



COMMUNITY IMPROVEMENT PLAN

MAY 2018

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TOWN OF PRESCOTT

Community Improvement Plan (CIP)

1.0 CONTEXT AND GENERAL POLICIES

1.1 OVERVIEW

The Town of Prescott is seeking to revitalize, reinforce and reshape itself as it faces new global challenges and the need to ensure the ongoing development of a sustainable community with a high quality of life. This Community Improvement Plan, updated from the 2012 edition, is designed to help address some of these challenges as it provides a means of planning and financing development activities that effectively use, reuse and restore lands, buildings and infrastructure.

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 has an existing Community Improvement Plan for a portion of the commercial core, however the plan will expand both the scope of the Community Improvement incentives and the boundaries of the Community Improvement Plan project area to cover not only the historic downtown core (as it is known in the 2012 CIP) but also heritage buildings, our industrial park and brownfields.

1.2 ENABLING LEGISLATION

1.2.1 Municipal Act

Section 106 of the Municipal Act prohibits Municipalities from providing assistance to businesses that would favour one business over its competitors:

- (1) *Despite any Act, a municipality shall not assist directly or indirectly any manufacturing business or other industrial or commercial enterprise through the granting of bonuses for that purpose.*
- (2) *Without limiting subsection (1), the municipality shall not grant assistance by,*
 - i. *giving or lending any property of the municipality, including money;*
 - ii. *guaranteeing borrowing;*
 - iii. *leasing or selling any property of the municipality at below fair market value; or*
 - iv. *giving a total or partial exemption from any levy, charge or fee.*

Section 106 (3) provides an exception to the above:

(3) Subsection (1) does not apply to a council exercising its authority under subsection 28 (6), (7) or (7.2) of the Planning Act [Community Improvement Plans] or under section 365.1 of this Act [Brownfield Assistance].

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

The Official Plan (currently under review) provides that 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.

The Official Plan includes a number of goals designed to identify areas which require attention. These are:

Continue to improve the quality of life for residents, workers, and visitors in the Town by means of the following:

- *Maintaining and improving municipal services, public utilities and social and recreational facilities;*
- *Encouraging improvement activities that contribute to local economic development and support tourism, commerce, and industry;*
- *Encouraging redevelopment of brownfield sites and their reintegration into the urban fabric;*

- *Encouraging the maintenance of the existing housing stock, and promoting the rehabilitation, renovation, and repair of older buildings;*
- *Preserving historically and/or architecturally significant buildings or areas;*
- *Improving traffic and parking patterns making them more compatible with surrounding uses and needs;*
- *Improving conditions in older predominantly residential areas;*
- *Improving the overall streetscape and/or aesthetics of commercial and industrial areas of the Town;*
- *Ensuring improvements made are carried out in such a way as to be compatible with other goals and policies of this Official Plan;*
- *Encouraging, where feasible, energy efficient conservation through energy efficient land uses;*
- *Providing advice and guidance on maintenance and rehabilitation of buildings and structures and on energy conservation;*
- *Encouraging public participation in the community improvement planning process;*
- *Undertaking a monitoring program to review budgeting and program direction in respect to the attainment of specific policies; and*
- *Working with business leaders in the community to identify and facilitate improvements.*

The Official Plan also lists designation criteria which are to be applied when identifying CIP project areas as well as implementation measures as follows:

Designation of Community Improvement Project Area(s).

Identify and establish potential community improvement project areas in the Town using the following criteria; the importance of each will be determined by the funds available, the severity of the problem, the relationship of community improvement to other policies in this Plan, and capital expenditure priorities of the Town.

Designation Criteria

The following criteria shall be used to identify Community Improvement Project Areas

- *Deficiencies in hard services including roads, sidewalks, curbs, gutters, water distribution system, sanitary collection system, and storm sewers;*
- *Presence of sub-standard building conditions and housing in need of improvement and revitalization;*
- *Opportunity to expand the housing stock through the redevelopment or conversion of under-utilized lands and/or buildings;*
- *Need to provide or improve affordable single and multiple unit residential dwellings for low to middle income residents;*
- *Presence of vacant lands/buildings that could be developed, redeveloped or converted to another use;*
- *Presence of brownfield sites that are underutilized, derelict, or vacant and may be contaminated;*
- *Need to upgrade the streetscape or aesthetics of an area;*

- *Need to upgrade elements of the transportation system, including but not limited to, sub-standard road conditions and road widths, and poorly designed intersections;*
- *Need to provide or improve recreational and cultural facilities and public open space, including parkland acquisition, facilities improvement, and trails enhancement;*
- *Presence of incompatible land use activity;*
- *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;*
- *Presence of buildings or lands of architectural and/or historical merit and sites of archaeological significance or interest, in need of improvement or revitalization;*
- *Areas requiring shoreline improvements to enhance public usability while furthering public efforts at shoreline management along waterbodies; and*
- *Presence of points of interest and/or special visual amenities, such as t h e downtown and the waterfront, that provide an opportunity for tourism, and which could benefit from protection and enhancement.*

Implementation Measures

Implement the goals and policies of this section by means of the powers conferred upon Town Council under the Planning Act, Building Code Act, Heritage Act, Municipal Act, and Drainage Act. Implementation measures could include the following:

- *Designation by by-law of a Community Improvement Project Area(s) and adoption of Community Improvement Plan(s) for the area(s);*
- *Acquisition of land within a Community Improvement Project Area(s), and clearing, grading, or otherwise preparing the land for community improvement;*
- *Seeking funds from other levels of government (county, provincial, and federal) where their programs facilitate the implementation of community improvement;*
- *Enactment and enforcement of a property maintenance and occupancy standards by-law with respect to residential, commercial, and industrial building stock and lands (refer to Subsection 5.2.2 regarding property conditions);*
- *Accessing financial incentive programs such as the Brownfields Financial Tax Incentive Program to redevelop brownfield sites;*
- *Providing municipal tax relief as an incentive for building improvements;*
- *Encouragement of public participation in the preparation of Community Improvement Plan(s);*
- *Encouragement of private sector use of government programs where they complement community improvement efforts;*
- *Encouragement of infill development of vacant and/or under- utilized properties in Community Improvement Project Areas; and*
- *Upgrading of municipal services.*

1.3 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.

1.4 Goals and Objectives

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

1. 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.
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.

1.5 Community Improvement Project Areas

The CIP recognizes four areas of focus located in 2 distinct geographical project areas which are specifically identified on the Map Schedules included as Appendix 1. The areas of focus are as follows:

1. Map Schedule 1 - Riverwalk District and the Historical Downtown Core: This area was the subject of the 2012 CIP and will continue to be eligible for CIP incentives moving forward.
2. Map Schedule 2 - The Employment Area: This area is located north of the CN Railway, south of Highway 401 and west of Edward Street to the Town limits exclusive of the northern residential area and the Sandy Hill cemetery. It is the area which includes most of Prescott's industrial and manufacturing industries and is a vital component of future growth in Prescott.
3. Map Schedule 3 - Heritage Buildings: Designated heritage buildings located in the downtown core and in the residential district south of the railway corridor.
4. Map Schedule 4 - Brownfields: Known or suspected Brownfield areas.

These four areas of focus are illustrated on the CIP Project Area Schedule A which includes Area 1 being the Riverwalk District and Area 2 being the entire corporate area of the Town of Prescott with the exception of the Riverwalk District shown in the Area 1 map. The intent of this CIP is to have the area of applicability encompass Improvement Areas 1 and 2 (Appendix A) thereby covering the entire Town. This is necessary in order to ensure that any lands identified as a brownfield in the future can be eligible for assistance in accordance with the CIP program.

2.0 COMMUNITY IMPROVEMENT PLAN PROJECT AREA POLICIES

2.1 AREA 1 - RIVERWALK DISTRICT AND THE HISTORIC DOWNTOWN CORE

2.1.1 Background

The newly named RiverWalk Park District encompasses the stately beauty of Prescott's historic downtown and the magnificent shores of the St. Lawrence River. The area consists of approximately 76% locally-owned buildings with the remainder of property owners based mainly in Eastern Ontario with a few in Toronto or Montreal. There are 94 commercial properties within the study area (members of the Business Improvement Area), comprising 152 businesses. Of those 94 properties, 71 are now locally-owned. It is agreed that the downtown will benefit from more diverse business types. New owners of key buildings are most enthusiastic about new ventures such as a bookstore and flower shop/gift shop in strategic downtown locations.

The CIP Area 1 commercial centre serves Prescott and is understood to be the commercial hub for South Grenville with a population of more than 18,000 as well as for annual visitors to the harbour (1,500), Fort Wellington (approximately 15,000), the Shakespeare Festival (3,000) and numerous other sports, recreational and cultural events. A large draw for Prescott is the annual Major Midget AA/AAA hockey tournament in March, which attracts international talent scouts, close to 5,000 local enthusiasts and up to 700 visitors. As well, the Prescott Golf Club attracts close to 6,000 golfers every season, in addition to its average 460 adult memberships.

The magnificent buildings of King Street have often been admired by architects and planners and the streetscape has been praised for the “good bones” of these buildings. The Water Street streetscape has undergone a significant revitalization with the recent completion of the waterfront Riverwalk Park which has transformed the once industrial waterfront, marred by brownfields, into a welcoming urban oasis. The now unified waterfront presents opportunities for additional public and private development which will contribute to the Town’s character and quality of life.

2.1.2 Efforts to Date

The first CIP initiative of the Town was based on the undertaking of a Downtown Revitalization Plan funded by Industry Canada through the Eastern Ontario Development Fund. This document, though more than a decade old, remains relevant in terms of its long term objectives and the context based urban design guidelines which are focused on maintaining and improving the architectural character of the downtown core.

The 2005 Downtown Design and Urban Design Guidelines document was bolstered in 2009 by a Waterfront Concept Design Report which provided additional information and a more detailed waterfront development concept. Much of that report remains relevant and in fact some of the objectives have slowly been implemented most notably through the development of Riverwalk Park and the improved connections along the waterfront.

2.1.3 Themes

The Area 1 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 Urban Design 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 the Prescott Downtown Design and Urban Design Guidelines.

This section sets out all of the requirements for the Downtown Facade/Business Improvement incentive programs for Area 1 of the CIP. Compliance with these requirements is mandatory. Individual programs may have additional requirements that must also be complied with to be eligible for incentives.

2.1.4 Purpose

1. To encourage and provide a program to stimulate redevelopment and revitalization of the Downtown core.
2. To encourage and provide an incentive program to rehabilitate existing commercial/mixed use buildings in order to improve the physical condition of Area 1 buildings that would otherwise be considered cost prohibitive by a landowner.

2.1.5 Design Criteria

All proposed improvements shall demonstrate consistency with the character and context of adjoining buildings and in so doing shall ensure consistency with the Town's approved Downtown Design & Urban Design Guidelines 2005.

2.1.6 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 Urban Design Guidelines.

1. The Community Improvement Project Area for Area 1 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.
2. Only one application shall be received for each individual storefront, on an assessed property, on a one time basis.
3. Applicants for the CIP may be tenants of a property provided that the application is authorized by the owner of the property.
4. The Owner may be required to enter into an agreement satisfactory to the Town to govern the administration of the incentive program.

5. Works completed prior to approval by the Town are not eligible.
6. Costs in excess of the amount set out in the Agreement are the responsibility of the Owner/Applicant.
7. Applications will be processed and approved on a first come first serve basis, subject to availability of funding as approved by Council.
8. The total value of all incentives under the CIP program(s) cannot exceed the approved value of eligible costs.
9. Stacking of grants is allowed (Funding provided through 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.
10. Property owners who are in arrears of taxes, water and sewer or any other municipal accounts receivable are not eligible to receive any incentives under the CIP. If a payment plan was in place, approved by the Finance Department, an application could be considered.
11. All outstanding work orders must be satisfied.
12. 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 any approved incentives and require repayment of any incentive already provided.
13. 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 meeting the general and program specific requirements.
14. Eligible applicants can apply for one, more or all of the incentive programs contained in this CIP, but no two programs may be used to pay for the same eligible cost. Also, the total of all grant and tax assistance provided in respect of the subject property for which an applicant is making application under the programs contained in the CIP shall not exceed the eligible cost of the improvements to that property.
15. Development must conform to approved Official Plan, Zoning and all other municipal by-laws, legislation and supporting regulations/approvals by other levels of government.

2.1.7 General Provisions

1. Works as set out in the Agreement must be completed prior to the grant portion being distributed.
2. Payment of any grant/incentive is conditional upon submission of satisfactory proof of payment of the eligible costs.
3. 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.
4. The Town reserves the right to require a compliance audit and site inspection as a condition of approval and payment of any incentives.
5. 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.
6. Works must be completed within one year of the approved agreement unless approved by the Town.

2.1.8 Application and Approval Process

1. Applicants are required to submit a complete application form.
2. 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.
3. A minimum of three quotes are required for the requested works.
4. 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.
5. Applications may be circulated to any internal departments for review and comment.
6. If the application meets all relevant criteria, the Planning Advisory Committee (PAC) may proceed with a decision on the application.
7. The PAC has the absolute discretion to approve or refuse any incentive or combination of incentives.
8. 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.
9. Staff will review the proof of payment, photos and conduct a site inspection.
10. If the work is deemed satisfactory upon inspection payment of the grant shall proceed within 30 days.

2.1.9 Incentive Programs

The following provides for a comprehensive incentive program design to achieve the implementation of the CIP objectives for Area 1. The program is composed of 3 elements:

1. Grant Program
2. Permits and Application Fees
3. Interest Free Loan Program
4. Tax Relief Program

2.1.10 Grant Program

The Town's CIP program provides for special purpose grants in accordance with the following provisions and conditions.

1. Façades

Maximum matching grant of \$5,000 – A onetime grant of 50% of the eligible costs, to a maximum of \$5,000, is available to assist property owners or tenants to improve storefront appearance. Grant applicants shall consider the entire façade of the building. One grant is available per each individual storefront, on an assessed property.

Eligible façade improvements will include repair/restoration/ replacement/ installation of exterior features including but not limited to the following as determined by the Town:

- Repainting, cleaning or re-facing of façades
- 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)
- Installation or repair of canopies and awnings
- Installation or repair of exterior lighting
- 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

2. Signage

A maximum matching grant of \$1000 for the installation of new signage or improvements to existing signage is available to assist property owners or tenants.

Multiple signage applications may be submitted for properties in the following cases:

- Where properties are situated on corner lots in high traffic areas, and the tenant/owner desires to install signage on both street facing building façades.
- Where properties have multiple businesses located within individual storefronts that require individual signage.

3. Accessibility

Maximum matching grant of \$5,000 for accessibility – A onetime grant of 50% of the eligible costs, to a maximum of \$5,000, is available to assist property owners or tenants to improve accessibility to the existing building.

4. Interior

Maximum matching grant of \$5,000 for interior (\$3,000 commercial, \$2,000 residential). A onetime grant of 50% of the eligible costs, to a maximum of \$5,000, is available to assist property owners to make interior improvements as described below.

i. Commercial

For properties zoned for commercial use, a onetime grant of a maximum of \$3,000 is available to assist in the following improvements. 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

ii. Residential

For properties where the Official Plan permits residential use, a onetime grant of a maximum of \$2,000 is available to assist in the conversion of vacant space to create new residential 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

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.

2.1.11 Permits and Application Fees

Maximum reimbursement of up to \$500 for building permit and encroachment permit fees for work that is approved for the CIP program. The applicable fees must be paid in full for any approved work and upon completion of all eligible work in accordance with all applicable laws the Town may reimburse the fee.

2.1.12 Loan Program for Façade and/or Interior Improvements

This section sets out all of the requirements for the Area 1 Façade/Business Improvement Loan Program. Compliance with these requirements is mandatory. Individual programs may have additional requirements that must also be complied with to be eligible for incentives.

1. Purpose

- To encourage and provide a program for interior/exterior design changes to stimulate redevelopment and revitalization of the Downtown core.
- To encourage and provide a program to rehabilitate existing commercial/mixed use buildings. This will promote improvement of the physical conditions that would otherwise be considered cost prohibitive by a landowner.

2. Terms of Loan Program

Maximum loan of \$20,000 – An interest free loan to a maximum of \$20,000 amortized over 5 years is available to assist property owners with exterior, interior and/or accessibility improvements.

- The term of the loan shall be 5 years and the principal balance of the loan shall be repaid in 5 equal annual installments as outlined in the agreement.
- The loan shall be interest free for the term of the loan; unless the loan is in default.
- Interest 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 be paid in full by the Building Owner.
- 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. Tenants shall be required to post alternative security in the full amount of the loan.
- Completion of the improvement(s) shall be completed within one year of the date of this agreement or the Agreement shall be null and void and any money advanced to the Owner shall be repaid immediately.

3. Application and Approval Process

In addition to the requirements set out in 2.1.8, where an interest free loan is sought the following shall also apply:

- If the application meets all relevant criteria, the Planning Advisory Committee may proceed with a decision. The preparation and submission of a business plan may be a condition of the PAC decision.
- Upon approval by the PAC, the applicant will be required to sign a site specific agreement between the Owner and the Town on terms satisfactory to the Town.
- Upon completion of the works as set out in the agreement 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 approved to the satisfaction of the terms outlined in the agreement a requisition will be submitted as set out in the agreement.
- The requisition will be part of the next available cheque disbursement of the Town.

2.1.13 Tax Increment Equivalent Grant Program

The Town may provide a grant to owners of lands and/or buildings who undertake improvements or redevelopment that would result in an increased property assessment. The amount of the grant provided would depend on the amount of the municipal portion (not the education portion) of property taxes that has increased as a result of the improvements. The Tax Increment Equivalent Grant Program offers a grant of 100% of the increase in municipal realty taxes paid annually for a maximum period of five 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. The increase in realty taxes paid represents the annual municipal realty tax in each year following improvement or redevelopment of lands and buildings over and above municipal realty tax prior to improvement or redevelopment of the lands in question. (The amount of the grant cannot be greater than the total of eligible costs reported by the applicant.)

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.

2.2 AREA 2 – EMPLOYMENT AREA

2.2.1 Introduction

The Area 2 CIP focuses on the filling of vacant spaces with new, diverse light industrial, commercial, and/or professional spaces and improvements to existing buildings which can extend or assist in the on-going success of an existing enterprise.

2.2.2 Purpose

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

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.

1. The Community Improvement Project Area for Area 2 is illustrated in Appendix 1, Schedule 2 attached to this CIP. Only properties within Area 2 are eligible for the incentives available under this section of the CIP.
2. Only one application shall be received for each individual business, on an assessed property, on a one time basis.
3. Building owners and tenants of the buildings who operate a business within the CIP area are eligible to apply.
4. Applicants for the CIP may be tenants of a property provided that the application is authorized by the owner of the property.
5. The Owner may be required to enter into an agreement satisfactory to the Town to govern the administration of the incentive program.
6. Works completed prior to approval by the Town are not eligible.
7. Costs in excess of the amount set out in the Agreement are the responsibility of the Owner/Applicant.
8. Applications will be processed and approved on a first come first serve basis, subject to availability of funding as approved by Council.
9. The total value of all incentives under the CIP program(s) cannot exceed the approved value of eligible costs.
10. Stacking of grants is allowed (Funding provided through 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.
11. Property owners who are in arrears of taxes, water and sewer or any other municipal accounts receivable are not eligible to receive any incentives under the CIP. If a payment plan was in place, approved by the Finance Department, an application could be considered.
12. All outstanding work orders must be satisfied.
13. 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 any approved incentives and require repayment of any incentive already provided.

14. 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 meeting the general and program specific requirements.
15. Eligible applicants can apply for one, more or all of the incentive programs contained in this CIP, but no two programs may be used to pay for the same eligible cost. Also, the total of all grant and tax assistance provided in respect of the subject property for which an applicant is making application under the programs contained in the CIP shall not exceed the eligible cost of the improvements to that property.
16. Development must conform to approved Official Plan, Zoning and all other municipal by-laws, legislation and supporting regulations/approvals by other levels of government.

2.2.4 General Provisions

1. Works as set out in the Agreement must be completed prior to the grant portion being distributed.
2. Payment of any grant/incentive is conditional upon submission of satisfactory proof of payment of the eligible costs.
3. 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.
4. The Town reserves the right to require a compliance audit and site inspection as a condition of approval and payment of any incentives.
5. 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.
6. Works must be completed within one year of the approved agreement unless approved by the Town.

2.2.5 Application and Approval Process

1. Applicants are required to submit a complete application form.
2. 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.
3. A minimum of three quotes are required for the requested works.
4. 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.
5. Applications may be circulated to any internal departments for review and comment.
6. If the application meets all relevant criteria, the Planning Advisory Committee (PAC) may proceed with a decision on the application.
7. The PAC has the absolute discretion to approve or refuse any incentive or combination of incentives.
8. 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.

9. Staff will review the proof of payment, photos and conduct a site inspection.
10. If the work is deemed satisfactory upon inspection payment of the grant shall proceed within 30 days.

2.2.6 Incentive Programs

The following provides for a comprehensive incentive program design to achieve the implementation of the CIP objectives for Area 2. The program is composed of 3 elements:

1. Grant Program
2. Interest Free Loan Program
3. Tax Relief Program

2.2.7 Grant Program

The Town's CIP program provides for special purpose grants in accordance with the following provisions and conditions.

1. Accessibility

Maximum matching grant of \$3,000 for accessibility - A onetime grant of 50% of the eligible costs, to a maximum of \$3,000, is available to assist property owners or tenants to improve accessibility to the existing building.

2. Interior Improvements / Renovations

Maximum matching grant of \$3,000 for interior renovations or improvements. A onetime grant of 50% of the eligible costs, to a maximum of \$3,000, is available to assist property owners to make interior improvements as described below.

- 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
- Fixed interior lighting
- HVAC, electrical or plumbing upgrades

3. Permit/Applications - Maximum reimbursement of up to \$500 for building permit and encroachment permit fees for work that is approved for the CIP program. The applicable fees must be paid in full for any approved work and upon completion of all eligible work in accordance with all applicable laws the Town may reimburse the fee.

2.2.8 Loan Program for Interior Improvements

A maximum loan of \$20,000 amortized over 5 years is available to assist property owners with interior and/or accessibility improvements. The term of the loan shall be 5 years and the principal balance of the loan shall be repaid in 5 equal annual installments as outlined in the agreement.

1. Terms of the Loan Program

- The loan shall be interest free for the term of the loan; unless the loan is in default.
- Interest 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 be paid in full by the Building Owner.
- 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. Tenants shall be required to post alternative security in the full amount of the loan.
- Completion of the improvement(s) shall be completed within one year of the date of this agreement or the Agreement shall be null and void and any money advanced to the Owner shall be repaid immediately.

2. Application and Approval Process

- 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.
- A minimum of three quotes are required for the requested works.
- 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.
- Applications may be circulated to any internal departments for review and comment.
- If the application meets all relevant criteria, the Review Committee may recommend approval of the application to Council. A business plan may be a requirement of the Review Committee.
- Council has the absolute discretion to approve or refuse any incentive or combination of incentives.
- Upon approval by Council, the applicant will be required to sign a site specific agreement between the Owner and the Town on terms satisfactory to the Town.
- Upon completion of the works as set out in the agreement and upon payment by the applicant for works performed, the applicant submits 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 approved to the satisfaction of the works as outlined in the agreement a requisition will be submitted as set out in the agreement.
- The requisition will be part of the next available cheque disbursement of the Town.

2.2.9 Tax Increment Equivalent Grant Program

The Town may provide a grant to owners of lands and/or buildings who undertake improvements or redevelopment that would result in an increased property assessment. The amount of the grant provided would depend on the amount of the municipal portion (not the education portion) of property taxes that has increased as a result of the improvements.

The Tax Increment Equivalent Grant Program offers a grant of 100% of the increase in municipal realty taxes paid annually for a maximum period of five 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. The increase in realty taxes paid represents the annual municipal realty tax in each year following

improvement or redevelopment of lands and buildings over and above municipal realty tax prior to improvement or redevelopment of the lands in question. (The amount of the grant cannot be greater than the total of eligible costs reported by the applicant.)

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.

2.3 AREA 3 - HERITAGE CONSERVATION

2.3.1 Introduction

The Area 3 CIP focuses on the ongoing conservation and preservation of 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.

This section sets out all of the requirements for the Heritage Conservation incentive programs for Area 3 of the CIP. 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 Purpose

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.

2.3.3 Design Criteria

All proposed improvements shall be pre-approved by the Town of Prescott Heritage Committee on the basis of the proposed project's ability to demonstrate the preservation and/or rehabilitation of heritage features identified when the structure was assigned its heritage designation.

2.3.4 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.

1. All lands within the geographical area of the Town have been designated under the Area 3 - Community Improvement Plan – Heritage Buildings. Properties within area 3 may be eligible for the incentives available within this Community Improvement Project Area under the following conditions:
 - a. The property has received Official Heritage Designation.
 - b. The property has been deemed to be historically significant by the Municipality.
2. Only one application shall be received for each assessed property, on a one time basis.
3. The Owner may be required to enter into an agreement satisfactory to the Town to govern the administration of the incentive program.
4. Works completed prior to approval by the Town are not eligible.
5. Costs in excess of the amount set out in the Agreement are the responsibility of the Owner/Applicant.
6. Applications will be processed and approved on a first come first serve basis, subject to availability of funding as approved by Council.
7. The total value of all incentives under the CIP program(s) cannot exceed the approved value of eligible costs.

8. Stacking of grants is allowed (Funding provided through 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.
9. Property owners who are in arrears of taxes, water and sewer or any other municipal accounts receivable are not eligible to receive any incentives under the CIP. If a payment plan was in place, approved by the Finance Department, an application could be considered.
10. All outstanding work orders must be satisfied.
11. 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 any approved incentives and require repayment of any incentive already provided.
12. 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 meeting the general and program specific requirements.
13. Eligible applicants can apply for one, more or all of the incentive programs contained in this CIP, but no two programs may be used to pay for the same eligible cost. Also, the total of all grant and tax assistance provided in respect of the subject property for which an applicant is making application under the programs contained in the CIP shall not exceed the eligible cost of the improvements to that property.
14. Development must conform to approved Official Plan, Zoning and all other municipal by-laws, legislation and supporting regulations/approvals by other levels of government.

2.3.5 General Provisions

The following general provisions apply:

1. Works as set out in the Agreement must be completed prior to the grant portion being distributed.
2. Payment of any grant/incentive is conditional upon submission of satisfactory proof of payment of the eligible costs.
3. 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.
4. The Town reserves the right to require a compliance audit and site inspection as a condition of approval and payment of any incentives.
5. 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.
6. Works must be completed within one year of the approved agreement unless approved by the Town.

2.3.6 Application and Approval Process

The following application and approval process applies:

1. Applicants are required to submit a complete application form.
2. 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.
3. A minimum of three quotes are required for the requested works.

4. 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.
5. Applications may be circulated to any internal departments for review and comment.
6. If the application meets all relevant criteria, the Planning Advisory Committee (PAC) may proceed with a decision on the application.
7. The PAC has the absolute discretion to approve or refuse any incentive or combination of incentives.
8. 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.
9. Staff will review the proof of payment, photos and conduct a site inspection.
10. If the work is deemed satisfactory upon inspection payment of the grant shall proceed within 30 days.

2.3.7 Project Phases

For the purposes of the Heritage Buildings CIP grant incentives there are two project phases:

Study Phase – Applies when the applicant is required to undertake engineering or architectural studies or plans for the building façade and structural and /or interior building improvements.

Development Phase - Applies when the applicant has a building permit issued and redevelopment is occurring.

2.3.8 Incentive Programs

The following incentive programs are available for Area 3:

2.4.9 Engineering and/or Architectural Report Grants

Architectural or engineering design fees may be eligible for a 50% matching grant up to a maximum grant of \$2000 separate from the total grant awarded for completed construction.

2.3.10 Special Purpose Grant Program

The Town's CIP program provides for special purpose grants in accordance with the following provisions and conditions.

1. Façades

Maximum matching grant of \$3,000 - A onetime grant of 50% of the eligible costs, to a maximum of \$3,000, is available to assist property owners or tenants to improve building façade appearance. Grant applicants shall consider the entire façade of the building. One grant is available per building.

Eligible façade improvements will include repair/restoration/ replacement/ installation of exterior features including but not limited to the following as determined by the Town:

- Repainting, cleaning or re-facing of façades
- 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

2. Accessibility

Maximum matching grant of \$2,000 for accessibility - A onetime grant of 50% of the eligible costs, to a maximum of \$2,000, is available to assist property owners or tenants to improve accessibility to the existing building.

3. Interior

Maximum matching grant of \$2,000 for interior - A onetime grant of 50% of the eligible costs, to a maximum of \$2,000, is available to assist property owners to make interior improvements as described below.

- 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

Interior grants will only be eligible where the exterior of the building is in a satisfactory state as determined by the Heritage Committee in its sole discretion.

2.3.11 Permit/Applications

Maximum reimbursement of up to \$500 for building permit and encroachment permit fees for work that is approved for the CIP program. The applicable fees must be paid in full for any approved work and upon completion of all eligible work in accordance with all applicable laws the Town may reimburse the fee.

2.4 AREA 4 - BROWNFIELDS

2.4.1 Background

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 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.

2.4.2 Purpose

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.

The Tax Assistance Program provides a tax freeze on properties that are undergoing remediation and development. It is designed to assist with environmental remediation for properties requiring environmental remediation and/or risk assessment/management.

The Tax Increment provides a grant to the full amount or a portion of the amount of the property tax increase after the property is redeveloped.

2.4.3 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:

1. All lands within the geographical area of the Town have been designated under the Community Improvement Plan – Brownfields. Properties within area 4 may be eligible for the incentives available within this Community Improvement Project Area.
2. Owners of eligible property that is proposed for commercial, industrial, multi-residential and institutional use within Area 4 are eligible to apply for an incentive program.
3. The Owner is required to enter into an agreement satisfactory to the Town to govern the administration of the incentive program prior to incurring any costs for which an incentives is applied for.

4. Works completed prior to approval by the Town are not eligible.
5. Costs in excess of the approved eligible costs are the responsibility of the Owner/Applicant.
6. Applications will be processed and approved on a first come first serve basis, subject to availability of funding as approved by Council.
7. The total value of all incentives under the program(s) in this CIP cannot exceed the value of the approved eligible costs.
8. 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.
9. 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.
10. All outstanding work orders must be satisfied.
11. 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
12. 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.
13. Eligible applicants can apply for one, more or all of the incentive programs contained in this CIP, but no two programs may be used to pay for the same eligible cost. Also, 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
14. Development must conform to approved Official Plan, Zoning By-law and all other municipal by-laws, legislation and supporting regulations/approvals by other levels of government.
15. Council has the absolute discretion to approve or refuse any incentive or combination of incentives related to the Brownfield program.

2.4.4 Project Phases

For the purposes of the Brownfield CIP incentives there are four project phases:

1. Study Phase – Applies when the applicant is going to undertake a Phase I and Phase II ESA
2. Rehabilitation Phase – Applies after a Phase I and Phase II ESA has been conducted and before a building permit is issued (not including a demolition permit).
3. Development Phase – Applies when the applicant has a building permit issued and redevelopment is occurring.
4. Occupancy Phase – Applies when the building can be occupied.

The phases and the related incentive programs are discussed in sections 2.5.6, 2.5.7 and 2.5.8 below.

2.4.5 Terms of Municipal Fees Grant Program

1. A onetime grant, equal to the value of the applicable municipal planning application fee and/or building permit fee up to a maximum of \$500.00 whichever is the lesser, provided such matters are supported by the Town and consistent with Town policy including the Official Plan and Zoning By-law.

2. Eligible municipal planning applications and building permits fees include:
 - official plan amendments;
 - consent application;
 - zoning amendments;
 - demolition permit;
 - building permit.
3. The applicant is responsible for all mapping and registration costs for agreements and plans where applicable.
4. All fees must be paid by the applicant upon submission of the application. Grants, equal to the value of the application fee or building permit will be paid upon final approval of the application or issuance of the demolition or building permit fee, up to the maximum grant amount.
5. This incentive program is not available in isolation from other CIP Area 4 incentive programs. Eligible properties may apply for this incentive program only in conjunction with one or more applications for other incentive programs.

2.4.6 Terms of Study Grant Program (Study Phase)

1. 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.
2. Only phase 1 and 2 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.
3. A maximum of 1 grant per eligible property is available for a phase 1 study. The grant is a matching grant equal to 50% of the cost of the study or \$5,000, whichever is less.
4. A maximum of 1 grant per eligible property is available for a phase 2 study. The grant is a matching grant equal to 50% of the cost of the study or \$10,000, whichever is less.
5. The Study must be completed within five years of approval of the funding
6. 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.

2.4.7 Terms of Tax Cancellation Program (Rehabilitation Phase and Development Phase)

1. Owners of eligible property may apply for a cancellation of Municipal and Educational property taxes for a total period of three (3) years.
2. 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.
3. Educational property tax is subject to Minister of Finance approval.
4. Eligible properties are those properties for which a phase 2 environmental site assessment has been conducted, and where, as of the date of the phase 2 environmental site assessment, the property did not meet the standards that must be met under subparagraph four i 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.
5. Applicants must submit the phase 2 environmental site assessment to the Town to establish eligibility.
6. Eligible properties must have an estimated total cleanup cost in excess of \$50,000 to be eligible for this program.

7. 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 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:
 - 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.
8. In no case will the total amount of the taxes cancelled under the Property Tax Cancellation Program exceed the total of these eligible costs.
9. The Property Tax Cancellation Program will cease:
 - When the total tax assistance provided equals the total eligible costs as specified above; or
 - After three (3) years for the municipal portion of taxes, and after such time period as is approved by the Minister of Finance for the education portion of taxes, whichever comes first; or
 - If the applicant is in the Occupancy Phase.
10. The eligible property will not be eligible to receive tax cancellation until the Town passes a By-law authorizing the provision of assistance. In addition, the by-law will address any conditions imposed by the Minister of Finance.
11. Matching education property tax cancellation for eligible property is subject to approval of the Minister of Finance.
12. 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.

2.4.8 Terms of Property Tax Increment program - Occupancy Phase

1. 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.
2. Property tax increment grants are only available after a property has been redeveloped following the filing of a record of site condition.
3. 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.
4. 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.
5. 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.
6. 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).
7. 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 land owner.
8. 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.
9. The tax increment grant is provided to the property owner annually after all real property taxes have been paid. Once approval is given by Council, a by-law is passed and all applicable agreements are entered into, the Owner will receive an annual grant from the Municipality in accordance with the following formula, commencing the year the property is occupied after remediation and redevelopment:
- year one, 100% of the value of the tax increment;
 - year two, 75% of the value of the tax increment;
 - year three, 50% of the value of the tax increment;
 - year four, 25% of the value of the tax increment;
 - In year five, the Owner shall no longer receive tax increment grants.
10. The property tax increment program would apply for a four year period as set out in an agreement with the Town and the landowner.
11. The total of all grants provided under this program shall not exceed the total of eligible costs.
12. 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.
13. 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.

2.4.9 Application and Approval Process – Area 4

1. Applicants are required to complete the applicable application form, which must be accompanied by the documentation outlined in the application. The application may require the submission of some or all of the following. The Town reserves the right to request additional documentation or information as follows:
 - Phase II ESA by a Qualified Person that determines that the property does not meet the standards under Section 168.4(1) of the Environmental Protection Act to permit a Record of Site Condition (RSC) to be filed in the Environmental Site Registry;
 - A description of the planned development along with a timeline for completion and an assessment of Planning Act or other approvals required to proceed;
 - An estimate of all eligible costs and where possible supporting documentation related to those costs;
 - A pre-construction property assessment confirmed by the Municipal Property Assessment Corporation (MPAC).
2. A minimum of three quotes are required for the requested works (Study Phase). Applicants are required to obtain all necessary building or work permits.
3. Application may be circulated to any internal departments for review and comment.
4. If the application meets all relevant criteria, the Review Committee may recommend approval of the application to Council.
5. Upon approval by Council, the applicant will be required to sign a site specific agreement between the Owner and the Town. Council will approve or refuse any incentive or combination of incentives.
6. Upon completion of the remediation, the applicant must file a Record of Site Condition (RSC) with the Ministry of Environment, with a copy to the Town.
7. The applicant must pay for all work performed for which an incentive is sought and submit proof of payment to the Town along with two (2) copies of the completed study and all other required documentation.

APPENDIX 1 - MAP SCHEDULES

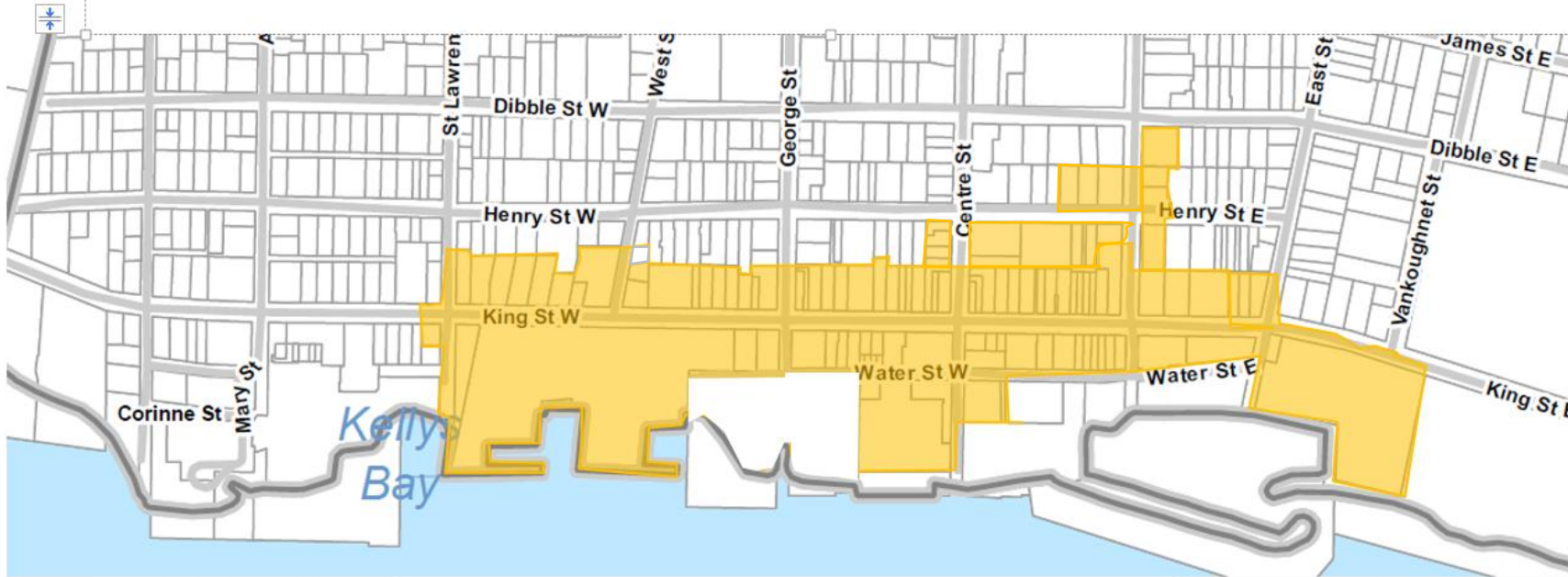
Map Schedule 1 - Downtown Core

Map Schedule 2 - Employment Area

Map Schedule 3 - Designated Heritage Buildings

Map Schedule 4 - Brownfields

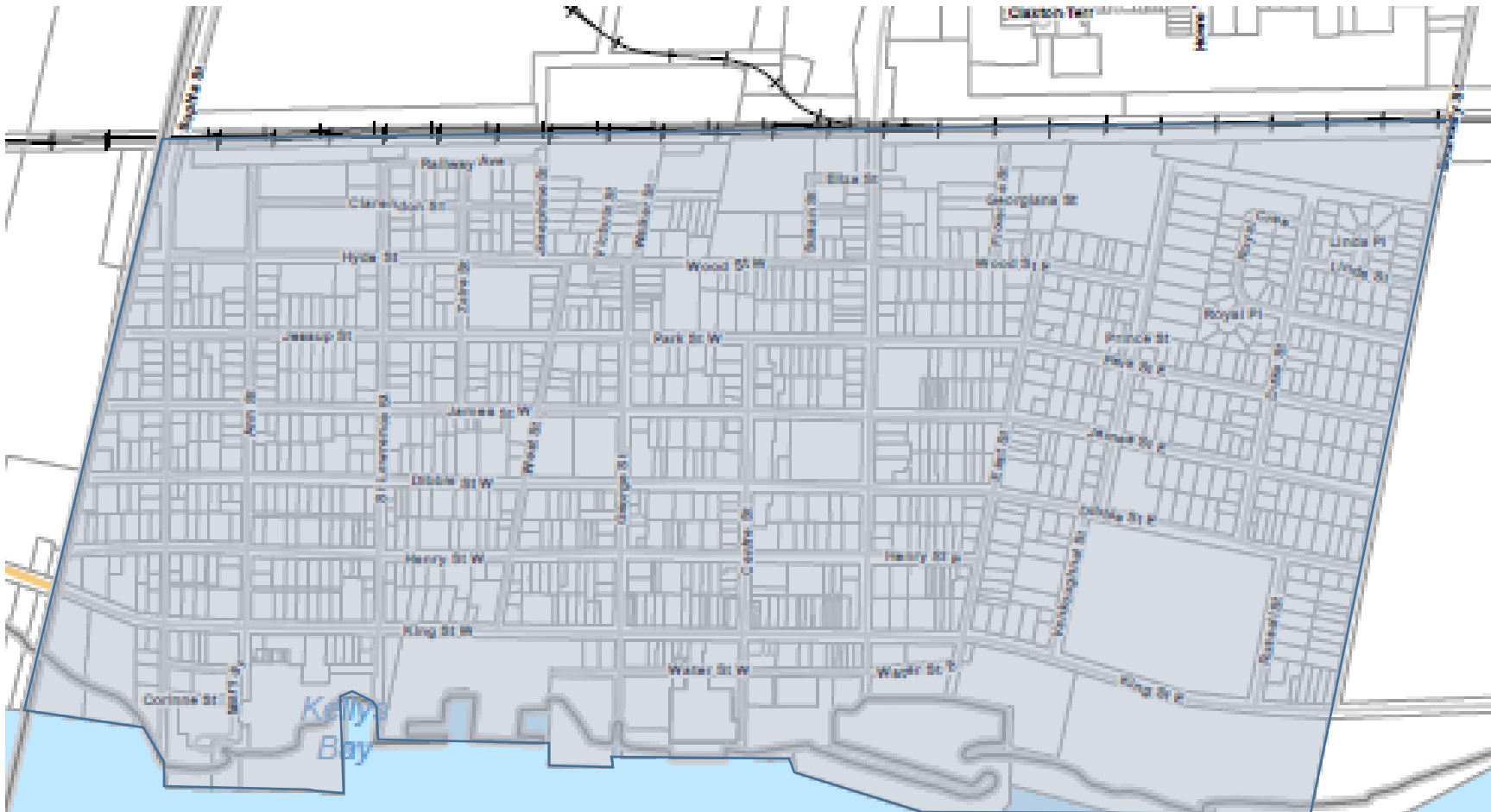
MAP SCHEDULE 1 - RIVERWALK DISTRICT AND THE HISTORICAL DOWNTOWN CORE



MAP SCHEDULE 2 - EMPLOYMENT AREA



MAP SCHEDULE 3 - DESIGNATED HERITAGE BUILDINGS AREA



MAP SCHEDULE 4 – BROWNFIELDS AREA

