

TOWNSHIP
OF CENTRE
WELLINGTON

COMMUNITY IMPROVEMENT PLAN PROGRAM GUIDELINES FOR APPLICANTS



FEBRUARY 2025

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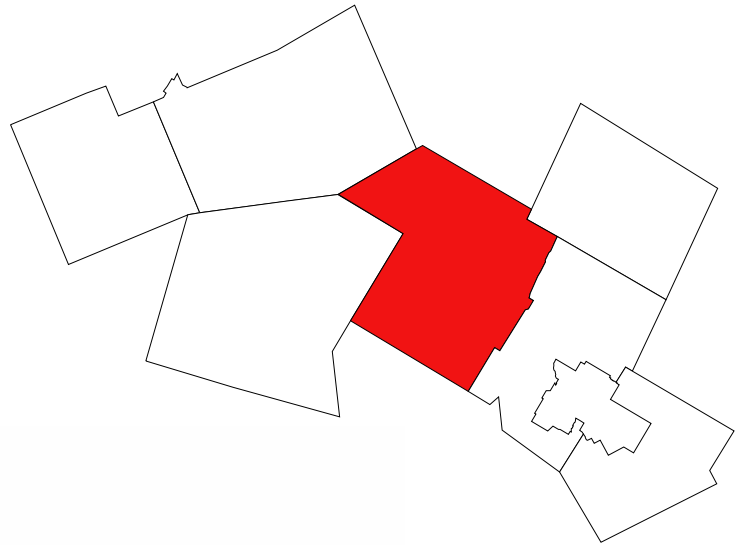
GOALS & CIP AREA

The Township of Centre Wellington is taking innovative steps to encourage growth in the Township, through the development of incentives aimed at local and out of town investors. The Community Improvement Plan (CIP) will put Centre Wellington at the leading edge of providing incentives to developers to stimulate development in the community.

Over time, the CIP programs are expected to increase tax assessment, employment opportunities, and housing options in the Township's core as part of a longer-term plan to revitalize the downtowns.

Put simply, the CIP programs are financial incentives offered by the Township to stimulate and support private sector investments in community development. Financial benefits such as tax breaks and grants are available to businesses engaging in projects that enhance the overall quality and functionality of a particular area.

All grants are awarded on a first-come, first-serve basis and applications are typically reviewed monthly.



The Community Improvement Project Area (CIPA) for this CIP will be the entire geographic area of the Township of Centre Wellington.

Please review the guidelines in their entirety prior to booking your mandatory pre-consultation meeting.

The Economic Development Coordinator is the main point of contact for the CIP program and can be reached at:

(519) 846-9691 x304 or economicdevelopment@centrewellington.ca.

SIX GOALS OF THE COMMUNITY IMPROVEMENT PLAN



FREQUENTLY ASKED QUESTIONS (FAQS)

Where Can I Learn About the CIP Program Details?

General Program Requirements for the CIP Program, including eligibility, can be found in Section 6 of the Township of Centre Wellington CIP. All applicants are required to read this document in full and acknowledge understanding of this document within the application form. This document can be found on the project webpage at www.centrewellington.ca/financial-incentives

Who Can Apply to the CIP Program?

Any eligible property owner or tenant within the CIPA may apply for the CIP Programs, except the Study Grant Program, which is eligible only to property owners. If the applicant is not the owner of the property, specifically for the Façade and Property Improvement Grant Program and Building Improvement Grant Program, the applicant must provide written consent from the owner of the property to make the application. There is no fee to apply to the CIP Program.

CIP Project Area

The Community Improvement Project Area (CIPA) for this CIP will be the entire geographic area of the Township of Centre Wellington. Within this designated CIPA, there are nine “sub areas” where incentive programs may be offered. These sub-areas include:

1. Central Business Districts (CBDs) of Elora-Salem and Fergus;
2. Highway Commercial;
3. Industrial;
4. Mixed Use;
5. Residential;
6. Residential Transition;
7. Prime Agriculture;
8. Rural Employment Area; and,
9. Hamlet Area.

Sub Areas 1 to 6 are within the Township’s Urban Boundary. Sub Areas 7 to 9 are outside the Township’s Urban Boundary. To strategically target the achievement of the Community Improvement Goals of this CIP, not all incentive programs will be offered in all of these sub-areas. Furthermore, this CIP is not intended to incentivize development on greenfields. With the exception of the incentive programs that may be made available in Sub-Areas 7 to 9 as noted in Section 6.0, lands outside the Township’s Urban Boundary are not eligible for the incentive programs contained within this Plan.



When Should I Apply?

All applications must be submitted to the Township prior to the commencement of any works or studies to which the financial incentive program will apply and prior to application for building permit.

Applications for all programs are evaluated and awarded on a first-come-first-served basis and are not subject to intake deadlines.

How Do I Apply For a Grant?

Applicants will be required to attend a pre-application consultation with Township staff in order to determine program eligibility and understand the proposed scope of work and project timing, among other details. Staff may perform an initial site visit(s) and inspection(s) of the building/property (as necessary). Before accepting an application, Township staff will screen the proposal and application. If the application is not within the Community Improvement Project Area, or if it is clear that the application does not meet the program eligibility criteria, the application will not be accepted. If Township staff determines that the application is not acceptable the application will be returned to the applicant with a letter explaining the reason for not accepting the application. Acceptance of the application by the Township in no way implies program approval.

Book a pre-application consultation by emailing
economicdevelopment@centrewellington.ca.

What Else Will I be Required to Submit With My Application?

Staff have the discretion to request a range of background materials and/or studies based on the proposed scope of work, and/or funding program. This may include;

- a work plan and cost estimate for the feasibility study, design study and/or architectural/design drawings, prepared by a qualified professional as determined by the Township;
- a description of the planned project, including reference to any planning applications that have been submitted/approved;
- other documents as outlined for particular programs.

How Will I Know if I'm Approved?

If your application is approved you will receive written notice and a grant agreement will be executed (signed and dated) by Township staff. A copy will be provided to the applicant with a letter which outlines the terms and conditions and the amount of the grant. If the application is not approved, you will also be advised by letter.

Am I Eligible for Funding From More Than One CIP Incentive Program?

CIP Programs are stackable, and therefore applicants can apply to one or more programs. Please note that each grant has a maximum grant allocation.



Will I Need to Enter Into a Grant Agreement?

All applicants will need to review the standard grant agreement and agree to all terms and conditions prior to submitting an application. This agreement will contain conditions to ensure that the project is initiated and completed in a timely fashion, and will protect the Township in the event that the project is not completed, and/or in the event that the terms of the agreement are not satisfied.

When Will I Receive the Grant Funds?

Payment of the grant shall not take place until:

- The grant agreement has been executed by the applicant and the Township;
- Construction of the eligible works is complete;
- Township staff have inspected the completed works (as necessary) to ensure that the project has been completed in Accordance with the Program Application and Grant Agreement;
- Invoices clearly showing the amount paid for all eligible works and project completion survey has been submitted;
- Written verification that all contractors have been paid in full has been provided; and,
- Township staff are satisfied with all reports and documentation submitted.

Prior to issuance of the grant payment, Township staff will check to ensure that all program and grant agreement requirements (general and program specific) have been met. The actual amount of the grant will be calculated to reflect the actual costs of the improvement (as demonstrated through proof of payment).

If all program and grant agreement requirements have been met to the Township's satisfaction, then the Township will issue payment of the approved grant in conformity with the grant agreement.

Staff will monitor the project to ensure compliance with the grant agreement. Staff will take appropriate remedies as specified in the grant agreement if the applicant defaults on the agreement.

If I Meet the Eligibility Criteria, Will I Automatically Receive a Grant?

All grant applications will be reviewed through a competitive/evaluative process, and eligible projects are not guaranteed to receive a grant. Projects will be evaluated on their ability to meet the intent of the Community Improvement Program, and may receive additional evaluation points if the project has the potential to stimulate spin-off economic activity, enhance the visitor experience, and/or increase the capacity for people to live and work downtown.

Applicants are also required to review the Urban Design Guidelines, which outlines Design Principles that should be incorporated where possible. Evaluation Criteria can be found on the CIP Project webpage at www.centrewellington.ca/financial-incentives



What is the Difference Between Repair and Improvement?

The CIP Grant Program favours improvement projects that go above and beyond regular maintenance and repair to a property.

Repairs and maintenance relate directly to wear and tear or damage or maintenance of property. Example: Replacement of a part of a fence due to a fallen tree.

An improvement makes something better than it was originally or provides something in a new and more valuable form. Example: Replacing a worn chain-link fence with a high-quality wooden fence goes beyond simply repairing a portion of the damaged fence.



APPLICATION PROCESS

STEP 1: Mandatory Pre-consultation

Pre-consultation meeting between TCW's Economic Development staff and applicant. Applicant is provided with CIP program materials, guides, and resources.

STEP 2: Application Submission

Applicant submits CIP application including required supporting documentation. Visit this [link](#) to access the online submission form, ensuring you have all required documentation ready before you start completing the form.

STEP 3: Application Review & Evaluation

Applicant submits CIP application and all required supporting documentation. Staff screen the application to ensure conformity to program requirements. If deemed a complete application, staff will coordinate a review by the CIP Committee and a decision will be made. The committee typically meets monthly.

STEP 4: Agreement

If approved, a pre-project site inspection may be conducted and before photos are taken (as needed), and CIP recipient is provided with the required window sign. If approved, a pre-project site inspection may be conducted and before photos are taken (as needed), and CIP recipient is provided with the required window sign. Staff complete compliance checks and a legal agreement is executed. Applicants obtain any required permits/approvals necessary to complete the project. Project begins.

STEP 5: Project Completion

Applicant notifies staff when the project is complete and submits invoices from contractors/consultants as well as proof of payment. A final project inspection is conducted if needed to ensure program and grant requirements have been met and after photos are taken. Staff complete final internal compliance checks and payment of approved grant amount is made to the applicant.

THINKING ABOUT...

then you may be eligible for...

A large project?

Any of the active programs

A small project?

Any of the programs, with the exception of the TIEG and Brownfields TAP

The viability of a project?

The Study Grant program

Improving your facade, property, or building?

The Facade & Property Improvements program and/or the Building Improvements program

Building rental housing?

The Rental Housing and/or the Rental Housing DC Deferral programs

A project on a Brownfield site?

The TIEG and the Brownfields TAP programs

DON'T FORGET

that programs are stackable, meaning you can apply for any of the active CIP programs that your project is eligible for



SEVEN INCENTIVE PROGRAMS

Available in 9 Sub Areas

Central Business District

Mixed Use

Prime Agriculture

Highway Commerical

Residential

Rural Employment Areas

Industrial

Residential Transition

Hamlet Areas

1 Study Grant Program (Locations in all Sub Areas are eligible)

- A grant equal to 50% of cost of eligible studies (to a maximum of \$7,500 per study, two studies per project, and \$12,500 per project).
- Applicants must demonstrate a legitimate intention to undertake eligible community improvement of the property.
- Eligible studies include: professional urban design studies, heritage impact assessments, concept plans, structural analyses, site plan drawings, market analyses, evaluation of existing and proposed building systems, traffic impact assessments, and environmental site assessments.

2 Façade and Property Improvement Grant Program (Locations in all Sub Areas are eligible)

- A grant equal to 50% of cost of eligible front façade and property improvement works to a maximum grant per project of \$10,000.
- Maximum grant can be increased up to \$12,500 on a matching 50/50 basis for certain project types, including if the building is wider than 25 feet and/or has more than one storefront; if the project includes eligible side and/or rear façade improvement and restoration works that are visible from a public street or space, a laneway, parking lot, or the Grand River; if the building exterior and/or property has heritage features that are being restored.
- Eligible improvements include: repair/replacement of windows, doors, awnings; exterior and entrance modifications to provide barrier-free accessibility; repair, repointing, or installation of new masonry and brickwork; repair or replacement of cornices, parapets, eaves, etc; façade painting, cleaning, refinishing as acceptable to the Township; addition of new or upgrading of existing lighting fixtures; installation/improvement of exterior signage; landscaping features; permanent landscaping elements; addition of new lighting and/or upgrading of existing lighting not attached to the building; construction, expansion or upgrading of an outdoor commercial patio/café area; construction, consolidation, or improvement of parking areas and driveway access/egress.



3 Building Improvement Grant Program (Locations in all Sub Areas are eligible)

- A grant equal to 50% of cost of eligible interior and exterior building improvement works to a maximum grant per project of \$10,000.
- Maximum grant can be increased up to \$12,500 on a matching 50/50 basis if the building interior has heritage features that are being restored.
- Eligible improvements include: exterior modifications to provide barrier-free accessibility; structural repairs to walls, ceilings, floors and foundations; repair/replacement of roofing, windows and doors; water/flood/weatherproofing; extension/upgrading of plumbing, electrical, HVAC services for the creation of retail, office or residential space; installation/alteration of required window openings to residential spaces; installation/upgrading of fire protection systems; energy efficiency retrofits and improvements; and, other similar repairs/improvements related to health, safety and risk management issues, as may be approved by the Township.

4 Rental Housing Grant Program (Locations in Central Business Districts, Highway Commercial, Mixed Use, Residential, & Residential Transit are eligible)

- A grant equal to 50% of cost of renovating existing rental residential units to Code and/or constructing new rental residential units to a maximum of \$15,000 per unit, and a maximum of 4 units per property/project.
- Rental residential units created under this program must remain as rental residential units for a minimum of 20 years.
- Eligible projects include: renovations to existing rental residential units in a mixed use building to bring these units into compliance with the Building Code, Property Standards By-law and the Fire Code; conversion of excess commercial and/or vacant space in existing commercial, institutional, mixed use and residential buildings into one or more net rental residential units; intensification or redevelopment of an existing commercial, mixed use or residential apartment/multi-unit building that adds one or more net rental residential units; and, infilling of vacant lots (including parking lots) with two or more net rental residential units.

5 Rental Housing Development Charge (DC) (Locations in Central Business Districts, Highway Commercial, Mixed Use, Residential, & Residential Transit are eligible)

- Under this program, the Township Development Charge (DC) for construction of new rental residential units is payable in 21 equal annual installments.
- Rental residential units created under this program must remain as rental residential units for a minimum of 20 years.
- Same eligible projects as the Rental Housing Grant Program.



6 Tax Increment Equivalent (TIEG) Program (Locations in all Sub Areas are eligible)

- An annual grant for 5 years, equal to a percentage of the increase in the Township portion of property taxes that is generated by a "substantial project" (Year 1, 100%; Year 2, 80%; Year 3, 60%; Year 4, 40%; Year 5, 20%).
- The proposed and "as built" project must achieve the minimum evaluation score specified in the TIEG Program Evaluation Framework.
- Whether or not a project is considered a "substantial project" is at the sole discretion of the Township, but typically only includes projects that result in: Achievement of a minimum threshold increase in assessment value and property taxes as determined by the Township; Construction of multiple rental residential units and/or multiple affordable rental residential units; Construction of a significant amount of new commercial, industrial, or value added agricultural/ agribusiness space; Major rehabilitation/upgrading and/or expansion of an existing building; Creation of a significant number of jobs; Achievement of multiple goals of this CIP.

7 Brownfields Tax Assistance Program (TAP) (Locations in all Sub Areas are eligible)

- Eligible properties must have applied for and be approved for a corresponding TIEG Program grant.
- Cancellation of part or all of Township property taxes for up to 3 years during the tax assistance period.
- Note - cancellation of part or all of the education property taxes is subject to approval by the Minister of Finance and cancellation of part or all of the County property taxes is subject to approval by the County of Wellington.



STUDY GRANT PROGRAM

Program Description

The purpose of this program is to promote the undertaking of studies, plans, assessments, and architectural/design drawings that determine the site-specific potential/feasibility of adaptively reusing, rehabilitating, retrofitting, converting, improving or redeveloping existing buildings, and/or developing vacant property. This program will also help ensure that professional design studies, architectural/ design drawings, heritage impact assessments, and other studies meet the Township's guidelines, standards and requirements.

What is the Maximum Amount?

This program will provide a grant equal to up to 50% of the cost of professional studies, plans, architectural/design drawings, and heritage assessments required by the Township, to a maximum grant per study of \$7,500. An application for a project can be for up to two eligible studies, subject to a maximum grant per project (regardless of the number of studies) of \$12,500.

What Types of Studies are Eligible for a Grant?

- Professional urban design studies and/or architectural/design drawings
- Heritage impact assessments
- Concept plans
- Structural drawings
- Market analyses
- Evaluation of existing and proposed mechanical, electrical and other building systems
- Traffic impact assessments
- Environmental site assessments including a complete Phase I Environmental Site Assessment (ESA), Phase II ESA³ (partial, complete or supplemental), Designated Substances and Hazardous Materials Survey, Risk Assessment/Risk Management Plan
- Any other study as approved by the Township

Are There Additional Conditions to be Met to be Eligible for a Grant?

Applicants must clearly demonstrate their legitimate intention to undertake eligible community improvement works on a property by whatever means deemed necessary by the Township. Studies undertaken solely for the purposes of purchase/sale due diligence shall not be eligible for this program.

All studies/drawings/assessments must:

- be completed by a qualified/licensed professional as determined by the Township.
- be submitted to the Township in electronic and hard copy format for the Township's review and retention.
- meet all of the Township's applicable guidelines, by-laws, policies, procedures, standards and requirements.
- be to the Township's satisfaction.



FACADE & PROPERTY IMPROVEMENT GRANT PROGRAM

Program Description

The purposes of this grant are:

- to promote the rehabilitation, restoration, preservation and improvement of the front, side and rear façades of existing commercial, mixed use, institutional, industrial and agricultural (with a retail commercial and/or agri-tourism component) buildings, including retail storefront display areas and business signage; and
- to promote improved landscaping, driveway access, and parking areas of existing commercial, mixed use, institutional, industrial and agricultural (with a retail commercial and/or agri-tourism component) properties, with particular emphasis on the public street edge in order to improve visual quality and create a safer and more comfortable pedestrian environment.

What is the Maximum Amount?

This program will provide a grant equal to up to 50% of the cost of eligible front, side and rear façades and storefront improvement and restoration works and eligible property improvements, to a maximum grant per project of \$10,000. The maximum grant available under this program may be increased up to \$12,500 on a matching 50/50 basis if:

- the building is wider than 25 feet and/or has more than one storefront.
- the project includes eligible side and/or rear façade improvement and restoration works that are visible from a public street, public space, laneway, parking lot, or the Grand River.
- the building exterior and/or property has original heritage features that are being restored.

What Type of Facade Improvements are Eligible for a Grant?

- Repair or replacement of storefront windows, doors, awnings and canopies.
- Exterior and entrance modifications to provide barrier-free accessibility.
- Repair, reporting or installation of new masonry and brickwork.
- Repair or replacement of cornices, parapets, eaves, soffits and other architectural details.
- Facade painting, cleaning, treatments, and refinishing as acceptable to the Township.
- Addition of new lighting/upgrading of existing lighting fixtures on exterior facade and in entrance and storefront display areas.
- Installation/improvement of exterior signage (as permitted by the Sign By-law).
- Other similar exterior repairs/improvements as may be approved by the Township.

What Type of Property Improvements are Eligible for a Grant?

- landscaping features, including plant materials, planters, and planting strips.
- permanent landscaping elements including curbing, decorative walls, fencing, benches, and walkways.
- addition of new lighting and/or upgrading of existing lighting (e.g., conversion to LED lighting) where said lighting is not attached to the building.



FACADE & PROPERTY IMPROVEMENT GRANT PROGRAM CONTINUED

- construction, expansion or upgrading of an outdoor commercial patio/café area.
- construction, consolidation, or improvement of parking areas and driveway access/egress.
- other similar improvements as may be approved by the Township.

What Additional Information Needs to be Included With the Application?

For buildings where heritage features are being restored or reconstructed and for buildings designated under Parts IV and V of the Ontario Heritage Act, the façade restoration/reconstruction works should be supported by documentation in the form of historic photographs or drawings clearly showing the heritage feature(s) to be restored or reconstructed.



BUILDING IMPROVEMENT GRANT PROGRAM

Program Description

The purpose of this program is to promote the maintenance and physical improvement of existing commercial, mixed use, institutional, industrial and agricultural (with a retail commercial and/or agri-tourism component) buildings, in order to improve their attractiveness and safety, and provide usable space.

What is the Maximum Grant Amount?

This program will provide a grant equal to up to 50% of the cost of eligible interior and exterior building improvement works, to a maximum grant per project of \$10,000. The maximum grant available under this program may be increased up to \$12,500 on a matching 50/50 basis if the building interior has heritage features that are being restored.

What Type of Building Improvement Works are Eligible for a Grant?

- exterior modifications to provide barrier-free accessibility.
- structural repairs to walls, ceilings, floors and foundations.
- repair/replacement of roofing, windows and doors.
- water/flood/weatherproofing.
- extension/upgrading of plumbing, electrical, HVAC services for the creation of retail, office or residential space.
- installation/alteration of required window openings to residential spaces.
- installation/upgrading of fire protection systems.
- energy efficiency retrofits and improvements.
- other similar repairs/improvements related to health, safety and risk management issues, as may be approved by the Township.

Are There Additional Conditions to be Met to be Eligible for a Grant?

For buildings where heritage features are being restored or reconstructed and for buildings designated under Parts IV and V of the Ontario Heritage Act, the restoration and reconstruction works should be supported by documentation in the form of historic photographs or drawings clearly showing the heritage feature(s) to be restored or reconstructed.



RENTAL HOUSING GRANT PROGRAM

Program Description

The purpose of this program is to promote improvements to the quality of the existing rental housing stock and increase the supply of rental housing via renovation of existing upper floor/rear rental residential units, conversion of existing commercial and mixed-use building space to rental residential units, and construction of new rental residential units.

What is the Maximum Grant Amount?

This program will provide a grant equal to up to 50% of the construction cost of renovating existing rental residential units and/or constructing new rental residential units, to a maximum grant of \$15,000 per unit, and a maximum of four units per property/project.

What Type of Projects are Eligible for a Grant?

- renovations to existing rental residential units in a mixed-use building to bring these units into compliance with the Building Code, Property Standards By-law and the Fire Code.
- conversion of excess commercial and/or vacant space in existing commercial, institutional, mixed use and residential buildings into one or more net rental residential units.
- intensification or redevelopment of an existing commercial, mixed use or residential apartment/multi-unit building that adds one or more net rental residential units.
- infilling of vacant lots (including parking lots) with two or more net rental residential units.

Are There Additional Conditions to be Met to be Eligible for a Grant?

The Township may require the applicant to submit a Business Plan.

The Financial Assistance Agreement between the applicant and the Township will be registered on title and will contain a clause that ensures the eligible rental housing units remain as rental housing units for a period of not less than 20 years, and that the grant, including interest, will be immediately due and payable for all units that are no longer rental housing within the 20 year period.



RENTAL HOUSING DEVELOPMENT CHARGE (DC) DEFERRAL PROGRAM

Program Description

The purpose of this program is to increase the supply of rental housing in the Township's Central Business Districts (CBDs) and other key sub areas and ensure said residential units are maintained as rental residential units for a minimum of 20 years.

This program will provide a deferral of the Township Development Charge (DC) payable on projects that create new rental residential units. Development Charges for new rental residential units will be due and payable in twenty-one (21) annual installments commencing with the first installment payable on the date of occupancy, and each subsequent installment, including interest as provided in the Township's Council approved development charge interest policy, as may be revised from time to time.

What is the Maximum Grant Amount?

The Township may establish a maximum total grant that can be paid under this program per application/ property/project.

What Type of Projects are Eligible for a Grant?

- renovations to existing rental residential units in a mixed use building to bring these units into compliance with the Building Code, Property Standards By-law and the Fire Code.
- conversion of excess commercial and/or vacant space in existing commercial, institutional, mixed use and residential buildings into one or more net rental residential units.
- intensification or redevelopment of an existing commercial, mixed use or residential apartment/multi-unit building that adds one or more net rental residential units.
- infilling of vacant lots (including parking lots) with two or more net rental residential units.

Are There Additional Conditions to be Met to be Eligible for a Grant?

The Township may require the applicant to submit a Business Plan.

The Financial Assistance Agreement between the applicant and the Township will be registered on title and will contain a clause that ensures the eligible rental housing units remain as rental housing units for a period of not less than 20 years, and that the grant, including interest, will be immediately due and payable for all units that are no longer rental housing within the 20 year period.



TAX INCREMENT EQUIVALENT GRANT (TIEG) PROGRAM

Program Description

The purpose of this program is to encourage “substantial” rehabilitation, redevelopment, development, infill and intensification projects by providing a financial incentive that reduces the property tax increase that can result from these various types of development.

This program will provide an annual tax increment equivalent grant (TIEG) for five years after project completion equal to a percentage of the increase in the Township portion of property taxes as shown below generated by completion of a “substantial project” where the proposed and “as built” substantial project achieves the minimum evaluation score specified in the TIEG Program.

YEAR	TIEG AMOUNT (% of Township Property Tax Increase (Increment) Resulting from Project)
1	100%
2	80%
3	60%
4	40%
5	20%

In order to be eligible for final approval of a TIEG by the Township, both the “proposed” and “as built” project contained in an application for the TIEG Program must achieve a minimum score when evaluated against the TIEG Program Evaluation Framework.

What is the Maximum Grant Amount?

The Township may establish a maximum total grant that can be paid under this program per application/property/project.

The approved TIEG would be paid by the Township for up to 5 years. The approved applicant would first construct and complete the approved project. The Township would then pay the grant annually once:



TAX INCREMENT EQUIVALENT GRANT (TIEG) PROGRAM CONTINUED

- The eligible project has been completed in accordance with the grant application;
- Final building inspections have taken place;
- The Township in its sole discretion has evaluated the “as built” project using the TIEG Program Evaluation Framework and determined that the “as built” project has achieved the minimum eligibility score specified in the Framework;
- An occupancy permit has been issued (as applicable);
- All deficiencies have been addressed;
- All general and program specific requirements and grant agreement requirements have been met, and continue to be met, to the Township’s satisfaction;
- The property has been reassessed by the Municipal Property Assessment Corporation (MPAC); and
- The new property taxes have been paid in full for the year.

Pre-project Municipal taxes will be determined before commencement of the project at the time the application is approved. For purposes of the grant calculation, the increase in municipal property taxes (tax increment) will be calculated as the difference between pre-project municipal property taxes and post-project municipal property taxes that are levied as a result of re-valuation of the property by the MPAC following project completion. The tax increment does not include any increase/decrease in municipal taxes due to a general tax increase/decrease, or a change in assessment for any other reason.

What Type of Projects are Eligible for a Grant?

Whether or not a project is considered a “substantial project” will be determined at the sole discretion of the Township, but typically includes only projects that result in any of the following:

- Achievement of a minimum threshold increase in assessment value and property taxes as determined by the Township.
- Construction of multiple rental residential units and/or multiple affordable rental residential units.
- Construction of a significant amount of new commercial, industrial, or value added agricultural/ agribusiness space.
- Major rehabilitation/upgrading and/or expansion of an existing building.
- Creation of a significant number of jobs.
- Achievement of multiple goals of this CIP.

Are There Additional Conditions to be Met to be Eligible for a Grant?

While the Township may allow an Applicant with an approved TIEG to assign the Grant to an assignee as the result of the sale or other transfer of the property, the approved TIEG will cease immediately upon any subsequent sale or other transfer of the property.



BROWNFIELD TAX ASSISTANCE PROGRAM (TAP)

Program Description

The purpose of this program is to encourage the remediation and substantial rehabilitation, adaptive reuse, and development/redevelopment of brownfield sites (where actual contamination has been confirmed). The financial assistance is provided in the form of tax assistance, a cancellation of part or all of the property taxes on a property that is undergoing or has undergone remediation and development, to assist with payment of the cost of environmental remediation and/or risk assessment/management. This program applies only to properties requiring environmental remediation and/or risk assessment/management.

An application for the Brownfield TAP must be accompanied by an application for the TIEG Program. Stand-alone applications for the Brownfield TAP are not permitted, and a Brownfield TAP application can only be approved if the corresponding TIEG Program Application is approved.

Only owners of property within the CIPA that have applied for a TIEG are eligible to apply for funding under this program.

What is the Maximum Grant Amount?

The “assistance period” for the Brownfield TAP is the period of time starting on the date on which the tax assistance by-law is passed by the Township, and ending on the:

- the date when the total tax assistance provided equals the total eligible costs; or,
- the end date specified in the by-law (maximum of 3 years from the date the by-law was passed), whichever comes first.

“Eligible costs” for the Brownfield TAP are the costs of any action taken to reduce the concentration of contaminants on, in, or under the property to permit a Record of Site Condition (RSC) for the proposed use to be filed in the Environmental Site Registry under Section 168.4 of the Environmental Protection Act. Eligible costs include:

- a Phase I ESA, Phase II ESA, Designated Substances and Hazardous Materials Survey, Remedial Work Plan, and Risk Assessment/Risk Management Plan not disbursed by the Study Grant Program.
- environmental remediation, including the cost of preparing a Record of Site Condition (RSC) and Certificate of Property Use (CPU).
- placing, compacting, and grading of clean fill required to replace contaminated soils/fill disposed of off-site.
- installing, monitoring, maintaining, and operating environmental and/or engineering controls/works as specified in the Remedial Work Plan and/or Risk Assessment/Management Plan and/or CPU.
- testing of on-site excess soils for potential reuse but shall not include the excavation, management, transportation or disposal of such soil except where the soil is found to be contaminated.
- environmental insurance premiums.

In no case will the total amount of the tax assistance provided under the Brownfield TAP exceed the total of these eligible costs.



BROWNFIELD TAX ASSISTANCE PROGRAM (TAP) CONTINUED

What Type of Properties & Costs are Eligible for This Program?

An “eligible property” for the Brownfield TAP is a property within the Community Improvement Project Area that is also eligible for the Tax Increment Equivalent Grant (TIEG) Program where a Phase II ESA has been conducted in accordance with O. Reg. 153/04 and, as of the date the Phase II ESA was completed, did not meet the required standards under subparagraph 4i of Section 168.4(1) of the Environmental Protection Act to permit a Record of Site Condition (RSC) for the proposed use to be filed in the Environmental Site Registry.

What Additional Information Needs to be Included with the Application?

- An application must be submitted to the Township and approved by the Township prior to the start of any remediation and/or risk management works to which the tax assistance will apply.
- An application for the Brownfield TAP must be accompanied by a description of the development that will take place on the site post remediation/risk assessment.
- An application for the Brownfield TAP must be accompanied by a Phase I ESA, and also a Phase II ESA that shows that the property does not meet the standards under subparagraph 4i of Section 168.4(1) of the Environmental Protection Act to permit a Record of Site Condition (RSC) for the proposed use to be filed in the Environmental Site Registry.
- The application must be accompanied by a Phase II ESA and a Remedial Work Plan or Risk Assessment/Risk Management Plan that contains or is accompanied by:
 - a minimum of two cost estimates for the actions that will be required to reduce the concentration of contaminants on, in, or under the property to permit a Record of Site Condition (RSC) for the proposed use to be filed in the Environmental Site Registry under Section 168.4 of the Environmental Protection Act; and,
 - a work plan and budget for said environmental remediation and/or risk assessment/risk management actions, including a description of the proposed remediation, including the methods and technologies to be used.
- As a condition of the application, the Township may require the applicant to submit a Business Plan for redevelopment of the property (as applicable).
- The total value of the tax assistance provided under this program shall not exceed total eligible costs.
- All applicants participating in this program will be required to enter into an Agreement with the Township that will specify the terms, duration, and default provisions of the tax assistance.
- Should the owner of the property default on any of the conditions in the Tax Assistance agreement or by-law, cancelled property taxes (plus interest) will become payable to the Township, the County (if applicable), and the Province.
- The owner shall file in the Environmental Site Registry a RSC for the property signed by a qualified person, and the owner shall submit to the Township proof that the RSC has been acknowledged by the Ministry of the Environment, Conservation and Parks (MOECP).



SIX GOALS OF THE COMMUNITY IMPROVEMENT PLAN

1

FAÇADE & BUILDING IMPROVEMENT

Promote the beautification and improvement of existing commercial, industrial, and mixed use buildings and properties in the central business districts, highway commercial, industrial, mixed-use, and residential transition areas of the Township.

Types of Improvements that may be considered:

- Building facade and signage
- Storefront/display areas
- Barrier free accessibility
- Elements contributing to the streetscape
- Patios
- Parking areas and pedestrian linkages
- Tourism uses
- Public realm including public gathering places

2

EFFICIENT & STRATEGIC USE OF LAND

Promote infill, intensification, adaptive reuse and redevelopment in the central business districts, highway commercial, industrial, mixed-use, and residential transition areas of the Township.

Types of Improvements that may be considered:

- Brownfield redevelopment
- Infill development on vacant properties
- Adaptive reuse and intensification of underutilized buildings

3

HOUSING SUPPLY

Promote improvements to the quality of the existing housing stock, and additional housing supply, especially rental housing and affordable housing, in the central business districts, highway commercial, mixed-use, and residential transition areas of the Township.

Types of Improvements that may be considered:

- Renovation and improvement of existing rental apartments on upper stories of existing mixed use buildings
- Conversion of vacant and underutilized space on upper stories of existing mixed use and commercial buildings into new rental housing, and new affordable housing
- Addition of new residential units to existing residential and mixed use buildings
- Construction of new rental and new affordable housing on vacant and underutilized properties

4

ECONOMIC GROWTH & DIVERSIFICATION

Increase the number of businesses and employment opportunities in the central business districts, highway commercial, industrial, mixed-use, and residential transition areas of the Township.

Types of Improvements that may be considered:

- Existing business expansions/upgrades
- Attraction of new employers, business enterprises, and business startups
- Expansion of existing and attraction of new tourism, arts, culture and creative economy businesses

5

AGRICULTURAL & AGRI-BUSINESS USE

Promote innovative, value added agricultural uses and agri-business uses in the Township's agricultural area.

Types of Improvements that may be considered:

- Expansion of existing and attraction of new innovative, value added agricultural and agri-business uses

6

DESIGN & ENVIRONMENTAL SUSTAINABILITY

Improve the design, quality, and environmental sustainability of all forms of building improvement and development in the Township.

Types of Improvements that may be considered:

- Development that is well designed, well built, and more environmentally sustainable, e.g., development that incorporates sustainable building and green infrastructure features and is consistent with the County of Wellington Green Legacy Building Standard.



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.

