

North Huron Community Improvement Plan



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Section 1: Introduction

A Community Improvement Plan (CIP) is a tool that encourages and leverages private investment by providing financial incentives to projects in geographically-specific areas of a municipality to promote physical improvements. It is the goal of community improvement planning to encourage revitalization, redevelopment and enhancement of defined areas. Ontario's Planning Act, R.S.O. 1990, contains direction for the creation and delivery of CIPs. This CIP is a project of the Township of North Huron, and is intended to promote long-term economic sustainability and welcoming attractive features in the downtowns of Wingham, Blyth, and Belgrave Ontario.

This report details the legislative authority for the program, provides information on the rationale and purpose, outlines the Community Improvement Project Areas and provides further information on the grant program and eligibility.

This document is intended to provide information for potential applicants to the program and to act as a guideline for all involved parties throughout the entire CIP process.

Section 2: Legislative Authority

a) The Planning Act and the Municipal Act

Section 28 of the Ontario Planning Act allows municipalities, where there are provisions in its Official Plan relating to community improvement, to designate by By-law a "Community Improvement Project Area", and prepare a "Community Improvement Plan".

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

Once a community improvement project area has been designated, a community improvement plan can be prepared for that area. A municipality may use a community improvement plan to:

- acquire, hold, clear, grade or otherwise prepare land;
- construct, repair, rehabilitate or improve buildings on land acquired or held by the municipality;
- sell, lease or dispose of any land and buildings acquired or held by the municipality; and/or
- make grants or loans to owners and tenants of land and buildings within the community improvement project area to help them pay for the cost of rehabilitating their lands or buildings

b) North Huron Official Plan

The North Huron Official Plan permits Community Improvement Plans to be established within the Township. The following policies are found in Section 10.3 of the North Huron Official Plan:

Community Improvement

Community improvement activities are intended to improve the existing condition of the built form through municipally-driven or incentive-based programs. Tools are available to the Township of North Huron through the Planning Act and the Municipal Act to stimulate community improvement, rehabilitation and revitalization. This could be accomplished through the preparation of a Community Improvement Plan within a designated Project Area. Areas worthy of preservation and enhancement would benefit from a detailed plan which outlines a program for community improvements.

Definitions

Community Improvement: means the planning or re-planning, design or redesign, re-subdivision, clearance, development or redevelopment, reconstruction and rehabilitation, improvement of energy efficiency of a community improvement project area, and the provision of such residential, commercial, industrial, public, recreational, community facility, religious, charitable or other uses, buildings, works, improvements or facilities, or spaces therefore, as may be appropriate or necessary. Community improvement also includes the provision of affordable housing.

Community Improvement Project Area: means a municipality or an area within a Township, 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.

Section 3: Rationale and Purpose

Summary of the Needs

As part of the preparation of the North Huron CIP, the strengths, weaknesses, opportunities and threats (SWOT) of Wingham and Blyth have been identified. These are documented in detail in the background report supporting the CIP. Items common in both Wingham and Blyth identified through the SWOT analysis were:

- Improve visual and structural state of buildings on the main streets;
- Support the creation of a barrier-free pedestrian environment; and,
- Improve pedestrian safety and public realm aesthetics.

Blyth

A strength in Blyth is the existing cohesion between the commercial façades and the standard of maintenance and aesthetic appeal the Village holds itself to. There are amenities and attractions in Blyth that benefit from their walkability but community improvements are sought for Blyth by the addition of clearly identified entry points to the community and way finding that encourages exploration of the existing downtown core. Clearly defining community entry features help to enhance orientation, lend a sense of place and can generate increased civic pride. A facet of this identified future community

improvement is the goal of increasing pedestrian safety in Blyth. Safety measures at key pedestrian crossings is a goal of this CIP, as well as adding accessibility features to the main street to ensure the commercial storefronts and attractions can be accessed by all.

Wingham

Wingham has a larger identified commercial area than Blyth and benefits from the close proximity to highway commercial uses and plazas that direct traffic and interest into town. There is the potential for a wide variety of commercial uses and attractions to be located in Wingham's identified CIP Project Area and contribute to economic development. To have those uses established in Wingham, a goal of this CIP is to enhance the existing physical structures that are available through repair or improvement and present Wingham's main street as an attractive and viable business location option. An increase in the visual attraction of Wingham has the potential to create a revitalized commercial area with a higher volume of pedestrian traffic.

Purpose of the CIP

The purpose of the North Huron CIP is to:

- Address community improvement to the main streets of Wingham, Blyth and Belgrave and specifically with respect to commercial area revitalization and property/building redevelopment;
- Establish a set of goals for community improvement that will help address the identified needs of downtown Wingham and Blyth and Belgrave;
- Designate a Community Improvement Project Area within downtown Blyth and Wingham and Belgrave where community improvement funds will be directed;
- Identify grant programs available to eligible property owners in order to stimulate and leverage private sector investment;
- Encourage the revitalization of vacant, underutilized and inaccessible properties and buildings in Wingham, Blyth and Belgrave; and
- Provide administrative procedures for the CIP which will ensure that the program is a functioning, flexible and effective municipal tool.

Section 4: Community Improvement Project Area

The North Huron Official Plan (Section 10.3.4.2) outlines specific criteria for project area selection. The following policy is found in the Official Plan:

Project Area Selection Criteria

In determining the location of a Community Improvement Project Area and preparation of a Community Improvement Plan, one or more of the following conditions shall exist:

- a) Buildings (including façades), structures, and / or properties which are of heritage or architectural significance in need of preservation, restoration, repair, rehabilitation or redevelopment,
- b) Built or natural heritage resources in need of preservation or renewal,

- c) Areas where elements of the natural heritage or parks system present opportunities for municipal improvements that would encourage redevelopment and improved recreational facilities for the community,
- d) Non-conforming or incompatible land uses or activities,
- e) Deficiencies in physical infrastructure or community facilities and services,
- f) Lack of public and private parking facilities
- g) Areas susceptible to flooding and requiring protection,
- h) An inadequate mix of housing types,
- i) Known or perceived environmental contamination (i.e. brownfields),
- j) Poor visual quality, including streetscape and design,
- k) High industrial or commercial vacancy rates,
- l) Any other relevant social, economic, or environmental reason, and / or
- m) Demonstrated support by residents and taxpayers of the area.

Based on consultation with staff, the Business Improvement Associations in Blyth and Wingham, and the North Huron Economic Development Committee, North Huron Council has chosen to implement a CIP framework that guides community improvement along the main streets of both Wingham and Blyth. This includes properties that could contribute to larger community projects expanding beyond the limits of the identified 'downtown' boundaries. This was identified during the consultation for this CIP as providing opportunities for 'fringe' business owners and a wide-reaching benefit to the commercial areas. The North Huron CIP was adopted in November 2018 with several application intake periods through 2019. The CIP was amended in the fall of 2019 to expand and include the Direct Grant for Structural Work program and additional criteria for this program.

The community of Belgrave was added to the CIP Project Area through Council's direction in the 2019 amendment to include commercially zoned properties in Belgrave as eligible for grants under the CIP.

A map showing the designated Community Improvement Project Areas for the North Huron CIP is provided in **Schedule 'A'** for Wingham, **Schedule 'B'** for Blyth, and **Schedule 'C'** for Belgrave.

Section 5: Goals of the CIP

The goals of this CIP have been developed based on input from the public, staff and Council. Applications will be reviewed against the goals of the CIP and preference will be given to those projects which meet goals of the Plan and identified critical needs of the communities.

The goals of the North Huron CIP are to:

- a) Enhance the physical/built environment and visual appearance of communities by supporting and encouraging building maintenance, improvement, repair, and/or rehabilitation in downtown Wingham, Blyth and Belgrave.
- b) Contribute to the revitalization and enhancement of commercial core areas in both Wingham, Blyth and Belgrave.
- c) Support the addition of community improvements that increase pedestrian safety and the walkability of the downtown areas.

- d) Encourage renovations to commercial buildings to increase accessibility.
- e) Focus urban growth on downtown or commercial core areas and support a healthy long-term mix of land uses that improve, develop and sustain services in Wingham, Blyth and Belgrave.
- f) Create welcoming communities that attract new business owners and commercial enterprises.

Blyth

A goal of this CIP for Blyth is to address the recognized need for improvements to the public realm in Blyth, especially concerning accessibility and pedestrian safety. With this CIP, there is the opportunity to use private sector participants to improve facets critical to the pedestrians and customer experience in a commercial core. These improvements would allow other future public realm enhancements with private and public sector collaborations on larger scales, such as connecting links, wayfinding and art installations and community gateways.

Wingham

A goal of this CIP for Wingham is to elevate the main street of Wingham and highlight what distinguishes it from other small towns in Ontario. The potential for the improvement of the physical structures and façades in Wingham is a large goal of this CIP and hopes to have a rippling effect on the development and attraction of Wingham's core. This could include increased pedestrian traffic, lower vacancy rates for commercial storefronts and a cohesive and attractive main street maintained with civic pride.

Section 6: Commercial Façade Improvement Grant Program

The Commercial Façade Improvement Grant supports the revitalization of commercial façades within the Wingham, Blyth and Belgrave Community Improvement Project Areas. The Commercial Façade Improvement Program offers grants to eligible building owners and tenants for front and exterior side façades, within the designated Community Improvement Project Areas in each community. This program will promote aesthetic and accessibility-related improvements to buildings that otherwise may not occur due to the cost premiums associated with these improvements.

Preference will be given to projects which clearly result in a distinct visual improvement.

Eligible buildings include commercial, mixed-use buildings, and buildings used as community facility within the area identified as the CIP boundary shown on Schedules "A" (Wingham), "B" (Blyth) and "C" (Belgrave). For the purposes of this program, a 'mixed-use' is a building with a commercial floor space in the front portion of the building with residential units to the rear and/or above the commercial use.

Properties must be zoned either Core Commercial (C4), Community Facility (CF) Highway Commercial (C3), Fringe Core Area Commercial (C5), or an existing special residential zone permitting commercial uses within the CIP project area to be eligible to apply for this grant program. Properties must be in compliance with the North Huron Zoning By-law at the time of application.

Eligibility criteria for the Façade Improvement Grant Program are included in Appendix 1 to this Plan. Modifications and updates to the CIP and the eligibility criteria will be in accordance with Sections 17 and 28 of the Planning Act.

Section 7: Direct Grant for Structural Work Program

The Direct Grant for Structural Work allows incentives to landowners, businesses and developers that propose significant commercial, institutional, or residential, projects that substantially renovate, restore, improve and upgrade a prominent building or structure or key vacant property within the Wingham, Blyth or Belgrave Community Improvement Project Areas. The Direct Grant for Structural Work Program offers grants to eligible building owners and tenants within the designated Community Improvement Project Areas to undertake significant structural work. Where a project requires substantial structural work to preserve building stock a grant up to 50% of the total cost of improvements may be considered. This program will promote energy efficiency, increased safety, updated residential rental and commercial supply, and accessibility-related improvements to buildings that otherwise may not occur due to the cost premiums associated with these improvements.

The intent of a success application to the Direct Grant for Structural Work program would accomplish more than one of the following:

- a) address structural and life safety issues to create usable and efficient floor space;
- b) improve property standards or preserve architectural significance;
- c) upgrade public infrastructure such as sanitary sewer, water, storm water drainage, roadway, sidewalks;
- d) preserve or enhance employment opportunities;
- e) create affordable housing in a range of occupancies;
- f) enhance fire protection such as sprinkler systems, fire separations and similar;
- g) improve energy efficiency or reduce water and sewer needs;
- h) enhance urban design on and around the subject lands and adjacent public space as well as linkages to trails, parks, core areas and other focal points.
- i) support planting, replacement and enhancement of healthy trees and landscaping; and,
- j) implement sound watershed planning practices that help mitigate, protect or reduce flooding impacts within the Maitland River watershed or other local or rural drainage areas.

Preference shall be given to projects that demonstrate the highest community benefit by addressing a greatest number of the criteria in this Section.

Eligible buildings include commercial, mixed-use buildings, and buildings used as community facility within the area identified as the CIP boundary shown on Schedules “A” (Wingham), “B” (Blyth) and “C” (Belgrave). For the purposes of this program, a ‘mixed-use’ is a building with a commercial floor space in the front portion of the building with residential units to the rear and/or above the commercial use.

Properties must be zoned either Core Commercial (C4), Community Facility (CF) Highway Commercial (C3), Fringe Core Area Commercial (C5), or an existing special

residential zone permitting commercial uses within the CIP project area to be eligible to apply for this grant program. Properties must be in compliance with the North Huron Zoning By-law at the time of application.

To qualify for a structural improvement grant, applicants must employ the services of design and construction professionals qualified for the size and scale of the project and sufficient to obtain permits under the Building Code. Township staff and/or members of the North Huron Economic Development Committee shall score applicants for structural grants according to procedures and criteria set out by the Building Department and the CIP. Eligibility criteria for the Direct Grant for Structural Work Program are included in Appendix 2 to this Plan. Modifications and updates to the CIP and the eligibility criteria will be in accordance with Sections 17 and 28 of the Planning Act.

Section 8: Administration

The Township will be responsible for all administrative tasks related to the implementation of the CIP. There are separate processes for Application Administration and Program Administration; the next two sections correspond with these two items.

Section 8.1: Application Administration

a) General Eligibility Requirements

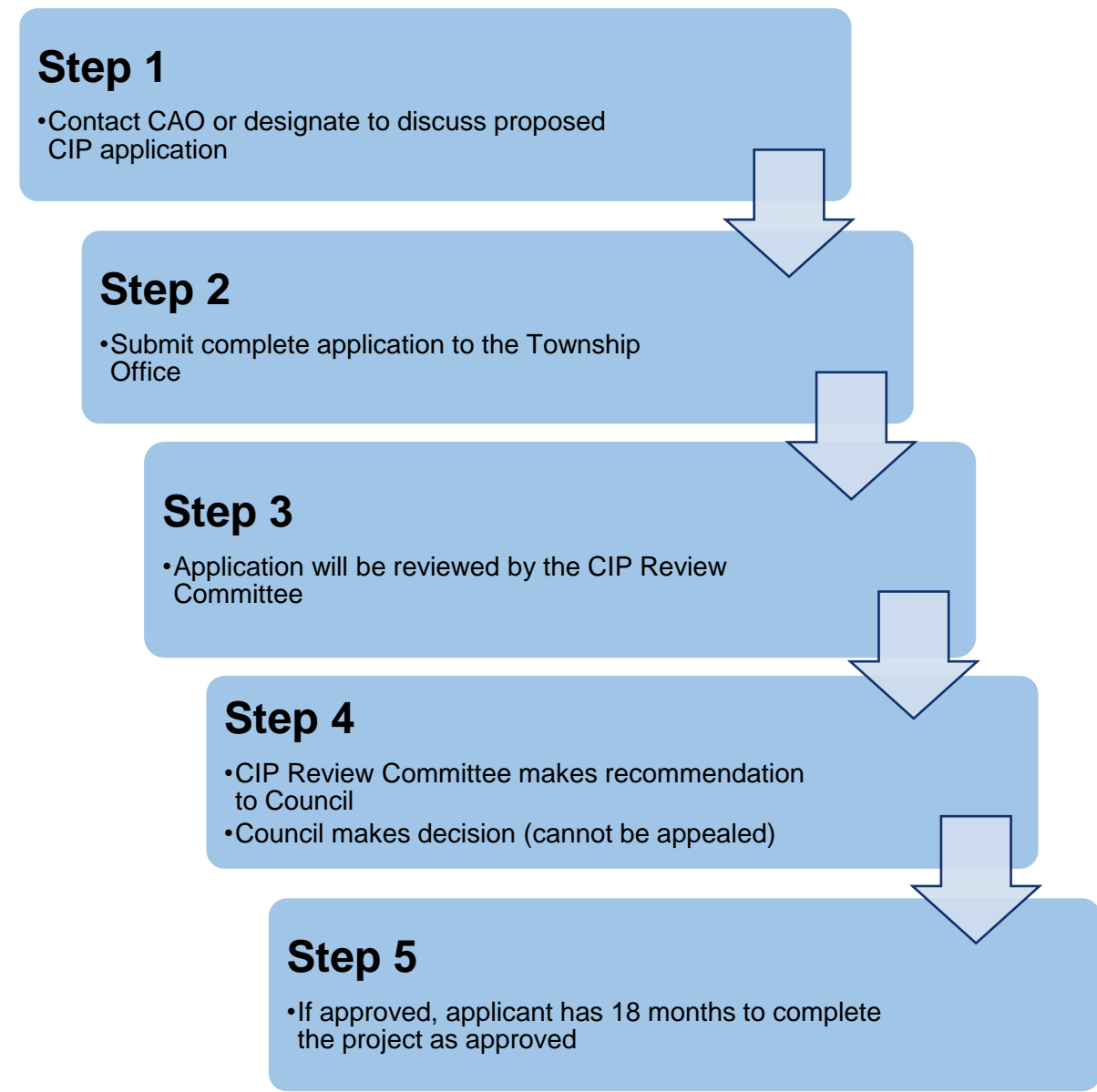
The following General Eligibility Requirements must be met in order for an application to participate in the CIP Program.

General eligibility requirements include:

1. A CIP application form must be submitted and approved prior to commencing any improvement works in addition to all required supporting information. Supporting information may include detailed work plans, cost estimates and contracts, applicable reports, and any additional information as required by the Township.
2. A building permit must be obtained as required. Planning approval, including site plan approval, must be obtained. No grant will be paid for a structural improvement unless a valid building permit is issued, all requisite inspections and certifications have been provided, final approval has been issued by the Chief Building Official, and certification is received that all accounts related to the construction work have been paid to the Township's satisfaction.
3. Eligible applicants must be either the owner of the property, an agent for the owner of the property, or the tenant of a property to whom the owner has provided written authorization for the application. Should a property be sold between the time of approval and completion of the project, the approved grant will be forfeited unless the applicant provides a written request for the grant to be transferred to the new owner; these decisions will be at the sole discretion of Council.
4. While grants are not prohibited for the same property in subsequent years, preference will be given to projects on properties which have not previously benefited from the CIP program.

5. All proposed projects must be within the designated Community Improvement Project Areas.
6. The property owner must not have outstanding tax arrears or any other financial obligation and must be in good standing with regard to taxation at the time of application and throughout the duration of the project construction period as identified within the Community Improvement Plan.
7. Community improvement works associated with a grant program application must be in accordance with all Municipal by-laws, policies, procedures, standards, and guidelines in order to be approved. Existing and proposed land uses must be in conformity with the policies and standards provided by the Township's Official Plan, Zoning By-law, and all other planning documents.
8. Applications are made per property, not per building façade. While some properties may contain multiple building façades, grants are only issued on a per property basis.
9. Registered owner(s) or authorized applicants must match the Township's contribution to any incentive with preference given to projects that contribute in excess of the Township's maximum 50% contribution.
10. To qualify for a structural improvement grant, applicants must employ the services of a contractor with proper certification under the Building Code, architect, registered professional consulting engineer or other such professional approved by North Huron staff to design, submit and supervise construction work for which a grant is requested.
11. Buildings must be structurally sound to be eligible for a CIP grant program. Should there be a question regarding the structural soundness of a building, the Chief Building Official has sole discretion in requiring an engineer's report regarding the structure (the cost of which will not be an eligible cost under the program).
12. Community improvement works undertaken and completed that are associated with an approved incentive program application must be consistent with the project description contained in the application form and supporting materials, and with the program agreement. Should the undertaken or completed works not be consistent with the original project description, to the satisfaction of the Township, the Township may delay, reduce, or cancel the approved incentive program benefits, and may require repayment of any of the incentive program benefits, at the discretion of the Township.

b) Application Process



Step 1: Applicants are required to contact the Chief Administrative Officer (CAO) or designate prior to the submission of their application. The purpose of this consultation meeting is to discuss and confirm application requirements, program eligibility, proposed scope of work, project timing, supporting documentation requirements, etc.

Step 2: During the intake period for applications, submit a complete application form to the Township office, which will include all of the required information and supporting documentation required by the CIP Review Committee. Additional information required by the Committee may include but is not limited to:

- photographs of the existing building condition;
- historical photographs and/or drawings, where available;
- a site plan and/or professional drawings;
- specifications of the proposed work including a work plan for the improvements and construction drawings;
- one (1) cost estimate for eligible work provided by a licensed contractor. The contractor's WSIB number must be listed on the cost estimate.

Step 3: All applications will be subject to review by the CIP Review Committee. The Committee will review the application against program criteria and make a recommendation in a report to Council to approve or deny the application.

Step 4: Council will consider the recommendation of the CIP Review Committee and will make the final decision on applications. There is no appeal of Council's decision.

Step 5: If approved, applicant has eighteen (18) months to complete project as approved. No variations from the approved project are permitted without written approval from Council. Successful applicants will be required to enter into an agreement with the Township which will outline the terms, duration, default, and any other provisions of the incentive program as well as obtain any necessary permits.

Once complete, applicant provides Township with copies of paid receipts for the work involved in the approved project. Provided the project is completed as approved and to the satisfaction of the Chief Building Official, the Township's Director of Finance will issue payment to the applicant to a maximum of the grant amount approved by Council.

c) Payment of Grant

Grant payment will be provided upon the successful completion of the project pending the submission of paid receipts and the approval of the Chief Building Official that the project was completed as approved. Should the actual costs be less than the quote provided at the time of application, the Township retains the right to lower the amount of the grant to fifty percent of the actual costs. Should the actual costs be greater than the quote provided at the time of the application, the Township is under no obligation to change the amount of the grant as approved by Council. Building owners or tenants within the CIP Project areas are eligible for a grant of up to 50% (unless noted) of the eligible improvement costs up to a maximum grant of \$10,000 for the Façade Grant Program.

Applicants have eighteen (18) months to complete the project from the time of approval or will forfeit the grant. In the case of an unforeseen circumstance, the applicant may apply in writing to North Huron Council for consideration of an extension to this timeline; this decision will be at the sole discretion of Council.

In the event that any portion of the approved project remains incomplete, as determined by the Township, on the final completion date and an extension was not requested or granted, neither the funding nor any portion thereof shall be payable by the Township. The Municipality shall not be liable for any loss, costs or damages arising as a result of the applicant's failure to obtain funding due to the failure to complete the approved project within the project completion timeframe. No grant payment will be made at any time prior to the completion of the planned project in its entirety.

Section 8.2: Program Administration

a) Staff and CIP Review Committee Involvement

- Council will designate a North Huron CIP Review Committee to be responsible for the evaluation of applications. In addition to the Committee, Township or County staff should also be included in an application's review as necessary. This may include the Chief Building Official (CBO), North Huron Fire Department, the Planner, County and/or North Huron Public Works, and the Chief Administrative Officer (CAO).
- The Chief Administrative Officer (CAO) will be the first point of contact for those interested in the CIP program. Following first contact, the CIP Review Committee will respond to CIP applicants, conduct pre-consultation meetings prior to application submission, review and evaluate all CIP applications and supporting materials against program requirements, prioritize applications in the event funding is oversubscribed, and present recommendations to Council for consideration.
- In lieu of architectural guidelines and a Heritage Conservation District Plan, the CIP Review Committee shall, with applicable staff, review received CIP applications using other applicable by-laws and guidelines including but not limited to:
 - The Standards and Guidelines for the Conservation of Historic Places in Canada
 - Municipal Sign By-law
 - Urban Design Guidelines for Downtowns
 - North Huron Zoning By-law
- The CIP Review Committee may consult with heritage experts to provide recommendations on all CIP applications involving properties designated under the Ontario Heritage Act or adjacent to properties designated under Part IV of the Ontario Heritage Act.
- The Chief Building Official, in addition to participating as a reviewer of the received applications as necessary, will be responsible for inspecting and verifying completion of projects to ensure no variances from the approved project have occurred during construction.
- The CAO and Director of Finance or designates will be responsible for administering the financial agreements and payments to approved applicants.

b) Budget

Funding for the incentive program described in the North Huron CIP is determined on a year-to-year basis according to current budget priorities. Council shall have the sole discretion to determine whether or not an annual budget allocation will be made to the grant programs under the CIP. In addition, the Township reserves the right to limit the amount of assistance it will provide under any particular project. The budget for the CIP will be set in the preceding budget year so as to allow Council to approve projects before the current calendar year budget process is complete.

Initial funds for the implementation of the CIP have been granted to North Huron from Association of Municipalities Ontario with a sum of \$42 000.00. This initial dollar amount and any future funds allocated to the CIP from North Huron Council is to be shared between eligible projects in all Project Areas equally.

c) Marketing Plan

The Township, Blyth and Wingham Business Improvement Associations, and CIP Review Committee will promote the CIP and its incentive programs as described below:

- The CIP will be targeted to landowners, potential developers, real estate agents, local businesses and organizations within and outside of the CIPA in order to inform eligible property and business owners and potential developers, about the opportunities available through the North Huron CIP.
- Program details, eligibility criteria, application forms, and other information related to the financial incentive programs will be provided by the Township and be available at the Township office and on the North Huron website.
- Additional information to market and support local businesses, products, services, and contractors (for example) may be provided in association with marketing material for the CIP.

d) Application Intake

The intake period of applications for each Project Area will be from January 1 - February 28 of the calendar year. Applicants should allow up to two months for review, recognizing that additional time will be needed if the application requires the involvement of additional review. Applications that are unsuccessful in being approved for CIP funding may be resubmitted the following year. The CIP Review Committee may recommend to North Huron Council that successive intake periods are continued through the calendar year on an as-need basis if CIP funding remains after the completion of one intake period.

e) Monitoring Program

The Township and CIP Review Committee will conduct periodic reviews of the Community Improvement Plan in order to determine its effectiveness. Specifically, the purpose of the monitoring program is to determine if the funding program is achieving the goals and objectives set out by the CIP; and/or if program adjustments are required. This review will include consultation with the County Planner and the Business Improvement Associations for Wingham and Blyth.

f) Data Collection

In order to successfully monitor the program, the CIP Review Committee will be responsible for maintaining statistical data which will allow the municipality to determine if the program is meeting the goals and objectives set out by the CIP. Statistical data could include: number of successful and unsuccessful applications by type (façade (front/side), signage, accessibility improvement, heritage restoration, etc), total dollar amount of grant and total cost of project by type, and estimated increase in assessed value of participating program. The Committee will also be responsible for soliciting feedback from successful and unsuccessful applicants to determine where adjustments to the program are needed; this feedback is proposed to be collected in the form of a short survey completed by the applicant at the time of the completion of a successful project or through informal feedback following an unapproved project.

g) Reporting

Based on the information obtained through the monitoring of the grant program applications and from applicant feedback, the CIP Review Committee will prepare a brief annual report for the purpose of providing feedback to Council, the business community and other interested community partners. This annual report will also include recommendations from staff should any adjustments to the CIP be required.

h) Program Adjustments

The CIP Review Committee may periodically review and recommend an adjustment to the terms and requirements of the program contained in the Plan. An amendment to the CIP will not be required to discontinue the program contained in the Plan, however any of the following changes will require a formal amendment to the Plan in accordance with Section 28 of the Planning Act:

- a change or expansion in the geographic area to which financial programs apply;
- a change in the eligibility criteria;
- the addition of new municipal CIP programs involving grants, loans, tax assistance, etc.; and/or
- an increase in a financial incentive to be offered within a municipal CIP program.

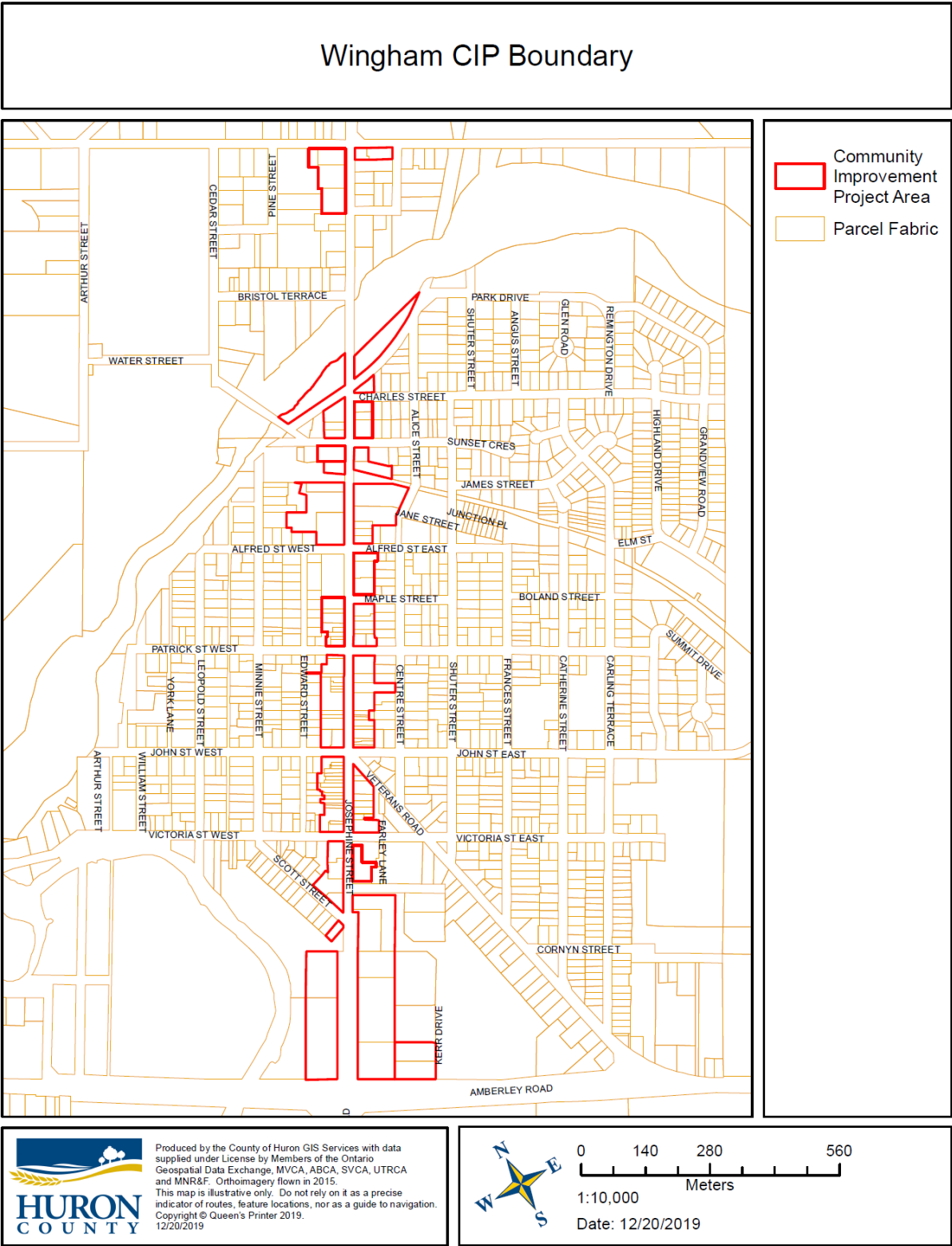
i) Interpretation

The North Huron Community Improvement Plan must be read and interpreted in its entirety, and in conjunction with the Planning Act, and all other municipal planning documents. In addition, the CIP will be interpreted at the sole discretion of North Huron Council in consultation with, and based on advice from the CIP Review Committee and staff.

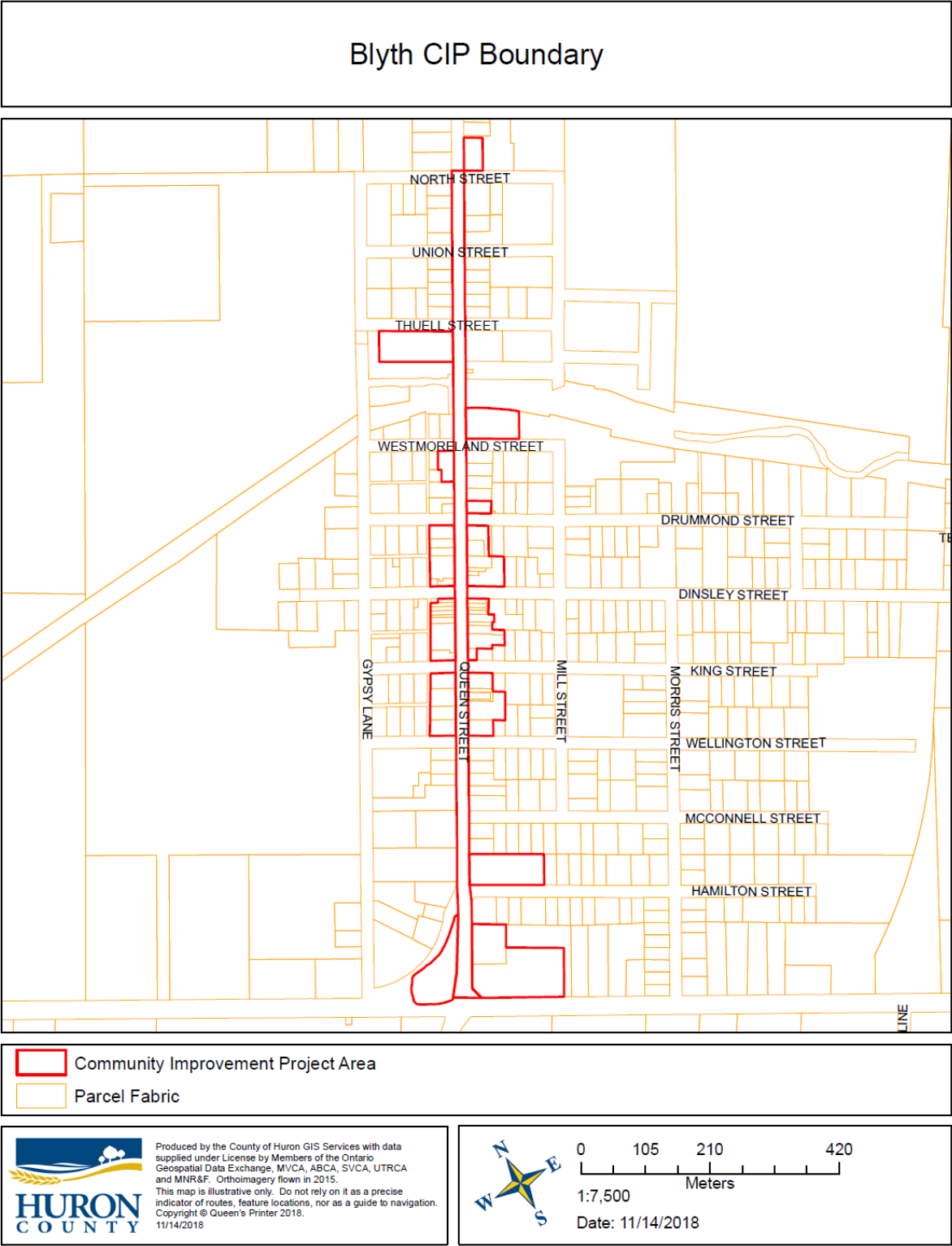
j) Schedules and Appendices

The schedules and appendices that form part of this Plan will be passed by By-law.

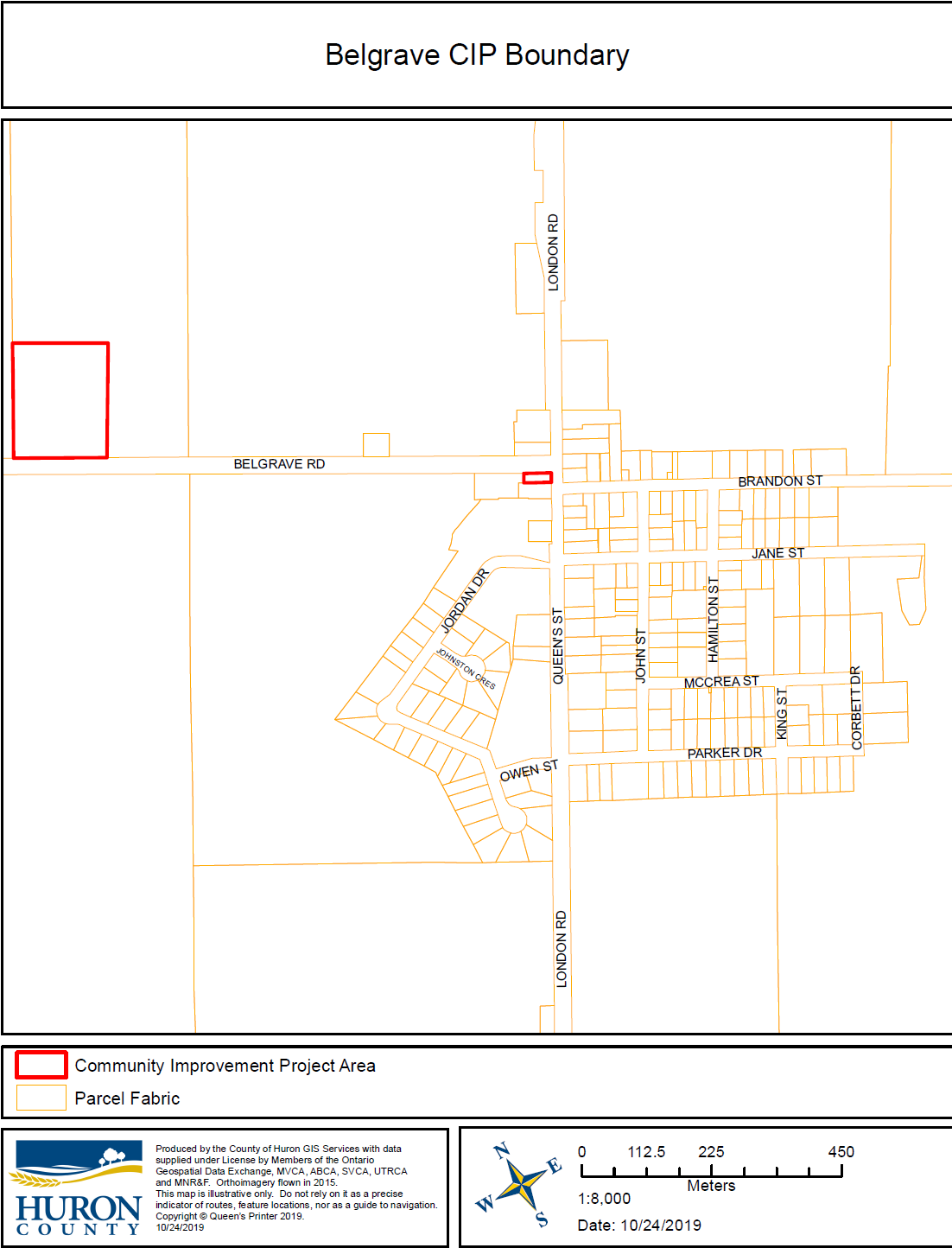
Schedule "A"
Wingham Community Improvement Plan Project Area



Schedule “B”
Blyth Community Improvement Plan Project Area



Schedule “C”
Belgrave Community Improvement Plan Project Area



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Appendix 1 - Façade Improvement Grant Eligibility Criteria

Building owners or tenants within the CIP Project area are eligible for a grant of up to 50% (unless noted) of the eligible improvement costs up to a maximum grant of \$10,000.

The following types of front or exterior sidewall façade improvements are eligible:

- ☐ Repair/replacement of storefront, including repair or replacement of doors and windows;
 - Preference will be given to projects which:
 - retain and restore original elements such as windows, doors, chimneys, masonry or other architectural details;
 - maintain the location, size and shape of all original windows facing, or visible from the street;
 - enhance the accessibility of the storefront entrance; and
 - locate meters, vents, and service connections (wires) away from street façade.
- ☐ Repair/replacement of façade masonry and brickwork in accordance with approved methods recommended by a heritage professional and/or architect. Sandblasting and other methods which have the potential to damage the brick will not be funded;
- ☐ Façade painting and cleaning treatments;
 - Funding is available to repaint existing painted masonry. New painting of masonry will not be eligible.
- ☐ Addition/alteration for accessibility features;
- ☐ Repair/replacement of architectural details;
- ☐ Repair/replacement of retractable awnings, canopies and fixed fabric awnings;
 - Wood, aluminum and metal fixed awnings are not eligible.
- ☐ Restoration to or replacement of building signage in accordance with the municipal sign by-law to a maximum of 50% of the total grant amount.
 - Signage should be contained within the signboard above the main floor display windows or perpendicular to the façade. Free standing signs are not eligible.
 - Signage should be compatible with the character of the building and should not detract from or obscure any important features. Signage should be subordinate in terms of the overall visual impact of the property.
 - Digital, internally lit or plastic signage is not eligible.
 - Signage lighting should be achieved with light fixtures attached to building façade.
- ☐ Addition of new lighting or upgrading of existing fixtures on exterior façade;
 - Lighting will be directed downwards to avoid light pollution.
- ☐ Architectural/design fees required for eligible works to a maximum of 30% of the grant amount provided the design is prepared by a licensed Architect, a member of the Canadian Association of Heritage Professionals, or a similarly qualified person.
- ☐ Other similar repairs/improvements may be approved at the discretion of Council.

Ineligible costs include but are not limited to:

- labour provided by the applicant;
- expenses occurred prior to the approval of the application for funding;
- general maintenance costs (e.g. repair/replacement of roof, eavestroughs, etc.); and
- fees associated with any planning applications and/or building permits required.

Appendix 2 – Direct Grant for Structural Work Eligibility Criteria

Grant assistance is provided in the form of an up to 50% matching grant, which is paid upon completion of the previously approved work. Please review the specific grant program terms and conditions.

To qualify for a structural grant applicants must employ the services of an architect or registered professional consulting engineer to design, approve and implement the construction work.

Under Section 7.0 of the Community Improvement Plan the Township could offer grant funding inside the CIP Project Area for significant commercial, residential or institutional redevelopments that accomplish more than one of the following:

- a) address structural and life safety issues to create usable and efficient floor space;
- b) improve property standards or preserve architectural significance;
- c) upgrade public infrastructure such as sanitary sewer, water, storm water drainage, roadway, sidewalks;
- d) preserve or enhance employment opportunities;
- e) improve accessibility;
- f) create affordable housing in a range of occupancies;
- g) enhance fire protection such as sprinkler systems, fire separations and similar;
- h) improve energy efficiency or reduce water and sewer needs;
- i) enhance urban design on and around the subject lands and adjacent public space as well as linkages to trails, parks, core areas and other focal points.
- j) support planting, replacement and enhancement of healthy trees and landscaping; and
- k) implement sound watershed planning practices that help mitigate, protect or reduce flooding impacts within the Maitland River watershed or other local or rural drainage areas.

Preference shall be given to projects that demonstrate the highest community benefit by addressing a greatest number of the criteria in this Section.

Below are criteria the Township seeks to address when to evaluating structural grant applications. When marking for a project indicate with a number whether the work is:

Minor = 1

Moderate = 2

Major = 3

1. Building Structural Integrity – Total =

Footing = ____

Foundation = ____

Floor Joists = ____

Ceiling Joists = ____

Other _____ = ____

Walls = ____

Rafters/Trusses = ____

Main Beam(S) = ____

2. Life Safety/Emergency – Total =

Exit Signage = ____

Extinguishers = ____

Fire Doors = ____
Sprinkler = ____
Emergency Lighting = ____
Other _____ = ____

Fire/CO2 Alarms = ____
Firewall Separation = ____
Siamese Connection = ____

3. Usable And Efficient Floor Space – Total =

Increased Density = ____
Increase Ceiling Height = ____
Accessible Washroom = ____
Architectural Restoration/Retention = ____
Other _____ = ____

Accessible Entrance = ____
Upper Floor Residential = ____
Main Floor Commercial = ____

4. Brownfield Remediation – Total =

Phase 1 = ____
Phase 2 = ____
Site Specific Risk Assessment = ____
Other _____ = ____

Record of Site Condition = ____
Monitoring Program = ____

5. Improve Environment – Total =

Tree Planting = ____
Windbreak = ____
Buffer Zone = ____

Riverbank protection/enhancement = ____
Other _____ = ____

Landscape Plan = ____
Species at Risk = ____
Manage Storm Water = ____
Add/Protect Habitat = ____

6. Upgrade/Improve Public Infrastructure – Total =

Oversizing of Main = ____
Roadway Widening = ____
Road Turning Lane = ____
Curb and Gutter = ____
Sanitary Sewer Collection Main = ____
LED Street Lighting On-Site Storm Water Retention = ____
Other _____ = ____

Public Sidewalk = ____
Water Distribution Main = ____
Energy Efficient Lighting = ____

7. Employment Opportunities – Total =

Fills Market Demand = ____
Retains Existing Jobs = ____
Construction/Spin-Off Jobs = ____
Other _____ = ____

Creates New Direct Jobs = ____
Addresses Skill Shortage = ____

8. Housing – Total =

Housing for Seniors = ____
New Affordable Rental Housing = ____
Affordable Condominium Housing = ____
Affordable Freehold Semi or Townhouse = ____

Special Needs Housing = ____

Other _____ = ____

9. Energy Efficiency – Total =

Low Flow Fixtures = ____

Solar Technology = ____

Graywater Recycling = ____

Alternative Energy = ____

New Furnace/Cooling Technology = ____

Other _____ = ____

Increased Insulation = ____

Window/Door Upgrade = ____

Passive Energy Benefit = ____

Rainwater Harvesting = ____

10. Enhance Urban Design – Total =

Native Species = ____

Sidewalk/Trail Link = ____

Design Consistency = ____

Architectural Rehab = ____

Professional Landscape Plan = ____

Exterior Accessibility (ramps etc.) = ____

Other _____ = ____

LED Street Lighting = ____

Boulevard Tree Planting = ____

Contribution to Parkland = ____

Compatible Façade Design = ____

11. Total 1 through 10 Grand Total =

The leverage ratio and the total score assist provide a numerical basis to help compare applications and establish funding amounts. Final decision rests with Township Council.

12. Calculate Leverage Ratio

Total Project Cost \$ _____

Total Funding Requested \$ _____

Leverage Ratio \$/\$

e.g. \$200,000

\$40,000

5:1

\$ _____

\$ _____

Leverage Ratio ____: \$1