



# Community Improvement Plan



Approved August 8, 2018

## About the Community Improvement Plan

The Township of North Dundas is pleased to offer a community initiative that works toward improving our existing commercial industry. The Community Improvement Plan offers business and commercial owners (grants & loan) or renters (grants), within designated Community Improvement Areas, the opportunity to access funding through the form of grants and loans to improve their commercial buildings.



Finding the resources to improve an existing commercial business, whether it is improving an exterior façade, installing new signage or interior renovations, can be difficult. Through the Community Improvement Plan, grant and loan money will be made available in order to assist with exterior façade, signage and interior improvements. Improvements can range from the installation of new signage, to fully restoring historical features on a building.

Applications for this program are available through the Township office as well as the Township website. A Review Committee appointed by Council is responsible for the review of each application and the awarding of grants. Repayable loans are subject to Council approval.

This Plan is a guide for business owners/commercial property owners to use when considering funding options for their projects. The Plan lays out the eligibility criteria for each specific program as well as general guidelines to consider when undertaking an improvement project.

The Counties SDG has developed a Regional Incentives Program that is supported and funded through the Counties. The regional program is inserted into the North Dundas CIP as Section 2. The focus of the regional program will be on four key areas: agricultural-related, agri-tourism and facility improvement projects, regional trail expansion and development of trail systems, adaptive re-use of commercial, industrial and institutional buildings, and development of roofed accommodations.

The regional program and the municipal CIP will not fund the same improvements, but rather different improvements on the same property. The local municipality will receive the applications, which will be reviewed and approved by the local or the County Implementation Committee as applicable. The County grant funding on approved applications will flow directly to the local municipality and not the applicant.

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## 1.0 Section 1- Introduction

The Township of North Dundas is a growing municipality bordering the City of Ottawa and is the perfect place to live or locate your business. North Dundas is home to a population of approximately 12,000 people that enjoy a mix of rural and urban lifestyles, excellent health care facilities, including a hospital, essential municipal services, positive population growth, natural heritage and much more.



## 2.0 Community Improvement Plan

### 2.1 Overview

A Community Improvement Plan (CIP) is a tool that allows a municipality to direct funds and implements policy initiatives toward a specifically defined project area. Section 28 of the Planning Act gives municipalities that have enabling policies in their Official Plans, the ability to prepare and enact, through By-law(s), Community Improvement Project Area(s) and a Community Improvement Plan. The Community Improvement Plan is intended to encourage rehabilitation initiatives and/or stimulate development. Once implemented, the plan allows municipalities to provide grants or loans to assist in the rehabilitation of lands and/or buildings within the defined boundaries of a Community Improvement Project Areas.

### 2.2 Purpose

The purpose of the Community Improvement Plan is to provide existing commercial businesses with financial incentives to improve their building's exterior facades, signage and/or building interior. Financial incentives will be in the form of grants and/or loans as made available through the Community Improvement Plan for eligible applicants.

### 2.3 Goals and Objectives

The objectives of the CIP include, but are not limited to:

- a) To maintain the well-being of downtowns and main streets in urban and rural settlement areas.



- b) To provide a safe, vibrant, pedestrian friendly environment;
- c) To provide an attractive and inviting environment;
- d) To enhance and reinforce linkages to the Chesterville Waterfront;
- e) To provide a cleaner, healthier, safer environment;
- f) To increase employment, economic activity and investment;
- g) To provide for a balanced opportunity for growth and settlement;
- h) To ensure that community improvement projects are carried out within the built up areas of the Township (i.e. Winchester, Chesterville, South Mountain, Morewood etc.);
- i) To ensure the maintenance of the existing building stock;
- j) To encourage private sector investment and the strengthening of the economic base;
- k) To enhance the visual appearance of Community Improvement Project Areas;
- l) To revitalize the Urban Settlement Areas, being the Villages of Winchester and Chesterville, as commercial nodes and vibrant shopping destinations;
- m) To encourage the continued commercial vitality and economic viability throughout all seasons of the year;
- n) To integrate the conservation of heritage resources within development and infrastructure decisions which may affect those resources;
- o) To create an attractive image of the Township that reflects the historic character and heritage of the community;
- p) To protect and enhance the heritage character of the Village centres.

### 3.0 Community Improvement Areas

The CIP is composed of a single Community Improvement Project Area encompassing the Township of North Dundas in its entirety.

## 4.0 Legislation

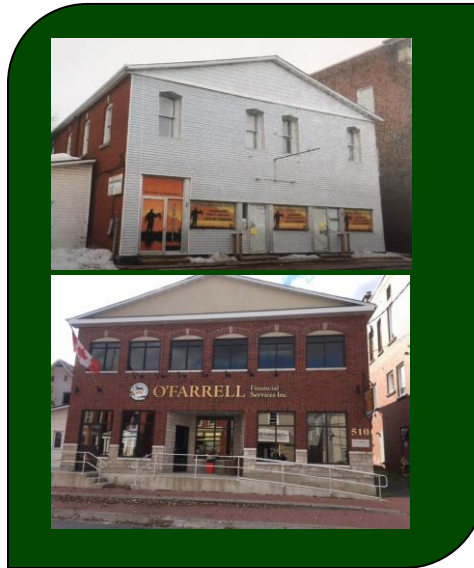
### 4.1 Municipal Act

Section 106 of the Municipal Act prohibits a Municipality from providing assistance:

- (1) *Despite any Act, 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. 2001, c. 25, s. 106 (1).*
- (2) *Without limiting subsection (1), the municipality shall not grant assistance by,*
  - a) *giving or lending any property of the municipality, including money;*
  - b) *guaranteeing borrowing;*
  - c) *leasing or selling any property of the municipality at below fair market value; or*
  - d) *giving a total or partial exemption from any levy, charge or fee. 2001, c. 25, s. 106 (2).*

Section 106 (3) provides an exception to the above:

- (3) *Subsection (1) does not apply to a council exercising its authority under subsection 28 (6), (7) or (7.2) of the Planning Act or under section 365.1 of this Act. 2001, c. 25, s. 106 (3); 2002, c. 17, Sched. A, s. 23; 2006, c. 23, s. 34.*



### Relevant Legislative Definitions:

#### “Community Improvement”

means the planning or replanning, design or redesign, resubdivision, 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 therefor, as may be appropriate or necessary;

#### “Community Improvement Plan”

means a plan for the community improvement of a community improvement project area;

#### “Community Improvement Project Area”

means 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.

*Planning Act* R.S.O. 1990, c. P.13, s. 28 (1); 2001, c. 17, s. 7 (1, 2); 2006, c. 23, s. 14 (1).



## 4.2 Planning Act

Section 28(1) of the Planning Act permits municipalities to approve a Community Improvement Plan. The Act defines a Community Improvement Plan as:

*“a plan for the community improvement of a community improvement project area.”*

Section 28 (1.2) explains the process under which a Community Improvement Plan can be established:

*Where there is an Official Plan in effect in a local municipality or in a prescribed upper-tier municipality that contains provisions relating to community improvement in the municipality, the council may, by by-law, designate the whole or any part of an area covered by such an official plan as a community improvement project area. R.S.O. 1990, c. P.13, s. 28 (2); 2006, c. 23, s. 14 (3).*

The Act further identifies provisions with respect to grants, loans, agreements and maximum eligibility. It additionally requires the municipality to have provisions set out in their Official Plan.

Section 28 (7.3) of the *Planning Act* states:

*The total of the grants and loans made in respect of particular lands and buildings under subsections (7) and (7.2) and the tax assistance as defined in section 365.1 of the Municipal Act, 2001 or section 333 of the City of Toronto Act, 2006, as the case may be, that is provided in respect of the lands and buildings shall not exceed the eligible cost of the community improvement plan with respect to those lands and buildings. 2006, c. 23, s. 14 (8); 2006, c. 32, Sched. C, s. 48 (3).*

## 4.3 Official Plan of the United Counties of Stormont, Dundas and Glengarry

County Council, on July 17, 2017, adopted a new United Counties of Stormont, Dundas and Glengarry Official Plan, which was approved by the Ministry of Municipal Affairs and Housing on February 4, 2018. Community Improvement Plans, are addressed as follows in the new document:

### 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. 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. *All Settlement Areas including areas immediately adjacent shall be considered Community Improvement Areas. Outside of Urban Settlement Areas and Rural Settlement Areas, all existing industrial, commercial, institutional sites, extractive resource operations, salvage yards, public service facilities, waste disposal sites and County Road frontages shall be considered Community Improvement Areas. Additional Community Improvement Areas may be designated on the Land Use Schedules by amendment to this Plan. All Community Improvement Areas shall be 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.*

#### **4.4 Township of North Dundas Economic Development Action Plan**

The Township of North Dundas adopted an Economic Development Strategic Action Plan on May 22, 2012. Section 4.3 *Developing a Community* includes the following action point:

- 4. Undertake community revitalization projects such as Community Improvement Plans, design guidelines, streetscape plan, implementation and incentives.*

Section 4.1 of the Economic Development Strategic Action Plan also recommends the investment in infrastructure within the Township of North Dundas.

The desired result under Section 4.1 *Investing in Infrastructure* is for the “creation of required employment land”. The required actions to achieve this result, as noted in the Strategic Action Plan, are as followed:

- 5. Develop an industrial/business park.*

Despite the main goal of the CIP, (facades, signage improvement), Council, within the Community Improvement Project Areas may acquire lands for developing an industrial/business park, as recommended by the Economic Development Strategic Plan. However, lands acquired under this provision shall not be sold for less than market value.

The Township of North Dundas updated its Economic Development Strategy and Action Plan in December 2016. Strategic Goal 3: Readiness, Objective 7: Expand the contributions of the Community Improvement Plan as follows:

- 7.1. Continue to promote the existing CIP and introduce new local improvement levies and grant and loan programs to encourage current and future developments to invest in their current buildings to encourage expansions in footprint.*
- 7.2. Advocate for a county-wide CIP program that compliments local CIP programs.*
- 7.3. Advocate for the development of a county-wide community toolkit that encourages businesses and organizations to participate in local and regional CIP programs.*

## **5.0 Commercial Building Improvement Grant and Loan Program**

### **5.1 Purpose**

To encourage and provide a program for exterior and interior design changes to stimulate redevelopment and revitalization of the Urban Settlement Area, Rural Settlement Areas and fringe commercial areas.

To encourage and provide a program to rehabilitate existing commercial/mixed use buildings. This will promote improvement of the physical exterior conditions, signage and interior improvements that would otherwise be considered cost prohibitive by a landowner.

### **5.2 Façade Improvement and Signage Grant Program Description**

The Township is providing two different grant programs for which a commercial property owner can apply for: Façade Improvements, and Signage/Awnings. The following grants are meant to improve the exterior conditions of existing structures within the designated CIP areas and provide funding for new signage and awnings. The Façade and Signage/Awning grants are only applicable to existing buildings. A maximum grant of \$5,500 is available: \$4,000 for façade improvements (including design and permit fees) and \$1,500 for signage/awnings.

**Façade Improvement Grant:** A onetime grant of 50% to a maximum of \$4,000 is available to assist property owners or tenants or assignees (under the provisions of Section 5.5 Eligibility) to improve the façade. Applicable design fees and building permit fees are eligible costs. Grant applicants shall consider the entire façade of the building.

**Signage and Awning Grant:** A onetime matching grant of 50% up to a maximum of \$1,500 is available to assist property owners or tenants or assignees (under the provisions of Section 5.5 Eligibility) to improve or install appropriate signage or awnings on an existing commercial building.

### **General Terms**

- i. Works as set out in the Agreement must be completed prior to the grant portion being distributed and upon submission of proof of payment.
- ii. An Owner/Tenant of a property may conduct the proposed works themselves, however, the Township will not grant funds for labour by the owner/tenant.
- iii. Works must be completed within one year of the approved agreement unless otherwise approved by Council.
- iv. Grant funds are released once the work is completed and upon presentation of receipts for that work.
- v. Applications will be reviewed as they are submitted, subject to available budgeted funding.
- vi. Despite the permit fees contained in the Building Bylaw, the permit fees for signs approved under a CIP grant shall be waived.

## **5.3 Commercial Improvement Loan Program Description**

The purpose of Commercial Improvement Loan Program is to provide an interest free loan to commercial property owners (as set out under section 5.5 Eligibility). All successful applicants must enter into an agreement with the Township in order to receive the loan. Applicants can apply for a loan for exterior façade improvements, signage and/or interior improvements.

### **Commercial Improvements**

In addition to exterior façade improvements and signage, Owners of an eligible commercial building can apply for an interest free loan to help finance the restoration, repair or renovation of their building. Only owners of the building are able to apply to this program. Applicable design fees and building permit fees are eligible costs. Interior improvements are only eligible under the loan program. For eligible costs, see section 5.4 Design Guidelines.

## General Terms

- i. An interest free loan up to a maximum of \$15,000 repayable over 5 years is available to assist commercial property owners to improve their building in accordance with the Commercial Improvement program.
- ii. An Owner of a property may conduct the proposed work themselves, however, the Township will not grant funds for labour by the owner.
- iii. Only the Owner of a property can apply for the loan program.
- iv. The loan portion is repayable over a five year period, interest free as set out in the Agreement.
- v. Works must be completed within one year of the approved agreement unless otherwise approved by Council.
- vi. Loan funds are released when invoices are presented for the completed work.
- vii. Applications will be reviewed as they are submitted, however, availability of loans cannot be guaranteed.

## 5.4 Design Guidelines

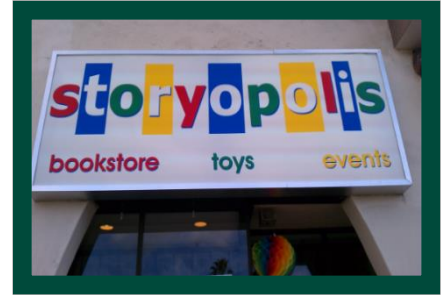
The following design guidelines are to help the property owner embarking on a restoration or improvement project. All applications are subject to committee review. The following design guidelines are meant to provide an overview of what the Review Committee is looking; the applicant is not limited to these suggestions.

### Exterior Façade Improvements

Exterior façade improvements are meant to restore and improve the aesthetic looks of an existing building. The purpose of façade improvements may be to restore heritage features that have been covered up over time, to improve the quality of the materials or to enhance the street appeal of a business. The following recommendations for exterior façade improvements will be considered when reviewing an application.

- a) Repainting, cleaning or re-facing of the front façade and the side façades as long as the sides are consistent with the front façade improvements being completed and only for a reasonable distance from the front of the building considering sight lines from the street.
- b) Repair or restoration of façade masonry, brickwork or wood.
- c) Exterior woodwork.
- d) Replacement, repair or restoration of cornices, eaves, parapets and other architectural features.

- e) Paint (including removal, surface preparation, cleaning and/or painting).
- f) Installation or repair of exterior lighting.
- g) Restoration of historic features.
- h) Continuity with existing/surrounding buildings.
- i) Entranceway modifications that improve the appearance and/or access to the commercial units.
- j) Replacement or repair of windows and doors with improved energy efficiency as part of a comprehensive façade improvement.
- k) Architectural or design fees may be eligible up to \$500 as part of the total grant awarded for completed construction.



## Signage

Signage is one facet of improving the façade of an existing building. Signs help identify the location of a business as well as attract and draw in customers. The following design guidelines are highly recommended for (but are not limited to) the improvement and installation of signs within community improvement areas.

- a) Signs must conform to Section 3.15 of the Building Code, as amended.
- b) Signs attached to the same building should be located at similar height and be of similar size.
- c) Large neon signs, internally lit signs and/or flashing signs are strongly discouraged.
- d) Signs that are to be located along a County Road must obtain a sign permit from the United Counties of Stormont, Dundas and Glengarry.
- e) Signs that are not attached to a building must be less than 3.5 metres in height from the ground and must not block a public right-of-way.
- f) Signs should not cover up decorative, architectural and/or heritage features on a building.
- g) Shielded light sources are encouraged for the illumination of signs.
- h) Signs should not consume more than 25% of a window's surface.

*Examples of unacceptable forms of signage (backlit and neon signs)*



*Example of an acceptable form of awning (Retractable Awning)*

- i) For buildings that are two storeys or greater in height, signs must be located no higher than the ceiling height of the first storey.
- j) Historic signs on existing buildings should be restored and reused if possible.
- k) Facia signs are considered as primary signs. Projecting/hanging signs are considered as secondary.
- l) Signs must be in accordance with the applicable Township, Provincial and Federal policies, by-laws, provisions, standards and guidelines.

## Awnings

Awnings can add a decorative and historic touch to the front of a building. Awnings can also be used to further attract attention through the incorporation of signage.

- a) Awnings should not cover up decorative, architectural and/or heritage features.
- b) Awnings must comply with the building code.
- c) The installation or repair of canopies and awnings are encouraged.
- d) Signage may be incorporated into an awning for use as a secondary sign.
- e) Awnings should be used to project over individual windows or doorways.
- f) Retractable awnings and shed type awnings are encouraged.
- g) Awnings must be in accordance with the applicable Township, Provincial and Federal policies, by-laws, provisions, standards and guidelines.





**Façade Improvement Grant Example:**

A commercial building owner located within the Village of Winchester Community Improvement Project Area is interested in improving their exterior façade through the Township of North Dundas' CIP program. The Owner is also looking at installing a new sign to provide greater visibility of their store and to improve the exterior condition of their façade.

**The breakdown of costs is as follows:**

New Signage: \$800

Exterior Improvements: \$3,500

**Total Cost of Project: \$4,300**

**Under the Façade Improvement Program the Owner is eligible for the following Grants:**

New Signage Grant (50% of the eligible cost to a maximum of \$1,500): \$400

Exterior Improvements (50% of the eligible costs to a maximum of \$4,000): \$1 750

**Total Grants Payable: \$2,150**

On the completion of the exterior façade improvements and sign installation, the Review Committee inspects the improvements and the conditions of the agreement. The Owner has met all the requirements as per the agreement set out with the Township and is awarded a grant totaling \$2,150.

**Commercial Improvement Loan Guidelines**

The following guidelines detail the types of works that are considered eligible costs under the commercial improvement loan program. Applicants are not limited to the following guidelines. Further suggestions/proposals will be subject to the discretion of the Review Committee.

- a) Entrance modifications to provide barrier-free accessibility;
- b) Installation/upgrading of fire protection systems;
- c) Repair/replacement of roof;
- d) Structural repairs to walls, ceilings, floors and foundations;
- e) Water/flood/weatherproofing;
- f) Repair/replacement of windows and doors;
- g) Installation of parklets;

- h) Paving and repairs to parking lots;
- i) Landscaping improvements;
- j) Extension/upgrading of plumbing and electrical services for the creation of retail or office space;
- k) Installation of new or the required improvements to heating and ventilation and air conditioning systems;
- l) Other similar repairs/improvements related to health and safety issues, as may be approved.
- m) Architectural or design fees may be eligible up to \$500 as part of the total loan awarded for completed construction.

## 5.5 Eligibility

The following criteria will be used when evaluating and considering an application made to the Commercial Building Improvement Grant and Commercial Building Improvement Loan Programs.

- a) Must be located within the Commercial Improvement Area.
- b) Properties that have a commercial use and are either commercially zoned and/or commercially assessed (either fully or partially).
- c) Successful applicants/properties may reapply for grants and loans. New applicants/properties may receive priority for funding. Only one CIP loan can be outstanding on a property.
- d) Applicants must be commercial building owners or tenants of the buildings who operate a business within the CIP area.
  - i. Applicants for the CIP **Grant program** may be tenants of a property with the authorization of the Owner.
  - ii. Applicants for the CIP **Loan program** must be the property Owners.
- e) The Applicant is required to enter into an agreement with the Township.
- f) An application for a Commercial Building Improvement Program (grant and/or loan) must be consistent with the Official Plan and the Community Improvement Plan's goals and objectives.
- g) The provision of grants and/or loans is subject to funding availability and yearly budget allocation from Township Council. However, the Township of North Dundas is committed to offering financial incentives for this term

of Council, and the Township's level of commitment will be revisited at the beginning of each new term of Council.

- h) Works completed or started prior to approval by the Township are not eligible. Costs in excess of the Agreement are the responsibility of the Owner/Applicant.
- i) Applications will be accepted and reviewed as they are submitted, subject to availability of funds and approval by Council.
- j) Total value of all grants and loans under the program cannot exceed the value of the work done.
- k) Stacking of grants is allowed (funding provided through the CIP may be used in partnership with other private, Provincial or Federal funding.)
- l) Applicants may apply for both the grant and loan programs. Interior improvements are only eligible under the loan program.
- m) Property owners who are in arrears of taxes, water and sewer or any other municipal accounts receivable are not eligible to receive a grant or loan.
- n) To be eligible, all outstanding work orders must be satisfied and the applicant may not have any outstanding building permit or bylaw infractions.
- o) Despite the permit fees contained in the Building Bylaw, the permit fees for signs approved under a CIP grant shall be waived.
- p) If the applicant is in default of any of the general or program specific requirements, or any other requirements of the Township, the Township may delay, reduce or cancel the approved grant/loan and require repayment of the approved grant/loan;
- q) The Township may discontinue any of the programs contained in this CIP at any time, but applicants with approved grants/loans will still receive said grant/loan, subject to meeting the general and program specific requirements.
- r) Eligible applicants can apply for one, more or all of the incentive programs contained in this CIP, but no two programs may be used to pay for the same eligible cost. Also, the total of all grants and loans provided in respect of the subject property for which an applicant is making application under the programs contained in the CIP shall not exceed the eligible cost of the improvements to that property;
- s) Photographs of the properties/buildings that receive a grant/loan may be used by the Township to enable the monitoring and marketing of the CIP.

- t) Development must conform to approved Official Plan, Zoning By-law and all other municipal by-laws, County By-laws, legislation and supporting regulations/approvals by other levels of government.
- u) Eligible façade improvements will include repair/restoration/ replacement/installation of exterior features including but not limited to the criteria as determined by the Township as set out in Section 5.4.

5.6 Application and Approval Process

| Application Submission   | Application Review and Evaluation   | Application Approval  | Payment of Funds   |
|--|---|---|--|
| <ul style="list-style-type: none"><li>•Applicant submits application with supporting documents</li></ul> | <ul style="list-style-type: none"><li>•Review Committee reviews the application in the context of the goals and objectives of the CIP</li><li>•Committee accept or deny the application</li></ul> | <ul style="list-style-type: none"><li>•If an application is approved, an agreement is executed between the Township and the Applicant</li><li>•Depending on the program, a by-law may be required</li></ul> | <ul style="list-style-type: none"><li>•Applicant demonstrates that work has been completed as per the agreement</li><li>•Funds are released or paid to the Applicant on completion of work</li></ul> |

- a) Applicants are required to complete the application form. Applicants are strongly encouraged to pre-consult with the Township prior to submitting an application.
- b) Applicants are required to submit supporting documentation such as specifications of the proposed project including plans, drawings, photographs of the existing building, past photos or drawings.
- c) A minimum of two quotes is required for the requested works. Consideration will be taken if the owner is completing the work themselves; however personal labour is not an eligible cost under this program.
- d) Applicants are required to obtain all necessary building, encroachment or work permits.
- e) Applications may be circulated to any internal municipal departments for review and comment.
- f) The Review Committee will also consider the following criteria when reviewing applications: location, total project value, project necessity for business continuation and whether funding was previously granted to the applicant or property.

- g) If the application meets all relevant criteria, the Review Committee will recommend approval of the application to Council. A business plan may be a requirement by the Review Committee.
- h) Final decisions on applications, extensions and allocation of funds shall be made by Council.
- i) Where the Review Committee has refused the application, the applicant may re-submit the application for reconsideration by Council, provided that the applicant has made consideration of the Review Committee's reasons for refusal. A staff report will be prepared for Council detailing the Committee's decision and reasoning.
- j) Upon approval by Council, the applicant will be required to sign a site specific agreement with the Township. Council will approve or refuse any incentive or combination of incentives.
- k) Upon completion of the façade, awning and signage works as set out in the agreement and upon payment by the applicant, they are to submit proof of payment to the Township along with photos of said works.
- l) Upon completion of the commercial improvement loan work, they are to submit copies of the relevant invoices to the Township along with photos of said works.
- m) The Committee will review the documentation, photos and conduct a site inspection.
- n) If the Committee is satisfied with the completed works as outlined in the agreement, a cheque requisition will be submitted as set out in the agreement.
- o) The cheque requisition will be part of the next available cheque disbursement by the Township.
- p) All work approved by Council must be completed within one year of the date of the agreement or the Agreement shall be null and void.
- q) The Regional Incentives Program is a collaborative effort between the County and North Dundas. 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.

### 5.6.1 Terms of Loan Repayment

- a) The Recipient(s) shall repay the Loan as follows:
  - i. The term of the Loan shall be 5 years and the annual principal amount of the Loan coming due in each year shall be added to the Recipient(s)' municipal tax account and collected in the same manner as taxes as described in the Schedule B attached to the site specific agreement.
  - ii. The loan shall be interest free for the term of the loan, unless the loan is in default. The outstanding amount will be added to the recipient(s) tax account and collected in the same manner as taxes as described in the Schedule B attached to the site specific agreement.
- b) The Recipient(s) acknowledges that the Loan and any interest thereon shall form a lien or charge upon the property until the Loan has been repaid in full.
- c) Should the property be sold prior to the fulfillment of the terms of the Agreement, the financial obligation shall immediately become due and payable, and shall be paid in full by the Recipient(s) before legal title can be transferred to the purchaser.
- d) The loan agreement is non-transferable.

## 6.0 Monitoring Program

The CIP is intended to provide a proactive approach to the redevelopment of commercial property within the Township of North Dundas. The CIP is an opportunity for job retention and creation, increased tax assessment etc. The Township will monitor:

- a) Job created/maintained
- b) Approved applications
- c) Unapproved applications and the reasons
- d) Increase in municipal property tax
- e) Compile participant comments on their experience
- f) Monitor visual appearance of the community



## 7.0 Marketing the CIP

The successful implementation of the CIP depends on the ability of the initiatives and funding opportunities to be effectively communicated to property owners, business owners, and community organizations. The CIP and application forms will be available at the Township Office and on the Township website.

## 8.0 Amendments to the CIP

As the plan is implemented, the Plan may be refined to best meet the goals and objectives outlined in this plan. The programs may be altered at any time without an amendment to the plan. An expansion of the CIP area or an increase to the value of the financial programs would require amendment of the Plan in accordance with Section 28 of the Planning Act.

## 9.0 Review of the CIP

This CIP will be valid for five years from the date of Council adoption. The Township will have an opportunity to review the plan and bring forward recommendations prior to the lapsing of the five year period as to whether the program should continue. The program may be renewed for a maximum of 3 (three) years by by-law.

## 10.0 Definitions

**Agreement** shall mean the terms, duration and default provisions of the grant/loan between the property owner and the Township. The Agreement is also subject to approval by Council.

**Applicant** shall mean 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 or loan.

**Community Improvement** means the planning or replanning, design or redesign, resubdivision, 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 therefor, as may be appropriate or necessary;

**Community Improvement Plan** means a plan for the community improvement of a Community Improvement Project Area;

**Community Improvement Plan Review Committee** is comprised of Township staff, a member of Council and a member of the community. The Review Committee reviews the applications submitted and makes recommendations to Council for approval.

**Community Improvement Project Area** means 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 Costs** shall include the cost of materials, equipment, building permits and planning fees, and contracted labour. The cost of a study to determine the feasibility of undertaking the rehabilitation project may be eligible subject to consultation with the Township. Grants will be paid upon completion of work and approval by the Township.

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

**Township** means The Corporation of the Township of North Dundas.

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# REGIONAL INCENTIVES PROGRAM – March 2021

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*Where Ontario Began*



## 1 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 or the County). The County developed these regional incentives as part of a progressive framework to support broad economic development goals. As an upper-tier municipality with six unique local municipalities, SDG provides regional funding through this Program to advance economic priorities with demonstrable County-wide benefits.

Regional economic initiatives focus on projects linked to **agriculture-related uses**, 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 the annual priorities of County Council.

### 1.1 AUTHORITY UNDER THE *PLANNING ACT*

Section 28 of the *Planning Act* 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. This can only be done if the official plan of the municipality making the grant or loan contains provisions relating to the making of such grants or loans.

#### 1.1.1 SDG Official Plan

The SDG Official Plan serves as the Official Plan for the entire region. This 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

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, re-developed 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;
  - 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 Regional Incentives Program and Action Plan was implemented in 2018 after a year of review and public consultations. The program supports strategic economic development initiatives in the following areas:

- Tourism, agriculture-related, agri-tourism uses, and facility improvement projects.
- Adaptive re-use of commercial, institutional, and industrial buildings.
- Development of permanent, roofed accommodations.

Regional financial incentives are available in the following municipalities:

- The Township of North Dundas
- The Municipality of South Dundas
- The Township of North Stormont
- The Township of South Stormont
- The Township of North Glengarry
- The Township of South Glengarry

The SDG Regional Incentives Program is incorporated into each local municipal Community Improvement Plan (CIP) and offers additional economic development tools. In some cases, different components of a project may be eligible for both local and County funding, subject to the general criteria outlined in Section 2.2.

## 1.3 SDG REGIONAL ECONOMIC GOALS

1. Stimulate investment in tourism and in the agricultural sector by funding diverse, on-farm expansions and agri-tourism.
2. Encourage redevelopment and private sector investment in existing building stock within the County to support employment, reduce the number of vacant commercial, institutional and industrial buildings, and increase the assessment base.
3. Increase the amount of permanent roofed accommodations within the County to specifically accommodate for an increase in tourism establishments that cater to short-term accommodations.

## 1.4 SDG REGIONAL INCENTIVES PROGRAM AREA

The approved Program area includes all lands within the local municipality. These lands have been designated by Municipal By-law.

The financial incentives included in this plan may be available to registered **Owners** or **Tenants** (upon written consent of the **Owner**) of land or buildings within the Program area.

# 2 FINANCIAL INCENTIVES

## 2.0 GENERAL

The County believes that providing 50% matching grant funding is one of the most direct, predictable, and simplest ways to stimulate private sector investment; attract and retain businesses; and increase taxable

assessment within the region. These grants are available to eligible property **Owners** and authorized **Tenants**, including bona fide non-profit organizations. While some bona fide non-profit organizations are eligible for funding, **local municipalities and other governmental or quasi-governmental organizations; including conservation authorities, schools, hospitals, libraries, etc., are not eligible for funding.** See Section 2.2 for further details.

Where a property is eligible for local municipal funding through one element of the local CIP (e.g. Façade improvement), Regional Incentives Program funding will generally not be available for the same improvement. *However*, the County may fund a different type of improvement on the same property (e.g. landscaping), as part of the overall project.

An application for any financial incentive program contained within the Regional Incentives Program must include plans, estimates, contracts, reports and other details, as required to satisfy the **Regional Incentives Program Approvals Committee and Council.**

Funding under the Regional Incentives Program will flow to the local municipality where the successful application is situated and not to the applicant. Eligible grants will then be dispersed from the municipality to the applicant(s).

**Grant payments will be allocated upon completion of the Program works**, final inspection and approval, and/or issuance of any required certificates.

## 2.1 REGIONAL FINANCIAL GRANTS

**The following grants are available under 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. Feasibility, Design, and Study Grant.
5. Planning Application and Permit Fees Grant.

The Regional Incentives Program is a collaborative effort between the County and its local municipalities. Applications will generally be received and initially reviewed by staff of the local municipality. Subsequently, applications will be reviewed by County staff and forwarded to the Regional Incentives Program Approvals Committee. The Regional Incentives Approvals Committee shall be responsible for recommending the approval of Regional Tourism grants to County Council. Final approval for all grants shall rest with County Council, who shall receive a summary report of all recommended grants as soon as reasonably possible after each Committee meeting. Subsequent to Council approval, the Regional Incentives Program Approvals Committee shall advise applicants of the success of their applications.

**The composition of the Regional Incentives Program Approvals Committee is as follows:**

- Three (3) members of County Council (must include the Warden or Warden's designate), appointed by County Council for a 2-year term. One of the members of County Council will act as Committee Chair.
- Two lay members, who are residents of SDG, appointed by County Council for a 2-year term.

*County staff members may from time to time be asked to participate in the proceedings of a Committee meeting to provide clarification, support, or guidance. Under no circumstances shall non-Committee members vote on matters*

before the Committee.

Meetings will be subject to the protocols followed by Committees of Council.

Detailed information about each type of incentive is found in Section 2.3. Each year, the Regional Incentives Program Approvals Committee will determine specific intake dates and amounts available for each intake date.

## 2.2 GENERAL CRITERIA

- a) Eligible **Owners** and authorized **Tenants** of lands and buildings within the area designated within the local By-law may for funding under the Regional Incentives Program
- b) The type of property or use subject to an application must be clearly identified as eligible. Generally, this includes properties with a full or partial commercial designation, or properties designated as agricultural, outdoor/recreational, etc.
- c) To be eligible for funding, proposed projects must demonstrate some level of improvement over the existing conditions and not simply represent a **Life-cycle replacement**.
- d) All projects must demonstrate consistency with one or more of the SDG Regional Economic Goals identified in Section 1.3.
- e) All proposals must demonstrate conformity with the Official Plan and local Zoning By-law.
- f) To be eligible for funding, non-profit organizations must be incorporated.
- g) Non-profit organizations, whose annual budgets are comprised of greater than 50% funding from the County or a local municipality, are ineligible under this Program.
- h) Local municipalities, other governmental or quasi-governmental organizations are ineligible under this Program.
- i) **All applicants are required to disclose all project funding sources.** This Program will not fund the portion of a project being funded by a local CIP. However, complementary aspects of the same project may be eligible for funding.
- j) Successful applicants are required to enter into an Agreement with the County and the local municipality.
- k) A property may be eligible for multiple grants (See Section 2.1), however **the total combined value of all grants approved for a single project will not exceed \$50,000 per property.**
- l) Successful applicants are ineligible to participate in the Program again for two (2) calendar years.
  - o \*By exception, applicants who received funding for phased projects prior to 2021, will be eligible to apply during the 2021 intake period, for additional phases of their ongoing projects. All eligible applications will be considered on a competitive basis. There is no guarantee of funding for any of the applicants.
- m) With the exception of the *Feasibility, Design, & Study Grant* and the *Planning Application and Building Fee Grant*, grants will not be applied retroactively to works started prior to the application intake date.
- n) For grant programs involving the reimbursement of fees, said fees must be paid in full by the applicant prior to being reimbursed. Proof of payment will be required during the final reporting processes.
- o) At the time of application, applicants must demonstrate that there are no outstanding building permit(s), property standards orders, property tax arrears, or any other outstanding municipal/County accounts receivable.
- p) All outstanding building permits, property standards orders, property tax arrears, or any other

outstanding municipal/County accounts receivable on the subject property must be rectified before grant money will be distributed to an Applicant.

- q) All works approved under this Program 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.
- r) All works approved for funding under this Program must be completed within twelve (12) months from the execution of the Agreement between the applicant, the County and the local municipality.
- s) Applicants may apply in writing to the Review Committee for an extension to complete their projects however the maximum extension is six (6) months (i.e. 18-months from the date of execution of the funding Agreement).
- t) The County reserves the right to discontinue any of the grant programs at any time. Notwithstanding, Applicants with approved grants will receive funding, provided they complete their project in accordance with their funding Agreement.
- u) Funding will not be provided for any labour supplied by the Applicant, either personally or via a company or person associated with the Applicant.
- v) Applicants must submit at least (2) written estimates for all work.
- w) Final grant totals will be determined according to the following:
  - 50% of the total invoices up to the maximum established within the funding Agreement.
  - Taxes are not eligible for reimbursement.
  - Additional expenditures incurred by Applicants exceeding the amounts specified in the funding Agreement do not qualify for funding.
  - Final grant totals will be adjusted to reflect 50% of amount established within the funding Agreement or final invoice, **whichever is lower**.

## 2.3 Regional Financial Grants Details

### **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 and Details***

**Façade Improvement Project** — may cover 50% of eligible costs to a maximum of \$10,000. Maximum value may increase to \$12,500 if outdoor art (i.e. murals) is a component of the project; and/or if the building has more than one street address and/or storefront, more than one wall visible from a public street, or fronts onto a laneway or parking lot.

*Eligible Façade Improvement costs may include:*

- 1) Enhancements or improvements to exterior building treatments such as brickwork, cladding, siding, cornices, eaves, parapets, windows, doors, lighting, and awnings.
- 2) Exterior painting where a clear enhancement is made.

- 3) Chemical or façade cleaning.
- 4) The installation of permanent Outdoor Art; including items such as murals; sculptures; paintings; local heritage-based art pieces and displays; and other types of artwork that will promote local heritage, improve aesthetics and enhance tourism.
- 5) Redesign of entrances including changes to improve accessibility.
- 6) Other similar improvements or repairs required to enhance a building **Façade**.

**Signage improvement project** – For a signage improvement project, improvements to the main storefront sign of buildings are eligible. A grant may cover 50% of eligible costs to a maximum of \$2,500. The maximum value may increase to \$5,000 if the building has more than one street address and/or storefront; more than one wall visible from a public street; or fronts onto a laneway or parking lot.

Signage Improvement grants are intended to assist applicants with the replacement and updating of existing commercial signage and to help new business owners to implement new commercial signage elements. Commercial signage must be representative of the business' activities; and must comply with all respective municipal requirements and Building Code Standards.

**Property improvement project** - may cover 50% of eligible costs to a maximum of \$10,000.

*Eligible Property Improvement costs may include:*

- 1) Addition of landscaping features such as plants, sod, trees, and vegetation.
- 2) Addition of permanent landscaping elements such as fencing, benches, planters, and lighting.
- 3) \*Addition of new parking/upgrades to existing parking areas.
- 4) \*Improvements to rear building entrances and rear parking areas.
- 5) Addition of walkways.
- 6) Such other similar improvements and repairs that may be necessary to improve a property.
- 7) Property Improvements to facilitate new build construction, for the purpose of business expansion, including such elements as excavation work, land clearing and private water and waste-water installation (wells, septic tanks).

\*Note that standalone parking lot improvement (e.g. asphaltting) will not be approved. Applications involving parking lot improvements must be part of an application involving other property improvements.

## **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 and Details***

**Building Improvement/Restoration project** - may cover 50% of the eligible cost to a maximum of \$10,000. The following projects may be eligible. Note that project elements deemed to be **Life-cycle replacements** will not be funded.

*Eligible Building Improvement costs may include:*

- 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) Accessibility improvements.
- 7) Any other improvements that may bring a building up to code, or address health, safety, or risk management issues.
- 8) The services of a professional engineer, architect or planner to design and implement the project.

## **2.3.3 Building Conversion/Expansion Grant**

### ***Objective***

To assist with the large-scale conversion, or expansion, of existing vacant space into new commercial, industrial, or mixed-use, agricultural-related uses, etc.

### ***Grant Amount and Details***

- a) **Projects under 5,000 square feet** are eligible for reimbursement of 50% of eligible costs to a maximum amount of \$20,000.
- b) **Projects over 5,000 square feet** are eligible for reimbursement of 50% of eligible costs to a maximum amount of \$50,000.

*Eligible Building Conversion and Expansion costs may include:*

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

## **2.3.4 Feasibility, Design, and Study Grant**

### ***Objective***

To financially assist with the completion of studies and plans to support a new business or development project.

### ***Grant Amount and Details***

50% of eligible costs to a maximum of \$2,000 for the following types of plans or studies:

*Eligible Feasibility, Design and Study costs may include:*

- 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.
- 10) Any other study or plan as approved.

## 2.3.5 Planning Application and Building Permit Fee Grant

### **Objective**

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

### **Grant Amount and Details**

This grant may cover 50% of the municipal and/or County portion of the eligible cost to a maximum of \$2,500 including:

- Municipal and County planning application fees, including minor variances, site plans, zoning by-law amendments or Official Plan amendments.
- Municipal building permit fees or change of use permits.

## 3 MONITORING, TERM, AND AMENDMENTS

A variety of materials have been developed to assist with 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. 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 to the local CIP in accordance with Section 28 of the *Planning Act*.

## 4 DEFINITIONS

**Agriculture-related uses** are farm related commercial and 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.

**Agri-tourism** include farm-related tourism uses, including limited accommodations such as a bed and breakfast establishments, that promote the enjoyment, education or activities related to the farm operation, in accordance with the Provincial Policy Statement.

**Façade** refers to the front of a building and/or other exterior walls that are exposed to the public. Refers to

the overall or multiple design element(s) of a building, not a single aspect.

**Life-cycle replacement** refers to a change to a building or property that is not a material improvement. Put another way, replacing “like for like” is considered a life-cycle replacement. Examples include:

- a) Replacing worn-out windows is a life-cycle replacement. However, restyling, returning heritage features, or making the windows more attractive can be considered a material property improvement.
- b) Replacing worn-out shingles is a life-cycle replacement. However, changing a roofline or covering an extension or remodel could be considered a material property improvement.

What is a life-cycle replacement is strictly within the purview of the Regional Incentives Program Approvals Committee.

**Roofed Accommodations** are defined as four-season short term, permanent fixed roof accommodations within or as an extension to existing buildings and includes premises such as hotels, motels, and Bed and Breakfast establishments.

**Owner** refers to the registered owner of the lands and includes any successors, assignees, agents, partners or affiliated corporations.

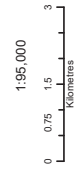
**Tenant** refers to the person(s) or entity who legally occupies or possesses a property under lease from the **Owner**.

## 12.0 Schedule A: Map of Community Improvement Area

### Township of North Dundas

#### Legend

- Regional Incentives Program Area
- Highway
- County Road
- Township Road
- Private/Other Road
- Road Allowance / Seasonal Road
- Under Construction
- Railroad
- Settlement Area
- Township Boundary



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