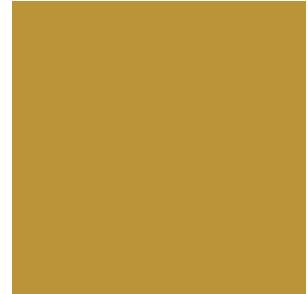
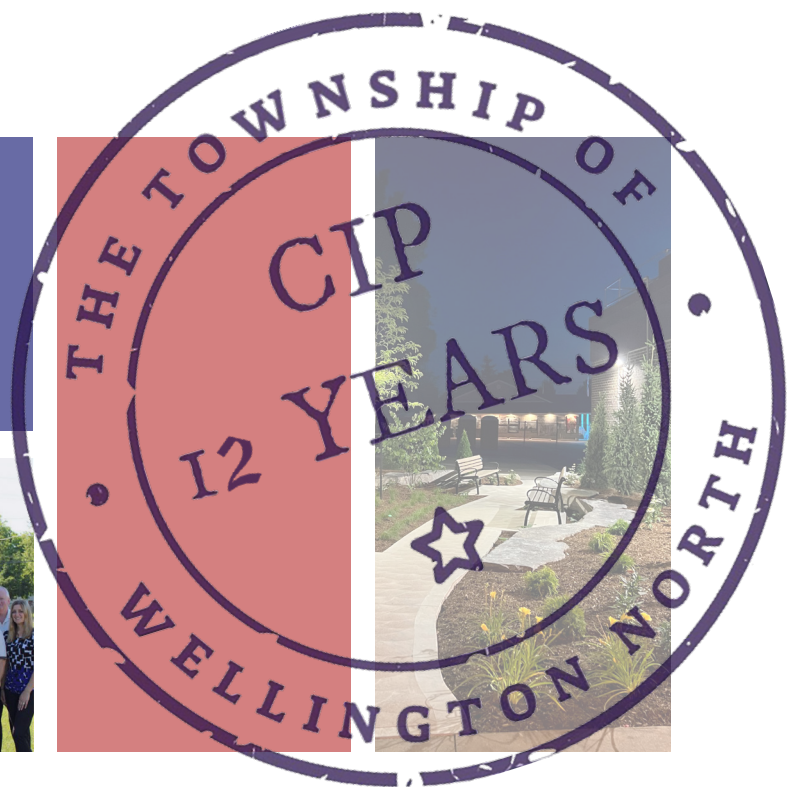




WELLINGTON NORTH



Community Improvement Plan Update 2023



Final - 2023

pl.ural

**Participants in the
Township of Wellington North
Community Improvement Plan Update
2023**

Township of Wellington North Economic Development

Dale Small (Economic Development Officer)

Wellington North Community Members

Wellington North Cultural Roundtable

pl.ural

Sean Kelly, Stasia Stempski, Jiaqi Yi



TABLE OF CONTENTS

1.0	Introduction	1
1.1	Introduction & Successes	2
1.2	Purpose Of The Community Improvement Plan Update 2023.....	2
1.3	Goals.....	5
1.4	Objectives.....	5
1.5	Legislative Authority	6
2.0	Background Information	09
2.1	Background of the Community Improvement Plan Update	10
2.2	Opportunities	10
2.3	Community Improvement Project Areas (CIPA)	13
3.0	Community Improvement Plan Update 2023.....	17
3.1	Financial Incentive Programs.....	18
3.1.1	Facade Improvement Loan & Grant Program.....	19
3.1.2	Tax Increment Equivalent for Rehabilitation and Redevelopment (TIERR) Grant Program.....	22
3.1.3	Public Art Grant.....	26
3.1.4	Building Conversion and Improvement Grant.....	27
3.1.5	Green Energy Grant.....	29
3.2	Community Improvement Plan Budget	31
3.2.1	Funding Sources.....	31
3.3	Implementation	32
3.3.1	Authority	32
3.3.2	Delegation	32
3.3.3	Administration	32
3.3.4	Financial Incentive Programs Application Form	34
4.0	Interpretation	39
4.1	Community Improvement Plan Foundation	40
4.2	Community Improvement Plan Amendments	40
4.3	Community Improvement Plan Title	40
4.4	Definitions	40
5.0	INVEST WELL: County Participation in Financial Incentives.....	43
5.1	About the Invest Well Programme	44
5.2	Goals	44
5.3	Criteria for Investment	44
5.4	County Funding/Incentive Programs.....	46
5.4.1	Invest Ready Incentive Package	46
5.4.2	Invest More Grant Program	48
5.4.3	Application and Approvals Process	48

5.5	Invest Well Application Process Flow Chart	51
6.0	Community Futures Invest Well Loan.....	53
6.1	Introduction	54
6.2	The Process - SEDC	54
6.3	The Process - WWCF	55



INTRODUCTION

The Community Improvement Plan provides a framework to encourage the rehabilitation of commercial, industrial and institutional buildings and their facades, improvement of commercial signage, and redevelopment of vacant and under utilized properties and buildings. This update builds on the initial Wellington North CIP (2011), and subsequent updates (2017, 2019) where expanded CIPAs were introduced as well as the inclusion of County programs. The 2023 update celebrates the 12th anniversary of the Wellington North CIP and introduces additional incentive programs for the township.

1.1 INTRODUCTION & SUCCESSES

The Township of Wellington North wishes to amend its 2019 Community Improvement Plan which was updated to include the Wellington County Invest Well program. The 2023 update celebrates the 12th anniversary of the Wellington North CIP and introduces additional incentive programs for the Township. Changes to this CIP have been supported by the Township's Economic Development Office, as well as stakeholder engagement sessions and recommendations from its strategic planning process. They have also been encouraged by the Township in regard to expanding the geographic scope of existing CIP by-laws to support potential disbursement of financial incentives outside settlement areas to the broader Township's boundary.

Over the last 12 years, the Township has implemented a robust CIP program for its communities and has actively collected business-related research and indicators of success. Since 2012, over 150 applications have been received by the Township towards access to its CIP financial support programs. The total dollar value of the overall improvements to date is conservatively estimated to exceed \$3.2 millions. Of this amount:

- \$442,100 has been provided through grants or loans from the CIP;
- Township support has leveraged over \$2.7m for Wellington North business owners and tenants.

The table on the following page, Figure 1.1, describes the support by year for Wellington North's CIP and speaks positively to the success and popularity of the program.

1.2 PURPOSE OF COMMUNITY IMPROVEMENT PLAN UPDATE 2023

An update to the ***Community Improvement Plan (CIP)*** continues the periodic enhancements to the framework for the Township's support and implementation of programs to encourage the maintenance and rehabilitation of commercial, institutional and industrial buildings and spaces, in the Community Improvement Project Areas of the Township. The CIP enhances the role of the Wellington North community as a commercial, administrative and cultural centre. The CIP continues to provide a framework to encourage and support the redevelopment of vacant, underutilized and/or inaccessible properties and buildings. Consistent with the initial CIP for the Township, the Community Improvement Plan process described below takes into account legislative requirements prescribed under sections 17 and 28 of the Planning Act.

Specifically, the purpose of the CIP update is to:

- a) Define an appropriate community improvement project area;
- b) Develop financial incentives to promote private sector investment and redevelopment;
- c) Plan physical improvements within the project area that are designed to lead and stimulate private sector investment and redevelopment.

Figure 1.1 Township CIP Support by Year

YEAR	NUMBER OF APPLICANTS	MUNICIPAL APPROVAL	AMOUNT ADVANCED	APPLICANT CONTRIBUTION	TOTAL \$ VALUE OF IMPROVEMENTS
2012 Totals	4 applicants	\$9,715	\$7,500	\$39,722	\$49,437
2013 Totals	4 applicants	\$11,400	\$10,778	\$18,910	\$30,310
2014 Totals	9 applicants	\$26,195	\$25,247	\$62,098	\$88,293
2015 Totals	7 applicants	\$26,050	\$26,050	\$57,960	\$84,010
2016 Totals	9 applicants	\$20,299	\$18,358	\$61,538	\$81,837
2017 Totals	12 applicants	\$52,757	\$50,257	\$197,305	\$250,062
2018 Totals	11 applicants	\$43,879	\$35,880	\$191,645	\$237,891
2019 Totals	29 applicants	\$88,137	\$65,189	\$534,597	\$622,734
2020 Totals	36 applicants	\$79,132	\$79,132	\$604,769	\$683,901
2021 Totals	17 applicants	\$60,798	\$50,798	\$889,795	\$950,593
2022 Totals	12 applicants	\$21,411	\$17,500	\$61,756	\$83,167
Totals	150 applicants	\$442,100 (13.8%)		\$2,720,095 (86.2%)	\$3,162,195

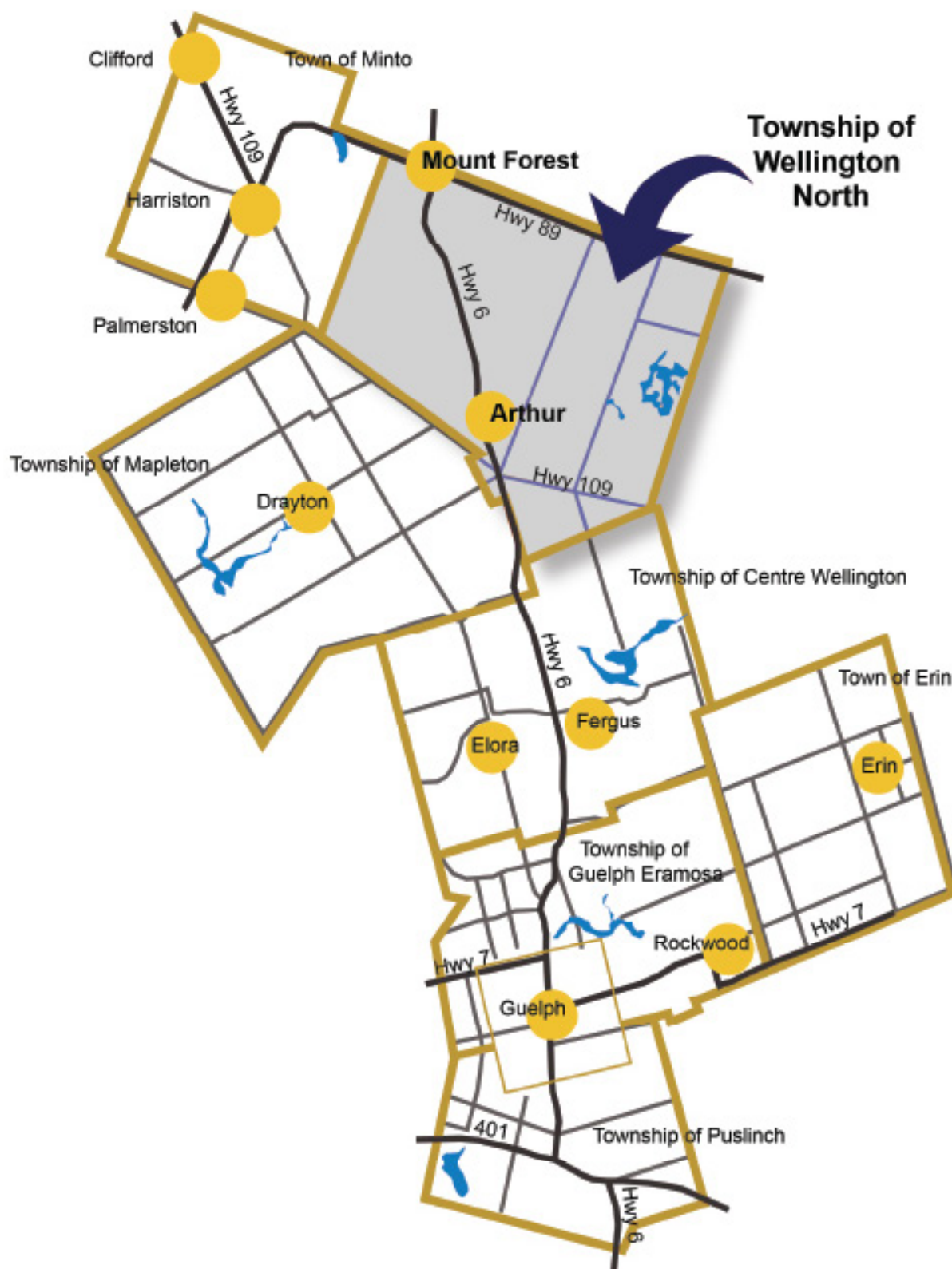
In addition, the CIP update continues to build on the synthesis of several other reports and initiatives, many captured in the original CIP, including:

- Wellington North Community Growth Plan (2018 & updated in 2022)
- Wellington North's Corporate Strategic Plan (2019-2022 & updated 2023-2026)
- Wellington County's Official Plan (2022)
- Wellington County Business Retention and Expansion (2020-2021)
- Waterloo Wellington Dufferin Local Labour Market Plan Update (2021-2022)
- Wellington County Economic Development Strategic Plan (2023-2026)
- Wellington North Community Improvement Plan Update (2019)

The CIP contained within this document has been prepared in accordance with the provisions of the Planning Act and the Municipal Act, 2001 (see section 1.5 Legislative Authority).

The CIP has also been prepared in accordance with, and is consistent with, policies under the 2005 Provincial Policy Statement (PPS) and the 2006 Places to Grow Plan for the Greater Golden Horseshoe (Growth Plan). This CIP recognizes the opportunities for intensification and redevelopment. Notably Section 1.1.3.1 of the PPS indicates that Settlement areas shall be the focus of growth and their vitality and generation shall be promoted. Wellington North's CIP process included a number of measures to enable public input into its preparation.

Figure 1.1 Municipalities in Wellington County





The initial CIP process included statutory public meetings in Mount Forest and Arthur, held in accordance with Section 17 of the Planning Act. R.S.O. 1990.

1.3 GOALS

The Community Improvement goals continue:

- To provide incentives for businesses to enhance their buildings presentation and function to the public;
- To stimulate pride in our urban downtowns, Wellington North hamlets and the agri-based enterprises found in Wellington North's rural areas;
- To contribute to the overall enhancement of our communities as a place for family friendly business;
- To encourage the revitalization of vacant, underutilized and/or inaccessible properties and buildings;
- To encourage incorporating sustainable improvements that reduce the impact of our built environment to the natural environment;
- To provide a commitment to the applicants with a program timeframe of up to 2028.

1.4 OBJECTIVES

The Community Improvement objectives continue as follows:

- To provide for rehabilitation or improvement of commercial, institutional and industrial façades, through the use of municipally assisted programs and funding sources;
- To provide an incentive for private investment through the use of municipally assisted programs, (eg. tax incentives, grants, loans) and funding sources;
- To improve the physical, functional and aesthetic amenities of buildings in downtown

Mount Forest, Arthur, hamlets and agricultural areas while stimulating private investment, revitalization, and sustainability.

1.5 LEGISLATIVE AUTHORITY

I. Ontario Planning Act

Section 28 of Ontario's Planning Act allows municipalities to prepare CIPs to establish a framework for supporting and implementing programs to encourage development and redevelopment, in accordance with Official Plan policies. Whether the reasons are physical, social, economic, or environmental, a community improvement approach is a flexible, comprehensive, co-ordinated and strategic framework for dealing with lands and buildings.

The CIP permits the Township of Wellington North to:

- i) acquire, hold, clear, grade or otherwise prepare land for community improvement (Section 28(3) of the *Planning Act*);
- ii) construct, repair, rehabilitate or improve buildings on land acquired or held by it in conformity with the community improvement plan (Section 28(6));
- iii) sell, lease, or otherwise dispose of any land and buildings acquired or held by it in conformity with the community improvement plan (Section 28(6)); and
- iv) make grants or loans, in conformity with the community improvement plan, to registered owners, assessed owners and tenants of land and buildings within the community improvement project area, and to any person to whom such an owner or tenant has assigned the right to receive a grant or loan, to pay for the whole or any part of the eligible costs of the community improvement plan (Section 28(7)).

Section 28(7.1) of the *Planning Act* specifies that the eligible costs of a community improvement plan for the purposes of Subsection 28(7) may include costs related to environmental site assessment, environmental 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.

Section 28(7.3) of the *Planning Act* specifies that the total of all grants and loans made in respect of particular lands and buildings under Section 28(7) and (7.2) of the *Planning Act* and tax assistance provided under Section 365.1 of the *Municipal Act, 2001* in respect of the land and buildings shall not exceed the eligible cost of the community improvement plan with respect to those lands and buildings. The incentive programs contained in Section 4.0 of this Plan contain safeguards to ensure that this legislative requirement is met.



II. Section 365.1 – Municipal Act, 2001

Section 365.1(2) and (3) of the *Municipal Act*, 2001 allows municipalities to pass a by-law providing tax assistance to an eligible property in the form of a deferral or cancellation of part or all of the taxes levied on that property for municipal and education purposes during the rehabilitation period and the development period of the property, both as defined in Section 365.1 (1) of the *Municipal Act*, 2001. Section 365.1 of the *Municipal Act*, 2001 operates within the framework of Section 28 of the Planning Act. A municipality with an approved community improvement plan in place that contains provisions specifying tax assistance will be permitted to provide said tax assistance for municipal purposes.

III. Wellington County Official Plan (2022)

The Official Plan contains policies relating to community improvement areas and the Council of the Township may designate the whole or any part of an area as a community improvement project area, based upon recommendations from the Economic Development Officer. When a By-Law has been passed, the Council may provide for the preparation of a plan suitable for adoption as a community improvement plan for the community improvement project area. Once the updated community improvement plan is in effect, for the purpose of carrying out a community improvement plan, the Township of Wellington North may make grants, loans to registered owners and tenants of lands and buildings within the community improvement project areas, and to any person to whom such an owner or tenant has assigned the right to receive a grant or loan, to pay for the whole or any part of the cost of rehabilitating such lands and buildings in conformity with the community improvement plan.



BACKGROUND INFORMATION

The Township of Wellington North CIP has been established since 2011 and has been updated in 2014, 2017, and 2019. The CIP is a useful tool for community revitalization. Over a decade of success later, the Township of Wellington North has expressed a desire for new opportunities for its Community Improvement Plan.

2.1 BACKGROUND OF THE COMMUNITY IMPROVEMENT PLAN UPDATE

Over the years, the Township has been actively supporting revitalization efforts in commercial and industrial centres, main streets, hamlets and rural areas. As CIPs mature as a tool for incentivizing the promotion and upkeep of business and commercial communities, there is a trend to afford and promote programs to all areas of municipal jurisdictions, beyond those merely reserved for “downtown” environments. This perspective provides opportunities to provide incentives for businesses to enhance their buildings’ presentation and function to the public, contribute to the overall vitality of communities within Wellington North, and to support and “showcase” the many great features found within Wellington North including tourism destination infrastructure. Incentives will be offered to encourage the revitalization of vacant, underutilized and/or inaccessible properties and buildings and in some instances bring them up to a higher environmental standard, and stimulate pride in the Township’s downtown areas and rural hamlets, as well as agri-based enterprises and industries.

2.2 OPPORTUNITIES

2.2.1 Wellington North’s Corporate Strategic Plan (2019-2022, Currently Being Updated in 2023)

Wellington North’s Corporate Strategic Plan (2019-2022) articulates community expectations and presents the desired future vision of Wellington North in which the Town continues to drive the community towards prosperity, sustainable development and competitive positioning. Key strategic priorities related to the CIP were established in the development of the Strategic Plan. They include:

- a) Modernize Municipal infrastructure through:
 - the development of a Community Energy Plan that delivers a roadmap to leverage opportunities to conserve energy, reduce carbon footprint and direct our community to a sustainable supply of energy;
 - to champion the expansion of affordable high-speed broadband to rural and remote areas for residents to effectively experience various economic, educational and social advantages.
- b) Be an advocate for residents on the following topics:
 - diversity in housing options, which includes partnerships for attainable housing/transitional housing;
- c) Increased collaboration and partnerships with other organizations and municipalities to share resources, cost sharing and potential cost recovery fees wherever possible.

2.2.2 Wellington North Community Growth Plan (2018)

This Plan is intended to provide direction for policy development and decision-making regarding land development and growth-related investments and initiatives, to contribute



to planning for positive growth and change in Wellington North, by assisting the Township to:

- a) Initiate community preparedness and readiness for investment and development;
- b) Align land uses, infrastructure, transportation and community services;
- c) Facilitate consultation and consensus-building on the future vision of the Township;
- d) Provide an inventory and status of available lands and infrastructure capacities; and,
- e) Support County planning initiatives with local information and direction to assist in meeting Provincial conformity requirements under the Planning Act, and the direction provided in the Growth Plan for the Greater Golden Horseshoe.

While the Plan is comprehensive in nature, its purpose is to outline recommendations for the direction and management of potential future urban growth, which will occur primarily in the urban areas of Arthur and Mount Forest. The recommendations related the CIP include:

- To direct and focus development to the urban areas of Arthur and Mount Forest as the primary centres and complete communities with a mix of land uses, housing, jobs and services.
- To protect prime agricultural land and rural resources for farming and rural economic development.
- To plan for and promote orderly, compact development within the urban areas, based on phasing to align with planning for infrastructure, transportation, facilities and services.

- To prioritize appropriate, context-sensitive intensification within the urban areas and optimize the efficient use of existing infrastructure and services.
- To promote inclusive development through integrated land use, infrastructure and transportation planning and community design.
- To fund and recover growth-related capital costs for infrastructure, transportation, facilities and services via Development Charges.
- To incentivize and reduce costs for priority development, including: downtown revitalization, special needs housing, on-farm businesses, education/training facilities, and local transit services.
- To plan for and invest in infrastructure, facilities and services that are cost-effective, environmentally responsible, resilient to climate change and sustainable over the long term.

2.2.3 Business Retention and Expansion

Business Retention and Expansion (BR+E) is a community-based economic development programme that focuses on supporting existing businesses. It helps communities understand the local business needs and respond - so that businesses stay, grow and become more competitive in the community.

In Wellington North BR+E has been a priority of the Economic Development Office for many years. The first formal initiative dates back to 2005 when a review was completed of the manufacturing sector. Since then, BR+E has continued to be a major area of focus with some of the more formal programs identified below:

- 2010-2011 Manufacturing and Construction sector BR+E review
- 2011-2012 Retail, Main Street and Home-Based sectors
- 2014-2015 Countywide BR+E Review of the Manufacturing, Health Care, Creative and Agriculture Sectors
- 2017-2018 Retail & Downtown Sectors
- 2018-2019 Mayors Roundtable - Manufacturing Sector (six large employers)
- 2020-2021 Countywide BR+E Business Recovery Survey

2.2.4 General Research: Rural CIP Programs

A comparison of CIPs in other rural municipalities demonstrates similarities with general rural municipal goals and to Wellington North's own CIP's successes. Rural communities are commonly challenged by stagnant downtowns and the loss of local services. Local initiatives to improve the community tend to be narrowly directed at main street revitalization. Thus a trend in rural municipalities and smaller communities is to use incentive tools that are aimed at promoting the local retail economy. For instance, façade improvement grants are a commonly used financial incentive program, as are signage and building improvement programs. These tools are commonly used because of their effectiveness in small communities. In rural municipalities, it is rare to see more than one CIP tool successfully implemented. Even within the prime goal of promoting the local retail economy more work needs to be done by municipalities to attract applicants to

the full array of incentive programs in any one CIP. Experience shows that many CIPs in rural Ontario have identified a significant challenge with implementing a CIP. This may be because the MMAH CIP Handbook actually lacks detailed information on implementing a CIP. Similar to Wellington North, many rural municipalities rely on an economic development manager or officer to champion the financial incentive programs and manage the application, approval and administration processes. In the larger urban context, where we can presume a larger operating budget and a greater degree of available resources, multiple CIPs can be implemented in a single municipality. These CIPs can complement each other by targeting different objectives. For instance, the Downtown and Community Renewal (DCR) CIP in the City of Hamilton focuses on redevelopment of downtown commercial districts and surrounding mixed use neighbourhood while the Environmental Remediation and Site Enhancement (ERASE) CIP is designed to encourage brownfield redevelopment. Again in larger centres, CIPs have traditionally been driven.

2.3 COMMUNITY IMPROVEMENT PROJECT AREAS (CIPA)

According to Section 28(1) of the Planning Act, a “community improvement project area” or ‘CIPA’ is defined 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”.

Project areas range from specific properties, to streets, neighbourhoods, entire communities, and/ or the full township, while program coverage can span a wide spectrum of township goals and objectives. Of particular interest, this CIP update now includes all geographic extents of the Township (Figure 2.1). The Township shall designate the expanded CIP project area by By-law. The programs authorized in this CIP may be carried out within the CIP project area.

Figure 2.1 Township of Wellington North CIPA



[This page is intentionally left blank]

3 COMMUNITY IMPROVEMENT PLAN UPDATE

In response to the influences of commercial development and the potential for community connections along the main street corridors, in its hamlets and for commercial activities found in its rural areas, the Township of Wellington North has embarked upon updating its CIP to revitalize and re-shape the Township's commercial enterprise supporting economic, social and healthy community initiatives.

3.1 FINANCIAL INCENTIVE PROGRAMS

The following five (5) incentive programs encourage investment into privately owned lands and buildings. They are focused towards the Township's capacities and typical to many communities similar to Wellington North. These include:

1. Facade Improvement Loan and Grant Program
2. Tax Increment Equivalent for Rehabilitation & Redevelopment (TIERR) Grant Program
3. Public Art Grant
4. Building Conversion and Improvement Grant
5. Green Energy Grant

As part of its annual budget council will determine the maximum allocation to be made available to these programs under this Community Improvement Plan for the current year.

Review & Recommendation Responsibilities

For each program the **Economic Development Officer (EDO)**, is responsible for reviewing the communities' applications with the **Community Improvement Plan Review Panel (CIPRP)** and for forwarding its recommendations to the Township of Wellington North's Council. The EDO is also charged with reviewing the parameters and overall results of the program and to make an annual report to Council. Applicants will be afforded an opportunity to appeal recommendations and decisions made by Council.

Promotion

The Township may promote each and every program and reserves the right to use approved and funded projects as examples in promotional programming. The Township may promote an approved project by using photographs and descriptions of the project in promotional materials.

General Rules

The provision of any loan and/or grant as described in Section 4.0 shall be administered on a first come, first served basis to the limit of the available funding. Amendment or discontinuation of the Plan's programs must be done in accordance with the *Planning Act* and may require pre-consultation of the Minister of Municipal Affairs. Amendments requiring such actions include:

1. Change or expand the geographic area to which financial or land programs outlines in a CIP apply;
2. Change the eligibility criteria;
3. Add new municipal assistance program(s) involving grants, loans, tax assistance or land; and/or,
4. Increase financial incentive being offered within a municipal CIP program, regardless of its significance.



The Township may discontinue programs if goals are not being met without an amendment to the CIP.

It is the sum of all grants and/or loans and tax assistance that may not exceed the cost of rehabilitating the lands and buildings, per subsection 28(7.1) of the Planning Act.

3.1.1 Facade Improvement Loan and Grant Program

The Façade Improvement Loan and Grant Program is intended to encourage façade improvements in the **Community Improvement Areas** as shown in **Figures 2.1** through the provision of financial assistance to eligible owners. This has been a very successful program for the Township.

3.1.1.1 What Can Be Done

- a. Repainting or cleaning of the façade and those parts of the building visible from adjacent streets or public areas;
- b. Restoration of façade masonry, brickwork or wood and metal cladding;
- c. Replacement or repair of cornices, eaves, parapets and other architectural features;
- d. Replacement or repair of windows;
- e. Entrance-way modifications including provisions to improve accessibility for the physically challenged;
- f. Redesign of the store front;
- g. Removal of inappropriate signage and installation of appropriate new or refurbished signage;
- h. Restoration of original façade appearance;
- i. Replacement or repair of canopies and awnings;

- j. Installation or repair of exterior lighting;
- k. Perpendicular signage; and,
- l. Such other similar improvements to the building exterior as may be approved by the CIPRP, EDO and Township's Chief Building Official (as needed).

Note: all applications fees associated with any of the programs contained in the CIP should be considered under the Application Fees and Development Charge Grant program. Application fees shall be paid by the applicant at time of submission, and will be reimbursed by the Township as part of the program. Fees will only be reimbursed once the project has been approved and work has been completed to the satisfaction of the Township in accordance with this plan.

3.1.1.2 Who is Eligible

- Registered owners, assessed owners and tenants of lands and buildings, and any person to whom such an owner or tenant has assigned the rights for the subject property;
- Township staff will review property tax records. Property owners who are in arrears of property taxes, local improvement charges or any other municipal accounts receivable on the subject property are not eligible to receive the loan and grant;
- Applicants are permitted to apply for both the Loan and Grant Programs simultaneously;
- Outstanding work orders (building, fire, zoning, etc.) must be satisfied prior to funding approval;
- Only commercial, industrial or institutional properties are eligible for Façade Improvement Loan and Grant funding;
- Township contributions will be issued only after the project is completed and approved;
- Proposed works must comply with all applicable By-Laws, codes and guidelines.

3.1.1.3 General Terms of the Program

The applicant may choose to apply for either the Grant or Loan Program, or both simultaneously.

- To qualify for an interest free loan the total costs of the improvements must exceed \$7,500 in which case the applicant is eligible for interest free loan of \$2,500. The interest free loan is repayable, non-interest bearing loan with a maximum amortization of five (5) years commencing immediately upon issuance of completion notice of the approved project.
- The loan will be secured through a lien placed against the title of the property.
- Loan payments will be deferred for 6 months after the advancement of the funds. Full payment may be made at any time with no penalty. The loan is also transferable to successors in title provided the new owner meets the eligibility criteria and agrees to the terms and conditions of the loan.

- Demolition permits may not be issued for the building unless the loan has been paid in full.
- Program grants of up to \$2,500 are available. The Township will cover 50% of eligible costs up to a maximum grant of \$2,500.
- Perpendicular signage grants of up to \$1,500 are available. The Township will cover 75% of eligible costs up to a maximum grant of \$1,500.
- Before a Township cheque is issued for either the grant or loan, the applicant must submit proof of payment for approved eligible completed work.

Any work completed and/or initiated prior to the approval of the CIP by the Township is not eligible. Costs in excess of the maximum grant and loan shall be the responsibility of the applicant. Successful applicants will enter into an agreement with the Township which will outline the specific terms of the loan/grant program.

3.1.1.4 Applying is Easy

For Applicants - What To Do

- Complete a program application form and submit to the Economic Development Officer;
- Provide a minimum of two quotes with each application and a recommendation will be made to the Economic Development Officer within sixty (60) days;
- The applicant is responsible for obtaining all building permits and any other required permits for the work to be done (this may require drawings to be prepared by appropriate architectural/engineering professionals);
- The applicant is responsible for conformance with all applicable health and safety standards;
- The applicant also agrees to maintain the improvement;
- The purchase of local products and services is encouraged where possible, local businesses should be given first opportunity to supply goods and services for this program.

Township Support

- The Economic Development Officer, with assistance from the Chief Building Official and support staff, as well as recommendation from the Community Improvement Plan Review Panel (CIPRP) shall manage the process;
- Prior to approving a facade loan and/or grant, Township staff may need to inspect the building to review the condition of the facade and the proposed improvement;

Once Approved

- As the availability of loan and grant amount for each year may be limited – loans and grants will be awarded on a first-come, first-served basis;

- If approved, a Financial Assistance Agreement will be drafted between the successful applicant and Township;
- When the work is completed, a statement with supporting invoices shall be submitted to the Township upon which the work will be inspected by the Township and if approved, a “completion notice” will be issued upon which the financial assistance will be initiated;
- Funding approval will lapse if completion is not issued within eight months of the date of execution of the Financial Assistance Agreement. The Economic Development Officer may grant an extension of up to four (4) months following receipt of a written response by the owner setting out the reasons for the extension and providing a new date of completion.

3.1.2 Tax Increment Equivalent for Rehabilitation and Redevelopment (TIERR) Grant Program

This program is meant to stimulate and promote the rehabilitation of existing buildings and the redevelopment of vacant or under-developed sites in the community improvement project areas.

3.1.2.1 Who is Eligible

- Applicants for a TIERR Grant Program may be the registered owners, assessed owners and tenants of lands and buildings, and any person to whom such an owner or tenant has assigned the rights for the subject property;
- Township staff will review property tax records. Property owners who are in arrears of property taxes, local improvement charges or any other municipal accounts receivable on the subject property are not eligible to receive the grant;
- Outstanding work orders (building, fire, zoning, etc.) must be satisfied prior to funding approval;
- Only commercial, industrial or institutional properties are eligible for TIERR Grant funding;
- Township contributions will be issued only after the project is completed and approved;

3.1.2.2 General Terms for the TIERR Grant Program

The program would provide a grant to owners who undertake improvements or redevelopment that would result in an increased property assessment. The increase in taxes, or tax increment and is calculated by subtracting the municipal portion of property taxes before reassessment from the municipal portion of property taxes after reassessment. A municipality may provide any proportion of the increment for any length of time their council deems is appropriate. The tax increment does not include any increases/decrease in municipal taxes due to a general tax rate increase/decrease, or a change in assessment for any other reason.

- This grant program offers a tax grant of 100% of the increase in municipal realty taxes

for a period of three (3) consecutive years. After the third year and in subsequent years, the municipal portion of the realty taxes must be paid in full, and no further grant will be paid;

- The amount of the tax increment equivalent grant is equal to the difference between the municipal portion of the property tax prior to remediation, rehabilitation and/or redevelopment and the municipal portion of property taxes after the remediation, rehabilitation and/or redevelopment project;
- The duration will be a maximum of three consecutive years from the date to be specified in a site-specific by-law governing the implementation of this program for any given property;
- The registered owner of the property must file an intent to participate in this program within the prescribed period of the Plan;
- The program does not apply retroactively;
- A “filing of intent” cannot be accepted for any property which has already been completed and reassessed;
- The total amount of the grant shall not exceed the eligible costs specified in this Plan.

3.1.2.3 Applying is Easy

For Applicants - What To Do

- The property owner submits a Letter of Intent indicating the owner's intent in participating in the TIERR Grant Program;
- In order for a project to qualify, the proposed project must be in compliance with the Township's Zoning By-law, Official Plan, the Ontario Building Code, and any applicable guidelines established by the Township;

Township Support

- The Economic Development Officer, with assistance from the Township's Treasurer and support staff, as well as recommendation from the CIPRP, shall manage the process;
- The CIPRP reviews the proposed project on its merits and will approve, or otherwise, the assistance in principle;
- The Township will produce a Financial Assistance Agreement documenting anticipated assistance, including assistance from other programs as may be relevant, and obligations on the part of both the owner and the Township.

Once Approved

- This commitment agreement represents a site specific funding agreement which will be implemented once the property is reassessed;
- On completion of the project, if the Notice of Reassessment shows an increased assessment, and if the construction complies with all applicable program guidelines established by the Township (including verification of eligible costs),

- the owner and the Township will implement the site specific funding agreement;
- The site specific funding agreement will stipulate the pre-improved and post-improved assessed value, applicable municipal tax rate of that year, the amount of the grant in that year;
- The method to be used to calculate the grant in the subsequent four years using municipal tax rates to be determined in each of those years, and the anticipated delivery dates of the grant. The grant will only be paid following confirmation that taxes owing each year specified in the Financial Agreement have been paid in full;
- Once an application is approved for a Township TIERR Grant, the EDO will also support and assist the applicant with an application for a Wellington County Tax Increment Equivalent Grant (TIEG).

Required Documentation

1. A Letter of Intent for this program will contain the following:
 - the name, address and phone number of the owner,
 - the municipal address of the subject property,
 - the legal description of the subject property,
 - the assessment roll number of the subject property,
 - the property owner's signature
 - detailed drawings or renderings acceptable to the Township drawn to scale, illustrating the nature, extent, location and appearance of the work to be undertaken.

Such renderings will show, where applicable:

 - building materials to be used;
 - interior and / or exterior colour (for walls, brick, stone, etc);
 - signage detailing;
 - exterior and / or interior lighting;
 - architectural detailing;
 - door and window style and detailing, awnings; and,
 - details relating to exterior and / or interior renovations or remodeling.
2. The *Financial Assistance Agreement* for this program will state the following:
 - The rehabilitation or redevelopment of the building or land must result in an increased assessment of the property;
 - Building permit must have a minimum construction value of \$5000 in order for project to qualify;
 - The pre-improved assessed value of the property will be the value of the property on the date of application for the building or demolition permit;
 - The total amount of the grant shall not exceed the eligible costs specified in this Plan;
 - Issuance of a demolition permit for a property which has participated in the TIERR Grant Program is at the discretion of the Township for the five-year period following the project's completion;
 - If the property is demolished, in whole or in part, before the expiration of the grant

period, the grants shall stop and all previously received grant payments will be repayable to the Township;

- The program will be available to owners of properties, or their assignees. The agreement to provide assistance will only be with the registered owner of the property. The Financial Assistance Agreement between the Township and the owner shall provide for the grant to be paid to an assignee of the owner, as required;
- Participants of the TIERR Grant Program are eligible to apply to any other financial program applicable to the Community Improvement Project Area;
- The subject property shall not be in a position of tax arrears;
- Outstanding work orders on the property must be completed by the time of completion of the project. If they are not, the grant will be withheld;
- Improvements made to any buildings or lands will be in accordance with a Building Permit, the Ontario Building Code, all applicable Zoning requirements, and any applicable design guidelines, as established by the Township;
- An owner can participate in the TIERR Grant Program more than once;
- The Financial Assistance Agreement is transferable. Should a subject property be sold before the grant period lapses, the grant will continue for the prescribed time-frame, provided that notice from the owner is given to the Township, indicating the details of the transfer of title.
- The Financial Assistance Agreement can be registered on title, at the discretion and cost of the owner, to serve as notice to future purchasers or potential property interests;
- Construction must be completed within two years after the date of issuance of the building permit. Extensions may be accepted by the Economic Development Officer at his sole discretion;
- The date of commencement of tax-based grant assistance will be specified in a municipal by-law which sets out the basis for application of this program to a specific property. (The date of commencement is at the discretion of the Township, but will not commence prior to reassessment of the property as a result of partial or full redevelopment as relevant in the circumstances);
- The TIERR Grant Program is not retroactive. Any construction commenced before a Financial Assistance Agreement is issued by the Township is ineligible for the program. However, those construction projects for which a building permit will be issued in 2011 and for which approval for use and occupancy has not been issued by the Chief Building Official will be eligible, provided that a Financial Assistance Agreement is issued by the Township prior to the earlier of: approval for use and occupancy, or issuance of a Notice of Reassessment by MPAC respecting assessment changes resulting from the construction, and provided that all other criteria of this Program are met;
- There is no guarantee that a specific improvement will increase property assessment. Consequently, there are no eligible improvement projects that will guarantee a grant from the TIERR Grant Program. The grant depends upon the extent of the construction, and the approach and results of the Municipal Property Assessment Corporation reassessment;

- All conditions of this program shall be met for the grant to be received. Final decisions on applications and allocation of funds have been delegated to the Township. The applicant, however, is afforded an opportunity to appeal the decision of the Township to Council through the appropriate committee;
- The total of the grants and loans made in respect of particular lands and buildings, and the tax assistance defined in Section 365.1 of the Municipal Act, 2001, that is provided in respect of the lands and buildings shall not exceed the eligible cost of the community improvement plan with respect to those lands and buildings.

3.1.3 Public Art Grant

The intent of the Public Art Grant Program is to encourage the inclusion of art programming such as mural work, sidewalk art, commemoration, custom site amenities, etc. It is a one-time grant for the cost of the art-related work located within approved areas of community improvement project areas.

3.1.3.1 Who is Eligible

- Applicants for the Public Art Grant Program may be the registered owners, assessed owners and tenants of lands and buildings, and any person (assignee) to whom such an owner or tenant has assigned the rights for the subject property;
- Township staff will review property tax records. Property owners who are in arrears of property taxes, local improvement charges or any other municipal accounts receivable on the subject property are not eligible to receive the grant;
- Outstanding work orders (building, fire, zoning, etc.) must be satisfied prior to funding approval;
- Only commercial, industrial and institutional properties and/or adjacent public lands are eligible for Public approved for Public Art Grant funding;
- Proposed works must comply with all applicable By-Laws, codes and guidelines.

3.1.3.2 General Terms of Public Art Grant

As part of its annual budget council will determine the maximum allocation to be made available to this program under this Community Improvement Plan for the current year.

The maximum grant amount that an applicant can receive for a public art project is limited to \$2,500. The Township will pay up to 100% of the eligible costs up to the maximum of \$2,500.

Eligible costs associated with the public art projects include:

- application fees;
- preparation of building/area to receive art installation;
- service/ product fabrication of art work; and,
- installation charges of proposed art work.

Any work completed prior to approval of the application is not eligible. Costs in excess of the maximum grant shall be the responsibility of the applicant.

Grants are disbursed on a reimbursement basis and cannot be issued until the proposed project has been completed. Before a Township cheque is issued for either the grant, the applicant must submit proof of payment or approved eligible completed work.

3.1.3.3 Applying is Easy

For Applicants - What To Do

- Qualified applicants must complete the Public Art Grant's application form including: the name, address and phone number of the owner; the municipal address of the subject property; the legal description of the subject property; the assessment roll number of the subject property; detailed drawings or renderings acceptable to the Township drawn to scale, illustrating the nature, extent, location and appearance of the public art work to be undertaken.
- A minimum of two quotes are required with each application;
- The applicant is responsible for obtaining all required permits for the work to be done;
- The applicant is responsible for conformance with all applicable health and safety standards;
- The applicant also agrees to maintain the art work;
- The purchase of local products and services is encouraged where possible, local businesses should be given first opportunity to supply goods and services for this grant program.

Township Support

- The Economic Development Officer, with assistance from the Chief Building Official and support staff, as well as recommendation from the Community Improvement Plan Review Panel shall manage the process.

Once Approved

- If approved, work must be completed within six (6) months from the date of approval of the application unless extended by the Economic Development Officer.

3.1.4 Building Conversion and Improvement Grant

The intent of the Building Conversion and Improvement Grant is:

- to assist with improvements to existing buildings, to meet the current Building Code, and to provide for safe and usable eligible uses;
- to reduce the cost of improvements by offering a grant for any required

- planning application fees (e.g. minor variance), building permit fees or development charges;
- to assist with the removal of barriers and increase accessibility for people with disabilities in Wellington North and to support improvements to private property in order to meet the Ontario's accessibility laws and standards;
- to assist in the conversion of existing unused or underused space into new eligible uses, existing eligible uses and support an increase in non-residential assessments.

3.1.4.1 Who is Eligible

- Applicants for the Building Conversion and Improvement Grant may be the registered owners, assessed owners and tenants of lands and buildings, and any person to whom such an owner or tenant has assigned the rights for the subject property;
- Township staff will review property tax records. Property owners who are in arrears of property taxes, local improvement charges or any other municipal accounts receivable on the subject property are not eligible to receive the grant;
- Outstanding work orders (building, fire, zoning, etc.) must be satisfied prior to grant approval;
- Only commercial, industrial or institutional properties are eligible for Building Conversion and Improvement Grant funding;
- Town contributions will be issued only after the project is completed and approved;
- Proposed works must comply with all applicable By-Laws, codes and guidelines.

3.1.4.2 General Terms of Building Conversion and Improvement Grant

As part of its annual budget council will determine the maximum allocation to be made available to this program under this Community Improvement Plan for the current year. Program grants of up to \$5,000 are available. The Township will cover 50% of eligible costs up to a maximum grant of \$5,000. The grant will be processed immediately upon receipt of the fees by the Township. Permit fees are payable at the time of issuance of permits, variances or development charges within the Community Improvement Plan Area.

3.1.4.3 Applying is Easy

For Applicants - What To Do

- Qualified applicants must complete the application form and submit to the Economic Development Officer for processing;
- The applicant agrees to maintain the project to which this grant supports.
- The purchase of local products and services is encouraged where possible, local businesses should be given first opportunity to supply goods and services for any projects benefiting from this grant program.

Township Support

- The Economic Development Officer, with assistance from the Chief Building Official and support staff, as well as recommendation from the Community Improvement Plan Review Panel, shall manage the process;
- The Community Improvement Plan Review Panel will review the application and make a recommendation to the Economic Development Officer within sixty (60) days.

3.1.5 Green Energy Grant

The intent of the Green Energy Grant is:

- to encourage property owners to improve energy efficiency of existing commercial, industrial, or institutional buildings;
- to facilitate the installation of small scale renewable energy systems, where applicable;
- to promote active and sustainable transportation infrastructure such as bike racks, bike repair stations, EV charging stations, etc.

This grant will help support the viability of these buildings, which may have older, inefficient energy systems. This grant will also support the County's overall climate change and sustainability objectives.

3.1.5.1 Who is Eligible

- Applicants for the Green Energy Grant may be the registered owners, assessed owners and tenants of lands and buildings, and any person to whom such an owner or tenant has assigned the rights for the subject property;
- Township staff will review property tax records. Property owners who are in arrears of property taxes, local improvement charges or any other municipal accounts receivable on the subject property are not eligible to receive the grant;
- Outstanding work orders (building, fire, zoning, etc.) must be satisfied prior to grant approval;
- Only commercial, industrial or institutional properties are eligible for Green Energy Grant funding;
- Town contributions will be issued only after the project is completed and approved;
- Proposed works must comply with all applicable By-Laws, codes and guidelines.

3.1.5.2 General Terms of Green Energy Grant

As part of its annual budget council will determine the maximum allocation to be

made available to this program under this Community Improvement Plan for the current year. Program grants of up to \$5,000 are available. The Township will cover 50% of eligible costs up to a maximum grant of \$5,000.

Eligible costs associated with the Green Energy projects include but are not limited to:

- hiring a Certified Energy Auditor to conduct an Energy Audit of the building in question, to determine if eligible for retrofitting;
- hiring a qualified professional to conduct a renewable energy project feasibility/viability study;
- interior or exterior renovations that result in increases in energy efficiency, (e.g. insulation);
- addition of a green roof to an existing building; installation of appropriate on-site, small-scale renewable energy projects, if the project has been deemed feasible/viable by a qualified professional, and if the project is not anticipated to require major Planning Act approval; examples may include:
 - wind facilities with a name plate capacity less than or equal to 3kW or ground-mounted solar installations less than or equal to 10kW, placed accessory to a building, in accordance with the accessory structure provisions of the comprehensive Zoning By-law;
 - rooftop and wall mounted solar; and,
 - other small-scale projects as approved by the Township
- installation of Energy STAR certified heating/cooling/ventilation products and features, including:
 - central air conditioners
 - heat pumps
 - gas furnaces and gas boilers
 - ventilation fans
 - windows and doors, but not including home appliances and small appliances such as refrigerators, clothes washers/dryer, ceiling fans, etc.
- installation of energy-efficient lighting, including replacement of incandescent lighting with high-efficiency LED lighting, as well as, installation of lighting controls such as automatic timers or motion sensors;
- replacement of existing hot water systems with recognized energy efficient systems;
- fees of a professional architect or engineer for the design or services related to the above-noted eligible projects;
- any combination of the above; and,
- such other similar green energy as may be approved by the Township;
- installation of bike racks and/or bike repair stations to promote active transportation;
- installation of EV charging stations to promote sustainable transportation.

Any work completed prior to approval of the application is not eligible. Costs in excess of the maximum grant shall be the responsibility of the applicant.

Grants are disbursed on a reimbursement basis and cannot be issued until the proposed project has been completed. Before a Township cheque is issued for either the grant, the applicant must submit proof of payment or approved eligible completed work.

3.1.5.3 Applying is Easy

For Applicants - What To Do

- Qualified applicants must complete the application form and submit to the Economic Development Officer for processing;
- The applicant agrees to maintain the project to which this grant supports.
- The purchase of local products and services is encouraged where possible, local businesses should be given first opportunity to supply goods and services for any projects benefiting from this grant program.

Township Support

- The Economic Development Officer, with assistance from the Chief Building Official and support staff, as well as recommendation from the Community Improvement Plan Review Panel, shall manage the process;
- The Community Improvement Plan Review Panel will review the application and make a recommendation to the Economic Development Officer within sixty (60) days.

3.2 COMMUNITY IMPROVEMENT PLAN BUDGET

3.2.1 Funding Sources

The grant and loan programs described in Section 4.0 of this Plan are funded by the Township of Wellington North with current and/or potential funding from OMAFRA's Rural Economic Development (RED) program, Ministry of Tourism and Culture, Healthy Communities initiatives, Wellington County BR+E Implementation fund, or similar. These programs assist with the costs of projects that use the power of partnership to create change. Generally, the goal of these programs is to breathe new life into rural communities, make more opportunities to develop skills, and improve access to healthful lifestyles.

For grants approved under the TIERR program, funding will come from taxation/waiver of tax dollars.

The programs are funded by municipal budget allocations, reviewed annually on an as-required basis and may be subject to fund replenishment through repayment of the loan portion of the loan and grant program(s).

3.3 IMPLEMENTATION

3.3.1 Authority

This Community Improvement Plan will be implemented through the provisions of Section 28 of the Planning Act, Section 365.1 of the Municipal Act 2001 and Section 9.21 of the Wellington County Official Plan as outlined in Section 1.5 of this document.

Council of the Township of Wellington North passed By-Law 62-11 on August 29th, 2011, being a By-Law to designate the Community Improvement Plan Area respecting the redevelopment, revitalization, prosperity and beautification of its Arthur and Mount Forest communities.

Council of the Township of Wellington North passed By-Law No. 72-14 September 8th, 2014, being a By-Law to amend the 2011 CIP to add the Kenilworth CIPA.

Council of the Township of Wellington North passed By-Law No. 059-17 August 14th, 2017, which extended CIPA boundaries to include the entire Township as well as the addition of three new incentive programs.

Council of the Township of Wellington North passed By-Law No. 016-19, February 27th, 2019, which incorporated the Wellington County Invest Well program into our Municipal Community Improvement Program.

Further, the Council of the Township of Wellington North will pass By-Law No. ____ In July 2023 to adopt this Community Improvement Program.

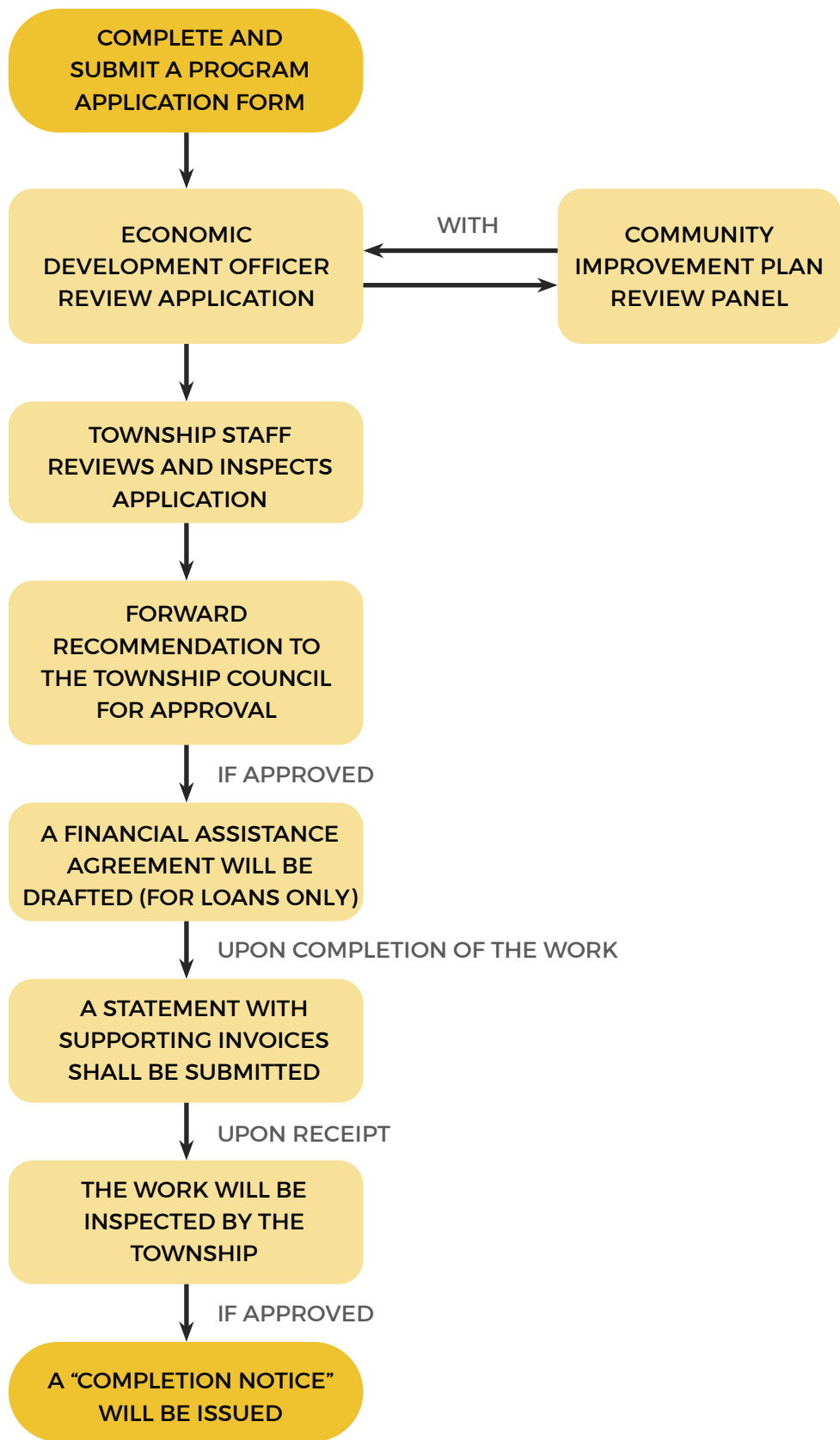
3.3.2 Delegation

The overall implementation of the grant and loan programs, including liaison with the Ministry of Municipal Affairs and Housing, shall be the responsibility of Economic Development Officer for the Township of Wellington North.

3.3.3 Administration

The grant and/or loan programs will be administered on a first come, first served basis to the limit of the available funding in accordance with any administrative rules governing this and other grant or loan programs. The Township's Community Improvement Plan will be reviewed by the Economic Development Officer every six (6) months to one (1) year.

Figure 3.1 CIP Program Application Process Flow Chart



3.3.4 Financial Incentive Programs Application Form



Township of Wellington North
7490 Sideroad 7 West,
Kenilworth, ON N0G 2E0
Phone: 519-848-3620
www.wellington-north.com

Financial Incentive Programs Application Form

The following seven incentive programs have been approved by council to encourage investment into privately owned lands and buildings. They are focused towards the key priorities as identified in our Strategic Plan and supported through our Community Growth Plan and Community Improvement Plan.

For specific terms and conditions and to determine eligibility requirements please review the incentive programs terms and conditions found in the Community Improvement Plan located on the Township of Wellington North web-site. For current limits and to obtain any clarification please contact Dale Small Economic Development Officer at dsmall@wellington-north.com.

FINANCIAL INCENTIVE PROGRAM			
PROGRAM INFORMATION (check one. If applying for more than one incentive program please complete an application for each program) AMOUNT OF FUNDING REQUESTED \$ _____ TOTAL COST OF IMPROVEMENTS \$ _____		<input type="checkbox"/> Façade Improvement Loan and Grant Program	
		<input type="checkbox"/> Tax Increment Equivalent for Rehabilitation & Redevelopment (TIERR) Grant Program	
		<input type="checkbox"/> Public Art Grant	
		<input type="checkbox"/> Building Conversion and Improvement Grant	
		<input type="checkbox"/> Green Energy Grant	
PROPERTY INFORMATION			
Municipal Address	Street No.		Unit No.
Tax Roll Number:	Street Name:		
	Town & Postal Code:		
OWNER AND APPLICANT INFORMATION			
Property Owner Information (check one)		<input type="checkbox"/> Person(s)	<input type="checkbox"/> Company
Registered Land Owner	Surname:	First name:	
Name	(if Company)	Company Officer	
Address	Street No.	Street Name:	Unit No.
Municipality:	Province:		Postal Code:
Telephone No. ()	Fax: ()		Email:
Applicant Information (if different than Owner):			
Application Contact	Surname:	First name:	
Name	(if Company)	Company Officer	
Address	Street No.	Street Name	Unit No.
Municipality:	Province:		Postal Code:
Telephone No. ()	Fax ()		Email:

I hereby make this Incentive Program application declaring all the information contained is true and correct, and acknowledge the Township of Wellington North will process the application based on the information provided.	
Signature:	Title:
Printed Name of Signatory:	Date:

The personal information on this form is collected under the legal authority of the Planning Act, Section 2. The personal information will be used for determining your eligibility for a grant/loan. If you have any questions about the collection, please contact the Clerk-Administrator at 519-848-3620 ext. 32.

THIS SECTION WILL BE COMPLETED BY MUNICIPAL STAFF	
Application Number	
Date Application Received	
Date of CIP Review Panel Meeting	
Date of Council Meeting	
Approved/Declined/Amount	

DESCRIPTION OF IMPROVEMENTS

Please provide a detailed, written description of the proposed improvements. Attach one (1) copy of a prepared sketch showing the proposed improvements and where possible provide a photograph of the before and after.

[illegible]

ESTIMATES AND QUOTES

Please provide an explanation of the expenses and where possible two quotes/estimates are required.

Supplementary Form (For Façade Improvement Grant & Loan Program Only)

FAÇADE PROJECT DESIGN CHECKLIST (IF APPLICABLE)				
Façade projects should respond to the following 'best practices' to help with its efforts to create a relevant and quality improvement for both the building and the street. Please complete the following checklist to determine the degree in meeting 'best practices' for the proposed façade improvements.				
Criteria / Description	Yes	No	N/A	Comments
1. Responding to Core Context				
Does the façade design enhance its surrounding and adjacent buildings?				
2. Building Envelopes in the CIPA				
Does the façade work/align with existing façades and reinforce the clarity of the public network and the cohesion of building groups?				
3. Beneficial Building / Street Relationships				
Does the building façade and street establish a supportive relationship, in which indoor and outdoor spaces animate and are connected to each other?				
Does the façade define the building as a distinct space with a strong sense of identity and place?				
4. Response to Climate				
Does the façade design respond to the climate of area, considering all seasons?				
5. Identifiable Building Entrances				
Does the façade project help to make the buildings entrance more identifiable?				
6. Long Life / Loose Fit				
Is the façade treatment capable of being adapted to new/future building uses?				
7. Safety Within CIPA				
Does the façade design provide personal safety and impart a sense of comfort to all users?				
8. Community Expression				
Does the façade design express a sense of permanence and durability?				
Does the façade promote traditional roots and express historical continuity?				
9. Appropriate Scale				
Does the scale of the proposed façade relate to the scale and size of the building?				
10. Exterior Materials for Façades				
Does the proposed façade materials reinforce the cohesion of related groups of buildings?				
Are proposed exterior building materials durable and of high aesthetic quality?				
11. Technical Performance				
Does the proposed façade determine a balance capital cost, operating costs and maintenance costs?				
12. Accessibility				
Does the façade design provide equal means of access to all users regardless of ability?				

[This page is intentionally left blank]

4

INTERPRETATION

4.1 COMMUNITY IMPROVEMENT PLAN FOUNDATION

All sections and figures of this document shall form the CIP for the Township of Wellington North.

4.2 COMMUNITY IMPROVEMENT PLAN AMENDMENTS

Changes to the Community Improvement Project Areas or addition or increase in grant or loan programs, shall require an amendment to this plan. The deletion of a program does not require an amendment to the CIP. This plan has been prepared in accordance with and shall be deemed to conform to the Wellington County Official Plan.

4.3 COMMUNITY IMPROVEMENT PLAN TITLE

This plan shall be referred as the ***Community Improvement Plan Update for the Township of Wellington North***. At such time as other CIP's are prepared for this or other areas, this title may be modified for clarification purposes without requiring amendment to this plan.

4.4 DEFINITIONS

“Commercial” means any property or building that is engaged in commerce, involved in work that is intended for the mass market, or used for the sale or production of goods.

“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 municipality, the community improvement of which, in the opinion of Council, is desirable because of age, dilapidation, overcrowding, faulty arrangement, unsuitability of buildings or for any other environmental, social or community economic development reason. Façade, signage, and brownfield improvements are limited to the Community Improvement Project Area.

“Improvement” means a reconstruction, rehabilitation, enhancement of the façade or signage, addition, or other improvement of a structure.

“Qualified Person” is an individual who meets the qualifications prescribed in Ontario Regulation 153/04 as amended from the Planning Act.

“Redevelopment” means either the demolition of existing buildings unfit for occupancy and their replacement with new buildings, or the restoration of buildings or properties.

“Rehabilitation” means any efforts that result in the productive reuse of lands and/or buildings within the Community Improvement Project Area.

“Official Plan” means a comprehensive long range plan for land use which guides growth and land use change in a municipality.

“Proponent” means the owner or their heirs, successors or assignees of a property located in the Community Improvement Project Area. This definition is not applicable in the Brownfield Property Tax Assistance Section.

“Tax Increment” refers to the increase in taxes, or tax increment and is calculated by subtracting the municipal portion of property taxes before reassessment from the municipal portion of property taxes after reassessment. A municipality may provide any proportion of the increment for any length of time their council deems is appropriate. The tax increment does not include any increases/decrease in municipal taxes due to a general tax rate increase/decrease, or a change in assessment for any other reason.

5

**INVEST WELL: COUNTY
PARTICIPATION IN
FINANCIAL INCENTIVES**

5.1 ABOUT THE INVEST WELL PROGRAMME

The Wellington County Invest Well Programme is a strategic planning and economic development tool that directly supports the County's longer-term planning and economic development priorities. Invest Well was developed by the County in early 2018 and sets out goals, criteria, and an implementation framework for the County's participation in the financial incentive programs of the Township of Wellington North and this CIP.

The following sections of the Township of Wellington North CIP describe how and when Wellington County will participate in financial incentive programmes offered by the Township of Wellington North CIP, based on an evaluation of individual applications by the Township of Wellington North and Wellington County. The following Sections are included in the Township of Wellington North CIP in accordance with Section 28 of the Planning Act and Section 4.1 of the Invest Well Programme.

The Invest Well Programme was endorsed by the County on June 28, 2018. The full document is available on the County's website <https://www.wellington.ca/en/business/EDCommImprovPlan.aspx> and should be reviewed for full details on County participation in the Township of Wellington North CIP. The full document will also be used by the member municipalities to integrate County participation within the Townships incentive programs. A by-law was approved by Wellington North council incorporating the Invest Well Program into the Wellington North CIP on February 27th, 2019.

5.2 GOALS

The County has identified the following three goals for the Invest Well Programme, which will guide the County's financial participation in the Township of Wellington North CIP:

GOAL #1: INVEST WELL:

To prioritize the investment of County resources into community improvement projects that directly support a set of long-term, County-wide planning and economic development priorities.

GOAL #2: INVEST READY:

To strategically position privately-owned properties with high development/redevelopment potential in order to attract further investment from investors and the private sector.

GOAL #3: INVEST MORE:

To recognize community improvement projects that are approved for incentives through a member municipality CIP and to provide further support through County resources.

5.3 CRITERIA FOR INVESTMENT

As further explained in the County's full document, Invest Well is a criteria-based



community improvement programme. This means that to be eligible for funding from the County through the incentive programs in the Township of Wellington North CIP, proposed community improvement projects must meet a certain number of the County's 'criteria for investment'.

The criteria for investment are introduced below and organized according to a list of County economic development and planning priorities. They are provided in no particular order.

PRIORITY #1: TO USE LAND STRATEGICALLY

- 1.1 The proposed project involves the redevelopment of vacant/underutilized lands.
- 1.2 The proposed project will achieve a construction value threshold established by County Council
- 1.3 The proposed project will result in employment opportunities created or retained in target sectors.

PRIORITY #2: TO PROVIDE RENTAL HOUSING

- 2.1 A new mixed-use building is proposed, with commercial uses at grade and upper floor rental apartment housing units.
- 2.2 The proposed project will result in the upgrade of existing rental units.
- 2.3 The proposed project is an example of residential intensification in a downtown area.

PRIORITY #3: TO IMPROVE BUILDINGS AND INFRASTRUCTURE

- 3.1 The proposed project involves the adaptive reuse of vacant or underutilized buildings.
- 3.2 The proposed project incorporates sustainable building and/or green infrastructure features.
- 3.3 The proposed project will result in improvements/upgrades to utilities/servicing.

PRIORITY #4: DIVERSIFY THE ECONOMY

- 4.1 The proposed project results in new on-farm diversified or agriculture-related uses.

4.2 The proposal will result in the creation of a new business in a target sector or value-chain/cluster.

4.3 The proposal involves new retail, restaurant, or other critical businesses in the downtown area.

PRIORITY #5: TO PROMOTE TOURISM

5.1 The proposed project provides for an increase in short-term accommodation options.

5.2 The proposed project involves the beautification/restoration/enhancement of key landmarks/ tourism assets.

5.3 The use is a current or proposed participant in the County's tourism promotion activities (i.e., Top Wellington Destinations, Taste Real).

To determine the extent to which an applicant meets the above 'criteria for Investment', an evaluation matrix has been prepared and is provided in the County's full document. The evaluation matrix may also be available from the Township of Wellington North. It will be used by the Township of Wellington North and County of Wellington in order to determine eligibility for County funding. Applications will be pre-screened by the Township of Wellington North and if a minimum required score is awarded, the application will be endorsed to the County and processed by County staff to confirm eligibility for incentives.

5.4 COUNTY FUNDING/INCENTIVE PROGRAMS

"Invest Well: County Participation in financial incentives" is a funding relationship between the County and the Township of Wellington North to support the implementation of the Township of Wellington North's CIP. The Invest Well programme sets out a framework for providing County funding in accordance with the goals identified in Section 6.2 and the 'criteria for investment' in Section 6.3. The Invest Well Framework is made up of two incentive programmes (Invest Ready and Invest More), as shown below.

The following is a description of financial incentive programmes that have been created by the County of Wellington via Invest Well to guide the County's participation in the Township of Wellington North CIP.

5.4.1 INVEST READY INCENTIVES PACKAGE

5.4.1.1 Purpose

The Invest Ready Incentive Package is in direct support of Invest Well Goal #2. It is intended to help prepare properties that have a high potential for development/ redevelopment by making them development-ready and therefore more attractive to investors and site selectors in various sectors. The Invest Ready Incentive Package will help fund:

- a. The completion of background studies regarding site-specific issues and constraints, such as servicing and utilities, transportation access, and environmental records; and
- b. Future development/redevelopment and eligible costs for major redevelopment projects.

In addition, successful applicants of the Invest Ready Incentive Package may receive marketing and investment attraction support from the County.

5.4.1.2 Who Benefits?

Through the Invest Ready Incentive Package, the following benefits are anticipated:

- a. The County, its member municipalities, and the public will benefit from an increase in the number of development-ready properties in Wellington County, and the future redevelopment of these sites;
- b. Landowners will benefit from the financial and non- financial support from Wellington County; and
- c. Potential investors will benefit from the availability of information related to a site condition or a proposed development, which will facilitate site selection decisions.

5.4.1.3 Who is Eligible?

In addition to the General Eligibility Criteria in Section 4.2 of this Plan and Section 4.0 of the County's full Invest Well document, to be eligible for the Invest Ready Incentive Package, the following requirements must be met:

- a. The subject property must achieve a minimum score (as identified by the County and reviewed on an annual basis), when evaluated against the County's 'criteria for investment', above; and
- b. The subject property must be sponsored and endorsed by the Township of Wellington North.

5.4.1.4 Program Details and Value

Where a property/applicant satisfies all applicable eligibility requirements, financial incentives may be available in three phases, as shown in the figure below, and described in this section.

PHASE ONE: Pre-Development Design/Study Grant:

- i. The County may contribute financially to the 'Design and Study Grant' offered through Section 4.1.1 of this CIP.
- ii. The grant will provide funding to cover eligible costs required to complete due diligence, planning, technical, and/or design studies that will investigate potential site-specific development constraints and/or provide new background information regarding a potential development and redevelopment project.
- iii. Eligible costs will include those outlined in Section 4.2 of this CIP.
- iv. If eligible and approved, a grant from the County will be provided for 100% of the total value of eligible costs, to a maximum of \$20,000 per project and/or property.
- v. This is not a matching grant and a grant made by the Township of Wellington North in the same amount is not required in order for the County to provide funding.

PHASE TWO: Tax Increment Equivalent Grant (TIEG):

The County may contribute financially to the Tax Increment Equivalent Grant offered through Section 4.2.2 of this CIP.

- i. The grant will provide funding to cover construction, demolition, on-site infrastructure, and other associated costs as a result of a redevelopment, adaptive reuse, building rehabilitation, or retrofit works.
- ii. Eligible costs will include those outlined in Section 4.2.2 of this CIP.
- iii. In addition, the following will be considered eligible costs for County funding only:
 - County tipping fees;
 - County planning application and building permit fees;
 - Any costs for design and study work not covered in PHASE ONE; and
 - Additional community improvement costs, as determined by the County.
- iv. The grant will be calculated based on the County portion of a property tax increment that is incurred as a result of a major community improvement project. Following the payment of County property taxes (annually or at the end of the five-year term), a grant will be provided to the landowner which is equal to the County portion of an increase in property taxation.
- v. The actual grant value will be calculated as follows:
 - In year one, the grant is equal to 100% of the County portion of the tax increment;
 - In year two, the grant is equal to 80% of the County portion of the tax increment;
 - In year three, the grant is equal to 60% of the County portion of the tax increment;
 - In year four, the grant is equal to 40% of the County portion of the tax increment; and
 - In year five, the grant is equal to 20% of the County portion of the tax increment.

PHASE THREE: Marketing /Investment Attraction Support:

For a discussion of this County-led initiative, refer to Section 3.2.1 of the full Invest Well document.

5.4.1.5 Payment

- a. Grant payments will be made upon successful completion of the project. All completed projects must comply with the approved project description as provided in the grant application form and submitted to the Township of Wellington North
- b. Grant payments from the County will be provided to the Township of Wellington North. Grants to the successful applicant will be issued and administered by the Township of Wellington North.

5.4.2 INVEST MORE GRANT PROGRAM

5.4.2.1 Purpose

The Invest More Grant is in direct support of Goal 3 of Invest Well. It is intended to help

support a broad range of improvements to existing buildings/ properties and contribute to the overall beautification and revitalization of built-up areas. The Invest More Grant will help fund:

- a. Costs required to complete due diligence, planning, technical, and/or design studies that will investigate potential site-specific development constraints and/or provide new background information regarding a potential development and redevelopment project;
- b. Physical, structural, and aesthetic improvements to existing commercial, industrial, mixed-use, and office buildings/ properties and contribute to the overall beautification, revitalization, energy efficiency, function, and safety of built-up areas; and
- c. Other significant changes to a building, property, or business that result in the productive use of land and/or buildings to accommodate new job growth.

5.4.2.2 Who Benefits?

- a. Through the Invest More Grant, the following benefits are anticipated:
- b. The County, its member municipalities, and the public will benefit from the overall improvement and revitalization land and buildings; and
- c. Landowners/investors/businesses will benefit from additional financial and non-financial support from County of Wellington.

5.4.2.3 Who is Eligible?

In addition to the General Eligibility Criteria in Section 4.2.1 of this Plan and Section 4.0 of the County's full Invest Well document, to be eligible for the Invest More Grant, the following requirements must be met:

- a. The subject property must achieve a minimum score (as identified by the County and reviewed on an annual basis), when evaluated against the County's 'criteria for investment', above; and
- b. The subject property must be sponsored and endorsed by the Township of Wellington North.

5.4.2.4 Program Details and Value

Where a property/applicant satisfies all applicable eligibility requirements, the Invest More Grant may be available, subject to the following:

- a. The County may contribute financially to successful applicants of any grant programme offered in Section 4.2.1 of this CIP, with the exception of the TIEG (Section 4.2.2) as noted above.
- b. The grant will provide funding to cover eligible costs required for a broad range of physical, structural, and aesthetic improvements to existing commercial, industrial, mixed-use, and office buildings/properties, as determined by the County.
- c. Eligible costs will include those outlined in the eligible incentive programmes discussed in Section 5.4 of this CIP.
- d. In addition, for the Invest More grant, the following will be included as eligible costs:

- Roof-top patios, outdoor dining spaces/areas;
 - Privately Owned Publicly Accessible Spaces;
 - Bed and Breakfasts, and other short-term accommodations; and
 - Additional community improvement costs, as determined by the County.
- e. If eligible and approved, a grant from the County will be provided for 50% of the total value of eligible costs, to a maximum of \$10,000 per project and/or property.
 - f. This is not a matching grant and a grant made by the Township of Wellington North in the same amount is not required in order for the County to provide funding; however, the applicant must be approved for at least one eligible program in the Township of Wellington North CIP (except for the TIEG).

5.4.2.5 Payment

- a. Grant payments will be made upon successful completion of the project. All completed projects must comply with the approved project description as provided in the grant application form and submitted to the Township of Wellington North
- b. Grant payments from the County will be provided to the Township of Wellington North. Grants to the successful applicant will be issued and administered by the Township of Wellington North.
- c. The Invest More Grant will be paid in a lump sum as a reimbursement of costs incurred.

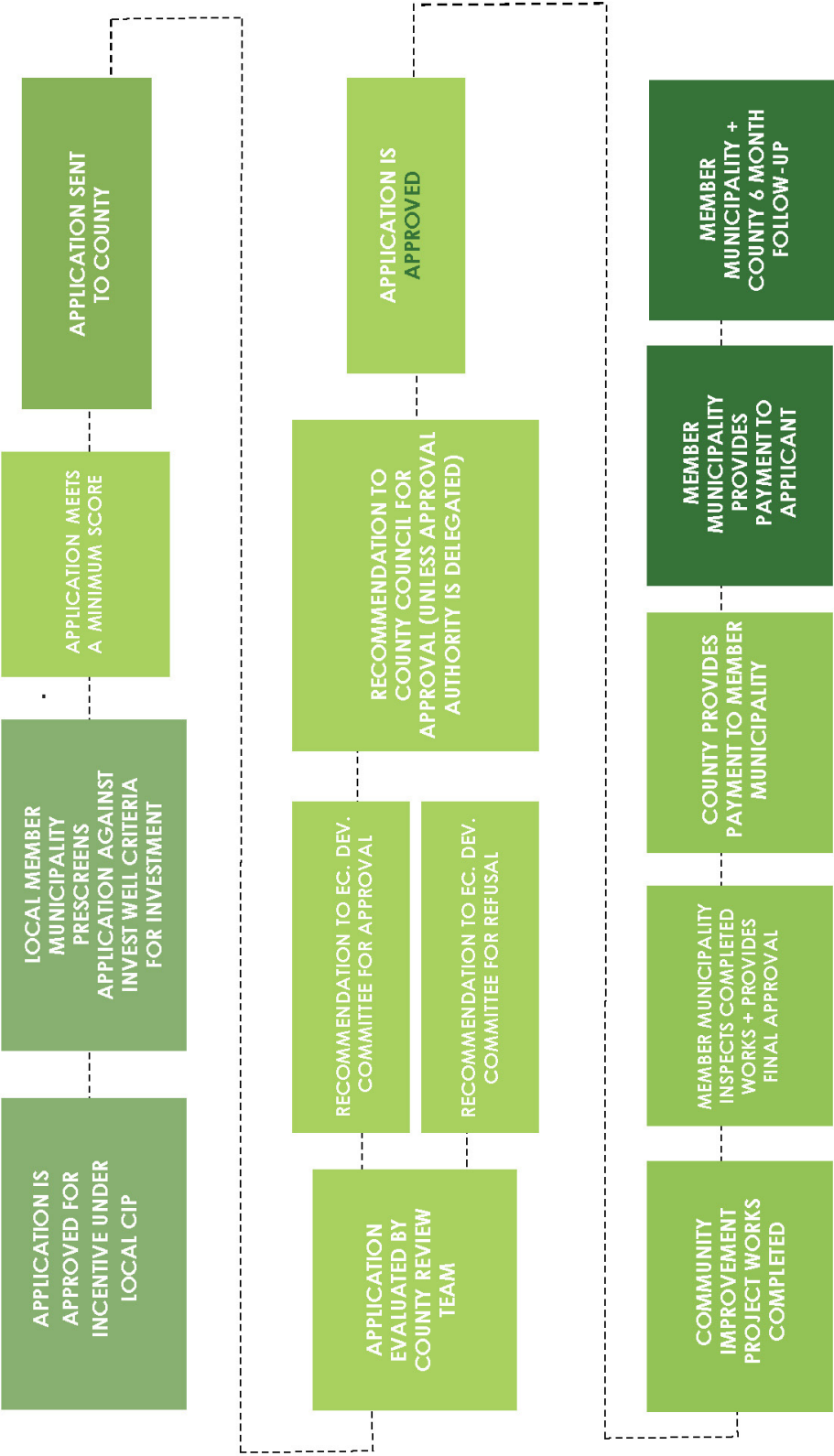
5.4.3 Application and Approvals Process

Applicants to the Township of Wellington North CIP will automatically be considered for County funding through the Invest Well Programmes, provided the applicant has participated in a pre-consultation meeting with Township of Wellington North Staff to discuss the proposal details, and to review the application against the eligibility requirements of the Township of Wellington North and Wellington County incentive programmes.

The following flow chart summarizes the process by which applications will be reviewed, evaluated, and approved for Invest Well incentives.

For additional information about the Invest Well Programme, applicants should consult with the Township of Wellington North Economic Development Officer.

5.5 INVEST WELL APPLICATION PROCESS FLOW CHART



6

**COMMUNITY FUTURES
INVEST WELL LOAN**

6.1 INTRODUCTION

It is often the case that a property owner wishes to improve his/her building but does not have the cash flow to cover the required matching funds of a Community Improvement Plan. This can result in lack of uptake of the programme and a property which remains in a poor state. To remedy this and further enhance the County Invest Well Programme (CIP), the two local Community Futures organizations have committed to providing additional business funding and support.

The two Community Futures (CFs) organizations in Wellington County are Wellington Waterloo Community Futures Development Corporation and Saugeen Economic Development Corporation. They are non-profit organizations mandated to support businesses by providing loans, business coaching and training workshops to encourage entrepreneurship and stimulate economic activity in rural communities. As part of a network of 268 organizations across Canada, they also provide community planning and economic development support. The Community Futures CIP contribution is an innovative and practical funding partnership as it can act as the catalyst to encourage business owners to invest in their property improvements. The County CIP encourages this kind of coordination and enables the Community Futures to contribute loans to supplement a project outside of the contribution by the municipalities. Businesses that were previously unaware of the Community Futures fleet of services may then, through the CIP, be stimulated to receive business advice or education.

6.2 THE PROCESS - SAUGEEN ECONOMIC DEVELOPMENT CORPORATION (SEDC)

For those businesses located in Wellington North and Minto and having received formal written approval by the Township to participate in the local CIP, the specific programme offered by the Saugeen Economic Development Corporation is as follows:

A Business Improvement Loan Fund to provide 50% of the matching funds required for a commercial and/or industrial revitalization project. The Fund would assist with:

- Small business equipment purchases/upgrades
- Leasehold and façade improvements
- IT needs including: Computers/Software/Websites/POS Systems

Terms:

- Proof of Municipal CIP approval
- Unsecured Business Loans up to \$20,000
- 5% Interest Rate
- Simple Application Process
- Flexible Repayment Terms
- Personal Guarantee Required

A further loan of 50% matching funds are available for residential improvements related to affordable housing and for infrastructure improvements up to \$20,000 at an interest rate of 5%. The funding would be based on based on municipal approval and require a personal guarantee. Requests over \$20,000 must be approved by SEDC and secured.

For further information, please visit www.sbdca.ca

6.3 THE PROCESS – WELLINGTON WATERLOO COMMUNITY FUTURES (WWCF)

For those businesses located in Mapleton, Centre Wellington, Erin, Guelph Eramosa and Puslinch and having already received formal written approval by the Township to participate in a local CIP, the specific programme offered by the Wellington Waterloo Community Futures Development Corporation (WWCFDC) is as follows:

A business development fund to assist commercial and/or industrial projects related to the County's Invest Well priority three: improve buildings and infrastructure. If approved to receive grant funds from a member municipal CIP, the applicant will automatically be approved to receive funding to put towards upfront and/or matching costs related to the approved grant. The funds will be loaned at a 3% rate on a 5-year term.

Terms:

- Proof of Municipal CIP approval
- Unsecured Business Loans up to \$20,000
- 3% Interest Rate
- Simple Application Process
- Flexible Repayment Terms
- Personal Guarantee Required

Requests over \$20,000 must be approved by WWCFDC and secured. For further information, please visit www.wwcf.ca.