

SOUTH GLENGARRY



Community Improvement Plan

Adopted on: September 4, 2018

Amended on: September 8, 2020



Ontario's Celtic Heartland

Table of Contents

Table of Contents.....	2-3	Implementation	24
South Glengarry Community Improvement Plan.....	4	Application Process.....	25
What is a Community Improvement Plan?	4	Application Requirements and Eligibility	26
Legislative Authority/Framework.....	5	Community Improvement Plan Approvals Committee	26
<i>Municipal Act</i>	5	Funding and Municipal Budget.....	26
<i>Planning Act</i>	5	Monitoring.....	27
The Provincial Policy Statement	6	Monitoring and Data Collection	27
United Counties Official Plan	7	Program Amendments.....	27
PROJECT AREA.....	8	Definitions	28
Community Improvement Project Area.....	9	Definitions.....	29-30
Community Improvement Project Areas	9	Schedules	31-40
<i>Main Streets in Primary Settlement Areas</i>	10	Section 2:	41
Grant Incentive Program.....	11	Stay, Discover Grow Regional Incentive	41
Grant Incentive Program	12	1.0 PURPOSE.....	43
Financial Incentive Programs Offered:	12-19	Grants or loans between upper and lower-tier municipalities...	43
Design Criteria.....	20	1.0.1 SDG Official Plan	44
Design Guidelines	21	3.5.1.10 Community Improvement:.....	44
Objectives and Design Guidelines:	21-23	8.12.5 Community Improvement.....	44
5) To ensure that all residents and visitors have barrier free		1.2 REGIONAL CONTEXT.....	45
access South Glengarry.....	23		

1.3	SDG REGIONAL ECONOMIC GOALS	46	2.1	REGIONAL FINANCIAL INCENTIVE PROGRAMS	48
1.4	SDG REGIONAL INCENTIVES PROGRAM AREA.....	46	2.2	GENERAL ELIGIBILITY CRITERIA	48
1.5	MUNICIPAL AND PUBLIC ENGAGEMENT	46	3.	MONITORING, TERM, AND AMENDMENTS	54
2	FIANCIAL INCENTIVES	47	3.	DEFINITIONS.....	54
2.0	GENERAL	47	Schedule:	55

South Glengarry Community Improvement Plan

The Township of South Glengarry, with the United Counties of Stormont, Dundas and Glengarry is a historic community located in Ontario's Celtic Heartland. Consisting of a population of approximately 13,000 residents, South Glengarry is a unique community that boasts many historical landmarks and vibrant settlements.

The Township lies within the United Counties of Stormont, Dundas, and Glengarry, and neighbours the Townships of North Glengarry, North Stormont and South Stormont, the City of Cornwall, the St. Lawrence River, and the province of Quebec. South Glengarry's strategic place along the Highway 401 corridor makes the Township well connected to larger cities, such as Ottawa and Montreal.

Through the completion of a wide range of planning initiatives, strategies, and several community consultations an "action" list has been identified by the community with respect to improving the physical, social, and business environment, including:

- Stimulate business development;
- Revitalize and beautify the villages and waterfront;
- Encourage façade improvements
- Promote infill, intensification, and adaptive reuse; and
- Enhance the quality of life in South Glengarry.

What is a Community Improvement Plan?

A Community Improvement Plan (CIP) is a municipal planning and financial tool, legislated under the Ontario *Planning Act* that sets out programs and strategies for improving the built, economic, and social environment in designated areas of a Municipality. A CIP establishes a framework for future capital improvements, municipal initiatives, and private sector investment. Under Section 106 of the *Municipal Act*, municipalities are prohibited from directly or indirectly assisting local businesses by giving or lending money. However, having a CIP in place allows municipalities to assist financially with physical improvements to privately owned land and buildings in order to address underutilized areas, stimulate development, and encourage revitalization within communities. Many municipalities across Ontario have prepared CIPs to achieve important community goals, such as:

- Establishing a set of goals for community improvement;
- Facilitating change;
- Stimulating economic growth;
- Assisting property owners with repair, rehabilitation, and redevelopment projects; and
- Raising awareness of local needs and priorities.

Legislative Authority/Framework

The creation of a Community Improvement Plan is guided by several pieces of provincial *legislation* and municipal policies. These policies work to define what a CIP is, as well as when and how it can be implemented.

Municipal Act

Section 106 of the *Municipal Act* regulates a municipalities' ability to provide financial incentives to private businesses. Section 106 states that "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". Municipalities are prohibited from:

- Giving or lending any property of the municipality, including money;
- Guarantee borrowing;
- Leasing or selling any property of the municipality at below fair market value; or
- Giving a total or partial exemption from any levy, charge, or fee.

However, despite these prohibited actions, there are exemptions from these policies for municipalities. Under Section 106 (3), municipalities can provide financial incentives when a Council is exercising its authority to create a Community Improvement Plan under Section 28 of the *Planning Act*.

The Township of South Glengarry has partnered with the United Counties of Stormont, Dundas and Glengarry (SDG) to create a local and regional incentive program within this CIP which will be implemented by the Township of South Glengarry as per Section 28 of the *Planning Act* while working closely with SDG.



Planning Act

Section 28 of the *Planning Act* allows municipalities to create a Community Improvement Plan. Section 28 of the *Planning Act* defines community improvement as "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 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 therefore, as many be appropriate or necessary”.

Under Section 28 of the Planning Act, when there are Official Plan policies for a Community improvement plan in place, the council may pass a by-law to designate all or part of the municipality as a community improvement project area. When this by-law is passed, the council may then proceed to adopt a Community Improvement Plan.

Where an Official Plan has designated a Community Improvement project area and a Community Improvement Plan is in place, the municipality may use a CIP to:

Acquire land within the Community Improvement Project Area;

- a) Hold land acquired before or after the passing of the by-law within the community improvement project area;
- b) Clear, grade, or otherwise prepare the land for community improvement
- c) Construct, repair, rehabilitate, or improve buildings on land acquired or held by it in the community improvement project area in conformity with the Community Improvement Plan, and sell, lease, or otherwise dispose of any such buildings and the land appurtenant thereto;

- d) Sell, lease, or otherwise dispose of any land acquired or held by it in the Community Improvement Project Area to any person or governmental authority for use in conformity with the Community Improvement Plan

Once a Community Improvement Plan is in place, the municipality may provide loans and grants to registered owners, assessed owners, and tenants of lands and buildings within the Community Improvement Project Area. This could include costs for an environmental site assessment and remediation, development, redevelopment, construction and reconstruction of lands and buildings for rehabilitation purposes or for the provision of energy efficient uses, buildings, structures, works, improvements, or facilities.

The Provincial Policy Statement

The Provincial Policy Statement (PPS) provides direction on matters of provincial interest related to land use planning and development. It provides a vision for land use planning in Ontario and sets the foundation for regulating current and future development within the Province. There are several key PPS policies that provide direction and support for the South Glengarry CIP including the following:

1.1.3.1 Settlement areas shall be the focus of growth and development;

1.1.3.3 Planning authorities shall identify appropriate locations and promote opportunities for transit-supportive development, accommodating a significant supply and range of housing options through intensification and redevelopment where this can be accommodated, taking into account existing building stock or areas, including brownfield sites, and the availability of suitable existing or planned infrastructure and public service facilities required to accommodate projected needs.

Long-term economic development should be supported by:

1.7.1.d) Maintaining and, where possible, enhancing the vitality and viability of downtowns and main streets;

1.7.1.e) Encouraging a sense of place, by promoting well-designed built form and cultural planning, and by conserving features that help define character, including built heritage resources and cultural heritage landscapes;

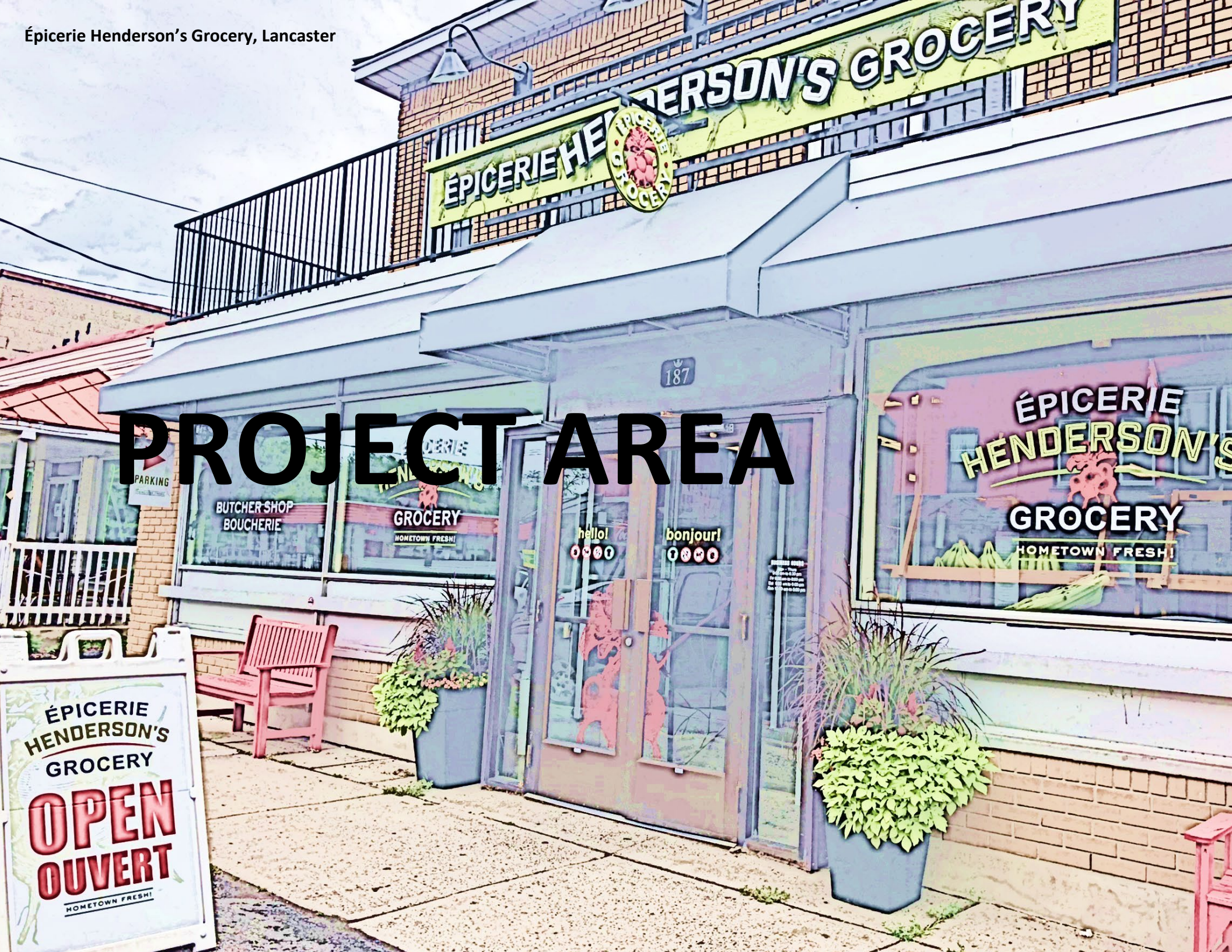
1.7.1.f) Promoting the redevelopment of brownfield sites.

United Counties of SDG Official Plan

As previously noted, Section 28 of the *Planning Act* directs that Official Plan policies must be in place for a municipality to implement a Community Improvement Plan. The United Counties

Official Plan establishes a policy driven framework for SDG and the six (6) local municipalities which includes South Glengarry, it permits Community Improvement Plans to be established within the municipality. Local municipalities rely on the County Official Plan as a single tier Official Plan. A local municipality may, subject to the provisions of the Planning Act, carry out physical improvements within the community. The County may also make grants or loans to the Council of a local municipality for the purpose of carrying out a Community Improvement Plan, on such terms as Council considers appropriate. In establishing a Community Improvement Area, consideration shall be given to the following matters; the extent or deficiencies in public services and infrastructure; building stock, including municipal buildings, which do not meet a local municipality's Property Standards By-law; the presence of vacant buildings/lands that could be developed, redeveloped or converted to another use; the opportunity to expand supply of housing; the need to improve the aesthetics or streetscape of an area; the presence of incompatible land uses; and the presence of older industrial lands (e.g. brownfields) that exhibit deficiencies but provide opportunities for redevelopment. The intent of the Official Plan is to recognize the entire County as a Community Improvement Area eligible for the establishment of one or more Community Improvement Project Areas.

PROJECT AREA



Community Improvement Project Area

A Community Improvement Project Area is defined under Section 28 of the *Planning Act* as 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.

As previously noted, Section 28 of the *Planning Act* directs that Official Plan policies must be in place in order for a municipality to implement a Community Improvement Plan. A Local municipality may, subject to the provisions of the Planning Act, carry out physical improvements within the community. The County may also make grants or loans to the Council of a local municipality for the purpose of carrying out a Community Improvement Plan, on such terms as Council considers appropriate. The intent of the Official Plan is to recognize the entire County as a Community Improvement Area eligible for the establishment of one or more Community Improvement Project Areas.

Pursuant to Section 28 (2) of the *Planning Act*, By-law 53-18 was adopted by Council on September 4, 2018 designating the Community Improvement Project Areas described below:

For the South Glengarry Community Improvement Plan, the CIP shall be implemented in all applicable settlement areas as defined in the schedules in order to target certain areas of the Township, as well as to make the process of evaluating community improvement projects more manageable. The CIP

shall be implemented over a time period of six (6) years from the approval of the Community Improvement Plan (2018 to 2024).

For the Regional Incentive Program (RIP) shall be implemented on a continual basis and available throughout the Township of South Glengarry together with SDG.



Community Improvement Project Areas

In accordance with the *Planning Act*, the South Glengarry CIP designates certain areas of the Municipality as Community Improvement Project Areas. The first area is Military Road, Lancaster.

Improvement Project Areas (CIPAs), for providing Financial Incentive Programs to eligible applicants.

Main Streets in Primary Settlement Areas

The Community Improvement Plan will target designated areas of the primary settlements of South Glengarry. This will focus on community improvement projects within the settlements of Lancaster, South Lancaster, Williamstown, Martintown and Green Valley for both commercial and residential structures fronting on the main streets.

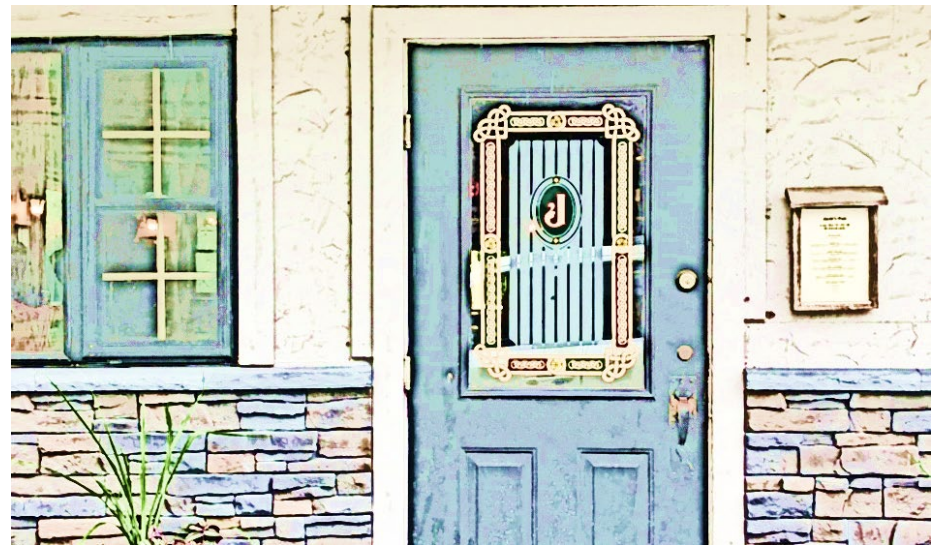
Main Streets in Secondary Settlement Areas

The CIP will expand the community improvement project area to main streets of secondary settlement areas of the Township. This will include the settlements of Glen Walter, North Lancaster, Bainsville and Glen Norman for both commercial and residential structures. Only commercial structures will be eligible in Glen Walter.

Public Art and Internal Upgrades

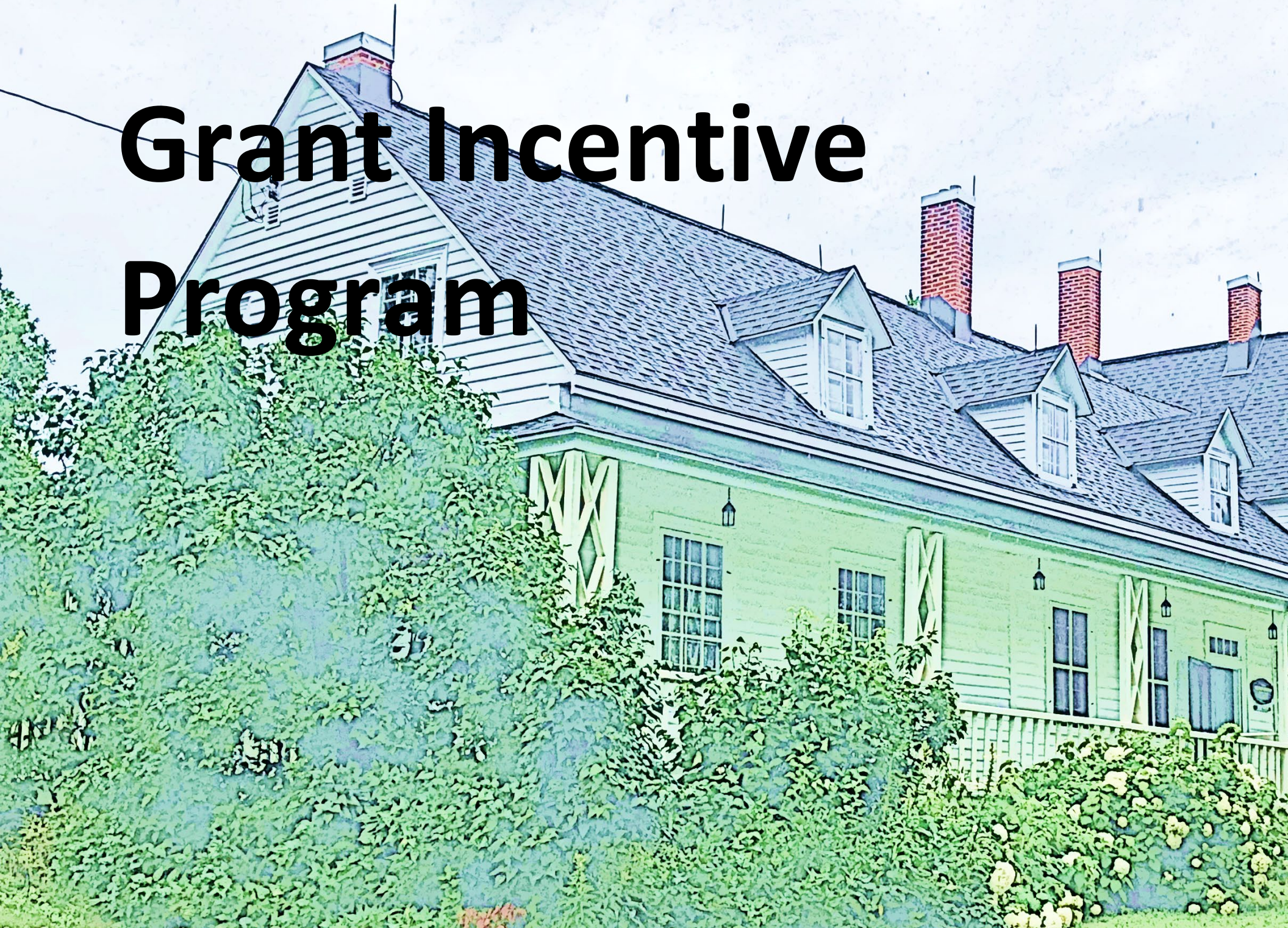
The CIP will permit public art within the settlement areas throughout the Township and eligible internal upgrades in both existing commercial and residential structures fronting on main streets in the designated areas defined in the schedules as resources permit.

See schedules for CIP areas.



Jack's Pub, Williamstown

Grant Incentive Program



Grant Incentive Program

The impression visitors take away from a community can be shaped by their experience driving or walking through it. As they drive or walk, visitors experience views and form a series of visual images in their mind—either positive or negative—which in turn influence their overall impression of the place. This impression can influence whether they decide to return in the future. We can shape the outcome of these visitor impressions through streetscape design techniques that affect how visitors (and locals) see and experience our built communities. Views to significant features can be emphasized, while less desirable views can be screened or minimized through visual distractions. By giving a community a more structured form, we also influence how its inhabitants experience it.

A more aesthetically pleasing community fosters local pride and encourages further beautification and improvement efforts. This in return can promote the cultural economy by improving local shopping experiences and promoting tourism by making South Glengarry a destination. Downtown streetscape improvements should be viewed as an investment in the community, and not necessarily just a cost. This investment is intended to leverage private sector investment to achieve the vision for stronger, more comfortable, and healthier main streets in the CIP areas.

The Township may offer grants or loans to property owners and tenants to help cover eligible costs to improve their spaces and to further community improvement goals. Below are the

programs offered by the Township that are available for eligible applicants to apply for.

Financial Incentive Programs Offered:

1	Planning and Design	
2	Building Improvements	
3	Commercial Signage Commercial Awnings	
4	Landscaping	
5	Public Art	
6	Accessibility	
7	Interior	



Program 1 – Planning and Design Programs

Description	Program Specifics	Grant Amount	Examples of Eligible Costs
Intended to offset the professional fees associated with preparing the necessary plans, models and renderings that will illustrate the extent of the improvements to support the application.	<p>The grant is payable in two (2) equal installments, the first upon approval of the final design renderings or public art model and the second installment upon completion of the approved works. Plans, models and renderings must be prepared by an Architect, Engineer, Ontario Land Surveyor, a Landscaped Architect, a Certified Designer or other professionals qualified to produce detailed plans. The plans must illustrate the dimensions, materials, setbacks, foundations, or any other details that are relevant to the project. The CIP Approvals Committee (CIPAC) may request additional information or plan revisions, as necessary.</p> <p>The work must be completed within eighteen (18) months of the date of the agreement, or a written request for an extension must be submitted to the CIP Approvals Committee (CIPAC).</p>	The Township will provide a onetime grant of 50% up to a maximum of \$1,500 toward the cost of preparing architectural and/or site plans for building façade improvements, commercial signage, commercial awnings, landscaping improvements and public art.	Professional fees associated with the preparation of said plans/models.




Program 2 – Building Improvement Grant


Description	Program Specifics	Grant Amount	Examples of Eligible Costs
<p>The purpose of this grant is to provide funding to assist property owners in improving the aesthetic qualities of their buildings by renovating building façades that are visible from the street.</p> <p>All proposed projects must result in visible improvements or rehabilitation over the existing conditions and must not be for life cycle replacement of structures or portions thereof.</p>	<ul style="list-style-type: none"> Available to both owners and tenants (with written permission from the owner). The Township will not grant funds for labour if the work is completed by the owner of the property. Must adhere to the “Design Criteria” section included in this plan. The work must be completed within eighteen (18) months of the date of the agreement, or a written request for an extension must be submitted to the CIP Approvals Committee (CIPAC). The grant is payable upon completion of the works as set out in the agreement and upon submission by the applicant of proof of payment for the works performed, photographs of the completed work, and a site visit by administration, to inspect the completed works. 	<p>The Township will provide a grant that will cover up to 50% of the costs, up to:</p> <ol style="list-style-type: none"> A maximum of \$5,000 towards the cost of façade improvements to the front façade that is visible from the street. A maximum of \$2,500 for a secondary façade visible from the street, to a total maximum Façade improvement grant of \$7,500. <p>Eligible façades include both the front façade and secondary façades that front on a street, public park/public space. The rear façade is excluded except in the case where the rear of the property is fronting on a street or a public park/public space. May include two (2) secondary facades pending eligibility.</p> <p>NOTE: Applications for both façades must be filled simultaneously unless the front façade was completed at an earlier date and is acceptable to the CIPAC committee.</p>	<ul style="list-style-type: none"> Costs associated with materials and third-party labour. Repairs and restoration of existing façades and original architectural elements such as facing material, doors, windows, cornices, porches and verandas. Painting of original woodwork and non-clay brick. Repairs and maintenance of non-authentic architectural elements such as cleaning and re-pointing masonry.




Program 3 – Commercial Signage & Commercial Awnings

Description	Program Specifics	Grant Amount	Examples of Eligible Costs
Intended to assist applicants with the replacement and updating of existing signage, and to encourage the replacement or addition of awnings, with or without commercial lettering.	<ul style="list-style-type: none"> The grant is available to both building owners and tenants, with written permission from the owner; however, no grant can be issued to two separate parties for the same project. The project must respect the section on “Design Guidelines”. The extent of the grant will be outlined in the agreement between the Township of South Glengarry and the applicant. Where applicable, projects may be subject to an encroachment permit from the Township. An owner/tenant of a property may carry out the proposed work for any portion of a project, however, the Township will not grant funds for labour performed by the owner/tenant (e.g. owner/tenant performs their own work or is a contractor who contracts their business to perform the labour for any portion of the project). The work must be completed within eighteen (18) months of the date of the agreement, or a written request for an extension must be submitted to the CIP Approvals Committee (CIPAC). The grant is payable upon completion of the works as set out in the agreement and upon submission by the applicant of proof of payment for the works performed, photographs of the completed work, and a site visit by administration, to inspect the completed works. 	<p>Signage: With a minimum eligible cost of \$750, the Township will provide a 50% matching grant to a maximum of \$2,000, for the following projects:</p> <ul style="list-style-type: none"> Removal of inappropriate, older, or obsolete signs Installation of commercial signs in conformity with the design guidelines Lighting improvement associated with signage <p>Commercial Awnings: The Township will provide a matching grant of 50% up to a maximum of \$2,500 for the installation of a commercial awning in conformity with the design guidelines.</p>	<ul style="list-style-type: none"> Costs associated with the production and installation of signage. The installation of decorative goose neck or sconce lighting. The removal of abandoned or obsolete signs.

 Program 4 – Landscaping			
Description	Program Specifics	Grant Amount	Examples of Eligible Costs
<p>The inclusion of a sustainable landscaping component is intended to provide assistance to enhance the front yard of a property, including parking areas, visible from the street and other landscaping features between the building façade and municipal property.</p>	<ul style="list-style-type: none"> The grant is available to both property owners and tenants, with written consent from the owner. Repaving of private parking areas is subject to the submission of a landscaping plan that provides for the addition of a low-lying hedge surrounding the parking area and/or the addition of landscaped and treed medians. The work must be completed within eighteen (18) months of the date of the agreement, or a written request for an extension must be submitted to the CIP Approvals Committee (CIPAC). The grant is payable upon completion of the works as set out in the agreement and upon submission by the applicant of proof of payment for the works performed, photographs of the completed work, and a site visit by administration, to inspect the completed works. 	<p>A grant of 50% up to a maximum of \$2,000 is available for the following:</p> <ol style="list-style-type: none"> Improving the landscaping between the private property and the municipal property. Improving (including paving and/or in laid bricks) and greening the parking areas visible from the street. 	<ul style="list-style-type: none"> Costs associated with material and labour Creation of approved sidewalk terraces, excluding furnishings Hard landscape improvements such as flower boxes Sustainable tree or hedge planting within specific parameters (species, planting specifications) Paving and the addition of greenery to parking lots <p>Note: annual-flowers, plants and movable landscape features will not be funded as these are not sustainable.</p>

 Program 5 – Public Art			
Description	Program Specifics	Grant Amount	Examples of Eligible Costs
<p>The purpose of the CIP is to promote South Glengarry as a destination for arts and culture by encouraging the installation of exterior public art (sculptures, fountains and murals) on private property in order to embellish and animate the streetscape.</p>	<ul style="list-style-type: none"> This grant will be paid as a single payment upon completion of the improvements, to the satisfaction of the Township. Public art projects must have communal appeal, shall be non-commercial and non-political in content and are subject to a legal agreement with the Township. For exterior public art, works must be completed within eighteen (18) months of the approved agreement, or a written request for an extension must be submitted to the CIP Approvals Committee. For window displays in vacant storefronts visible from the street, works must be completed within six (6) months of the date of the agreement, or a written request for an extension must be submitted to the CIP Approvals Committee (CIPAC). The grant is payable upon completion of the works as set out in the agreement and upon submission by the applicant of proof of payment for the works performed, photographs of the completed work, and a site visit by administration, to inspect the completed works. 	<p>A grant of 50% up to a maximum of \$1,000 is available for the installation of exterior public art or window displays in vacant storefronts visible from the street and of 50% up to a maximum of \$2,000 is available for the following but not limited to:</p> <ul style="list-style-type: none"> Murals Window art Outdoor sculptures/statues Interpretive signage 	<ul style="list-style-type: none"> Costs associated with material and labour Painting of an outdoor public mural, subject to municipal approval

 Program 6 – Accessibility (Commercial zones only)			
Description	Program Specifics	Grant Amount	Examples of Eligible Costs
<p>The purpose of this grant is to provide funding to assist property owners in improvements to existing buildings such as the removal of barriers to increase accessibility for people with disabilities that may otherwise be considered cost prohibitive. This program is intended to support improvements to private property to meet the current Building Code and Ontario's accessibility laws and standards in order to provide for safe and usable eligible uses.</p>	<ul style="list-style-type: none"> Available to both owners and tenants (with written permission). The Township will not grant funds for labour if the work is completed by the owner of the property. Must adhere to "Design Guidelines" of this plan. The work must be completed within eighteen (18) months of the date of the agreement, or a written request for an extension must be submitted to the CIP Approvals Committee (CIPAC). The grant is payable upon completion of the works as set out in the agreement and upon submission by the applicant of proof of payment for the works performed, photographs of the completed work, and a site visit by administration, to inspect the completed works. 	<p>Township will provide a grant that will cover up to 50% of the costs, up to:</p> <ol style="list-style-type: none"> 1) A maximum of \$10,000 towards the cost of accessible improvements to the principal façade that provides access to the building 2) A maximum of \$5000 towards the cost of accessible improvements for the interior that impairs access to patrons, to a total maximum improvement grant of \$15,000 	<ul style="list-style-type: none"> Installation of ramps, lifts, and/or automatic door openers; and Any other improvements that may bring a building up to building code, address health and safety concerns, or improve accessibility and removal of barriers, as approved by the Municipality. <p>Note: All construction must conform to the Ontario Building Code and Ontario Accessibility Laws and will require a Building Permit.</p>



Program 7 – Interior Improvements- Loan Only

Description	Program Specifics	Grant Amount	Examples of Eligible Costs
<p>The purpose of this loan is to provide funding to assist property owners in improving the aesthetic qualities of the buildings by renovating the interior of buildings. Priority will be given to loans that create or improve commercial accessible spaces.</p>	<ul style="list-style-type: none"> Only the owner of a property may apply for the CIP Municipal Loan Program. This loan applies only to eligible projects that are receiving grant funding under Grant Program 2 (Building Improvement). The work must be completed within eighteen (18) months of the date of the agreement, or a written request for an extension must be submitted to the CIP Approvals Committee. An owner of a property may conduct the proposed work themselves, however, the Township will not grant funding for labour by the owner. Applications will be accepted as per the “Implementation” section; however, the availability of loans cannot be guaranteed. Where the property is sold, or interest in the property is transferred to another entity within the 5-year interest-free loan repayment period, the remaining principal of the loan is repayable to the Township based on the approved loan repayment agreement signed by both the Township and the applicant. The loan repayment agreement will be registered on title. 	<p>The Township will provide an interest-free loan up to a maximum of \$10,000 (minimum loan of \$2,000), amortized in equal payments over a five-year period subject to the review and recommendation of the CIP Approvals Committee</p>	<ul style="list-style-type: none"> Costs associated with materials and labour. Installation of ramps, elevators, lifts, and/or automatic door openers. Widening of doorways, entranceways, aisles. Lowering of service counters. Note: All construction must conform to the Ontario Building Code and Ontario Accessibility Laws and will require a Building Permit.



Design Criteria

Design Guidelines

Design Guidelines are to assist property owners and stakeholders with their initiatives to improve the physical environment of the downtown cores within the urban and rural hamlets and the commercial fringe areas, and to preserve and restore buildings of significant heritage interest that contribute to the enhancement of the community.

Design Guidelines are:

- A flexible tool for CIP area design and development. They are not strict “policies” or “regulations” and are not meant to restrict design but are important considerations to overall community look and feel.
- Wide-ranging, or general, and are recommended to be a target goal for all projects.
- Suggested guidelines – not a required checklist meant to be applied in all cases.

Objectives and Design Guidelines:

1) To develop and improve the built environment while encouraging pedestrian traffic and respecting local character and history.

- a) Repainting, cleaning or resurfacing of the street visible façade(s).
- b) Repair or restoration of façade masonry, brickwork or wood.
- c) Exterior woodwork.
- d) Replacement, repair or restoration of cornices, eaves, parapets and other architectural features.
- e) Paint (including removal, surface preparation, cleaning and/or painting).
- f) Installation or repair of street visible exterior lighting.
- g) Entranceway modifications to improvement appearance and/or accessibility to commercial units.
- h) Replacement of street visible windows.

2) To preserve and enhance the visual unity of the streetscape.

- a) To favour architectural design quality for restorations, renovations and repairs to existing buildings and for new infill buildings.

Commercial Awning

Commercial awnings can enhance a façade while improving the overall appearance and character of a shopping area.

- a) No rigid permanent canopies shall be permitted.
- b) Awnings are limited to retractable canopies, affixed to a building, to balance weather protection with daylight penetration and night-time storefront transparency. Retractable awnings also allow the covering to be open and closed according to the weather.
- c) Awnings shall be installed only on the ground floor over shop windows or doorways.
- d) Awnings shall not consume the full length of a façade.
- e) Awnings shall be installed at a consistent height and projection in order to harmonize their effect on the streetscape.

3) To improve the appeal the and attractiveness of commercial signage.

Dimensions

- a) Signs must conform to Section 3.15 of the Ontario Building Code as amended and may require a building permit.
- b) Signs attached to the same building should be located at similar height and be of similar size.
- c) Representational and iconic images are encouraged to supplement conventional textual signs to help establish a special character.
- d) Signs comprised of detached letters affixed to the wall are encouraged.

Lighting

- a) Large neon signs, internally lit signs and/or flashing signs are strongly discouraged.
- b) Signage shall be externally lit using gooseneck or sconce lighting, or other similarly shielded light source, attached to the building. No backlit or light box signage is permitted.
- c) Lighting shall be designed to prevent or limit light scatter or pollution.
- d) The use of LED or other energy saving lighting is encouraged.
- e) Signs that are to be located along a County Road and/or a Ministry of Transportation (MTO) Highway must obtain a sign permit from the United Counties of SDG and/or the MTO.

4) To create accessible, safe, vibrant, and pedestrian friendly streets.

Landscaping and Public Art

Landscaping and culture-based initiatives, such as public art, are essential to revitalization programs and are an innovative approach to sustainable development. Public art beautifies an area and helps to ensure that a community's surroundings reflect who they are and how they live, while landscaping features help to embellish the streetscape and create a vibrant and healthy environment.

Landscaping

The planting of trees on private property should be encouraged within the following parameters:

- a) Trees shall be planted with sufficient space to allow for root expansion and in accordance with the specifications provided by the Township of South Glengarry.
- b) Trees shall be planted in accordance with the provisions stipulated by Hydro One.
- c) The planting of hedges to delineate private property from the public-right-of-way is encouraged but shall not conflict with pedestrian-oriented street activity.
- d) In order to improve the private parking areas, any reconfiguration or repaving project shall include a typical surrounding low-lying hedge and/or green medians.
- e) Annual flowers and plants, or moveable landscape features such as; bird baths, arches, outdoor furniture will not be funded.

Hard Landscape

The addition of seasonal commercial terraces in the front setback, where possible, is encouraged.

- a) Commercial terraces shall be installed entirely on private property unless an encroachment permit has been obtained from the Township of South Glengarry.
- b) Appropriate heritage style materials (ex: wrought iron, wood) shall be used to define and embellish the outdoor space (ex: terrace railings, flower boxes).

- c) All paved parking areas must adhere to Ontario Accessibility laws.

Public Art

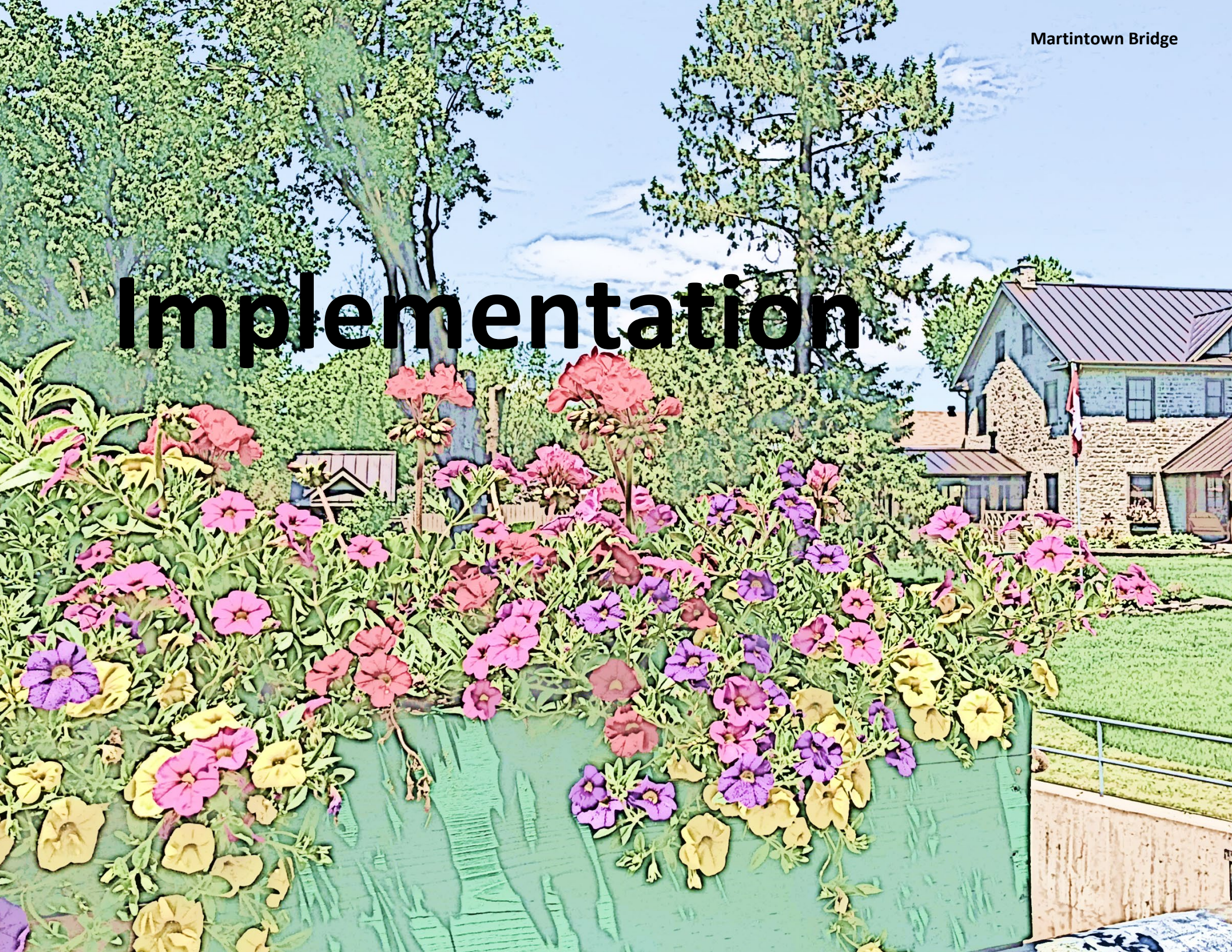
- a) Public art, such as murals, fountains, stained glass, and statues shall have a communal appeal and should clearly demonstrate a positive contribution to the community and to the surrounding environment.
- b) Public art shall be non-commercial and non-political in content.
- c) Public art shall be installed entirely on private property unless an encroachment permit has been obtained from the Township of South Glengarry.
- d) Public art may be subject to a legal agreement with the municipality.

5) To ensure that all residents and visitors have barrier free access South Glengarry.

Accessibility and Interior Layout

- a) To enhance the interior of existing structures in order to create a space that is accessible to all.
- b) All projects must conform with the Ontario Building Code and building permits must be issued before work begins.

Implementation



Application Process

Pre-Consultation: Prior to applying under the South Glengarry CIP, an applicant will be required to schedule a pre-consultation meeting with Township staff in order to ensure that a project proposed by an applicant is able to meet all the necessary application and eligibility requirements

Submitting a Complete Application: After conducting a pre-consultation meeting, an applicant may then submit a complete application to the Township. Staff will review the application and ensure that there are no application components missing.

CIPAC Application Review: Once the complete application has been received by the Township it is circulated to members of the Community Improvement Plan Approvals Committee (CIPAC), as well as any other additional municipal staff or agencies as required, for review. The CIPAC will review the application during a scheduled CIPAC meeting and make a recommendation to Council whether the application should be refused based upon the criteria and provisions within the Community Improvement Plan.

Council Decision: Upon the application being reviewed and evaluated, the application then proceeds to Council to make a decision whether to approve or refuse the application. There is no appeal for an application for an incentive program for a Community Improvement Plan. If the application is approved, the applicant shall then enter into an agreement with the Township regarding the conditions of the terms, duration, and any other provisions of the incentive program. This agreement

may be registered on title of the subject property. The approval process for a CIP application may take up to three (3) months.

Completion of Work: If the application is approved and an agreement is entered into, the applicant may proceed with having the work completed as per the application that has been submitted. The applicant will have eighteen (18) months to complete the work for all programs (with the exception for window displays in vacant storefronts), as per the agreement. If the approved work is not completed within the eighteen (18) month time period, the agreement and application will be declared null and void, and there will be no monies provided. If an applicant is unable to complete the work before the time period expires, they may write a letter to the CIP Approvals Committee (CIPAC) requesting that the time period be extended. This extension is subject to Council's approval.

For window displays in vacant storefronts visible from the street, works must be completed within six (6) months of the date of the agreement, or a written request for an extension must be submitted to the CIP Approvals Committee (CIPAC).

Approved Funding: Once the work is completed, the applicant must prove that payment has been made and submit photographs of the completed work to Administration. If Administration is satisfied that the work has been completed as per the application and an inspection of the work has been completed by Township staff, the approved funds will be provided to the applicant. If the actual costs of the project are greater than what was provided in the quote for the application, the municipality is not obligated to increase the amount of funding in the grant that was originally approved by

Council. In the event that the costs of the project are lower than what was provided in the quote for the application, the Municipality may lower the amount of funding provided to 50% of the actual cost of the project.

Application Requirements and Eligibility

In order to be eligible for any of the programs offered within this CIP, applicants must submit an application that is deemed to be complete by Township staff. Which must include the following:

1. All proposed projects must result in visible improvements or rehabilitation over the existing conditions and must not be for life cycle replacement of structures or portions thereof;
2. A completed application form;
3. Supporting materials, including but not limited to:
 - A. Site plan, model and/or professional drawings of the proposed work;
 - B. A minimum of two cost estimates from licensed contractors of the work to be completed for the proposed improvements; the cost estimates must be exclusive of taxes.
 - C. Any planning, building, or work permits that are necessary for the work to be completed;
 - D. Applicable reports/studies, as deemed by the Township;
 - E. Photographs of the existing building and/or property (historical where appropriate);

- F. The property must have no open building permits, outstanding taxes, or work orders against the property, the application will be deemed to be ineligible and the applicant will be provided the opportunity to remedy the situation in order to become eligible.
- G. Any additional information required by Township staff and/or Council.

Community Improvement Plan Approvals Committee

A Community Improvement Plan Approvals Committee (CIPAC) will be formed and will be responsible for the review of applications under the criteria and provisions of the CIP and will provide a recommendation to Council whether the application shall be approved refused. The CIPAC shall consist of members of the public, members of Council, and any applicable Township advisory staff. The committee will meet regularly to evaluate CIP applications.

Funding and Municipal Budget

Each year, Council shall allocate funds in an annual budget for the CIP incentive programs. If the funds remain unused after the year has ended, any remaining funds shall be carried over to the following year. Once this budget has been approved and funds have been allocated for the CIP, applications will begin to be accepted for that year on a first come first serve basis.

In the event that the applicant is unable to complete the approved work within the set time period and the applicant has not requested that the time period be extended or it has not been approved, there will be no funding made available to

the applicant and the Municipality will not be liable for any costs due to the applicant's failure to obtain funding. the applicant and the Municipality will not be liable for any costs due to the applicant's failure to obtain funding.

Monitoring

Monitoring and Data Collection

In order to ensure that the Community Improvement Plan is meeting its intended objectives and goals, reviews of the CIP will be completed. This will determine if the CIP is effective and whether improvements to the CIP should be made. A component of this review will take place through the collection of data from CIP projects. This may include collecting data regarding:

- Number of successful and unsuccessful applications;
- Number of applications for each incentive program
- Total approved funds for each type of incentive program
- Total cost of project by type of application
- Estimated increase in property assessment value

Feedback will also be collected during the application process in order to determine if there are any potential changes that may be needed to improve the Community Improvement Plan and its process.

Program Amendments

Based upon feedback that is gathered, amendments to the CIP may take place at any time. Depending upon the changes that are proposed, a formal amendment may be required, such as:

- A change in the boundary and area of the Community Improvement Project Area
- Additions or changes to the financial incentive programs that are offered within the Community Improvement Plan
- A change in the funds to be offered for a financial incentive program as defined within the Community Improvement Plan
- Changes to the eligibility criteria for applicants applying to CIP programs

Definitions



Definitions

Agreement: Terms, duration, conditions and default provisions of the grant/loan program between the property owner and the Township of South Glengarry.

Applicant: The registered owner, assessed owner or 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 of loan.

Brownfield Site: Undeveloped or previously developed properties that may be contaminated. They are usually, but not exclusively, former industrial or commercial properties that may be underutilized, derelict or vacant (Provincial Policy Statement 2014).

Building Permits: Issued by the Township of South Glengarry who is responsible for enforcing Ontario's Building Code and are required for the construction, renovation, demolition and certain changes of use of buildings.

Community Improvement: The planning or replanning, design or redesign, resubdivision, clearance, development or redevelopment, construction, reconstruction and rehabilitation, improvement or 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 therefore, as may be appropriate or necessary.

Community Improvement Plan (CIP): A plan for the community improvement of a Community Improvement Project Area.

Community Improvement Project Area (CIPA): 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.

Community Improvement Plan Advisory Committee (CIPAC): A committee consisting of members of the public including members of Council plus applicable Township advisory staff which meets regularly to evaluate CIP applications and makes a recommendation to Council.

Eligible Costs: The cost as detailed under each financial incentive program of this CIP. These include all capital cost categories for which the owner is entitled to program assistance from the Township, as may be approved and may be provided for in the CIP and further specified in any agreement that may be required to execute funding. Eligible costs do not equate to the maximum levels of financial assistance under individual programs.

Encroachment: Any object or material, including a building, structure, sign, apparatus, equipment, facility, fence, hedge, earth or rock, which is wholly or partly upon municipal property

Final Completion (i.e. project completion): The conclusion of proposed building/construction/landscaping or public artwork in its entirety, as well as subsequent final payments on all aspects of the project for which proof of payment may be provided by the applicant to the Township of South Glengarry

LED (Light-emitting diode): A semi-conductor device that emits light when a voltage is applied across it. The colour of the light depends on the semiconductor material used.

Life Cycle Replacement: Means any work for the renewal of any assets that are necessary to ensure that the buildings are structurally sound and maintained.

- a. Replacing old windows would be life-cycle. Restyling, returning heritage features, or making them more attractive would not be considered a life-cycle replacement.
- b. Replacing shingles on a roof that are deteriorating would be life-cycle replacement. Changing a roofline or remodel would not be considered life cycle replacement.

MPAC: Municipal Property Assessment Corporation

Municipal Portion: Taxes arising from that element of the total tax rate, set annually, which supports expenditures by the Township of South Glengarry.

Municipal Property: Common and public property including a highway, roadway or portion of common and public property under the ownership, control or authority of the Township of South Glengarry and includes any street, lane, road allowance, bridge, trestle, viaduct or structure that forms part of property or lands inclusive and all area between the lateral boundaries of lands owned or under control or authority of the Township of South Glengarry and includes the space from the ground to the sky within the lateral boundary of any highway or property.

Owner (Property Owner): The registered owner of the lands and includes any successors, assignees, agents, partners and any affiliated corporation. Financial assistance through tax-based funding is provided to the registered owner of the property irrespective of any assignment of those funds to another party by the owner under separate agreement between the owner and a third party.

SDG: The Corporation of the United Counties of Stormont Dundas and Glengarry.

Tenant: A person who occupies land or property rented from an owner.

Township: The Corporation of the Township of South Glengarry



Schedules



Lancaster – CIP Area



South Lancaster – CIP Area



Williamstown – CIP Area

Phase 1



Martintown - CIP Area

Phase 1



Green Valley – CIP Area

Phase 1





Glen Walter – CIP Area

Phase 2



North Lancaster – CIP Area

Phase 2





Bainsville – CIP Area

Phase 2



Glen Norman – CIP Area

Phase 2

Section 2:

Stay, Discover Grow Regional Incentive

The United Counties of Stormont, Dundas and Glengarry



11.0 Section 2 – Regional Incentives Program



ENTER DATE HERE
South Glengarry, Rev. 1



Where Ontario Began

1 – INTRODUCTION AND CONTEXT

1.0 PURPOSE

This section of the Community Improvement Plan (CIP) is supported and funded by the United Counties of Stormont, Dundas and Glengarry (SDG). The County developed these regional incentives as part of a broad, progressive framework to support broad economic development goals. As an upper-tier municipality with six unique local municipalities, SDG coordinates regional funding through this Program to advance economic priorities where the need is the greatest and where there will be demonstrable County-wide benefits.

Regional economic initiatives focus on: projects linked to *agriculture-related uses*, adaptive re-use of commercial, industrial, and institutional buildings/structures, and the development of *roofed accommodations* across the County. The County offers customized financial programs within these areas based on Council's annual priorities.

1.1 AUTHORITY UNDER THE *PLANNING ACT*

The Ontario *Planning Act* (Section 28) permits local municipalities to adopt CIPs to encourage revitalization, redevelopment, and to advance local economic priorities. These programs help address community planning issues, breathe life into downtowns, and support key sectors within the region.

The *Planning Act* allows upper-tier municipalities to participate in local CIPs through Section 28 (7.2), as follows:

Grants or loans between upper and lower-tier municipalities

The Council of an upper-tier municipality may make grants or loans to the council of a lower-tier municipality and the council of a lower-tier municipality may make grants or loans to the council of the upper-tier municipality, for the purposes of carrying out a community improvement plan that has come into effect, on such terms as to security and otherwise as the council considers appropriate, but only if the official plan of the municipality making the grant or loan contains provisions relating to the making of such grants or loans.

In recent years several upper-tier municipalities in Ontario have used this policy to create funding opportunities that expand the scope of local CIP programs.

1.0.1 SDG Official Plan

The SDG Official Plan serves as the Official Plan for both the County and its local municipalities. The SDG Official Plan includes two key policies that support the County's participation in local CIP programs:

3.5.1.10 Community Improvement:

Local municipalities may undertake community improvement projects as authorized under Section 28 of the Planning Act (see Section 8.12.5). County Council may also make grants or loans to the council of a lower tier municipality for the purpose of carrying out a community improvement plan, on such terms as council considers appropriate.

8.12.5 Community Improvement

1. A Local municipality may, subject to the provisions of the Planning Act, carry out physical improvements within the community. The County may also make grants or loans to the Council of a local municipality for the purpose of carrying out a community improvement plan, on such terms as council considers appropriate. In establishing a Community Improvement Area, consideration shall be given to the following matters:

- a. The extent or deficiencies in public services, public service facilities or infrastructure;*
- b. Building stock, including municipal buildings, which do not meet a Local Municipality's Property Standards By-law;*
- c. The presence of vacant buildings/lands that could be developed, redeveloped or converted to another use;*
- d. The opportunity to expand the supply of housing;*
- e. The need to improve the streetscape or aesthetics of an area;*
- f. The presence of incompatible land uses; and*
- g. The presence of older industrial lands (e.g. brownfields) that exhibit deficiencies but provide opportunities for redevelopment.*

- 2. The intent of this Plan is to recognize the entire County as a Community Improvement Area eligible for the establishment of one or more Community Improvement Project Areas.*

A local Municipality may implement measures for community improvement including, but not limited to:

- a. The designation of Community Improvement Project Areas by By-law and the preparation of Community Improvement Plans for one or more project areas.*
- b. Scheduling community improvement projects in accordance with municipal budgets.*
- c. Enforcement of the Property Standards By-law.*

- d. Utilizing senior government funding programs and/or partnering or soliciting financial support or contributions in kind from the public or private sector.
- e. Supporting, through the development of land use and design criteria, proposals for conversion, infill, redevelopment or intensification of land or buildings.
- f. Pursuant to Section 28 (3) of the Planning Act, a Local municipality may acquire and clear land for the purposes of implementing a program of community improvement.
- g. Preparing appropriate policies and guidelines to direct streetscape improvements in residential, commercial and industrial areas.
- h. Providing and encouraging buffering techniques to reduce the impact of incompatible land uses using mechanisms such as site plan control and development permits.
- i. Considering the use of property tax or other financial incentives for the redevelopment of 'Brownfield', older industrial areas, commercial areas, or other areas considered suitable for redevelopment.
- j. Supporting Municipal Heritage Committee and heritage conservation initiatives as set out in the heritage policies of this Plan.
- k. Providing grants or loans to the registered **owners** or assessed **owners** of lands and buildings within a community improvement project area to pay for the whole or any part of the cost of rehabilitating such lands, or in undertaking other measures which conform to the community improvement plan.
- l. To reduce flooding in hazard or flood prone lands by encouraging the conservation authorities to develop and identify a two-zone concept for flood plain management in areas of historical development.

1.2 REGIONAL CONTEXT

The SDG Economic Development Strategy and Action Plan (2017) identified three high-level goals which anchor and qualify all strategic initiatives for the County over the next three to five years: Regional Promotion and Investment Attraction; Small Business and Entrepreneurship and Business Retention and Expansion; and, Investment Readiness. These goals provide an overarching vision for economic development planning.

Within this framework, the SDG Regional Incentives Program supports strategic economic development initiatives in the following areas:

- a. **Agriculture-related uses, agri-tourism**, and facility improvement projects;
- b. Regional trail expansion and development of new trail systems;
- c. Adaptive re-use of commercial, institutional, and industrial buildings; and,
- d. Development of permanent **roofed accommodations**.

Regional financial incentives are available in the following municipalities:

- 1) The Township of North Dundas;
- 2) The Municipality of South Dundas;
- 3) The Township of North Stormont;
- 4) The Township of South Stormont;
- 5) The Township of North Glengarry; and
- 6) The Township of South Glengarry.

The SDG Regional Incentives Program is incorporated as part of a local CIP and offers additional economic development tools in an expanded area. In some cases, different components of a project may be eligible for both local and County funding, subject to the general criteria of Section 2.2.

1.3 SDG REGIONAL ECONOMIC GOALS

- 1) Encourage redevelopment and private sector investment in existing building stock within the County to support employment, reduce the number of vacant buildings, and increase the assessment base;
- 2) Promote active recreation, tourism, and the continued development or enhancement of the trail network within the municipality, especially within the waterfront area;
- 3) Stimulate investment in the agricultural sector by funding diverse, on-farm expansions and *agri-tourism*; and,
- 4) Increase the amount of tourist accommodation available within the County and enhance and expand existing establishment.

1.4 SDG REGIONAL INCENTIVES PROGRAM AREA

The approved Program area includes all lands within the local municipality. These lands have been designated by Municipal By-law.

The financial incentives included in this plan may be available to registered *owners* or *tenants* (upon written landowner consent) of land or buildings within the Program area.

1.5 MUNICIPAL AND PUBLIC ENGAGEMENT

The County formed a Working Group in 2017 comprised of planning and economic development staff and Councilors from the County and local municipalities. The Working Group reviewed the potential for regional involvement in local CIPs. Two models for developing a regional program were proposed: one consistent template for all municipalities or unique local CIPs with a consistent regional section. The County decided to move forward with a standard regional section that could be incorporated into the existing, unique, local CIPs. The Working Group agreed to continue to meet, as needed, to collaborate on public



engagement and promotion.

The County also engaged the Ministry of Municipal Affairs and Housing (MMAH) at the outset of the process. The MMAH held a CIP training session for County and local municipal staff in December 2017 and offered advice and suggestions throughout the development process.

Beginning in February 2018, the County, in partnership with local municipalities, held six public consultations. Additionally, a survey to collect feedback and suggestions on the proposed regional incentives was made available online. Through these meetings with local business owners and residents, the County received valuable feedback including:

- Importance of local and regional trails and cycling networks;
- Providing funding to non-profit organizations;
- Encouraging collaboration between SDG Regional Tourism partners;
- Promoting areas across the County, not only downtown locations;
- Prioritizing projects which include accessibility initiatives; and
- Offering a variety of ways in which applicants can submit project proposals (i.e. online, live pitches, etc.).

2 FINANCIAL INCENTIVES

2.0 GENERAL

The County believes that 50% matching grant funding is a direct, predictable, and simple way to stimulate private sector investment, attract and retain businesses, and increase taxable assessment. These grants are available to eligible property **owners** and authorized **tenants**, including bona fide non-profit organizations, local municipalities, and quasi municipal organizations such as Conservation Authorities.

Where a property is eligible for local municipal funding through one of the incentive programs (e.g. **façade** improvement) the County will not fund the same incentive; however, the County may fund a different type of incentive on the same property (e.g. landscaping), as part of the overall project enhancement.

2.1 REGIONAL FINANCIAL INCENTIVE PROGRAMS

The following incentive programs may be offered during the term of this Program, subject to the availability of County resources:

- 1) **Façade**, Signage, and Property Improvement Grant;
- 2) Building Improvement/Restoration Grant;
- 3) Building Conversion/Expansion Grant;
- 4) Trails Improvement Grant;
- 5) Planning, Design, and Study Grant;
- 6) Application and Permit Fees Grant;

The regional incentives are a collaborative effort between the County and local municipalities. Applications will generally be received by the local municipality and reviewed and approved by the County. The County will host a Review Committee comprised of County staff, two members of County Council including the Warden, and two lay members. Funding for approved regional initiatives will flow directly to the local municipality and **not to the applicant**.

Detailed information about each program can be found in Section 2.3. Any number of the grants identified above may be put into effect during the term of this document, subject to the availability of funds and resources. Each year, the Review Committee will determine intake dates and amounts as well as make recommendations to County Council with respect to the financial incentives that will be offered for that year.

2.2 GENERAL ELIGIBILITY CRITERIA

All applicants must meet the following general eligibility requirements:

- 1) All **owners** and authorized **tenants** of lands (who are authorized in writing by the **owner**) and buildings within the local municipality are eligible to apply within the approved area designated by by-law.
- 2) The type of property or use subject to an application must be identified as eligible. Generally, this includes properties with full or partial commercial, agricultural, or outdoor/recreational use.
- 3) All proposed projects must demonstrate some level of improvement or rehabilitation over the existing conditions and not simply represent a **life-cycle replacement**.
- 4) All projects must contribute to achieving one or more SDG regional economic goals (as identified in Section 1.3), must conform to the County Official Plan, and must comply with the local Zoning By-law.
- 5) Incorporated non-profit groups (e.g. local fair boards, agricultural societies, community groups, etc.), local municipalities, and quasi-municipal organizations are eligible for regional improvement grants.



- 6) Applicants will be required to disclose **all** other funding sources to support the project, including government, private, or non-profit. The County will not fund the portion of a project already being funded by a local CIP; however, the County may fund a complementary aspect of the same project.
- 7) The Applicant will be required to enter into an Agreement with the County and the local municipality.
- 8) A property may be eligible for multiple regional incentives and may submit multiple applications during the term of this document; however, the total combined value of grants approved through the County in any given year shall not exceed \$50,000 per property.
- 9) Grants will not be applied retroactively to works started prior to approval of the application.
- 10) For programs involving the reimbursement of fees, said fees must be paid in full by the applicant prior to being reimbursed.
- 11) The property **owner** must have no outstanding building permit, property standards orders, property tax arrears, or any other outstanding Municipal/County accounts receivable on the subject property at the time of application.
- 12) All outstanding building permits, property standards orders, property tax arrears, or any other outstanding Municipal/County accounts receivable on the subject property must be completed and/or rectified before grant money will distributed to an applicant.
- 13) All works approved under this document shall comply with all relevant municipal policies and standards, including zoning, design guidelines (if any) and will be subject to planning and development approvals and building permits pursuant to the Ontario Building Code.
- 14) The grant approval will expire if work is not completed within twelve (12) months from the execution of the Agreement between the applicant, the County and the local municipality. Any request for an extension beyond twelve (12) months must be made in writing and is subject to the approval of the Review Committee. Extensions can be a maximum of six (6) months.
- 15) The County reserves the right to discontinue any of the programs at any time, but applicants with approved grants will still receive said grant, subject to meeting the general and Program specific requirements.
- 16) Funding will not be provided for any labour supplied by of the applicant, either personally or via a company or person associated with the applicant.
- 17) The applicant must submit at least (2) written estimates for all work. 50% of eligible costs will be based on the lowest estimates.

2.3.1 Façade, Signage, and Property Improvement Grant

Objective

To assist with improvements to a building's **façade** or signage, or to assist with other eligible improvements to private property (i.e., parking and landscaping).

Grant Amount and Details

Façade Improvement Project – may cover 50% of eligible costs to a maximum of \$10,000. Maximum value may increase to \$12,500 if outdoor art (i.e. murals) is a component of the project and/or if the building has more than one street address and/or storefront, more than one wall visible from a public street, or fronts onto a laneway or parking lot. Eligible costs may include:

- a. Enhancements or improvements to exterior building treatments such as brickwork, cladding, siding, cornices, eaves, parapets, windows, doors, lighting, and awnings;
- b. Exterior painting where a clear enhancement is made;
- c. Chemical or façade cleaning;
- d. Outdoor art (i.e. murals, etc.);
- e. Redesign of entrances including changes to improve accessibility; and/or,
- f. Other similar improvements or repairs required to enhance a building **façade**.

Signage Improvement Project – may cover 50% of eligible costs to a maximum of \$2,500. Maximum value may increase to \$5,000 if the building has more than one street address and/or storefront, more than one wall visible from a public street, or fronts onto a laneway or parking lot.

Property Improvement Project - may cover 50% of eligible costs to a maximum of \$10,000. Eligible costs may include:

- 1) Addition of landscaping features such as plants, sod, trees, and vegetation;
- 2) Addition of permanent landscaping elements such as fencing, benches, planters, and lighting;
- 3) Addition of new parking/upgrades to existing parking areas for cars, motorcycles, and bicycles;
- 4) Improvements to rear building entrances and rear parking areas;
- 5) Addition of walkways; and
- 6) Such other similar improvements and repairs that may be necessary to improve a property

2.3.2 Building Improvement/Restoration Grant

Objective

To assist with the improvement of existing buildings to improve aesthetics, bring buildings up to current Building or Fire Code standards, and/or improve accessibility.

Grant Amount and Details

Building Improvement/Restoration Project - may cover 50% of the eligible cost to a maximum of \$10,000. The following projects may be eligible if not deemed to be a **life-cycle replacement**:

- 1) Structural repairs to walls, ceilings, floors, and foundations;
- 2) Interior restoration and design;
- 3) Repair/replacement/installation of building infrastructure, such as roofing, windows, and doors;
- 4) Repair/replacement/installation of plumbing, electrical, HVAC, and fire protection systems;
- 5) Weatherproofing;
- 6) Accessibility improvements;
- 7) Any other improvements that may bring a building up to code, or address health, safety, or risk management issues;
and
- 8) The services of a professional engineer, architect or planner to design and implement the project.

2.3.3 Building Conversion/Expansion Grant

Objective

To assist with large-scale conversion or expansion of existing vacant space into new commercial, mixed-use and other eligible uses. This grant is reserved for large, regionally significant projects resulting in the conversion of not less than 5,000 ft².

Grant Amount and Details

This grant may be provided on approved applications for 50% of the eligible cost to a maximum of \$50,000. The following projects may be eligible:

- 1) Conversion of non-commercial or vacant space into new commercial, mixed-use, secondary uses, and **agriculture-related uses**, and other eligible uses;
- 2) Conversion of upper storey space (whether vacant, office, commercial or other non- residential use) into new residential units;
- 3) Conversion of a building or a unit in a building into a hotel, inn or bed and breakfast;
- 4) Expansion of existing eligible uses to increase the gross floor area;

- 5) Environmental studies which are related to the conversion; and
- 6) The services of a professional engineer, architect or planner to design and implement the project.

2.3.4 Trails Improvement Grant

Objective

To promote the development, preservation, management, and expansion of trails, especially those that connect to regional trail networks. Funding will be prioritized for projects that are regional in scope, promote or enhance well-established trails, include considerations for accessibility, and/or connect built-up areas.

Grant Amount and Details

This grant may be approved for 50% of the eligible cost of the improvements to a maximum of \$10,000. The following costs may be eligible:

- 1) Capital expenses including:
 - a. Renovation or construction of permanent spaces, parks or grounds, and/or ancillary facilities related to trails;
 - b. Furniture, fixtures or other non-portable equipment;
- 2) Acquiring land essential for the connection or extension of an existing trail; and
- 3) Creating new trails

2.3.5 Feasibility, Design, and Study Grant

Objective

To assist with the completion of a range of studies and plans that investigate or support a new business or development project on individual properties.

Grant Amount and Details

This grant may be provided on approved applications for 50% of the eligible cost to a maximum of \$2,000. The following types of plans or studies may be eligible:

- 1) Concept plans;
- 2) Site plan drawings;
- 3) Feasibility studies;
- 4) Environmental studies;
- 5) Structural analyses;
- 6) Evaluation of existing and proposed mechanical, electrical and other building systems;

- 7) Traffic Impact Assessments;
- 8) Market analyses;
- 9) Business plans; and
- 10) Any other study or plan as approved.

The plan or study must provide new information about the feasibility and cost of an eligible use or provide details in support of a new business or development.

2.3.6 Planning Application and Building Permit Fee Grant

Objective

To grant a portion of the fees required for planning applications or building permits in relation to an improvement project.

Grant Amount and Details

This grant may cover 50% of the municipal and/or County portion of the eligible cost to a maximum of \$2,500 including:

- 1) Municipal and County planning application fees, including minor variances, site plans, zoning by-law amendments or Official Plan amendments; and/or
- 2) Municipal building permit fees or change of use permits.

3. MONITORING, TERM, AND AMENDMENTS

A variety of materials have been developed to assist in the implementation of the Regional Incentives Program, including marketing and promotional aids, information and guidelines for applicants, etc. While these documents are an integral part of the Program, they are not included here, do not form part of this document, and may from time to time be amended by the County without the need for an amendment to this document.

The SDG Regional Incentives Program follows the term and review cycle detailed in the local CIP. Based on the results of monitoring and evaluation efforts, adjustments may be made from time to time. Technical amendments will be permitted at the discretion of the local municipality. Any change to the SDG Regional Incentive Program area or to the value or type of financial programs will require consultation and approval by the County and will require an amendment to the local CIP in accordance with Section 28 of the *Planning Act*.

3. DEFINITIONS

Agriculture-related uses are farm related commercial and farm-related industrial uses that are directly related to farm operations in the area, support agriculture, benefit from being in close proximity to farm operations, and provide direct products and/or services to farm operations as a primary activity, in accordance with the Provincial Policy Statement (2014).

Agri-tourism includes those farm-related tourism uses, including limited accommodations such as a bed and breakfast, that promote the enjoyment, education or activities related to the farm operation, as per the Provincial Policy Statement (2014).

Façade refers to the front of a building and/or other exterior walls that are exposed to high-density areas. Refers to the overall or multiple design element(s) of a building, not a single aspect.

Life-cycle replacement refers to a noticeable improvement or change to a building or property. For example:

- c. Replacing old windows would be life-cycle. Restyling, returning heritage features, or making them more attractive would not be considered a life-cycle replacement.
- d. Replacing shingles on a roof that are deteriorating would be life-cycle. Changing a roofline or covering an extension or remodel would not be considered life cycle replacement.

Roofed Accommodations are defined as year-round, permanent fixed roof accommodations within or as an extension to existing buildings and including hotels/motels/Bed and Breakfast establishments. This excludes camp grounds, cottage rentals or trailer parks.

Owner refers to the registered owner of the lands and includes any successors, assignees, agents, partners and any affiliated corporations.

Tenants refers to a person(s) who occupies or possesses a property, which has been rented to a person by a landlord.

Schedule: SDG Regional Incentive South Glengarry Area

