community 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 therefor, as may be appropriate or necessary"*.



Under Section 28 of the *Planning Act*, when there are Official Plan policies in place for a community improvement plan, Council may pass a by-law to designate all or part of the municipality as a community improvement project area. When this by-law is passed, Council may then proceed to adopt a community improvement plan.

Where an Official Plan has designated a community improvement project area and a community improvement plan is in place, the municipality may use a CIP to:

Acquire land within the community improvement project area;

- a) Hold land acquired before or after the passing of the by-law within the community improvement project area;
- b) Clear, grade or otherwise prepare the land for community improvement;

- c) Construct, repair, rehabilitate, or improve buildings on land acquired or held by in the community improvement area in conformity with the community improvement plan and sell, lease or otherwise dispose of any such buildings and the land appurtenant thereto;
- d) Sell, lease or otherwise dispose of any land acquired or held by it in the community improvement project area to any person or governmental authority for use in conformity with the community improvement plan.

Once a CIP is in place, the municipality may make loans and grants to registered Owners, assessed Owners, and Tenants of lands and buildings within the community improvement area. This could include costs for an environmental site assessment and remediation, development and 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.

The Provincial Policy Statement

The Provincial Policy Statement (PPS) provides direction on matters of provincial interest related to land use planning and development. The PPS also provides a vision for land use planning in Ontario and sets the foundation for regulating current and future development within the Province. There are several key PPS policies that provide direction and support for the North Stormont CIP including the following:

1.1.3.1 Settlement areas shall be the focus of growth and development and their vitality and regeneration shall be promoted;

1.1.3.3 Planning authorities shall identify appropriate locations 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;

1.7.1.c) Long-term economic development should be supported by maintaining and, where possible, enhancing the vitality and viability of downtowns and main streets;

1.7.1.d) Long-term economic development should be supported by encouraging a sense of place, by promoting well-designed built form and cultural planning, and by conserving features that help define character, including built heritage resources and cultural heritage landscapes;

1.7.1.e) Long-term economic development should be supported by promoting redevelopment of brownfield sites.

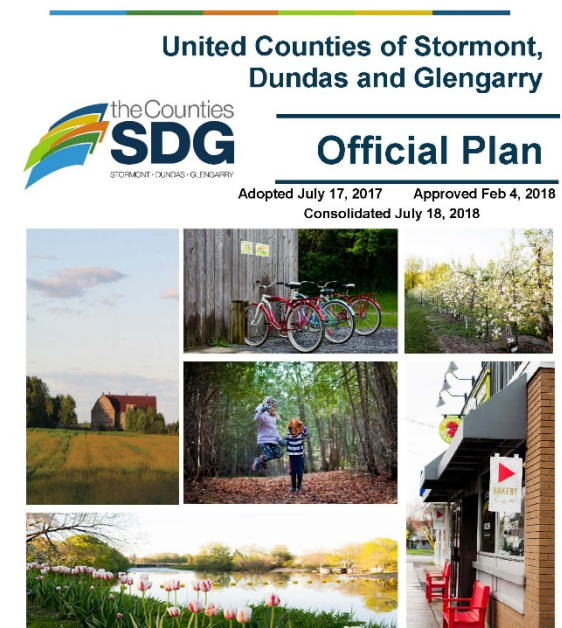
SDG United Counties Official Plan 2018

As noted above, Section 28 of the *Planning Act* directs that Official Plan policies must be in place in order for a municipality to implement a CIP. The SDG United Counties Official Plan establishes a policy driven framework for the County and six lower-tier municipalities. The Official Plan provides the following policies regarding local CIP's:

3.5.1.10 Local Municipalities may undertake community improvement projects as authorized under Section 28 of the *Planning Act*.

8.12.5 A local municipality may, subject to the provisions of the *Planning Act*, carry out physical improvements within the community. The County may also make grants or loans to the Council of a local municipality for the purpose of carrying out a community improvement plan, on such terms as Council considers appropriate. In establishing a Community Improvement Area, consideration shall be given to the following matters:

- a) The extent or deficiencies in public services, public service facilities or infrastructure;
- b) Building stock, including municipal buildings, which do not meet a local Municipality's Property Standards By-law;



Where Ontario Began

- c) The presence of vacant buildings/lands that could be developed, redeveloped or converted to another use;
- d) The opportunity to expand the supply of housing;
- e) The need to improve the streetscape or aesthetics of an area;
- f) The presence of incompatible land uses; and
- g) The presence of older industrial lands (e.g. brownfields) that exhibit deficiencies but provide opportunities for redevelopment.

North Stormont Economic Development Strategic Plan

In December of 2016, the Township adopted an Economic Development Strategic Plan to identify opportunities for the Township to support the local economy. The primary purpose of the Economic Development Strategic Plan is to foster a business environment that supports the growth of the economy and enhances the lives of local residents.

The Economic Development Strategic Plan identifies the following actions regarding the development of a Community Improvement Plan:

Strategic Goal 3: Readiness

Objective #6 Develop a Community Improvement Plan

Action #6.1 Invest in a CIP and introduce local improvement levies and grant and loan programs to encourage current and future development to invest in their current buildings and to encourage expansions in footprints.

Action #6.2 Advocate for a County-wide CIP program that compliments local CIP programs.

Action #6.3 Advocate for the development of a county-wide community toolkit that encourages businesses and organizations to participate in local and regional CIP programs.

Section 2 – Community Improvement Project Area

A Community Improvement Project Area is identified under Section 28 of the *Planning Act* 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 buildings or for any other environmental, social or community economic development reason.

As previously noted, Section 28(7.2) of the *Planning Act* directs that the Official Plan policies must be in place to allow for a municipality to implement a CIP. A local municipality may, subject to the provisions of the *Planning Act*, carry out physical improvements within the community. The County may also make grants or loans to the Council of a local municipality for the purpose of carrying out a CIP, on such terms as Council considers appropriate. The intent of the Official Plan is to recognize the entire County as a Community Improvement Area eligible for the establishment of one or more Community Improvement Project Areas.

Pursuant to Section 28(2) of the *Planning Act*, By-law (insert By-law Number), was adopted by Council on (Insert date) designating the Community Improvement Project Area described below.

For the Township of North Stormont's Community Improvement Plan, the CIP shall be implemented throughout the entire municipal boundary. All eligible business within the Township shall have equal opportunity to access the funding through the Community Improvement Plan over the lifespan of the project.

For the Regional Incentives Program, the CIP shall be implemented and monitored on a continual basis and available throughout the Township of North Stormont together with SDG.

The Community Improvement Project Area will apply to all properties located within the Township's geographic boundary. Typically, most CIP's focus on urban and rural settlement area businesses with an

eventual phasing out to the rural areas. It is the intent of the North Stormont CIP to provide equal access to CIP funding to all businesses, regardless of their geographical location within the Township.

Section 3 – Financial Incentive Programs

First impressions within local communities is often shaped by the local streetscape. These first impressions influence whether a person decides to return in the future. Through streetscape design and revitalization, local businesses and the Township can affect a person's first impressions when they visit our communities. Maintaining important vistas, such as views of the South Nation River, or historical buildings should be emphasized to build upon both the natural and physical features within the Township. Improving less desirable views, and by focusing on a more structured form, the Township and its local businesses can influence how individuals interact with their surroundings.

Improving the visual quality of our local businesses, both within the Township's settlement areas and in the rural area will help bolster community pride and encourage further beautification and improvements efforts. Improving our streetscapes and accessibility to local businesses is an investment within the local community. Creating accessible businesses both physically and visually ensures that all residents and visitors can share in the North Stormont experience.

The Township may offer grants to property Owners and Tenants to help cover eligible costs to improve their spaces and to further community improvement goals. Through public consultation and a review of existing programs in other municipalities, the following programs will be available in North Stormont for eligible applicants to apply for.

Financial Incentive Programs Offered:

Program 1: Planning and Design Grant Program

Program 2: Façade Improvements

Program 3: Commercial Signage & Awnings

Program 4: Accessibility Improvements

Program 5: Regulatory Compliance Improvements

Program One - Planning and Design			
Description	Program Specifics	Grant Amount	Examples of Eligible Costs
The purpose of this grant is to offset the professional fees associated with preparing the necessary plans that will illustrate the extent of the improvements to support CIP application.	<p>The grant is payable in two equal installments, the first upon approval of the final design renderings and the second upon approval of the completion of the approved works. Plans, models and renderings must be prepared by an Architect, Engineer, Ontario Land Surveyor, a Landscape Architect, a Certified Designer or other professionals qualified to produce detailed plans. The plans must illustrate the dimensions, materials, setbacks, foundations, implementation or other details that are relevant to the project. The CIP Approvals Committee may request additional information or plan revisions, as necessary.</p> <p>A signed Agreement is required.</p>	The Township will provide a one time grant of 50% up to a maximum of \$1,000 towards the cost of preparing architectural and/or site plans for building facade improvements, commercial signage, commercial awnings, accessibility renovations and renovations to meet compliance with Provincial requirements (i.e. Fire Code, Health Unit Regulations, etc.).	Professional fees associated with the preparation of said plans/models.

Program Two – Façade Improvements			
Description	Program Specifics	Grant Amount	Examples of Eligible Costs
The purpose of this grant is to provide funding to assist commercial property Owners in improving the aesthetic qualities of their buildings by renovating building facades that are visible from the street.	<p>Available to Owners and/or Tenants with written consent from the Owner. The Township will not grant funds for labour if the work is completed by the Owner of the property.</p> <p>A signed Agreement is required.</p> <p>Must adhere to Design Criteria (to be established). The Façade Improvements (the Works) must be completed within 18 months of the date of the Agreement, or a written request for an extension must be submitted to the CIP Approvals Committee. The grant is payable upon completion of the works as set out in the</p>	<p>The Township will provide a grant that will cover up to 50% of the costs to a maximum of:</p> <p>1) \$4,000 towards the cost of façade improvements to the front façade that is visible from the street;</p> <p>2) \$1,500 for a secondary façade visible to the street;</p> <p>Total maximum façade grant of \$5,500.</p> <p>Applications for both facades must be submitted simultaneously unless the front façade was completed at an earlier date and is acceptable to the CIP Approvals Committee.</p>	<p>Costs associated with materials and third party labour.</p> <p>Repairs and restoration of existing facades and original architectural elements such as facing materials, doors, windows, cornices, porches and verandas. Painting of original woodwork and non-clay brick.</p> <p>Repairs and maintenance of non-authentic architectural elements such as cleaning and re-pointing masonry.</p>

	Agreement and upon submission by the Applicant of proof of payment for the Works performed, photographs of completed work, and a site visit by the CIP Approvals Committee or their representative, to inspect the completed works.		
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Program Three – Commercial Signage and Commercial Awnings			
Description	Program Specifics	Grant Amount	Examples of Eligible Costs
The purpose of this grant is to assist commercial businesses with the installation of new signage, replacement and updating of existing signage, and to encourage the replacement or addition of awnings with or without commercial lettering.	The grant is available to Owners and/or Tenants, with written consent from the Owner however no grant can be issued to two separate parties for the same project. The project must respect the section on Design Guidelines (to be established). The extent of the grant will be outlined in the signed Agreement between the Township of North	Signage: With a minimum eligible cost of \$500, the Township will provide a 50% matching grant to a maximum of \$1,500 for the following projects: <ol style="list-style-type: none"> 1) Removal of inappropriate, older or obsolete signs; 2) Installation of commercial signs in conformity with 	Costs associated with the production and installation of signage. The installation of decorative goose neck or scone lighting. The removal of abandoned or obsolete signs.

	<p>Stormont and the Applicant. Where applicable, projects may be subject to an encroachment permit with the Township.</p> <p>An Owner/Tenant of a property may carry out the proposed work for any portion of a project, however, the Township will not grant funds for labour performed by the Owner/Tenant (For example: Owner/Tenant performs their own work or is a contractor who contracts their business to perform the labour for any portion of the project.)</p> <p>The grant is available initially as a one-time grant for a property however, a grant may be provided for a subsequent replacement sign by a new Owner/Tenant, at 50%</p>	<p>design guidelines; and/or</p> <p>3) Lighting improvements associated with signage.</p> <p>Commercial Awnings:</p> <p>The Township will provide a matching grant of 50% up to a maximum of \$1,000 for the installation of a commercial awning in conformity with the design guidelines.</p>	
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	<p>up to a maximum of \$1,000 providing:</p> <p>Works must be completed within six (6) months of the approved Agreement; and</p> <p>Any request for an extension beyond six (6) months must be made in writing and is subject to approval of the CIP Approvals Committee; unless Works approved under this program are performed in conjunction with work approved under the Façade Improvement Program, the project must be completed within 18 months of the date of the Agreement, or a written request for an extension must be submitted to the CIP Approvals Committee.</p>		
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Program Four – Accessibility

Description	Program Specifics	Grant Amount	Examples of Eligible Costs
The purpose of this grant is to provide funding to assist commercial property Owners in improvements to existing buildings such as the removal of barriers to increase accessibility for people with disabilities that may otherwise be considered cost prohibitive. This program is intended to support improvements to private property to meet the current Building Code and Ontario's Accessibility laws and standards to provide for safe and eligible uses.	<p>Available to both Owners and Tenants, with the written consent of the Owner. The Township will not grant funds for labour if the labour is completed by the Owner of the property.</p> <p>Must adhere to design guidelines of the CIP.</p> <p>The work must be completed within 18 months of the date of the Agreement, or a written request for an extension must be submitted to the CIP Approvals Committee. The grant is payable upon completion of the Works as set out in the signed Agreement and upon submission by the Applicant of proof of payment for the work performed, photographs of the completed work and a</p>	<p>The Township will provide a grant that will cover up to 50% of the costs, up to:</p> <p>A maximum of \$4,000 towards the cost of accessible improvements to the principal façade that provides access to the buildings; and</p> <p>A maximum of \$2,000 towards the cost of accessible improvements for the interior that improves access to patrons, to a total maximum improvement grant of \$6,000</p>	<p>Installation of ramps, lifts, and/or automatic door openers; and</p> <p>Any other improvements that may bring a building up to code, address health and safety concerns or improve accessibility and removal of barriers, as approved by the Township.</p>

	site visit by the CIP Approvals Committee or their representative, to inspect the completed project.		
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Program Five – Renovations to Comply with Provincial Regulations

Description	Program Specifics	Grant Amount	Examples of Eligible Costs
The purpose of this grant is to provide funding to assist commercial property Owners in improving existing buildings to meet Provincial regulations such as the Ontario Fire Code, Ontario Building Code and Health Unit Regulations.	<p>Available to both Owners and Tenants, with written consent of the Owner. The Township will not grant funds for labour if the labour is completed by the Owner of the property.</p> <p>Must adhere to requirements as set out in the relevant Provincial legislation, such as the Fire Code, Health and Safety Regulations and Ontario Building Code.</p> <p>The work must be completed within 18 months of the date of the Agreement, or a written</p>	<p>The Township will provide a grant that will cover up to 50% of the costs, up to:</p> <p>A maximum of \$4,000 towards the cost of improvements or renovations that are required to ensure compliance with Provincial regulations such as the Fire Code, Ontario Building Code or Health Unit Regulations.</p>	Costs associated with the renovation of a building to bring it into compliance with Provincial Regulations.

	<p>request for an extension must be submitted to the CIP Approvals Committee. The grant is payable upon completion of the Works as set out in the signed Agreement and upon submission by the Applicant of proof of payment for the work performed, photographs of the completed work and a site visit by the CIP Approvals Committee or their representative, to inspect the completed project.</p>		
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Section 4 – Design Criteria

Design guidelines are flexible tools for CIP area design and development. They are not to be interpreted as strict policies or regulations or to restrict design. These design guidelines are meant to provide important considerations that individuals should consider for the overall community look and feel for North Stormont.

The design guidelines are wide ranging and general in nature and are established as a target goal for all projects. They are meant to assist property Owners and Tenants with their initiatives to improve the physical environment of North Stormont's business areas and surrounding community. The design guidelines aim to preserve significant heritage interests that contribute to the enhancement of North Stormont.

Goals and Objectives

Through the consultation process, goals and objectives have been developed to help guide the revitalization process:

- 1) Preserve and enhance the visual unity of the streetscape.
- 2) Create an attractive image of the Township that reflects, protects and promotes the local history, heritage and culture.
- 3) Encourage regeneration, building stock enhancement and longevity of the villages, hamlets and rural area.
- 4) Integrate the conservation of heritage resources within development and infrastructure decisions.

Design Guidelines

Program One: Planning and Design Grant

- a) Plans and designs should favour architectural design qualities for restorations, renovations and repairs to existing buildings and for new infill buildings.
- b) Plans for the restoration, renovation and repair of existing buildings should take into consideration the existing built and natural environment.
- c) Plans and design should consider any existing heritage features and make all attempts to preserve and enhance these features.

Program Two: Façade Improvements

Repair and/or Restoration of Original Architectural Elements

- a) Repairs and/or restoration of the original architectural elements, such as facing materials, doors, windows, cornices, parapets, keystones, balconies and verandas should be favoured.
- b) Where possible, the components of the original façade and materials should be repaired rather than replaced.
- c) If the replacement of materials is necessary, original components of the façade should be replicated with like materials, or, if necessary, substituted with approved engineered wood or cement board that are similar in colour, texture, dimension, proportion and design.



- d) If the original architectural elements are concealed, the removal of the concealing materials and the restoration of the original elements are encouraged.
- e) Painting of original wood work, stucco, and non-clay brick are eligible.
- f) Colour palette should be sober and uniform and reflect the typical heritage colours traditionally found in the area.
- g) Maximizing the transparency of storefront windows is encouraged.

Repairs and Restoration of Non-Authentic Architectural elements

- a) Repairs, improvements and maintenance of non-authentic architectural elements are eligible.
- b) Installation of architectural LED or other energy saving lighting or the repair of existing architectural lighting features on the façade of a building visible from municipal property is encouraged, provided the lighting is designed to prevent light scattering or visual pollution.
- c) Maximizing the transparency of storefront windows is encouraged.
- d) Colour palette should be sober and uniform and reflect the typical heritage colours traditionally found in the area.
- e) The addition of non-authentic and inappropriate detailing will not be funded.

Program Three: Commercial Signage, Awnings and Lighting

Commercial Signage Guidelines

- a) Signs must conform with Section 3.15 of the Ontario Building Code, as amended.

- b) Signs attached to the same building should be located at similar height and be of similar size.
- c) Representational and iconic images are encouraged to supplement conventional textual signs to help establish a special character.
- d) Signs comprised of detached letters affixed to the wall are encouraged.
- e) Signs that are not attached to a building but located near the entrance of business are permitted.
- f) Landscaping around signs that are not attached to a building will be considered as part of signage and beautification improvements.
- g) Signs that are to be located along a County Road and/or a Ministry of Transportation Highway must obtain a sign permit from the United Counties of Stormont, Dundas and Glengarry and/or the MTO (where applicable).



Commercial Awning Guidelines

- a) No rigid permanent canopies will be permitted.
- b) Awnings are limited to retractable canopies, affixed to a building, to balance weather protection with daylight penetration and night time store front transparency.

- c) Retractable awnings also allow the covering to be open and closed according to the weather.
- d) Awnings shall be installed only on the ground floor over shop windows and doorways.
- e) Awnings shall not consume the full length of a façade.
- f) Awnings shall be installed at a consistent height and projection in order to harmonize their effect on the streetscape.

Commercial Lighting Guidelines

- a) Large neon signs, internally lit signs and/or flashing signs are strongly discouraged.
- b) Signage shall be externally lit using gooseneck or scone lighting, or other similarly shielded light source, attached to the building. No backlit or light box signage is permitted.
- c) Lighting shall be designed to prevent or limit light scatter or pollution.
- d) The use of LED or other energy saving lighting is encouraged.

Program Four: Accessibility Improvements Guidelines

- a) All improvements, both interior and exterior, must conform to the Ontario Building Code, as amended.
- b) Improvements to exterior pathways and stairs are permitted, including the cost of levelling.
- c) Renovations or repairs must conform with the Accessibility for Ontarians with Disabilities Act, 2005, as amended.



Program Five: Renovations to Comply with Provincial Regulations

- a) All interior and exterior renovations must meet the requirements of the Ontario Building Code, as amended.

Section 5 – Eligibility Criteria and Program Requirements

All of the financial incentives programs contained within this Community Improvement Plan are subject to general program requirements, as well as to the individual requirements of each selected program.

The following general conditions guide the administrative implementation of the CIP:

To qualify for the CIP Financial Incentive Programs, the project must be situated in the Township of North Stormont and the Project Area as identified in the attached Schedule - Section 7, and must meet a specific set of eligibility criteria, including, but not limited to:

- a) An application for the CIP financial incentive grant program must be consistent with the Official Plan and Zoning By-law and the goals and objectives of the Community Improvement Plan.
- b) Conformity with Municipal By-laws and Provincial regulations, as well as any other applicable law or regulation identified by the Township of North Stormont.
- c) Properties under application must be in good standing with respect to the payment of property taxes, water and sewer (if applicable), or any other municipal accounts receivable and must remain in good standing throughout the duration of the work.
- d) All outstanding property standards orders and/or building permits must be completed to the satisfaction of the Chief Building Official and Municipal Law Enforcement Officer, or designate.
- e) Where the grant amounts requested exceeds the Township's available budget for a given year, the applicant may proceed with the CIP request with final approval conditional to the adoption of the municipal budget. Alternately, applicants may opt to defer the grant application to a subsequent year when funds are available.

- f) The applicant is required to enter into an Agreement and by-law with the Township of North Stormont that specifies the terms of the grant.
- g) With the exception of the Planning and Design Grant Program described in Section 3, applications for any financial incentive program contained within the CIP must be submitted to and approved by the Township of North Stormont prior to the commencement of any works to which the financial incentive program will apply and prior to the application for a building permit. Works completed prior to approval by the township are not eligible.
- h) Costs in excess of the Agreement are the responsibility of the Owner/Applicant.
- i) Successful Applicants/properties may not reapply for the same grant if they have achieved the maximum allowable grant. Unsuccessful applicants may re-apply.
- j) Applicants must be building Owners or Tenants of the buildings within the designated CIP area.
- k) If the applicant is not the Owner of the property, the applicant must provide written consent from the Owner of the property authorizing the Applicant to apply to the CIP Financial Incentive Program.
- l) Applications will be received on a quarterly basis, March 15th, June 15th, September 15th and December 15th. The CIP Approvals Committee will meet quarterly to review the applications received with their recommendations submitted to Council during a public meeting for consideration.
- m) Eligible Applicants can apply for one or more of the incentive programs contained within this CIP, however, the total value of all grants offered under the CIP Financial Incentive Program cannot exceed the value of the work completed.

- n) Stacking of grants is allowed. Funding provided through the CIP may be used in combination with other private, Provincial or Federal funding, provided the total value of all grants received does not exceed the total value of the work.
- o) An Owner/Tenant of a property may carry out the proposed work for any portion of the project, however, the Township will not grant funds for labour performed by the Owner/Tenant (e.g. Owner/Tenant performs their own work or is a contractor who contracts their business to perform the labour for any portion of the project).
- p) Grant payments for the Financial Incentive Program will be allocated upon completion of the Program works, final inspection and approval and/or issuance of any required certificates, all to the satisfaction of the Township as follows:
 - a. Planning and Design Grant – The grant is available in two (2) equal installments, the first upon approval of the final design renderings and the second installment upon completion of the approved works.
 - b. Façade Improvements, Commercial Signage, Awnings and Lighting, Accessibility Improvements and Regulatory Compliance Improvements – The grant is payable upon completion of the works as set out in the Agreement and upon submission by the Applicant of proof of payment for the works performed, photographs of the completed works, and a site visit by the CIP Approvals Committee, or their representative, to inspect the completed works.
- q) All grants require Council approval.
- r) The approval of a CIP Façade Improvements, Accessibility and Renovations to Comply with Provincial Regulations Programs will expire if work is not completed within 18 months from the execution of the Agreement between the Applicant and the Township of North Stormont. Any

request for an extension beyond the allotted time period must be made in writing and is subject to the approval of the CIP Approvals Committee.

- s) The approval of a Commercial Signage, Commercial Awning and Planning and Design Incentive Program will expire if work is not completed within six (6) months from the execution of the Agreement between the Applicant and the Township of North Stormont. Any request for an extension beyond the allotted time must be made in writing and is subject to the approval of the CIP Approvals Committee.
- t) If the applicant is in default of any of the general or program specific requirements, or any other requirements of the Township of North Stormont, the Township may delay, reduce or cancel the approved grant and require repayment of the approved grant.
- u) Grants are not to be part of any third-party Agreement (e.g. between the Owner/operator and subcontractor).
- v) Approved grants are allocated to a specific property and are not transferable to any other property; however, grants may be transferred to a new Owner/Tenant of an approved property by submitting a written request that is subject to approval by the Township of North Stormont.
- w) As the CIP progresses through its implementation, funding allowances may be changed from time to time. Once approved, funding allowances will NOT be retroactive.
- x) The Township of North Stormont reserves the right to discontinue any of the programs contained within this CIP at any time, but applicants with approved grants will still receive said grant, subject to meeting the general and program specific requirements and all Agreements.
- y) Photographs of the properties/buildings that receive a grant may be used by the Township of North Stormont for the purposes of monitoring and marketing the CIP and/or the Township.

Section 6 – Implementation

Application Process

The following process will be undertaken for each CIP grant request:

1. Pre-consultation
2. Submission
3. CIP Approvals Committee Review
4. Council Decision
5. Agreement & By-law Approving
6. Work Completion
7. Release of Grant Funding

Pre-consultation

All applicants are required to pre-consult with the Township of North Stormont prior to submitting an application. Pre-consultation ensures that a proposed project is able to meet all the necessary program and eligibility requirements.

Submission

Once an Applicant has pre-consulted with Township staff, they may submit their application. Applications will be reviewed by Township staff to ensure that there is no missing information. Applications that are missing information will be deemed incomplete, and the applicant will be notified of the deficiencies.

CIP Approvals Committee Review

On a quarterly basis, the CIP Approvals Committee will meet to review all applications that were received during the application intake period. Applications will be circulated to members of the Committee, as well as additional municipal staff or agencies as required, for review. The Committee will review the

application during a scheduled Committee meeting and make a recommendation to Council whether the application should be granted which will be based upon the criteria and the provisions within the CIP.

Council Decision

The CIP Approvals Committee will provide a recommendation to Council on whether to approve or refuse a grant application. There is no appeal of the decision of Council.

Agreement

All successful Applicants will be required to enter into an Agreement with the Township of North Stormont. No grants will be released until a grant is provided and subject to eligibility and program requirements. The Agreement may be registered on title of the subject property. The approvals process, including entering into an Agreement, may take up to three months.

Completion of Work

Once approval has been provided and an Agreement has been entered into, the Applicant may proceed to complete the works as submitted. Applicants must complete the works as per the eligibility and program requirements outlined in Section 5.

Release of Grant Funding

Once works are completed, the applicant must provide the Township with proof of payment and submit photographs of the completed works to the CIP Approvals Committee. If the Committee is satisfied with the work(s) that have been completed as per the application and an inspection of the work has been completed by Township staff, the approved funds will be provided to the applicant. In the event that the actual costs of the project be greater than what was provided in the quote from the application, the Township is not obligated to increase the amount of funding in the grant that was originally approved by Council. In the event that costs for the project are lower than what was provided in the quote for the application, the Township may lower the amount of funding provided to 50% of the actual cost of the project.

Application Requirements

The following information will be required as a complete application:

1. A completed application form.
2. Supporting materials, including, but not limited to:
 - a. Site Plan, model and/or professional drawings of the proposed works;
 - b. A minimum of two cost estimates from licensed contractors of the work to be completed for the proposed improvements; the cost estimates must be exclusive of taxes;
 - c. Any planning, building or work permits that are necessary for the work to be completed;
 - d. Applicable reports/studies, as deemed by the Township;
 - e. Photographs of the existing building and/or property;
 - f. Any additional information required by Township Staff/Council.

Community Improvement Plan Approvals Committee

A CIP Approvals Committee will be formed for the purpose of reviewing applications using the criteria and requirements as established within this CIP. The CIP Approvals Committee will make recommendations to Council on whether to approve or refuse an application. The Committee will be established as a Committee of Council through By-law, and a Terms of Reference will be developed to guide the Committee through the review and selection process. Members of the Committee shall not be able to benefit from any of the programs that are available through the CIP, either directly or indirectly.

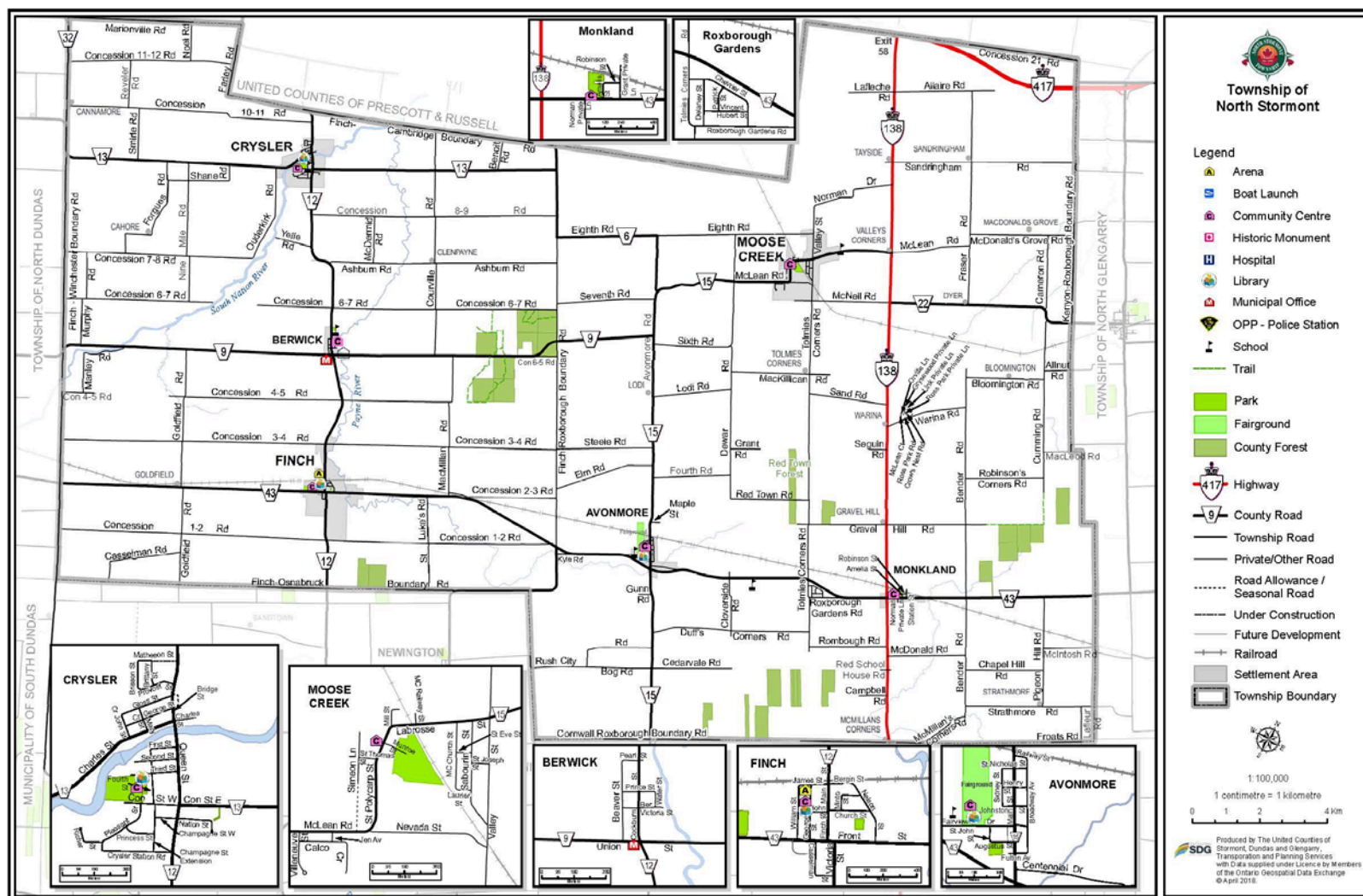
Funding and Municipal Budget

Each year, Council allocates funds through the annual budget process for the CIP Incentive Programs. In the event that funds remain unused at the end of the fiscal year, remaining funds will be requested to carry forward to the next fiscal year, as approved by Council.

Monitoring

To ensure that the CIP Incentive Programs are meeting their intended objectives, annual reviews of the CIP will be undertaken with a report to Council following the year end.. The review will determine if the CIP Incentive Programs are effective and whether improvements or matters of clarification are required. The collection of data will be important to determining the programs effectiveness. This includes: number of successful and unsuccessful applications, number of applications per incentive program, total approved funds for each program, total cost of project by type of application and estimated increase in property assessment value.

Section 7 – CIP Project Area Schedule



Section 8 – Glossary of Terms

Agreement: Terms, duration, conditions and default provisions of the grant program between the property Owner and the Township of North Stormont.

Applicant: The registered Owner, assessed Owner or Tenants of lands and buildings within the Community Improvement Project Area and any person to whom such an Owner or Tenant has assigned the right to receive a grant.

Building Permits: Issued by the local body responsible for enforcing Ontario's Building Code and are required for the construction, renovation, demolition and certain changes of use of buildings.

Community Improvement: The planning or replanning, design or redesign, resubdivision, clearance, development or redevelopment, construction, reconstruction and rehabilitation, improvement or 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.

Community Improvement Plan (CIP): A plan for the community improvement of a community improvement project area.

Community Improvement Project Area (CIPA): 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 buildings or for any other environmental, social, or community economic development reason.

Eligible Cost: The cost as detailed under each financial incentive program in Section 5 of this CIP. These include all capital cost categories for which the Owner is entitled to apply for program assistance from the Township, as may be approved and may be provided for in the CIP and further specified by any

Agreement that may be required to execute funding. Eligible costs do not equate to the maximum levels of financial assistance under individual programs.

Encroachment: Any object or material, including a building, structure, sign, apparatus, equipment, facility, fence, hedge, earth or rock, which is wholly or partly upon municipal property.

Final Completion: The conclusion of a proposed building/construction works in its entirety, as well as subsequent final payments on all aspects of the project for which proof of payment may be provided by the applicant of the Township of North Stormont.

Infill Projects: New development that is sited on vacant or undeveloped land within an existing community, and that is enclosed by other types of development.

LED (Light-emitting diode): A semi-conductor device that emits light when a voltage is applied across it. The colour of the light depends on the semi-conductor material used.

MPAC: Municipal Property Assessment Corporation.

Municipal Property: Common and public property including a highway, roadway or portion of common and public property under the Ownership, control or authority of the Township of North Stormont and includes any street, lane, road allowance, bridge, trestle, viaduct or structure that forms part of property or lands inclusive and all area between the lateral boundaries of lands owned under control or authority of the Township of North Stormont and includes the space from the ground to the sky within the lateral boundary of any highway or property.

Owner (Property Owner): The registered Owner of the lands and includes any successors, assignees, agents, partners and any affiliated corporation.

Tenant: A person who occupies land or property rented from an Owner.

Township: The Corporation of the Township of North Stormont.



Section 9 – Regional Incentives Program



February 12, 2019
North Stormont



Where Ontario Began



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1 SECTION 9— INTRODUCTION AND CONTEXT

1.0 PURPOSE

This section of the Community Improvement Plan (CIP) is supported and funded by the United Counties of Stormont, Dundas and Glengarry (SDG) and supported by local municipalities. The County developed these regional incentives as part of a broad, progressive framework to support broad economic development goals. As an upper-tier municipality with six unique local municipalities, SDG coordinates regional funding through this program to advance economic priorities where the need is the greatest and where there will be demonstrable County-wide benefits.

Regional economic initiatives focus on: *agriculture-related* projects, adaptive re-use of commercial, industrial, and institutional buildings/structures, and the development of *roofed accommodations* across the County. The County offers customized financial programs within these areas based on Council's annual priorities.

1.1 AUTHORITY UNDER THE *PLANNING ACT*

The Ontario *Planning Act* (Section 28) permits local municipalities to adopt CIPs to encourage revitalization, redevelopment, and to advance local economic priorities. These programs help address community planning issues, breathe life into downtowns, and support key sectors within the region.

The *Planning Act* allows upper-tier municipalities to participate in local CIPs through Section 28 (7.2), as follows:

Grants or loans between upper and lower-tier municipalities

The Council of an upper-tier municipality may make grants or loans to the council of a lower-tier municipality and the council of a lower-tier municipality may make grants or loans to the council of the upper-tier municipality, for the purposes of carrying out a community improvement plan 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 municipality making the grant or loan contains provisions relating to the making of such grants or loans.

In recent years several upper-tier municipalities in Ontario have used this policy to create funding opportunities that expand the scope of local CIP programs.

1.1.1 SDG Official Plan

The SDG Official Plan serves as the Official Plan for both the County and its local municipalities. The SDG Official Plan includes two key policies that support the County's participation in local CIP programs:

3.5.1.10 Community Improvement:

Local municipalities may undertake community improvement projects as authorized under Section 28 of the Planning Act (see Section 8.12.5). County Council may also make grants or loans to the council of a lower tier municipality for the purpose of carrying out a community improvement plan, on such terms as council considers appropriate.

8.12.5 Community Improvement – Section 28

1. *A Local municipality may, subject to the provisions of the Planning Act, carry out physical improvements within the community. The County may also make grants or loans to the Council of a local municipality for the purpose of carrying out a community improvement plan, on such terms as council considers appropriate. In establishing a Community Improvement Area, consideration shall be given to the following matters:*
 - a. *The extent or deficiencies in public services, public service facilities or infrastructure;*
 - b. *Building stock, including municipal buildings, which do not meet a Local Municipality's Property Standards By-law;*
 - c. *The presence of vacant buildings/lands that could be developed, redeveloped or converted to another use;*
 - d. *The opportunity to expand the supply of housing;*
 - e. *The need to improve the streetscape or aesthetics of an area;*
 - f. *The presence of incompatible land uses; and*
 - g. *The presence of older industrial lands (e.g. brownfields) that exhibit deficiencies but provide opportunities for redevelopment.*
2. *The intent of this Plan is to recognize the entire County as a Community Improvement Area eligible for the establishment of one or more Community Improvement Project Areas.*

A local Municipality may implement measures for community improvement including, but not limited to:

- a. *The designation of Community Improvement Project Areas by By-law and the preparation of Community Improvement Plans for one or more project areas.*
- b. *Scheduling community improvement projects in accordance with municipal budgets.*
- c. *Enforcement of the Property Standards By-law.*
- d. *Utilizing senior government funding programs and/or partnering or soliciting financial support or contributions in kind from the public or private sector.*
- e. *Supporting, through the development of land use and design criteria, proposals for conversion, infill, redevelopment or intensification of land or buildings.*

- f. Pursuant to Section 28 (3) of the Planning Act, a Local municipality may acquire and clear land for the purposes of implementing a program of community improvement.
- g. Preparing appropriate policies and guidelines to direct streetscape improvements in residential, commercial and industrial areas.
- h. Providing and encouraging buffering techniques to reduce the impact of incompatible land uses using mechanisms such as site plan control and development permits.
- i. Considering the use of property tax or other financial incentives for the redevelopment of 'Brownfield', older industrial areas, commercial areas, or other areas considered suitable for redevelopment.
- j. Supporting Municipal Heritage Committee and heritage conservation initiatives as set out in the heritage policies of this Plan.
- k. Providing grants or loans to the registered **owners** or assessed **owners** of lands and buildings within a community improvement project area to pay for the whole or any part of the cost of rehabilitating such lands, or in undertaking other measures which conform to the community improvement plan.
- l. To reduce flooding in hazard or flood prone lands by encouraging the conservation authorities to develop and identify a two-zone concept for flood plain management in areas of historical development.

1.2 REGIONAL CONTEXT

The SDG Economic Development Strategy and Action Plan (2017) identified three high-level goals which anchor and qualify all strategic initiatives for the County over the next three to five years: Regional Promotion and Investment Attraction; Small Business and Entrepreneurship and Business Retention and Expansion; and, Investment Readiness. These goals provide an overarching vision for economic development planning.

Within this framework, the SDG Regional Incentives Program supports strategic economic development initiatives in the following areas:

- a) **Agriculture-related, agri-tourism**, and facility improvement projects;
- b) Regional trail expansion and development of trail systems;
- c) Adaptive re-use of commercial, institutional, and industrial buildings; and,
- d) Development of permanent **roofed accommodations**.

Regional financial incentives are available in the following municipalities:

- 1) The Township of North Dundas;
- 2) The Municipality of South Dundas;
- 3) The Township of North Stormont;
- 4) The Township of South Stormont;

- 5) The Township of North Glengarry; and
- 6) The Township of South Glengarry.

The SDG Regional Incentives Program is incorporated as part of a local CIP and offer additional economic development tools in an expanded area. In some cases, different components of a project may be eligible for both local and County funding, subject to the eligibility criteria of Section 2.2.

1.3 SDG REGIONAL ECONOMIC GOALS

1. Encourage redevelopment and private sector investment in existing building stock within the County to support employment, reduce the number of vacant buildings, and increase the assessment base;
2. Promote active recreation, tourism, and the continued development or enhancement of the trail network within the municipality especially within the waterfront area;
3. Stimulate investment in the agricultural sector by funding diverse, on-farm expansions and *agri-tourism*; and,
4. Increase the amount of tourist accommodation available within the County and enhance and expand existing establishments.

1.4 SDG REGIONAL INCENTIVES PROGRAM AREA

The approved program area includes all lands within the Municipality of South Dundas. These lands have been designated by By-law and are shown on Schedule A of this Plan.

The financial incentives included in this plan may be available to registered *owners* or tenants (upon written landowner consent) of land or buildings within the Project Area.

1.5 MUNICIPAL AND PUBLIC ENGAGEMENT

The County formed a Working Group in 2017 made up of planning and economic development staff and Councilors from the County and local municipalities. The Working Group reviewed the potential for regional involvement in local CIPs. Two models for developing a regional program were proposed: one consistent template for all municipalities; or, unique local CIPs with a consistent regional section. The County decided to move forward with a standard regional section that could be incorporated into the existing, unique, local CIPs. The Working Group agreed to continue to meet, as needed, to collaborate on public engagement and promotion.

In December 2017 the County confirmed a long-term funding commitment from Council; funds were subsequently included in the 2018 budget. The regional incentives scope, timeframe, and contents were developed in collaboration with the SDG Economic Development and Planning Group.



The County also engaged the Ministry of Municipal Affairs and Housing (MMAH) at the outset of the process. The MMAH held a CIP training session for County and local municipal staff in December 2017 and offered advice and suggestions throughout the development process.

Beginning in February 2018, the County, in partnership with local municipalities, held six public consultations. Additionally, a survey to collect feedback and suggestions on the proposed regional incentives was made available online. Through these meetings with local business *owners* and residents, the County received valuable feedback including:

- Importance of local and regional trails and cycling networks;
- Providing funding to not-for-profit organizations;
- Encouraging collaboration between SDG Regional Tourism partners;
- Promoting areas across the County, not only downtown locations;
- Prioritizing projects which include accessibility initiatives; and
- Offering a variety of ways in which applicants can submit project proposals (i.e. online, live pitches, etc.).

2 FINANCIAL INCENTIVES

2.0 GENERAL

The County believes that 50% matching grant funding is a direct, predictable, and simple way to stimulate private sector investment, attract and retain businesses, and increase tax assessment. These grants are available to all eligible property *owners* and authorized tenants, including bona fide non-profit organizations and local municipalities.

Where a property is eligible for local municipal funding through one of the incentive programs (e.g. façade improvement) the County will not fund the same incentive; however, the County may fund a different type of incentive on the same property (e.g. landscaping), as part of the overall project enhancement.

2.1 REGIONAL FINANCIAL INCENTIVE PROGRAMS

The following incentive programs may be offered during the term of this program, subject to the availability of County resources:

1. Façade, Signage, and Property Improvement Grant;
2. Building Improvement/Restoration Grant;
3. Building Conversion/Expansion Grant;

4. Outdoor Art Grant;
5. Trails Improvement Grant;
6. Planning, Design, and Study Grant;
7. Application and Permit Fees Grant;

The regional incentives are a collaborative effort between the County and local municipalities. Applications will generally be received by the local municipality and reviewed and approved by the County. The County will host an Implementation Committee made up of County staff, the Warden, and representatives from the local municipalities (who have applications during that intake period) to review applications for regional incentives. Funding for approved regional initiatives will flow directly to the local municipality and **not to the applicant**.

Detailed information about each program can be found in Section 2.3. Any number of the grants identified above may be put into effect during the term of this document, subject to the availability of funds and resources. The funds will be available to applicants County-wide on a first come, first served basis, provided that the eligibility, scoring, and award process criteria are met. Annually, the Committee responsible for the administration of the regional incentives program will make recommendations to County Council with respect to financial incentives that will be offered for that year.

2.2 GENERAL ELIGIBILITY CRITERIA

All applicants must meet the following general eligibility requirements:

- 1) All **owners** and authorized tenants of lands (who are authorized in writing by the **owner**) and the buildings within the local municipality are eligible to apply per the approved area designated by the By-law shown on schedule A.
- 2) The type of property or use subject to an application must be identified as eligible. Generally, this includes properties with full or partial commercial, agricultural, or outdoor/recreational use.
- 3) All proposed projects must demonstrate some level of improvement or rehabilitation over the existing conditions and not simply represent a life cycle replacement.
- 4) All projects must contribute to achieving one or more community improvement goals (as identified in Section 1.3), must conform to the County Official Plan, and must comply with the local Zoning By-law.
- 5) Incorporated non-profit groups (e.g. local fair boards, agricultural societies, and community groups) and local municipalities are eligible for regional improvement grants.
- 6) Applicants will be required to disclose **all** other funding sources, including government, private, or not-for-profit funding to support the project. The County will not fund the portion of a project already being funded by a local CIP; however, the County may fund a complementary aspect of the same project.

- 7) The Applicant will be required to enter into an agreement with the County and the local municipality.
- 8) A property may be eligible for multiple regional incentives and may submit multiple applications during the term of this document; however, the total combined value of grants approved through the County in any given year shall not exceed \$50,000 per property.
- 9) Financial incentives will not be applied retroactively to works started prior to approval of applications and any application for costs incurred prior to the adoption of this document will not be eligible.
- 10) For programs involving the granting back of fees, said fees must be paid in full, and the eligible amount will be granted back to the applicant.
- 11) The property *owner* must have no outstanding building permit, property standards orders, property tax arrears, or any other outstanding Municipal/County accounts receivable on the subject property at the time of application.
- 12) All works approved under this document shall comply with all relevant municipal policies and standards, including zoning, design guidelines (if any) and will be subject to planning and development approvals and building permits pursuant to the Ontario Building Code.
- 13) The grant approval will expire if work is not completed within 18 months from the execution of the agreement between the Applicant, the County and the local municipality. Any request for an extension beyond 18 months must be made in writing and is subject to the approval of the Implementation Committee.
- 14) Where funding requests exceed the County's budget for a given year, the Applicant may opt to defer the application to a subsequent year if funds are available.
- 15) The County 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, subject to meeting the general and program specific requirements.

2.3 INCENTIVE PROGRAM DETAILS

All eligible projects will be evaluated against the SDG Regional Economic Goals (found in Section 1.3).

2.3.1 Façade, Signage, and Property Improvement Grant

Objective

To assist with improvements to a building's façade or signage, or to assist with other eligible improvements to private property (i.e., parking and landscaping).

Grant Amount

For a façade improvement project, a grant may cover 50% of the eligible cost of the façade improvement to a maximum of \$10,000. The maximum value of the grant may increase to \$12,500 if the building has more than one street address and/or storefront, or if the building has more than one wall that is visible from a public street, or fronts onto a laneway or parking lot.

For a signage improvement project, a grant may cover 50% of the eligible cost of the signage improvement to a maximum of \$2,500. The maximum value of the grant may increase to \$5,000 if the building has more than one street address and/or storefront, or if the building has more than one wall that is visible from a public street, or fronts onto a laneway or parking lot.

For a property improvement project, a grant may cover 50% of the eligible cost of the property improvement to a maximum of \$10,000.

The grant will be provided upon successful completion of the approved project and following a final inspection of the works by the applicable authority.

Program Details

Grants may be offered to eligible property *owners* for one or any combination of these three categories of property enhancement.

The Applicant must submit an application including a detailed proposal and at least two written estimates for consideration, prior to commencement of any works.

For façade improvement, the following costs are eligible:

- 1) Restoration or replacement of exterior building treatments (such as brickwork/cladding/siding), cornices, eaves, parapets, windows, doors, and awnings;
- 2) Restoration or replacement of exterior lighting;
- 3) Exterior painting;
- 4) Chemical or façade cleaning;
- 5) Redesign of entrances including changes to improve accessibility; and/or,
- 6) Other similar improvements or repairs required to improve a building façade.

For a signage improvement project, improvements to the main storefront sign of buildings are eligible. Where a side and/or rear wall sign is visible from a public street or public space, or fronts onto a laneway or parking lot, improvements to these signs may also be eligible.

For a property Improvement project, improvements to the front yard of properties are eligible. Eligible costs include the following:

- a) Addition of landscaping features (plants/green space, including sod, trees, vegetation, etc.);
- b) Addition of permanent landscaping elements such as fencing, benches, planters, and lighting;
- c) Addition of new parking/existing parking area upgrades for cars, motorcycles, and bicycles;
- d) Improvements to rear building entrances and rear parking areas;
- e) Addition of walkways; and

- f) Such other similar improvements and repairs that may be necessary to improve a property.

2.3.2 Building Improvement/Restoration Grant

Objective

To assist with the improvement of existing buildings to improve aesthetics, bring buildings up to current building or fire code standards, and/or improve accessibility.

Grant Amount

For a Building Improvement/Restoration project, a grant may cover 50% of the eligible cost of the improvement to a maximum of \$10,000.

Program Details

The Building Improvement/Restoration Grant may be provided for the following related to projects on eligible properties:

- 1) Structural repairs to walls, ceilings, floors, and foundations;
- 2) Interior restoration and design;
- 3) Repair/replacement/installation of building infrastructure, such as roofing, windows, and doors;
- 4) Repair/replacement/installation of plumbing, electrical, HVAC, and fire protection systems;
- 5) Weatherproofing;
- 6) Improvements to accessibility;
- 7) Any other improvements that may bring a building up to code, or address health, safety, or risk management issues; and
- 8) The services of a professional engineer, architect or planner to design and implement the project.

The Applicant must submit an application including a detailed proposal and at least two written estimates for consideration, prior to commencement of any works.

2.3.3 Building Conversion/Expansion Grant

Objective

To assist with large-scale conversion or expansion of existing vacant space into new commercial, mixed-use and other eligible uses. This grant is reserved for large, regionally significant projects resulting in the conversion of not less than 5,000 ft².



Grant Amount

A Building Conversion/Expansion Grant may be provided on approved applications to a maximum of \$40,000.

Program Details

This grant can be used for the following costs where eligible:

1. Conversion of non-commercial or vacant space into new commercial, mixed-use, secondary uses, and *agriculture-related* uses, and other eligible uses;
2. Conversion of upper storey space (whether vacant, office, commercial or other non-residential use) into new residential units;
3. Conversion of a building or a unit in a building into a hotel, inn or bed and breakfast;
4. Expansion of existing eligible uses to increase the gross floor area;
5. Environmental studies which are related to the conversion; and
6. The services of a professional engineer, architect or planner to design and implement the project.

2.3.4 Outdoor Art Grant

Objective

To support the installation of outdoor artwork that will promote local culture and heritage, improve aesthetics, and enhance tourism.

Grant Amount

An Outdoor Art Grant may be approved for 50% of the eligible cost of the improvements to a maximum of \$3,000.

Program Details

Eligible projects must be clearly visible from a public street or sidewalk.

The following types of permanent art are considered eligible:

1. Murals;
2. Sculptures;
3. Paintings;
4. Local heritage-based art pieces and displays;
5. Interactive art pieces and displays; and,

6. Any other art piece or display as approved by the Implementation Committee.

The following types of costs are considered eligible:

- a) Materials;
- b) Installation; and,
- c) Lighting and landscaping that highlights the public art.

2.3.5 Trails Improvement Grant

Objective

To promote the creation, development, preservation, management, and use of trails, especially those that connect to regional trail networks. Projects will be evaluated against regional economic development goals. Funding will be prioritized for projects that are regional in scope, promote or enhance well-established trails, include considerations for accessibility, and/or connect towns and villages.

Grant Amount

A Trails Improvement Grant may be approved for 50% of the eligible cost of the improvements to a maximum of \$10,000.

Program Details

The following costs are eligible:

1. Infrastructure or capital expenses including:
 - a. Renovation, construction or transformation of permanent spaces, parks or grounds, and/or pertinent and ancillary facilities;
 - b. Furniture, fixtures or other non-portable equipment;
2. The acquisition of land essential to the connection or extension of an existing trail; and
3. Creation of new trails.

2.3.6 Feasibility, Design, and Study Grant

Objective

To assist with the completion of a range of studies and plans that investigate or support a new business or development project on individual properties.



Grant Amount

A Feasibility, Design and Study Grant may be provided on approved applications for 50% of the eligible cost of the improvements to a maximum of \$2,000.

Program Details

The following types of plans or studies will be eligible for the feasibility, design and study grant:

1. Concept plans;
2. Site plan drawings;
3. Feasibility studies;
4. Environmental studies;
5. Structural analyses;
6. Evaluation of existing and proposed mechanical, electrical and other building systems;
7. Traffic Impact Assessments;
8. Market analyses;
9. Business plans; and
10. Any other study or plan as approved.

The plan or study must provide new information about the feasibility and cost of an eligible use or provide details in support of a new business or development.

2.3.7 Planning Application and Building Permit Fee Grant

Objective

To grant a portion of the fees required for planning applications or building permits in relation to an improvement project.

Grant Amount

A Planning Application and Building Permit Fee Grant may be provided on approved applications that covers 50% of the municipal and/or County portion of the eligible cost to a maximum of \$2,500.

Program Details

Eligible costs include the following:

- 1) Municipal and County planning application fees, including minor variances, site plans, zoning by-law amendments or official plan amendments; and/or
- 2) Municipal building permit fees or change of use permits.

3 MONITORING, TERM, AND AMENDMENTS

The SDG Regional Incentives Program will be monitored for effectiveness on an annual basis to determine whether it has met the SDG regional economic goals. This will be done in partnership with local municipalities.

A variety of materials have been developed to assist in the implementation of the Regional Incentives program, including marketing and promotional aids, information and guidelines for applicants, etc. While these documents are an integral part of the Program, they are not included here, do not form part of this document, and may from time to time be amended by the County without the need for an amendment to this document.

The SDG Regional Incentives Program follows the term and review cycle detailed in the local CIP. Based on the results of monitoring and evaluation efforts, adjustments may be required. Technical amendments will be permitted at the discretion of the local municipality. Any change to the SDG Regional Incentive Program area or to the value or type of financial programs will require consultation and approval by the County and will require an amendment of the Plan in accordance with Section 28 of the *Planning Act*.

4 DEFINITIONS

Agricultural use is defined as the growing of crops, including nursery, biomass, and horticultural crops; raising of livestock; raising of other animals for food, fur or fibre, including poultry and fish; aquaculture; apiaries; agro-forestry; maple syrup production; and associated on-farm buildings and structures, including, but not limited to livestock facilities, manure storages, value retaining facilities, and accommodation for full-time farm labour when the size and nature of the operation requires additional employment, as per the Provincial Policy Statement (2014).

Agri-tourism includes those farm-related tourism uses, including limited accommodation such as a bed and breakfast, that promote the enjoyment, education or activities related to the farm operation, as per the Provincial Policy Statement (2014).



Agriculture-related uses are farm related commercial and farm-related industrial uses that are directly related to farm operations in the area, support agriculture, benefit from being in close proximity to farm operations, and provide direct products and/or services to farm operations as a primary activity, in accordance with the Provincial Policy Statement (2014).

Roofed Accommodations are defined as year-round, permanent fixed roof accommodations within or as an extension to existing buildings and including hotels/motels/Bed and Breakfast establishments. This excludes camp grounds, cottage rentals or trailer parks.

On farm diversified uses are uses that are secondary to the principal agricultural use of the property and are limited in area. On farm diversified uses include, but are not limited to, home occupations, home industries, *agri-tourism* uses, and uses that produce value-added agricultural products, in accordance with the Provincial Policy Statement (2014).

Owner means the registered owner of the lands and includes any successors, assignees, agents, partners and any affiliated corporations.