

# COMMUNITY IMPROVEMENT PLAN

Adopted 2023



PRESCOTT  
EST 1784  
THE FORT TOWN

[InvestPrescott.ca](https://InvestPrescott.ca)  CIP

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# Town of Prescott

## Community Improvement Plan (CIP)

### 1.0 COMMUNITY IMPROVEMENT PLAN

#### 1.1 OVERVIEW

The Town of Prescott is experiencing significant growth through a well-balanced mix of residential, business and tourism developments. As the Town seeks to capitalize on this exciting growth by implementing strategies that revitalize properties and spaces, preserve its unique identity, and respond to new global challenges, while ensuring the ongoing development of a sustainable community with a high quality of life. This Community Improvement Plan (CIP), updated from the 2018 version, is vital towards fostering this ongoing growth and achieving the Town’s overall vision and economic development goals, defined in Prescott’s Strategic Plan (2020) and Economic Development & Tourism Strategy (2021).

A Community Improvement Plan (CIP) is a revitalization tool that allows a municipality to direct funds and implement policy initiatives toward specifically defined project areas. Section 28 of the Planning Act gives municipalities that have enabling policies in their official plans the ability to prepare Community Improvement Plans. CIP’s are intended to encourage rehabilitation initiatives and/or stimulate development. Once implemented, the plan allows municipalities to provide tax assistance, grants or loans to assist in the rehabilitation of lands and/or buildings within the defined Community Improvement Project Area(s).

The Town’s 2023 CIP replaces the 2018 CIP; the CIP was amended to provide for an expansion of the CIP area and an increase to the value of financial incentive programs. The CIP provides financial incentives under five categories including the Downtown Core/RiverWalk District, Heritage Properties, Employment Lands, Brownfields and Residential Development Lands.

Goals & policies outlined in the CIP draw on recommendations contained throughout enabling plans and policies including the Official Plan (2021), Strategic Plan (2020), Economic Development & Tourism Strategy (2021), and Downtown Design & Sign Guidelines (2023).

#### 1.2 ENABLING LEGISLATION

##### 1.2.1 Municipal Act

Section 106 (1) and (2) of the Municipal Act, 2001 prohibits municipalities from directly or indirectly assisting any manufacturing business or other industrial or commercial enterprise through the granting of bonuses. Prohibited actions include giving or lending any property of the municipality, including money; guaranteeing borrowing; leasing or selling any municipal property at below fair market value; and giving a total or partial exemption from any levy, charge or fee.

This prohibition is generally known as the “bonusing rule”. Section 106 (3) of the Municipal Act, 2001 provides an exception to this bonusing rule for municipalities exercising powers under Subsection 28 (6), (7) or (7.2) of the Planning Act or under Section 365.1 of the Municipal Act, 2001. It is this exception under Section 28 of the Planning Act that allows municipalities with enabling provisions in their official plans to prepare and adopt Community Improvement Plans

(CIPs). CIPs provide municipalities with a comprehensive framework for the planning and provision of economic development incentives in areas requiring community improvement.

Section 107 of the Municipal Act, 2001 describes the powers of a municipality to make a grant, including the power to make a grant by way of a loan or guaranteeing a loan, subject to Section 106 of the Municipal Act, 2001. In addition to the power to make a grant or loan, these powers also include the power to sell or lease land for nominal consideration or to make a grant of land; provide for the use by any person of land owned or occupied by the municipality upon such terms as may be fixed by Council; sell, lease or otherwise dispose of at a nominal price, or make a grant of any personal property of the municipality or to provide for the use of the personal property on such terms as may be fixed by Council.

### 1.2.2 Planning Act

Section 28 of the Planning Act permits municipalities to approve a Community Improvement Plan. The Act contains the following definitions:

“Community Improvement” means the planning or replanning, design or redesign, resubdivision, clearance, development or redevelopment, construction, reconstruction and rehabilitation, improvement of energy efficiency, or any of them, of a community improvement project area, and the provision of such residential, commercial, industrial, public, recreational, institutional, religious, charitable or other uses, buildings, structures, works, improvements or facilities, or spaces therefor, as may be appropriate or necessary;

“Community Improvement Plan” means a plan for the community improvement of a community improvement project area;

“Community Improvement Project Area” means a municipality or 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 environmental, social or community economic development reason.

The Act further identifies provisions with respect to grants, loans, agreements and maximum eligibility. It additionally requires the municipality to have provisions set out in their Official Plan permitting community improvement plans.

### 1.2.3 Town of Prescott Official Plan

Section 6 of the Town’s Official Plan dated August 22, 2022 and MAH approved 2023 addresses the Community Improvement Plan.

The entire Town is designated as a Community Improvement Policy Area, with the intent to make possible the designation of a community improvement project area(s) and the preparation of a community improvement plan(s) for the designated area(s), as provided for under Section 28 of the Planning Act.

Section 6.1.1 (Goals) sets out a number of general goals for community improvement including:

1. Maintain, rehabilitate, and revitalize the physical environment in the Town as a means of improving the quality of life for residents, workers, and visitors in the Town.
2. Consider community improvement as an important part of the Town’s commitment to local economic development and support for tourism, commerce, and industry in Prescott.

3. Recognize community improvement as the primary means by which the Town can facilitate brownfield redevelopment.

Section 6.1.2.1 (Objectives) sets out a number of policy objectives for community improvement including:

- a. Maintaining and improving municipal services, public utilities and social and recreational facilities.
- b. Encouraging improvement activities that contribute to local economic development and support tourism, commerce, and industry.
- c. Supporting the redevelopment of brownfield sites and their reintegration into the urban fabric.
- d. Encouraging the maintenance of the existing housing stock, and promoting the rehabilitation, renovation, and repair of older buildings.
- e. Promoting Downtown revitalization.
- f. Encouraging property maintenance and occupancy standards.
- g. Preserving historically and/or architecturally significant buildings or areas.
- h. Improving traffic and parking patterns making them more compatible with surrounding uses and needs.
- i. Enhancing conditions in older predominantly residential areas.
- j. Improving the overall streetscape and/or aesthetics of commercial and industrial areas of the Town.
- k. Encouraging and incentivizing the construction of affordable housing through intensification, and housing forms that allow residents to age in place, and other housing needs of local residents, and of potential investors.
- l. Ensuring improvements made are carried out in such a way as to be compatible with other goals and policies of this Official Plan.
- m. Promoting, where feasible, energy efficient conservation through energy efficient land uses.
- n. Providing advice and guidance on maintenance and rehabilitation of buildings and structures and on energy conservation.
- o. Encouraging public participation in the community improvement planning process.
- p. Undertaking a monitoring program to review budgeting and program direction in respect to the attainment of specific policies.
- q. Working with business leaders in the community to identify and facilitate improvements.

Section 6.1.2.2 (Designation) lists designation criteria which are to be applied when identifying CIP project areas as follows:

- a. Deficiencies in hard services including roads, sidewalks, curbs, gutters, water distribution system, sanitary collection system, and storm sewers.
- b. Presence of sub-standard building conditions and housing in need of improvement and revitalization.

- c. Opportunity to expand the housing stock through the redevelopment or conversion of under-utilized lands and/or buildings.
- d. Need to provide or improve affordable single and multiple unit residential dwellings for low to middle income residents.
- e. Presence of vacant lands/buildings that could be developed, redeveloped or converted to another use.
- f. Presence of brownfield sites that are underutilized, derelict, or vacant and may be contaminated.
- g. Need to upgrade the streetscape or aesthetics of an area.
- h. Need to upgrade elements of the transportation system, including but not limited to, sub-standard road conditions and road widths, and poorly designed intersections.
- i. Need to provide or improve recreational and cultural facilities and public open space, including parkland acquisition, facilities improvement, and trails enhancement.
- j. Presence of incompatible land use activity.
- k. Presence of hazard lands that have an impact on the Town's pattern of development, including contaminated sites, or areas requiring improvements because of poor drainage conditions, including ditching and flood proofing.
- l. Presence of buildings or lands of architectural and/or historical merit and sites of archaeological significance or interest, in need of improvement or revitalization.
- m. Areas requiring shoreline improvements to enhance public usability while furthering public efforts at shoreline management along waterbodies.
- n. Presence of points of interest and/or special visual amenities, such as the downtown and the waterfront, that provide an opportunity for tourism, and which could benefit from protection and enhancement.

Section 6.1.2.3 (Implementation) lists implementation measures to be utilized when providing CIP incentives as follows:

- a. Designation by by-law of a Community Improvement Project Area(s) and adoption of Community Improvement Plan(s) for the area(s);
- b. Acquisition of land within a Community Improvement Project Area(s), and clearing, grading, or otherwise preparing the land for community improvement.
- c. Seeking funds from other levels of government (county, provincial, and federal) where their programs facilitate the implementation of community improvement.
- d. Enactment and enforcement of a property maintenance and occupancy standards by-law with respect to residential, commercial, and industrial building stock and lands.
- e. Accessing financial incentive programs such as the Brownfields Financial Tax Incentive Program to redevelop brownfield sites.
- f. Providing municipal tax relief as an incentive for building improvements.
- g. Encouragement of public participation in the preparation of Community Improvement

Plan(s);

- h. Encouragement of private sector use of government programs where they complement community improvement efforts.
- i. Encouragement of infill development of vacant and/or under- utilized properties in Community Improvement Project Areas; and
- j. Upgrading of municipal services.

Section 2.5.2.4 of the Town’s Official Plan addresses Affordable Housing Community Improvement Plan incentives.

1. Support the production of affordable housing in the Town by:
  - a. Encouraging a portion of new residential development, including rental housing, to be affordable to low and moderate income households within the lowest 60 percent of local income distribution, as determined by the Province from time to time.
  - b. Promoting the provision of non-profit housing by private and non-profit housing corporations.
  - c. Supporting the development of housing forms and densities designed to be affordable, including higher-density multi-unit housing, additional residential units, garden suites, and tiny homes.
  - d. Encouraging proponents to consider the provision of housing ownership models such as life lease housing and co-ownership housing.
  - e. Working with the United Counties of Leeds and Grenville to contribute to their Housing and Homelessness Plan implementation strategy which seeks to achieve an overall minimum affordable housing target of 25% for all new residential development, including infill, intensification, and redevelopment.
  - f. When evaluating proposals for new residential development or redevelopment, the Town may require a proponent to provide a portion of the development as affordable housing units, in order to help meet Council’s minimum affordable housing target; and
  - g. Identifying potential surplus Town-owned properties that may be made available and prioritized for the development of affordable housing.
2. The Town may participate in the preparation and implementation of an Affordable Housing Strategy, in partnership with the United Counties of Leeds and Grenville.
3. Council may use incentives such as grants or loans through the Town’s Community Improvement Plan(s) or other tools permitted under the Planning Act or Municipal Act in order to achieve the affordable housing policies in this Plan, in accordance with the definition of “affordable housing” as established in Section 7.0: Definitions.

## **1.3 ENABLING PLANS & POLICIES**

### **1.3.1 Prescott Strategic Plan**

The Town of Prescott Strategic Plan (2020) contains a vision, mission, values, pillars, strategic actions, and desired outcomes. The vision for Prescott as a whole is to be recognized as a welcoming and progressive riverside community. Several of the objectives of the Strategic Plan are supported by this CIP. These include:



- Downtown Reinvigoration
- Hotel Attraction & Readiness
- 401 Industrial/Commercial Attraction and Readiness
- Tourism Development
- Recreation, Leisure, and Cultural Development
- Heritage Preservation

A number of the strategic actions and desired outcomes contained in the Strategic Plan are also supported by this CIP, including:

- Promote the Community Improvement Plan to Downtown property owners and tenants.
- Improve marketing and wayfinding for the RiverWalk District/Downtown, building on previous studies creating linkage between St. Lawrence River and King Street.
- Decrease in the number of vacant storefronts.
- Continued uptake of the Community Improvement Plan partnerships.
- Attraction of hotel/motel development.
- Complete Official Plan and Zoning Bylaw Review.
- Complete marketing strategy for vacant land adjacent to Highway 401 on north and south side; Complete community tourism strategy.
- Support and coordinate with partners to further promote and enhance cultural opportunities in Prescott.
- Support Community Improvement Plan heritage stream promotion.

### **1.3.2 Economic Development & Tourism Strategic Plan**

Prescott’s Economic Development & Tourism Strategic Plan was prepared in 2021. The Strategic Plan contains several priorities, supporting objectives and recommended actions; several of which are supported by this CIP, including:

- Keep businesses top of mind
- Continue RiverWalk revival
- Accelerate investment in the RiverWalk District
- Expand and improve public space and amenities
- Bring life to the downtown and riverfront
- Attract investment, workers, citizens
- Expand availability and marketability of development lands
- Encourage progressive, nimble housing development

### **1.3.3 Downtown Design Guidelines**

The amended Town of Prescott Downtown Design & Sign Guidelines were adopted in 2023 and provide a tool to review and assess development proposals in both the public and private realm. The guidelines provide an overall vision, principles, detailed examples and recommendations for designing the public and private realms, including streetscapes building typologies, colours, signage, and landscaping, amongst others.

## **1.4 PURPOSE**

The purpose of the CIP is to provide an opportunity to develop and redevelop properties within the boundaries designated as a Community Improvement Project Area.

The CIP will provide incentives to develop and redevelop property in the form of grants, loans and tax assistance.

## **1.5 GOALS AND OBJECTIVES**

The objectives of the CIP as identified in the Official Plan include, but are not limited to:

- Maintain, rehabilitate, and revitalize the physical environment of the Town as a means of improving the quality of life for residents, workers, and visitors alike.
- Consider community improvement as an important part of the Town's commitment to local economic development and support for tourism, commerce, and industry in Prescott.
- Recognize community improvement as the primary means by which the Town can facilitate brownfield redevelopment.

## **1.6 COMMUNITY IMPROVEMENT PROJECT AREA**

The Community Improvement Project Area is the area where financial incentive programs will be offered and public realm improvement efforts will be focused, although the Town may also make public realm improvements, e.g., location of gateways and other improvements, outside the recommended Community Improvement Project Area.

The CIP provides incentives under several focus areas that encompass the entirety of the Town of Prescott. The CIP recognizes five areas of focus located in distinct geographical project areas which are specifically identified on the Map Schedules included as Appendix 1. The areas of focus are as follows:

- Map Schedule A - Downtown Core & Riverwalk District Area: This area includes all commercial & mixed-use properties located within the Downtown Core zoning area. The majority of Prescott's small to medium consumer facing businesses reside within the historic downtown core area.
- Map Schedule B - Employment Area: This area includes all commercial and industrial properties located outside the Downtown Core Area, within the geographical boundaries of the Town of Prescott. It is the area which includes most of Prescott's large scale commercial and industrial employers and is a vital component of future growth in Prescott.
- Map Schedule C - Heritage Conservation Area: This area includes all Heritage Designated and Historically Significant properties located within the geographical boundaries of the Town of Prescott.
- Map Schedule D – Brownfield Area: This area includes all known or suspected Brownfield properties located within the geographical boundaries of the Town of Prescott.
- Map Schedule E - Residential Development Area: This area includes all new large scale residential development projects with an affordable housing component, located within the geographical boundaries of the Town of Prescott.

## 2.0 INCENTIVE PROGRAMS

### 2.1 AREA 1 – DOWNTOWN CORE AND THE RIVERWALK DISTRICT

#### 2.1.1 Purpose & Overview

To encourage and provide a program to stimulate redevelopment and revitalization of the Downtown core through the rehabilitation, restoration and improvement of facades and interiors of commercial and mixed-use buildings, including retail storefront display areas and signage.

The Downtown Core & RiverWalk District encompasses Prescott's historic downtown and the magnificent shores of the St. Lawrence River. It features a unique blend of heritage and modern commercial and mixed-use properties, home to a diverse mix of commercial, residential, and public uses and spaces. It's a source of community pride and identity that offers a "sense of place" and improves the quality of life for residents, creating a strong investment environment, and supporting growth.

The Area 1 – Downtown CIP focuses on four major themes:

1. Municipal projects such as waterfront improvements; public streetscape such as street furnishings, plantings, lighting, public art; public parks and buildings and other architectural elements such as benches, planters, waste receptacles and banners and flags; These may be on municipal property or in partnership with private landowners.
2. Façade improvement of private and public buildings consistent with the Prescott Downtown Design and Sign Guidelines and interior improvements the effect of which is to increase the commercial or residential potential of the building.
3. Filling of vacant spaces with new, diverse commercial and professional spaces and improvements to existing buildings for residential accommodations or commercial use.
4. Infill of vacant lots in keeping with Prescott's Downtown Design & Sign Guidelines.

**Section 2.1 and Section 2.6 set out the requirements for the Downtown Core/RiverWalk District incentive programs for Area 1 of the CIP. Refer to section 2.7 for application/approval guidelines.** Compliance with these requirements is mandatory. Individual programs may have additional requirements that must also be complied with to be eligible for incentives.

#### 2.1.2 Design Guidelines

All proposed improvements shall demonstrate consistency with the character and context of neighbouring buildings.

All applications and proposed improvements shall be reviewed against the following. In addition, decisions related to awarding incentives will be based on consistency with the following:

- Prescott's Downtown Design Guidelines
- Prescott's Downtown Sign Guidelines
- Prescott's Sign By-Law 16-2019
- Applicable Town, Provincial and Federal policies, by-laws, provisions, standards and guidelines

Compliance with applicable design guidelines is mandatory. Non-compliance could result in the loss of or requirement to repay financial incentives and/or a requirement to remedy.

### 2.1.3 Eligibility

The following is a list of criteria required for participation in the CIP for Area 1. The list below is not exhaustive, and the Town reserves the right to include other criteria or requirements on a site-specific basis as deemed appropriate. All applications will be judged on their individual merits as to how the improvements support the vision for the Town of Prescott as articulated in the Official Plan and the Prescott Downtown Design and Sign Guidelines.

- The Community Improvement Project Area for Area 1 – Downtown is illustrated in Schedule A attached to this CIP. Only properties within Area 1 are eligible for the incentives available under this section of the CIP.
- Each separately addressed property that meets the guidelines within, is eligible to apply.
- Properties must be zoned commercial or mixed use to be eligible to receive CIP funding support under Area 1; properties without a commercially zoned portion are ineligible.
- Projects must include a commercial improvement component to be eligible to receive CIP funding.
- Commercial building owners and/or tenants who operate a business/institution within the CIP area are eligible to apply.
- Applicants for the CIP may be tenants of a property provided that the application is authorized by the owner of the property.
- Under most circumstances only one application shall be received for each separately addressed business/storefront/institution, on an assessed property, on a one-time basis.
  - Multiple funding applications are allowable per property, under the following circumstances:
    - To support separate owner & tenant-initiated property improvements/requests for nonduplicate funding.
    - To support subsequent renovations completed no less than 36 months after previously funded renovations, that are distinct from previously funded projects.
    - If commercial tenancy changes no less than 24 months of funding being received by previous tenant.
    - No less than 5 years following the receipt of previous CIP funding.
- Grant & loan projects must be completed within two (2) years of approval of the funding.

### 2.1.4 Incentive Programs & Terms

The following provides for a comprehensive incentive program design to achieve the implementation of the CIP objectives for CIP Project Area 1. The program is composed of 4 elements:

- Property Improvement Grant Program
- Permit & Application Fees Grant Program
- Interest Free Loan Program
- Property Tax Increment Grant Program

## ***Property Improvement Grant Program***

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A non-repayable grant of up to \$22,000, not exceeding 50% of eligible costs; available to assist commercial property owners or tenants to improve building façade, signage, accessibility and interior portions.

### **a) Façades**

Non-repayable grant available to assist commercial property owners or tenants with improving building façade appearance.

Eligible façade improvements consist of repair/restoration/ replacement/ installation of exterior features, visible from the street the façade fronts onto; including but not limited to the following:

- Repainting, cleaning or re-facing of façades
- Installation or repair of canopies and awnings
- Repair or restoration of façade materials i.e. masonry, brickwork or wood
- Exterior woodwork
- Replacement, repair or restoration of cornices, eaves, parapets, soffits and other architectural features
- Paint (including removal, surface preparation, cleaning and/or painting)
- Installation of new lighting/upgrading of existing fixtures on exterior facade and in entrance and storefront display areas
- Restoration of historic features
- Entranceway modifications that improve the appearance and/or access to the commercial units
- Replacement or repair of windows and doors
- Architectural or design fees may be eligible up to \$1000 as part of the total grant awarded for completed construction. In no event shall the total eligible costs exceed \$3,000 per building. The type and amount of eligible work/costs shall be determined at the sole discretion of the Town.
- Sidewalk improvements may be considered provided all encroachment permits and any applicable policies are met.
- Barrier-free accessibility upgrades
- Energy efficiency retrofits and improvements
- Green initiatives

At the discretion of PAC, multiple facade applications may be submitted for properties in the following cases:

- Where secondary facades have a commercial storefront independent from the primary façade storefront.

All proposed façade enhancement materials and colours must be submitted for review & approval prior to installation.

### **b) Signage**

Non-repayable grant available to assist commercial property owners or tenants for the installation



of new signage or improvements to existing signage.

At the discretion of PAC, multiple signage applications may be submitted for properties in the following cases:

- Where secondary facades have a commercial storefront independent from the primary façade storefront.
- Where properties have multiple businesses located within individual storefronts that require individual signage.

Signage must comply with applicable design guidelines and by-laws. A mock-up of proposed signage/lighting, in compliance with applicable design guidelines, must be submitted for review/approval prior to installation.

### **c) Interior - Residential**

Non-repayable grant available to assist commercial property owners or tenants for the conversion of vacant residential space to create new dwelling units.

Eligible costs include but are not limited to:

- Alterations to interior walls, ceilings and doors
- Paint, wallpaper, windows covers and flooring (including removal, surface preparation, cleaning and/or painting)
- Phone and data cabling
- Architectural detail
- Fixed interior lighting
- HVAC, electrical or plumbing upgrades
- Fire protection
- Flood/weather proofing
- Energy efficiency retrofits and improvements
- Green initiatives
- Health/safety upgrades
- Foundation
- Barrier-free accessibility upgrades

### **d) Interior - Commercial**

Non-repayable grant available to assist commercial property owners or business tenants to improve commercial portions of properties.

Eligible costs include but are not limited to:

- Alterations to interior walls, ceilings and doors
- Paint, wallpaper, windows covers and flooring (including removal, surface preparation, cleaning and/or painting)
- Phone and data cabling
- Architectural detail
- Fixed interior lighting
- HVAC, electrical or plumbing upgrades
- Fire protection
- Flood/weather proofing
- Energy efficiency retrofits and improvements
- Green initiatives

- Health/safety upgrades
- Foundation
- Barrier-free accessibility upgrades

Interior grants will only be eligible where the exterior of the building is in a satisfactory state as determined by the Chief Building Official in his or her sole discretion.

### ***Permits & Application Fees Grant Program***

**A non-repayable grant up to \$1,000 or 10% of building permit fee whichever is higher, provided such matters are supported by the Town and consistent with Town policy including the Official Plan and Zoning By-law.**

Eligible municipal planning applications and building permits fees include:

- official plan amendments
- consent application
- zoning amendments
- demolition permit
- building permit

The applicant is responsible for all mapping and registration costs for agreements and plans where applicable.

All fees must be paid by the applicant upon submission of the application. Grants will be paid upon final approval of the application or issuance of the demolition or building permit fee, up to the maximum grant amount. The maximum permit fee grant amount provided to a qualifying property shall not exceed \$50,000.

This incentive program is not available in isolation from other CIP Project Area incentive programs. Eligible properties may apply for this incentive program only in conjunction with one or more applications for other incentive programs.

### ***Interest Free Loan Program***

**An interest free loan, not to exceed 50% of the total project value, to a maximum of \$100,000 per eligible property unit, repayable between five (5) to ten (10) years in proportion with loan value, is available to assist eligible commercial property owners or business tenants with property improvements not funded through the grant program.**

Property improvements eligible for a loan under this program include all eligible grant program improvements, as outlined within, in addition to expenses for fixed improvements not eligible for grant incentive funding. Exceptions for ineligible improvements may be provided on a case-by-case basis in extenuating circumstances. Loan funded improvements must comply with applicable design guidelines.

#### **Terms**

- The term of the loan shall be five (5) to ten (10) years proportional with loan value and the principal balance of the loan shall be repaid in equal annual installments as outlined in the agreement.

<b>Loan Amount</b>	Up to \$25,000	\$26,000 - \$50,000	\$51,000 - \$75,000	\$76,000 - \$199,000	\$200,000 or greater
<b>Repayment Term</b>	5 years	6 years	7 years	8 years	10 years

- Loan repayment begins 12 months from the date the final loan proceeds have been disbursed to the Owner/Tenant by the Town, following completion of the loan funded project.
- Total loan funds cannot exceed 50% of the total project value.
- The loan shall be interest free for the term of the loan unless the loan is in default.
- Repayment and default terms shall be specified in the agreement.
- The loan shall be secured against the property for which work is being performed under this CIP.
- Should the property be sold, prior to the full repayment of the loan, the financial obligation shall transfer to the property owner.
- If during the loan period, a building receiving a loan is demolished, all loan advances from the Town shall cease, and all loan advances already made by the Town will be repayable to the Town.
- If during the loan period, a building designated under the Ontario Heritage Act receiving a loan is demolished or any of the heritage features are altered in any way that would compromise the reasons for designation, all loan advances from the Town shall cease, and all loan advances already made by the Town will be repayable to the Town.
- Where a tenant applies for this program, they must secure the permission in writing from the property owner and the owner must be a party to the agreement with the Town.

### ***Property Tax Increment Grant Program***

**A grant of up to 100% of the increase in municipal realty taxes, paid annually on a sliding scale for a maximum period of five (5) years, following project completion.**

The program provides a grant to owners of lands and/or buildings who undertake improvements or redevelopment that would result in an increased property assessment. The grant takes effect once the property has been reassessed, following the completion of property improvements. The grant shall be on a sliding scale whereby the grant is decreased by 20% each year until the full assessed increase is collected in year 6, in accordance with the following formula:

- year one, 100% of the value of the tax increase
- year two, 80% of the value of the tax increase
- year three, 60% of the value of the tax increase
- year four, 40% of the value of the tax increase
- year five, 20% of the value of the tax increase
- In year six, the Owner shall no longer receive tax increment grants

#### **Terms**

- The maximum amount of tax increment grant provided to a qualifying property shall not exceed \$50,000 annually.
- The property tax increment program would apply for a five-year period or at such time the

maximum grant has been allocated, whichever occurs first, as set out in an agreement with the Town and the landowner.

- The tax increment is calculated based on the difference between the “pre-construction” municipal taxes and the “post-construction” municipal taxes (the calculation is for the municipal portion of taxes only. The education component of property taxes must be paid in full).
- The grant will commence the year the property is occupied after remediation and redevelopment.
- Participation in the Tax Increment Equivalent Grant Program does not exempt property owners from an increase/decrease in municipal taxes due to a general rate increase/decrease or a change in assessment for any other reason.
- The Tax Increment Equivalent Grant program does not exempt property owners from paying the education portion of the property tax.
- Owners of eligible properties may apply for the Property Tax Increment program provided that the estimated costs of improvements is in excess of \$50,000.
- Property tax increment grants are only available after a property has been redeveloped and receives Notice of Occupancy.
- The incentive available is calculated only in relation to the general portion of the total taxes paid and does not include the education taxes levied.
- To be eligible for a tax increment grant the remediation and redevelopment of the eligible property must result in an increase in assessed value and property tax revenues for that property.
- The total of all grants provided under this program shall not exceed the total of eligible costs.
- If during the grant period, a building receiving a Tax Increment Grant is demolished, all grant payments shall cease, and the Town reserves the right to require repayment of the grant payments.
- If during the grant period, a building/property designated under the Ontario Heritage Act receiving a Tax Increment Grant is demolished or any of the heritage features are altered in any way that would compromise the reasons for designation, all grant payments shall cease, and the Town reserves the right to require repayment of the grant payments.
- Should the property owner default on any of the conditions outlined in the Agreement, the tax assistance provided (plus interest) will become payable to the Town.
- The property tax increment grant will be paid to the owner of eligible property. The owner of eligible property may assign the entitlement to receive the grant to any person. The Town will only pay grants to eligible property owners, unless the eligible property owner has provided the Town with a written assignment and direction to pay the grant to another person. The Town shall not be responsible for payments made in accordance with the Plan and/or any written assignment provided by the owner.

## **2.2 AREA 2 – EMPLOYMENT LANDS**

### **2.2.1 Purpose & Overview**

The Employment Lands CIP Area 2 focuses on the building and filling of vacant spaces with new, diverse light industrial, commercial, and/or professional spaces and improvements to

existing buildings/properties; to increase employment opportunities in the Town of Prescott through expansion and attraction of businesses.

- To encourage and provide a program to stimulate redevelopment and revitalization of the Employment Area.
- To encourage and provide an incentive program to rehabilitate existing buildings.

**Section 2.2 and Section 2.6 set out the requirements for the Employment Lands incentive programs for CIP Project Area 2 of the CIP. Refer to section 2.7 for application/approval guidelines.** Compliance with these requirements is mandatory. Individual programs may have additional requirements that must also be complied with to be eligible for incentives.

### 2.2.2 Design Guidelines

All proposed improvements shall demonstrate consistency with the character and context of neighbouring buildings.

All applications and proposed improvements shall be reviewed against the following. In addition, decisions related to awarding incentives will be based on consistency with the following:

- Prescott's Sign By-Law 16-2019
- Applicable Town, Provincial and Federal policies, by-laws, provisions, standards and guidelines

Compliance with applicable design guidelines is mandatory. Non-compliance could result in the loss of or requirement to repay financial incentives and/or a requirement to remedy.

### 2.2.3 Eligibility

The following is a list of criteria required for participation in the CIP for Area 2. The list below is not exhaustive, and the Town reserves the right to include other criteria or requirements on a site-specific basis as deemed appropriate. All applications will be judged on their individual merits as to how the improvements support the vision for the Town of Prescott as articulated in the Official Plan.

- The Employment Lands Community Improvement Project Area is illustrated in Appendix 1, Schedule B attached to this CIP. Only properties within CIP Project Area 2 are eligible for the incentives available under this section of the CIP.
- Each separately addressed property that meets the guidelines within, is eligible to apply.
- Properties must be zoned commercial or mixed use to be eligible to receive CIP funding support under the Downtown CIP Project Area; properties without a commercially zoned portion are ineligible.
- Projects must include a Commercial improvement component to be eligible to receive CIP funding.
- Building owners and tenants of the buildings who operate a business within the CIP Project Area are eligible to apply.
- Applicants for the CIP may be tenants of a property provided that the application is authorized by the owner of the property.
- Under most circumstances only one application shall be received for each separately addressed business/storefront/institution, on an assessed property, on a one-time basis.
  - Multiple funding applications are allowable per property, under the following



circumstances:

- To support separate owner & tenant-initiated property improvements/requests for nonduplicate funding.
- To support subsequent renovations completed no less than 36 months after previously funded renovations, that are distinct from previously funded projects.
- If commercial tenancy changes no less than 24 months of funding being received by previous tenant.
- No less than 5 years following the receipt of previous CIP funding.
- Applicant must be able to demonstrate that the project will have direct result of permanently increasing employment.
- Grant & loan projects must be completed within two (2) years of approval of the funding.

#### 2.2.4 Incentive Programs & Terms

The following provides for a comprehensive incentive program design to achieve the implementation of the objectives for CIP Project Area 2. The program is composed of 4 elements:

- Property Improvement Grant Program
- Permit & Application Fees Grant Program
- Interest Free Loan Program
- Property Tax Increment Grant Program

#### ***Property Improvement Grant Program***

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A non-repayable grant of up to \$13,000, not exceeding 50% of eligible costs; available to assist commercial/industrial property owners or tenants to improve building façade, signage, accessibility, interior and streetscaping.

##### **a) Façades**

Non-repayable grant available to assist commercial property owners or tenants with improving building façade appearance.

Eligible façade improvements consist of repair/restoration/ replacement/ installation of exterior features, visible from the street the façade fronts onto; including but not limited to the following:

- Repainting, cleaning or re-facing of façades
- Installation or repair of canopies and awnings
- Repair or restoration of façade materials i.e. masonry, brickwork or wood
- Exterior woodwork
- Replacement, repair or restoration of cornices, eaves, parapets, soffits and other architectural features
- Paint (including removal, surface preparation, cleaning and/or painting)
- Installation of new lighting/upgrading of existing fixtures on exterior facade and in entrance and storefront display areas
- Restoration of historic features
- Entranceway modifications that improve the appearance and/or access to the commercial units
- Replacement or repair of windows and doors

- Architectural or design fees may be eligible up to \$1000 as part of the total grant awarded for completed construction. In no event shall the total eligible costs exceed \$3,000 per building. The type and amount of eligible work/costs shall be determined at the sole discretion of the Town.
- Sidewalk improvements may be considered provided all encroachment permits and any applicable policies are met.
- Barrier-free accessibility upgrades
- Energy efficiency retrofits and improvements
- Green initiatives

At the discretion of PAC, multiple facade applications may be submitted for properties in the following cases:

- Where secondary facades have a commercial storefront independent from the primary façade storefront.

All proposed façade enhancement materials and colours must be submitted for review & approval prior to installation.

### **b) Interior – Commercial/Industrial**

Non-repayable grant available to assist commercial/industrial property owners or tenants to improve commercial portions of properties.

Eligible interior improvements consist of features to improve the overall aesthetic and usability; including but not limited to the following:

- Alterations to interior walls, ceilings and doors
- Paint, wallpaper, windows covers and flooring (including removal, surface preparation, cleaning and/or painting)
- Architectural detail
- Phone and data cabling
- Fixed interior lighting
- HVAC, electrical or plumbing upgrades
- Fire protection
- Flood/weather proofing
- Energy efficiency retrofits and improvements
- Green initiatives
- Health/safety upgrades
- Foundation
- Barrier-free accessibility upgrades

### **c) Exterior Signage & Streetscaping**

Non-repayable grant available to assist commercial/industrial property owners or tenants for the installation of new signage, improvements to existing signage or streetscape improvements.

Eligible improvements consist of features to improve the overall aesthetic and usability; including but not limited to the following:

- Landscaping
- Barrier-free accessibility upgrades

- Pedestrian amenities
- Ground and/or building Signage
- Public Art

### **Permits & Application Fees Grant Program**

A non-repayable grant up to \$1,000 or 10% of building permit fee whichever is higher, provided such matters are supported by the Town and consistent with Town policy including the Official Plan and Zoning By-law.

Eligible municipal planning applications and building permits fees include:

- official plan amendments
- consent application
- zoning amendments
- demolition permit
- building permit

The applicant is responsible for all mapping and registration costs for agreements and plans where applicable.

All fees must be paid by the applicant upon submission of the application. Grants will be paid upon final approval of the application or issuance of the demolition or building permit fee, up to the maximum grant amount. The maximum permit fee grant amount provided to a qualifying property shall not exceed \$50,000.

This incentive program is not available in isolation from other CIP Project Area incentive programs. Eligible properties may apply for this incentive program only in conjunction with one or more applications for other incentive programs.

### **Interest Free Loan Program**

An interest free loan, not to exceed 50% of the total project value, to a maximum of \$100,000 per eligible property unit, repayable between five (5) to ten (10) years in proportion with loan value, is available to assist eligible commercial property owners or business tenants with property improvements not funded through the grant program.

Property improvements eligible for a loan under this program include all eligible grant program improvements, as outlined within, in addition to expenses for fixed improvements not eligible for grant incentive funding. Exceptions for ineligible improvements may be provided on a case-by-case basis in extenuating circumstances. Loan funded improvements must comply with applicable design guidelines.

#### **Terms**

- The term of the loan shall be five (5) to ten (10) years proportional with loan value and the principal balance of the loan shall be repaid in equal annual installments as outlined in the agreement.

<b>Loan Amount</b>	Up to \$25,000	\$26,000 - \$50,000	\$51,000 - \$75,000	\$76,000 - \$199,000	\$200,000 or greater
<b>Repayment Term</b>	5 years	6 years	7 years	8 years	10 years

- Loan repayment begins 12 months from the date the final loan proceeds have been disbursed to the Owner/Tenant by the Town, following completion of the loan funded project.
- Total loan funds cannot exceed 50% of the total project value.
- The loan shall be interest free for the term of the loan unless the loan is in default.
- Repayment and default terms shall be specified in the agreement.
- The loan shall be secured against the property for which work is being performed under this CIP.
- Should the property be sold, prior to the full repayment of the loan, the financial obligation shall transfer to the property owner.
- If during the loan period, a building receiving a loan is demolished, all loan advances from the Town shall cease, and all loan advances already made by the Town will be repayable to the Town.
- If during the loan period, a building designated under the Ontario Heritage Act receiving a loan is demolished or any of the heritage features are altered in any way that would compromise the reasons for designation, all loan advances from the Town shall cease, and all loan advances already made by the Town will be repayable to the Town.
- Where a tenant applies for this program, they must secure the permission in writing from the property owner and the owner must be a party to the agreement with the Town.

### ***Property Tax Increment Grant Program***

**A grant of up to 100% of the increase in municipal realty taxes, paid annually on a sliding scale for a maximum period of five (5) years, following project completion.**

The program provides a grant to owners of lands and/or buildings who undertake improvements or redevelopment that would result in an increased property assessment. The grant takes effect once the property has been reassessed, following the completion of property improvements. The grant shall be on a sliding scale whereby the grant is decreased by 20% each year until the full assessed increase is collected in year 6, in accordance with the following formula:

- year one, 100% of the value of the tax increase
- year two, 80% of the value of the tax increase
- year three, 60% of the value of the tax increase
- year four, 40% of the value of the tax increase
- year five, 20% of the value of the tax increase
- In year six, the Owner shall no longer receive tax increment grants

#### **Terms**

- The maximum amount of tax increment grant provided to a qualifying property shall not exceed \$50,000 annually.
- The property tax increment program would apply for a five-year period or at such time the maximum grant has been allocated, whichever occurs first, as set out in an agreement with the Town and the landowner.
- The tax increment is calculated based on the difference between the “pre-construction” municipal taxes and the “post-construction” municipal taxes (the calculation is for the

municipal portion of taxes only. The education component of property taxes must be paid in full).

- The grant will commence the year the property is occupied after remediation and redevelopment.
- Participation in the Tax Increment Equivalent Grant Program does not exempt property owners from an increase/decrease in municipal taxes due to a general rate increase/decrease or a change in assessment for any other reason.
- The Tax Increment Equivalent Grant program does not exempt property owners from paying the education portion of the property tax.
- Owners of eligible properties may apply for the Property Tax Increment program provided that the estimated costs of improvements is in excess of \$50,000.
- Property tax increment grants are only available after a property has been redeveloped and receives Notice of Occupancy.
- The incentive available is calculated only in relation to the general portion of the total taxes paid and does not include the education taxes levied.
- To be eligible for a tax increment grant the remediation and redevelopment of the eligible property must result in an increase in assessed value and property tax revenues for that property.
- The total of all grants provided under this program shall not exceed the total of eligible costs.
- If during the grant period, a building receiving a Tax Increment Grant is demolished, all grant payments shall cease, and the Town reserves the right to require repayment of the grant payments.
- If during the grant period, a building/property designated under the Ontario Heritage Act receiving a Tax Increment Grant is demolished or any of the heritage features are altered in any way that would compromise the reasons for designation, all grant payments shall cease, and the Town reserves the right to require repayment of the grant payments.
- Should the property owner default on any of the conditions outlined in the Agreement, the tax assistance provided (plus interest) will become payable to the Town.
- The property tax increment grant will be paid to the owner of eligible property. The owner of eligible property may assign the entitlement to receive the grant to any person. The Town will only pay grants to eligible property owners, unless the eligible property owner has provided the Town with a written assignment and direction to pay the grant to another person. The Town shall not be responsible for payments made in accordance with the Plan and/or any written assignment provided by the owner.

## 2.3 AREA 3 - HERITAGE CONSERVATION

### 2.3.1 Purpose & Overview

To provide a program to stimulate the preservation of existing historical and cultural assets and to facilitate, where warranted, the rehabilitation of these assets to ensure their long-term viability. To promote the restoration of heritage features via engineering studies and/or architectural plans building façade and structural improvements.

The Heritage Conservation CIP Project Area 3 focuses on the ongoing conservation and



preservation of historically significant and designated heritage buildings located throughout the Town of Prescott. The Plan recognizes the importance of maintaining the significant inventory of heritage structures which contributes to the historical and cultural vitality of our municipality while also contributing to the Town's ability to attract new economic development.

**Section 2.3 and Section 2.6 set out the requirements for the Heritage Conservation incentive programs for CIP Project Area 3. Refer to section 2.7 for application/approval guidelines.**

Compliance with these requirements is mandatory. Individual programs may have additional requirements that must also be complied with to be eligible for incentives.

### 2.3.2 Design Guidelines

All proposed improvements shall demonstrate consistency with the original building design, and character/context of neighbouring buildings; focused on the restoration and preservation of heritage features and details. Improvements should showcase exemplary urban design and/or significantly contribute to maintaining the heritage character of the property.

All applications and proposed improvements shall be reviewed against the following. In addition, decisions related to awarding incentives will be based on consistency with the following:

- Prescott's [Downtown Design Guidelines](#)
- Prescott's [Downtown Sign Guidelines](#)
- Prescott's [Sign By-Law 16-2019](#)
- Applicable Town, Provincial and Federal policies, by-laws, provisions, standards and guidelines
- Prescott Heritage Advisory Committee Consultation Requirements

Compliance with applicable design guidelines is mandatory for heritage properties located within the Downtown Core zone. Non-compliance could result in the loss of or requirement to repay financial incentives and/or a requirement to remedy.

### 2.3.3 Eligibility

The following is a list of criteria required for participation in the CIP for Area 3. The list below is not exhaustive, and the Town reserves the right to include other criteria or requirements on a site-specific basis as deemed appropriate. All applications will be judged on their individual merits as to how the improvements support the objective of heritage preservation and improvement.

- The Heritage Community Improvement Project Area 3 is illustrated in Appendix 1, Schedule C attached to this CIP. Only properties within Area 3 are eligible for the incentives available under this section of the CIP.
- Each municipally assessed property that meets the guidelines within, is eligible to apply.
- Properties within CIP Project Area 3 may be eligible for the incentives available within this Community Improvement Project Area under the following conditions:
  - The property has received Official Heritage Designation under Part IV of the Ontario Heritage Act.
  - The property has been deemed to be of Heritage Interest & Value.
- Eligible properties are listed on the [Municipal Register of Heritage Properties](#).

- Only one application shall be received per qualifying heritage designated or significant building, on an assessed property, on a one-time basis.
- Grant & loan projects must be completed within two (2) years of approval of the funding.

### 2.3.4 Incentive Programs & Terms

The following provides for a comprehensive incentive program design to achieve the implementation of the CIP objectives for CIP Project Area 3. The program is composed of 3 elements:

- Property Improvement Grant Program
- Permits & Application Fees Grant Program
- Interest Free Loan Program

#### ***Property Improvement Grant Program***

A non-repayable grant of up to \$9,000, not exceeding 50% of eligible costs; available to assist heritage property owners or tenants to prepare supporting reports and improve building façade and interior portions.

#### **a) Engineering and/or Architectural Report Grants**

Non-repayable grant to assist heritage property owners or tenants with the preparation of architectural or engineering design reports required to support grant/loan eligible renovations.

#### **b) Façades**

Non-repayable grant available to assist heritage property owners or tenants to improve building façade appearance.

Grant applicants shall consider the entire façade of the building.

Eligible façade improvements consist of repair/restoration/ replacement/ installation of exterior features, visible from the street the façade fronts onto; including but not limited to the following:

- Repainting, cleaning or re-facing of façade
- Repair or restoration of façade masonry, brickwork or wood
- Exterior woodwork
- Replacement, repair or restoration of cornices, eaves, parapets and other architectural features
- Paint (including removal, surface preparation, cleaning and/or painting)
- Restoration of historic features
- Replacement or repair of windows and doors
- Barrier-free accessibility upgrades
- Energy efficiency retrofits and improvements
- Green initiatives

#### **c) Interior**

Non-repayable grant available to assist heritage property owners or tenants to improve interior portions of properties.

Eligible interior improvements consist of features to improve the overall aesthetic and usability; including but not limited to the following:

- Alterations to interior walls, ceilings and doors
- Paint, wallpaper, windows covers and flooring (including removal, surface preparation, cleaning and/or painting)
- Phone and data cabling
- Architectural detail
- Fixed interior lighting
- HVAC, electrical or plumbing upgrades
- Fire protection
- Flood/weather proofing
- Energy efficiency retrofits and improvements
- Green initiatives
- Health/safety upgrades
- Foundation
- Barrier-free accessibility upgrades

### ***Permits & Application Fees Grant Program***

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**A non-repayable grant up to \$1,000 or 10% of building permit fee whichever is higher, provided such matters are supported by the Town and consistent with Town policy including the Official Plan and Zoning By-law.**

Eligible municipal planning applications and building permits fees include:

- official plan amendments
- consent application
- zoning amendments
- demolition permit
- building permit

The applicant is responsible for all mapping and registration costs for agreements and plans where applicable.

All fees must be paid by the applicant upon submission of the application. Grants will be paid upon final approval of the application or issuance of the demolition or building permit fee, up to the maximum grant amount. The maximum permit fee grant amount provided to a qualifying property shall not exceed \$50,000.

This incentive program is not available in isolation from other CIP Area incentive programs. Eligible properties may apply for this incentive program only in conjunction with one or more applications for other incentive programs.

### ***Interest Free Loan Program***

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**An interest free loan to a maximum of \$100,000 per eligible property unit, repayable between five (5) to ten (10) years in proportion with loan value, is available to assist eligible heritage property owners or tenants with property improvements not funded through the grant program.**

Property improvements eligible for a loan under this program include all eligible grant program improvements, as outlined within, in addition to expenses for fixed improvements not eligible for grant incentive funding. Exceptions for ineligible improvements may be provided on a case-by-case basis in extenuating circumstances. Loan funded improvements must comply with

applicable design guidelines.

**Terms**

- The term of the loan shall be five (5) to ten (10) years proportional with loan value and the principal balance of the loan shall be repaid in equal annual installments as outlined in the agreement.

<b>Loan Amount</b>	Up to \$25,000	\$26,000 - \$50,000	\$51,000 - \$75,000	\$76,000 - \$199,000	\$200,000 or greater
<b>Repayment Term</b>	5 years	6 years	7 years	8 years	10 years

- Loan repayment begins 12 months from the date the final loan proceeds have been disbursed to the Owner/Tenant by the Town, following completion of the loan funded project.
- Total loan funds cannot exceed 50% of the total project value.
- The loan shall be interest free for the term of the loan unless the loan is in default.
- Repayment and default terms shall be specified in the agreement.
- The loan shall be secured against the property for which work is being performed under this CIP.
- Should the property be sold, prior to the full repayment of the loan, the financial obligation shall transfer to the property owner.
- If during the loan period, a building receiving a loan is demolished, all loan advances from the Town shall cease, and all loan advances already made by the Town will be repayable to the Town.
- If during the loan period, a building designated under the Ontario Heritage Act receiving a loan is demolished or any of the heritage features are altered in any way that would compromise the reasons for designation, all loan advances from the Town shall cease, and all loan advances already made by the Town will be repayable to the Town.
- Where a tenant applies for this program, they must secure the permission in writing from the property owner and the owner must be a party to the agreement with the Town.

**2.4 AREA 4 – BROWNFIELDS**

**2.4.1 Purpose & Overview**

To provide incentives to encourage the reuse, rehabilitation and redevelopment of brownfield properties by removing or reducing the barriers to such redevelopment. The financial incentive program is intended to encourage the private sector to invest in these properties.

Brownfield redevelopment ensures that contaminated land is cleaned up and restored. Many existing brownfield sites are contaminated as a result of past industrial or commercial uses. Depending on the former use of these sites, contaminants may include a range of toxins, such as petroleum, metals, asbestos, pesticides, PCBs and solvents. These contaminants may create significant health and safety risks for those who live and work close to brownfield properties. When abandoned brownfield lands are left neglected, contaminants may migrate off-site, creating hazards for others nearby. Cleaning up these sites helps to improve the quality of the environment in the community and removes real and perceived threats to health and safety.

The Brownfield CIP Project Area 4 focuses on the ongoing clean-up/remediation of contaminated properties, to encourage property redevelopment. The Town of Prescott has a number of known brownfield sites as well as other possible sites which have yet to be

identified as contaminated. This is not unusual in a Town with a long history which includes past shipping and manufacturing activities which have undergone a transition to a new economy. Accordingly, this Plan provides incentives for the clean-up of contaminated sites within the entire corporate limits of the municipality and does not provide site specific land designations for brownfield properties but rather deals with them as an area of interest.

**Section 2.4 and Section 2.6 set out the requirements for the Brownfields incentive programs for Area 4 of the CIP. Refer to section 2.7 for application/approval guidelines.** Compliance with these requirements is mandatory. Individual programs may have additional requirements that must also be complied with to be eligible for incentives.

### 2.4.2 Eligibility

The following is a list of criteria required for participation in the CIP for Area 4. The list below is not exhaustive, and the Town reserves the right to include other criteria or requirements on a site-specific basis as deemed appropriate:

- The Brownfield Community Improvement Project Area is illustrated in Appendix 1, Schedule D attached to this CIP. Only properties within Area 4 are eligible for the incentives available under this section of the CIP.
- Each municipally assessed property that meets the guidelines within, is eligible to apply.
- Properties must be known brownfield sites or present significant potential for contamination which has yet to be identified as contaminated, based on history and or previous use within Area 4, to apply for an incentive program.
- Owners of eligible property that is proposed for commercial, industrial, multi-residential and institutional use within CIP Project Area 4 are eligible to apply for an incentive program.
- Only one application shall be received per qualifying brownfield site on an assessed property, on a one-time basis.
- Grant projects must be completed within three (3) years of approval of the funding.

### 2.4.3 Incentive Programs & Terms

The following provides for a comprehensive incentive program design to achieve the implementation of the CIP objectives for CIP Project Area 4. The program is composed of 4 elements:

- Grant Program
- Permits & Application Fees Grant Program
- Property Tax Cancellation Program
- Property Tax Increment Grant Program

#### ***Phase I & Phase II ESA Grant Program***

**A non-repayable grant of up to \$15,000, not exceeding 50% of eligible costs; available to assist brownfield property owners to complete Phase 1 & 2 Environmental Site Assessment (ESA) Study to support the remediation process.**

Phase I: A maximum grant of \$5,000 per eligible property is available for a Phase I Environmental Site Assessment (ESA) study.

Phase II: A maximum grant of \$10,000 per eligible property is available for a phase II Environmental Site Assessment (ESA) study.

### **Terms**

- Property owners may apply for a study grant incentive at any time. The purpose of the study grant is to confirm whether the property may be eligible for other incentive programs.
- Only Phase I and II environmental site assessments that conform with the requirements of Ontario Regulation 153/04 and that are capable of forming part of a complete Record of Site Condition (RSC) are eligible for this incentive program. – see Schedule D of the Regulation.
- Phase I & II studies must be prepared by a qualified person and contain:
- An estimate of the cost of 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 management actions.
- The applicant must provide proof of payment for the costs of the study to the Town as a condition of being eligible for the grant.

### ***Permits & Application Fees Grant Program***

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**A non-repayable grant up to \$1,000 or 10% of building permit fee whichever is higher, provided such matters are supported by the Town and consistent with Town policy including the Official Plan and Zoning By-law.**

Eligible municipal planning applications and building permits fees include:

- official plan amendments
- consent application
- zoning amendments
- demolition permit
- building permit

The applicant is responsible for all mapping and registration costs for agreements and plans where applicable.

All fees must be paid by the applicant upon submission of the application. Grants will be paid upon final approval of the application or issuance of the demolition or building permit fee, up to the maximum grant amount. The maximum permit fee grant amount provided to a qualifying property shall not exceed \$50,000.

This incentive program is not available in isolation from other CIP Project Area incentive programs. Eligible properties may apply for this incentive program only in conjunction with one or more applications for other incentive programs.



## ***Tax Cancellation Program***

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**Owners of eligible property may apply for a cancellation of municipal property taxes during the rehabilitation and development period for a maximum of three (3) years.**

### **Terms**

- The applicant may apply for a cancellation of taxes for the eligible property during the rehabilitation period and the development period as defined in this CIP.
- Eligible properties are those properties for which a Phase II environmental site assessment has been conducted, and where, as of the date of the Phase II environmental site assessment, the property did not meet the standards that must be met under subparagraph 4i of subsection 168.4 (1) of the Environmental Protection Act to permit a record of site condition to be filed under that subsection in the Environmental Site Registry.
- Applicants must submit the Phase II environmental site assessment to the Town to establish eligibility.
- Eligible properties must have an estimated total cleanup cost in excess of \$50,000 to be eligible for this program.
- The incentive available is calculated only in relation to the municipal portion of the total taxes paid and does not include the education taxes levied.
- Eligible costs are the costs associated with any action taken to reduce the concentration of contaminants on, in or under the property to permit a Record of Site Condition (RSC) to be filed in the Environmental Site Registry under Section 168.4 of the Environmental Protection Act. This includes the cost of environmental remediation including:
  - Environmental remediation, including the cost of preparing a RSC;
  - Risk assessments prepared in accordance with Ontario Regulation 153/04;
  - Placing clean fill and grading;
  - Demolition costs;
  - Costs of removing substances designated under Ontario Regulation 490/09 for projects involving re-use or demolition of existing structures;
  - Environmental insurance premiums; and
  - Complying with any certificate of property use issued under section 168.6 of the Environmental Protection Act.
- In no case will the total amount of the taxes cancelled under the Property Tax Cancellation Program exceed the total of these eligible costs.
- The Property Tax Cancellation Program will cease:
  - When the total tax assistance provided equals the total eligible costs as specified above
  - After three (3) years for the municipal portion of taxes
  - If the applicant is in the Occupancy Phase
- The eligible property will not be eligible to receive tax cancellation until the Town passes a By-law authorizing the provision of assistance.

- If the applicant is in default of any conditions in the By-law or brownfield agreement, the tax assistance will be re-payable to the Town and the Province.

### ***Property Tax Increment Grant Program***

**A grant of up to 100% of the increase in municipal realty taxes, paid annually on a sliding scale for a maximum period of five (5) years, following project completion.**

The Property Tax Increment Grant Program provides a grant to owners of lands and/or buildings who undertake improvements or redevelopment that would result in an increased property assessment. The grant takes effect once the property has been reassessed, following the completion of property improvements. It offers a grant of up to 100% of the increase in municipal realty taxes paid annually for a maximum period of five (5) years. The grant shall be on a sliding scale whereby the grant is decreased by 20% each year until the full assessed increase is collected in year 6, in accordance with the following formula:

- year one, 100% of the value of the tax increase
- year two, 80% of the value of the tax increase
- year three, 60% of the value of the tax increase
- year four, 40% of the value of the tax increase
- year five, 20% of the value of the tax increase
- In year six, the Owner shall no longer receive tax increment grants.

#### **Terms**

- The maximum amount of tax increment grant provided to a qualifying property shall not exceed \$50,000 annually.
- The property tax increment program would apply for a five-year period or at such time the maximum grant has been allocated, whichever occurs first, as set out in an agreement with the Town and the landowner.
- The grant will commence the year the property is occupied after remediation and redevelopment.
- Owners of eligible properties may apply for the Property Tax Increment program provided that the estimated costs of remediation is in excess of \$50,000.
- Property tax increment grants are only available after a property has been redeveloped following the filing of a record of site condition and receives notice of occupancy.
- The incentive available is calculated only in relation to the municipal portion of the total taxes paid and does not include the education taxes levied.
- Eligible costs are the costs associated with any action taken to reduce the concentration of contaminants on, in or under the property and any costs to prepare a risk assessment necessary to permit a Record of Site Condition to be filed in the Environmental Site Registry under Section 168.4 of the Environmental Protection Act. This includes the cost of:
  - Environmental remediation;
  - Risk assessments prepared in accordance with Ontario Regulation 153/04;

- Placing clean fill and grading;
  - Demolition costs;
  - Costs of removing substances designated under Ontario Regulation 490/09 for projects involving re-use or demolition of existing structures;
  - Environmental insurance premiums; and
  - Complying with any certificate of property use issued under section 168.6 of the Environmental Protection Act.
- Applicants with the Town are eligible to apply for funding under this program provided the following requirements are met:
    - Both the pre-construction and post-construction property assessments are established and certified by the Municipal Property Assessment Corporation (MPAC) at the time of application.
    - The cost of the environmental clean-up is identified and certified.
  - The tax increment is calculated based on the difference between the “pre-construction” municipal taxes and the “post-construction” municipal taxes (the calculation is for the municipal portion of taxes only. The education component of property taxes must be paid in full).
  - The difference in municipal taxes is the portion eligible for a full or partial tax increment-based grant to off-set eligible costs. This grant is available for a set time period set out in the brownfield agreement between the Town and the landowner.
  - To be eligible for a tax increment grant the remediation and redevelopment of the eligible property must result in an increase in assessed value and property tax revenues for that property.
  - The total of all grants provided under this program shall not exceed the total of eligible costs.
  - If during the grant period, a building receiving a Tax Increment Grant is demolished, all grant payments shall cease, and the Town reserves the right to require repayment of the grant payments.
  - If during the grant period, a building/property designated under the Ontario Heritage Act receiving a Tax Increment Grant is demolished or any of the heritage features are altered in any way that would compromise the reasons for designation, all grant payments shall cease, and the Town reserves the right to require repayment of the grant payments.
  - Should the property owner default on any of the conditions outlined in the Agreement, the tax assistance provided (plus interest) will become payable to the Town.
  - The property tax increment grant will be paid to the owner of eligible property. The owner of eligible property may assign the entitlement to receive the grant to any person. The Town will only pay grants to eligible property owners unless the eligible property owner has provided the Town with a written assignment and direction to pay the grant to another person. The Town shall not be responsible for payments made in accordance with the Plan and/or any written assignment provided by the owner.

## 2.5 AREA 5 - LARGE SCALE RESIDENTIAL DEVELOPMENT

### 2.5.1 Purpose & Overview

To provide incentives to support rental and owned multi-unit residential developments with an affordable housing component. The financial incentive program is intended to encourage the private sector to invest in these properties for the purpose of constructing new residential units through:

- The redevelopment or conversion of underutilized properties
- The infilling of vacant properties

The Area 5 Residential CIP focuses on the development of rental and owned multi-unit residential properties. There are numerous properties well positioned to accommodate rental and owned multi-unit residential developments within the Town of Prescott. Accordingly, this Plan provides incentives for sites within the entire corporate limits of the municipality as an area of interest.

**Section 2.5 and Section 2.6 set out the requirements for the Large-Scale Residential Development incentive programs under Area 5 of the CIP. Refer to section 2.7 for application/approval guidelines.** Compliance with these requirements is mandatory. Individual programs may have additional requirements that must also be complied with to be eligible for incentives.

### 2.5.2 Eligibility

The following is a list of criteria required for participation in the CIP for Area 5. The list below is not exhaustive, and the Town reserves the right to include other criteria or requirements on a site-specific basis as deemed appropriate:

- The Residential Community Improvement Project Area is illustrated in Appendix 1, Schedule E attached to this CIP. Only properties within CIP Project Area 5 are eligible for the incentives available under this section of the CIP.
- Each municipally assessed property that meets the guidelines within, is eligible to apply.
- Owners of eligible property that is proposed for multi-unit residential use within CIP Project Area 5 are eligible to apply for an incentive program.
- The estimated cost of construction must be equal to or greater than five million dollars (\$5,000,000) for properties to be eligible.
- A minimum of 10% of residential units within the development must meet the definition of affordable housing and equate to a minimum of one (1) housing unit, for properties to be eligible.
- Properties must be zoned residential to be eligible to receive CIP funding support within CIP Project Area 5.
- Only one application shall be received per qualifying residential development, on an assessed property, on a one-time basis.
- Grant projects must be completed within three (3) years of approval of the funding.

### 2.5.3 Incentive Programs & Terms

The following provides for a comprehensive incentive program design to achieve the implementation of the CIP objectives for CIP Project Area 5. The program is composed of 2 elements:

- Permit & Application Fees Grant Program

- Property Tax Increment Grant Program

### ***Permits & Application Fees Grant Program***

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A non-repayable grant up to \$1,000 or 10% of building permit fee whichever is higher, provided such matters are supported by the Town and consistent with Town policy including the Official Plan and Zoning By-law.

Eligible municipal planning applications and building permits fees include:

- official plan amendments
- consent application
- zoning amendments
- demolition permit
- building permit

The applicant is responsible for all mapping and registration costs for agreements and plans where applicable.

All fees must be paid by the applicant upon submission of the application. Grants will be paid upon final approval of the application or issuance of the demolition or building permit fee, up to the maximum grant amount. The maximum permit fee grant amount provided to a qualifying property shall not exceed \$50,000.

This incentive program is not available in isolation from other CIP Project Area incentive programs. Eligible properties may apply for this incentive program only in conjunction with one or more applications for other incentive programs.

### ***Property Tax Increment Grant Program***

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A grant of up to 100% of the increase in municipal realty taxes, paid annually on a sliding scale for a maximum period of five (5) years, following project completion.

The Property Tax Increment Grant Program provides a grant to owners of lands and/or buildings who undertake improvements or redevelopment that would result in an increased property assessment. The grant takes effect once the property has been reassessed, following the completion of property improvements. It offers a grant of up to 50% of the increase in municipal realty taxes paid annually for a maximum period of five (5) years. The grant shall be on a sliding scale whereby the grant is decreased by 10% each year until the full assessed increase is collected in year 6, in accordance with the following formula:

- year one, 50% of the value of the tax increase
- year two, 40% of the value of the tax increase
- year three, 30% of the value of the tax increase
- year four, 20% of the value of the tax increase
- year five, 10% of the value of the tax increase
- In year six, the Owner shall no longer receive tax increment grants

#### **Terms**

- The maximum tax increment grant amount provided to a qualifying property shall not

exceed \$50,000 annually.

- The property tax increment program would apply for a five-year period or at such time the maximum grant has been allocated, whichever occurs first, as set out in an agreement with the Town and the landowner.
- The tax increment is calculated based on the difference between the “pre-construction” municipal taxes and the “post-construction” municipal taxes (the calculation is for the municipal portion of taxes only. The education component of property taxes must be paid in full).
- The grant will commence the year the property is occupied following redevelopment.
- Participation in the Tax Increment Equivalent Grant Program does not exempt property owners from an increase/decrease in municipal taxes due to a general rate increase/decrease or a change in assessment for any other reason.
- The Tax Increment Equivalent Grant program does not exempt property owners from paying the education portion of the property tax.
- Property tax increment grants are only available after a property has been redeveloped and receives Notice of Occupancy.
- The incentive available is calculated only in relation to the general portion of the total taxes paid and does not include the education taxes levied.
- To be eligible for a tax increment grant the remediation and redevelopment of the eligible property must result in an increase in assessed value and property tax revenues for that property.
- The total of all grants provided under this program shall not exceed the total of eligible costs.
- If during the grant period, a building receiving a Tax Increment Grant is demolished, all grant payments shall cease, and the Town reserves the right to require repayment of the grant payments.
- Should the property owner default on any of the conditions outlined in the Agreement, the tax assistance provided (plus interest) will become payable to the Town.
- The property tax increment grant will be paid to the owner of eligible property. The owner of eligible property may assign the entitlement to receive the grant to any person. The Town will only pay grants to eligible property owners unless the eligible property owner has provided the Town with a written assignment and direction to pay the grant to another person. The Town shall not be responsible for payments made in accordance with the Plan and/or any written assignment provided by the owner.

## **2.6 ADDITIONAL PROGRAM REQUIREMENTS**

- The Tenant and/or Owner is required to enter into an agreement satisfactory to the Town to govern the administration of incentive programs prior to incurring any costs or receiving funds for which an incentive is applied for. Separate agreements are required for Grant and Loan incentive programs.
- All provisions outlined within the CIP Program Guide shall apply and form part of Grant and/or Loan Agreements between the Town of Prescott and the Owner/Tenant in respect of the CIP.
- Works completed prior to application to the Town are not eligible. Exceptions may be



available on a case-by-case basis if requested in advance of completing works.

- Works as set out in the Agreement must be completed prior to the grant portion being distributed.
- Payment of any grant/incentive is conditional upon submission of satisfactory proof of payment of the eligible costs.
- Where an incentive is a matching grant, proof of the total costs incurred and paid will be required. In the event that the actual eligible costs are less than the amounts submitted with the application, the matching grant shall be limited to 50% of the total eligible costs.
- The Town reserves the right to require a compliance audit and site inspection as a condition of approval and payment of any incentives.
- Eligible costs do not include any labour costs for work performed by the applicant/owner. All labour costs must be substantiated with proof of payment.
- Eligible costs do not include any non-fixed property improvements.
- Costs in excess of the approved eligible costs are the responsibility of the Owner/Applicant.
- Applications will be processed and approved on a first come first serve basis, subject to availability of funding as approved by Council.
- The total value of all incentives under the program(s) in this CIP cannot exceed the value of the approved eligible costs.
- Stacking of grants is allowed (incentives provided through the CIP may be used in partnership with other private, provincial or federal funding) provided that the total amount of all incentives, grants and other financial programs provided by all levels of government do not exceed the approved eligible costs.
- Grant and/or loan funds cannot be used to pay for the applicant portion of required matching funding for any CIP incentive.
- Grant and/or loan funds cannot be used to pay for duplicate expenses under any CIP incentive.
- Property owners who are in arrears of taxes, water and sewer or any other municipal accounts receivable are not eligible to receive a loan or grant.
- All outstanding work orders must be satisfied. Orders to comply are exempt if proposed works will address order to comply deficiencies.
- The Town may discontinue any of the programs contained in this CIP at any time, but applicants with approved grants will still receive said grant, subject to the meeting the general and program specific requirements.
- Issuance of a Demolition Permit for a property which has received any grant incentive is at the discretion of the Town for a five (5) year period following execution of the Grant Agreement by the Town. Furthermore, compliance with the Ontario Heritage Act will be required respecting any designated building which is the subject of the CIP Program.
- If the applicant is in default of any of the general or program specific requirements, or any other requirements of the Town, the Town may delay, reduce or cancel the approved incentives and require repayment of the approved incentives.
- Grant repayment in full to the Town will be required under the following conditions:
  - If project isn't completed within the completion deadline.
  - If property sells within the completion deadline.
  - If the property is rezoned or the subject of a change in use within 5 years of the completion deadline.

- If the property is demolished, in whole or in part, before the expiration of the five (5) year period following execution of the Grant Agreement by the Town, all grants/loans received will become repayable to the Town in full.
- When individual programs outline additional repayment requirements.
- Should a property be sold where CIP funded work is ongoing, responsibility for completion of work within the required time period shall transfer to the new owner. Approved grant/loan funding will be cancelled in cases where the new owner does not complete the work as required.
- Development must conform to approved Official Plan, Zoning By-law and all other municipal by-laws, guidelines, legislation and supporting regulations/approvals by other levels of government.

## 2.7 APPLICATION & APPROVAL PROCESS

The following application and approval process applies:

Applicants are required to submit a complete application form.

Available here: [APPLICATION FORM](#)

- Eligible applicants can apply for incentives offered under only ONE of the eligible CIP incentive areas, except in cases of Brownfield Areas which can be applied for in conjunction with one additional incentive area. In cases where properties qualify under more than one CIP Project Area, the applicant must select only one to apply to, unless the preceding exception applies.
- The total of all grant and tax cancellation provided in respect of the eligible property for which an applicant is making application under the programs contained in the CIP shall not exceed the approved eligible costs.
- Multiple funding applications are permitted per property, under the following circumstances:
  - To support separate owner & tenant-initiated property improvements/requests for funding.
  - To support subsequent renovations completed no less than 36 months after previously funded renovations, that are distinct from previously funded projects.
  - If commercial tenancy changes no less than 24 months of funding being received by previous tenant.
  - No less than 5 years following the receipt of previous CIP funding.
- Where a tenant applies for this program, they must secure the permission in writing from the property owner and the owner must be a party to the agreement with the Town.
- Applicants are required to submit supporting documentation such as specifications of the proposed project including plans, colour samples, drawings and photographs of the existing building, past photos or drawings and any other information or materials requested by the Town.
- Applicants are required to provide a description of the planned development along with a timeline for completion and an assessment of Planning Act or other approvals required to proceed.
- Applicants are required to provide an estimate of all eligible costs and where possible supporting documentation related to those costs.

- A minimum of one (1), preferably two (2) quotes are required for the requested works, notwithstanding exceptions provided on a case-by-case basis in extenuating circumstances.
- Applications may be circulated to any internal departments for review and comment.
- Heritage CIP Project Area applications must be circulated to the Heritage Advisory Committee (HAC) for review/comment.
- If the application meets all relevant criteria, the Planning Advisory Committee (PAC) may proceed with a decision on the application.
- The PAC has the absolute discretion to approve or refuse any incentive or combination of incentives.
- Grant funds will be issued as installment payments, upon completion of the works as set out in the approved application and upon payment by the applicant for works performed, the applicant shall submit proof of payment to the Town along with photos of said works. Staff will review the proof of payment, photos and conduct a site inspection. If the work is deemed satisfactory upon inspection, payment of the grant shall proceed within 30 days.
- Loan funds will be issued as installment payments, in accordance with completion of pre-established project phases aligned with building inspections. The applicant shall submit proof of payment to the Town along with photos of said works. Staff will review the proof of payment, photos and conduct a site inspection. If the work is deemed satisfactory upon inspection, payment of the grant shall proceed within 30 days.
- Applicants are required to obtain all necessary building, encroachment or work permits in advance of commencing any work. Approval of a CIP application is not permission to construct required under the Planning Act, Building Code Act or any other applicable laws.
- Applicants are required to comply with all applicable policies and by-laws including the Downtown Design & Sign Guidelines, Sign By-Law 16-2019 and Zoning By-Law 09-2009.
- For Brownfield CIP Project Area approved projects, the following additional program requirements apply:
  - The applicant must provide a copy of the Phase II ESA, Remedial Work Plan or Risk Assessment Plan prepared by a qualified person that contains:
    - an estimate of the cost of 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) 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 management actions;
  - upon completion of the remediation, the applicant must file a Record of Site Condition (RSC) with the Ministry of Environment, with a copy provided to the Town.

### **3.0 MONITORING PROGRAM**

The CIP is intended to provide a proactive approach to the redevelopment of property within the Town of Prescott. The CIP is an opportunity for business and job creation and retention, leveraged private sector investments, and increased tax assessment. The Town will monitor:

- Businesses opened/retained
- Job created/maintained
- Approved applications

- Declined applications and the reasons
- Increase in municipal property tax assessment
- Leveraged private sector investment
- Participant program feedback/testimonials
- Record of before/after images
- Monitor visual appearance of the community

## 4.0 MARKETING PROGRAM

It is very important to the successful implementation of this CIP that the Town’s incentive programs, and the leadership role being taken by the Town through implementation of the public realm improvements and other initiatives be effectively communicated to property owners, business owners, developers, potential end users, and residents within the CIP Project Area, within the rest of the Town, within the County, and beyond. The purpose of this Marketing Strategy is to proactively educate, advertise and market the Town’s incentive programs and the planned improvements being taken by the Town to actively support revitalization within the Community Improvement Project Area.

It is recommended that the Town budget for and implement a Marketing Strategy that:

- Provides direction on how to obtain information on available incentive programs, including program guides and application forms, as well as assistance and advice from Town staff on making application for the incentive programs.
- Informs property, business owners and developers with regard to actions planned by the Town to improve the investment environment and conditions within the CIP Project Area.
- Profiles incentive programs and downtown revitalization success stories in planning and economic development publications, newsletters and other publications published by the Town and the regional partners.
- Engages in promotions on the Town’s web page and social media platforms via addition of direct (one-click) access to information on available incentive programs and success stories.
- Engages in promotions via media outlets (newspaper, radio, digital) on available incentive programs and success stories.
- Delivers periodic presentations/sessions with property and business owners and support professionals to outline available incentives and how to apply.
- Requires recipients of CIP grants and loans to post signage (supplied by the Town), and participating in promotion activities via testimonials, photos, tours and other activities as required.

## 5.0 CIP AMENDMENTS

The individual incentive programs contained in this CIP can be activated, deactivated or discontinued by Council without amendment to this Plan. Increases in funding provided by the financial incentives contained in this CIP, the addition of any new incentive programs to this CIP, or an expansion of the Community Improvement Project Area will require a formal amendment to this Plan in accordance with Section 28 of the *Planning Act*. The Town may periodically review and adjust the terms and requirements of any of the programs contained in

this Plan, without amendment to the Plan. Such minor changes or discontinuation of programs will be provided to the Minister of Municipal Affairs and Housing for information purposes only.

## 6.0 CIP REVIEW

There should be a detailed review of the CIP policies and performance every five (5) years. At this time, decisions can be made as to whether new incentives are needed, existing incentives should be retired, or if the CIP itself has served its purpose and can be discontinued.

## 7.0 DEFINITIONS

**Affordable Housing** is defined as housing, either ownership or rental, for which a low or moderate income household pays no more than 30% of its gross annual income. Income levels and target rents and prices shall be determined by the Town on an annual basis and shall be informed by available data from the Canada Mortgage and Housing Corporation (CMHC).

**Agreement** shall mean the terms, duration, and default provisions of the tax assistance between the property owner and the Town. This Agreement is also subject to approval by Council.

**Applicant** shall mean the registered owner and may include the assessed owner and tenants of lands and buildings within the Community Improvement Project Area and any person to whom such an owner or tenant has assigned the right to receive a grant or loan.

**Brownfield** shall mean vacant or underused sites with potential for redevelopment. They may be contaminated, often due to former industrial or commercial use.

**Commercial Property** used primarily for business, retail, governmental or professional purposes.

**Contaminated Lands** shall mean situations where elevated levels of contaminants are present in land due to industrial use, waste disposal, accidents or spillages, aerial deposition or migration of contaminants from adjacent areas. Land may also be affected by contamination due to the presence of naturally occurring substances.

**Community Improvement Plan Project Area** means one of the five eligible CIP incentive areas including: Downtown & RiverWalk District Area, Employment Lands Area, Heritage Conservation Area, Brownfield Area, and Residential Development Area.

**Community Improvement Plan Incentive Category** means one of the eligible funding categories available under each eligible CIP Project Area including: Property Improvement Grant, Permit & Application Fees, Interest Free Loan, Property Tax Increment, Property Tax Cancellation

**Development Period** means, with respect to an eligible property, the period of time starting on the date the rehabilitation period ends and ending on the earlier of,

- i. the date specified in the bylaw, or
- ii. the date that the tax assistance provided for the property equals the sum of the cost of any action taken to reduce the concentration of contaminants on, in or under the property to permit a record of site condition to be filed in the Environmental Site Registry under Section 168 of the Environmental Protection Act, and the cost of complying with any certificate of property use issued under Section 168 of the Environmental Protection Act.

**Eligible Costs** shall mean costs including the cost of materials, equipment, and contracted labour as more particularly described in each program within the CIP.

**Façade** means the face of a building, especially the principal front that looks onto a street or open space.

**Industrial Property** means property used for construction, repair, trade or manufacturing, production, assembly or processing of finished or partially finished products from raw materials or fabricated parts on such a large scale that capital and labour are significantly involved, and

includes any office or other accommodation on the same property, the use of which is incidental to such activity.

**Institutional Property** means property developed as governmental, educational, health, cultural and recreational centers, places of worship, and cemeteries. They may include government owned and operated facilities or be privately owned and operated.

**Mixed Use Property** blends multiple uses, such as commercial, residential, cultural, institutional, industrial, or entertainment.

**Owner** means the registered Owner of the Lands and includes any successors or assigns.

**Phase I ESA** is the study conducted to determine the likelihood that one or more contaminants have affected all or part of a property. The specific requirements for carrying out a Phase I ESA are set out in Part VII of the Ontario Regulation 153/04 (Record of Site Condition: A Guide on Site Assessment, the Clean-up of Brownfield Sites and the Filing of Records of Site Condition, MOE, 2004).

**Phase II ESA** is the study conducted to determine the location and concentration of one or more contaminants in the natural environment. The specific requirements for carrying out a Phase II ESA are set out in Part VIII of the Ontario Regulation 153/04 (Record of Site Condition: A Guide on Site Assessment, the Clean-up of Brownfield Sites and the Filing of Records of Site Condition, MOE, 2004).

**Post Construction** shall mean the established assessment as certified by MPAC estimating the assessment value of the completed project.

**Pre-Construction** shall mean the established assessment as certified by MPAC estimating at the time of the application of the Property Tax Increment Program.

**Qualified Person** shall mean a qualified person (QP) who may conduct or supervise an environmental site assessment (ESA) to be used in support of the submission of a record of site condition (RSC) is defined under Ontario Regulation 153/04 as someone:

- i. Who holds a licence, limited licence or temporary licence under the Professional Engineers Act; or,
- ii. Who holds a certificate of registration under the Professional Geoscientists Act, 2000 and is a practising member, temporary member or limited member of the Association of Professional Geoscientists of Ontario.

**Record of Site Condition (RSC)** shall mean a document filed in the Environmental Site Registry (ESR). It is a report documenting the results of one or more environmental site assessments (ESAs) of a property conducted or supervised by a qualified person as defined in the Regulation). The RSC will either confirm that there is no evidence of contaminants at the property that would interfere with any future use of the property or that contaminants at the property do not exceed certain concentration limits (standards). The standards are set based on the intended use (residential, commercial, etc.) of the property and on certain physical characteristics of the property. Where the RSC involves standards, the RSC would confirm that the standards for the intended use had been met.

**Rehabilitation** shall mean any effort that result in the productive reuse of lands or buildings within the CIP project area.

**Rehabilitation period** shall mean, with respect to the eligible property, the period of time starting on the date on which the bylaw providing tax assistance for the property is passed and ending on the earliest of:

- i. The date that is 18 months after the date that the tax assistance begins to be provided;
- ii. The date that a Record of Site Condition (RSC) for the property is filed in the Environmental



site Registry under Section 168 of the Environmental Protection Act; and  
iii. The date that the tax assistance provided of the property equals the sum of the cost of any action taken to reduce the concentration of contaminants on, in or under the property to permit a record of site condition to be filed in the Environmental Site Registry under Section 168 of the Environmental Protection Act, and the cost of complying with any certificate of property use issued under Section 168 of the Environmental Protection Act.

**Residential Property** refers to all land and structures intended for private dwelling purposes, whether on a permanent or a temporary basis.

**Tax Cancellation** means the cancelling of the increase in tax liability.

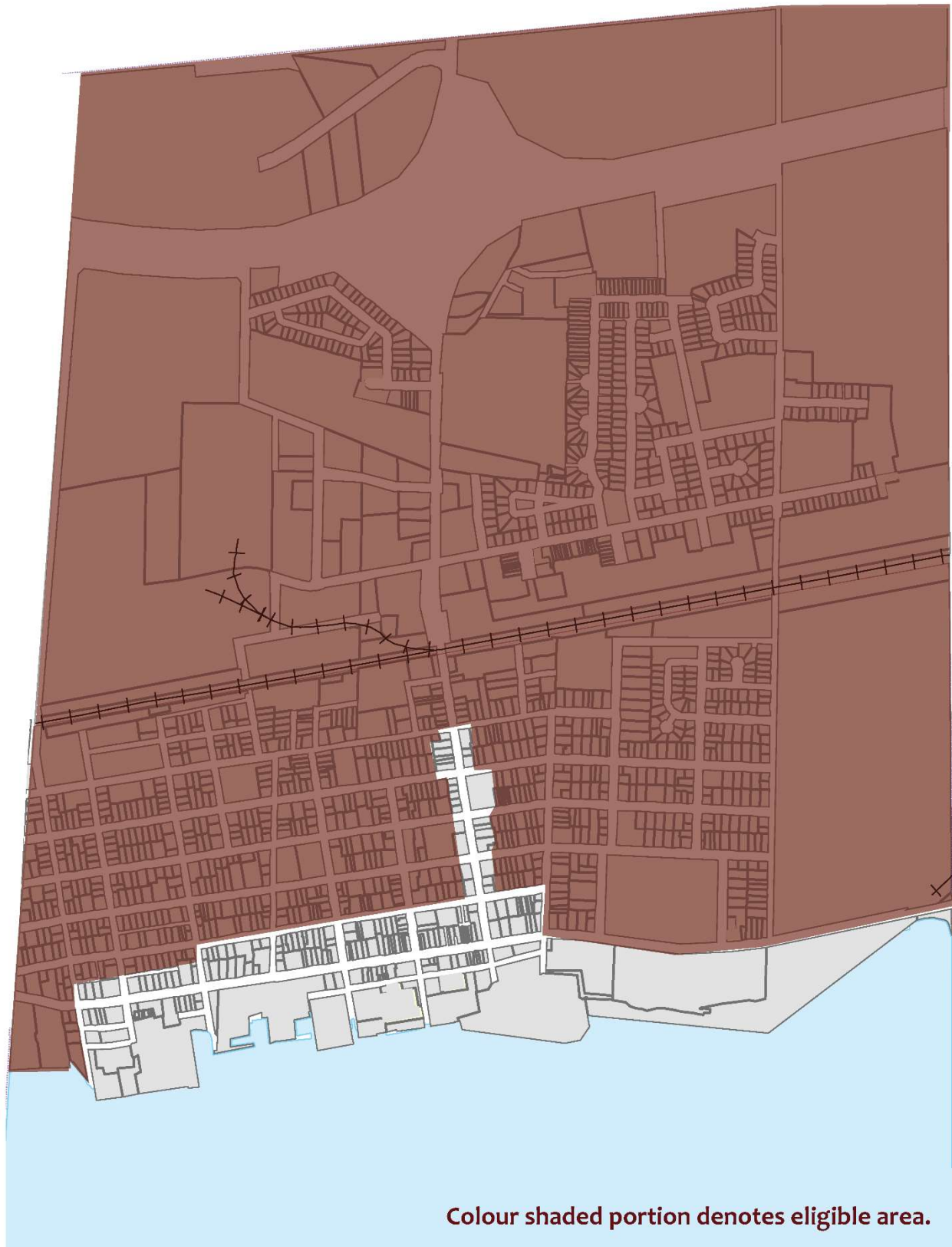
**Town** means the Corporation of the Town of Prescott.

## APPENDIX 1 – PROJECT AREA MAPS

### SCHEDULE A | Downtown Core & RiverWalk District Area Map



# SCHEDULE B | Employment Area Map



# SCHEDULE C | Heritage Conservation Area Map





# SCHEDULE D | Brownfield Area Map



# SCHEDULE E | Residential Development Area Map





## APPENDIX 2 – INCENTIVE PROGRAM SUMMARY TABLES

Area 1 – Downtown Core & RiverWalk District		
Incentive Program	Description	Maximum Incentive Amount
Property Improvement Grant (CIP page 10)	A non-repayable grant, not exceeding 50% of eligible costs; available to assist commercial property owners or tenants to improve building façade, signage, accessibility and interior commercial & residential portions.	\$22,000
Permit & Application Fees (CIP page 12)	Reimbursement to a maximum amount of the building and/or sign permit and application fees, for work that is approved for the CIP program.	\$1,000 or 10% of building permit fee whichever is higher
Interest Free Loan (CIP page 13)	An interest free loan not to exceed 50% of the total project value, to a maximum amount, amortized over 5-8 years, to make exterior façade, interior improvements and/or improve barrier free accessibility.	\$100,000
Property Tax Increment (CIP page 14)	Tax increment grant of varying percentage (starting at 100% & decreasing by 20% each year) to off-set increase in municipal taxes from improvements, paid annually for up to 5 years.	TBD (Based on assessment increase)

Area 2 – Employment Lands		
Incentive Program	Description	Maximum Incentive Amount
Property Improvement Grant (CIP page 17)	A non-repayable grant, not exceeding 50% of eligible costs; available to assist commercial/industrial property owners or tenants to improve building façade, signage, accessibility, interior commercial and streetscaping.	\$13,000
Permit & Application Fees (CIP page 18)	Reimbursement to a maximum amount of the building and/or sign permit and application fees, for work that is approved for the CIP program.	\$1,000 or 10% of building permit fee whichever is higher
Interest Free Loan (CIP page 19)	An interest free loan not to exceed 50% of the total project value, to a maximum amount, amortized over 5-8 years, to make exterior façade, interior improvements and/or improve barrier free accessibility.	\$100,000
Property Tax Increment	Tax increment grant of varying percentage (starting at 100% & decreasing by 20% each year) to off-set	TBD (Based on

(CIP page 20)	increase in municipal taxes from improvements, paid annually for up to 5 years.	assessment increase)
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### Area 3 – Heritage Conservation

Incentive Program	Description	Maximum Incentive Amount
Property Improvement Grant (CIP page 23)	A non-repayable grant, not exceeding 50% of eligible costs; available to assist commercial property owners or tenants to improve building façade, accessibility, and interior portions.	\$9,000
Permit & Application Fees (CIP page 24)	Reimbursement to a maximum amount of the building and/or sign permit and application fees, for work that is approved for the CIP program.	\$1,000 or 10% of building permit fee whichever is higher
Interest Free Loan (CIP page 24)	An interest free loan not to exceed 50% of the total project value, to a maximum amount, amortized over 5-8 years, to make exterior façade, interior improvements and/or improve barrier free accessibility.	\$100,000

### Area 4 – Brownfields

Incentive Program	Description	Maximum Incentive Amount
Brownfield (ESA) Study Grant Program (CIP page 26)	A non-repayable grant, not exceeding 50% of eligible costs; available to assist brownfield property owners to complete Phase 1 & 2 Environmental Site Assessment (ESA) Study to support the remediation process.	\$15,000
Permit & Application Fees (CIP page 27)	Reimbursement to a maximum amount of the building and/or sign permit and application fees, for work that is approved for the CIP program.	\$1,000 or 10% of building permit fee whichever is higher
Property Tax Cancellation (CIP page 28)	Cancellation of taxes for the eligible property during the rehabilitation and development phase for a maximum of 3 years.	TBD (Based on assessment value)
Property Tax Increment (CIP page 29)	Tax increment grant of varying percentage (starting at 100% & decreasing by 20% each year) to off-set increase in municipal taxes from improvements, paid annually for up to 5 years.	TBD (Based on assessment increase)

## Area 5 – Large Scale Residential Development

Incentive Program	Description	Maximum Incentive Amount
Permit & Application Fees (CIP page 32)	Reimbursement to a maximum amount of the building and/or sign permit and application fees, for work that is approved for the CIP program.	\$1,000 or 10% of building permit fee whichever is higher
Property Tax Increment (CIP page 32)	Tax increment grant of varying percentage (starting at 50% & decreasing by 10% each year) to off-set increase in municipal taxes from improvements, paid annually for up to 5 years.	TBD (based on assessment increase)

**APPENDIX 3 – DOWNTOWN DESIGN GUIDELINES  
(Applicable to Downtown Core Area Only)**

**SEE ATTACHED**

**APPENDIX 4 – DOWNTOWN SIGN GUIDELINES**  
**(Applicable to Downtown Core Area Only)**

**SEE ATTACHED**



**PRESCOTT**  
EST 1784  
THE FORT TOWN

[InvestPrescott.ca](http://InvestPrescott.ca)  CIP

**COMMUNITY IMPROVEMENT PLAN**

Prescott Economic Development Department  
360 Dibble St. PO Box 160 Prescott, ON K0E 1T0