



Community Improvement Plan



Approved December 6, 2022

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 (CIP) offers business Owners and tenants, within the designated Community Improvement Area, the opportunity to access funding through the form of grants and loans to improve their commercial building and property.



Finding the resources to improve an existing commercial business, whether it is improving an exterior façade, installing new signage, interior renovations or landscaping, can be difficult. Through the CIP, grant and loan money will be made available to assist with eligible projects that improve the exterior facade, signage, interior and property improvements.

The Environmental Site Assessment Grant program that is a part of the CIP offers financial assistance by assisting with the cost of site assessments of brownfield properties.

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

This plan is a guide for business Owners and tenants of commercial properties 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 United Counties of Stormont, Dundas and Glengarry (SDG Counties) has developed a Regional Incentives Program (RIP) that is supported and funded through the Counties. The RIP is inserted into the CIP as Section 2. The focus of the RIP is to stimulate investment in tourism and in the agricultural sector by funding diverse on-farm expansions and agri-tourism, to encourage the redevelopment and private sector investment in existing building stock and increase the amount of permanent roofed accommodations within the County.

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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

2.0.1 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 Bylaw(s), Community Improvement Project Areas and a CIP. The CIP is intended to encourage rehabilitation initiatives and/or stimulate development. Once implemented, the plan allows municipalities to provide grants and/or loans to assist in the rehabilitation of properties and/or buildings within the defined boundaries of a Community Improvement Project Area.

2.0.2 Purpose

The purpose of the CIP is to provide existing commercial businesses with financial incentives to improve their exterior facade, signage, building interior and/or property. Financial incentives will be in the form of grants and/or loans as made available through the CIP for eligible Applicants.

2.0.3 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 CIP 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

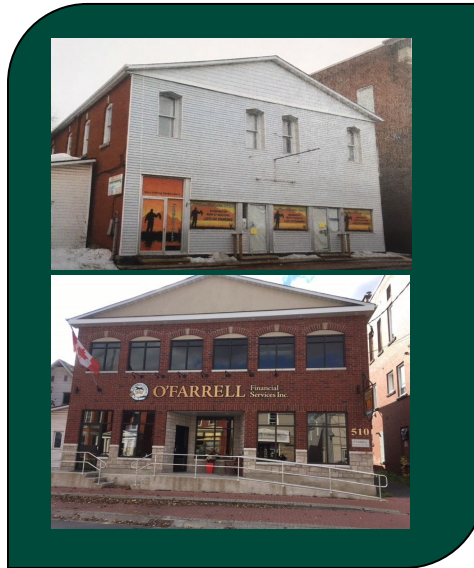
4.0.1 Municipal Act

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).

4.0.2 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 (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).

4.0.3 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

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.*

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.

4.0.4 Township of North Dundas Economic Development Action Plan

The Township of North Dundas adopted an Economic Development Strategic Action Plan in May 2012.

Priority Action 4.1 Investing in Infrastructure:

3. Create the business case and funding model to finance the creation and servicing of the business park.

7. Track all industrial and commercial property investment opportunities.

Priority Action 4.2 Fostering Entrepreneurship has the desired result of: Increase the amount of local businesses being created and flourishing in North Dundas.

Priority Action 4.3 Developing a Community:

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

The Township of North Dundas updated its Economic Development Strategy and Action Plan in December 2016, which outlined capacity building actions.

Strategic Goal 2: Small Business and Entrepreneurship

Objective 4: Invest in the development of a local entrepreneurship ecosystem:

4.4 Engage with local and regional partners to identify gaps in local entrepreneurial programs and services.

*Strategic Goal 3: Readiness**Objective 7: Expand the contributions of the Community Improvement Plan:**7.1 Continue to promote the existing CIP and introduce new local improvement levies and grant and loan programs to encourage current and future development to invest in their current buildings to encourage expansions in footprints.**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.**Objective 8: Continue to encourage the development of existing and new tourism opportunities:**8.1 Continue to support cultural tourism opportunities by encouraging the use of the existing CIP program to enhance heritage and culture-based assets.*

5.0 Commercial Building Improvement Grant and Loan Program

5.0.1 Purpose

To encourage and provide a program for exterior and interior design changes and property improvements 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, as well as property improvements that would otherwise be considered cost prohibitive by a building/property Owner/tenant.

5.1 Facade Improvement and Signage Grant Program

The Township is providing two different grant programs for which a commercial building/property Owner/tenants can apply for, specifically Facade and Signage/Awnings Improvements. The grants are meant to improve the exterior conditions of existing structures within the designated Community Improvement Project Areas and provide funding for new signage and awnings. The Facade and Signage/Awning Grants are only applicable to existing buildings. A maximum grant of \$6,700 is available: \$5,000 for facade improvements and \$1,700 for signage/awnings.

Facade Improvement Grant

A matching grant of 50% to a maximum of \$5,000 is available to assist commercial building/property Owners/tenants to improve the facade. Applicable design fees and building permit fees are eligible costs. Grant Applicants shall consider the entire facade of the building. Improvements directly related to improving accessibility are eligible for 75% coverage to a maximum of \$5,000.

Signage and Awning Grant

A matching grant of 50% up to a maximum of \$1,700 is available to assist commercial building Owners/tenants 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 building/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 1-year of the approved Agreement unless otherwise approved by the Review Committee.
- iv. Grant funds are released once the work is completed and upon presentation of proof of payment for the work.
- v. Applications will be reviewed as they are submitted, subject to available budgeted funding.
- vi. Renderings of the new signage/awning must be provided.
- vii. Permit fees contained in the Building Bylaw for signs are to be included within the approved CIP grant.

5.2 Commercial Improvement Loan Program

The purpose of Commercial Improvement Loan Program is to provide an interest-free loan to commercial building/property Owners. 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 facade improvements, signage, interior and property improvements.

Commercial Improvements

In addition to exterior facade improvements and signage, Owners of an eligible commercial building/property can apply for an interest-free loan of up to a maximum of \$17,000 to help finance the restoration, repair or renovation of their building, as well as property improvements. Only Owners of the building/property

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.

General Terms

- i. An interest-free loan up to a maximum of \$17,000 repayable over 5-years is available to assist commercial property/building Owners to improve their building/property in accordance with the CIP.
- ii. An Owner of a building/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 building/property can apply for the loan program.
- iv. The loan portion is repayable over a 5-year period, interest-free as set out in the Agreement.
- v. Works must be completed within 1-year of the approved Agreement unless otherwise approved by the Review Committee.
- 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.

5.3 Design Guidelines

The following design guidelines are to help the commercial property Owners/tenants 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 for, the Applicant is not limited to these suggestions.

Facade Improvement Guidelines

Facade improvements are meant to restore and improve the aesthetic looks of an existing building. The purpose of facade 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 facade improvements will be considered when reviewing an application.

- a) Repainting, cleaning or re-facing of the front facade and the side facades as long as the sides are consistent with the front facade improvements being completed and only for a reasonable distance from the front of the building considering sightlines from the street.
- b) Repair or restoration of facade masonry, brickwork or wood.

- c) Exterior woodwork.
- d) Replacement, repair or restoration of cornices, eaves, parapets and other architectural features. Eavestroughs and downspouts are ineligible.
- 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) Installation of parklets at licensed food trucks.
- l) Community art, murals and information plaques.
- m) Installation of grass, trees, plants and flowers as part of a more comprehensive facade improvement.
- n) Architectural or design fees may be eligible up to \$500 as part of the total grant awarded for completed construction.



Signage Guidelines

Commercial signage is one facet of improving the facade of an existing building. Signs help identify the location of a business as well as attract and draw in customers. The following recommendations for signage improvements will be considered when reviewing an application.

- 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.
- 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) Fascia signs are considered as primary signs. Projecting/hanging signs are considered as secondary.
- l) Roof top signage and single post pylon lite signs are not eligible.
- m) Signs must be in accordance with the applicable Township, County, Provincial and Federal policies, Bylaws, provisions, standards and guidelines.



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

Awnings Guidelines

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, County, Provincial and Federal policies, Bylaws, provisions, standards and guidelines.



Example of an acceptable form of awning (Retractable Awning)

Commercial Improvement Loan Guidelines

The following recommendations detail the types of improvements 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) Eavestroughs and downspouts are ineligible.
- i) Paving and parking lot repairs must include additional improvements. Standalone paving and parking lot repair applications will not be accepted.
- j) Landscaping improvements as part of a more comprehensive building and/or property improvement.

- k) Extension/upgrading of plumbing and electrical services for the creation of retail or office space.
- l) Installation of new or improvements to heating and ventilation and air conditioning systems.
- m) Other similar repairs/improvements related to health and safety issues, as may be approved.
- n) Architectural or design fees may be eligible up to \$500 as part of the total loan awarded for completed construction.
- o) Improvements must be in accordance with the applicable Township, County, Provincial and Federal policies, Bylaws, provisions, standards and guidelines.

6.0 Environmental Site Assessment Grant Program

6.0.1 Purpose

Brownfields are abandoned, vacant, derelict, or underutilized commercial and industrial properties, where past actions have resulted in actual or perceived contamination. The Environmental Site Assessment Grant Program is intended to provide financial assistance by assisting with the cost of site assessments. The improved environmental conditions of such lands will enhance the economic and social vitality of the Township of North Dundas.

6.1 Brownfield Legislative Framework

6.1.1 Brownfield Statute Law Amendment Act, 2001

The Brownfields Statute Law Amendment Act of 2001 revised a number of Ontario statutes with the specific purpose of providing regulatory and financial support to remediation of contaminated lands. There were essentially three pillars of the legislative framework involving changes to the Environmental Protection Act, the Planning Act, and the Municipal Act. Together these and other legislative revisions provided scoped changes which affect the treatment of contaminated lands in terms of environmental orders (regulatory matters), gave protections to property owners, municipalities and fiduciary interests, and provided alternative means of financial support through the Ontario property tax system.

6.1.2 Provincial Policy Statement (PPS), 2020

The PPS requires the following policies to be pursued with respect to brownfield redevelopment:

1.1.3.3: Planning authorities shall identify appropriate locations and promote opportunities for transit-supportive development, accommodating a significant supply and range of housing options through 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.

1.6.3: Before consideration is given to developing new infrastructure and public service facilities:

a) the use of existing infrastructure and public service facilities should be optimized; and

b) opportunities for adaptive re-use should be considered, wherever feasible.

1.7.1: Long-term economic prosperity should be supported by:

f) promoting the redevelopment of brownfield sites;

3.2.2: Sites with contaminants in land or water shall be assessed and remediated as necessary prior to any activity on the site associated with the proposed use such that there will be no adverse effects.

6.1.3 The United Counties of Stormont, Dundas and Glengarry Official Plan, 2018

The Official Plan of the United Counties of Stormont, Dundas and Glengarry provides a detailed set of planning policies that reflect provincial, county and local interests. The Official Plan supports and encourages the redevelopment of brownfield properties through the following policies:

2.4: Naturally occurring hazards (e.g. flooding, erosion, unstable slopes, unstable soils) and humanmade hazards (e.g. contaminated sites, mineral extraction operations) may have a serious impact on development...Human-made hazards include sites contaminated by past or current industrial, commercial or waste management activities and past producing mineral extraction operations. Remediation will be the basis for restoring “brownfield” and other sites while sites of mineral extraction will be rehabilitated to a safe condition prior to their subsequent use for other purposes.

3.5.2.6: Infilling and redevelopment can occur on vacant lots of record or ‘brownfields’, on underutilized sites (e.g. surplus municipal properties, railway properties, church sites, school or other institutional sites), or by expanding or converting existing buildings.

6.3.5: Local Municipalities are encouraged and may provide for the reuse or redevelopment of brownfield sites by using any of a variety of tools including:

1. The preparation of community improvement plans under Section 28 of the Planning Act of which a component may be a program to issue grants or loans for rehabilitation;

8.12.5: 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:

g. The presence of older industrial lands (e.g. brownfields) that exhibit deficiencies but provide opportunities for redevelopment.

6.2 Environmental Site Assessment Grant (ESA) Program

The program encourages redevelopment of brownfield sites by providing properties for which a Phase I ESA exists, with further assistance to specify the extent and nature of environmental contamination through a Phase II ESA study or any remediation action plan.

Studies which do not contribute to the prescribed regulatory process will not be approved for funding support. The Phase II ESA and other subsequent analysis must conform in methodology, content and reporting with the requirements of Ontario Regulation 153/04.

A matching grant of 50% of up to a maximum of \$10,000 per property is offered. Only commercial and industrially zoned properties are eligible.

General Terms

- i. The Phase II ESA or other subsequent analysis must be completed within 1-year of the approved Agreement unless otherwise approved by the Review Committee.
- ii. Applications will be reviewed as they are submitted, subject to available budgeted funding.
- iii. Grant funds are released once the Phase II ESA or other subsequent analysis is completed and upon presentation of proof of payment and a copy of the report.
- iv. Only the Owner of a building/property can apply to the grant program.
- v. Eligible costs include a Phase II ESA study, Remediation Action Plans, Risk Assessments or other studies part of the regulatory submission requirements to enable a Record of Site Condition acknowledged by Ministry of Environment, Conservation and Parks.

Requirements of Regulation 153/04, as amended by Regulation 511/09, to the Environmental Protection Act apply in all circumstances.

- vi. Improvements must be in accordance with the applicable Township, County, Provincial and Federal policies, Bylaws, provisions, standards and guidelines.

7.0 Eligibility

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

- a) Must be located within the Commercial Improvement Area.
- b) Properties must have a commercial/industrial use and are either commercially/industrially zoned and/or commercially/industrially 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/industrial building/property Owners or tenants of the buildings who operate a business within the CIP area. Applications from tenants must include the Owner authorization page with their application form.
 - i. Applicants for the CIP Grant program may be the Owners of the building/property or tenants of a building/property with the authorization of the Owner.
 - ii. Applicants for the CIP Loan program must be the building/property Owners.
 - iii. Applicants for the Environmental Site Assessment Grant Program must be the building/property Owners. Properties must have a commercial/industrial zoning to be eligible.
- e) Building and property improvements must be only for buildings and properties owned or leased by the Applicant.
- f) The Applicant is required to enter into an Agreement with the Township.
- g) Applications to the Community Improvement Plan program for grants and/or loans must be consistent with the Official Plan and the Community Improvement Plan's goals and objectives.

- h) 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.
- i) 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.
- j) Equipment, tools, supplies, non-permanent signage and tables are ineligible.
- k) Applications will be accepted and reviewed as they are submitted, subject to availability of funds and approval by Council.
- l) Total value of all grants and loans under the program cannot exceed the value of the work done.
- m) Stacking of grants is allowed (funding provided through the CIP may be used in partnership with other private, Regional, Provincial or Federal funding).
- n) Applicants may apply for both the grant and loan programs. Interior improvements are only eligible under the loan program.
- o) Building/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, including tenants of such buildings/properties.
- p) To be eligible, all outstanding work orders must be satisfied, and the Applicant may not have any outstanding building permit or Bylaw infractions with the Township of North Dundas or with the United Counties of Stormont, Dundas and Glengarry.
- q) Permit fees contained in the Building Bylaw for signs are to be included within the approved CIP grant.
- r) 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.
- s) 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.

- t) Eligible Applicants can apply for one, for multiple, or for 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.
- u) 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.
- v) Development must conform with the approved Official Plan, Zoning Bylaw and all other Municipal Bylaws, County Bylaws, legislation and supporting regulations/approvals by other levels of government.
- p) Improvements must be in accordance with the applicable Township, County, Provincial and Federal policies, Bylaws, provisions, standards and guidelines.
- w) Eligible facade, signage/awning and property improvements include, but are not limited to the guidelines as set out in Section 5.3.
- x) To be eligible for funding, proposed projects must demonstrate a noticeable level of improvement over the existing conditions and not simply represent a life-cycle improvement.

7.1 Application and Approval Process

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

- a) Applicants are required to complete the application form. Applicants are required 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 are required for the requested works for all applications. Consideration will be taken if the Owner is completing the

- work themselves; however personal labour of the Applicant or via a company of a person associated with the Applicant 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 and allocation of funds shall be made by Council. Extensions to be approved by the Review Committee.
 - 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 facade, 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 Phase II ESA, Remediation Action Plans, Risk Assessments or other studies as defined by the CIP and as set out in the Agreement and upon payment by the Applicant, they are to submit proof of payment to the Township along with a copy of the report.
 - m) Final grant totals will be determined according to the following: 50% of the total invoices (75% of total invoices for accessible facade improvements) up to the maximum established with the Agreement. Taxes are not eligible for reimbursement. Additional expenditures incurred by the Applicant exceeding the amounts specified in the funding Agreement do not qualify for funding. Final grant totals will be adjusted to reflect the amount

established within the funding Agreement or final invoices, whichever is less.

- n) Required proof of payment includes a bank account or credit card statement detailing the payments; or a signed standard statutory declaration, in addition to payment confirmation by the vendors.
- o) Upon completion of the commercial improvement loan work, Applicants are to submit copies of the relevant invoices to the Township along with photos of said works. Taxes are not eligible for reimbursement. The final loan amount will be adjusted to reflect the amount established within the funding Agreement or final invoices, whichever is less.
- p) The Review Committee will review the documentation, photos and conduct a site inspection.
- q) If the Review Committee is satisfied with the completed works as outlined in the Agreement, a cheque requisition will be submitted as set out in the Agreement.
- r) The cheque requisition will be part of the next available cheque disbursement by the Township.
- s) All work approved by Council must be started within 6-months and completed within 1-year of the date of the Agreement or the Agreement shall be null and void, except where special permission is granted given circumstances. A one-time 6-month extension can be granted upon approval by the Review Committee.
- t) The Regional Incentives Program (RIP) is a collaborative effort between the SDG Counties and the Township of North Dundas. Applications will generally be received by the local municipality and reviewed and approved by the Counties. The Counties will host a Regional Incentive Program Approvals Meeting, made up by the Regional Incentives Program Approvals Committee (RIPAC). This committee of SDG County Council is composed of two lay appointees and three county councillors. Staff from the County and local municipality act as supporting members of this committee, but they do not have the ability to vote. The RIPAC committee makes recommendations to SDG County Council, which is responsible for formally approving all projects. Funding for approved applications will flow directly from SDG Counties to the local municipality, who will then forward eligible payments to the applicant.
- u) Where a building/property is eligible for CIP funding, the RIP funding will not be available for the same improvement. However, the RIP may fund a different type of improvement on the same building/property, as part of the

overall project. All work included on an RIP application that is approved, whether fully or partially funded is not eligible for the CIP.

- v) Upon completion of work, businesses are required to display provided signage for at least a 6-month period, which will indicate that the work received funding from the CIP program.

7.1.1 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.

8.0 Monitoring Program

The CIP is intended to provide a proactive approach to the redevelopment of commercial properties within the Township of North Dundas. The CIP is an opportunity for job retention and creation, as well as increasing assessments. 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.

9.0 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 the application forms are available at the Township office and on the Township website. Upon completion of work, businesses that have received CIP funding are required to display Township provided signage for at least a 6-month period, indicating that the work received funding from the CIP program.

10.0 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.

11.0 Review of the CIP

This CIP will be valid for 5-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 5-year period as to whether the program should continue.

12.0 Definitions

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

Applicant shall mean the registered Owner, assessed Owner or tenants of properties/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.

Brownfield Properties mean vacant or underutilized places where past industrial or commercial activities may have left contamination (chemical

pollution) behind, including: factories, gas stations and waterfront properties formerly used for industrial or commercial activities.

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 (CIP) 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.

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.

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.

Environmental Site Assessment (ESA) means the study of a property to determine if contaminants are present and, if so, the location and concentration of these contaminants.

Life-Cycle Replacement refers to a change to a building/property that is not a material improvement. Put another way, replacing “like for like” is considered a life-cycle replacement. What is a life-cycle replacement is strictly within the purview of the Review Committee.

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

Phase I ESA means an assessment of property conducted in accordance with the regulations by or under the supervision of a qualified person to determine the

likelihood that one or more contaminants have affected any land or water on, in or under the property.

Phase II ESA means an assessment of property conducted in accordance with the regulations by or under the supervision of a qualified person to determine the location and concentration of one or more contaminants in the land or water on, in or under the property.

Township means The Corporation of the Township of North Dundas.

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REGIONAL INCENTIVES PROGRAM – March 2021



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.

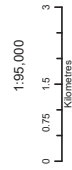
Tenant refers to the person(s) or entity who legally occupies or possesses a property under lease from the **Owner**.

14.0 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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