

2016



Downtown Community Improvement Plan

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NOTE TO READER:

This document serves to replace
Downtown Community Improvement Plan, November 2012

Items highlighted in yellow indicate material changes from the previous version

1. INTRODUCTION

Downtown revitalization is a stated strategic priority of the Council of the Town of Bradford West Gwillimbury and has been the focus of a number of initiatives. The Town's Economic Development Strategy (2008-2009) emphasized downtown and commercial revitalization and called for the development of a Downtown Revitalization Plan and a Community Improvement Plan (CIP). In May 2011, Council endorsed the Downtown Bradford Revitalization Strategy (DBRS), along with Urban Design Guidelines for downtown Bradford.

The Downtown Revitalization Committee was appointed to help guide the strategy's implementation and a Work Plan was approved for 2012 to 2014, which identified four major projects. The development of the Downtown CIP is one major project, and another major project is the Conceptual Design project for Holland Street West and East, which will focus on public realm and streetscape improvements in the Downtown.

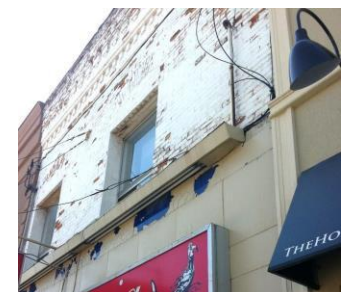
This CIP complements the Downtown Bradford Revitalization Strategy (DBRS) and acts as the implementation mechanism in order to promote private sector investment in downtown Bradford. To help achieve the vision and objectives of the DBRS, this CIP promotes the redevelopment of underused and vacant properties and offers financial incentive programs for private Owners that are designed to: improve the downtown retail and commercial area; facilitate and encourage the creation of additional, secondary uses in the downtown; and enhance the aesthetics and character of the downtown for residents and visitors alike.

In general, a Community Improvement Plan is focused on private ownership commercial and residential stock and is a tool available to municipalities under Section 28 of the Ontario *Planning Act* (R.S.O. 1990, c. P.13) to help facilitate revitalization and redevelopment efforts in defined target areas that are in decline or in need of improvement.

This document is the first update to the original Community Improvement Plan published in 2012.



Improved façade/vacant store
on Holland Street West on the
north side



Façade in need of improvement
– Holland Street West on the
South side



Improved façade – Building at
Four Corners

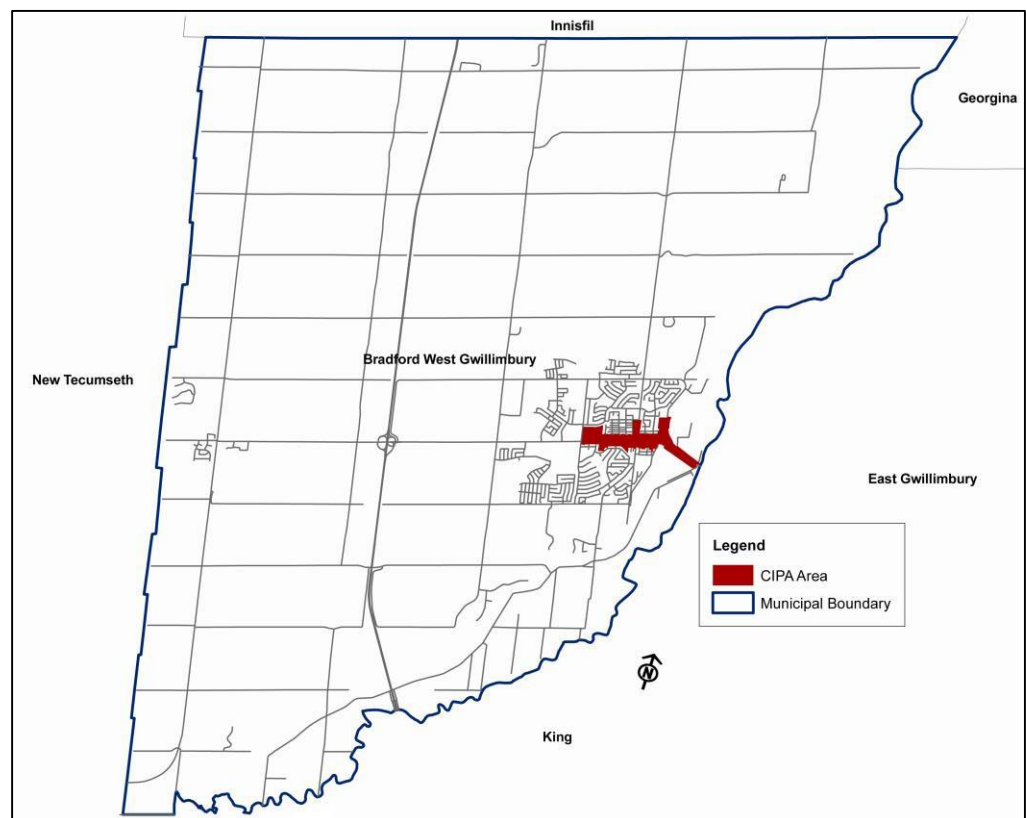


Mix of styles and function on Holland Street East, north side

Location Context

The Town of Bradford West Gwillimbury is a lower-tier municipality situated in Simcoe County. The Town is located along the south-eastern edge of Simcoe County and the eastern and southern edges of the municipality border the Greenbelt Area. The location of the Downtown Bradford Community Improvement Project Area (CIPA) within the context of the Town is shown in red in the Figure below.

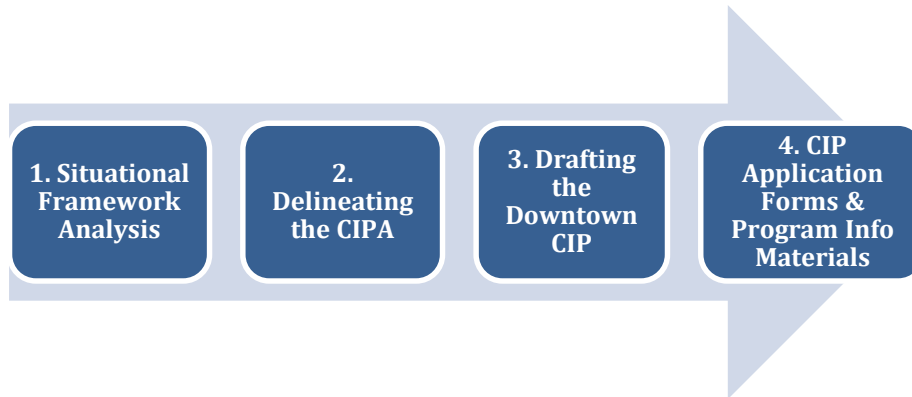
Figure 1: Location of Downtown Bradford CIPA



Source: Sierra Planning and Management GIS Mapping

CIP Project Process

The process for developing the Downtown Community Improvement Plan (CIP) for the Town of Bradford West Gwillimbury is illustrated in the flow chart below:



Developing the Downtown CIP consists of four phases:

1. The first phase – Situational Framework Analysis – involved internal and external stakeholder consultations with Town staff, the Downtown Revitalization Committee and downtown property and business owners, which formed the basis for the plan. A summary is contained in Schedule E. Building on the significant background analysis contained in the 2011 Downtown Bradford Revitalization Strategy (DBRS), the consulting team completed a field review and photographic inventory of existing retail conditions in downtown Bradford, in addition to conducting a property tax assessment analysis in order to understand current uses within the downtown.
2. The second phase focused on delineating the Community Improvement Project Area (CIPA) boundary, within which CIP program assistance can occur.
3. The third phase involved drafting the Downtown CIP. The CIP contains: financial incentive programs and detailed program protocols; recommended funding plan and dedication of staff resources; and monitoring program.
4. The fourth and final phase is an important part of the CIP process: creating application forms and program information materials that communicate the objectives of the CIP in summary form.

Concurrent Initiatives

The Implementation Work Plan (2012-2014) for the Downtown Bradford Revitalization Strategy identified four major projects:

1. Holland Street Reconstruction – a planned comprehensive renewal of hard services and streetscape enhancement;
2. Developing a “Downtown Specific” Program within the Office of Economic Development to promote business retention/expansion, events and festivals and improved retail and commercial mix and level of occupancy;
3. Policy Implementation (Changes to the Town’s Official Plan, Zoning by-laws, property standards by-law, and various Town practices and procedures);
4. Community Improvement Plan.

All of the above concurrent ventures should be supported as part of this CIP and the success of the CIP, as with other policy initiatives, depends in part on the creation of a consistent policy setting which provides momentum to downtown revitalization. A number of municipal policies can impact the viability of development projects, such as zoning requirements (e.g. permitted uses, parking and setback requirements and permitted building heights), property standards, taxation, etc. The Town will continue its endeavours to focus overall corporate policies toward downtown revitalization, and where reasonable to do so, the Town will continue to give consideration to providing flexible land use and zoning in the downtown to encourage and support desired and appropriate redevelopment and investment efforts.

2. RATIONALE & GOALS OF THE CIP

The Town of Bradford West Gwillimbury is a fast-growing municipality situated north of York Region. The Town's population grew by 16.8% from 2006 to 2011, almost three times as much as Simcoe County as a whole and more than the 15.7% growth in population York Region experienced in the same time period. However, the growth in residential and retail development has occurred outside of Downtown Bradford and retail leakage reflects the market realities in the Downtown.

The above analysis provides the rationale and basis for the creation of a CIP and is also echoed in the Downtown Bradford Revitalization Strategy (DBRS):

...the general trend towards decentralization, including the development of highway commercial uses and employment elsewhere in the Town and region, have degraded the economic competitiveness of Downtown Bradford, and reduced the amount of private investment in the Downtown.

The DBRS envisions the Downtown as a walkable urban village that offers an expanded mix of locally-oriented retail, dining and entertainment and an increased residential population housed in a range of tenures and dwelling types with higher-density mixed-use development located at the Transit Node around the GO station, located on Bridge Street. The figure below illustrates the potential for increased development and density near the GO station:

Figure 2: Density Scenario looking west from GO station on Bridge Street



Source: Downtown Bradford Revitalization Strategy, 2011



Corner of Holland and Barrie Streets



Corner of Holland Street and Simcoe Road

Guiding Principles from DBRS:

1. Create the necessary conditions to attract beneficial private and public investment in the Downtown.
2. Sustain and encourage a variety of businesses and professional services, offering the Town and region a unique commercial mix.
3. Accommodate an increased Downtown residential population in a range of residential unit types.
4. Display a coherent, high- quality, made-in-BWG visual identity, supported by Downtown urban design guidelines.
5. Enable preservation and adaptive reuse of buildings of historic value.
6. Achieve appropriate transitions between new development, Holland Street's existing mainstreet scale and adjacent neighbourhoods.

The CIP is a vehicle to achieve the vision of the Downtown Bradford Revitalization Strategy (DBRS). Broadly speaking, the overarching goal of the Downtown CIP is to leverage private sector investment in the improvement of properties through the provision of incentive programs and goes hand in hand with the broader public investment strategy of capital infrastructure and public realm enhancements.

The goals of the Downtown CIP support the Revitalization Strategy vision of Downtown Bradford and the Guiding Principles for future development (outlined in the sidebar). The financial incentives offered through the CIP are intended to support and augment the work of private property owners and business tenants in the downtown core. The expected outcomes include:

- Encourage intensification, infill and redevelopment in the Downtown;
- Support a mix of new commercial/retail and residential development in the Downtown and revitalization of existing commercial and mixed use buildings;
- Specifically support the development of residential and mixed use development in the shoulder areas to Downtown, and which takes advantage of transit opportunities and a range of services accessible on foot to residents of the Downtown neighbourhoods;
- Maximize the sunk investment and reinvestment in existing infrastructure and services in the Urban area of Bradford, to the benefit of the Town's citizens. This is achieved by not only bringing sites back into productive use, promoting an appropriate scale of infill and densification, but by supporting the longevity of the existing building stock, businesses and services which comprise the Downtown;
- Promote social, economic and physical enhancement of downtown and to improve neighbourhood amenity;
- Improve over time the overall quality of life in Bradford West Gwillimbury through ensuring the vitality and viability of Downtown as well as its key anchors which comprise a range of civic, commercial office, retail and institutional uses;
- Promote investment in the private building stock of Downtown as a complement to public investment in streetscape and other public realm, recreation, and other municipal capital facilities in and around Downtown Bradford; and

- Enable Downtown to become a destination for citizens and visitors alike, continue and enhance its role in events and festivals, and to showcase the Town as a place to invest. In so doing, create a retail and service mix that ensures its long term viability and relevance to the community, and which provides an attractive and long term investment yield for existing and prospective commercial landlords. This will require the support of appropriate anchor tenants, brands and encouragement through the community improvement plan of local investors in business and real estate.



3. LEGISLATIVE FRAMEWORK & POLICY RATIONALE

Relevant definitions under Section 28(1) of the Planning Act

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

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

“community improvement project area” means a municipality or an area within a municipality, the community improvement of which in the opinion of the council is desirable because of age, dilapidation, overcrowding, faulty arrangement, unsuitability of buildings or for any other environmental, social or community economic development reason. R.S.O. 1990, c. P.13, s. 28 (1); 2001, c. 17, s. 7 (1, 2); 2006, c. 23, s. 14 (1).

Planning Act Provisions for CIPs

Municipalities with community improvement policies in their official plans have the authority under Section 28 of the Ontario Planning Act to designate a Community Improvement Project Area, hereafter referred to as CIPA, and to prepare and adopt a Community Improvement Plan (CIP). The definitions of “community improvement,” “community improvement plan,” and “community improvement project area” can be viewed in the sidebar.

Relevant subsections of Planning Act, Section 28 include:

(7) For the purpose of carrying out a municipality’s community improvement plan that has come into effect, the municipality may make grants or loans, in conformity with the community improvement plan, to registered owners, assessed owners and tenants of lands 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. 2006, c. 23, s. 14 (8).

Eligible costs

(7.1) For the purposes of subsection (7), the eligible costs of a community improvement plan 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. 2006, c. 23, s. 14 (8).

Provincial Policy Statement (PPS), 2005

Provincial Policy Statements (PPS) are issued by the Government of Ontario to provide direction on matters of provincial interest as it relates to planning and development. The 2005 Provincial Policy Statement provided guidance in the development of the initial Community Improvement Plan in 2012. The PPS (2005) supports the provincial goal of enhancing the quality of life for all Ontarians in addition to improved land use planning and management.

Please note that PPS, 2005 has been replaced with PPS, 2014 – see next

Provincial Policy Statement (PPS), 2014

The Provincial Policy Statement, 2014 is issued under section 3 of the Planning Act. It became effective April 30, 2014 and applies to planning decisions made on or after that date. It replaces the Provincial Policy Statement, 2005. The Provincial Policy Statement, 2014 applies province-wide. Its policies set out the government's land use vision for how we settle our landscape, create our built environment, and manage our land and resources over the long term to achieve livable and resilient communities.

The Provincial Policy Statement is more than a set of individual policies. It is to be interpreted in its entirety and the relevant policies are to be applied to each situation. The following sections in the PPS support the goals of this CIP:

1.7.1 Long-term economic prosperity should be supported by:

- a) promoting opportunities for economic development and community investment-readiness;
- c) maintaining and, where possible, enhancing the vitality and viability of downtowns and mainstreets;
- d) 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;
- e) promoting the redevelopment of brownfield sites;
- g) providing opportunities for sustainable tourism development;
- h) providing opportunities to support local food, and promoting the sustainability of agri-food and agri-product businesses by protecting agricultural resources, and minimizing land use conflicts;
- i) promoting energy conservation and providing opportunities for development of renewable energy systems and alternative energy systems, including district energy;

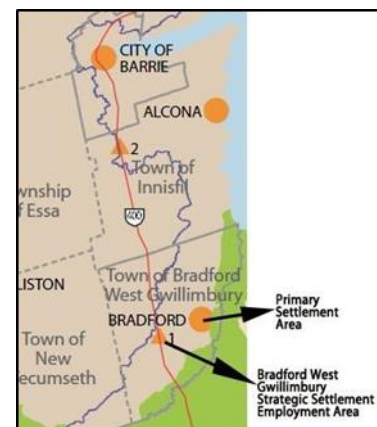


Figure 3: Primary Settlement Area of the Town of Bradford West Gwillimbury

Municipal Act Provisions for CIP Grants & Loans

The following sections of the Ontario *Municipal Act, 2001* are relevant to the implementation of community improvement plans:

- Section 106(1) prohibits municipalities from engaging in bonusing – the practice of providing direct or indirect assistance to manufacturing, industrial or commercial businesses through the use of financial incentives. However, a municipality exercising its authority to implement a community improvement plan under Section 28 of the *Planning Act* is exempt from this section (*Municipal Act*, Section 106(3)).
- Section 365.1(2) is also exempt from Section 106(1) and allows municipalities to pass by-laws that cancel “all or a portion of the taxes for municipal and school purposes levied on one or more specified eligible properties, on such conditions as the municipality may determine.” This section applies to brownfields. Cancelling taxes for school purposes requires written approval by the Minister of Finance.
- Section 365.2 permits local municipalities – despite the prohibition set out in Section 106 – to provide tax reductions or refunds with respect to eligible heritage properties.

Growth Plan for the Greater Golden Horseshoe, 2006 – Amendment 1 (2012)

The Growth Plan provides a framework for managing growth in the Greater Golden Horseshoe to 2031 and helps guide local and regional decision-making as it relates to issues such as land use planning, housing, transportation and infrastructure planning. In January 2012, the Province released Amendment 1 to the Growth Plan, which provides further direction on where growth is to occur within the Simcoe Sub-area.

Amendment 1 calls on the Town of Bradford West Gwillimbury to direct a significant portion of its forecasted population and employment growth to the primary settlement area, which includes the Downtown area (shown in previous page - Figure 3).

According to the Growth Plan projections, the Town’s population is expected to grow to 50,500 people in 2031 and the employment forecast in that same period is 18,000. The 2011 population of the Town is 28,077.

County of Simcoe Official Plan

The Town of Bradford West Gwillimbury is a lower-tier municipality in the County of Simcoe. There is no specific verbiage pertaining to Community Improvement Planning in the 2007 County of Simcoe Official Plan and the 2012 Draft County of Simcoe Official Plan. The County released its draft Official Plan in 2012

to bring its plan in conformity with Amendment 1 of the Growth Plan for the Greater Golden Horseshoe. Regarding development growth, Section 3.2.3 of the Draft County of Simcoe Official Plan (2012) directs its local municipalities to direct development to settlement areas “with particular emphasis on primary settlement areas.” The County also states that 40 per cent of new residential units in the Town of Bradford West Gwillimbury be developed within the built boundaries of settlement areas by the year 2015 and for each year thereafter.

The following policies also provide a supportive framework for implementing the CIP:

Mixed Use Development

3.5.25 Local municipalities shall promote the intensification and efficient use of land in built up areas, the development of mixed use communities within settlements, the revitalization and redevelopment of developed areas where appropriate...

Downtowns

3.5.26 Settlements, and the downtowns and main streets of primary settlement areas, shall be promoted as focal points for residential, commercial, and institutional uses, through the following:

- ✓ Establishing safe and pleasant pedestrian environments which encourage movement by foot and bicycle and transit
- ✓ Protection of heritage buildings and structures
- ✓ Development of attractive streetscapes
- ✓ Encouragement of downtown economic development initiatives
- ✓ Development of a range of housing types and costs

Town of Bradford West Gwillimbury Official Plan

Only municipalities with community improvement policies in their Official Plans have the authority under the *Planning Act* to designate a CIPA and to prepare a CIP. Under Section 10.10.1 of the Town of Bradford West Gwillimbury Official Plan (2002), the Town may become involved in Community Improvement program, however, an Official Plan Amendment (OPA) will be required to identify areas that are subject to Community Improvement Plans.

The Town's Official Plan was last consolidated in 2002 and is undergoing a review. The Official Plan acknowledges that growth in the Town's population will continue to strengthen given its proximity to the Greater Toronto Area, and states that the majority of new development should occur within the Bradford Urban Area with higher density uses located near the downtown core and along major collector and arterial streets. The Downtown Community Improvement Project Area (CIPA) ¹ contains the following land use designations: Commercial Core, Service Commercial, Industrial/Commercial and Residential.

Official Plan policies related to residential intensification and commercial/retail development in the commercial core are supportive of the goals of the Downtown CIP, as infill and mixed use development and residential redevelopment are encouraged in the downtown core (Official Plan, Section 5.4.5.1). Main floor retail and service commercial uses geared to pedestrian traffic will be the predominant development in the Commercial Core (Official Plan, Section 5.3.2.2). The Official Plan also sets out policies to protect the viability of the Commercial Core by encouraging a mix of retail, small business, residential intensification and institutional uses in the downtown core (Section 5.2.2.1 of the Official Plan can be viewed in the sidebar).

Relevant Official Plan (2002) Policies

5.2.2.1 The following policies are designed to protect the viability of the commercial core and to enhance its appeal:

- *The preservation and re-use of historic buildings and features is encouraged;*
- *Through traffic will be redirected to maintain the destination function of the core area and improve the environment for pedestrians;*
- *A mix of retail, small business, residential intensification and institutional uses is encouraged in the downtown core;*
- *Signage, streetscape and building façades should be coordinated through a program to enhance the attractive and distinctive small town character;*
- *A program to create small public places at varying scales is implemented as part of the development of parks.*

4. DYNAMICS OF INVESTMENT OPPORTUNITIES IN DOWNTOWN

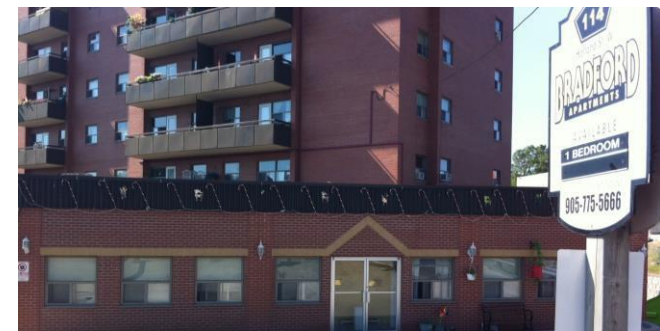
Analysis of Existing Investment Conditions

Figure 4 illustrates the broad classes of land use as used to determine property taxation in the Town of Bradford West Gwillimbury. The focus is the area that comprises much of the Downtown Bradford Revitalization Strategy. Evident is the following:

1. Historic, original land uses along Holland Street that illustrate the tighter urban fabric of main street in the 20th Century, as well as the concentration of retail that would have originally characterized the Downtown. Only a short distance from Holland and Barrie, a mix of uses characterizes Downtown, including low density residential, reflect the historic land use pattern, interspersed with commercial development which has occurred over time.
2. The Downtown has relatively strong “Shoulder areas” comprising stable residential areas. Multi-residential development is variable in scale and level of quality.
3. The shoulder areas also house business enterprises important to the Downtown as an employment hub. The retention of significant public services and employment in Downtown is important to maintaining the opportunity for professional and personal service establishment to remain in the area. John Street exhibits well this transitional use zone comprising a number of professional offices located in formerly residential properties.
4. The Bridge Street corridor has a range of uses – agricultural, commercial, mixed-use and employment (industrial) lands – and functions as a primary gateway to the Town from the South East. The existing pattern of commercial development is centred on highway retail and commercial uses, and includes



Tighter urban fabric on Holland Street



Multi-residential on Holland Street

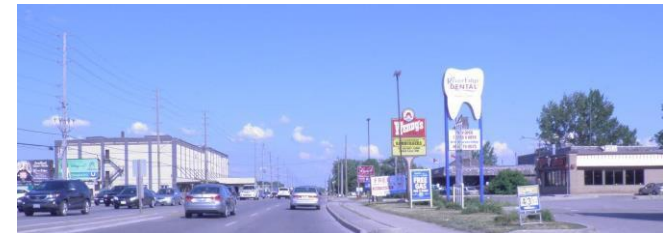


Professional offices on John Street

May, 2016

older eras of commercial (including motel) development. Over time, renewed investment potential can be expected, particularly in proximity to the Bridge and Dissette Street intersection. The locational advantages of the Go Station will likely deepen the opportunity for developing at density, with a focus on residential development.

5. Along the Bridge Street corridor, the opportunity exists for improving the urban fabric as it transitions for rural to urban, with the existing agricultural processing and storage buildings providing further opportunity to define the entrance – however, long term development opportunity can be complemented by improvements in landscape and building appearance in the short to medium term.
6. The development of the eastern gateway is contrasted with the western gateway to the Downtown. The development of the civic complex (comprising the Leisure Centre and the Arts and Culture Centre) forms a natural buffer between the Downtown and the newer format retail developed to the west. The presence of these municipal capital facilities and their particular roles as destinations should be maximized in terms of their positive impact on Downtown – creating an opportunity to tie the services of Downtown to the enjoyment of these facilities. In this regard, operating the Downtown as an employment node remains important in light of the significant competition which exists for retail expenditures between the Downtown and the emerging retail centres to west.

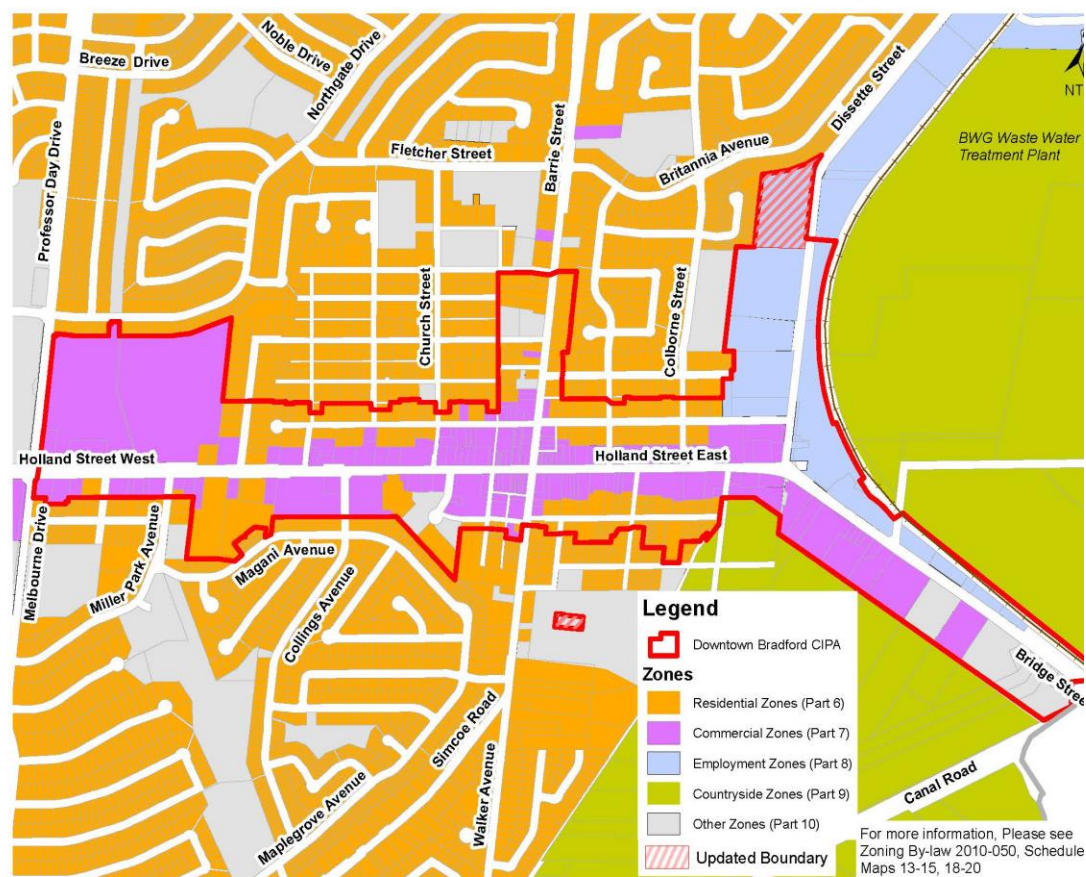


Range of uses on Bridge Street



Existing urban fabric on Bridge Street

Figure 4: Properties in Community Improvement Project Area by Zoning



Downtown Character

The 2010 commercial space inventory (see Table 1) for the Town signifies the important role that is retained by Downtown as a centre of commerce and services. While the Commercial Core (a smaller area than represented in Figure 4 above) contributes less in some areas of retail and service provision (e.g. supermarkets), it dominates as the central location for professional offices, medical offices and health services and food and beverage establishments.

The development of programmatic support as part of the CIP, should develop and strengthen this role for Downtown. The means to achieve this, and hence the focus of programs, should not only include retail, but the development and retention of employment and residents. New residential development is key to achieving a sustainable future for the commercial district of Downtown Bradford.



Retail at grade with parking in front – Holland Street West



Coffee Cultures at the Four Corners (Barrie and Holland)

Table 1: Bradford West Gwillimbury Retail/Commercial Inventory Summary in sq. ft.

	Bradford Commercial Core	% of total	Bridge Street Corridor	Total Town of Bradford West Gwillimbury
Supermarkets & Grocery	17,700	24	0	74,700
Other Food	31,100	48	1,300	65,400
Total FSTM (Food store type merchandise)	48,800	35	1,300	140,100
Department Stores	0	0	0	170,000
HATBA (home and auto supply, tires/batteries/accessories)	0	0	0	52,700
Other General Merchandise Stores (excl. HATBA)	18,000	64	0	28,300
Health and Personal Care Stores	21,500	78	0	27,700
Clothing and Clothing Accessories Stores	4,500	100	0	4,500
Furniture and Home Furnishings	14,700	69	3,300	21,400
Other DSTM	15,300	65	0	23,500
Building Material/Garden Equipment/ Supplies Dealers	27,200	15	17,000	176,400
Total DSTM (Department store type merchandise)/Home Improvement	101,200	20	20,300	504,500
Liquor/Beer/Wine	0	0	0	15,000
Second Hand Merchandise	9,500	100	0	9,500
Miscellaneous	6,100	54	5,200	11,300
Total Other Retail	15,600	44	5,200	35,800
Food Services & Drinking Places	69,900	59	15,900	119,000
Repair and Maintenance Services	11,800	16	34,000	75,800
Personal Laundry	39,500	73	0	54,000
Financial Services	3,600	10	0	35,000
Medical services	22,300	70	0	32,000
Other Professional Services	17,400	60	2,900	28,900
Other Services	66,500	37	4,500	177,500
Entertainment & Fitness	10,800	14	17,100	75,100
Total Services	241,800	40	74,400	597,300
Total Occupied Space	407,400	32	101,200	1,277,700
Total New, Leased and Under Construction Space	0	0	0	65,400
Total Occupied, New, Leased and Under Construction Space	407,400	30	101,200	1,343,100
Total Vacant Space	67,200	58	11,900	115,800
Total Measured Space	474,600	33	113,100	1,458,900

Source: Sierra Planning and Management based on 2010 BWG Retail Analysis & Commercial Policy Review

In July 2012, a field review and photographic inventory of the Downtown commercial area recorded the type and number of retail/commercial business establishments based on street-level observations. The review, which complements the 2010 commercial inventory, reconfirms as of 2016 the continued role of Downtown as a diversified commercial district supporting a range of employment, local and specialist retail and services, and a range of residential neighbourhoods.

Table 2: Retail/Commercial Inventory (Number of Businesses in Operation)

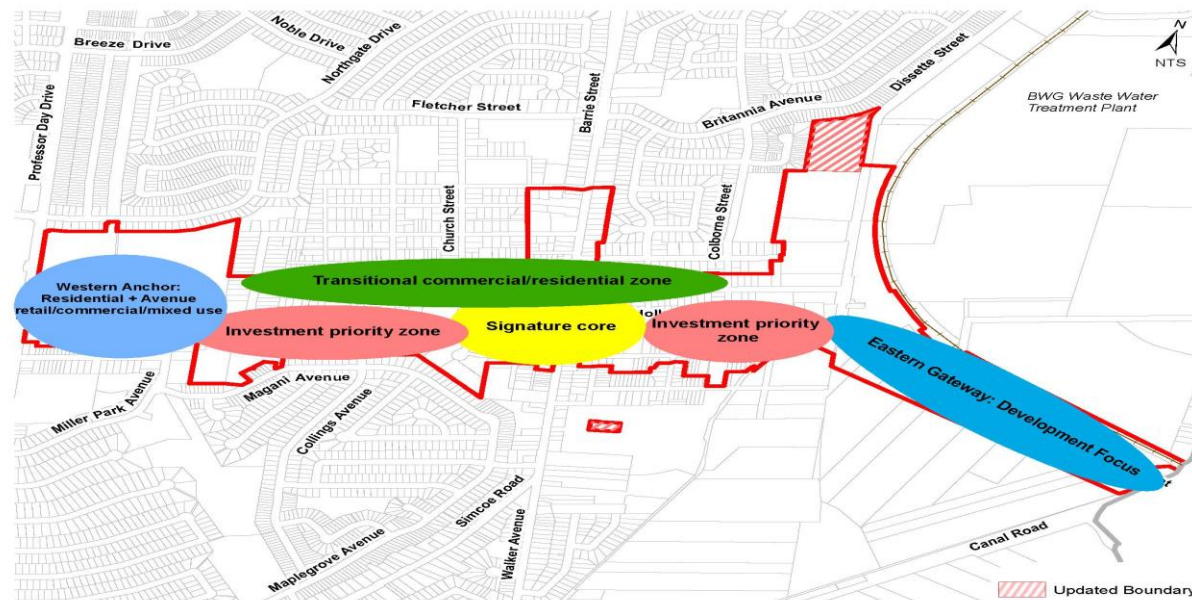
	Dissette Street	Bridge Street Corridor	Holland Street West	Holland Street East	Barrie Street	Simcoe Street	John Street	Total
Retail/Commercial								
Supermarkets & Grocery			1	1				2
Convenience Stores			2	4				6
Other General Merchandise (incl Pawn Shops, Computers)		3	4	2	1			10
Clothing and Clothing Accessories Stores			1	2				3
Department Stores								0
Home and Hardware Stores	2	3	2	5				12
Auto Sales and Service	3	5	4	1				13
Farm Equipment Sales and Service		2						2
Health and Personal Care Stores			6	7	2			15
Liquor/Beer/Wine				1				1
Food Services (e.g Restaurants)	1	4	17	17	1	2		42
Misc Retailers (Florists, Gift and Pet Supplies)			2		1			3
Personal Entertainment (e.g. Video, Games and Hobby)			1	2			1	4
Commercial/Retail Services								
Personal and Laundry (incl travel agencies)			1	2	1			4
Financial Services			3	2	1			6
Medical and Dental services		1	13	9	3		1	27
Fitness	1	2	1	3				7
Other Services (e.g realtors, pet care, government)	4		7	6	7	2	3	29

Source: Sierra Planning and Management (Field Review and Photographic Inventory - July 2012)

Matching CIP Program Support to the Needs and Opportunities for Downtown

The distinct areas of Downtown Bradford reflect differing opportunities and hence this CIP adopts the approach of a suite of programs which can collectively address, with reasonable likelihood of impact, the challenges and opportunities. The challenges include land market inertia – likely brownfield development scenarios that demand a careful guiding hand to achieve sustainable redevelopment; an established core and older building stock that provides opportunity for reinvestment, lower density plazas on the fringes of Downtown that will remain features of the Downtown and provide anchor retail as well as cater to car-borne visitors; and potential redevelopment sites and assemblies which can be supported through the CIP to achieve their development potential.

Figure 5: Characterization of Potential Development and Investment Zones in Downtown Bradford



Development Opportunities

The CIP promotes redevelopment opportunities, in accordance with the evolving policy of the Town to achieve greater density on appropriate sites. Figure 6 shows land identified as vacant based on property assessment rolls (2016). The form and timing of development on these lands will be guided by the market opportunities and growth pressures experienced in the Bradford area, as well as the quality of the urban environment.

The CIP has an important role in achieving an effective balance between new developments and enhancing the experience of living, working and shopping in Downtown. Accordingly, the programmatic support of the CIP addresses a range of objectives including programs which support both comprehensive development of new residential, commercial and mixed use, as well as programs which enable a range of aesthetic and functional improvements to the existing building stock. All of these efforts are complemented by enhancements to the public realm such as the Holland Street reconstruction.

The CIP recognizes investment priority zones which are not comprised of only development sites, but are existing properties in productive use which offer the potential for reinvestment over the short to medium term.

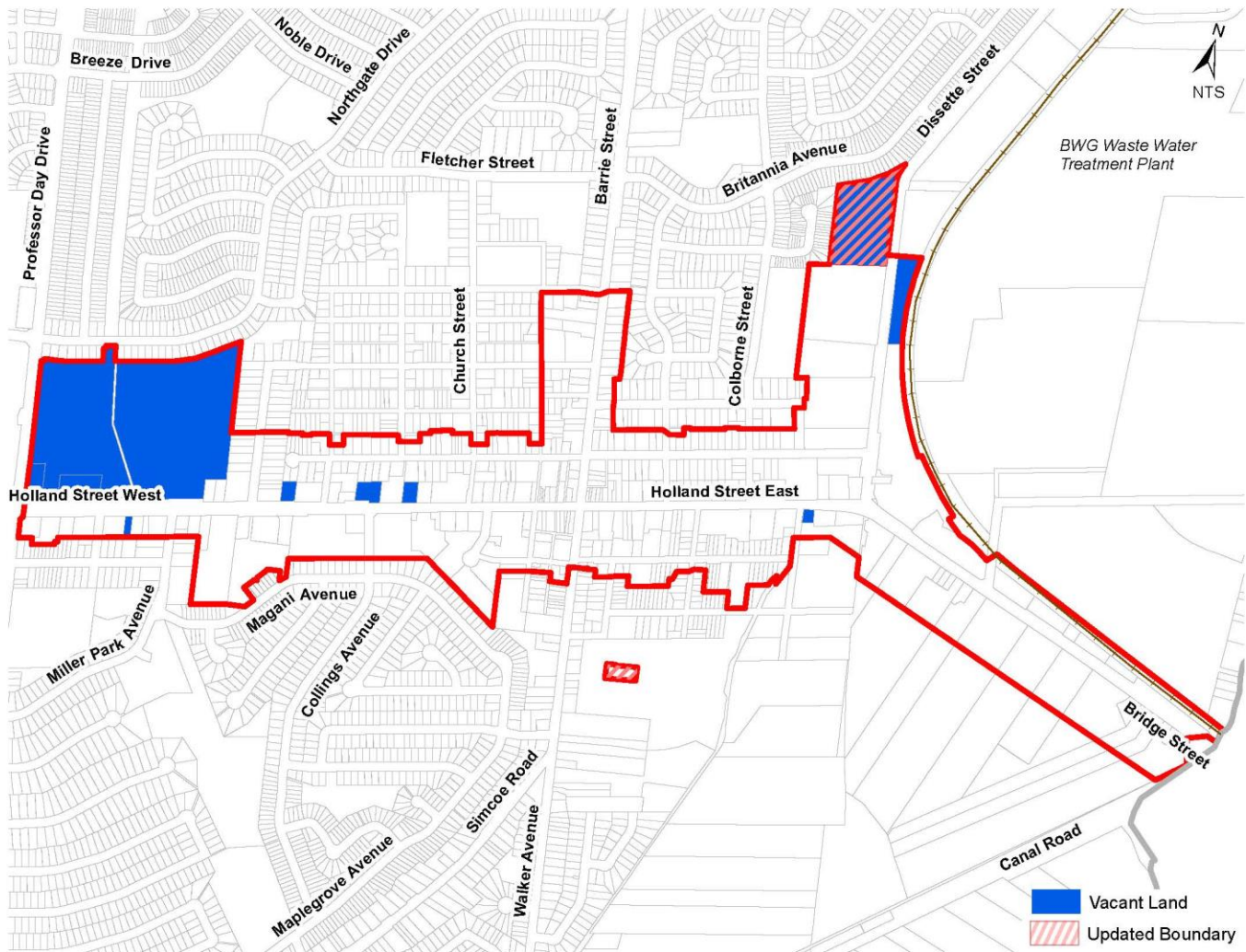


Vacant lot on Dissette Street



Heritage building for sale on Holland Street West, north side

Figure 6: Vacant Land in the Downtown Bradford CIPA (2016) – New Property Addition (Striped Area)



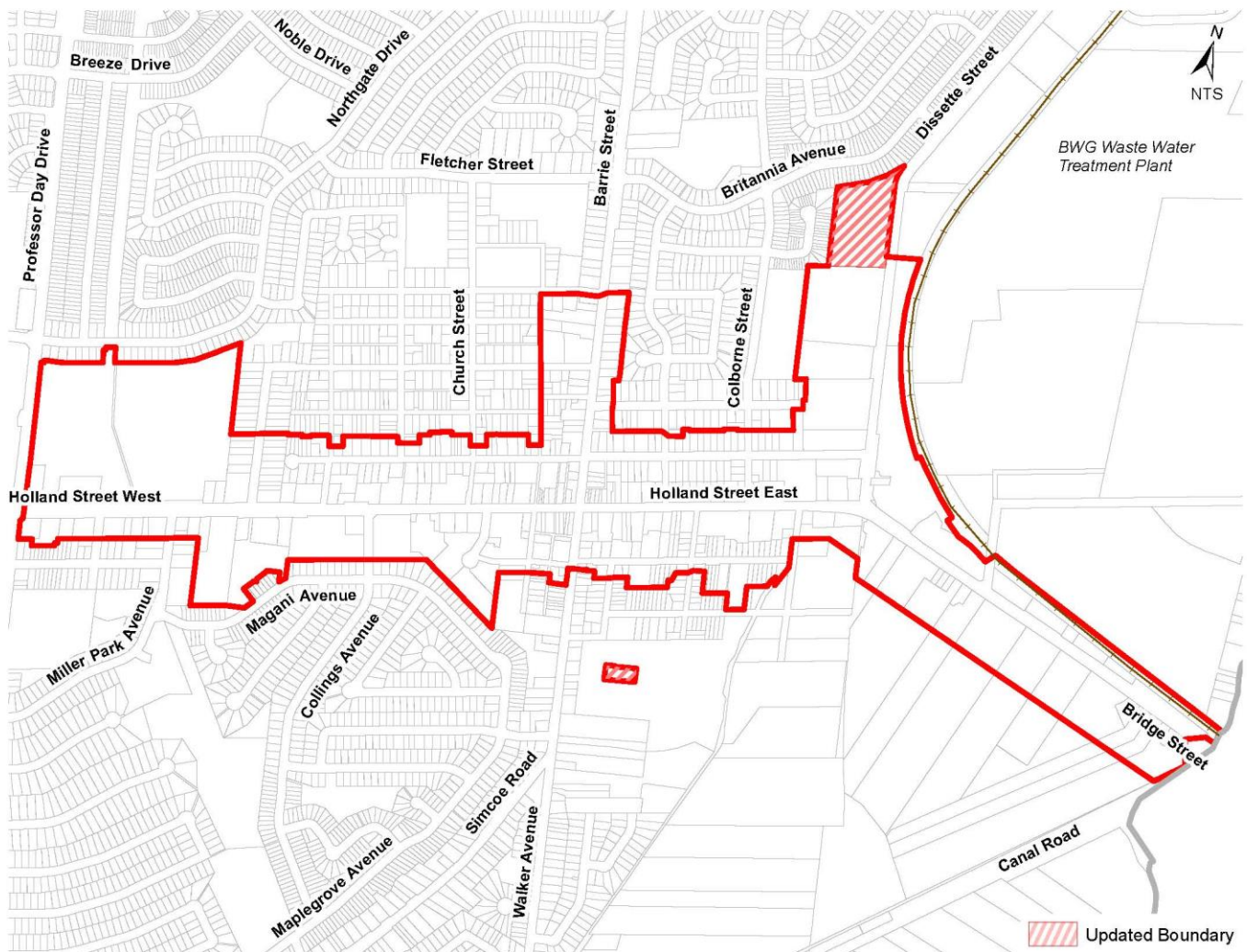
5. COMMUNITY IMPROVEMENT PROJECT AREA (CIPA)

The Downtown Bradford CIPA is defined in Figure 7 and comprises the geographic area within which the programs of financial support will operate as directed through this CIP. The Town of Bradford West Gwillimbury will only accept applications for financial assistance for development or property enhancement projects for properties located in the Downtown Bradford CIPA for the five-year duration of this CIP.

In general, the Downtown Bradford CIPA boundary is described as all properties fronting on:

- Holland Street from Professor Day Drive in the West to Dissette Street in the East;
- John Street West and John Street East;
- Bridge Street to Canal Road;
- Southern part of Dissette Street;
- Barrie Street to Queen Street in the north and Simcoe Road to Thomas Street in the South; and
- Holland Court.

Figure 7: Downtown Bradford CIPA Boundary



6. INCENTIVE PROGRAMS

Overview of Financial Incentive Programs

For the purposes of CIP funding, only properties located in the Downtown CIPA (identified in Figure 5) are eligible for program support. Council may consider minor exceptions to the CIPA boundary provided the subject parcel(s) is critical to the overall project and directly adjacent to the main parcel which is wholly within the CIPA boundary. Additionally, all **owner-occupied housing** is excluded from the CIP programs. However, multi-unit residential buildings are eligible for receiving assistance under the CIP funding programs.

The following suite of programs is intended to promote and support the goals of the CIP and the revitalization of Downtown Bradford. These programs are designed to encourage long-term private sector actions involving property and landscape enhancement, and property rehabilitation and development. Because these programs are accessed at different times in the development process, it is important to approve access to the suite of programs (as applicable) in principle. **In recognizing the stepped nature of program support, Council will approve in principle all programs to which a site is initially eligible, deferring final approval of support under each program until detailed eligibility criteria have been met.**

The following series of programs came into effect in 2013 and are being extended for a 5 year period in 2016, however, Council has the right to extend, revise or alter this CIP beyond the five-year horizon subject to the objectives of Council and the performance of the plan in the opinion of Council:

1. Façade, Landscape and Signage Improvement Grant Program
2. Building, Restoration, Renovation and Improvement Program
3. Planning Fees and Building Permit Grant Program
4. Development Charge Grant Program
5. Tax-based Redevelopment Grant (TIG) Program

Incentive Program Summaries

The full schedule of program details for each CIP incentive program can be found in Schedule A. This section provides summaries of program specifics and implementation details for each of the financial incentive programs offered through the Downtown CIP, and should be read in conjunction with the full schedules.

PROGRAM 1: FAÇADE, LANDSCAPE AND SIGNAGE IMPROVEMENT GRANT PROGRAM

Description	<p>Under the Façade, Landscape and Signage Improvement Grant Program, matching grants may be offered to eligible property owners within the defined Downtown CIPA for façade improvements or signage development or street front (publicly accessible parts of private properties) landscape improvements or any combination of these 3 categories of property enhancement.</p> <p>The grant is meant to be applied for improvements and upgrades to the street fronts of properties but it may also be applied to the rear or side of a property only in cases where the rear or side of a property is facing a street or public park or public gathering space or parking area that is accessible to the general public.</p>				
Program Specifics	<table border="0"> <tr> <td data-bbox="394 842 841 919"><u>For properties fronting on Holland and Bridge and Barrie Streets:</u></td><td data-bbox="849 842 1476 982"> <ul style="list-style-type: none"> • Matching grant of up to 50% of eligible costs up to a maximum grant of \$15,000 per property; • Minimum grant of \$1,000 per property. </td></tr> <tr> <td data-bbox="394 1010 841 1052"><u>For properties on other streets:</u></td><td data-bbox="849 1010 1476 1150"> <ul style="list-style-type: none"> • Matching grant of up to 50% of eligible costs up to a maximum grant of \$10,000 per property; • Minimum grant of \$1,000 per property. </td></tr> </table> <p>This program excludes owner-occupied residential dwellings. However, it does include multi-unit residential properties on Holland Street as well as formerly residential buildings now used, in part or in whole, for commercial use.</p>	<u>For properties fronting on Holland and Bridge and Barrie Streets:</u>	<ul style="list-style-type: none"> • Matching grant of up to 50% of eligible costs up to a maximum grant of \$15,000 per property; • Minimum grant of \$1,000 per property. 	<u>For properties on other streets:</u>	<ul style="list-style-type: none"> • Matching grant of up to 50% of eligible costs up to a maximum grant of \$10,000 per property; • Minimum grant of \$1,000 per property.
<u>For properties fronting on Holland and Bridge and Barrie Streets:</u>	<ul style="list-style-type: none"> • Matching grant of up to 50% of eligible costs up to a maximum grant of \$15,000 per property; • Minimum grant of \$1,000 per property. 				
<u>For properties on other streets:</u>	<ul style="list-style-type: none"> • Matching grant of up to 50% of eligible costs up to a maximum grant of \$10,000 per property; • Minimum grant of \$1,000 per property. 				
Implementation Specifics	<p>Applications for façade, landscape and signage improvements should be in keeping with the Design Guidelines. Design guidelines regarding façade, landscape and signage are contained in the Downtown Bradford Design Guidelines and relevant design guidelines are included in Schedule D.</p> <p>Façade, Landscape and Signage Improvement Grants disbursed as follows:</p> <ol style="list-style-type: none"> 10% on approval; 60% on substantial (80%) completion; 30% on final completion. <p>Eligible costs include (but are not limited to): costs associated with the enhancement, replacement and rehabilitation of commercial/retail doors, windows, and façades. A detailed list of eligible cost examples is available in Schedule A.</p>				
Recommended Annual Budget	\$100,000				

PROGRAM 2: BUILDING, RESTORATION, RENOVATION AND IMPROVEMENT PROGRAM

Description	<p>This grant has the potential to leverage significant private sector investment in interior building renovations and improvements, and help address the costs involved with a range of matters, such as:</p> <ul style="list-style-type: none"> • Building, fire and other code compliance; • Expansion/additions and accommodating accessibility and fire/safety upgrades; • Retrofitting existing space (such as second floors); • Potentially additional on-site development. 				
Program Specifics	<p>The program is available in two forms for non-residential and mixed use developments. In both forms, the grant is equivalent to a proportion of the work value and on a matching funds basis to a maximum of 50% of eligible costs:</p> <table> <tr> <td><u>Secured Interest-free Loan (Lower Amount):</u></td><td> <ul style="list-style-type: none"> • Maximum grant of \$25,000 per property (minimum grant of \$5,000 per property); • Grant is a secured loan, forgivable over 5 years at an annual rate of 20%. </td></tr> <tr> <td><u>Secured Interest-free Loan (Higher Amount):</u></td><td> <ul style="list-style-type: none"> • Maximum loan of \$50,000 per property. • Loan repayable as follows: <ul style="list-style-type: none"> ○ 50% of loan repayable over 10 years at zero interest; ○ 50% loan forgiveness over 5 years based on forgiveness rate of 20% per year. </td></tr> </table> <p>Under both program streams, where the property is sold or interest in the property is transferred to another entity within the 5 year loan forgiveness period, the remaining principal of the grant (after annual forgiveness) is repayable to the Town. Upon sale or transfer, all outstanding loan obligations remain payable to the Town based on the approved loan repayment agreement signed by both the Town and the applicant upon receipt of program assistance. Year 1 of the repayment period commences upon final completion of the project.</p>	<u>Secured Interest-free Loan (Lower Amount):</u>	<ul style="list-style-type: none"> • Maximum grant of \$25,000 per property (minimum grant of \$5,000 per property); • Grant is a secured loan, forgivable over 5 years at an annual rate of 20%. 	<u>Secured Interest-free Loan (Higher Amount):</u>	<ul style="list-style-type: none"> • Maximum loan of \$50,000 per property. • Loan repayable as follows: <ul style="list-style-type: none"> ○ 50% of loan repayable over 10 years at zero interest; ○ 50% loan forgiveness over 5 years based on forgiveness rate of 20% per year.
<u>Secured Interest-free Loan (Lower Amount):</u>	<ul style="list-style-type: none"> • Maximum grant of \$25,000 per property (minimum grant of \$5,000 per property); • Grant is a secured loan, forgivable over 5 years at an annual rate of 20%. 				
<u>Secured Interest-free Loan (Higher Amount):</u>	<ul style="list-style-type: none"> • Maximum loan of \$50,000 per property. • Loan repayable as follows: <ul style="list-style-type: none"> ○ 50% of loan repayable over 10 years at zero interest; ○ 50% loan forgiveness over 5 years based on forgiveness rate of 20% per year. 				
Implementation Specifics	<p>Eligible Costs include (but are not limited to): costs associated with materials, labour, equipment, financing, insurance, regulatory approvals and professional fees related to internal building works, including major fit-up to meet the future needs of tenants. In addition, the program includes external property improvements, and the development of additional gross floor area, parking and other works not included in the Building Façade, Landscape and Signage Grant Program. <u>Submissions that involve improving or resolving issues related to accessibility and fire/life safety will be considered as part of a larger submission but not as stand-alone projects.</u></p> <p>Building, Restoration, Renovation and Improvement Grants disbursed as follows:</p> <ol style="list-style-type: none"> 10% on approval; 80% on substantial completion; 10% on final completion. 				
Recommended					
Annual Budget	\$200,000				

PROGRAM 3: PLANNING FEES AND BUILDING PERMIT GRANT PROGRAM

Description	This program offers property owners with plans to develop new non-residential, mixed use and new multi-unit residential properties, a reduction in applicable planning and building permit fees. Reduced planning and building permit fees may, in concert with other program support, help encourage new development efforts through reducing initial regulatory costs.	
Program Specifics	<p><u>Planning application related Fees Grant:</u></p> <ul style="list-style-type: none"> • 75% reduction in planning fees; • Maximum grant of \$20,000 per property or 75% reduction in planning fee costs, whichever is less. 	
	<p><u>Building Permit Fees Grant:</u></p> <ul style="list-style-type: none"> • 75% reduction in building permit fees for new builds or major renovations; • Maximum grant of \$20,000 per property or 75% reduction in building permit fee costs, whichever is less. 	
	<p>Grant covers:</p> <ul style="list-style-type: none"> • Planning application fees for: Zoning By-law and Official Plan amendments; Site Plan Control for New Development and Additions; Minor Variance; Plan of Subdivision/Condominium. The grant is only applicable to planning fees levied by the Town of Bradford West Gwillimbury. Unless otherwise notified by the Town of Bradford West Gwillimbury in response to individual applications for financial support under this program, this program excludes any application to fees and permits levied by, or on behalf of, the County of Simcoe, School Boards or the Conservation Authority. • Building permit fees: New Residential Buildings & Additions to Residential Building; Interior Alterations and repairs to existing residential buildings; Commercial Industrial buildings; Institutional Building (includes additions to and interior alterations and repairs), Accessory Buildings, Demolition, Miscellaneous and Plumbing. <p>More details on other permits grants and reduction in the Payment-in-lieu of Parkland Dedication can be found in Schedule A.</p>	
Implementation Specifics	<p>The planning fee grant funds will be disbursed only at building permit approval to ensure incentives lead to the actual implementation of the project. The building permit fees grants should also be similarly back-ended to ensure pay-out of the grant only on completion of the project.</p> <p>The applicant pays for all planning and development permit costs as required and at the times required. These costs are reimbursed to the applicant, in the form of a grant, based on the following schedule:</p> <ul style="list-style-type: none"> • Official Plan Amendments (at building permit) • Zoning By-law Amendment (at building permit) • Site Plan Control (grant at the time of application) • Minor Variance (at the time of approval) • Plan of Subdivision (at Draft Approval) • Plan of Condominium (at Draft Approval) • Building Permit (at substantial completion) 	

**Recommended
Annual Budget**

Foregone income to the Town. The Town incurs the costs of administration and any other overhead costs related to reviewing and processing the application. The foregone departmental revenue for Development & Engineering Services Department should be funded from the CIP Reserve Fund.

PROGRAM 4: DEVELOPMENT CHARGE (DC) GRANT PROGRAM

Description	The objective of this program is to provide assistance for the development and re-development of sites by further reducing the cost of development related to development charges. Reduced development charges will help facilitate development and redevelopment efforts, and the municipality will benefit through development which raises assessment and activity in the Downtown.
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Program Specifics
Residential Development

- Maximum of **50%** reduction of Development Charges levied by the Town of Bradford West Gwillimbury. Unless otherwise notified by the Town of Bradford West Gwillimbury in response to individual applications for financial support under this program, the grant excludes any application to Development Charges levied by, or on behalf of, the County of Simcoe, as well as the Education Development Charge.

Non-residential Development

- Maximum of **50%** reduction of Development Charges levied by the Town of Bradford West Gwillimbury. Unless otherwise notified by the Town of Bradford West Gwillimbury in response to individual applications for financial support under this program, the grant excludes any application to Development Charges levied by, or on behalf of, the County of Simcoe, as well as the Education Development Charge .

Implementation Specifics	<p>The Owner or developer pays 100% of the Development Charge. This cost, to a maximum of 50%, is reimbursed to the Owner or developer, in the form of a grant based on the in force Development Charge rates at the time of application based on the following schedule:</p> <ul style="list-style-type: none">• Payment of the DC grant (to a maximum of 50% of the applicable Development Charge) should be no later than 3 months following the issuance of the building permit.
Recommended Annual Budget	<p>Foregone income to the Town and administrative costs related to processing applications. Cost of DC grant should be met by the CIP Reserve Fund.</p>

PROGRAM 5: TAX-BASED REDEVELOPMENT GRANT (TIG) PROGRAM

Description	<p>A Tax Increment Grant (TIG) leverages the increased assessment and property taxation generated by site redevelopment to reduce the financial costs of property rehabilitation and redevelopment by:</p> <ul style="list-style-type: none"> • Providing a grant equivalent to the Municipal portion of the property tax for a given property; and • Limiting such grants to annual payments for a maximum period of 10 years or equivalent to the maximum cost of rehabilitation, renovation and/or redevelopment.
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Program Specifics	<p>NON-RESIDENTIAL</p> <ul style="list-style-type: none"> • The maximum amount of the grant is 80% of the annual tax increment over the agreed base assessment and property tax liability. The maximum duration is 10 years.
	<p>RESIDENTIAL</p> <ul style="list-style-type: none"> • For residential development, 100% of the annual municipal tax increment is available to be provided as a grant for comprehensive (re)development.

Policy and program support at the County of Simcoe does not yet exist to enable a County TIG component. Accordingly, applications under this CIP for tax increment grants under Program 5 will be eligible for the County tax increment only if County approval of its contribution to the program is achieved.

The minimum increase in assessment for which the use of this program of tax-based grants is permitted is \$500,000 and will remain at this minimum for the duration (5 years) of the CIP.

Generally, smaller scale rehabilitation projects not involving significant additional floor space amounting to an increase in assessment above the minimum will be considered under the Building, Restoration, Renovation and Improvement Program (Program 2).

Implementation Specifics	<p>The grant is based on the “Reimbursing Developer” approach. The property owner/developer pays for the full cost of renovation, rehabilitation or redevelopment as well as the resulting annual increase in property tax. The Town reimburses the Owner or assigned recipient by way of an annual grant equivalent to the agreed municipal portion of the incremental property tax increase over an established “base” assessment and tax liability. This defined increment is net (that is to say calculated only after the reduction of Tax Liability) as a result of the following:</p> <ul style="list-style-type: none"> • Any phase-in agreements to soften tax increases that may exist through existing policy or programs; • Or the tax rebates granted to charitable organizations as owners or tenants; and • Any other rebate which lessens to overall initial (pre-Program 5) tax liability of the property.
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It is necessary to ensure property owners achieve approval in principle for TIG funding before commencing a project.

Eligible costs would be determined at the discretion of Council, however, in general, eligible costs include (but are not limited to):

- Site development and infrastructure work including demolition and disposal off-site, improvement or reconstruction of existing on-site public infrastructure (water services, sanitary and storm sewers);
- Major building rehabilitation, significant renovation and rehabilitation;
- Costs associated with the assessment of environmental conditions and the remediation of environmental contamination, and environmental protection;
- New construction;
- Design, engineering, legal, insurance, and other professional fees (at the discretion of the Town of Bradford West Gwillimbury) directly related to the design and development and commissioning of the completed building(s);
- Eligible costs exclude both construction financing and long-term debt financing interest costs.

The Town of Bradford West Gwillimbury will determine the existing “base” assessment for the property – this will normally be defined as being at the time of approval of the application and is based on the assessment and tax class at that time. However, the Town may, at its discretion, establish an alternate date for purposes of establishing the base assessment and property tax liability. Where a project is phased over several years the grant will be based on the property re-assessment and taxable status of the project in each of the interim years before project completion. At project completion, the grant (as applicable) will be based on the assessed property value provided by MPAC.

**Recommended
Annual Budget**

This grant focuses on net municipal taxation gain which represents unrealized revenue if the development or enhancement of the property had not occurred. At the end of the grant program (a maximum of 10 years or the dollar limit of eligible costs whichever is reached first, or earlier at the discretion of the Town), the Town realizes the full extent of the property taxes.

The potential exists for net fiscal impacts to the Town arising from the effective deferment of tax revenues. The municipality, as part of its approval process, will determine whether there is a likelihood that the Town’s interests are not served by the provision of a grant based on the estimate of short term net municipal fiscal impact.

7. IMPLEMENTATION

In circumstance where a development proposal is within more than one community improvement project area (i.e. eligible for both the Seniors Housing CIP and the Industrial Areas or Downtown CIP), the applicant has the option to apply for funding through one CIP that would achieve the maximum benefit. Applicants are not eligible to apply to more than one BWG Community Improvement Plan.

Program Intake & Application Process

1. Applicant completes on-line **intake form** signaling intent to apply for CIP programs.
2. **Pre-application consultation** meeting between Applicant and Coordinator.
3. **Town screening** of Applicant to ensure compliance with eligibility requirements (see [Section 8](#) and [Schedule A](#)).
4. **Complete application submitted** with all supporting materials required by the Town.
5. **Coordinator endorses application** and presents to the Downtown Bradford Evaluation Committee for review. The Evaluation Committee makes the final funding recommendation to Council via staff report.
6. **Recommendation staff report** is brought forward to Council by the Coordinator at the first available meeting.
7. **Council makes final decision** and may, at its discretion for Programs require signing of a legal agreement which outlines all terms and conditions of assistance, and the limitations of assistance.
8. **Applicant is notified** of decision.
 - a. If the Applicant is satisfied, project commences upon **signing agreement** between the Town and Applicant.
 - b. If the Applicant is not satisfied with the outcome and wishes to appeal the decision, they may do so by approaching Council directly via 'deputation' or 'open forum'.

See page 33 for information pertaining to Council meetings and how to appear before Council.

Intake Requirements

All applicants must complete the electronic **DCIP Intake Form** found on the Economic Development Website www.gotobwg.ca in order to signal the intent to complete a formal application. This form serves as a mechanism to collect basic information on the property owner and/or tenant and give authorization for the Town to conduct basic screening for eligibility. The following information must be provided:

- ✓ Description of the project scope and expected timing for completion;
- ✓ Incentive programs of interest and estimated funding request for each;
- ✓ How the project will improve the property and contribute to improving the Downtown core.
- ✓ Explain any issues with site plan or existing zoning that would necessitate a pre-consultation meeting with Community Planning staff.

Retroactivity & Projects Occurring Before Funding Approval

The Downtown CIP does not allow for retroactivity, therefore, only projects that have been identified on the DCIP Intake Form will be considered for funding as part of the CIP Application. Some projects may be time sensitive and as such the approval of CIP funding should not delay these projects. These could be projects which are required to repair deficiencies which cannot wait or to take advantage of opportunities to combine works which may lead to the need to commence a potential CIP-funded project before approval is in place.

The defining requirement is that the DCIP Intake Form must be received by the Town in advance of any works being undertaken. The Town will not provide approval in principle as this may lead to abuse of this provision and prevent the Town from due process in evaluating proposals at the submission deadline. It is also necessary that applicants are sufficiently aware that they cannot ask for financial assistance after the fact. Applicants are not allowed to seek CIP funding for emergency repairs.

Evaluation Criteria

The criteria used by the Evaluation Committee to assess the strength of CIP proposals will be provided to all applicants in advance of their submission. The criteria may be adjusted from time to time as required. The development of these criteria and their use in evaluation of applications will be at the discretion of Council and the Evaluation Committee.

Role of Coordinator, Evaluation Committee & Council

The **Coordinator** is responsible for assisting applicants at all stages of the CIP process and for making recommendations to the Evaluation Committee and Council regarding program funding. The **Evaluation Committee** is responsible for reviewing submissions, assessing the merits of each application and making an overall funding recommendation to Council (through a staff report prepared by the Coordinator).

As previously stated, the decision to fund property enhancement through the CIP instrument is entirely at the discretion of **Council** of the Corporation of the Town of Bradford West Gwillimbury. Council reserves the right to determine the level of funding which shall be received by an applicant, whether to fund at all

or in part, and what conditions, obligations and other requirements are attached to funding allocations. **Further, Council reserves the right to amend the process of application and evaluation, at any time and for any reason, without the requirement to amend the approved Community Improvement Plan.**

Fund Disbursement Requirements

Prior to release of program funds, the Town of Bradford West Gwillimbury will require proof of all costs submitted by the applicant. This will include final invoices for all costs related to the eligible works and may include a site visit by Town officials and/or staff.

Request for Additional Funds - Approved Projects

In certain circumstances, an approved application and signed agreement may be in place, but as the project is undertaken it may be discovered that the scope of work and associated costs were originally underestimated. When this occurs the Applicant may approach the Coordinator and request a review of the new information. If it is determined that the change in project scope is reasonable and/or additional project cost was unforeseen and legitimate; an **Application for Additional Funding** may be completed and brought forward to Council via staff report at the first available opportunity.

Council Meetings

Council meetings are held on the first and third Tuesdays of every month at 7:00 p.m. with the exception of July when there are no meetings. Special meetings may also be called on 48 hours' notice. Meetings take place at the Bradford West Gwillimbury Library and Cultural Centre - Zima Room located at 425 Holland Street West, unless otherwise stated.

Council Agendas are prepared and published by the Clerk's Division. Agendas and minutes can be found by visiting <https://bradfordwestgwillimbury.civicweb.net/Portal/>. All meetings of Council and Committees of Council are open to the public, unless permitted to close in accordance with section 239 of the Municipal Act, 2001.

Appearing Before Council

A person or organization wishing to appear before Council may complete a Deputation Request Form. **Deputation** requests must be submitted at least 5 days before the Council meeting. Each deputation is allotted 10 minutes of speaking time.

Alternatively, **Open Forum** is also available at Council meetings by signing the Open Forum register located at the back of Council chambers. There is no provision for Council discussion on Open Forum items.

Downtown CIP Evaluation & Approval Process

Evaluation Team Composition

The membership of the Committee is to be broad-based, comprised of both Town staff and community representatives. The composition shall be as follows:

- Chair or designate from Downtown Revitalization Committee;
- 1 Council Member;
- 1 Representative of the Board of Trade;
- Director or designate from Community Planning Division;
- Director or designate from Development & Engineering Services department;
- Director or designate from Finance department;
- Manager of Economic Development;
- Chief Building Official or designate from the Building Division.

NOTES:

- I. Additional Town staff with relevant expertise may be called upon and requested to attend Evaluation Committee meetings as required.
- II. The Downtown Bradford Evaluation Committee will be led by Coordinator whose primary responsibility is to manage the implementation of the CIP.

Continuous Intake for Applications

Application intake will occur on a rolling basis to help facilitate development and rehabilitation intentions on the part of property owners/developers in a timely fashion. The Evaluation Committee will meet monthly and will forward recommendations to Council via staff reports prepared by the Coordinator. Priority will be given to those projects already approved for CIP funding and underway - when a Request for Additional Funding application has been submitted.

Planning Related Issues

In some cases there is a need for the property owner to undertake a minor variance change or re-zoning application in advance of the CIP project. A pre-consultation meeting will be required with the

Community Planning Division and Economic Development staff to determine the best course of action.

Final Approval of Applications & Limitations

Council makes final approval decisions on all applications, appeals and requests for additional funding.

Council also reserves the right to limit access to funding from multiple programs if, in its determination, there is a degree of overlap of funding that is not an appropriate use of scarce resources. At all times, the principle of matched funding necessitates that Council will not fund more than 50% of eligible costs or stated funding caps, whichever is less. Council also has the right to extend, revise or alter this CIP beyond the initial five-year horizon.

All applications that require annual funding under Programs 1 to 4 will be accepted, evaluated and determined on a first-come first served basis. All funds committed in any one year (based on calendar years) will be assumed to be drawn down from the annual funding limit for the CIP as whole (not including Program 5) during the year of approval for funding, even where funds are disbursed in the following calendar year. Applications are encouraged for projects which are eligible for funding under more than one programs.

Staff Resources

The Downtown Bradford Evaluation Committee is supported by a dedicated Coordinator (full-time equivalent) staff person who is responsible for application intake and ensuring that applications are complete and include all necessary documentation where required. The staff position will report to the Manager of Economic Development and liaise with Development & Engineering Services Department as applications for all programs will potentially require expertise opinion from other members of staff including building inspectors, permit inspectors, planning and urban design staff.

Notwithstanding, the role of the Downtown CIP Coordinator is expandable (for example: to accommodate the creation of other Community Improvement Project Areas) and to fulfill the linked goals of economic development. As such, the Council of the Town of Bradford West Gwillimbury, may, in its discretion, direct the cross-appointment of the CIP coordinator between the Development & Engineering Services Department and the Economic Development Department.

8. ANNUAL FUNDING PLAN

The following are recommended funding levels for each of the program years. The recommended funds are minimums that should be approved in order to meet the goals of the CIP over the initial 5 year term.

The Town of Bradford West Gwillimbury has established a Community Improvement Plan Reserve Fund into which capital account funds will be provided on an annual basis for the 5 year plan. Funding of the reserve will be on a top-up basis, such that annual contributions to the fund will be based on the level of unspent reserve at the end of each fiscal year and subject to a maximum ceiling established by this plan. The maximum funding amounts are subject to annual review and approval by the Town and can be changed by the Town acting in its sole discretion.




Funding allocations by program contained in this CIP are subject to review and approval by Council in each year of the CIP. The CIP is subject to a maximum annual funding allocation of \$300,000 in year 1, \$350,000 in year 2, and \$400,000 in years 3, 4 and 5. Step up in the amount of funding in each year is contingent on demonstrated demand for program support as well as submitted marketing plans to create program awareness supported by estimates of likely take-up based on program inquiries. The maximum permissible funding for any application under each program is as previously described in Section 6.0 and further detailed in Schedule A.

The draws on the overall funding limit will be monitored annually and programs will be subject to an annual funding review. The Town of Bradford West Gwillimbury may adjust the overall level of CIP funding, as well as the distribution of funding between programs, based on the annual performance of each program. A formal review of programs for public review will occur at the end of Year 3, and again in Year 5 prior to the termination or extension of the CIP and associated funding programs.

The amount of funding for programs 1 and 2 represent a guideline, as does the maximum level of funding. The demand for funding will be influenced by the degree of take-up of Programs 3 and 4 which, particularly for Program 4 (Development Charge Grant) will potentially represent larger elements of funding which require funding allocation between programs to be reviewed. All such divisions of funding are contingent on the nature and scale of applications received, screened, evaluated and approved with funding commitment in each program year.

The Council of the Corporation of the Town of Bradford West Gwillimbury may alter the amount of annual funding to the Plan and its constituent programs.

Table 3: Annual Funding Requirements

Program	Year 1 2016	Year 2 2017	Year 3 2018	Year 4 2019	Year 5 2020	Years 6-10 2020 onward
Program 1: Façade, Landscape and Signage Improvement Grant	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	
Program 2: Building Restoration, Renovation and Improvement Grant	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	
Program 3: Planning Fees and Building Permit Grant						
Program 4: Development Charge (DC) Grant						
Program 5: Tax-based Redevelopment Grant (TIG)						
Total Annual Allocation of Funds*	\$300,000	\$350,000	\$400,000	\$400,000	\$400,000	

Notes: To qualify for assistance under Programs 1, 2, 3, and 4, applicants must meet funding disbursement triggers pursuant to each program within 12 month of the end of the CIP on December 31, 2020.

* Totals do not add up because of unknown expenses under Programs 3 and 4.

While it is not the intent of Council to restrict access to program support, Council reserves the right to terminate the operation of any of the programs or all programs should it be determined as necessary on fiscal grounds or for other reasons established by the Town during the life of the Plan. Council also has the right to extend, revise or alter this CIP beyond the initial five-year horizon subject to the objectives of Council and the performance of the plan in the opinion of Council.

9. GENERAL ELIGIBILITY REQUIREMENTS

The following are General Eligibility Requirements that must be met by all applications before being considered by the Evaluation Committee. The General Eligibility Requirements must be read in association with the program-specific eligibility requirements detailed in Schedule A.

The General Eligibility Requirements include the following:

- Only properties located within the boundary of the Downtown Bradford Community Improvement Project Area, as defined in Section 5 of this plan, are eligible for financial incentive programs offered through this CIP.
- Properties which are in tax arrears at the time of application or applicants who have outstanding municipal bills (e.g. Town invoices issued for water, wastewater, etc.) are not eligible for consideration under this program.
- All applicants shall also be in good standing with regard to any other municipal fees and levies liable on the property. Applicants will be given the opportunity to enter the application process once tax arrears and outstanding municipal bills have been cleared.
- Applicants who are involved in ongoing litigation with the Town are not eligible for consideration. Furthermore, any person or business that has been in violation of *any* municipal by-law may not be eligible.
- Under Section 28(7) of the *Planning Act*, eligible applicants must be either a registered property owner, assessed property owner or a tenant of a property to whom the owner has assigned consent to receive assistance under the CIP.

10. MONITORING PROGRAM

The program will be monitored for effectiveness on an annual basis with an interim review in year 3 (and a detailed review in Year 5) to determine whether each program has met the goals of the Downtown Bradford Community Improvement Plan. At the end of each year of each program, a published estimate of private sector investment leveraged by each approved funding allocation (by application) should be provided. The overall CIP should be monitored as follows.

General Baseline Data

At the inception of the Downtown Bradford CIP, general baseline data should be gathered through the following actions (contingent on staff resources):

- Compile inventory of vacancies (build on baseline vacancy mapping completed by consultants) and use it as a baseline to then monitor and compare results annually;
- Develop a database that contains the current assessed value of the properties located within the Downtown Bradford CIPA boundary to have a baseline to compare the growth in property assessment in the later years of the plan.

General Variables

For each approved incentive program, the following general variables should be measured and recorded: the number of applications submitted and the number of successful applications; and qualitative assessment as to the quality of improvements when work is completed.

Overall CIP Performance Measures:

- Overall take-up of each program and the number of unsuccessful applications;
- Total amount of committed funding annually;
- Total amount of private-sector investment that resulted;
- Applicant satisfaction with application process and communication materials and protocols;
- In year 3, evaluate the effectiveness of the organizational and funding structure of the CIP process, composition and operation of the evaluation committee, amount of staff resources and other resources to administer, monitor and market the plan

CIP Program	Program-specific Variables
Façade, Landscape and Signage Improvement Grant Program	Total amount of funds disbursed by type of improvement (Façade, Landscape and Signage); Total cost of façade, landscape and signage improvements.
Building, Restoration, Renovation and Improvement Program	Total amount of grant; Total amount and cost of work; Type of work (building code compliance, conversion, etc.).
Planning Fees and Building Permit Grant Program	Total amount of the planning and building permit fees reductions; Total value of the work; Type of work (conversion, mixed use development, etc.)
Development Charge (DC) Grant Program	Total amount of development charges that have been reduced; Total value of construction; Number of residential units (if applicable); Total square footage of commercial and residential space constructed
Tax-based Redevelopment Grant (TIG) Program	Total amount of the tax increment; Total value of construction; Number of residential units (if applicable); Total square footage of commercial and residential space constructed; Increase in assessed property value.

Schedule A: Schedule of Program Details

Schedule A: Schedule of Program Details

This schedule forms part of the Downtown Community Improvement Plan (CIP).

PROGRAM 1: FAÇADE, LANDSCAPE AND SIGNAGE IMPROVEMENT GRANT PROGRAM

Rationale and Objective(s)	<p>Intended to encourage private sector property owners to implement aesthetic improvements to their property façades, front lot landscaped areas and signage which are consistent with the urban design guidelines established in the Downtown Bradford Design Guidelines.</p> <p>The grant is designed to promote façade, landscape and signage improvements that otherwise may not occur due to cost-related issues.</p>
Benefits	<ul style="list-style-type: none"> • Potential to leverage private sector investment in moderate building improvements which have a direct benefit to the architectural quality of downtown Bradford. • Façade, landscape and signage improvement will contribute to streetscape revitalization and will enhance the attractiveness of the Downtown as a retail, employment and residential district. • Public and private space design improvements may contribute to job creation and retention, residential and tourism development, and enhance civic pride in the Downtown.
Legislative Provision	<p>Section 28(7) of the <i>Planning Act</i> (R.S.O. 1990, c. P.13) provides for grant assistance “for the purpose of carrying out a municipality’s community improvement plan.”</p>
Target Group	<p>Private sector property owners, with an emphasis on commercial retail, office, and mixed use properties within the Downtown Bradford Community Improvement Project Area (CIPA).</p>
Program Specifics and Limitations	<ul style="list-style-type: none"> • Under the Façade, Landscape and Signage Improvement Grant Program, matching grants may be offered to eligible property owners within the defined Downtown CIPA for façade improvements or signage development or street front (publicly accessible parts of private properties) landscape improvements or any combination of these 3 categories of property enhancement. • The grant is meant to be applied for improvements and upgrades to the street fronts of properties but it may also be applied to the rear or side of a property only in cases where the rear or side of a property is facing a street or public park or public gathering space or parking area that is accessible to the general public.

Schedule A: Program Details

	<ul style="list-style-type: none"> • For properties fronting on Holland and Bridge and Barrie Streets: Matching grant of up to 50% of eligible costs up to a maximum grant of \$15,000 per property (minimum grant of \$1,000 per property). • Properties on secondary streets (defined as any other street other than Holland, Bridge and Barrie Streets): Matching grant of up to 50% of eligible costs up to a maximum grant of \$10,000 per property (minimum grant of \$1,000 per property). • This program excludes owner-occupied residential dwellings. • This program includes multi-unit residential properties on Holland Street as well as formerly residential buildings now used, in part or in whole, for commercial use. • The applicant should demonstrate that the intended enhancements are in keeping with the design objectives of the Official Plan, as well as the Design Guidelines for Downtown Bradford. It is anticipated that this will include the submission of plans, elevations and details of materials pertaining to each project under application.
Eligibility	<ul style="list-style-type: none"> • All non-residential and mixed use buildings within the Downtown Bradford Community Improvement Project Area (CIPA). • Multi-unit residential properties on Holland Street as well as formerly residential buildings now used, in part or in whole, for commercial use. • Private property owners for costs associated with materials, labour, equipment and professional fees related to external building works specifically for façade improvement or signage development and implementation or street front landscape improvements consistent with the Design Guidelines for Downtown Bradford. • Eligible façades include both the front and side façades (the latter only in cases where the side of a property is facing a street or public park or public gathering space). Rear façade improvement is excluded except in cases where the rear of a property is facing a street or public park or public gathering space or parking area that is accessible to the general public. In all cases, rear façades are secondary for purposes of allocation of funding under this program. • The General Eligibility Requirements outlined in Section 7.4 of the CIP also apply.
Approval Process	<ul style="list-style-type: none"> • The General Application Process outlined in Section 7.1 of the CIP applies. • Applications for façade, landscape and signage improvements should be in keeping with the Design Guidelines. Design guidelines regarding façade, landscape and signage are contained in the Downtown Bradford Design Guidelines and relevant excerpts of these Guidelines

Schedule A: Program Details

	<p>are included in Schedule D. At the discretion of the Town of Bradford West Gwillimbury, urban design expertise may be required to assess whether applications conform with the guidelines.</p> <ul style="list-style-type: none"> Unless otherwise indicated, Façade, Landscape and Signage Improvement Grants disbursed as follows: <ul style="list-style-type: none"> a) 10% on approval; b) 60% on substantial (80%) completion; c) 30% on final completion.
Duration	<ul style="list-style-type: none"> Program application duration – 5 years (2016-2020). The program will be monitored for effectiveness on an annual basis with an interim review in year 3 (and detailed review in Year 5) to determine whether the program has met the goals of the Downtown Community Improvement Plan.
Other Restrictions	<ul style="list-style-type: none"> The Town of Bradford West Gwillimbury has the right to review any and all aspects of the program, including the purpose, form, method of application, evaluation and amount of funding of the program, from time to time, or at any time, for any reason, and at the sole and absolute discretion of the Town. As necessary, the Town may amplify or adjust the application and approval protocols associated with this program. The Town may refuse an application if it deems project feasibility to be limited or for any other reason, at the sole discretion of the Town. If the completed project proves to be inconsistent with the proposed project that was approved and detailed in the application form and supporting documentation, the Town retains the right to delay (pending correction of building work), withhold or cancel the disbursement of funds.
Fiscal Implications	Recommended budget: \$100,000 annually
Other Government/Non-Profit Organization Investment	Applicants who identify other sources of financial assistance for exterior building renovations will be given preference in the allocation of funds. The Town of Bradford West Gwillimbury retains the right to limit funds to reflect impacts of other sources of funding.
Examples of Eligible Costs	<p>Examples of eligible costs:</p> <ul style="list-style-type: none"> Enhancement, replacement and rehabilitation of commercial/retail doors, windows, and facades;

Schedule A: Program Details

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| <ul style="list-style-type: none">• Restoration of existing façade and surfaces (woods, tuck pointing, cleaning);• New surface materials (e.g. stucco, as approved as part of the conformity with Urban Design Guidelines);• Architectural design fees;• Creation of approved sidewalk patio;• Enhancement or replacement of existing exterior lighting fixtures;• Improvements and enhancements to street front landscaping and signage; and• Other similar enhancements and improvements that may be approved. |
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Schedule A: Program Details

PROGRAM 2: BUILDING, RESTORATION, RENOVATION AND IMPROVEMENT PROGRAM

Rationale and Objective(s)	<ul style="list-style-type: none"> • Matching funding of interior renovations to non-residential and mixed use properties to promote functional improvements, change of use as permitted under zoning (or as may be amended through Zoning By-Law Amendment application); and • Program designed to promote re-use of buildings, use of second floors of commercial premises and sustainable use of buildings capable of providing a competitive location for commercial and mixed use development. Program will assist in building improvement resulting in higher property assessment. • Property improvements can include any identified and eligible improvements to the building, its structure, building systems, and major internal fit-up. As a good example, this program would include second-floor conversion to residential use, expansion of premises, major systems overhaul such as electrical system, and accessibility for disabled persons). • Program can also be used for significant exterior improvements not related to façade treatments, such as the development of off-street parking or additional buildings on-site.
Benefits	<p>This grant has the potential to leverage significant private sector investment in interior building renovations and improvements, and help address the costs involved with a range of matters, such as:</p> <ul style="list-style-type: none"> • Building, fire and other code compliance; • Expansion/additions; • Retrofitting existing space (such as second floors); • Potentially additional on-site development.
Legislative Provision	Section 28(7) of the <i>Planning Act</i> (R.S.O. 1990, c. P.13) provides for grants and loan assistance “for the purpose of carrying out a municipality’s community improvement plan.”
Target Group	Private sector property owners of non-residential and mixed use properties within the Downtown Bradford Community Improvement Project Area (CIPA).
Program Specifics and Limitations	The program is available in two forms for non-residential and mixed use developments. In both forms, the grant is equivalent to a proportion of the work value and on a matching funds basis to a maximum of 50% of eligible costs:

Schedule A: Program Details

	<p>Secured Interest-free Loan (Lower Amount):</p> <ul style="list-style-type: none"> Maximum grant of \$25,000 per property (maximum amount subject to the discretion of the Town); Minimum grant of \$5,000 per property; Grant is a secured loan, forgivable over 5 years at an annual rate of 20%. <p>Secured Interest-free Loan (Higher Amount):</p> <ul style="list-style-type: none"> Maximum loan of \$50,000 per property (maximum amount subject to the discretion of the Town); Loan repayable as follows: <ul style="list-style-type: none"> 50% of loan repayable over 10 years at zero interest; 50% loan forgiveness over 5 years based on forgiveness rate of 20% per year. <p>Under both program streams, where the property is sold or interest in the property is transferred to another entity within the 5 year loan forgiveness period, the remaining principal of the grant (after annual forgiveness) is repayable to the Town. Upon sale or transfer, all outstanding loan obligations remain payable to the Town based on the approved loan repayment agreement signed by both the Town and the applicant upon receipt of program assistance. Year 1 of the repayment period commences upon final completion of the project.</p>
Eligibility	<ul style="list-style-type: none"> All non-residential and mixed use properties located within the Downtown Bradford Community Improvement Project Area (CIPA) are eligible for assistance under this program. Program eligibility includes formerly residential buildings now used, in part or in whole, for commercial use. Program eligibility excludes multi-unit residential buildings. For those applications which pass the application screening process, eligibility will be determined through the application of criteria, developed and adjusted from time to time by the evaluation committee. These objectives will seek to relate each application to the goals and objectives of downtown renewal including maximizing the leverage of private investment from the use of public investment. In general terms, the following criteria will be used as a basis for determining the amount of funding: <ul style="list-style-type: none"> Location and scale of the property; Long-term viability of the property (long term use versus shorter term use); Highest and Best use of the site;

Schedule A: Program Details

	<ul style="list-style-type: none"> ○ Quality and extent of submitted plans, cost schedules, and, in the case of additional development, business case rationale, if any provided; ○ Existence or otherwise of professional quotes from multiple contractors (minimum 3) operating at arm's length from the applicant; ○ Estimated timing of works to be completed. ● Final criteria will be determined by the Evaluation Committee upon commencement of the CIP. ● The General Eligibility Requirements outlined in Section 7.4 of the CIP also apply.
Approval Process	<ul style="list-style-type: none"> ● The General Application Process outlined in Section 7.1 of the CIP applies. ● Building, Restoration, Renovation and Improvement Grants disbursed as follows: <ul style="list-style-type: none"> a) 10% on approval; b) 80% on substantial completion; c) 10% on final completion.
Duration	<ul style="list-style-type: none"> ● Program application duration – 5 years (2016-2020). ● The program will be monitored for effectiveness on an annual basis with an interim review in year 3 (and detailed review in Year 5) to determine whether the program has met the goals of the Downtown Community Improvement Plan.
Other Restrictions	<ul style="list-style-type: none"> ● The Town of Bradford West Gwillimbury has the right to review any and all aspects of the program, including the purpose, form, method of application, evaluation and amount of funding of the program, from time to time, or at any time, for any reason, and at the sole and absolute discretion of the Town. ● As necessary, the Town may amplify or adjust the application and approval protocols associated with this program. ● The Town may refuse an application if it deems project feasibility to be limited or for any other reason, at the discretion of the Town. ● If the completed project proves to be inconsistent with the proposed project that was approved and detailed in the application form and supporting documentation, then the Town has the right to delay (pending correction of the building works), withhold or cancel the disbursement of funds.

Schedule A: Program Details

Fiscal Implications	Recommended Annual Budget: \$200,000
Other Government/Non-Profit Organization Investment	Applicants who identify other sources of financial assistance for interior building renovations will be given preference in the allocation of funds. The Town retains the right to limit funds to reflect impacts of other sources of funding.
Examples of Eligible Costs	<p>Eligible Costs include (but are not limited to): costs associated with materials, labour, equipment, financing, insurance, regulatory approvals and professional fees related to internal building works, including major fit-up to meet the future needs of tenants. In addition, the program includes external property improvements, and the development of additional gross floor area, parking and other works not included in the Building Façade, Landscape and Signage Grant Program.</p> <p>The program is intended to be a flexible interest free loan and forgivable loan program to assist primarily commercial property owners with undertaking long term investment in their properties to ensure their functionality and attractiveness as income producing properties.</p>

Schedule A: Program Details

PROGRAM 3: PLANNING FEES AND BUILDING PERMIT GRANT PROGRAM

Rationale and Objective(s)	<p>This program offers property owners with plans to develop new non-residential, mixed use and new multi-unit residential properties, a reduction in applicable planning and building permit fees.</p> <p>Reduced planning and building permit fees may, in concert with other program support, help encourage new development efforts through reducing initial regulatory costs.</p>
Benefits	<p>The planning and building permit fees in the Town of Bradford West Gwillimbury are included as Schedule F. These fee schedules are subject to annual revision. Incentive Program 3 will utilize the schedule of fees in effect at the time of approval of the application for program assistance.</p> <ol style="list-style-type: none"> 1. Pursuant to Bill 124 (<i>Building Code Statute Law Amendment Act, 2002</i>) building permit fees are based on a cost-recovery model; 2. The regime of planning approvals processing fees currently in effect in the Town of Bradford West Gwillimbury is based on partial cost recovery of administrative and processing costs. <p>All applications for development are required to pay these fees; accordingly, as an incentive to development within the Downtown area, these fees can be reduced.</p>
Legislative Provision	<p>Authority for municipalities to impose fees and charges come under Section 391 of the <i>Municipal Act, 2001 (S.O. 2001, c. 25)</i>. Section 28(7) of the <i>Planning Act (R.S.O. 1990, c. P.13)</i> provides for grant assistance.</p>
Target Group	<p>Private sector landowners or developers seeking to construct new multi-unit residential, non-residential or mixed use buildings or undertake renovations to non-residential or mixed use buildings within the Downtown Bradford Community Improvement Project Area (CIPA). This also includes formerly residential properties used in part or in whole for commercial uses.</p> <p>Renovations necessitating the issuance of building permits to existing owner-occupied residential properties are excluded.</p>
Program Specifics and Limitations	<p>Planning application related Fees Grant:</p> <ul style="list-style-type: none"> • 75% reduction in planning fees; • The Town has discretion to offer 100% reduction for larger projects. • Maximum grant of \$20,000 per property or 75% reduction in planning fee costs, whichever is less.

The grant is only applicable to planning fees levied by the Town of Bradford West Gwillimbury. Unless otherwise notified by the Town of Bradford West Gwillimbury in response to individual applications for financial support under this program, this program excludes any application to fees and permits levied by, or on behalf of, the County of Simcoe, School Boards or the Conservation Authority.

Building Permit Fees Grant:

- 75% reduction in building permit fees for new builds or major renovations;
- The Town has discretion to offer 100% reduction for larger projects.
- **Maximum grant of \$20,000** per property or 75% reduction in building permit fee costs, whichever is less.
- The Town has discretion to exceed this for major redevelopment in Downtown.

Other Permits Grant

- At the discretion of the Town of Bradford West Gwillimbury, the 75% grant may be extended to cover any other fees payable as a result of significant renovation, redevelopment or new build in Downtown. This may include:
 - Demolition permits;
 - Miscellaneous fees; and
 - Plumbing permits.
- The grant is only applicable to planning fees levied by the Town of Bradford West Gwillimbury. Unless otherwise notified by the Town of Bradford West Gwillimbury in response to individual applications for financial support under this program, this program excludes any application to permits levied by, or on behalf of, the County of Simcoe, School Boards or the Conservation Authority.

Payment in-lieu-of Parkland Dedication Grant:

- At the discretion of the Town of Bradford West Gwillimbury, the Payment-in-lieu of Parkland Dedication may be reduced by 75% up to a maximum of \$20,000 per property.

Grant covers:

- Planning application fees for: Zoning By-law and Official Plan amendments; Site Plan Control for New Development and Additions; Minor Variance; Plan of Subdivision/Condominium.

Schedule A: Program Details

	<ul style="list-style-type: none"> Building permit fees cover the following categories of fee as contained in the “Revised Schedule to By-Law No. 2005-052”: New Residential Buildings & Additions to Residential Building; Interior Alterations and repairs to existing residential buildings; Commercial Industrial buildings; Institutional Building (includes additions to and interior alterations and repairs), Accessory Buildings, Demolition, Miscellaneous and Plumbing.
Eligibility	<ul style="list-style-type: none"> All properties in the Downtown Bradford Community Improvement Project Area (CIPA) except for owner-occupied residential properties. With specific regard to cost of building permit fees, preference will be given to those projects most likely to result in the highest increase in assessment, as determined by the Evaluation Committee in its sole discretion. Eligibility will be determined through the merits of each individual application and generally on the basis of likelihood of development to occur and in a manner which is consistent with the goals and objectives of the Downtown Bradford CIP and the Downtown Bradford Revitalization Strategy. Grants are for a maximum of 75% of planning and building permit fees only and do not absolve an applicant of the responsibility for funding studies and site technical reviews, or other executing actions in order to remove conditions of approval as may be required by the municipality. The General Eligibility Requirements outlined in Section 7.4 of the CIP also apply.
Approval Process	<ul style="list-style-type: none"> The planning fee grant funds should be disbursed only at building permit approval to ensure incentives lead to the actual implementation of the project. The building permit fee grants should also be similarly back-ended to ensure pay-out of the grant only on completion of the project. More particularly, the schedule for payment of the grant is as follows: <ul style="list-style-type: none"> The applicant pays for all planning and development permit costs as required and at the times required. These costs are reimbursed to the applicant, in the form of a grant, based on the following schedule: <ul style="list-style-type: none"> Official Plan Amendments (at building permit) Zoning By-law Amendment (at building permit) Site Plan Control (grant at the time of application)

Schedule A: Program Details

	<ul style="list-style-type: none"> ○ Minor Variance (at the time of approval) ○ Plan of Subdivision (at Draft Approval) ○ Plan of Condominium (at Draft Approval) ○ Building Permit (at substantial completion) <ul style="list-style-type: none"> • Site visits by staff may be required in order to ensure that the project has been completed to the Town's satisfaction before the building permit grant can be disbursed. • The Town of Bradford West Gwillimbury will determine whether any application is approved for the full amount of the grant (75% of planning fees and building permit fees) or a lesser amount; • The planning fees and building permit grant (to a maximum of 75% of the fee) will be disbursed to the applicant within 3 months of the trigger dates listed above. In the case of building permit grants, grants are payable at substantial completion and only after the building works have been completed to the satisfaction of the Chief Building Officer (CBO) of the Town of Bradford West Gwillimbury. • The General Application Process outlined in Section 7.1 of the CIP also applies.
Duration	<ul style="list-style-type: none"> • Program application duration – 5 years (2016-2020). • The program will be monitored for effectiveness on an annual basis with an interim review in year 3 (and detailed review in Year 5) to determine whether the program has met the goals of the Downtown Community Improvement Plan.
Other Restrictions	<ul style="list-style-type: none"> • The Town of Bradford West Gwillimbury has the right to review any and all aspects of the program, including the purpose, form, method of application, evaluation and amount of funding of the program, from time to time, or at any time, for any reason, and at the sole and absolute discretion of the Town. • As necessary, the Town may amplify or adjust the application and approval protocols associated with this program. • The Town may refuse an application if it deems project feasibility to be limited or for any other reason, at the discretion of the Town.

Schedule A: Program Details

Fiscal Implications	Foregone income to the Town. The Town incurs the costs of administration, overhead costs and costs for direct professional services related to reviewing and processing the application. The foregone departmental revenue for the Planning and Development Services Department should be funded from the CIP Reserve Fund.
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Schedule A: Program Details

PROGRAM 4: DEVELOPMENT CHARGE (DC) GRANT PROGRAM

Rationale and Objective(s)	To provide assistance for the development and redevelopment of sites by further reducing cost of development related to development charges.
Benefits	Reduced development charges will help facilitate development and redevelopment efforts, and the municipality will benefit through development which raises assessment and activity in the Downtown Core.
Legislative Provision	It is recommended to use Section 28 (7) of <i>Planning Act</i> enabling grants paid to property owners for reasons of community improvement whereby the grant can be equivalent up to 50% of the development charge, without eliminating the liability of the owner to pay the full amount of the charge pursuant to the Development Charge By-Law in effect at the time and relevant provincial legislation.
Target Group	Private sector landowners or developers seeking development and redevelopment of properties within the Downtown Bradford Community Improvement Project Area (CIPA).
Program Specifics and Limitations	<p>For Residential Development:</p> <ul style="list-style-type: none"> Maximum of 50% reduction of Development Charges levied by the Town of Bradford West Gwillimbury. Unless otherwise notified by the Town of Bradford West Gwillimbury in response to individual applications for financial support under this program, the grant excludes any application to Development Charges levied by, or on behalf of, the County of Simcoe, as well as the Education Development Charge. <p>For Non-residential Development:</p> <ul style="list-style-type: none"> Maximum of 50% reduction of Development Charges levied by the Town of Bradford West Gwillimbury. Unless otherwise notified by the Town of Bradford West Gwillimbury in response to individual applications for financial support under this program, the grant excludes any application to Development Charges levied by, or on behalf of, the County of Simcoe, as well as the Education Development Charge. <p>County Portion of Development Charges Rates:</p> <ul style="list-style-type: none"> Development Charges rates in effect in the Town of Bradford West Gwillimbury are contained in Schedule F. The opportunity exists for the County of Simcoe to become a partner to this program and provide support through the granting back to the property owner

Schedule A: Program Details

	the County's portion of the Development Charges. County approval would need to be sought.
Eligibility	<ul style="list-style-type: none"> • All sites within the Downtown Bradford Community Improvement Project Area (CIPA). • Preference will be given to those projects most likely to result in the highest increase in assessment. • Grants are for development charge fees only and do not absolve an applicant of the responsibility for funding studies and site technical reviews, or executing actions to remove other conditions of approval as may be required by the municipality. • The General Eligibility Requirements outlined in Section 7.4 of the CIP also apply.
Approval Process	<ul style="list-style-type: none"> • The landowner or developer pays 100% of the development charge. This cost, to a maximum of 50%, is reimbursed to the landowner or developer, in the form of a grant based on the in force Development Charge rates at the time of application based on the following schedule: <ul style="list-style-type: none"> ○ Payment of the DC grant (to a maximum of 50% of the applicable Development Charge) should be no later than 3 months following the issuance of the building permit • The General Application Process outlined in Section 7.1 of the CIP also applies.
Duration	<ul style="list-style-type: none"> • Program application duration – 5 years (2016-2020). • The program will be monitored for effectiveness on an annual basis with an interim review in year 3 (and detailed review in Year 5) to determine whether the program has met the goals of the Downtown Community Improvement Plan.
Other Restrictions	<ul style="list-style-type: none"> • The Town of Bradford West Gwillimbury has the right to review any and all aspects of the program, including the purpose, form, method of application, evaluation and amount of funding of the program, from time to time, or at any time, for any reason, and at the sole and absolute discretion of the Town; • As necessary, the Town may amplify or adjust the application and approval protocols associated with this program. • The Town may refuse an application if it deems project feasibility to be limited or for any other reason, at the discretion of the Town.

Schedule A: Program Details

	<ul style="list-style-type: none"> If the completed project proves to be inconsistent with the proposed project that was approved and detailed in the application form and supporting documentation, the Town retains the right to cancel the disbursement of funds.
Fiscal Implications	Foregone income to the Town and administrative costs related to processing applications. The cost of the DC grant should be met by the CIP Reserve Fund.

PROGRAM 5: TAX-BASED REDEVELOPMENT GRANT (TIG) PROGRAM

Rationale and Objective(s)	<p>Leveraging the increased assessment and property taxation generated by redevelopment to reduce financial costs of property rehabilitation and redevelopment by:</p> <ul style="list-style-type: none"> ○ Providing a grant equivalent to the Municipal portion of the property tax for a given property; and ○ Limiting such grants to annual payments for a maximum period of 10 years or equivalent to the maximum cost of rehabilitation, renovation and/or redevelopment.
Benefits	<ul style="list-style-type: none"> • Leverages increased property tax assessment and helps reduce financial costs of property redevelopment or major rehabilitation. • The Town benefits by the resulting revaluation and increase in tax liable on the property over the long term.
Legislative Provision	Section 28(7) of the <i>Planning Act</i> (R.S.O. 1990, c. P.13).
Target Group	<p>Private sector landowners/developers who are actively seeking rehabilitation, renovation, redevelopment or re-use of the property and provide:</p> <ul style="list-style-type: none"> (i) Site plan/floor plans for rehabilitation, renovation, or redevelopment; and (ii) Estimated costs of renovation, rehabilitation or redevelopment. (iii) Given the nature of the grant program as achievable only on completion and revaluation of the property, the Town of Bradford West Gwillimbury will enable the approval in principle for accessing this grant subject to necessary conditions. This approval in principle can be provided at the same time as approval for other programs of assistance is provided.
Program Specifics and Limitations	<p>Non-Residential:</p> <ul style="list-style-type: none"> • The maximum amount of the grant is 80% of the annual tax increment over the agreed base assessment and property tax liability. The maximum duration is 10 years.

Schedule A: Program Details

	<p>Residential:</p> <ul style="list-style-type: none"> For residential development, 100% of the annual municipal tax increment is available to be provided as a grant for comprehensive (re)development. <p>The minimum increase in assessment for which the use of this program of tax-based grants is permitted is \$500,000 and will remain at this minimum for the duration (5 years) of the CIP.</p> <p>Generally, smaller scale rehabilitation projects not involving significant additional floor space amounting to an increase in assessment above the minimum will be considered under the Building, Restoration, Renovation and Improvement Program (Program 2).</p> <p>County Portion of Municipal Tax Rates:</p> <ul style="list-style-type: none"> Tax rates in effect in the Town of Bradford West Gwillimbury are contained in Schedule F. It is important to note these are ONLY for 2015 tax year and must be re-assessed annually to calculate the updated yearly incentive. The opportunity exists for the County of Simcoe to become a partner to this program and provide support through the granting back to the property owner the County's portion of the tax increment based on the same ratios as provided by the Town. Policy and program support at the County of Simcoe does not yet exist to enable a County TIG component. Accordingly, applications under this CIP for tax increment grants under Program 5 will be eligible for the County tax increment only if County approval of its contribution to the program is achieved.
Eligibility	<ul style="list-style-type: none"> Tax Increment Grant available for all sites within the Downtown Bradford Community Improvement Project Area (CIPA). Minimum of \$500,000 of renovation/rehabilitation or new construction. Program support excludes owner-occupied residential property. Eligible renovation and rehabilitation costs will be determined as final by the Town of Bradford West Gwillimbury by reference to the submitted schedule of development related costs. Final eligibility will be determined through the demonstrated success of the project through all stages of application (as required) for planning approval, building permit issuance and building code compliance, construction, occupancy, financial viability (as evidenced by the capacity of the owner to pay all required property taxes on the property) and finally revaluation by the Ontario Municipal Property Assessment Corporation (MPAC).

Schedule A: Program Details

	<ul style="list-style-type: none"> The General Eligibility Requirements outlined in Section 7.4 of the CIP also apply.
Approval Process	<ul style="list-style-type: none"> The grant is based on the “Reimbursing Developer” approach. The property owner/developer pays for the full cost of renovation, rehabilitation or redevelopment as well as the resulting annual increase in property tax. The Town reimburses the owner or assigned recipient by way of an annual grant equivalent to the agreed municipal portion of the incremental property tax increase over an established “base” assessment and tax liability. This defined increment is net (that is to say calculated only after the reduction of tax liability) as a result of the following: <ul style="list-style-type: none"> Any phase-in agreements to soften tax increases that may exist through existing policy or programs; Or the tax rebates granted to charitable organizations as owners or tenants; and Any other rebate which lessens to overall initial (pre-Program 5) tax liability of the property. It is necessary to ensure property owners achieve approval in principle for TIG funding before commencing a project. The Town of Bradford West Gwillimbury will determine the existing “base” assessment for the property – this will normally be defined as being at the time of approval of the application and is based on the assessment and tax class at that time. However, the Town may, at its discretion, establish an alternate date for purposes of establishing the base assessment and property tax liability. Where a project is phased over several years the grant will be based on the property re-assessment and taxable status of the project in each of the interim years before project completion. At project completion, the grant (as applicable) will be based on the assessed property value provided by MPAC. Final approval of grant funding in each year occurs after: <ol style="list-style-type: none"> Conditions as stated in the Tax Increment Grant Agreement have been fulfilled; Submission of eligible costs as required; Receipt of assessed value of the property by MPAC in each year; and Final approval of amount of grant by Council. For multi-phase/multi-year projects, approval is based on completion and final costing of each phase, and revaluation in each year by MPAC. The commencement date for Program 5 (for purposes of calculating the increment) will be at the discretion of the Town of

Schedule A: Program Details

	<p>Bradford West Gwillimbury following discussions with the applicant based on the merits of the development project and resulting estimates of tax increment grant created by the development project over time.</p> <ul style="list-style-type: none"> • The General Application Process outlined in Section 7.1 of the CIP also applies.
Duration	<ul style="list-style-type: none"> • Program application duration – 5 years (2016-2020). • The program will be monitored for effectiveness on an annual basis with an interim review in year 3 (and detailed review in Year 5) to determine whether the program has met the goals of the Downtown Community Improvement Plan.
Other Restrictions	<ul style="list-style-type: none"> • The Town of Bradford West Gwillimbury has the right to review any and all aspects of the program, including the purpose, form, method of application, evaluation and amount of funding of the program, from time to time, or at any time, for any reason, and at the sole and absolute discretion of the Town; • As necessary, the Town may amplify or adjust the application and approval protocols associated with this program. • The Town may refuse an application if it deems project feasibility to be limited or for any other reason, at the discretion of the Town.
Fiscal Implications	<p>This grant focuses on net municipal taxation gain which represents unrealized revenue if the development or enhancement of the property had not occurred. At the end of the grant program (a maximum of 10 years or the dollar limit of eligible costs whichever is reached first, or earlier at the discretion of the Town), the Town realizes the full extent of the property taxes.</p> <p>The potential exists for net fiscal impacts to the Town arising from the effective deferment of tax revenues. The municipality, as part of its approval process, will determine whether there is a likelihood that the Town's interests are not served by the provision of a grant based on the estimate of short term net municipal fiscal impact.</p>
Eligible Costs	<p>Eligible costs would be determined at the discretion of Council, however, in general, eligible costs include (but are not limited to):</p> <ul style="list-style-type: none"> • Site development and infrastructure work including demolition and disposal off-site, improvement or reconstruction of existing on-site public infrastructure (water services, sanitary and storm sewers);

Schedule A: Program Details

- Major building rehabilitation, significant renovation and rehabilitation;
- Costs associated with the assessment of environmental conditions and the remediation of environmental contamination, and environmental protection;
- New construction;
- Design, engineering, legal, insurance, and other professional fees (at the discretion of the Town of Bradford West Gwillimbury) directly related to the design and development and commissioning of the completed building(s);
- Eligible costs exclude both construction financing and long-term

Schedule B: Financial Examples of Potential CIP Projects

Schedule B: Financial Examples of Potential CIP Projects

Example: Commercial Retail Development on Non-Contaminated Site

Site Area	4	Acres	
Site Acquisition and Development Costs			
Land Costs			
Land Cost per Acre		\$250,000	
Total Land Cost		\$1,000,000	
Environmental Remediation Costs incl. demolition/kill as required (incl. Phase 1 and Phase 2 Environmental Site Assessment Confirming No Contamination)		\$75,000	10,000 sq. ft. demolition @ \$7.50 per sq.ft.
		\$30,000	Phase 1 and 2 ESA
Site Development/Service Costs		\$500,000	\$125,000 per acre
Development Charges		\$534,013	
Parking and Landscaping Costs	243 spaces	\$850,943	1 space per 20 sq. m. (215 sq. ft.)/\$3500 per space
Payment in Lieu of Parkland Dedication		\$20,000	2% of land cost
Construction Costs¹			
Site Coverage (F.S.I.)		0.3	
GFA Constructed		52,272	
Hard Cost per Sq. Ft.		\$140	
Total Hard Construction Cost		\$7,318,114	
Soft Costs			
Building Permit and other Permits incl. Demolition		\$17,237	
Planning and Development Fees ²		\$14,943	Zoning By-Law Amendment and Site Plan Control
	As % of hard costs		
Architect and Engineering			
Design Phase	1.50%	\$109,772	
Construction Phase	4.50%	\$329,315	
Legal and Accounting/Overhead	1.50%	\$109,772	
Construction Management	4.00%	\$292,725	
Contingency for Cost Over-Run	5.50%	\$402,496	
Total Soft Costs		\$1,276,260	
Total Development Costs		\$11,604,330	
Financing Costs			
Invested Equity (25%)		\$2,901,082	
Indicative Financing Costs (75%) over 12 months at 6% p.a.		\$261,097	
Total Costs (excl. tenant fit-up and lease commissions)		\$11,865,427	
Revenues			
Return Based on 20 Year Amortization of Costs			
Lease Rate (Triple Net) ³		\$18.0	
Present Value of Income Stream		\$9,542,902	
Equity Invested		\$2,901,082	
Return on Investment		13.4%	
Impacts of Downtown CIP Support Programs			
Tax Increment Grant	see calc. below	\$396,519	Note: Over 10 years based on average of \$39,652 p.a. Based on Rezoning application; site plan approval application and agreement
Planning Fees Grant	75%	\$11,207	
Building Permit and other Permits Grant @	75%	\$12,928	
Payment in Lieu of Parkland Dedication (part of Planning Fee and Development Approvals Grant)		\$15,000	
Development Charge Reduction (assume 20% credit for existing buildings on site)	50%	\$203,653	\$9.74 per Square ft GFA - excl. County Portion and Education DC
Total Development Cost Savings		\$639,307	
Prior to Development		\$26,207	
Year 1 (at building permit)		\$203,653	
Year 2 (at occupancy)		\$12,928	
Impact on Return on Investment		14.3%	(equity investment unchanged)

Schedule B: Financial Examples of Potential CIP Projects**Example: Commercial Retail Development on Non-Contaminated Site****Tax Increment Grant Calculation**

Existing Site Assessment Class	Commercial-Excess Land and Vacant Land
Existing Assessment	\$1,000,000
Tax Rate (Bradford Municipal Component), 2012	0.00398350 (Bradford Urban - Commercial; <i>Note: Excludes County Tax Rate</i>)
Existing Annual Tax	\$3,984
Post-Redevelopment Assessment Class	New Construction Commercial - Full
Replacement Costs	\$11,070,317
Re-valued Assessment Adjusted to 85% = Likely Market Value	\$9,409,769
Applicable Tax Rate (Municipal Component), 2012	0.00569072
Annual Tax	\$53,548 Assumes 100% occupancy
Redevelopment-Based Increment (excl. escalation and increase arising from potential changes to tax rates)	\$39,652 80% of increment
Maximum Eligible Costs (excludes land)	\$10,622,639
Max Years of Grant	10.0

¹ Based on Altus Helyar Construction Cost Guide, 2011² Based on Planning Fee and Building Permit Fee schedule, Town of Bradford West Gwillimbury³ Analysis assumes generic tenant fit-up and lease commissions are recovered from gross rent. Lease revenue shown above is triple net.**Note:**

Performa excludes annual inflation in costs/revenues which may occur.

Parking Requirement Per Town of Bradford West Gwillimbury Zoning By-Law 2010-050

Source:

Sierra Planning and Management

EXAMPLE PRO-FORMA EXHIBIT 2 Cont'd

Schematic Illustration of Downtown Community Improvement Plan Support Programs Example: Small Commercial Development As Standalone or Addition to Existing Building

Site Area	1	Acres
Site Acquisition and Development Costs		
Land Costs		
Land Cost per Acre	\$150,000	
Total Land Cost	\$150,000	
Environmental Remediation Costs incl. demolition/fill as required (incl. Phase 1 and Phase 2 Environmental Site Assessment Confirming No Contamination)	\$0	10,000 sq. ft. demolition @ \$7.50 per sq.ft.
	\$5,000	Phase 1 and 2 ESA
Site Development/Serviceing Costs	\$45,000	\$125,000 per acre
Parking and Landscaping Costs	20 \$65,116	1 space per 20 sq. m.(215 sq. ft.)/\$3500 per space
Development Charges	\$51,080	
Payment in Lieu of Parkland Dedication	\$3,000	2% of land cost
Construction Costs¹		
Site Coverage (F.S.I.)	0.1	
GFA Constructed	4,000	
Hard Cost per Sq. Ft.	\$120	
Total Hard Construction Cost	\$480,000	
Soft Costs		
Building Permit and other Permits incl. Demolition	\$5,637	
Planning and Development Fees ²	\$14,943	Zoning By-Law Amendment and Site Plan Control
	As % of hard costs	
Architect and Engineering		
Design Phase	1.50%	\$7,200
Construction Phase	4.50%	\$21,600
Legal and Accounting/Overhead	1.50%	\$7,200
Construction Management	4.00%	\$19,200
Contingency for Cost Over-Run	5.50%	\$26,400
Total Soft Costs		\$102,180
Total Development Costs	\$901,377	
Financing Costs		
Invested Equity (25%)	\$225,344	
Indicative Financing Costs (75%) over 12 months at 6% p.a.	\$20,281	
Total Costs (excl. tenant fit-up and lease commissions)	\$921,658	
Revenues		
Return Based on 20 Year Amortization of Costs		
Lease Rate (Triple Net) ³	\$18.0	
Present Value of Income Stream	\$730,246	
Equity Invested	\$225,344	
Return on Investment	13.0%	
Impacts of Downtown CIP Support Programs		
Tax Increment Grant	see calc. below	\$28,124
		Note: Over 10 years based on average of \$2,812 p.a.
Planning Fees Grant	75%	\$11,207
Building Permit and other Permits Grant @	75%	\$4,228
Payment in Lieu of Parkland Dedication (part of Planning Fee and Development Approvals Grant)		\$2,250
Development Charge Reduction	50%	\$19,480
		\$9.74 per Square ft GFA - excl. County Portion and Education DC
Total Development Cost Savings		\$65,289
Prior to Development		\$13,457
Year 1 (at building permit)		\$19,480
Year 2 (at occupancy)		\$4,228
Impact on Return on Investment	14.3%	(equity investment unchanged)

Example: Small Commercial Development As Standalone or Addition to Existing Building

Tax Increment Grant Calculation - Town Portion Only		
Existing Site Assessment Class	Commercial-Excess Land and Vacant Land	
Existing Assessment	\$150,000	
Tax Rate (Bradford Municipal Component), 2012	0.00398350	(Bradford Urban - Commercial; Note: Excludes County Tax Rate)
Existing Annual Tax	\$598	
Post-Redevelopment Assessment Class	New Construction Commercial - Full	
Replacement Costs	\$850,297	
Re-valued Assessment Adjusted to 85% = Likely Market Value	\$722,752	
Applicable Tax Rate (Municipal Component), 2012	0.00569072	
Annual Tax	\$4,113	Assumes 100% occupancy
Redevelopment-Based Increment (excl. escalation)		
\$2,812		
80%		
of increment and increase arising from potential changes to tax rates)		

Maximum Eligible Costs (excludes land)

\$

734,492

Max Years of Grant

10.0

¹ Based on Altus Helyar Construction Cost Guide, 2011

² Based on Planning Fee and Building Permit Fee schedule, Town of Bradford West Gwillimbury

³ Analysis assumes generic tenant fit-up and lease commissions are recovered from gross rent. Lease revenue shown above is triple net.

Note:

Performa excludes annual inflation in costs/revenues which may occur.

Parking Requirement Per Town of Bradford West Gwillimbury Zoning By-Law 2010-050

Source:

Sierra Planning and Management

Schedule C: Glossary of Terms

Schedule D: Glossary of Terms

Building Permits are issued by the local body responsible for enforcing Ontario's Building Code and are required for the construction, renovation, demolition and certain changes of use of buildings. In BWG permits are issued by the Building Division of Development & Engineering Services.

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

Community Improvement Plan (CIP) - planning tool under Section 28 of the Ontario Planning Act which permits planning and financial assistance programs involving lands, buildings, loans, grants and tax assistance for designated community improvement project areas.

Community Improvement Project Area (CIPA) - 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 (Ontario Planning Act, Section 28)."

Development Charges - fees levied on new development to help finance the infrastructure required to service new growth. Under the *Development Charges Act*, 1997, as amended, local municipal councils may pass a by-law imposing development charges

Education Portion - portion of taxes arising from that element of the total tax rate set annually, which is collected by the Province of Ontario to support the provincial school By-Laws.

Eligible Costs - includes all capital cost categories for which the Owner is entitled to Program Assistance from the Town of Bradford West Gwillimbury as may be approved and as 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.

MPAC - Municipal Property Assessment Corporation.

Municipal Portion – portion of taxes arising from that element of the total tax rate, set annually, which supports expenditures by the Town of Bradford West Gwillimbury.

Owner - registered Owner of the Lands and includes any successors, assigns, 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.

Program Assistance – refers to all or any of the programs contained in and provided for by the CIP.

Schedule C: Glossary of Terms

Tax Increment - the difference between the property tax liability for the lands in any year of the Program and the existing “base” tax liability. The Tax Increment is limited to the Municipal Portion of the tax liability in those instances where program assistance is limited to the Municipal Portion of taxation as provided for in the CIP.

Tax Increment Grant Agreement - an agreement, with the force of law, that establishes the terms of the tax assistance program and the obligations of both the applicant and the Town of Bradford West Gwillimbury, as well as remedies for default by the applicant. At the discretion of the Town of Bradford West Gwillimbury, these provisions can be made part of a broader funding agreement that can include involvement by the County of Simcoe (if such support is approved). Any combined support by the Town of Bradford West Gwillimbury and the County of Simcoe will be based on agreed protocols and obligations of all parties that may take the form of a separate legal agreement(s) between the parties.

Tax Liability - the annual real property taxes levied by the Town of Bradford West Gwillimbury including the Municipal and Education Portions of the taxes.

TIG - Tax Increment Grant as provided for under Section 28(7) of the Ontario Planning Act.

Schedule D: Relevant Design Guidelines

Schedule D: Relevant Design Guidelines

Schedule D: Relevant Design Guidelines

Schedule D: Relevant Design Guidelines

The following is an explanation of relevant design guidelines extracted from the Downtown Bradford Design Guidelines. Strict adherence to the entire Downtown Bradford Guidelines document is implausible; it is recommended that applicants become aware of the many themes that exist throughout the document and attempt to use them as guiding principles in the project design.

Private Realm Guidelines

3.1 HISTORICAL BUILDINGS

It is the expectation that work undertaken through the Community improvement plan will conserve the historical nature of the building. Any additional storeys should incorporate setbacks to ensure that the historic nature of the street is maintained. New buildings should respect the historic massing, height, scale and materiality of adjacent historic buildings.

3.2 SITE DESIGN

A building's front setback is a critical element as it determines how a building will frame the street and define the public realm. Placing the building close to the sidewalk will provide direct pedestrian access to shops and help continue the sense of spatial enclosure experienced along central Holland Street. New buildings with ground floor retail should have a 0-3m front setback for at least 75% of the property frontage. Where the existing curb to property line space is not sufficient, the building face should be setback from the front property line to provide additional public access space needed in front of the building.

Buildings with main floor restaurant and café units should be designed for seasonal outdoor seating with temporary planters in the setback area.

On local streets, residential developments should provide a front yard setback of 3-6m to provide a semi-private transition between the public sidewalk and the building.

Front yard setback areas should include landscaping to assist in defining the separation between public and private spaces and provide attractive privacy screening.

MIX OF USES

The goal of the design guidelines is to ensure the visual interest of a main street by maintaining small frontages for retail / commercial spaces at street level. A succession of frontages and uses along a main street will contribute to pedestrian activity in the area and will also create a more interesting and diverse shopping environment.

3.3 BUILDING FORM AND CHARACTER

MASSING AND SCALE

New developments should be sensitive to the scale and features of the surrounding streets, particularly where new buildings inter face with adjoining low-rise residential neighbourhoods and park and open spaces. For buildings of more than four storeys in height, storeys above the 4th floor should be setback an additional 3m from the street frontage of the lower levels of the building to maintain a pedestrian friendly scale within the street.

The mass of a new building should step back (and down) to provide a transition on sites that are next to, or across from, existing low- rise residential buildings.

MAIN FLOOR HEIGHT (COMMERCIAL)

To ensure easy pedestrian movement and universal access, the main floor height of commercial retail units should be flush with the adjacent sidewalk, or involve only a minimal sloped access elevational difference. Only in areas of significant grade transition should the main floor height vary from the sidewalk grade. In such cases, stairs and ramps should be fully integrated in the design of the building and site.

FLOOR-TO-CEILING HEIGHT (COMMERCIAL MAIN FLOOR)

New buildings with main floor commercial/retail units should provide a floor to ceiling height which, at a minimum, is equivalent to those of adjacent buildings. For new buildings without nearby reference points, a minimum of 4.5 metres is suggested.

MATERIALS AND COLOURS

Where appropriate, materials should be selected to reflect a local, made-in-Bradford identity, including materials that are locally sourced and/ or have been consistently used in the Downtown's historical development.

A carefully-chosen, modest colour palette should be applied to buildings, so as to not overpower the public realm. High saturated colors should be applied in small surface areas with low saturated colors on larger surfaces.

To reduce the urban heat island effect, ground floor areas and solid walls low to the ground should contain darker colors. Materials for higher floors should be lighter to reduce the impact of the larger building mass.

ARTICULATION

Building elevations should break down large scale building mass to avoid large expanses of blank walls. Rooftop expression and definition is encouraged to provide building character and help integrate with existing significant buildings.

Schedule D: Relevant Design Guidelines

Architectural projections (e.g. balconies, bay windows, shading devices) should be an integral part of the building design and not appear as "add-on" appendages. Any such projections should remain within the property boundary.

SPECIAL LOCATIONS

Buildings on corner lots should be designed with two facades of equal architectural expression and articulation, including: projections, recesses, windows, or other architectural features.

For mixed-use corner properties, the setback used at grade along the main street should be continued along the side streets for a minimum of 30m from the corner of the main street.

The architectural expression and articulation of buildings located at the terminus of a street or view corridor should be designed to address the view corridor as well as the immediate street edge. Parking and service entrances and facilities should not be located on the front edge of such terminus sites.

Opportunities to develop higher density buildings adjacent to parks, open spaces and natural features should be explored to capitalize on views and connections to natural settings.

Such developments should demonstrate compatibility with any adjacent sensitive land uses (e.g. agriculture, park spaces, etc.) with respect to environmental impacts (e.g. stormwater impacts), sunlight access and privacy.

BUILDING ENTRANCES

Main entrances to buildings should be located to be clearly visible and directly accessible from the public sidewalk. Each at-grade residential unit or commercial/ retail unit should have direct access from the street.

Sheltering elements such as canopies and awnings are especially important for building entrances.

STOREFRONTS

Commercial storefronts should maximize the use of glass (floor to ceiling, and structural column to structural column) and incorporate wide and/or multiple entry ways to create a transparent, open concept at ground level. A minimum of 65% of a store's front facade should be non-reflective clear glazing.

PRIVATE SIGNS

The size, number, location and illumination of signs within private development is governed by the Town's Sign By-law.

Signs shall be compatible with and integrated into a building's architectural design. Building entrance canopies and window awnings may incorporate signs to enhance the building's character and business identification.

Signs (including lettering) should not obstruct more than a small percentage of window areas.

Schedule D: Relevant Design Guidelines

Sign location should not compromise pedestrian movement or a driver's sight lines. Projecting signs will project no more than one metre from the building face.

Freestanding signs should be shared among tenants and integrated in landscaping. Mobile, rooftop, flashing and scrolling electronic messaging signs are discouraged.

Creative lighting of or within signs is encouraged in non-residential areas if light pollution impacts and energy inefficiency are addressed. Direct lit and backlit halo illumination are permitted.

Internally illuminated cabinet signs are discouraged.

Content within a private sign should be limited to the name and nature of a business, a logo and/or contact information.

BICYCLE STORAGE

For commercial areas, provide secure bicycle storage for 5% or more of the regular occupants. For residential areas, provide covered storage facilities for securing bicycles for 15% or more of the occupants.

3.5 LIGHTING

ARCHITECTURAL AND SITE LIGHTING

Outdoor light should be aimed and shielded to illuminate areas on site and adjacent sidewalk areas, but not the street or adjacent residential uses. All required lighting fixtures should have a minimum clear distance of 2.5m above all pedestrian walkways. Such lighting must be located so as not to cause a hazard to those using pedestrian walkways. Architectural, landscape, and decorative lighting may be directed upward to illuminate flags, statues, building or architectural features but should use a directed light source that is not visible from adjacent residential properties or public rights-of-way. The use of outdoor LED lighting systems is strongly encouraged.

4.1 LANDSCAPING

Choose trees and other landscape materials that are indigenous to southern Ontario. Use captured rain or recycled site water to reduce or eliminated potable water consumption for irrigation. When necessary, use high-efficiency irrigation technology.

PLANTING MATERIALS

On both public and private properties, planting of mature trees is strongly encouraged as is the retention of existing vegetation. The use of a larger plant size will help ensure plant survival and immediately contribute to the site development and streetscape.

For new plantings, a minimum caliper size for deciduous trees should be 45mm, and for coniferous trees a minimum height of 1m is preferred.

Schedule D: Relevant Design Guidelines

TREE AND SHRUB PLACEMENT

Cluster trees, shrubs and other vegetation to provide climate protection and moisture retention. Trees at the street edge should generally be deciduous. Coniferous trees may also be used as well but only in instances where they will not block street views from buildings.

HARD LANDSCAPING

In low-traffic, hard-landscaped areas, use light coloured, highly-reflective materials and/or open grid pavement for impervious surfaces.

LANDSCAPING FOR SURFACE PARKING

On parking lots abutting a sidewalk - a common condition in Downtown Bradford - use planted buffers of at least 1m to demarcate boundary and improve pedestrian safety.

Use vegetated islands and landforms to divide larger parking lots into smaller areas, shade paved areas and provide space for snow storage. Select predominantly salt-tolerant deciduous perennial ground cover.

Plantings to screen parking areas should be carefully selected so as not to obscure views to and from adjacent public right-of-ways.

Schedule E: Summary of Consultations

Downtown Bradford Community Improvement Plan

Schedule E

Summary of Online Survey Results & Consultations

Original Summary of Consultations (2012)

Public outreach and stakeholder consultations were conducted in order to understand and identify specific development and investment needs/opportunities in the downtown, which helped in the development of financial incentive programs to address the unique needs of downtown Bradford. Consultation methods included: an online survey, non-statutory public meeting, and key informant interviews.

The detailed online survey was active from July 2012 to the end of August 2012, and garnered 64 responses from downtown property and business owners. The following are a sampling of some themes emerging from key informant interviews and survey results regarding issues downtown:

- Code compliance issues;
- Regulatory barriers to development (development process could be streamlined);
- Significant noise level from truck and car traffic;
- Businesses concerned about planned Holland St. reconstruction;
- Parking;
- Safety issues (related to crime and low quality of pedestrian infrastructure);
- Downtown needs more programming and an increased institutional presence (through the siting of the new Town Hall or by attracting post-secondary institutions);
- Issues with retaining and attracting tenants in second floor (e.g. due to traffic noise level and issues with second floor access).

Online Survey Distribution

A flyer promoting an access link to the online survey was disseminated to business and property owners in downtown Bradford in 3 ways:

- 1 Flyers were distributed by the consulting team during a site review of the Downtown Revitalization Study Area in July;
- 2 Flyers were disseminated by post by the Town of Bradford West Gwillimbury to all property owners in the downtown Bradford area; and
- 3 In August, an electronic copy of the flyer was disseminated via the Bradford Board of Trade's email listserve to its members and other business owners in Bradford.

The following pages provide a summary of the responses.

Downtown Bradford Community Improvement Plan

Schedule E

Summary of Online Survey Results & Consultations

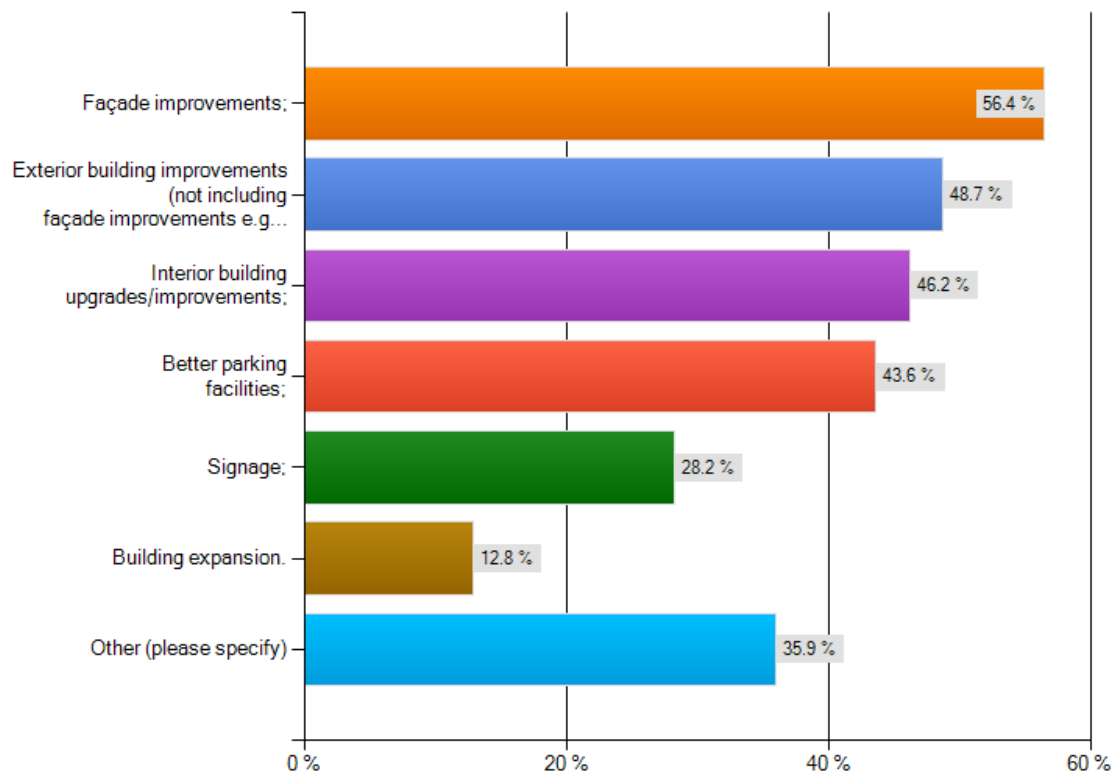
Findings:

Building Investment and Development Needs

Of 64 respondents, 46% of individuals identified themselves as property owners. Thirty-seven percent (37%) of respondents identified themselves as business owners. Exhibit 1 shows the priority building investment needs identified by respondents.

Exhibit 1:

**Please identify the investment needs of your building (and/or surrounding buildings).
Check all that apply:**



Other building improvement needs cited were:

- a) Energy efficient upgrades;
- b) Drainage system improvements (due to sewage backlog); and
- c) The need to construct handicap accessibility structures and facilities.

Downtown Bradford Community Improvement Plan

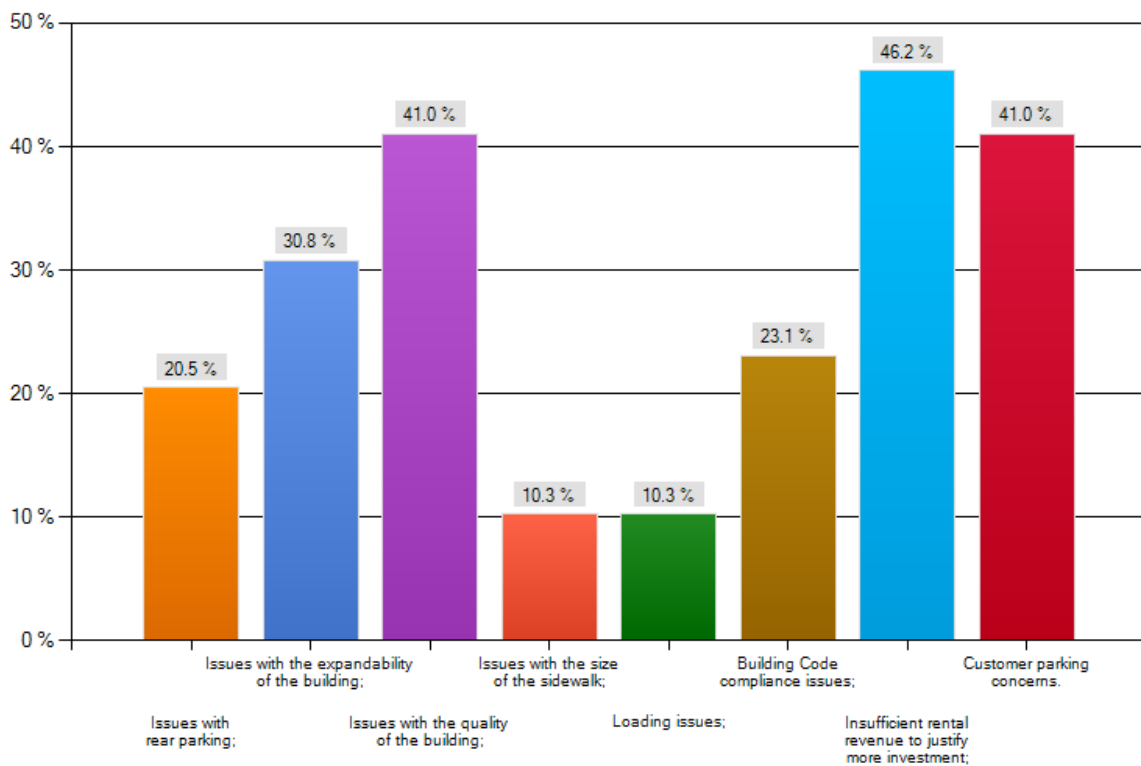
Schedule E

Summary of Online Survey Results & Consultations

Exhibit 2 identifies reasons why respondents have refrained from expanding or improving their building:

Exhibit 2:

In your experience, or from what you've heard or seen, what issues are stopping you or others from improving or expanding buildings? (Check all that apply and add your own thoughts at the end.)



Additionally, respondents indicated the following concerns are hindrances to building expansion and improvement:

- a) Regulatory barriers to development (the development process could be streamlined);
- b) Restrictive zoning which limits owner ability to expand buildings;
- c) Substantial costs associated with development; and
- d) Parking constraints (insufficient parking available).

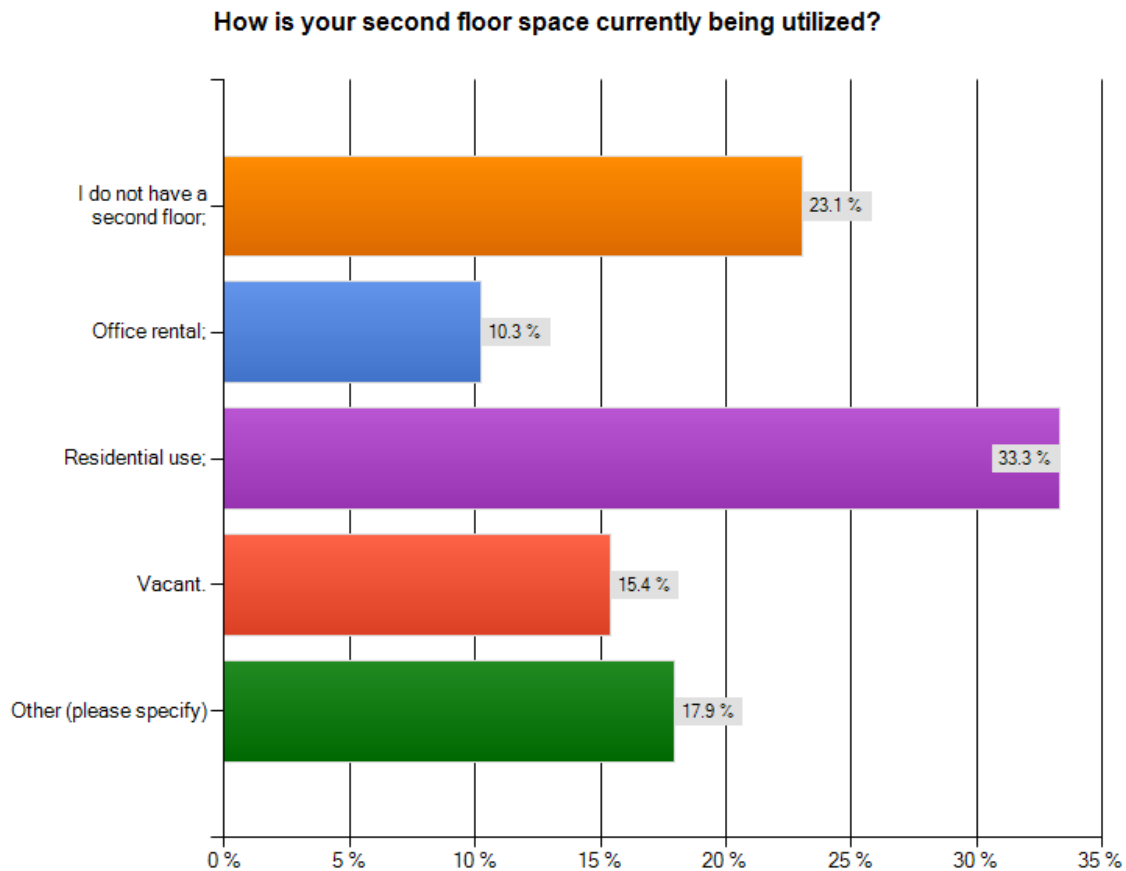
Downtown Bradford Community Improvement Plan

Schedule E

Summary of Online Survey Results & Consultations

Roughly 47% of respondents stated their building had a second floor. Of these respondents, the majority reported that their second floor was being used for residential purposes (see Exhibit 3).

Exhibit 3:



Investment and development constraints limiting the potential use of second floor are as follows:

- a) Regulatory barriers to development (too much red tape);
- b) Issues with restricted second floor access (e.g. handicap accessibility);
- c) Parking-bylaws; and
- d) Building and fire code compliance issues (particularly, the cost associated with bringing older buildings into conformity with the Building Code).

Downtown Bradford Community Improvement Plan

Schedule E

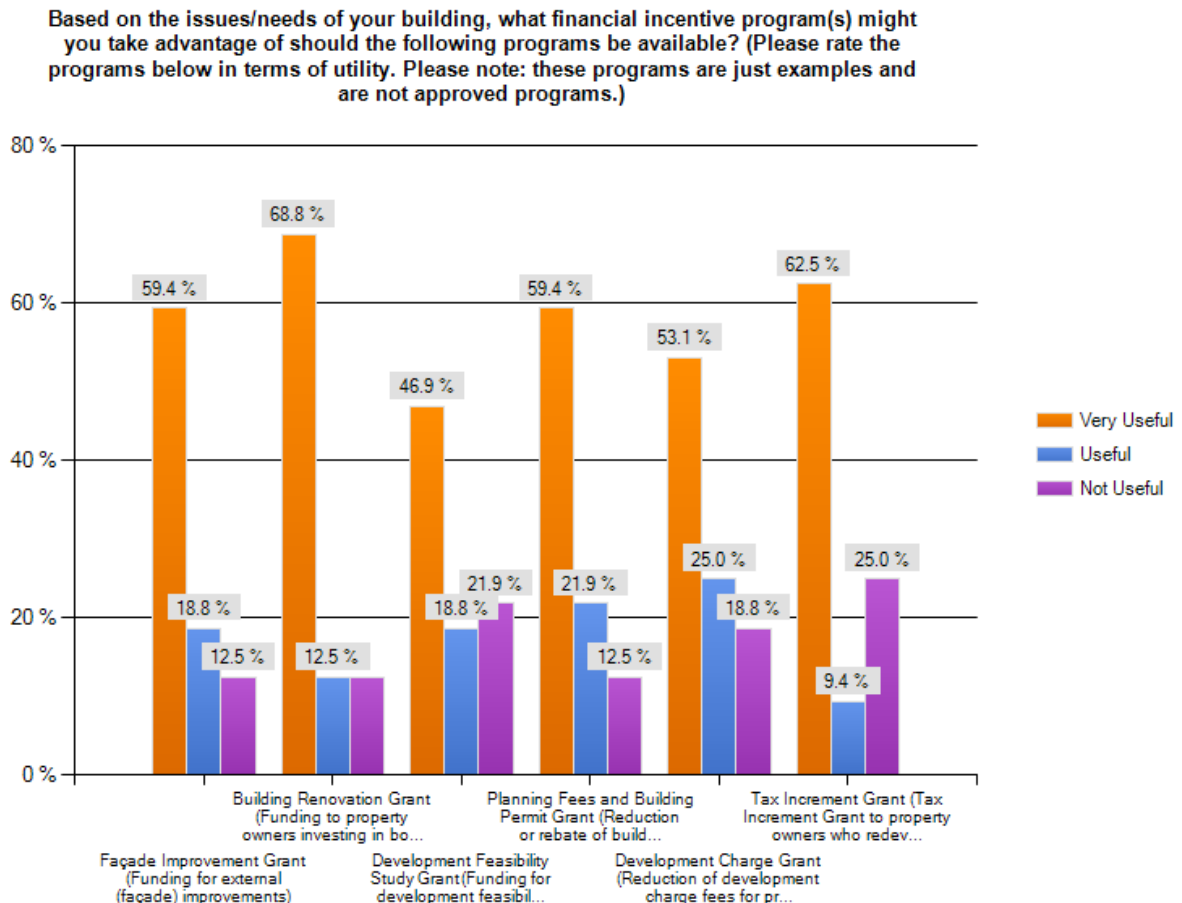
Summary of Online Survey Results & Consultations

Community Improvement Plan:

Financial Incentive Programs

Respondents were asked to rate the usefulness of a selection of potential financial incentive programs based on their investment needs. Overall, the building renovation grant was most cited as being a highly useful financial incentive, closely followed by the Tax Increment Grant (TIG) and subsequently the Façade Improvement Grant and Planning Fees and Building Permit Grant. Exhibit 4 illustrates the programs deemed least useful to most useful:

Exhibit 4:



Downtown Bradford Community Improvement Plan

Schedule E

Summary of Online Survey Results & Consultations

When asked how they might utilize these potential financial incentive programs, respondents identified the following:

- a) To improve the accessibility of buildings (this includes the need for handicap accessibility structures);
- b) Go Green – in order to offer energy efficient facilities to tenants;
- c) Retro-fitting;
- d) To improve exterior and interior façades;
- e) To renovate to maximize interior space (e.g. to develop building for mixed-use – commercial at grade and residential above);
- f) To improve business signage and existing parking facilities; and
- g) To develop higher density residential and/or mixed-use developments.

Community Improvement Plan Area:

When asked whether the study area boundary of the Downtown Bradford Revitalization Strategy should be the basis of the Community Improvement Plan Area boundary, 84% of individuals responding to the question approved.

The following were identified as sites of significant redevelopment opportunity outside of the Study Area boundary:

- a) South Simcoe Marina; and
- b) No Frills Plaza (further North on Barrie Street).

Downtown Bradford Community Improvement Plan

Schedule E

Summary of Online Survey Results & Consultations

Other Investment Needs/Opportunities in Downtown Bradford

Respondents expressed that the following are investment needs/opportunities in the downtown area:

- a) Improve the variety of retail establishments (e.g. to include more clothing and quality giftware stores);
- b) Improved parking facilities;
- c) Improved pedestrian infrastructure as sidewalks are unsafe for individuals and are a liability for property owners and the Town;
- d) Public transit for the downtown as Go Transit does not fill the service needs in the area;
- e) Encourage density (e.g. high density residential);
- f) Reduce truck traffic by developing a truck route outside of downtown area; and
- g) An increased institutional presence in the downtown (through the siting of the new Town Hall, siting of all municipal offices, or by attracting post-secondary institutions).

With respect to the prospect of relocating the new Town Hall to the downtown area, respondents felt this move will be important to:

- a) Improve services in downtown Bradford;
- b) Increase pedestrian traffic which will benefit businesses downtown;
- c) Show the commitment of Town to the development of the downtown;
- d) Encourage investment and development of the downtown; and
- e) Encourage the presence of Federal and Provincial service offices in Bradford.

Schedule F: Town of Bradford West Gwillimbury Fee Schedule, Development Charges, and Tax Rates



SCHEDULE A

FEES & SERVICE CHARGES – EFFECTIVE JANUARY 1ST, 2016
FOR THE CORPORATION OF THE TOWN OF BRADFORD WEST
GWILLIMBURY

Roads Department

Curb cutting	17-Jun-08	actual cost (minum \$100) + \$50 Admin fee	To recover administration and overhead costs
Curb Repair Deposit	17-Jun-08	\$103/meter + \$25 Admin fee	To recover administration and overhead costs
Grass/Weed cutting (Labour & Equipment)	17-Jun-08	\$51.50/hour +\$50 Admin fee	To recover administration and overhead costs
Security Deposit - major construction	14-Aug-07	\$10,000.00	To recover administration and overhead costs
Security Deposit - minor construction	14-Aug-07	\$2,000.00	To recover administration and overhead costs
Road cut - permit	1-Jan-14	AADT x \$1.00 x per day	To promote none intrusive installations on roadways
Road/ Sidewalk Damage/Repair	1-Jan-14	actual cost + \$50 Admin fee	To recover administration and overhead costs
Road excavation & re-instatement inspection costs	1-Jan-14	actual cost + \$50 Admin fee	To recover administration and overhead costs
Road Occupancy Permit		\$51.50	To recover administration and overhead costs
Sidewalk/ Road Cleaning	1-Jan-14	actual cost + \$50 Admin fee	To recover administration and overhead costs
Sidewalk Deposit/Repair	17-Jun-08	DELETED	To recover administration and overhead costs
Utility Road R.O.W. Work deposit	1-Jan-14	\$10,000 Annually	To be drawn on for any outstanding repairs
Traffic accident damage (Labour & Equipment)	17-Jun-08	actual cost + \$50 Admin fee	To recover administration and overhead costs
Utility Municipal consent review	1-Jan-14	\$110.40	To recover administration and overhead costs
Wide Load permit	17-Jun-08	\$36/trip or \$155/year	To recover administration and overhead costs

GIS Maps

8 ½ x 11	17-Jun-08	\$10.00	To recover administration and overhead costs
8 ½ x 14	17-Jun-08	\$15.00	To recover administration and overhead costs
11 x 17	17-Jun-08	\$20.00	To recover administration and overhead costs
17 x 22	17-Jun-08	\$25.00	To recover administration and overhead costs
24 x 36	17-Jun-08	\$50.00	To recover administration and overhead costs
36 x 48	17-Jun-08	\$100.00	To recover administration and overhead costs
PDF/TIF/Digital plots	17-Jun-08	Add 20%	To recover administration and overhead costs
Large Format Copies - B&W Print Plans	17-Jun-08	\$10.00	To recover administration and overhead costs
Large Format Copies - Digital TIF/PDF Plans	17-Jun-08	\$30.00	To recover administration and overhead costs
* HST included			

Waste Water Department

Sewer lateral callout (2 employee's minimum)

Sewer lateral callout - regular hours - private problem	14-Aug-07	\$60 / hr / employee	Recover costs/Fees comparable to neighbouring Municipalities
Sewer lateral callout - after hours - private problem	18-Apr-05	\$180.00	Recover costs/Fees comparable to neighbouring Municipalities
Sewer lateral callout - regular hours - town problem	18-Apr-05	N/C	
Sewer lateral callout - after hours - town problem	18-Apr-05	N/C	

Blocked Sewer on private property (in accordance with By-Law 92-015)

Regular working hours (2 employees minimum)	14-Aug-07	\$60 / hr / employee	Recover costs/Fees comparable to neighbouring Municipalities
Saturdays - first 3 hours	24-Feb-92	\$180.00	Recover costs/Fees comparable to neighbouring Municipalities
Saturdays - for every hour or part of thereof in excess of first 3 hrs	24-Feb-92	\$60/hour	Recover costs/Fees comparable to neighbouring Municipalities
Sundays & Statutory Holidays - first 3 hours	24-Feb-92	\$240.00	Recover costs/Fees comparable to neighbouring Municipalities

Sundays & Statutory Holidays- for every hour or part of thereof in excess of first 3 hrs	24-Feb-92	\$80/hour	Recover costs/Fees comparable to neighbouring Municipalities
<u>Other Services</u>			
Septage Haulage	9-May-13	\$55 /1000 gallon	Recover costs/Fees comparable to neighbouring Municipalities
Septage Haulage (monthly admin. Fee)	18-Apr-05	\$50.00	Recover costs/Fees comparable to neighbouring Municipalities
Compliance letter for sewage	18-Apr-05	\$30.00	Recover costs/Fees comparable to neighbouring Municipalities
Inspection fee for Residential Sanitary Service	18-Apr-05	N/C	
Wastewater locates - regular hours	18-Apr-05	N/C	
Wastewater locates - after hours	18-Apr-05	N/C	
Wastewater sampling (monthly admin. Fee)	18-Apr-05	\$50.00	Recover costs/Fees comparable to neighbouring Municipalities
Wastewater sampling - as requested	14-Aug-07	\$60 / hr	Recover costs/Fees comparable to neighbouring Municipalities
Wastewater sampling - Lab cost	14-Aug-07	actual cost	Recover costs
Industrial Polished Effluent	1-Jan-12	3.00m³	Recover costs/Fees comparable to neighbouring Municipalities
Work in Developments prior to assumption	17-Jun-08	\$60 per hour + \$50 charged per month	
<u>Waste Water Billing</u>			
Waste Water annual service charge - Residential	1-Jan-14	\$156.00	
Waste Water annual service charge - General Services	1-Jan-14	\$468.00	
Waste Water Residential Consumption charges (per m3/bi-monthly):			
First 30 Cubic Metres	1-Jan-14	\$1.23	
30 to 60 Cubic Metres	1-Jan-14	\$1.36	
Over 60 Cubic Metres	1-Jan-14	\$1.56	
Waste Water General Services Consumption charges (per m3/month):			
First 100 Cubic Metres	1-Jan-14	\$3.15	
Over 100 Cubic Metres	1-Jan-14	\$2.53	
Note: For Servicing and payment during road reconstruction, actual tender costs will apply. For unusual or longer than standard pre-serviced connections on Arterial Roads, costs will be determined based on length.			

Water Department

Residential

Water main service connection inspection	14-Aug-07	\$120.00	Recover costs/Fees comparable to neighbouring Municipalities
Water main service disconnection inspection	18-Apr-05	\$60.00	Recover costs/Fees comparable to neighbouring Municipalities
Supply meter & install remote - 5/8 x 3/4"	17-Jun-08	\$438.00	Recover costs/Fees comparable to neighbouring Municipalities
Supply meter & install remote - 3/4 x 3/4"	17-Jun-08	\$438.00	Recover costs/Fees comparable to neighbouring Municipalities
Supply meter & install remote - 1"	17-Jun-08	\$562.00	Recover costs/Fees comparable to neighbouring Municipalities
Supply MXU radio transmitter & install	1-Jan-14	\$150.00	Recover costs/Fees comparable to neighbouring Municipalities
Meter seal return visit	17-Jun-08	\$103.00	Recover costs/Fees comparable to neighbouring Municipalities
Water meter frozen or damaged	18-Apr-05	actual cost + \$50	Recover costs/Fees comparable to neighbouring Municipalities
Building lot construction water	17-Jun-08	\$40/lot	Recover costs/Fees comparable to neighbouring Municipalities
Scheduled Billable work for others	14-Aug-07	\$60 / hr + \$50	

Emergency work performed for Developer or Other	14-Aug-07	actual cost + 15 % (min. \$500 + \$50 Adm. Fees)	Recover costs/Fees comparable to neighbouring Municipalities
<u>Commercial/Industrial</u>			
Water main service connection inspection	18-Apr-05	\$120.00	Recover costs/Fees comparable to neighbouring Municipalities
Water main service disconnection inspection	14-Aug-07	\$60.00	Recover costs/Fees comparable to neighbouring Municipalities
Permit drawings review	18-Apr-05	N/C	
Supply meter & install remote - 1" (25 mm)	17-Jun-08	\$562.00	Recover costs/Fees comparable to neighbouring Municipalities
Supply meter & install remote - 1½" (40 mm)	17-Jun-08	\$901.00	Recover costs/Fees comparable to neighbouring Municipalities
Supply meter & install remote - 2" (50 mm)	17-Jun-08	\$1,107.00	Recover costs/Fees comparable to neighbouring Municipalities
Supply meter & install remote - 3" (75 mm)	17-Jun-08	\$4,198.00	Recover costs/Fees comparable to neighbouring Municipalities
Supply meter & install remote - 4" (100 mm)	17-Jun-08	\$6,464.00	Recover costs/Fees comparable to neighbouring Municipalities
Supply MXU radio transmitter & install	1-Jan-14	\$150.00	Recover costs/Fees comparable to neighbouring Municipalities
Commercial lot construction water	17-Jun-08	\$10.30 per 1000 sq.ft.	Recover costs/Fees comparable to neighbouring Municipalities
Apartment lot construction water	17-Jun-08	\$15.45 per apt. unit	Recover costs/Fees comparable to neighbouring Municipalities
<u>Fire hydrants</u>			
Private fire hydrant - annual preventative maintenance	17-Jun-08	\$103.00	Recover costs/Fees comparable to neighbouring Municipalities
Painting of a private Fire Hydrant (every 3 years)	17-Jun-08	\$103.00	Recover costs/Fees comparable to neighbouring Municipalities
Annual connection charge for private hydrant or sprinkler system	17-Jun-08	\$103.00	Recover costs/Fees comparable to neighbouring Municipalities
Fire hydrant - fire flow test - assist outside contractor	18-Apr-05	\$60/hour + \$50	Recover costs/Fees comparable to neighbouring Municipalities
Fire hydrant - fire flow test - conducted by department	18-Apr-05	\$120/hour + \$50	Recover costs/Fees comparable to neighbouring Municipalities
Fire hydrant - water meter deposit	18-Apr-05	\$4,500.00	Recover costs/Fees comparable to neighbouring Municipalities
Fire hydrant - water meter rental per day	18-Apr-05	\$5.00	Recover costs/Fees comparable to neighbouring Municipalities
Fire hydrant - water meter rental admin fee/monthly bill	18-Apr-05	\$50.00	Recover costs/Fees comparable to neighbouring Municipalities
Fire hydrant - water meter rental - usage rate	18-Apr-05	current commercial water rate	Recover costs/Fees comparable to neighbouring Municipalities
Fire hydrant - relocation at property owner's request	18-Apr-05	actual cost + \$50	Recover costs/Fees comparable to neighbouring Municipalities
<u>Damage/Repairs</u>			
Damaged remote water meter line - inside building	17-Jun-08	\$103.00	Recover costs/Fees comparable to neighbouring Municipalities
Damaged remote water meter line - outside building	17-Jun-08	\$103.00	Recover costs/Fees comparable to neighbouring Municipalities
Damaged curb stop - caused by property owner	18-Apr-05	actual cost + \$50	Recover costs/Fees comparable to neighbouring Municipalities
Damaged curb stop - caused by property owner (straighten only)	17-Jun-08	\$103.00	Recover costs/Fees comparable to neighbouring Municipalities
Damaged hydrant (accidental) - repair	18-Apr-05	actual cost + \$50	Recover costs/Fees comparable to neighbouring Municipalities
Repair/Replace Anti-Tampering device on Hydrant	17-Jun-08	\$206.00	Recover costs/Fees comparable to neighbouring Municipalities
<u>Engineering</u>			
Design standards Manual (hard copy)	18-Apr-05	\$250.00	Recover costs/Fees comparable to neighbouring Municipalities
Design standards Manual (CD)	18-Apr-05	\$75.00	Recover costs/Fees comparable to neighbouring Municipalities
Design standards Manual (website)	18-Apr-05	N/C	
Master Servicing Reports (hard copy)	18-Apr-05	\$250.00	Recover costs/Fees comparable to neighbouring Municipalities
Master Servicing Reports (CD)	18-Apr-05	\$75.00	Recover costs/Fees comparable to neighbouring Municipalities
Master Servicing Reports (website)	18-Apr-05	N/C	
Environmental Assessment (hard copy)	18-Apr-05	\$250.00	Recover costs/Fees comparable to neighbouring Municipalities
Environmental Assessment (CD)	18-Apr-05	\$75.00	Recover costs/Fees comparable to neighbouring Municipalities
Environmental Assessment (website)	18-Apr-05	N/C	Recover costs/Fees comparable to neighbouring Municipalities
<u>Other Services</u>			
Water shut on/off (regular hours)	18-Apr-05	N/C	

Water shut on/off (after hours)	18-Apr-05	\$75.00	Recover costs/Fees comparable to neighbouring Municipalities
Private water sample	18-Apr-05	\$50.00	Recover costs/Fees comparable to neighbouring Municipalities
Sampling new water main in development	18-Apr-05	actual cost + \$50	Recover costs/Fees comparable to neighbouring Municipalities
Work in Developments prior to assumption	17-Jun-08	\$60 per hour + \$50 charged per month	

Water Billing

Water annual service charge - Residential	1-Jan-16	\$216.00
Water annual service charge - General Services	1-Jan-16	\$540.00
Water Residential Consumption charges (per m3/bi-monthly):		
First 30 Cubic Metres	1-Jan-16	\$1.34
30 to 60 Cubic Metres	1-Jan-16	\$1.49
Over 60 Cubic Metres	1-Jan-16	\$1.71
Water General Services Consumption charges (per m3/month):		
First 100 Cubic Metres	1-Jan-16	\$1.74
Over 100 Cubic Metres	1-Jan-16	\$1.39

DEVELOPMENT & INFRASTRUCTURE SERVICES

ITEM / SERVICES	LAST FEE CHANGES	CURRENT FEES	COMMENTS
Development Engineering			
Site Alteration (in accordance with By-law 2011-031)			
Fill less than 1000 m ³	20-Sep-11	\$250 + \$0.80/m ₃	Town of Bradford West Gwillimbury By-law 2011-108
Fill between 1000 m ³ and 5000 m ³	20-Sep-11	(maximum \$1050) \$500 + \$0.70/m ₃	Town of Bradford West Gwillimbury By-law 2011-108
Fill between 5000 m ³ and 10,000 m ³	20-Sep-11	(maximum \$4,000) \$1,500 + 0.60/m ₃	Town of Bradford West Gwillimbury By-law 2011-108
Fill greater than 10,000 m ³	20-Sep-11	(maximum \$7,500) \$2,500 + 0.50/m ₃	Town of Bradford West Gwillimbury By-law 2011-108
Permit Renewal Fee	1-Jan-14	(maximum \$10,000) \$350.00	Town of Bradford West Gwillimbury By-law 2011-108
Expired Permit Renewal Fee	20-Sep-11	\$500.00	Town of Bradford West Gwillimbury By-law 2011-108
Site Inspections (for inspections not included in valid permit)	20-Sep-11	\$250 per inspection	Town of Bradford West Gwillimbury By-law 2011-108
External Consultants and legal costs to review and evaluate studies or to prepare all legal documents and enforce bylaw	20-Sep-11	actual costs incurred plus 10% administration fee	Town of Bradford West Gwillimbury By-law 2011-108
Development Site	1-Jan-14	\$3,500.00	Town of Bradford West Gwillimbury By-law 2012-061
Development Site Permit Amendment	1-Jan-14	\$750.00	New fee
Site Alterations only w/ no additional fill	1-Jan-13	\$500.00	
Camera Inspection			
Lateral Sewer Camera inspection	1-Jan-16	\$300.00	Recover contractual costs and cost of staff
Lot Grading Plan Review			
Lot Grading Plan Review (includes 1 submission, inspections and admin. costs)	1-Mar-11	\$315.00 / lot	Fees recover costs of staff, administration and overhead
Resubmission of Lot Grading Plan (includes 1 submission)	1-Jan-13	\$165.00 / lot	Fees recover costs of staff, administration and overhead
Additional Service Connections			
Additional Water Service Application	1-Jan-13	\$600.00/connection (non-refundable)*	Fee recovers administration and overhead
Additional Sewer Service Application	1-Jan-13	\$600.00/connection (non-refundable)*	Fee recovers administration and overhead
Additional Storm Sewer Service Application	1-Jan-13	\$600.00/connection (non-refundable)*	Fee recovers administration and overhead

* Following the receipt of the Application and Fee and upon review and acceptance of the proposal the Applicant shall be required to deposit prior to commencement of the service installation the estimated maintenance security and staff time working deposit.

DEVELOPMENT & INFRASTRUCTURE SERVICES



ITEM / SERVICES	LAST FEE CHANGES	CURRENT FEES	COMMENTS
Planning & Development			
Building			
Request for planning & development services			
- Base charge	17-Jun-08	\$10.00	Fees recover costs of staff, administration and overhead
- Reproduction cost	17-Jun-08	\$0.20/page (deposit of \$50 minimum required)	Fees recover costs of staff, administration and overhead
- Preparation	17-Jun-08	\$75.00/hour	Fees recover costs of staff, administration and overhead
Liquor Licence Board of Ontario review and inspections		\$105.00	Fees recover cost of staff, administration and overhead
Other Building Fees			
Stats Can Reports	1-Jan-11	\$50/month	Fees recover costs of staff, administration and overhead
Municipal Address Change/Assignment Fee	1-Jan-11	\$200/lot	Fees recover costs of staff, administration and overhead
Official Plan Amendment			
Sites of 0.8 Hectares or Less	12-Jul-05	\$15,000 [†]	Recover administration and overhead costs
Other Sites	12-Jul-05	\$24,000 [†]	Recover administration and overhead costs
Zoning			
General Amendment - Sites of 0.2 Hectares or Less	12-Jul-05	\$5,000 [†]	Recover administration and overhead costs
General Amendment - Other Sites ^{1, 3}	12-Jul-05	\$9,000 [†]	Recover administration and overhead costs
Removal of H (Holding) Provision ²	12-Jul-05	\$3,500 [†]	Recover administration and overhead costs
Temporary Use By-law ³	12-Jul-05	\$5,500 [†]	Recover administration and overhead costs
Zoning Review/Search of Records	6-Mar-06	\$60	
Site Plan Control			
New Development ⁴	12-Jul-05	\$4,000 + \$1,200/hectare [†]	Recover administration and overhead costs
Additions	12-Jul-05	65% of new development fee [†]	Recover administration and overhead costs
Major Revision to Approved Plan	1-Jan-11	65% of new development fee [†]	Recover administration and overhead costs
Minor Revision to Approved Plan ⁵	1-Jan-11	\$250	Recover administration and overhead costs
Applicant-Initiated Major Resubmission ⁶	1-Jan-11	50% of new development fee	Recover administration and overhead costs
Exemption from Site Plan Control	14-Aug-07	\$500	Recover administration and overhead costs
Other Planning fees			
Part Lot Control Exemption ⁷	12-Jul-05	\$1,000	Recover administration and overhead costs
Plan of Subdivision/Condominium ⁸	12-Jul-05	\$10,000 + \$50/lot [†]	Recover administration and overhead costs
Revision to Draft Approved Plan - Recirculation Required	12-Jul-05	50 % of original fee [†]	Recover administration and overhead costs
Revision to Draft Approved Plan - Recirculation not Required	12-Jul-05	30 % of original fee	Recover administration and overhead costs
Extension to Draft Plan Approval	12-Jul-05	\$1,500 [†]	Recover administration and overhead costs
Multi-Phase Registration (n/c for first phase)	12-Jul-05	\$1,500	Recover administration and overhead costs

DEVELOPMENT & INFRASTRUCTURE SERVICES



ITEM / SERVICES	LAST FEE CHANGES	CURRENT FEES	COMMENTS
Miscellaneous Development Agreement	1-Jan-12	\$1,500 [†]	Recover administration and overhead costs
Pre-consultation Application	1-Jan-16	\$1,500	Recover administration and overhead costs
Condo Description and Declaration	12-Jul-05	\$500	Recover administration and overhead costs
Document Search & Retrieval	12-Jul-05	\$60	Recover administration and overhead costs
Compliance Letters	12-Jul-05	\$60	Recover administration and overhead costs
General Planning Information (written response request)	12-Jul-05	\$60	Recover administration and overhead costs
Subdivision Release Certificates	12-Jul-05	\$60	Recover administration and overhead costs
Accessory Dwelling Unit Registration Fee	1-Jan-11	\$125	Recover administration and overhead costs
<u>Committee of Adjustment</u>			
Variance ⁹	12-Jul-05	\$800	Recover administration and overhead costs
Consent	12-Jul-05	\$2,000	Recover administration and overhead costs
Validation of Title	1-Jan-12	\$2,000	Recover administration and overhead costs
Conditional Consent - Regular Meeting - Notification Required	12-Jul-05	\$500	Recover administration and overhead costs
Conditional Consent - Regular Meeting - No Notification Required	12-Jul-05	\$250	Recover administration and overhead costs
Re-hearing - deferrals requested by applicant	12-Jul-05	\$250	Recover administration and overhead costs
Request for Special Meeting - Consent ¹⁰	12-Jul-05	\$2,000	Recover administration and overhead costs
Request for Special Meeting - Minor Variance ¹⁰	12-Jul-05	\$800	Recover administration and overhead costs
<u>Administrative Fee</u>			
Legal, Engineering & Consultant	12-Jul-05	5% of Invoice	Recover administration and overhead costs
Draw on Letter of Credit	12-Jul-05	\$65/draw	Recover administration and overhead costs

NOTES:

* Fee subject to H.S.T.

[†] Working Deposits (in addition to application fees) - A deposit of \$5,000 is required except as follows: a deposit of \$1,000 is required for removal of (H) holding provision, zoning amendment to permit granny flats, accessory apartments or temporary accommodation for seasonal workers and miscellaneous development agreements.

¹

Reduce fee by 50% if zoning application is submitted at the same time as applications for official plan amendment, plan of subdivision or plan of condominium. ² Reduce fee by 50% if hold removal application is submitted at the same time as application for site plan control.

ECONOMIC DEVELOPMENT



ITEM / SERVICES	LAST FEE CHANGES	CURRENT FEES	COMMENTS
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Registration fees for outreach events coordinated by the Office of
Economic Development 1-Jan-12 \$10 to \$100 may include joint initiatives with the Board of Trade and Nottawasaga Futures

Finance Services



ITEM / SERVICES	LAST FEE CHANGES	CURRENT FEES	COMMENTS
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Administrative Fees

Tax/Utility Certificate	28-Jul-98	\$50.00	To recover administration and overhead costs
Tax Inquiry/Duplicate Receipt/Bill reprint	1-Jan-14	\$10.00	To recover administration and overhead costs
Utility Inquiry/Duplicate Receipt/Bill reprint	1-Jan-14	\$10.00	To recover administration and overhead costs
Tax/Utility payment transfer fee	1-Jan-16	\$10.00	To recover administration and overhead costs
Draw upon a letter of credit	14-Aug-07	\$65.00/draw	To recover administration and overhead costs
Withdrawal of post dated cheque on file	15-May-02	\$25.00	To recover administration and overhead costs
Returned items (cheques,pap,etc)	1-Jan-14	\$50.00	To recover administration and overhead costs
Administration fees - Accounts Receivable	15-Apr-99	5 % of actual cost	To recover administration and overhead costs
Letter requested for Income Tax purposes	1-Jan-11	\$35/letter	To recover administration and overhead costs
Administration cost for Development Charge refund (Building permit cancelled)	5-Oct-01	\$500.00	To recover administration and overhead costs
	1-Mar-15	minimum \$10.00 and up to \$250.00	
Quotations, Proposals & Tender *		depending on the complexity or value of the solicitation	To recover administration and overhead costs

Tax Sale Costs

Open File - Warning letter, Initial title search	14-Aug-07	\$125.00	To recover administration and overhead costs
Registration of Tax Arrears Certificate	14-Aug-07	\$700.00	To recover administration and overhead costs
-Official Title Search			
-Preparation, Registration of Tax Arrears Certificate			
-Preparation, Registration of Statutory Declaration			
-Execution Searches, Copies of Executions			
-Mailing First Notice			
-Notification of Farm Debt Review Board			
-Mailing Final Notice			
-Preparation, Registration of Statutory Declaration			
Survey	30-Sep-02	Actual cost + 15%	To recover administration and overhead costs
Legal Costs	30-Sep-02	Actual cost + 15%	To recover administration and overhead costs
Insurance	30-Sep-02	Actual cost + 15%	To recover administration and overhead costs
Cancellation Price	30-Sep-02	\$200.00	To recover administration and overhead costs
- Calculation of cancellation price			
- Preparation, Registration of Cancellation Certificate			
Extension Agreement	14-Aug-07	\$300.00	To recover administration and overhead costs
-Present request to Council			
-Preparation of By-law to authorize agreement			
-Monitor agreement			

Advertise and Sell Property

-Administration fee	14-Aug-07	\$300.00	To recover administration and overhead costs
-Costs re: appraisal(s), advertising, auctioneer, tender	30-Sep-02	Actual cost + 15%	To recover administration and overhead costs
procedure, registration of deed, notice of vesting, payment into court, Treasurer's declaration and any other related costs			

Finance Services



ITEM / SERVICES	LAST FEE CHANGES	CURRENT FEES	COMMENTS
Assessment Fees			
Above ground pools, decks over 100 sq. ft.	17-Dec-02	\$25.00	To recover administration and overhead costs
In-ground pools, accessory buildings	17-Dec-02	\$40.00	To recover administration and overhead costs
Renovations, additions	17-Dec-02	\$75.00	To recover administration and overhead costs
New Residential Dwelling	17-Dec-02	\$200.00	To recover administration and overhead costs
Non-Residential Construction 6,000 sq.ft. or less	17-Dec-02	\$150.00	To recover administration and overhead costs
Non-Residential Construction over 6,000 sq.ft.	17-Dec-02	\$300.00	To recover administration and overhead costs
Farm Building	17-Dec-02	\$100.00	To recover administration and overhead costs
New Business Licence Water & Waste Water Rates	17-Dec-02	\$75.00	To recover administration and overhead costs
Water annual service charge - Residential	1-Jan-16	\$216.00	
Water annual service charge - General Services	1-Jan-16	\$540.00	
Water Residential Consumption charges (per m3):			
First 30 Cubic Metres	1-Jan-16	\$1.34	
30 to 60 Cubic Metres	1-Jan-16	\$1.49	
Over 60 Cubic Metres	1-Jan-16	\$1.71	
Water General Services Consumption charges (per m3):			
First 100 Cubic Metres	1-Jan-16	\$1.74	
Over 100 Cubic Metres	1-Jan-16	\$1.39	
Waste Water annual service charge - Residential	1-Jan-16	\$156.00	
Waste Water annual service charge - General Services Water	1-Jan-16	\$468.00	
Residential Consumption charges (per m3):			
First 30 Cubic Metres	1-Jan-16	\$1.23	
30 to 60 Cubic Metres	1-Jan-16	\$1.36	
Over 60 Cubic Metres	1-Jan-16	\$1.56	
Water General Services Consumption charges (per m3):			
First 100 Cubic Metres	1-Jan-16	\$3.15	
Over 100 Cubic Metres	1-Jan-16	\$2.53	

NOTES:

General Administrative Fire Services

Request for Fire Report	1-Jan-12	\$70.00	Fees recover costs of staff, administration and overhead
Request for Information - i.e. file search, clearance letter, change of ownership	1-Jan-12	\$70.00	Fees recover costs of staff, administration and overhead
Special Occasion Letter	1-Jan-12	\$70.00	Fees recover costs of staff, administration and overhead

Green Sign Replacement	1-Jan-13	\$25.00	Fees recover costs of staff, administration and overhead
<u>Fire Inspection Fees</u>			
Inspections of daycare, nursery schools, rooming houses, facilities, etc	1-Jan-12	\$105.00	Fees recover costs of staff, administration and overhead
Inspections for trade shows and special functions - site visit required	1-Jan-12	\$105.00	Fees recover costs of staff, administration and overhead
Inspection required by Liquor Licensing Board of Ontario	1-Jan-12	\$105.00	Fees recover costs of staff, administration and overhead
Inspection of Commercial, Industrial Buildings with occupancy - i.e. requested by owner, insurance, etc	1-Jan-12	\$70.00/hour	Fees recover costs of staff, administration and overhead
Inspection of High rise and Low rise residential building as regulated under Part 9 Retrofit, Section 9.5, 9.6 of Fire Code, Ont Reg 454	1-Jan-12	\$70.00/hour	Fees recover costs of staff, administration and overhead
Inspection of Apartments in houses - basement apartments as regulated under Part 9 Retrofit, Section 9.8 of Fire Code, Ont Reg 385/94	17-Jun-08	\$150.00	Fees recover costs of staff, administration and overhead
<u>Propane Storage and Handling Facilities</u>			
Review of plans, site inspections, recommendations and letter of approval	15-Feb-11	\$100.00/hour	Fees recover costs of staff, administration and overhead
Any additional expenses incurred deemed necessary for the review of the Risk Safety Management Plan will be charged back to the applicant	1-Jan-14	Total cost recovery	Fees recover costs of staff, administration and overhead
<u>Permits (in accordance with By-law 2012-026)</u>			
Burning Permit - Daily	17-Jun-08	\$10.00	Fees recover costs of staff, administration and overhead
- Weekly	17-Jun-08	\$20.00	Fees recover costs of staff, administration and overhead
Outdoor Wood Buring Appliance (Annual Permit)	1-Jan-13	\$10.00	Fees recover costs of staff, administration and overhead
Agricultural Burning Permit (Annual Permit)	1-Jan-13	\$100.00	Fees recover costs of staff, administration and overhead
Campgrounds/Camp Sites (Annual Permit)	1-Jan-13	\$50.00	Fees recover costs of staff, administration and overhead
Special Burn Permits	1-Jan-13	\$100.00 to \$500.00 per occurrence	Fees recover costs of staff, administration and overhead
Burning not conducted in accordance with the By-law	1-Jan-16	\$450.00/vehicle - 1st hour	Fees recover costs of staff, administration and overhead
	1-Jan-16	\$225.00/vehicle/each additional 1/2 hour	
<u>Fireworks</u>			
Fireworks Permit	22-Apr-96	\$25.00	Fees recover costs of staff, administration and overhead
<u>Marijuana Grow Operation Enforcement (fee per property)</u>			
Inspection Services Inspector (1 st class)	1-Jan-11	\$350.00	Town of Bradford West Gwillimbury By-law 2010-032
Inspection Service Captain	1-Jan-11	\$450.00	Town of Bradford West Gwillimbury By-law 2010-032
Court/Tribunal Attendance Fee	1-Jan-11	\$600.00	Town of Bradford West Gwillimbury By-law 2010-032
<u>Other Fire Services Fees</u>			
Emergency Services on Municipal Roads			
-non property owners/non residents	1-Jan-16	\$450.00/vehicle-1st hour or current MTO Rate	Fees recover costs of staff, administration and overhead
	1-Jan-16	\$225.00/vehicle/each additional 1/2 hour	Fees recover costs of staff, administration and overhead
False Alarms - after 2nd call in calendar year	1-Jan-16	\$450.00/hour/vehicle	Fees recover costs of staff, administration and overhead
Elevator Calls - after 2nd call in calendar year	1-Jan-16	\$450.00/hour/vehicle	Fees recover costs of staff, administration and overhead
Fire Scene Security, Fire Watch, etc: e.g.		\$70.00/hour/person plus	
providing fire personnel to ensure continuity of evidence until Fire Marshal's Office arrives	1-Jan-16	\$450.00/hour for vehicle	Fees recover costs of staff, administration and overhead

S.T.

SCHEDULE "A"

Classes of Permits and Fees (Reference By-law No. 2013-79)

1.) Calculation of Permit Fees (All fees are exempted from HST)

- (a) Permit fees shall be calculated based on the formula given below, unless otherwise specified in this schedule:

Permit Fee (rounded to the nearest dollar) = SI x A

Where: SI = Service Index for Classification of the work proposed and,
A = Floor area in square meters of work involved.

- (b) Floor area is measured to the outer face of exterior walls and to the centre of party walls or demising walls, except when calculating interior partition work, and shall include all levels of the building.
- (c) In calculating floor area for interior finishes, partitioning, corridors, lobbies, washrooms, lounges, etc. are to be included and classified according to the major occupancy classification for the floor area with which they are associated. Where any of these areas are constructed in a shell only building, fees shall be calculated at the finished rate in 3(A).
- (d) No deductions shall be allowed for floor openings required for such facilities as stairs, elevators, escalators, shafts and ducts. Interconnected floor spaces and atriums above their lowest level may be deducted from the calculated floor area.
- (e) Where they serve single dwelling units, no additional fee applies for decks, fireplaces, unfinished basements, plumbing fixtures and attached garages proposed and constructed at the same time as the single dwelling they serve.
- (f) No additional fee applies for sprinklers, fire alarms, electromagnetic locks, or other mechanical systems or equipment proposed and installed at the same time as the construction they serve.
- (g) No additional fee applies to a roof-like structure projecting from the exterior face of the building proposed and constructed at the same time as the building.
- (h) For interior partitioning, floor areas used for the calculation of fees shall be the lesser of:
- (i) the area contained within a rectangle encompassing the partitions being erected; or
 - (ii) the actual area of the tenant space; but in no case shall be less than 50m².
 - (iii) The occupancy classifications used in this bylaw are based on the Building Code major occupancy classifications. For mixed occupancy

floor areas, the fee multiplier for the major occupancy of the floor area applies.

- (j) Where a change of occupancy from one classification to another classification is proposed, the fee multiplier for the proposed occupancy applies.
- (k) For classes of permits not described in this Schedule, the Chief Building Official shall determine a reasonable permit fee.

2.) **Administration Fee**

Minimum administration fee for a permit shall be as follows:

- **\$100.00** for detached, semi detached, townhouse, duplex or live/work units and
- **\$200.00** for Non-residential projects

3.) **Permit Fees**

	Fee (\$/m ² or as otherwise specified)
<u>New Construction</u>	
<u>Group A: Assembly Occupancies</u> (All Recreational Facilities, Churches, Schools, Theatres, Arenas)	
Shell	5.60
Complete Building	5.60
Finished/Partitioned/Alterations	5.60
Transit Station/Bus Stop	5.60
Portable Classroom	150.00 ea.
<u>Group B: Institutional Occupancies</u> (Detention and Care Facilities)	
Shell	8.10
Complete Building	8.10
Finished/Partitioned/Alterations	8.10
<u>Group C: Residential Occupancies</u>	
Single/Semi, Townhouse, Duplex/Additions	11.10
Alterations	9.00
Hotel/Motel	11.10
All Other Multiple Unit Residential	11.10
Accessory Structure, Shed, Garage, Carport	3.00
Accessory Dwelling Unit	8.00
Certified Model Homes	264.00 ea.
<u>Group D: Business and Personal Services Occupancies</u> (Banks, Offices, Hair Salons, Etc.)	
Shell	5.60
Finished/Partitioned/Alterations	5.60

<u>Group E: Mercantile Occupancies</u> (Stores, Supermarkets, Shops, Etc.)		
	Shell	5.60
	Finished/Partitioned/Alterations	5.60
<u>Group F: Industrial Occupancies (F1, F2, F3)</u>		
	Shell	5.60
	Finished/Partitioned/Alterations	5.60
	Gas Station	5.60
	Car Wash	5.60
	Repair Garage	5.60
	Parking Garage	5.60
	Rack Storage System	5.60
<u>Other Occupancies - Farm Buildings</u>		
	Barn/Storage Building	1.70
	Plastic Greenhouse	50.00 ea.
	Commercial Greenhouse	1.70
	Manure Storage Tank	1.70
<u>Miscellaneous</u>		
	Additional Inspection Request	35.00 ea.
	Sales Pavilion/Office	75.00 ea.
	Air Supported Structure	75.00 ea.
	Mezzanine	75.00 ea.
	Mechanical Penthouse	75.00 ea.
	Tent	75.00 ea.
	Conditional Permit	100.00 ea.
	Conditional Permit Amendment	100.00 ea.
	Demolition/Development Agreement	2,000.00 ea.
	Revisions to Issued Permit	75.00 min. or \$55.00/hour
	Limiting Distance Agreement	1,000.00 ea.
	Residential Roof Replacement (except Shingles)	75.00 ea.
	Residential Fire Code Retrofit	75.00 ea.
	Basement Entrance	75.00 ea.
	Finished Basement	6.20

<u>Designated Structures</u>		
	Satellite Dish, Solar Panel	75.00 ea.
	Crane Runway	75.00 ea.
	Exterior Storage Tank	75.00 ea.
	Wind Turbine	75.00 ea.
	Pedestrian Bridge	75.00 ea.
	Retaining Wall	75.00 ea.
	Communication Tower	75.00 ea.
Change of Use		140.50 ea.
<u>Alterations</u>		
<u>Farm Buildings</u>		
	Barn	1.70
	Plastic Greenhouse	50.00 ea.
	Commercial Greenhouse	1.70
	Manure Storage Tank	1.70
<u>Other</u>		
	Parking Structure Repair	75.00 ea.
	Balcony Guard Replacement	75.00 ea.
<u>Demolition</u>		
Residential Occupancies		112.40 ea.
Assembly, Institutional, Business and Personal Services and Mercantile Occupancies		187.30 ea.
Industrial Occupancies		280.90 ea.
<u>Mechanical Work & Stand Alone</u>		
Group A: Assembly Occupancies - HVAC		480.00 ea.
Group B: Institutional Occupancies - HVAC		480.00 ea.
Group C: Residential Occupancies - HVAC		480.00 ea.
Group D: Business and Personal Services Occupancies - HVAC		480.00 ea.
Group E: Mercantile Occupancies - HVAC		480.00 ea.
Group F: Industrial - HVAC		480.00 ea.
<u>All Occupancies</u>		
	Fire Alarm Installation/Upgrade	60.00 ea.
	Sprinkler System Installation/Upgrade	60.00 ea.
	Spray Booth, Dust Collector	60.00 ea.
	Kitchen Exhaust	60.00 ea.
	Electromagnetic Lock	60.00 ea.
	Fireplace/Woodstove	60.00 ea.

<u>Miscellaneous</u>	
Occupancy of Unfinished Building	100.00 ea.
Deck	150.00 ea.
Porch	150.00 ea.
Signs - Permanent	100.00 ea.
Compliance Alternatives	75.00 ea.
Fire Restoration	6.00
Transfer of Permit	150.00 ea.
Building Compliance Letter	60.00 ea.
<u>Sewage Systems</u>	
New System (All Occupancies)	579.00 ea.
Alterations to Sewage Disposal System	414.00 ea.
Septic Re-inspection	250.00 ea.
Septic Compliance Letter	60.00 ea.
<u>Plumbing</u>	
<u>Water Servicing</u>	
Residential	0.50/lin. m.
ICI	0.50/lin. m.
<u>Storm and Sanitary Inspections</u>	
Residential	0.70/lin. m.
ICI	0.70/lin. m.
<u>Plumbing Inspection</u>	
Fixture	10.00 ea.
Man Holes / Catch Basins, or Area Drain	15.00 ea.
Interceptors	30.00 ea.
Sewage Ejectors or Pumps Serving One or More Fixtures	30.00 ea.
W, S, St, Pre-servicing per new Dwelling including inside drains	50.00 ea.
Plumbing Permit	40.00 ea. (min. fee)
Alteration	40.00 ea.
Conversion Well and Septic	35.00 ea.
Conversion from well to municipal	20.00 ea.
Conversion, septic to sewer	20.00 ea.
<u>Refunds</u>	
Application filed. No processing or review of the plans submitted.	80-90% refund
Application filed. Plans reviewed and permit issued.	60-80% refund
Additional deduction for each field inspection performed.	5-10% refund
Permits valued at less than \$100.00	0% refund

Schedule “B”

DOCUMENTS & DRAWINGS REQUIRED FOR A COMPLETE APPLICATION

Row	Class of Permit	Documents and Drawings Required
1(a)	<i>Permit to Construct</i> <ul style="list-style-type: none"> New Buildings Residential <ul style="list-style-type: none"> Detached Houses Semi-detached Houses Duplex/Triplex/Fourplex Townhouse Blocks 	Documents <ol style="list-style-type: none"> Approval documents required by an applicable law Heat loss/heat gain/duct calculations (per dwelling unit) Residential Mechanical Ventilation Summary * Energy Efficiency Design Summary form Drawings <ol style="list-style-type: none"> Site Plan Site Grading Plan Architectural Drawings (including block floor plans for each floor, block roof plans and block elevations for townhouse blocks) Structural Drawings Roof truss / Pre-engineered floor system shop drawings (including block plans for townhouse blocks) HVAC Drawings (per dwelling unit) Septic System State of Design
1(b)	<i>Permit to Construct</i> <ul style="list-style-type: none"> Additions/Alterations Accessory Buildings Residential as in Row 1(a)	Documents <ol style="list-style-type: none"> Approval documents required by an applicable law Heat loss/heat gain/duct calculations Residential Mechanical Ventilation Summary * Energy Efficiency Design Summary form* Drawings <ol style="list-style-type: none"> Site Plan Site Grading Plan Architectural Drawings Structural Drawings HVAC Drawings Septic System State of Design

2(a)	<p><i>Permit to Construct</i></p> <ul style="list-style-type: none"> • New Buildings • Additions <p>Non-residential buildings Residential apartment buildings Mixed use buildings Other residential buildings not described in Row 1(a)</p>	<p>Documents</p> <ol style="list-style-type: none"> Approval documents required by an applicable law Commitment to General Review by Architects and Engineers * Subsurface investigation report Heat loss/heat gain/duct calculations Plumbing Data Form * ASHRAE 90.1 & SB-10 Project Information * MNECB & SB-10 Project Information form <p>Drawings</p> <ol style="list-style-type: none"> Site Plan Site Servicing / Site Grading Plan Architectural Drawings Structural Drawings HVAC Drawings Plumbing Drawings Electrical Drawings Fire Protection System Drawings Septic System State of Design
2(b)	<p><i>Permit to Construct</i></p> <ul style="list-style-type: none"> • Alterations • Tenant Improvements <p>Non-residential buildings and other residential buildings no described in Row 1(a)</p>	<p>Documents</p> <ol style="list-style-type: none"> Approval of documents required by an applicable law Commitment to General Review by Architects and Engineers Heat loss/heat gain/duct calculations Plumbing Data Form * <p>Drawings</p> <ol style="list-style-type: none"> Site Plan Key Plan Architectural Drawings Structural Drawings HVAC Drawings Plumbing Drawings Electrical Drawings Fire Protection System Drawings Septic System State of Design

3	<i>Permit to Construct</i> <ul style="list-style-type: none"> • Tents/Air Supported Structures • Mechanical Only <i>Permits</i> • Plumbing Only <i>Permits</i> • Designated Structures • Farm Buildings • Green energy projects (solar, wind, geothermal etc.) • Other than Rows 1, 2 and 4 	Documents <ul style="list-style-type: none"> a. Approval documents required by an applicable law b. Documents from Rows 1(a) to 2(b) or other documents which are applicable to the scope of work proposed and required by the <i>Chief Building Official</i> to determine compliance with the <i>Building Code</i> and other applicable law Drawings <ul style="list-style-type: none"> a. Drawings from Rows 1(a) to 2(b) which are applicable to the scope of work proposed and required by the <i>Chief Building Official</i> to determine compliance with the <i>Building Code</i> and other applicable law
4	<i>Permit for Change of Use</i>	Documents <ul style="list-style-type: none"> a. Approval documents required by an applicable law b. Commitment to General Review by Architects and Engineers Drawings <ul style="list-style-type: none"> a. Site Plan b. Key Plan c. Architectural Drawings d. HVAC Drawings
5	<i>Permit to Demolish</i>	Documents <ul style="list-style-type: none"> a. Approval documents required by an applicable law b. Commitment to General Review by Architects and Engineers Drawings <ul style="list-style-type: none"> a. Site Plan b. Demolition Plan (where required)

Notes:

1. Documents marked with an asterisk (*) are available from the Chief Building Official.

The Chief Building Official may waive the requirement for any specified documents or drawings where the scope of work, applicable law or building code does not, in the opinion of the Chief Building Official, necessitate its submission.

Schedule “C”

FORMS

- Acknowledgement by applicant of an incomplete application
- Agent Authorization Form
- Alternative Solution
- Applicable Law Checklist
- Application for a Certified Model
- Application for a Conditional Permit
- Application for a permit to construct or demolish and associated schedules
- Application for a Permit: Transfer of Permit/Change of Use
- Commitment to General Review by Architect and Engineer
- Deferral of Revocation
- Demolition Pre-Permit Clearances
- Energy Efficiency Design Summary
- Municipal Address Application
- Notice of Date of Completion of Building
- Notice of Revocation
- Occupancy Permit
- Plumbing Data
- Prescribed Notices for Inspections
- Re-inspection Fee Request
- Request to Occupy An Unfinished Building
- Septic System Statement of Design
- Statutory Declaration

**Town of Bradford West Gwillimbury
Development Charge Rates Effective
January 1, 2016**

Service	By-law	Residential				Non-Residential (per ft² of Gross Floor Area)
		Single-Detached Dwelling & Semi- Detached Dwelling	Apartments		Other Multiples	
			2 Bedrooms +	Bachelor & 1 Bedroom		
Municipal Wide Services						
** Roads	2013-29	\$13,901	\$7,820	\$5,585	\$11,709	\$5.49
* Roads Related Facilities and Vehicles	2014-73	1,071	599	439	852	0.43
* Transit Service	2014-73	0	0	0	0	0.00
* Parking Services	2014-73	33	18	13	25	0.01
* Fire Protection Services	2014-73	580	325	238	463	0.10
* Police Services	2014-73	430	239	177	342	0.15
* Outdoor Recreation Services	2014-73	1,095	612	450	872	0.03
* Indoor Recreation Services	2014-73	4,926	2,752	2,022	3,922	0.18
* Library Services	2014-73	960	536	394	765	0.04
* Administration	2014-73	482	269	197	384	0.18
Total Municipal Wide Services		\$23,478	\$13,170	\$9,515	\$19,334	\$6.61
* County of Simcoe	N/A	6,397	4,433	4,433	5,314	2.96
* Education (Public)	N/A	1,311	1,311	1,311	1,311	0.47
* Education (Separate)	N/A	448	448	448	448	0.12
Grand Total Rural Area		\$31,634	\$19,362	\$15,707	\$26,407	\$10.16
Urban Services: Bradford Settlement Area						
Water:						
** Studies	2013-29	\$50	\$27	\$18	\$43	\$0.02
** Treatment & Distribution	2013-29	6,937	3,902	2,787	5,843	3.94
Wastewater:						
** Studies	2013-29	38	19	14	32	0.03
** Treatment	2013-29	5,316	2,990	2,136	4,477	3.84
** Collection	2013-29	2,358	1,326	948	1,986	1.68
Total Urban Services: Bradford Settlement Area		\$14,699	\$8,264	\$5,903	\$12,381	\$9.51
Grand Total Urban Area - Bradford Settlement Area		\$46,333	\$27,626	\$21,610	\$38,788	\$19.67
Urban Services: Bond Head Settlement Area & BWG Strategic Settlement Employment Area						
Water:						
** Studies	2013-29	\$50	\$27	\$18	\$43	\$0.02
** Treatment & Distribution	2013-29	13,165	7,404	5,290	11,088	5.14
Wastewater:						
** Studies	2013-29	38	19	14	32	0.03
** Treatment	2013-29	4,227	2,379	1,699	3,561	1.28
** Collection	2013-29	11,196	6,296	4,498	9,431	1.53
Total Urban Services: Bond Head Settlement Area & BWG Strategic Settlement Employment Area		\$28,676	\$16,125	\$11,519	\$24,155	\$8.00
Grand Total Urban Area - Bond Head Settlement Area & BWG Strategic Settlement Employment Area		\$60,310	\$35,487	\$27,226	\$50,562	\$18.16

* Payable upon Building Permit Issuance

** Payable at Subdivision Agreement

Schedule F: BWG Fee Schedule, Development Charges & Tax Rates (2016 Data)

The Corporation of the Town of Bradford West Gwillimbury							
2016 Final Tax Rates							
Assessment Type		Town	Capital	Police	County	Education	Total Tax Rates
	RTC/RTQ	Purposes	Levy	Purposes	Purposes	Purposes	Rural/Urban
Residential & Farm	RT	0.00422890	0.00042186	0.00156429	0.00298947	0.00188000	0.01108452
Commercial Full	CT	0.00529501	0.00052821	0.00195865	0.00374312	0.01180000	0.02332499
Commercial - Excess Land & Vacant Land	CU/CX	0.00370650	0.00036975	0.00137105	0.00262018	0.00826000	0.01632748
Industrial Full	IT	0.00650616	0.00064903	0.00240666	0.00459930	0.01500000	0.02916115
Industrial - Excess Land & Vacant Land	IU/IX	0.00422901	0.00042187	0.00156433	0.00298954	0.00975000	0.01895475
Multi-Residential	MT	0.00650616	0.00064903	0.00240666	0.00459930	0.00188000	0.01604115
Farmlands & Managed Forests	FT/TT	0.00105723	0.00010547	0.00039107	0.00074737	0.00047000	0.00277114
Farmland Awaiting Development I	R1/M1/C1/I1	0.00317168	0.00031640	0.00117322	0.00224210	0.00885000	0.01575340
Farmland Awaiting Development II	R4	0.00422890	0.00042186	0.00156429	0.00298947	0.00188000	0.01108452
Pipelines	PT	0.00548319	0.00054698	0.00202826	0.00387615	0.01372051	0.02565509
Parking Lot	GT	0.00529501	0.00052821	0.00195865	0.00374312	0.01180000	0.02332499
Shopping Centre	ST	0.00529501	0.00052821	0.00195865	0.00374312	0.01180000	0.02332499
Shopping Centre - Excess Land & Vacant Land	SU/SX	0.00370650	0.00036975	0.00137105	0.00262018	0.00826000	0.01632748
New Construction Industrial - Full	JT	0.00650616	0.00064903	0.00240666	0.00459930	0.01180000	0.02596115
New Construction Industrial - Excess Land & Vacant Land	JU/JX	0.00422901	0.00042187	0.00156433	0.00298954	0.00767000	0.01687475
New Construction Commercial - Full	XT	0.00529501	0.00052821	0.00195865	0.00374312	0.01180000	0.02332499
New Construction Commercial - Excess Land & Vacant Land	XU/XX	0.00370650	0.00036975	0.00137105	0.00262018	0.00826000	0.01632748
New Construction Shopping Centre - Full	ZT	0.00529501	0.00052821	0.00195865	0.00374312	0.01180000	0.02332499
New Construction Shopping Centre - Excess Land & Vacant Land	ZU/ZX	0.00370650	0.00036975	0.00137105	0.00262018	0.00826000	0.01632748
Farmland Awaiting Development II	M4	0.00650616	0.00064903	0.00240666	0.00459930	0.00188000	0.01604115
Farmland Awaiting Development II	C4	0.00529501	0.00052821	0.00195865	0.00374312	0.01180000	0.02332499
Farmland Awaiting Development II	I4	0.00650616	0.00064903	0.00240666	0.00459930	0.01500000	0.02916115
Taxable Upper Tier & Education Only	RL	0.00000000	0.00000000	0.00000000	0.00298947	0.00188000	0.00486947
Residential Payment-in-Lieu General	RG	0.00422890	0.00042186	0.00156429	0.00298947	0.00000000	0.00920452

Schedule F: BWG Fee Schedule, Development Charges & Tax Rates (2016 Data)