



BY-LAW

2013-46

**BEING A BY-LAW TO ADOPT A COMMUNITY IMPROVEMENT PLAN FOR
THE TOWNSHIP OF HURON-KINLOSS COMMUNITY IMPROVEMENT PROJECT AREA(S)**

**THE COUNCIL OF THE TOWNSHIP OF HURON-KINLOSS PURSUANT TO SECTION 28 OF
THE PLANNING ACT, R.S.O. 1990 ENACTS AS FOLLOWS:**

WHEREAS Section 28(4) of the Planning Act, R.S.O. 1990, authorizes the Council of a local municipality to adopt a community improvement plan for a community improvement project area;

AND WHEREAS by By-law No. 2013-45 passed on May 22nd, 2013 the Council of the Corporation of the Township of Huron-Kinloss designated the Community Improvement Project Area(s) of the Township;

AND WHEREAS a Community Improvement Plan attached hereto as Schedule 'A' has been prepared for that Community Improvement Project Area(s);

AND WHEREAS the said Community Improvement Plan conforms to the Township of Huron-Kinloss Official Plan;

NOW THEREFORE the Council of the Township of Huron-Kinloss ENACTS as follows:

1. That the Community Improvement Plan for the Township of Huron-Kinloss Community Improvement Project Area(s), contained in Schedule 'A' to this By-law, a copy of which is attached to and forms part of this By-law, is hereby adopted.
2. That this By-law shall take effect with final passing and comes into force and effect pursuant to the provisions of the Planning Act, R.S.O. 1990, as amended.
3. That this By-law may be cited as the "Township of Huron-Kinloss Community Improvement Plan By-law".

Read a **FIRST, SECOND** and a **THIRD** time and **FINALLY PASSED** this 22nd day of May 2013.

Original signed by
Wilf Gamble
Mr. Wilf Gamble

Original signed by
Sonya Watson

APPENDIX 'A'

TOWNSHIP OF HURON-KINLOSS COMMUNITY IMPROVEMENT PLAN FOR THE URBAN AREAS OF LUCKNOW AND RIPLEY

1. INTRODUCTION

1.1 Background

The Township of Huron-Kinloss is geographically comprised of the two former Villages of Lucknow and Ripley, two hamlet communities, a lakeshore area and a rural area.

Lucknow and Ripley have been selected for the Community Improvement Plan for two reasons: 1) Lucknow and Ripley are identified as primary urban communities in the County of Bruce Official Plan and contain their own Secondary Plans within the Township of Huron-Kinloss Official Plan; and, 2) several studies and recommendations have been prepared identifying the desire and need for community improvement in Lucknow and Ripley. Each community possesses a unique character and history and although they are part of the amalgamated Corporation of the Township of Huron-Kinloss this plan aims to address them each individually.

The goal of this Community Improvement Plan is to create a tool for community improvement that will encourage the rehabilitation and revitalization of downtown and commercial areas within the Township.

The Township of Huron-Kinloss has undertaken a number of initiatives and studies related to improving the health and function of its downtown and commercial areas. By focusing efforts and being strategic with both public and private undertakings, the intent is to create an atmosphere that attracts more visitors and businesses and creates a vibrant, healthy, self-sustaining community for local residents.

1.2 Overview of Issues

The Provincial Policy Statement 2005 states that long-term economic prosperity, environmental health and social well-being depend on wisely managing change and promoting efficient land use and development patterns. By supporting and maintaining the health of our downtown and commercial areas we are supporting strong, liveable and healthy communities that facilitate economic growth. To set the stage for the policies and programs of the Community Improvement Plan, the following are offered as a rationale and overview of the issues that support the creation of the Community Improvement Plan.

a) Physical Conditions

In rural municipalities the downtown and commercial areas are the heart of the community. Not only are they the main economic generators (2/3 of countywide commercial assessment is from downtowns) they are also the social centre of the community. Additionally, in Bruce County, our downtowns and commercial areas are our main point of contact with tourism dollars. This is particularly important as tourism is the 2nd largest industry in the County and most of the County's tourism attractions, such as the Bruce Trail, are non-gated. However, lately our

communities are struggling with retail leakage to bigger centres. As a result, our downtowns are:

- Lacking a definitive 'sense of place' in each community resulting in conflicting projects and improvement work.
- Suffering from poorly maintained buildings and facilities throughout the commercial core.
- Lacking clear connections for pedestrian, cycling, and other modes of transportation to residential neighbourhoods and other community amenities.
- Underdeveloped, with accessibility constraints, low open space usage and limited programming in public spaces and facilities.

b) Social Issues

Based on Statistics Canada 2011 data, there is a large group of adults nearing or at retirement age that reside in the Township of Huron-Kinloss; this is higher than the national average. As well, there is an above national average of young adults and children residing within the Township.

In terms of household income, there are areas in the Township where there are a number of families and individuals living below the poverty line, but also areas where there are a number of families and individuals living at or exceeding the national average household income.

Due to these diverse statistics, it is important that improvement projects are undertaken at a steady and sustainable pace and funds be leveraged through grants and public/private partnerships wherever possible so as to not put added pressure on taxpayers. Improvements to public spaces and facilities should take the above into consideration.

c) Environment Considerations

Any revitalization projects should recognize the environmental attributes of the project areas through green design and achieve environmental sustainability while meeting user needs and addressing development pressures.

The Township has full sewer and water facilities in Lucknow and Ripley. Any revitalization efforts should consider the provision of full services to support increased development pressures.

Finally, initiatives should reflect, wherever possible, continued involvement and support of existing environment initiatives including the Pine River Watershed Initiative Network and surface water quality monitoring and environmental projects.

2. GOALS AND OBJECTIVES

2.1 Purpose of the Community Improvement Plan

The purpose of the Community Improvement Plan is to establish a framework for the Township's support and implementation of a program(s) to encourage development in the downtowns and commercial areas of its two main urban areas. This Plan is intended to improve the existing physical landscape and to stimulate rehabilitation and revitalization of the two main downtown and commercial areas by using, reusing, and restoring lands, buildings and infrastructure. In future years, Township Council may review the inclusion of other areas within Ripley and Lucknow, lakeshore urban area and hamlets to be included in this Community Improvement Plan.

2.2 Goal

The goal of this Community Improvement Plan conforms to and is a refinement of the Official Plan. The goal is:

To improve facilities and infrastructure in the Township's two primary urban areas that will contribute to community health, social, environmental and economic priorities.

2.3 Objectives

Progress towards the achievement of the goals of the plan will be advanced through the following objectives:

1. To improve the physical appearance and economic health of the downtown and commercial areas and recreational areas/facilities of the Township.
2. To encourage development and redevelopment by the private and/or public sectors to improve the appearance and functionality of the downtown and commercial areas and recreational areas/facilities of the Township.
3. To improve and enhance the existing downtown and commercial areas by encouraging improvements to street beautification, facade improvements, store front signage and community signage.
4. To increase tourism and to elevate the Township's status as a destination by coordinating stakeholders to promote each of the communities unique identity.
5. To ensure a built environment that supports and encourages active transportation while reducing automobile dependency.
6. To encourage joint public and private involvement in projects to improve the appearance, functionality or efficiency of commercial and institutional areas/facilities of the Township.
7. To involve the public in identifying areas in need of improvement and encourage their participation in the process of improvement and rehabilitation projects.

2.4 Project Area

The Community Improvement Plan applies to the downtown and commercial areas of Lucknow and Ripley as outlined in Schedules 'A-1' and 'A-2' in Appendix 'A' attached.

3. SUPPORTING STUDIES AND PUBLIC CONSULTATION

3.1 Supporting Initiatives

Huron-Kinloss Action Plan

Since amalgamation in 1999, the Township has been actively involved in enhancing the downtown core areas of Lucknow and Ripley through supporting and promoting local businesses, beautification and revitalization projects and attracting business, development and tourism. In 2003, the Township created the Huron-Kinloss Action Plan which identified the following priorities for improvement:

- Small business and industry;
- Tourism and agriculture;
- Seniors; and,
- Youth.

A subcommittee was established to tackle each priority. Since 2003, the priorities have received various levels of completion and success. For instance, in terms of tourism, Lucknow has an annual music festival (Music in the Fields) that attracts thousands of local residents and tourists to the event for one weekend a year. Though many of the committees have disbanded, the foundation for completing the identified priorities remains with various local service groups and the Township itself (see Appendix 'B').

Streetscapes

In 2002, the Township undertook a streetscape study for Ripley and Lucknow. The results of this study recommended the following for implementation of streetscape improvements:

- Incorporating the necessary policies into the Township of Huron-Kinloss Official Plan;
- Township financial investment (i.e. budget allocations) for projects;
- Undertaking detailed design and specifications for streetscape improvements to be constructed in conjunction with future Public Works projects; and,
- Maintaining and/or creating public/private partnerships with local businesses, groups and organizations to assist with implementation.

Since 2002, the Township has adopted the necessary policies for the Official Plan, completed the Ripley streetscape project and Lewis Park revitalization project and created and maintained public/private partnerships that continually work on streetscape improvements for both Ripley and Lucknow (see Appendix 'C').

First Impressions

In 2010, the Township invited the Ontario Ministry of Agriculture Food and Rural Affairs to perform a "First Impressions" evaluation of the Township, specifically the two urban communities. The purpose of the evaluation was to obtain a structured and unbiased first impression of the community's appearance, services and infrastructure prepared by people who lived and worked outside of the Township. This was to be the basis for positive community action focused on downtown revitalization, tourism development,

investment attraction, quality service improvements and broader community strategic planning efforts (see Appendix 'D').

A report for Lucknow identified the following considerations for improvement:

- The need for more economic development/employment;
- A lack of cohesion with signage;
- The need for more visually pleasing streetscapes and storefronts.

A report for Ripley identified the following considerations for improvement:

- A lack of wayfinding signage;
- Older commercial building restoration; and,
- Develop a plan to attract and retain the creative economy that exists.

Community Design Toolkit

In 2011, the Township through the County of Bruce's Spruce the Bruce program undertook a Community Design Toolkit development process that showcased the Township and the unique identities of each of its two urban areas. The Toolkit surveyed both residents and visitors to identify characteristics that summarize each community's individual identity.

The Toolkit provides guidelines to ensure that all stakeholders are working towards a common vision. Each Community Toolkit defines a 'brand' or common identity for developing a memorable, valuable and appealing community identity that will draw visitors to the area(s). In order to achieve 'brand' consistency the Toolkit presents design elements to be used in a range of applications from media opportunities to municipal infrastructure projects. Council approved in principle the Community Design Toolkit in May 2011 (see Appendix 'E') with modifications to proposed logos for each community.

Business Retention and Expansion (BR+E) Report

In 2012, the Township of Huron-Kinloss created the Huron-Kinloss BR+E Task Force, comprised of community volunteers, business owners and government representatives. The Task Force interviewed a sampling of the business community of Huron-Kinloss, asking questions specific to community businesses to get a more in-depth look at key issues. This formed the basis of the report. Results from the questions showed 6 key issues requiring greater attention: 1.) business attraction; 2.) tourism development and promotion of communities; 3.) business support and communication; 4.) beautification and downtown revitalization; 5.) retail leakage; and, 6.) workforce development. An action plan within the report was prepared to address these issues. Most of the actions given can be implemented immediately and addressed on an on-going basis. The ultimate long-term goal is to attract new businesses and residents (see Appendix 'F').

Township of Huron-Kinloss Cultural Plan

In 2011, the Township of Huron-Kinloss was awarded a grant under the Creative Communities Prosperity Fund and intends to complete a cultural mapping exercise and develop a Municipal Cultural Plan. The goal of this project is to increase awareness of the Township's cultural assets and showcase the community's uniqueness. Community consultation will occur with residents to provide an education/awareness presentation on Municipal Cultural Planning and discuss what culture means to the residents of the Township of Huron-Kinloss. The project started in June 2012 and it will be finished with the preparation of a Municipal Cultural Plan by 2013.

Township of Huron-Kinloss Strategic/Sustainability Plan

In 2013, the Township of Huron-Kinloss intends to prepare a strategic/sustainability plan. The process will engage Council, staff, residents and other community stakeholders in community consultation (focus groups) to establish a clear vision for the future of the Township and develop policies for adapting the delivery of Township services to achieve this vision. The focus group discussions will target the agricultural sector; industrial/commercial sectors; social/quality of life (education, health and cultural/recreation); transportation; youth and seniors. The strategic/sustainability plan will build upon and complement the Township's current Official Plan, Business Retention and Expansion Plan, Cultural Plan and proposed Community Improvement Plan.

3.2 Process & Public Consultation

The Spruce the Bruce (STB) team collected background information in the summer of 2010 regarding the health of downtown Ripley and Lucknow in order to develop a structured and focused downtown revitalization program. The STB team solicited feedback from a number of sources. The sources were:

1. Community stakeholders which undertook a number of Diagnostic Tool exercises;
2. Business stakeholders through the Key Informant interviews;
3. Public input through the Resident's Survey; Photo Survey; and Public Workshop.

Strong public support for revitalization projects within the Community Improvement Plan areas were expressed in a variety of settings leading up to the preparation of the Community Design Toolkits for Ripley and Lucknow.

Specific comments made through public consultation processes have led to the prioritization of six focus areas within this Community Improvement Plan:

- Façade Improvement Grant Programs;
- Storefront Sign Improvement Programs;
- Streetscape Beautification, Signage and Landscaping Improvements;
- Public Space, Parks and Recreation Works;
- Infrastructure Works/Building Restoration and Accessibility Enhancements;
- and,
- Community Energy Efficiency.

3.3 Supporting Planning Policies

Township of Huron-Kinloss Local Official Plan

The Township of Huron-Kinloss Local Official Plan establishes local authority and criteria for selecting Community Improvement Areas and for implementing the Community Improvement Plan.

Criteria for Selection of Community Improvement Areas

The following criteria shall be used in the selection of a community improvement area(s):

- 1) Deficiencies in the condition and adequacy of commercial areas including areas within commercial building or building facades which exhibit structural deficiencies or

need for rehabilitation, inappropriate signage, insufficient off- street parking, the need for improvements to the commercial streetscape, etc.

- 2) Deficiencies in pedestrian access to commercial businesses and recreational assets or inadequate vehicular access or traffic circulation within the commercial areas.
- 3) Deficiency in the availability and/or condition of municipal hard services such as roads, sanitary sewers, water systems, storm water drainage, sidewalks, street lighting, or hydro.
- 4) Deficiencies in the availability and/or condition of municipal recreation facilities such as parks, playgrounds, arenas, community centres or trails, etc.
- 5) Deficiencies in the availability and/or condition of municipal, social and cultural facilities such as administration offices, meeting rooms, galleries or libraries, etc.

Implementation Guidelines

In order to carry out the Goals and Objectives of the Community Improvement Plan, Council may:

- 1) Provide for the preparation of a "Community Improvement Plan" for a Community Improvement Project Area pursuant to Section 28(4) of the Planning Act, R.S.O. 1990, as amended.
- 2) Designate by By-law the Community Improvement Project Area pursuant to Section 28(2) of the Planning Act, R.S.O. 1990, as amended.
- 3) Participate and coordinate with senior levels of government. The County of Bruce Official Plan Section 6.13 encourages local municipalities to prepare Community Improvement Plans where appropriate.
- 4) Cooperate with groups and organizations whose objectives include community improvements and rehabilitation initiatives.
- 5) Utilize public funding available to municipalities from provincial and federal programs to assist in implementing community improvements.
- 6) Support and encourage the business improvement area organizations in their efforts to maintain a strong and vibrant business area.

Community Improvement Project Area

The boundaries of the Community Improvement Project Area are established through the Community Improvement Plan and are considered approximate and minor adjustments may be made without an amendment to this Plan, provided that the overall intent is maintained.

It is the Official Plan's intent that community improvement projects be undertaken in identified areas as needed, whenever funds are available, provided Council is satisfied that the municipality can reasonably finance and afford the cost or its share of the cost.

Phasing

It is the intention of this policy that a prioritized list of Community Improvements be identified in a Community Improvement Plan and not as part of the Community Improvement policies of this Official Plan.

In considering the phasing of improvements, priority will be given to those projects that will most substantially increase the safety, stability and aesthetic quality of the community. The public consultation may be utilized as a basis for the phasing of improvements and rehabilitation projects.

It is the intention of this policy that Community Improvement priorities are subject to a review as a result of changes in economic, social or environmental considerations, and the availability of funding.

4. AUTHORITY

The Township of Huron-Kinloss has identified a Community Improvement Project Area for each of the two urban communities within the Township boundaries (see Appendix 'A'). Under Section 28 and 17 of the Planning Act, RSO 1990, these Official Plan provisions give the Township the authority to:

- 1) Designate by by-law areas as Community Improvement Project Areas.
- 2) Prepare and adopt a Community Improvement Plan for the Project Areas.

This Plan gives the Township the authority to offer incentives notwithstanding certain statutory limitations in the Municipal Act, 2001.

The Community Improvement Plan is consistent with Provincial Policy, legislation and guidelines and implements the County of Bruce Official Plan and Township of Huron-Kinloss Local Official Plan, Ripley and Lucknow Streetscape Study, Community Design Toolkits, and Township of Huron-Kinloss Zoning By-law.

5. COMMUNITY IMPROVEMENT PROGRAMS

All programs and initiatives undertaken in the Community Improvement Plan Project Areas should strive to enhance the identity highlighted in the Community Design Toolkits as approved by Township Council in 2011 and as amended. The goal of each of these programs is to create a sense of place and make the local community successful and realize the economic and social benefits available to each of the Project Areas.

5.1 Façade Improvement Grant Program (Financial Incentive-Based Program)

As a result of the Huron-Kinloss Action Plan, First Impressions and Streetscape Study, the Spruce the Bruce Committee of the Township suggested implementing a Façade Improvement Grant Program.

As per Section 28(7.3) of the Planning Act, all grants, loans and tax assistance may not exceed the eligible cost of remediating the lands and/or buildings. It is the intent of the Township of Huron-Kinloss to provide assistance grants and /or loans available for a portion of the project costs for exterior improvements to the visible façade of existing buildings in the Ripley and Lucknow CIP Project Areas.

5.2 Storefront Sign Improvement Program (Financial Incentive-Based Program)

Downtown and commercial buildings and establishments define the street and are a major contributor to the character of the community. Clear and effective storefront signs have a large role to play in communicating the services and features on offer and in encouraging passers-by to stop and discover what that town has to offer.

As per Section 28(7.3) of the Planning Act, all grants, loans and tax assistance may not exceed the eligible cost of remediating the lands and/or buildings. It is the intent of the Township of Huron-Kinloss to make available through this Community Improvement Plan a financial incentive grant and /or loan program to promote businesses to revamp their storefront signs and awnings. These incentives will be available to cover a portion of the project costs of the exterior sign and / or awning improvements on an existing building in the two CIP Project Areas.

5.3 Streetscape Beautification, Signage & Landscaping Improvements (Township-Driven Program)

The Township of Huron-Kinloss recognizes that healthy and vibrant downtowns and commercial areas are key components in defining a community's identity. The Township has committed extensive revitalization efforts in Ripley and are committed to ongoing revitalization efforts through the Streetscape Study for Ripley and Lucknow including: replacing/adding light standards, street furniture (benches, banners, planters, garbage/recycling receptacles) and improved signage.

5.4 Public Space, Parks and Recreation Works (Township-Driven Program)

The Township has engaged in three major capital projects geared to enhance, preserve and derive more economic benefits from public spaces within the CIP Project Areas including: (1) outdoor street furniture in downtown Ripley and Lucknow; (2) increased signage in downtown Lucknow; (2) replacement of light standards in downtown Ripley; and, (3) revitalization of Lewis Park in Ripley (including seasonal public washroom facilities).

In the future, the Township wishes to engage in more major capital projects including: (1) replacement of light standards in downtown Lucknow; and, (2) work with the County of Bruce Highways Department to implement traffic calming measures on Bruce Road 86 in the downtown Lucknow area.

5.5 Infrastructure Works/Building Restoration and Accessibility Enhancements (Financial Incentive-Based Program)

The Township recognizes that in order to attract business owners and encourage shopping by local residents and tourists, there needs to be the availability of structurally sound buildings and safe public access for physically-challenged individuals to patronage businesses. The Township of Huron-Kinloss intends to establish a Tax Increment Equivalent Grant (TIEG) program to provide tax assistance to private land owners in order to encourage private sector investment in properties and buildings. The TIEG program will provide tax assistance equal to all or a portion of the municipal

property tax increase (increment) following the completion of a project owned by a private land owner that has resulted in an increase in the assessed property value. The time period for the TIEG program is subject to Council's discretion up to a maximum of 10 years per project, or until eligible remediation and redevelopment costs have been offset, whichever comes first. It is the intention of the Township of Huron-Kinloss to provide the TIEG program to the Ripley and Lucknow CIP Project Areas for the following:

1. Remediation purposes to assist in bringing existing buildings up to current Ontario Building Code standards; and,
2. Accessibility enhancements to downtown and commercial businesses for wheelchair accessible entrances and ramps.

5.6 Community Energy Efficiency (Financial Incentive-Based Program)

Energy efficiency and energy conservation are important to the environmental, social, physical and economic health of a community. The Township of Huron-Kinloss is committed to energy efficiency and conservation in all of its Township-owned buildings and intends to establish a financial incentive grant program to provide assistance to downtown and commercial private property owners in Lucknow and Ripley for energy efficiency and conservation for the following:

1. Construction of new green buildings that meet LEED (Leadership in Energy and Environmental Design) certification standards;
2. Retrofit of existing buildings for energy efficiency (i.e. replacement of lighting, doors, windows, insulation, heating, etc.); and,
3. Alternative energy generating sources (i.e. rooftop solar panels).

6. IMPLEMENTATION

6.1 Program Criteria

Township Council may prepare and adopt a set of Program Guidelines and procedures to establish the specifics of how the Plan components will operate. The Guidelines will address such issues as the nature of improvement projects that will be approved, the application and approval procedures, requirements for legal agreements, and in the case of competing projects (where applicable) how decisions will be made as to which project receives priority approval.

6.2 Program Guideline Framework

The Community Improvement Program(s) development shall be based on the following framework:

1. Introduction / Overview
 - i) Program objective and details
2. Program Funding
 - ii) Overview of Municipal funding
3. Design Criteria and Guidelines

4. Eligibility and Program Area
 - i) Eligibility Criteria (see below)
 - ii) Financial Incentive (see below) and Program Funding
 - iii) Applicant responsibilities
 - iv) Considerations (compliance with guidelines)
 - v) Area of application

5. Methodology / required elements (creativity, innovation, public participation)
 - i) Review Criteria

6. Program Administration
 - i) Application process (submission deadlines and other requirements, timelines, number of grants per year, etc.)
 - ii) Improvements eligible for funding (i.e. signage, illumination, awnings, painting, cladding, etc.)
 - iii) Administration (review, evaluation, approval, agreements, inspections, completion)
 - iv) Program Monitoring
 - v) General Terms
 - vi) Other Program Participation

6.3 Eligibility Criteria

1. Township Council, upon recommendation from Township staff, shall determine those properties eligible for the program based on, among other matters, the condition of existing buildings, the level of Township participation in the project (if any) and other relevant considerations.

2. Only applications for commercial properties within the designated Community Improvement Project Areas will be eligible. The Township's approval process for applications is to be in the Program Guidelines.

3. An application for a Community Improvement Incentive under the above noted programs must be consistent with the Official Plan, Community Improvement Plan, and any other design guidelines that may be implemented for the Community Improvement Areas. Priority will be given to those applications which most closely meet the Program Guidelines that will be developed with the Framework as outlined below. Additionally, the Township at its sole discretion may elect to offer partial funding of any application.

4. Priority for commercial properties within the designated Community Improvement Plan Project Areas will be given for the following programs:
 - i) Façade Improvement Grant Program
 - ii) Storefront Sign Improvement Program
 - iii) Infrastructure Works/Building Restoration and Accessibility Enhancements
 - iv) Community Energy Efficiency

3. Any applicant to a Community Improvement Plan Program must be the registered owner of the property or an authorized agent. If a tenant wishes to apply, a letter from the building owner approving the work to be done is required.
4. The total of the financial incentive (refunds, grants, loans, and tax assistance) shall not exceed the cost of improvements made to any buildings or lands.
5. Projects must be completed and invoices paid within the same calendar year of the applicable Program or the date of agreement whichever comes first.
6. Eligible proposals may receive reduced funding if they are already receiving public assistance from other sources.
7. Financial Incentives are not permitted to be retroactive, and only projects commencing following the approval of the project funding will be considered.
8. Eligible project costs must be actual cash outlay to third parties acting at arms' length and which can be documented through original invoices or proofs of payment. Applicants will provide a minimum cash contribution to the project as outlined under Financial Incentive depending on the type of Incentive that is implemented.
7. Applicants must not be in default of any municipal taxes or local improvement charges.
8. Applicants must comply with all provincial and local laws and regulations pertaining to licensing, permits, building code and zoning requirements. The Applicant is responsible for obtaining all building and other required permits and must be in conformance with all applicable health and safety standards.
9. The owner/ applicant who is the recipient of funding from an incentive program shall enter into an agreement with the Township stipulating at a minimum:
 - i) Terms of the financial agreement;
 - ii) Timetable for provision of agreement and completion of the project; and,
 - iii) An undertaking by the owner to satisfy all municipal and other relevant laws and requirements for the project.

6.4 Financial Incentive

1. Township Council, at its sole discretion and on an annual basis, shall determine the monies to be made available to both the Financial Incentive-Based and Township-Driven Program(s). Council will determine the maximum contribution to be made available to the various programs under this Community Improvement Plan for the current year. Council reserves the right, where project numbers exceed expectations, to offer financial incentives to eligible projects on a 'first come first served' basis. References to monetary values and formulae identified in brackets are included as examples only, and are at the discretion of Council.

2. Where applicable, financial incentive can be administered to the various Community Improvement programs in the following ways:

i) Grant Financial Incentive

- i) Where a proposed project satisfies the relevant Township guidelines, a grant to cover up to 50% of the capital cost of the improvement to a maximum of \$10,000 may be available on approved applications. Capital costs may include professional design fees, material, labour and taxes necessary to complete the eligible work. In the event a project involves a second improvement, a grant of up to 50% of the capital cost to a maximum of \$15,000 may be approved.

The grant would be payable after the applicant executes a Commitment Agreement with the Township, construction is complete and has been inspected by the appropriate approval authority, and upon presentation of proof of accounts paid for the completed project. A maximum of one year is allowed for completion. The Agreement would specify eligible works and require no changes to work on the improvement for five years without municipal approval.

- ii) Where a proposed project satisfies the relevant municipal guidelines, a grant to cover up to [33%] of the eligible cost of the improvement to a maximum of [\$10,000] may be available on approved applications. Eligible costs may include professional design fees, material, labour and taxes necessary to complete the eligible work. In the event a project involves a second improvement, a grant of up to [50%] of the eligible cost to a maximum of [\$15,000] may be approved.

The grant would be payable after the applicant executes a Commitment Agreement with the Township, construction is complete and has been inspected by the appropriate approval authority, and upon presentation of proof of accounts paid for the completed project. A maximum of one year is allowed for completion. The Agreement would specify eligible works and require no changes to work on the improvement for five years without Township approval.

ii) Loan Financial Incentive

- Where a proposed project satisfies the relevant municipal guidelines, an interest-free loan to cover up to [33%] of the eligible cost of the improvement to a maximum of [\$10,000] may be available on approved applications. Eligible costs may include professional design fees, material, labour and taxes necessary to complete the eligible work. In the event a project involves a second improvement, a grant of up to [50%] of the eligible cost to a maximum of [\$15,000] may be approved.

The loan would be payable after the applicant executes a Commitment Agreement with the municipality, construction is complete and has been inspected by the appropriate approval authority, and upon presentation of proof of accounts paid for the completed project. A maximum of one year is allowed for completion. The Agreement would specify eligible works and require no changes to work on the improvement for five years without

municipal approval. The Agreement will stipulate the repayment schedule.

iii) Tax Increment Equivalent Grant (TIEG) Program Financial Incentive

Where a proposed project satisfies the relevant municipal guidelines to bring buildings up to current Ontario Building Code standards, a TIEG may be available on approved applications. The TIEG program provides tax assistance equal to all or a portion of the municipal property tax increase (increment) following the completion of a project owned by a private land owner that has resulted in an increase in the assessed property value. In year one of the program, the grant to the property owner is equal to 100% of the tax increment. Thereafter, the grant decreases by 10% per year (i.e. year two = 90%, year three = 80%, and so on up to year five).

6.5 Participation

In order to carry out the Community Improvement Goals and Actions of this Plan, the Township may participate and coordinate in grants or loans with other levels of government pursuant to Section 28(7.2) of the Planning Act, R.S.O. 1990 for the purpose of carrying out a Community Improvement Plan.

7. MONITORING

The Township will conduct an annual review of the programs being implemented under this Community Improvement Plan with a report to Council to determine their effectiveness and whether funding levels should be increased or decreased, or whether modification to the programs should be made.

The Township shall ensure the Community Improvement Plan programs operate in accordance with any applicable Provincial legislation and any other applicable policies.

The Township may conduct a review of the use of incentives for any approved project, as it determines necessary. Further, the terms and conditions of the Financial Incentive Program(s) may be amended as a result of the monitoring efforts, or the Program(s) may be discontinued.

The CIP will be monitored on an **annual** basis to determine the following:

- Whether established targets for each Program uptake are being met;
- If the desired outcomes for the CIP areas are being achieved;
- If the program participants are completing their commitments; and
- An analysis of the full benefits and costs of each program.

8. FINANCIAL MANAGEMENT

8.1 Timeframe

It is the intent of the Township that the provision of any grant or loan as described herein will be implemented over a ten (10) year period. All incentive programs contained in the Community Improvement Plan shall commence following the approval and adoption of

the Plan. Any costs incurred prior to approval and adoption of the Community Improvement Plan will not be eligible for reimbursement.

8.2 Amendments

Terms and conditions of any grant or loan program and administrative procedures may be changed, altered, amended or modified by the Township of Huron-Kinloss without the necessity of an amendment to this Community Improvement Plan. The Township may discontinue, or cancel any program, or decrease program funding without requiring an amendment to this Plan.

Amendments to the Community Improvement Plan may be required for:

- A change or expansion in the geographical area to which financial or land programs outlined in the Community Improvement Plan apply;
- A change in eligibility criteria;
- The addition of new municipal assistance programs involving grants, loans, tax assistance or land; and
- An increase to a financial incentive to be offered to a program(s), regardless of its significance.

The Township will also pre-consult with the Ministry of Municipal Affairs and Housing on all amendments in order to assess additional liability which may be incurred by the Township.

9. DURATION

This Community Improvement Plan shall be in effect for 10 years, subject to the date of approval and adoption of the Plan. After a ten year time period has ended, the Township shall adopt a new Community Improvement Plan.