

## GENERAL PROGRAM REQUIREMENTS

All of the financial incentive programs contained in the CIP are subject to the following general requirements as well as individual requirements specified for each program. The general and program specific requirements contained in this CIP are not necessarily exhaustive, and the Township reserves the right to include other requirements and conditions as deemed necessary on a program and/or property specific basis:

- Applications can be made only for properties within the Community Improvement Project Area (CIPA) and within one of the Sub-Areas.
- None of the incentive programs will be offered on a retroactive basis - the Township cannot accept applications after the commencement of eligible works, or before the CIP has been adopted and approved by Council.
- In addition to the restriction of eligibility for incentive programs to certain Sub-Areas and land uses as specified, the Township may further restrict eligibility for any incentive programs contained in this Plan to certain areas and land uses, at certain times, without amendment to this Plan, to help ensure that funded projects maximize achievement of the goals of this Plan.
- Except for the following programs, the applicant must be the owner of the property: Study Grant Program; Facade and Property Improvement Grant Program; and, Building Improvement Grant Program. For the programs noted above, if the applicant is not the owner of the property, written consent from the owner must be provided in order to make the application.
- An individual, corporation or other party who has litigation pending against the Township may be deemed by the Township in its sole and absolute discretion to be ineligible to apply for any of the incentive programs contained in this CIP.
- Regardless of whether or not an Applicant otherwise satisfies the general and program specific requirements contained in this CIP, Township Council or its delegate may reject any incentive program application received from an applicant where there is credible information that the applicant has been involved recently or repeatedly in illegal activity, supporting the conclusion that the applicant will not conduct themselves with honesty and integrity in undertaking the community improvement or business for which a grant is being sought. In this regard, applicants are individuals, corporations, and principals of the corporation, including corporate officers and directors.
- An application for any financial incentive program contained in this CIP must include supporting documentation and other details as required to satisfy the Township with respect to the costs, design and performance of the project, and conformity of the project with the CIP.
- The Township may require that an applicant submit for approval professional urban design studies, architectural/design drawings, heritage impact assessments, traffic studies, studies of microclimatic conditions, and any other studies or drawings as deemed necessary.
- For the Rental Housing Grant Program, Rental Housing Development Charge Deferral Program, Tax Increment Equivalent Grant Program, and the Brownfields Tax Assistance Program, the Township may require the applicant to submit a Business Plan, with said plan to the Township's satisfaction.
- Review of an application and supporting materials against the general program requirements, individual requirements specified under each program, and evaluation of the application will be performed by staff, who will then make a recommendation on the application to Council or Council's designate.



## GENERAL PROGRAM REQUIREMENTS CONTINUED

- The application is subject to approval by Council or Council's designate. Should Council's designate decide not to approve the application, the applicant has the right to appeal that decision to Council.
- As a condition of application approval for certain types of programs contained in this CIP, the applicant will be required to enter into a Grant Agreement with the Township. This Agreement will specify the terms, duration and default provisions of the incentive to be provided. This Agreement is also subject to approval by Council or Council's designate.
- Each program in this CIP is considered active if Council has approved implementation of the program and Council has approved a budget allocation for the program (as applicable).
- Where other sources of government and/or non-profit organization funding that can be applied against the eligible costs have been applied for, are anticipated, or have been secured, these must be declared as part of the application, and accordingly, the grant from the Township may be reduced on a pro-rated basis.
- The Township reserves the right to audit the cost of any and all works that have been approved under any of the financial incentive programs, at the expense of the applicant.
- The Township is not responsible for any costs incurred by an applicant in relation to any of the programs, including without limitation, costs incurred in anticipation of a grant.
- If the applicant is in default of any of the general or program specific requirements, any other requirements of the Township, or any of the terms and conditions specified in the grant agreement, the Township may delay, reduce, or cancel the approved grant, and require repayment of the approved grant, including the ability to add the repayment of the approved grant amount to the property tax roll.
- The Township may discontinue any of the programs contained in this CIP at any time, but applicants with an approved grant will still receive said grant, subject to meeting the general and program specific requirements.
- All proposed works approved under the financial incentive programs and associated improvements to buildings and/or land completed must conform to all applicable Township guidelines, by-laws, policies, procedures and standards, including applicable Township Urban Design Guidelines.
- All works completed must comply with the description of the works as provided in the application form, supporting materials, and contained in the program agreement, with any amendments as approved at the sole discretion of the Township.
- Existing and proposed land uses must be in conformity with applicable Official Plan(s), Zoning By-law and other planning requirements and approvals.
- All improvements made to buildings and/or land shall be made pursuant to a Building Permit, and/or other required permits, and constructed in accordance with the Ontario Building Code and all applicable zoning requirements and planning approvals.
- When required by the Township, any outstanding work orders, orders or requests to comply, and/or other charges from the Township must be satisfactorily addressed prior to grant approval/payment.



## GENERAL PROGRAM REQUIREMENTS CONTINUED

- Property taxes must be in good standing at the time of program application and throughout the entire length of the grant commitment.
- Township staff, officials, and/or agents of the Township may inspect any property that is the subject of an application for any of the financial incentive programs offered by the Township.
- Applicants approved for the programs contained in this CIP will be required to complete the eligible studies and eligible works within specified timeframes as specified in their approval letter or grant agreement.
- The total of all grants, loans and tax assistance provided in respect of the particular property for which an applicant is making application under the programs contained in this CIP and any other applicable CIPs shall not exceed the eligible cost of the improvements to that particular property under all applicable CIPs.

