

2022 DOWNTOWN COMMUNITY IMPROVEMENT PLAN



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Introduction

Purpose of Community Improvement Plans (CIPs)

Community Improvement Plans (CIPs) are grants and/or loans provided by a municipality to stimulate economic activity through a variety of means, including new building construction, expansion of existing building stock and building improvements (functional and aesthetic).

Legislation and Policies supporting CIPs

The Ontario Municipal Act, 2001 – 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)).

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 (CIPA) and to prepare and adopt a Community Improvement Plan (CIP).

When implementing a CIP, municipalities may also provide “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. (*Planning Act*, Section 28(7))

Eligible costs include those “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 (*Planning Act*, Section 28(7.1)).

Under Section 10.10.1 of the Town of Bradford West Gwillimbury Official Plan (2002), the Town may become involved in Community Improvement program.

Offering CIP grants as financial incentives

The Town of BWG established the revitalization of its downtown core as a strategic priority in its Official Plan (2002), to stimulate economic growth and create employment opportunities and new living amenities for a growing population. The plan authorized the creation of a Downtown Revitalization Study (completed in 2011) and a Downtown Community Improvement Plan (completed in 2012) to help achieve these goals. The DCIP provided grant incentives to support the construction of new residential or commercial buildings, expansions or upgrades to building interiors and exteriors.

Following the implementation of the DCIP, the Office of Economic Development consulted the BWG business community to determine if an industrial CIP could assist in attracting new development, building expansions or upgrades in its two established business parks – Reagens and Artesian. The concept was widely supported, leading to the creation of an Industrial Areas Community Improvement Plan (IACIP) in 2013.

The BWG Downtown Community Improvement Plan (DCIP)

Goals and Objectives

This is a Five-Year program designed to meet the following objectives:

- A. Encourage intensification, infill and redevelopment in the Downtown;
- B. Support a mix of new commercial/retail development in the Downtown and revitalization of existing commercial and mixed-use buildings;
- C. Support 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;
- D. Maximize the sunk investment and reinvestment in existing infrastructure and services in the Urban Area of Bradford, by bringing sites back into productive use, promoting an appropriate scale of infill and densification, and by supporting the longevity of the existing building stock, businesses and services which comprise the Downtown;
- E. Promote social, economic and physical enhancement of downtown and to improve neighbourhood amenity;
- F. Improve the overall quality of life in BWG by ensuring the vitality and viability of Downtown as well as its key anchors which comprise a range of civic, commercial, retail and institutional uses;
- G. Promote investment in the private building stock of Downtown as a complement to public investment in streetscape and other public realm, recreation, and municipal capital facilities in and around Downtown Bradford;
- H. 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.

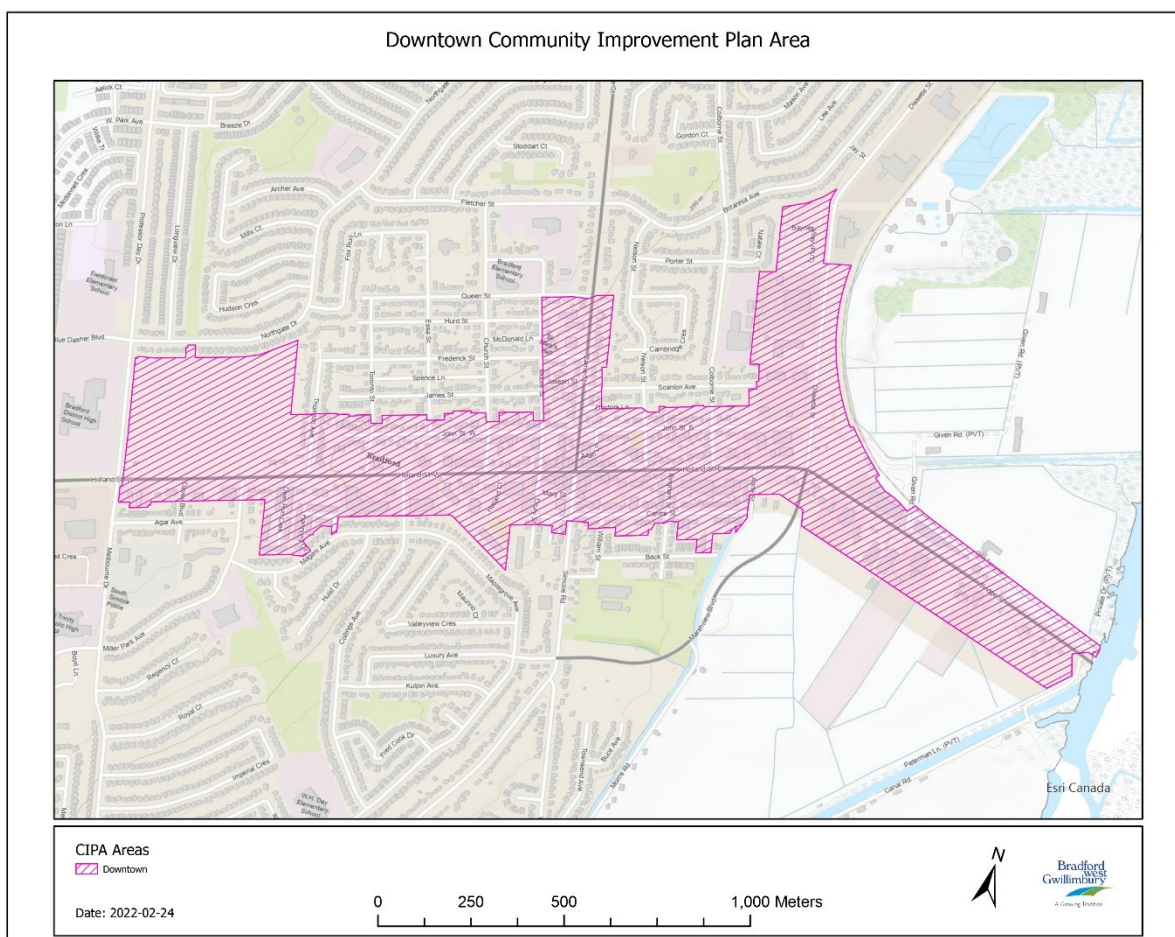
Eligible properties

The DCIP has a designated geographic area called the Downtown Community Improvement Plan Area (DCIPA).

The DCIPA encompasses properties approximately one block north and south along Holland Street/Bridge Street, between Professor Day Drive/Melbourne Drive and the BWG/King Township border. These, including additional areas along Barrie Street, Simcoe Road and Dissette Street can be considered for Downtown CIP grants.

Consideration may be given for properties outside of these established areas, if the properties border the CIPA. In such cases, Council approval will be required before a CIP application can move forward.

Figure 1: Downtown Community Improvement Plan Area



Eligible applicants

A property owner or tenant can apply, for properties in the CIPA. If the application is from a tenant, the owner must provide written permission from the landlord. In cases of a building with multiple units, consideration may be given for a combined owner/tenant application.

Overview of Financial Incentive Programs

For the purposes of Community Improvement Plan (CIP) funding, only properties located in the Downtown Community Improvement Project Area (DCIPA) are eligible for program support. Council may consider minor exceptions to the DCIPA 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 Residential is excluded from the CIP programs except where identified in individual programs as being commercial-residential mixed use. For greater clarity this plan excludes the

residential portion of any mixed-used property where residential use comprises more than 66% of the gross floor area.

The following suite of programs is intended to promote and support the goals of the DCIP 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, beginning in April, 2022. 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. Council exercised this option during the COVID pandemic to extend programs until the end of 2021.

Program Breakdown

The DCIP has seven programs:

1. Building Exterior Grant Program
2. Building, Interior Grant Program
3. Fees and Permits Grant Program
4. Development Charge (DC) Deferral Interest Grant Program
5. Tax-based Redevelopment Grant (TIG) Program
6. Commercial Property Accessibility Enhancement Program
7. Environmental Site Assessment (ESA) Grant Program

Program 1: Building Exterior Grant Program

Description

Under the Building Exterior Grant Program, matching grants may be offered to eligible property owners within the defined DCIPA for façade improvements (including affixed exterior signage designed as permanent). Eligible properties include commercial and mixed-use buildings.

The grant is applicable to improvements of the exterior of buildings as follows:

- Fronts of properties facing the street.
- The side of any property that is located on a public street (corner lot) or laneway.
- The rear facades of commercial properties only where the following conditions are met:
 - The rear access to these properties is provided to the visiting public.
 - The rear of the property directly faces a public park or civic square, or shared parking lot open to the visiting public

Program Specifics

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 \$2,500 per property.

For properties on other streets:

- Matching grant of up to 50% of eligible costs up to a maximum grant of \$10,000 per property;
- Minimum grant of \$2,500 per property.

This program excludes residential dwellings. However, it does include formerly residential buildings now used, in part or in whole, for commercial use. The program also includes commercial properties with upper floor residential use.

Implementation Specifics

Applications under this program should be in keeping with the provisions of any Town-wide Design Guidelines.

Eligible costs include (but are not limited to): costs associated with the enhancement, replacement and rehabilitation of commercial/retail doors, windows, and façades. Eligible costs include:

- Enhancement, replacement and rehabilitation of commercial/retail doors, windows, and facades
- Restoration of existing façade and surfaces (woods, tuck pointing, cleaning) as appropriate

- Restoration of traditional storefront design as appropriate
- New surface materials
- Architectural design fees
- Enhancement or replacement of existing exterior lighting fixtures
- Improvements and enhancements to street front signage only as part of a larger facade project
- Where eligible, rear and side yard façade improvements designed specifically to enhance the look and appearance of these elevations of the property.
- Other capital improvements which the Town determines are important to incorporate as an integral part of the total façade improvement design.

Façade, Landscape and Signage Improvement Grants disbursed as follows:

- 10% on approval
- 90% on completion to the satisfaction of the Town of Bradford West Gwillimbury

Program 2: Building Interior Grant Program

Description

This grant has the potential to leverage significant private sector investment in interior building renovations and improvements, and helps address the costs involved with a range of matters, such as:

- Upgrades and modernization to achieve Building, Fire and other Code compliance;
- Major interior renovations including upper floor conversions that are not directed for consideration under Program 5: Tax-Based Redevelopment Grant;
- Energy efficiency retrofitting fixed in place and internal to the building. This excludes the installation of certain non-fixed assets (such as Photovoltaic (solar) panels);
- Accessibility improvements, noting that applicants are also able to apply for accessibility-related grants under Program 6.

Specifically excluded are the following categories of works:

- Exterior building improvements (facade and signage);
- Roof replacement where not part of a structural/architectural alteration to the building
- Development on the property but not part of the existing structure
- External landscape, parking and site works of any kind
- Window replacement where not part of a more comprehensive renovation
- Furniture Fixtures and Equipment
- Repair and replacement of building equipment and systems, fixed in place and otherwise. This includes mechanical, electrical and heating and ventilation, and air conditioning (HVAC) systems replacement that does not involve an upgrade to meet building, fire and other code compliance. For greater clarity, any replacement or upgrade of such systems that is anything other than an upgrade or emplacement necessary to remedy a documented code deficiency (non-compliance), is not eligible.
- Leasehold improvements for the benefit of a specific tenant. The purpose of the interior grant is to provide for works which improve the building regardless of specific tenant fit-up.

For greater clarity, the program will not support expected lifecycle replacement of shorter-duration assets such as kitchen equipment and appliances nor will kitchen renovations typically be supported.

The program will prioritize major renovations to existing, older building stock that is found to be in need of improvement, upgrade, and modernization to better sustain these properties as income producing commercial and mixed-use buildings.

Program Specifics

The program is available for non-residential and mixed-use (i.e. commercial and residential mixed use) properties at least 25 years old.

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:

- Secured Interest-free forgivable Loan: 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%.

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.

The award of grants through the DCIPA program is subject to the availability of funds. Council will prioritize those projects focusing on the older building, and within this category, those properties which are substantially older (pre-1970s).

While Council will focus its efforts across the DCIPA, the primary focus of assistance are the buildings along Holland Street between Bridge Street and Thornton Avenue, and those north and south of the Holland Street corridor (generally between John Street and Centre Street in what is referred to as a mixed-commercial residential area).

Implementation Specifics

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.

The Building Interior Improvement Grant will be disbursed as follows:

- 10% on approval
- 90% on completion to the satisfaction of the Town of Bradford West Gwillimbury

Program 3: Fees and Permits Grant Program

Description

This program offers property owners with plans to develop new non-residential and mixed use [i.e. commercial and residential mixed use] properties, a grant equivalent to a portion of applicable planning and building permit fees. The effect of 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

Planning application related Fees Grant:

- A grant equivalent to a maximum reduction in planning fees of 75%;
- Maximum grant of \$25,000 per property or equivalent to 75% of planning fees, whichever is less.

Building Permit Fees Grant:

- A grant equivalent to 75% of building permit fees for new builds or major renovations;
- Maximum grant of \$25,000 per property or equivalent to 75% of building permit fees, whichever is less.

Grant covers:

- Planning application fees for: Official Plan amendments; Zoning By-law 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.
- Applicable Building Permit fees.

Implementation Specifics

The planning fees grant funds will be disbursed only at building permit approval to ensure incentives lead to the actual implementation of the project. The applicable building permit fees grant should also be similarly back-ended to ensure pay-out of the grant only on completion of the project.

The applicant pays for all planning and development permit costs as required and at the times required. These costs for the following are reimbursed to the applicant, in the form of a grant:

- Official Plan Amendments
- Zoning By-law Amendment
- Site Plan Control
- Minor Variance
- Plan of Subdivision
- Plan of Condominium
- Building Permit

The Fees and Permits Grant will be disbursed as follows:

- 100% on completion to the satisfaction of the Town of Bradford West Gwillimbury

Program 4: Development Charge (DC) Deferral Interest 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. Deferral of development charges will help facilitate development and redevelopment efforts, and the municipality will benefit through increased assessment and activity in the Downtown.

This program is provided for under Section 28 of the *Planning Act, 1990*, in respect of Community Improvement Plans. Specifically, the Town removes the requirement of the successful application to pay interest on the deferral of development charges. As such, this is a grant program equivalent to the interest charges arising from the deferral of charges.

Section 27 (1) of the *Development Charges Act, S.O. 1997* provides that a municipality may enter into an agreement to provide for a deferral of all or part of a development charge. Interest calculated on Development Charges subject to deferral will be determined by the Town from time to time based on legislative and regulatory frameworks in place at that time.

The Province recently introduced changes to the Development Charges Act (the DC Act) that enables municipalities to offer 5-year installment payment plans for development charges associated with rental housing and institutional developments and a 20 year installment payment plan for non-profit housing projects (Section 26.1 of the DC Act).

Accordingly, this Development Charge Deferral Program is designed to provide assistance for the significant (re)development of sites by deferring the cost of development related to Development Charges for **commercial uses** outside of rental housing, institutional and non-profit housing projects.

Program Specifics

This program applies to the following types of development in the DCIPA:

- Commercial renovation, development or redevelopment
- Commercial component of any Mixed-use development

This program provides for the deferral of 100% of the Town development charge levied on **commercial developments** within the DCIPA for up to a maximum of 18 months after the issuance of building permit.

Interest on the deferred fees as part of the CIP will accrue and is funded through a CIP grant. The amount of the grant is subject to a maximum of \$250,000 or the amount of interest accrued as of the date that Development Charges are due to be paid in full, whichever is less.

Implementation Specifics

The deferral shall be dependent upon the applicant/developer providing an Irrevocable Letter of Credit to the Town (named as the beneficiary) at the time of the Building Permit issuance.

Full payment of the Town Development Charge will be due no later than eighteen (18) months after building permit is issued. The following provisions also apply:

- The accrued interest charges will be forgiven at a rate of 100% where full payment of the Town Development Charge is received no later than nine (9) months after building permit is issued;
- The accrued interest charges will be forgiven at a rate of 50% where full payment of the Town Development Charge is received no later than twelve (12) months after building permit is issued;
- Applicants are able to pay any amount owing at any time during the eighteen (18) month period, with the corresponding reduction in interest charges accruing;
- Should the full payment of the Town Development Charge not be received by the expiration of the eighteen (18) month period, the application for a CIP grant of interest accrued will be deemed non-compliant. The applicant will be required to pay 100% of the interest that has accrued.

Any payment agreement entered into by the Town of Bradford West Gwillimbury and the applicant is, unless otherwise specified at the time that the agreement is entered into, strictly in respect of the Development Charges levied by the Town of Bradford West Gwillimbury. Applicants should note that payment of the County and Education Development Charges will, unless otherwise specified at the time of approval of the application under this CIP, be payable at issuance of building permit.

Program 5: Tax-based Redevelopment Grant Program (TIG)

Description

A Tax-based Redevelopment Grant, or 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:

- 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.

Program Specifics

The program is available only to commercial development and the commercial component of mixed-use development. 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

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 \$1 million 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 Interior Grant Program (Program 2).

Implementation Specifics

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. 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 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. The increase in assessed property value is determined by the Municipal Property Assessment Corporation (MPAC) in the normal course of its responsibility for determining such values for all property in the Province of Ontario.

This defined increment is net (that is to say calculated only after the reduction of Tax Liability) as a result of the following:

- 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.

The 80% of the municipal tax increment represents the maximum funding that could be applied to the list of eligible costs that is approved by Council. However, the Town reserves the right to specify the amount of annual tax increment grant which may be lower than the program maximum. It is necessary to ensure property owners achieve approval in principle for TIG funding before commencing a project. At the time of final approval of the grant (once the project is completed), the amount and duration of the grant will be specified in an agreement between the Town and the applicant.

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 in principle 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.

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.

Program 6: Commercial Property Accessibility Enhancement Program

Description

The Commercial Property Accessibility Enhancement Program assists property owners with the costs of accessibility improvements to any of the following: ground, basement and upper floor units in existing commercial buildings and/or related external property improvements.

Accessibility improvements are part of a wider effort to ensure the sustainability and economic competitiveness of Downtown Bradford and maximize its potential as a community destination.

The program includes a grant as follows:

- Matching assistance for accessibility improvements to a maximum of 50% of eligible costs or \$10,000, whichever is less;
- Priority given to those properties that are open to the visiting public;
- The minimum available grant is \$3,000;

Applicants may also apply for assistance under Program 2 in respect of accessibility improvements which exceed the maximum grant under this program.

Program eligibility is limited to existing commercial buildings in the DCIPA. This includes formerly residential buildings now used, in part or in whole, for commercial use. This also includes commercial premises which have, or which are contemplating, conversion of the upper floor(s) to residential use.

Additional gross floor area created through construction is not eligible for assistance under this program.

Program Specifics

In order to be considered for approval, applications for assistance in funding accessibility improvements in private properties must meet the following requirements:

- In the case of all works, compliance with Ontario Regulation 191/11 (Integrated Accessibility Standards) under the Accessibility for Ontarians with Disabilities Act (AODA), 2005
- The Ontario Building Code (section 3.8.2) addressing building, access to parking and exterior walkways;
- Accessibility standards and policies developed by the Town of Bradford West Gwillimbury and in force during the CIP period.

Improvements must also align with all other Building and Fire Code requirements of the Town.

Examples of Eligible Costs (non-exhaustive):

- Power assist door operators;
- Renovation of building entrances;
- Upgrading of doors;
- Installation of ramps;
- Installation of elevating devices;
- Renovations to create accessible washrooms.
- Other changes which meet the requirements for barrier-free access as contained in section 3.8.2 of the Ontario Building Code.

Implementation Specifics

Funding is available to construction works that are at least \$6,000 as determined by two (2) separate quotations by professional contractors.

Accessibility improvements are eligible costs under a number of grant programs available from other levels of government. The Town will only provide funding where eligible costs under this program are not met by other programs available or relate to that increment of eligible costs which exceed the funding available under other programs. For clarity, the Town will only cost share eligible costs under this program to a maximum of 50% of eligible costs or \$10,000, whichever is less.

The Commercial Property Accessibility Enhancement Program Grant will be disbursed as follows:

- 10% on approval
- 90% on completion to the satisfaction of the Town of Bradford West Gwillimbury

Program 7: Environmental Site Assessment (ESA) Grant Program

Description

The program provides grant assistance to further specify extent and nature of environmental contamination through the preparation of a Phase II ESA study and the subsequent creation of remediation plans.

Program eligibility includes privately owned sites within the DCIP which have a completed Phase I ESA from a Qualified Person (QP) as defined under the Environmental Protection Act (EPA) and its regulations.

Program Specifics

The Town of Bradford West Gwillimbury will reimburse the Owner or developer for costs associated with eligible studies. Eligible studies are anticipated to include a Phase II ESA and Remediation Action Plans, Risk Assessments, and other studies that are part of the regulatory submission requirements to enable a Record of Site Condition (RSC) acknowledged by Ministry of Environment, Conservation and Parks (MECP).

Studies which do not contribute to the prescribed regulatory process will not be approved for funding support. The Phase II ESA and other subsequent analysis must conform in methodology, content and reporting with the requirements of Ontario Regulation 153/04. Funding is comprised as follows:

- Maximum individual grant is \$20,000 or 50% of the cost of the ESA, whichever is less.
- Maximum assistance per project, as defined by the Town of Bradford West Gwillimbury, of:
 - Maximum of 2 studies per project; and
 - Maximum of \$35,000 per project for the duration of this CIP.

The above limits are at the discretion of the Town of Bradford West Gwillimbury. Funding may be increased at the discretion of the Town based on the merits of each individual application as determined by the Town. Applicants may be required to furnish the Town with additional information, relinquish ownership of ESA reports and enter into additional agreements as necessary to the satisfaction of the Town.

Conversely the Town, acting in its discretion, may decline funding if it is determined that the project is unlikely to be viable or otherwise does not meet the objectives of the CIP. This may include, for example, a Phase I ESA that is indeterminate as to the necessity for a Phase II ESA in order to achieve the stated land use.

Implementation Specifics

The following implementation guidelines also apply:

- Program duration: 5 years.
- The program will be monitored for effectiveness on an annual basis with an interim review in year 3 of the program (and further review in year 5) to determine whether the program has met the goals of the CIP to support brownfield redevelopment on priority sites
- Based on the principle of achieving maximum leverage of non-Municipal funds, applicants who identify other sources of financial assistance for studies will be given preference in the allocation of funds.
- Municipal funding will be the funding of last resort where other sources of public assistance exist.
- Eligible costs that remain unfunded may be carried as eligible costs under the Tax-Based Redevelopment Grant (TIG) Program;

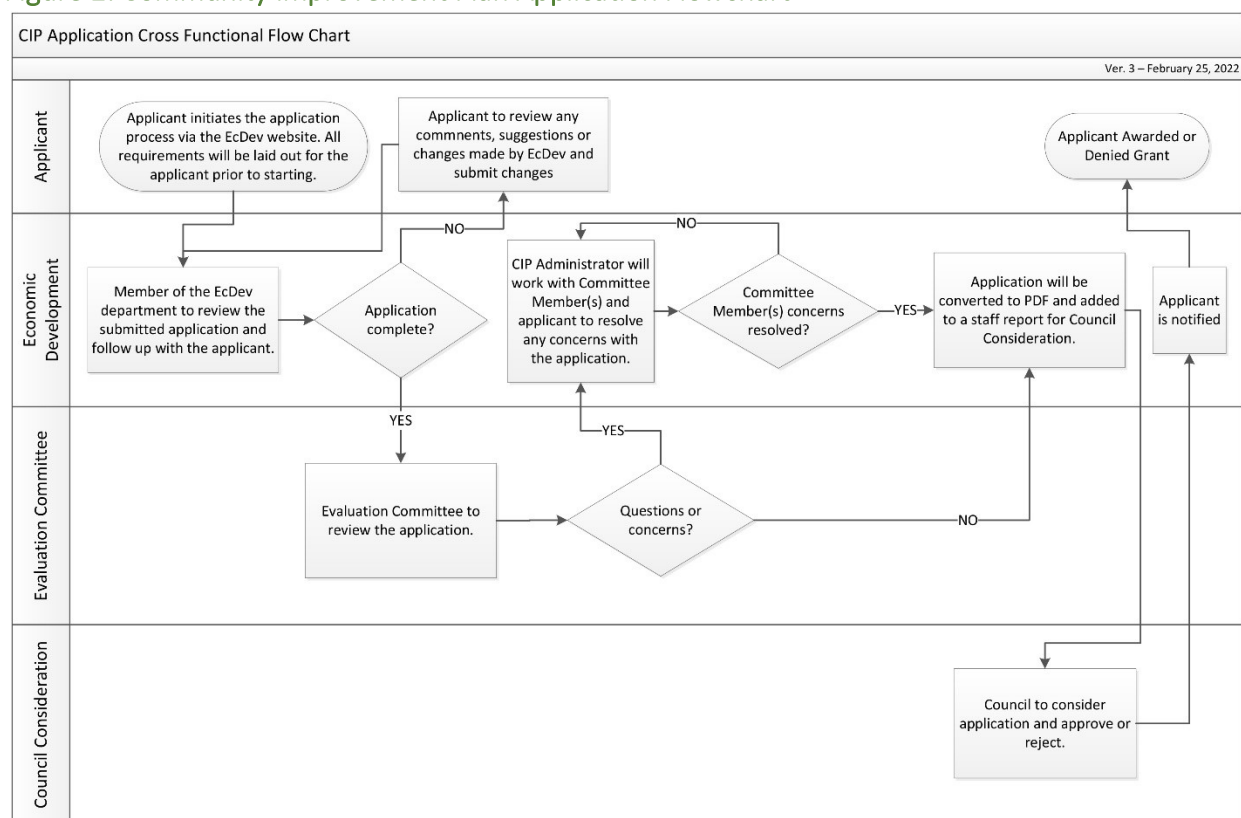
A project may be defined as a single property, contiguous or other combinations of properties that are the subject lands contained in a Phase II ESA. A property may be eligible for only one (1) project for funding purposes during the plan period (2022-2026).

CIP Application Process

Required Steps:

- 1) Complete the online application, outlining the scope of work, providing any renderings, and submitting two sets of quotes, and submit to the Office of Economic Development. This can all be done electronically via the interactive CIP application form on the Economic Development website: www.gotobwg.ca
- 2) The application will be reviewed by the CIP Administrator who will work with you to build a business case and make a funding recommendation to the Evaluation Committee.
- 3) Once the application and business case is deemed complete, it will be sent to the Evaluation Committee for their consideration and corresponding recommendation to Council. Applicants are not permitted to attend this session.
- 4) The CIP Administrator will then submit the application to Council as a staff report, with both the Administrator and Committee recommendations. Timing for this process will depend on the amount of staff time required to prepare the staff report and scheduled meetings of Council.
- 5) Council makes a funding decision and the applicant will be notified. If acceptable, the CIP Administrator will draft a contract and send to the applicant for review and signature. Once returned to the Town, the contract is executed when signed by both the Town Solicitor and Mayor. Scheduled payments can proceed based on the terms of the agreement.

Figure 2: Community Improvement Plan Application Flowchart



Timing of Applications

The application intake process is ongoing. Applications can be submitted at any time during the program's duration.

Funding for the program is limited, and determined on a 'first-come, first-served' basis.

Number of Programs for Which Applicants are Eligible

Eligibility both in terms of the type of land use and eligible project costs is established for each individual program. Eligibility for more than one program is possible and will be confirmed by the Town, as needed, during the pre-application consultation process. In addition, the Town will be guided by the following eligibility for each program:

| Program | Eligible Scale of Project |
|--|---|
| 1. Building Exterior Grant Program | Renovation of existing property only |
| 2. Building, Interior Grant Program | Renovation of existing property only |
| 3. Fees and Permits Grant Program | New Builds, Expansions and Renovation of existing property only |
| 4. Development Charge (DC) Deferral Interest Grant Program | New Builds and Expansions |

| Program | Eligible Scale of Project |
|--|--------------------------------------|
| 5. Tax-based Redevelopment Grant (TIG) Program | New Builds and Expansions |
| 6. Commercial Property Accessibility Enhancement Program | Renovation of existing property only |
| 7. Environmental Site Assessment (ESA) Grant Program | New Builds and Expansions |

Evaluation Committee Members and Meetings

The Downtown CIP Evaluation Committee has staff representatives from the Planning, Engineering, Building, Finance and Economic Development Departments, one member of Council, one representative of the Bradford Board of Trade (Board of Directors) and one representative from the town's Downtown Revitalization Committee.

The Evaluation Committee meets as required, with no set timetable or number of scheduled meetings. The group can conduct its assessment of CIP applications via email, virtual meeting or in-person meeting.

Grant Funding Dispute Mechanism

Council has full discretion in approving a CIP application. They have the authority to approve some, all or none of the recommended grant amount.

During the application approval process, two recommendations are made: one from the CIP Administrator and one from the Evaluation Committee. If both are in agreement, one amount will appear as the recommendation in the staff report to Council.

If the Evaluation Committee disagrees with the recommendation of the CIP Administrator, the Committee's recommendation will appear in the staff report to Council; however, the report will note the difference and provide a rationale for both.

If an applicant has any concerns with the grant recommendations, these concerns can be addressed via a Delegation Request to Council when the staff report moves forward.

In the event the applicant disagrees with Council's decision, and has not already spoken to the issue via a Delegation Request, the applicant can request to speak at another Council meeting where they can request reconsideration of their application.

Payments

When a CIP grant has been approved, and a contract signed by all parties, the applicant submits account or banking information to the CIP administrator to arrange direct deposits to the account of the applicant's choice.

Grant money is paid out differently, depending on the applicable program. A project will be considered complete once the outlined scope of work has been achieved, any permitted work has been inspected and approved by town staff, all funds towards construction have been paid, and all receipts provided to the CIP Administrator.

In the event that the scope of work is in the advanced stages or completed, combined payments may be considered. The CIP Administrator can advise the applicant of the potential for such payments.

Commencement of Construction

Once an application has been submitted with the scope of work outlined, the grant application is considered active. Upon confirmation by the CIP Administrator, you can commence work. It must be noted however, that a successful application is not guaranteed and there is a risk the funding request may not be approved.

Applications after commencement of Construction

Retroactive applications are not permitted.

Transferring CIP grants to another party

In the event that an applicant has an approved CIP application with a contract signed by all parties, but cannot complete the scope of work, consideration may be given to transferring the CIP grant agreement and remaining payments to a third party to complete the work. In this case, all parties will need to sign an Assignment and Assumption agreement.

Acknowledgements

The Town of BWG Office of Economic Development would like to acknowledge the work of Sierra Planning and Management in helping to craft the Town of BWG's CIP programs, and their ongoing work with staff, stakeholders and Council to evaluate and refine the plans over time.

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BWG

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