

CORPORATION OF THE MUNICIPALITY OF CHATHAM-KENT

BY-LAW NO. 80-2004

A BY-LAW TO ADOPT A COMMUNITY IMPROVEMENT PLAN FOR THE  
DOWNTOWN AND MAIN STREET AREAS OF CHATHAM-KENT

(Community Improvement Plan)

WHEREAS the Council of the Municipality of Chatham-Kent has fulfilled the requirements of Section 17 and Section 28 of the Planning Act, R.S.O. 1990, chapter P.13, as amended;

NOW THEREFORE the Municipal Council of the Corporation of the Municipality of Chatham-Kent enacts as follows:

1. That the Community Improvement Plan for the Downtown and Main Street Areas of Chatham-Kent consisting of the attached text and maps being Schedule "A" is hereby adopted.
2. That the Mayor and Clerk are hereby authorized and directed to affix the seal of the Corporation to the Community Improvement Plan for the Downtown and Main Street Areas of Chatham-Kent.
3. That the Clerk is hereby authorized and directed to make application to the Minister of Municipal Affairs for the approval of the said Community Improvement Plan.

THIS By-law shall come into force and take effect on the final passing thereof by the Ministry of Municipal Affairs.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED this 13<sup>th</sup> day of April, 2004.

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MAYOR – Diane Gagner

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Clerk – Elinor Mifflin

## Schedule "A"

**The Municipality of Chatham-Kent**

**Community Improvement Plan for  
Downtown and Main Street Areas**

# Community Improvement Plan



**prepared by  
Dillon Consulting  
Clara Consulting**

## **Municipality of Chatham-Kent**

### **COMMUNITY IMPROVEMENT PLAN FOR DOWNTOWN AND MAIN STREET AREAS**

**Part A - The Preamble** does not constitute part of the Community Improvement Plan.

**Part B - The Community Improvement Plan** consists of the text and maps.

**Part C – The Appendix** consists of the Background Report and does not constitute part of the Community Improvement Plan.

#### **Part A - The Preamble**

##### **a. Background**

According to Section 28(1) of the *Planning Act*, a “community improvement project area” is defined as “an area within a municipality, the community improvement of which in the opinion of the council is desirable because of age, dilapidation, overcrowding, faulty arrangement, unsuitability of buildings or for any other reason”. For the purposes of carrying out a community improvement plan, a municipality may:

- acquire, hold, clear, grade or otherwise prepare land for community improvement;
- construct, repair, rehabilitate or improve buildings on land acquired or held by it in conformity with the community improvement plan;
- sell, lease or otherwise dispose of any land and buildings acquired or held by it in conformity with the community improvement plan;
- make grants or loans to registered or assessed owners, to pay for the whole or any part of the cost of rehabilitating such lands and buildings in conformity with the community improvement plan;
- enter into agreements for the carrying out of studies and the preparation and implementation of plans and programs for the development and improvement of the municipality.

Following amalgamation, the Municipality of Chatham-Kent prepared a number of strategic documents. These include a Community Strategic Plan, an Economic Development Strategy, and a Retail Commercial Systems Study. These documents all recognize the various downtown and main street areas in this Community Improvement Plan (“CIP”) as vital commercial and

community areas which are important to the quality of life in the Municipality. The preparation of a Community Improvement Plan for Chatham-Kent's downtown and main street areas is an expression of the Municipality's commitment to supporting local economic development, especially the small businesses which are located in these areas.

**b. Purpose of the Plan**

The Plan is to reflect the vision of the community for the project area and establish strategic directions and priorities for action that can be undertaken, in partnership, by community leaders.

The Municipality, using new tools available to it by the adoption of the Community Improvement Plan, will stimulate private investment in revitalization efforts. To-date, interest in improvement projects has been expressed by some property owners.

In summary, the Community Improvement Plan is the vehicle for focussing and stimulating community improvement and capital works improvements in the downtown and main street areas.

**c. The Planning Process**

The community-based planning process has emphasized:

- creation of a steering committee composed of representatives of business and other interested community groups;
- consumer research using a business survey and consumer survey delivered locally by business groups;
- visioning exercise; and,
- publicly advertised events.

Comments from the community have been gathered at several public events:

- Business & Consumer Surveys – October 2003;
- Visioning Workshop – November 12, 2003;
- Public Open House – November 19, 2003; and,
- Public Information Meeting – March 24, 2004; and,
- Statutory Public Meeting – April 12, 2004.

The survey results and feedback received from the Visioning Workshop and Public Open House are summarized in the CIP Background Report.

Municipal Council was kept informed of plan development and Council members provided valuable input throughout the planning process.

Municipal staffpersons were active in the planning process, organizing the various community consultation events, working with the steering committee and providing policy and technical advice.

The Plan that follows replaces all existing Community Improvement Plans, in their entirety. Following approval of this Plan by the Minister of Municipal Affairs, all existing Community Improvement Plans will be repealed by Municipal Council.

## **Part B - The Community Improvement Plan**

### **1.0 Applicability**

- 1.1 The provisions of this Community Improvement Plan shall apply to the Community Improvement Project Area as designated by By-law No. 83-2003 and By-Law No. 81-2004 of the Corporation of the Municipality of Chatham-Kent, and as shown on Maps 1 to 9 attached to this Plan.
- 1.2 The authorization for the Municipality to undertake community improvement planning for these areas is provided in:
  - a) Section 8.13 of the Official Plan of the former Town of Bothwell;
  - b) Section 6.3 of the Official Plan of the former Town of Blenheim;
  - c) Section 3.8 of the Official Plan of the former City of Chatham;
  - d) Section 5.4 of the Official Plan of the former Town of Dresden;
  - e) Section 11 of the Official Plan of the former Town of Ridgeway;
  - f) Section 5a of the Official Plan of the former Village of Thamesville;
  - g) Section 4.5 of the Official Plan of the former Town of Tilbury;
  - h) Section 3.12 of the Official Plan of the former Town of Wallaceburg; and,
  - i) Section 8.0 of the Official Plan of the former Village of Wheatley.

### **2.0 Goals & Objectives**

- 2.1 The Goals of the Community Improvement Plan are:

- a) To achieve the community's vision for the Community Improvement Project Area, namely:

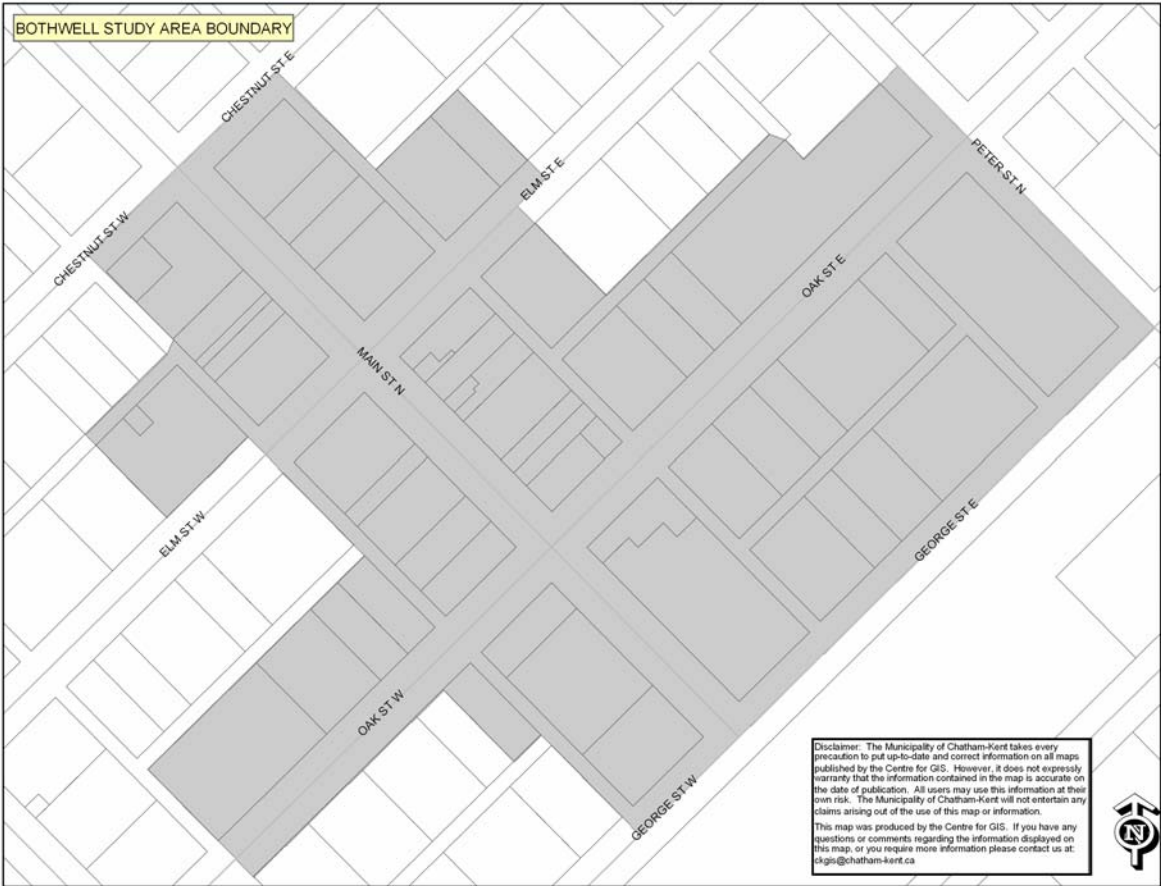
***Chatham-Kent benefits from its many distinct downtowns. Residents and visitors live, work, shop and play in our downtowns. As a result of our efforts to preserve heritage buildings and maintain attractive streetscapes, our downtowns enhance the quality of community life.***

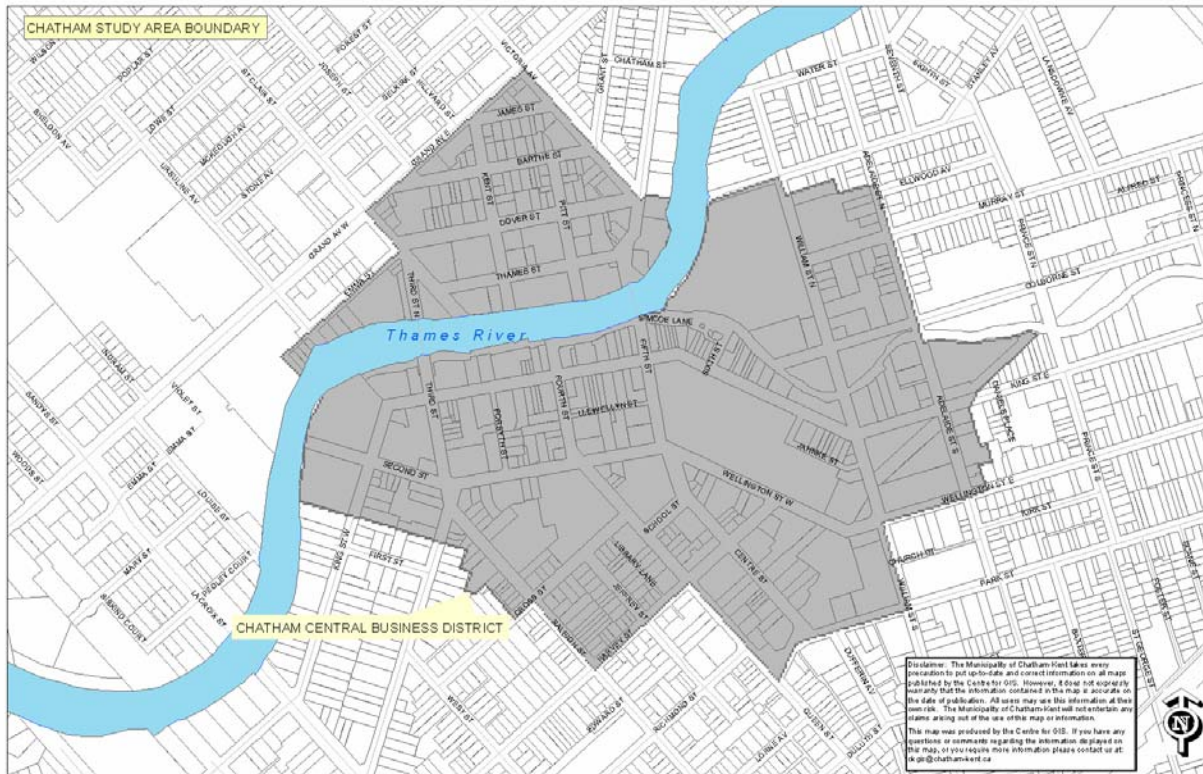
- b) To focus investment in several strategic areas:
- long term capital (infrastructure) improvements;
  - beautification of the downtowns and main streets;
  - revitalization of retailing;
  - expansion of residential choices;
  - (re)development of vacant and underutilized lands; and,
  - revitalization of central areas and what they mean to the overall community.
- c) To establish an implementation strategy that can sustain, focus and coordinate the efforts of the municipal government, the business community and community organizations in the implementation of the Plan.

2.2 The objectives of the Community Improvement Plan are:

- a) For the Municipality to be an active partner providing technical support and financial incentives to those undertaking projects consistent with the Goals of the Plan.
- b) For the Municipality to undertake key infrastructure projects in support of the Goals of the Plan.
- c) For property owners, investors and community organizations to undertake projects, programs and activities consistent with the Goals of the Plan.
- d) To encourage the potential expansion of the Business Improvement Areas into the Community Improvement Plan areas as indicated on Maps 1 to 9.





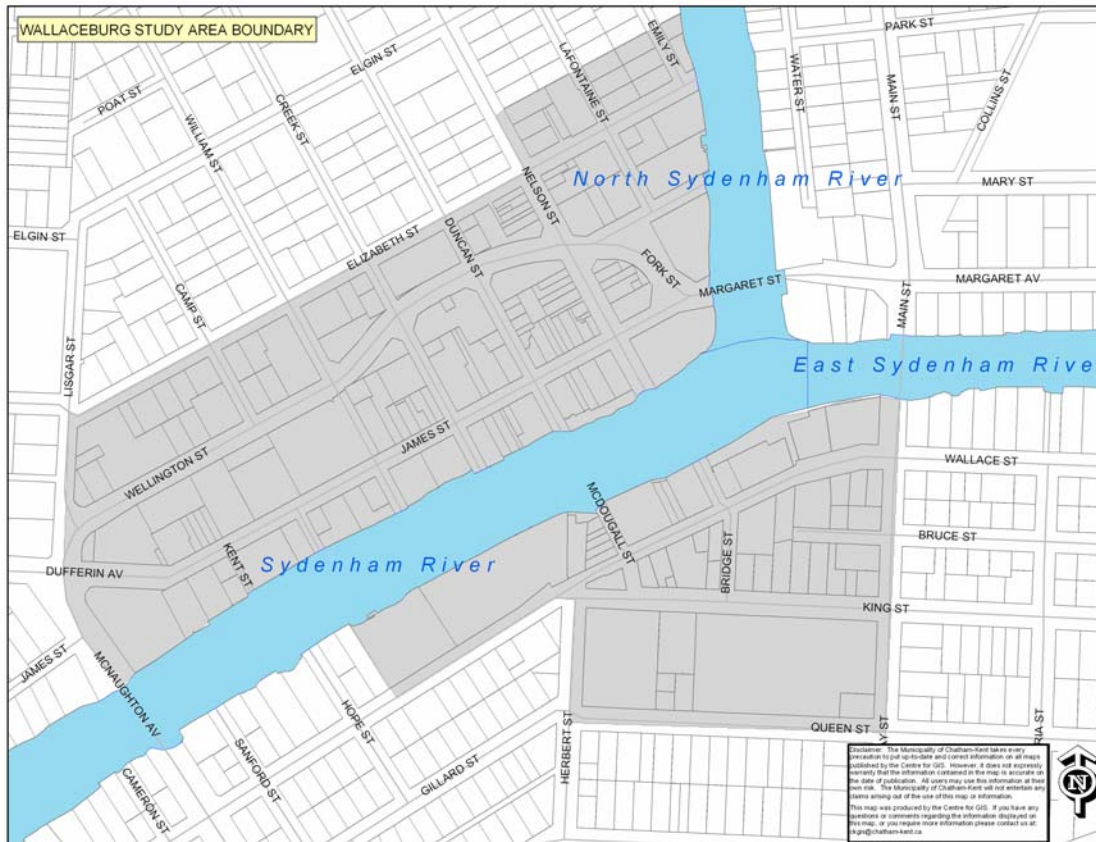














### **3.0 Scope of Plan**

The Municipality will work with community partners to undertake the following projects, programs and activities within the areas shown on Maps 1 to 9. The programs, described in Section 4.0 of the Plan, are intended to serve multiple purposes and are not considered mutually exclusive to the four areas of beautification, commercial revitalization, downtown housing, and redevelopment opportunities.

#### **3.1 Beautification**

Programs and projects undertaken for beautification are intended to preserve and restore heritage assets and to maintain and enhance the community atmosphere of the downtown and main street areas. Beautification efforts will attract shoppers, tourists and new businesses. Before these projects are undertaken, the Municipality will undertake a design study resulting in Design Guidelines to guide private investment in the renovation of existing buildings and design of new buildings, and to guide public investment in streetscaping and signage. It is expected that beautification initiatives in the CIP will work together with existing activities such as Communities in Bloom, the Municipal Community Partnership Fund and other federal and provincial programs and resources.

#### **3.2 Commercial Revitalization**

Programs undertaken for commercial revitalization are intended to address public feedback that occupying empty storefronts and reusing vacant or underutilized properties is a priority action. Commercial revitalization is also intended to maintain and enhance the quality of life in the CIP areas. The intent of these initiatives is to preserve existing retail/commercial uses and encourage the establishment of new retail/commercial uses in the downtown and main street areas as a result of owners making improvements to their commercial properties. Tourism-related projects that attract both residents and visitors during regular business hours and during evenings and weekends are important to commercial revitalization. It is expected that revitalization initiatives in the CIP will work together with existing activities such as those of Business Improvement Areas in marketing and event planning.

#### **3.3 Downtown Housing**

Downtown residential development enlarges the residential choices available in the community, provides an immediate consumer base for local businesses and helps support downtown activities into the evening and throughout the weekend. Programs undertaken for downtown housing are provided in response to business owners' support for new residential development in upper floors of commercial buildings and new residential and mixed-use developments on

vacant or underutilized lands. Efforts will be made to use provincial and federal programs to offer quality housing on an affordable basis.

### 3.4 Redevelopment Opportunities

Programs and projects undertaken for redevelopment opportunities are intended to encourage owners to undertake development on vacant sites and encourage owners to redevelop underutilized properties. Redevelopment opportunities also include capital improvement projects that will be undertaken by the Municipality to sustain and promote downtown and main street areas.

The Municipality will seek support from the provincial and federal governments for infrastructure projects consistent with the Goals of the Plan.

## **4.0 Implementation**

The Municipality may offer technical support and financial incentives. Incentives are intended to stimulate private investment in revitalization efforts consistent with the Goals of the Plan. The Municipality may offer the following incentive programs:

- 4.1 Planning and Building Fees Rebate Program - may offer, pursuant to Section 69 of the Planning Act, a grant equal to the charge to property owners undertaking work consistent with the goals of the Community Improvement Plan including improving buildings or redeveloping lands as described in Section 3.0 of the Plan. A rebate of fees is made following successful completion of approved work.
- 4.2 Development Charges Rebate Program - may offer a grant equal to the charge to property owners undertaking work consistent with the goals of the Community Improvement Plan including adding new residential units, improving buildings or redeveloping lands as described in Section 3.0 of the Plan. A rebate of charges is made following successful completion of approved work.
- 4.3 Parkland Dedication Exemption Program - may offer an exemption, from the requirements for parkland dedication pursuant to sections 42 and 51.1 of the *Planning Act RSO 1990* as amended, to property owners undertaking work consistent with the goals of the Community Improvement Plan including adding new residential units, improving buildings or redeveloping lands as described in Section 3.0 of the Plan. The requirement for parkland dedication is waived or, if cash-in-lieu is being employed, a grant is made to the property owner following successful completion of approved work.

- 4.4 Parking Standard Exemption Program – may offer an exemption to property owners undertaking work consistent with the goals of the Community Improvement Plan and as described in Section 3.0 of the Plan. This exemption is limited to improvement work resulting in the addition of new residential units within existing floor space of a commercial building. The requirement for parking is waived or, if cash-in-lieu is being employed, a grant is made to the property owner following successful completion of approved work
- 4.5 Heritage Tax Relief Program - as allowed under the *Ontario Heritage Act*, the Municipality may offer property owners, of designated heritage buildings, a grant as tax relief from the municipal portion of property taxes where restoration and preservation work, consistent with design guidelines approved by the Municipality, has been successfully completed.
- 4.6 Property Tax Increment Equivalent Grant Program - may offer grants to property owners who are rehabilitating lands or buildings consistent with the goals of the Community Improvement Plan and with design guidelines approved by the Municipality and as described in Section 3.0 of the Plan. The program offers a grant equivalent to the incremental increase in the municipal portion of property taxes resulting from the improvements to the property. The grant will be offered to the property owner following successful completion of the approved work.
- 4.7 Façade Improvement Program - may offer assistance to property owners who are undertaking commercial façade improvements consistent with design guidelines approved by the Municipality. The program may include two components: an interest-free loan and a grant. The loan will be advanced upon registration of a loan agreement. The grant will be paid to the property owner following successful completion of the approved work.
- 4.8 Residential Conversion and Rehabilitation Program - may offer assistance to property owners who are adding new residential units or improving existing residential units within existing floor space of commercial buildings. The program may include two components: an interest-free loan and a grant. The loan will be advanced upon registration of a loan agreement. The grant will be paid to the property owner following successful completion of approved work.
- 4.9 Heritage Design Studies Program - may offer property owners of designated or listed heritage buildings, a grant for preparation of a design study for heritage restoration and preservation work. The design study must be consistent with design guidelines approved by the Municipality. The grant will be paid to the property owner upon receipt of the design study.

- 4.10 Project Feasibility Studies Program – may offer property owners a grant for preparation of a feasibility study for downtown redevelopment projects and/or brownfield studies. The feasibility study must be consistent with the goals of the Community Improvement Plan and with design guidelines approved by the Municipality and as described in Section 3.0 of the Plan. The grant will be paid to the property owner upon receipt of the feasibility study.
- 4.11 General Program Eligibility Requirements - The following eligibility requirements shall apply to all of the above programs:
- The applicant must be registered owner of the property for which the application is being made or an agent authorized by the registered owner;
  - A property owner who is in arrears of property tax or any other municipal financial obligation is not eligible to participate in a program approved by Council;
  - A property owner may be required to provide a business plan for the proposed work as part of the program application;
  - The total value of grants and loans received for a subject property shall not exceed the total value of the approved work;
  - Grants will be made upon successful completion of the approved work and documentation of the costs associated with the work;
  - The Municipality may undertake an audit of work done and associated costs if it is deemed necessary;
  - An applicant will enter into an agreement with the Municipality, which will specify the terms of the grant or loan;
  - If a building, erected or improved with a program grant or loan, is demolished prior to the expiry of the grant or loan period, the grant or loan is forfeited and will be recovered by the Municipality;
  - Proposed work will conform with all municipal policies, standards and procedures including zoning, design guidelines (if any) and heritage matters and will be subject to review and the issuance of necessary planning and development approvals and building permits pursuant to the *Ontario Building Code*;
  - Any outstanding orders against the subject property must be satisfied prior to the grant or loan being made or be satisfied as part of the proposed work; and,
  - The Municipality may at any time discontinue a program, however, any participants in the program prior to its closing will continue to receive loans or grants as approved for their property until the conclusion of their project.
- 4.12 It is anticipated that the Plan will be implemented over a 10 year time period. Municipal Council may elect to extend the implementation period as it deems appropriate or necessary.
- 4.13 Municipal Council will adopt a detailed implementation strategy that will, among other

- things, establish staff and other resources necessary for implementation of the Plan. The strategy will set out the timing for further development of the various projects and programs and will establish the means by which implementation will be monitored.
- 4.14 The Plan will be assessed periodically. The detailed implementation strategy and action plan may be adjusted if determined to be necessary for the successful implementation of the Plan.
- 4.15 Municipal Council will approve guidelines for each incentive program. The guidelines will establish the level of the assistance and will describe, in detail, such matters as eligibility requirements for applicants, application and approval processes, legal requirements, etc.
- 4.16 Municipal Council will establish the level of incentives offered and will, as part of its annual budget process, determine if changes in the incentive levels are necessary or warranted.
- 4.17 Municipal Council will conduct an annual review of the incentive programs and make adjustments as necessary for the successful implementation of the Plan.
- 4.18 Any changes to the programs or policies of the Plan will require an amendment to the Plan, which amendment shall be approved by the Minister of Municipal Affairs and Housing and shall be done in accordance with the public notification requirements of Section 28 of the **Planning Act**. Minor changes, such as minor boundary adjustments to the Plan area including the addition of other downtown and main street areas in Chatham-Kent, do not require the approval of the Minister.
- 4.19 The programs offered under Sections 4.1 to 4.5 (inclusive) of the Plan are intended to support the goals and objectives of the Plan. These programs derive their authority from the applicable legislation noted, not from Section 28 and 29 of the **Planning Act**. Consequently, any changes to these programs do not require approval of the Minister.

**Appendix "A"**

**The Municipality of Chatham-Kent  
Community Improvement Plan for  
*Downtown and Main Street Areas***

***Program Package***



***prepared by***

***Dillon Consulting***

***Clara Consulting***

## ***CIP PROGRAMS***

A description of the recommended package of CIP programs is provided in this document.

As per Section 4.0 of the Community Improvement Plan, it is the Municipality's responsibility to allocate, on an annual basis, resources for these programs.

It should be noted that the basic program requirements as set out in Subsection 4.11 of the Community Improvement Plan apply to all programs.

A property owner may make application for a grant or loan under one or more programs, subject to eligibility. Only one application can be made for a property under any program. Owners must make application in writing to the Municipality and meet all of the information requirements as set out in the application package.

### **A. REBATE PROGRAMS**

#### **A1. Building & Planning Fee Rebate**

- 100% of fees paid by the applicant are rebated by means of a grant within 20 working days following successful completion of approved work.
- Eligible fees are: Official Plan Amendment, Zoning By-Law Amendment, Minor Variance, Site Plan Application, Demolition Permit, and Building Permit.
- Rebates can be made to property owners undertaking work consistent with the goals of the Community Improvement Plan including improving buildings or redeveloping lands as described in Section 3.0 of the Plan.

#### **A2. Development Charges Rebate**

- 100% of development charges paid by the owner are rebated by means of a grant within 20 working days following successful completion of approved work.
- Rebates can be made to property owners undertaking work consistent with the goals of the Community Improvement Plan including adding new residential units, improving buildings or redeveloping lands as described in Section 3.0 of the Plan.

#### **A3. Parkland Dedication Exemption**

- 100% of parkland dedication is waived or, if cash-in-lieu is being employed, 100% of the cash equivalent paid by the owner is rebated by means of a grant within 20 working days following successful completion of approved work.

- Rebates can be made to property owners undertaking work consistent with the goals of the Community Improvement Plan including adding new residential units, improving buildings or redeveloping lands as described in Section 3.0 of the Plan.

#### **A4. Parking Standard Exemption**

- This exemption is limited to improvement work resulting in the addition of new residential units within existing floor space of a commercial building.
- 100% of parking standard is waived or, if cash-in-lieu is being employed, 100% of the cash equivalent paid by the owner is rebated by means of a grant within 20 working days following successful completion of approved work.
- Rebates can be made to property owners undertaking work consistent with the goals of the Community Improvement Plan and as described in Section 3.0 of the Plan.

## **B. TAX GRANT PROGRAMS**

### **B1. Heritage Tax Relief**

Using authority granted by Section 39 of the *Ontario Heritage Act*, a municipality may provide a reduction in the municipal portion of property taxes to a designated heritage building where approved restoration and preservation work has been successfully completed. The Act states that the reduction can be 10-40% of the taxes following restoration.

- The amount of the grant is the equivalent of a 40% reduction in the municipal portion of the post-restoration property taxes and applies for a consecutive 5-year period starting with the taxation year in which the approved restoration work is successfully completed.
- Grants can be made to property owners undertaking restoration of heritage-designated buildings consistent with design guidelines adopted by the Municipality.
- The grant specifically does not apply to any increases in the total square footage of the property prior to the restoration project.
- Each year the Municipality pays the grant within 20 working days of the property owner paying the property taxes in full.
- An "Acknowledgement and Agreement" form must be signed by the property owner at the time that the grant is approved.
- If the ownership of the property changes during the 5-year period, the grant is immediately cancelled and any grant monies previously received become due and payable 'as taxes' to the Municipality unless the Municipality deems it appropriate to enter into an agreement with the new owner for continuation of the heritage tax grant.
- The property can not be demolished or any changes made that undermine the heritage designation or restoration work during the grant period or the grant monies are immediately forfeited and become due and payable 'as taxes' to the Municipality.

## **B2. Property Tax Increment Equivalent**

- The amount of the grant is equivalent to 100% of the increase in the municipal portion of the property taxes resulting from the reassessment of the property following its redevelopment. The reassessment will be determined by MPAC and, once all appeals are resolved, the value of the incremental increase will be calculated and 'crystallized' to determine the grant equivalent for the term of the grant.
- The term of the grant is 5 years.
- Each year the Municipality pays the grant within 20 working days of the property owner paying the property taxes in full.
- Redevelopment proposals must conform with guidelines as approved by the Municipality.
- Grants are made to property owners undertaking work consistent with the goals of the Community Improvement Plan including adding new residential units, improving buildings or redeveloping lands as described in Section 3.0 of the Plan.

## **C. REVITALIZATION PROGRAMS**

### **C1. Façade Improvement**

- The Municipality may offer grants and/or loans to commercial property owners undertaking façade improvements.
- Grants and/or loans can be made to property owners undertaking improvements consistent with design guidelines adopted by the Municipality.
- The grant amount is 50% of the construction cost to a maximum grant of \$7,500 per application which can be used to offset design and other professional costs and construction costs.
- Where improvements are also being made to a side or waterfront façade, the maximum grant amount increases to \$15,000 per application.
- If improvements include restoration of a heritage-designated building, the maximum grant amount increases to \$20,000 per application.
- Side and/or waterfront façade improvements are eligible if the public view of the façade is significant.
- The maximum interest-free loan amount is 50% of construction costs up to a maximum loan of \$20,000 per application which can be used to finance design and other professional costs and construction costs
- The loan is repayable over a 5-year period with repayment of principal in equal monthly amounts. If arrears occur, interest on the arrears portion of the loan will be charged at an interest rate of prime + 2.5%.
- If the ownership of the property changes during the 5-year grant period, the grant is immediately cancelled and any grant monies previously received become due and

payable 'as taxes' to the Municipality unless the Municipality deems it appropriate to enter into an agreement with the new owner for continuation of the grant.

- Property can not be demolished during the 5-year grant period or the grant monies are immediately forfeited and become due and payable 'as taxes' to the Municipality.
- For grants, the property owner must sign an "Acknowledgement and Agreement" form at the time that the grant is approved.
- The Municipality will pay the grant to the property owner within 20 working days of successful completion of the approved work.
- For loans, the property owner must enter into a "Loan Agreement" which the Municipality may register as a lien against the property and recover the cost of registration as an eligible cost component of the approved loan.
- The Municipality will pay the loan to the property owner within 20 working days of signing the Loan Agreement form.

## **C2. Residential Conversion & Rehabilitation**

- The Municipality may offer grants and/or loans to property owners adding new residential units or improving existing residential units within existing floor space of commercial buildings.
- Grants are made to property owners undertaking work consistent with the goals of the Community Improvement Plan including adding new residential units as described in Section 3.0 of the Plan.
- The grant amount is 50% of the construction cost to a maximum grant of \$5,000 per residential unit.
- The maximum grant per application is \$40,000 which can be used to offset design and other professional costs and construction costs.
- The maximum interest-free loan amount is 50% of construction costs up to a maximum loan of \$10,000 per unit.
- The maximum loan amount per application is \$80,000 which can be used to finance design and other professional costs and construction costs
- The loan is repayable over a 5-year period with repayment of principal in equal monthly amounts. If arrears occur, interest on the arrears portion of the loan will be charged at an interest rate of prime + 2.5%.
- If the ownership of the property changes during the 5-year grant period, the grant is immediately cancelled and any grant monies previously received become due and payable 'as taxes' to the Municipality unless the Municipality deems it appropriate to enter into an agreement with the new owner for continuation of the grant.
- The property can not be demolished during the 5-year grant period or the grant monies are immediately forfeited and become due and payable 'as taxes' to the Municipality.
- For grants, the property owner must sign an "Acknowledgement and Agreement" form at the time that the grant is approved.

- The Municipality will pay the grant to the property owner within 20 working days of successful completion of the approved work.
- For loans, the property owner must enter into a "Loan Agreement" which the Municipality may register as a lien against the property and recover the cost of registration as an eligible cost component of the approved loan.
- The Municipality will pay the loan to the property owner within 20 working days of signing the Loan Agreement form.

## **D. STUDIES & DESIGN PROGRAMS**

### **D1. Project Feasibility Studies**

- 50-50 matching grants for project feasibility studies for downtown redevelopment projects and for brownfield studies.
- Maximum grant of \$5,000.
- The proposed (re)development in the feasibility study must meet guidelines as approved by the Municipality.
- At least two (2) quotes must be obtained from qualified professionals for the study and be provided as part of the application.
- It is assumed that the lowest quote will be accepted unless otherwise justified.
- An "Acknowledgement and Agreement" form must be signed by the property owner at the time that the grant is approved.
- The Municipality will pay the grant to the property owner within 20 working days of receipt of the project feasibility study. It should be noted that if the property owner does not implement the study, the Municipality may provide the study to a subsequent owner willing to proceed with the recommended work.

### **D2. Heritage Design Studies**

- A grant of 50% of the cost of a heritage design study to a maximum grant of \$1,500 is available.
- A property owner of a heritage-designated building or a building listed by a Municipal Heritage Committee as having "*historic or architectural value*" is eligible.
- The proposed upgrades contemplated in the design study must meet design guidelines as approved by the Municipality.
- At least two (2) quotes must be obtained from qualified professionals for the design study and be provided as part of the application.
- It is assumed that the lowest quote will be accepted unless otherwise justified.
- An "Acknowledgement and Agreement" form must be signed by the property owner at the time that the grant is approved.

- The Municipality will pay the grant to the property owner within 20 working days of receipt of the design study. It should be noted that if the property owner does not implement the design study, the Municipality may provide the study to a subsequent owner willing to proceed with the recommended work.

## **E. RESOURCE IMPLICATIONS**

As noted above, it is the responsibility of the Municipality to allocate, on an annual basis, resources for these programs. As per Section 4.0 of the Community Improvement Plan:

- 4.12 It is anticipated that the Plan will be implemented over a 10 year time period. Municipal Council may elect to extend the implementation period as it deems appropriate or necessary.
- 4.13 Council will adopt a detailed implementation strategy that will, among other things, establish staff and other resources necessary for implementation of the Plan. The strategy will set out the timing for further development of the various projects and programs and will establish the means by which implementation will be monitored.
- 4.14 The Plan will be assessed periodically. The detailed implementation strategy and action plan may be adjusted if determined to be necessary for the successful implementation of the Plan.
- 4.15 Council will approve guidelines for each incentive program. The guidelines will establish the level of the assistance and will describe, in detail, such matters as eligibility requirements for applicants, application and approval processes, legal requirements, etc.
- 4.16 Council will establish the level of incentives offered and will, as part of its annual budget process, determine if changes in the incentive levels are necessary or warranted.
- 4.17 Council will conduct an annual review of the incentive programs and make adjustments as necessary for the successful implementation of the Plan.
- 4.18 Any changes to the programs or policies of the Plan will require an amendment to the Plan, which amendment shall be approved by the Minister of Municipal Affairs.

Based on the program package described above, the resource requirements are:

- i) Staff and professional resources to administer the program package;
- ii) Marketing and other delivery costs;
- iii) Council approval to forego fees, charges and tax revenues under the following programs:

- Building & Planning Fee Rebates;
  - Development Charges Rebate;
  - Parkland Dedication Exemption;
  - Parking Standard Exemption;
  - Heritage Tax Relief; and,
  - Property Tax Increment Equivalent.
- iv) Council approval for creation of a budgetary fund for the following programs:
- Façade Improvement;
  - Residential Conversion & Rehabilitation;
  - Project Feasibility Studies; and,
  - Heritage Design Studies.
- v) Council approval for financial lending for the following programs:
- Façade Improvement; and,
  - Residential Conversion & Rehabilitation.