

TOWN OF CARLETON PLACE

Community Improvement Plan

For Brownfield Redevelopment, Façade and Streetscape Improvements, Accessibility, and Affordable Housing

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1.0 Introduction

1.1 Background

The Town of Carleton Place, located in Lanark County, is one of the fastest-growing areas in eastern Ontario. The Town is located along Highway 7 and, with its proximity to Ottawa, is well-positioned to accommodate future growth and offer opportunities for local and regional tourism; its downtown is characterized by heritage buildings and a diverse mix of uses, and a main entrance to the Town (McNeely Avenue and Highway 7) is a frequented highway commercial area that services the wider area.

To stimulate investment in the revitalization of its community, the Town has created an incentive-based Community Improvement Plan (CIP), where a primary goal of this CIP is to preserve, redevelop, and rehabilitate the built environment, including residential, commercial, industrial, and mixed use areas (Town of Carleton Place Official Plan, 2013, s. 6.15.2).

1.2 How the CIP Works

A CIP is a tool that municipalities in Ontario can use to stimulate or support economic activity that is in accordance with local and provincial priorities. The requirements for a CIP are outlined under Section 28 of the Planning Act (refer to Appendix A for the policy rationale for using the Community Improvement provisions of the Planning Act and how this CIP is consistent with the Provincial Policy Statement and conforms to the County and Town Official Plans, respectively). A CIP is a tool that enables municipalities to establish financial incentives to encourage certain types of development or improvements within defined study areas and allows them to direct funds to specific areas or initiatives that have a need for increasing funding and/or attention. Through a CIP, programs are provided that can include municipal grants, loans, and/or rebates for private sector improvements.

1.3 Overview of this CIP

The purpose of this CIP is to help stimulate investment in the revitalization of Carleton Place by offering financial incentives to eligible applicants of programs that cover the following five focus areas:

1. **Accessibility**, where “accessible” means barrier-free design that focuses on making new and existing buildings (both private residences and businesses) safe and accessible for everyone;
2. **Affordable market-based housing**, both rental and ownership housing, where “affordable” means that housing costs less than ~~the cost of a unit set out in the Affordable Residential Units bulletin, as identified by the Minister of Municipal Affairs and Housing, as defined by the Development Charges Act, as amended. 30% of a household's before tax income, according to Canada Mortgage and Housing Corporation (CMHC);~~
3. **Brownfield redevelopment**, where a brownfield property is one that was previously developed, is currently vacant, and may be contaminated;
4. **Façade improvement**, where a “façade” is the face of a building; and

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5. **Streetscape improvement**¹, which aims to improve and beautify the public right-of-way (i.e., the space framed by buildings and open spaces) and its sidewalks, street furniture, lighting, street trees, landscaping, etc.

This CIP:

- outlines the legislative, policy, and planning framework that supports this CIP and its tools to reduce costs to development (Section 2.0 and Appendix A);
- recommends a CIP project area that captures and prioritizes areas within the Town that are subject to the programs of this CIP (Section 3.0);
- Provides targeted incentive programs and associated conditions that can be offered by the Town to directly stimulate private sector investment in development within the CIP project areas (Sections 4.0 and 5.0);
- Provides direction on actions that the Town can take in support of the CIP, in the form of a Municipal Leadership Strategy (Section 6.0); and
- details how to implement, monitor, and update the CIP (Section 7.0).

1.3.1 Goals of this CIP

The goals of this CIP are to:

- promote and encourage the development of affordable housing, to:
 - increase its supply, particularly that of affordable rental housing; and
 - provide a greater range and mix of affordable housing types to help residents age in place.
- improve accessibility of buildings in the Town by incentivizing their barrier-free design (i.e., designing buildings to be safe and accessible for everyone, regardless of age, physical ability, or stature) or retrofitting; and
- stimulate the Town's local economy by:
 - revitalizing its existing building stock through improvements to their façades and accessibility;
 - preserving the traditional and heritage features of the Town; and
 - enhancing walkability, vibrancy, and business vitality through the beautification of the downtown streetscape and public spaces.
- promote and encourage the redevelopment of vacant, potentially contaminated land (i.e., brownfield properties) in the Town, to create new public spaces or developments that support the other goals of this CIP, as well as accommodate compact residential, commercial, and employment growth.

¹ The Town already had plans to make streetscape improvements on Bridge Street, however streetscape improvements are still included as a focus area of this CIP. While external funding may not be prioritized for streetscape improvements in the next few years, detailing these improvements in the conceptual Streetscape Improvement Plan (as part of the Municipal Leadership Strategy) of the CIP allows for funding to be allocated to public streetscape improvement projects within the 10-year horizon of this CIP.

2.0 Financial Tools of the CIP

Legislation and policy (Appendix A) enable a series of financial tools that allow the Town to incentivize desired development, redevelopment, or rehabilitation by reducing costs associated with them. A CIP may incorporate into its different programs the following tools to reduce costs associated with development: rebates, tax increment equivalent rebates (TIER), cancellations, reductions, and deferrals.

A **rebate** is where an approved applicant receives money to reimburse incurred expenses on eligible costs to a maximum set by Town Council.

A **TIER** is where an approved applicant receives partial tax relief in the form of a rebate, to cover the incremental municipal tax increase that occurs when a property is improved.

A **cancellation** is where an approved applicant does not have to pay for something that they would otherwise pay.

A **reduction** is where an approved applicant only has to pay a portion of the usual amount, at the time a payment is due.

A **deferral** is where an approved applicant does not have to pay for something right away but, instead, will have to pay the amount at a later date.

3.0 CIP Programs by Area

3.1 Community Improvement Project Area

Section 6.15.4 of the Town of Carleton Place Official Plan, 2013 identifies the entire Municipality as being designated a Community Improvement Project Area (CIP Project Area), which is symbolized with a purple overlay in Figure 1 on the following page.

Applicants whose properties are located anywhere within the CIP Project Area are eligible to apply for the CIP's financial incentive programs for affordable housing, brownfield redevelopment, and accessibility. Further, only applicants whose properties are located in the Downtown District (as symbolized with a pink overlay in Figure 2 on the following page) within the CIP Project Area are eligible to apply for the CIP's financial incentive programs for façade improvement.



Figure 1: The Community Improvement Project Area for the Carleton Place CIP

Conditions for Financial Incentive Programs

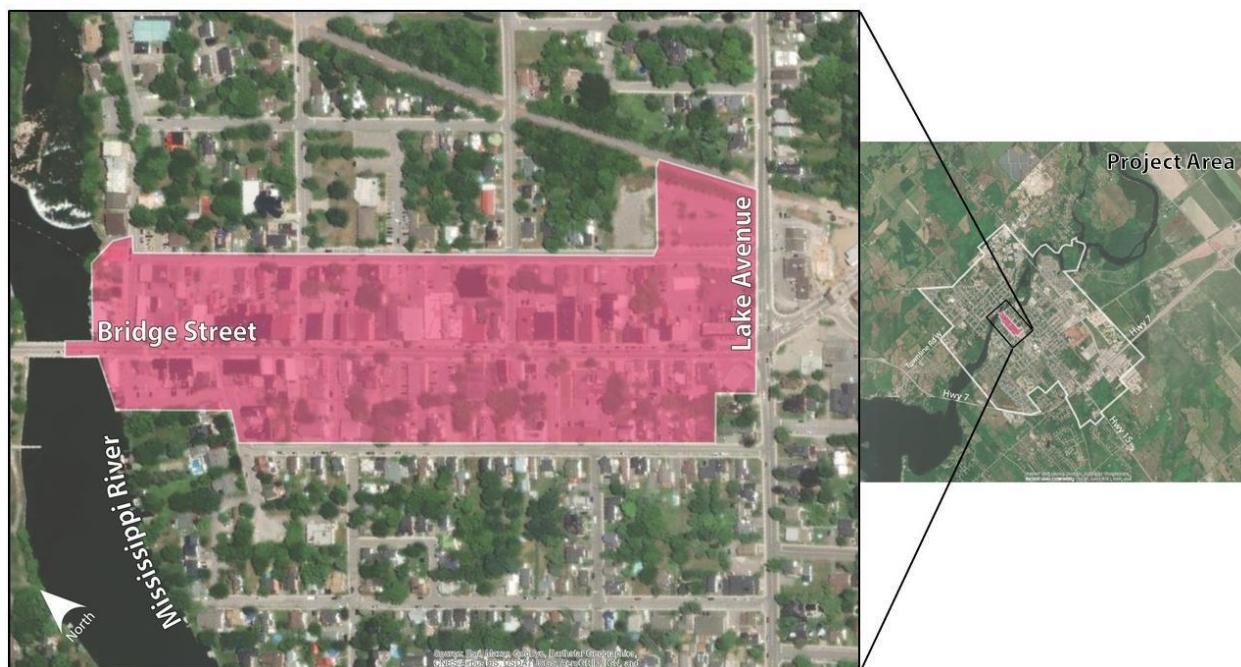


Figure 2: Eligibility boundary for Façade Improvement Financial Incentive Programs

3.2 Financial Incentive Program by Focus Area

The CIP has 14 financial incentive programs. These programs and their area of eligibility are summarized in Table 1 below:

Table 1: Area of Eligibility for Financial Incentive Programs by Focus Area

Focus Area	Financial Incentive Program	Area of Eligibility
Accessibility	1. Exterior Accessibility Improvement Program 2. Interior Accessibility Improvement Program	CIP Project Area (Town of Carleton Place)
Affordable Housing	3. Development Charge Rebate 4. Building Permit Fee Rebate 5. Tax Increment Equivalent Rebate 6. Accessory Unit Affordable Housing Construction Rebates (A and B) 7. Accessibility Co-Application	CIP Project Area (Town of Carleton Place)
Brownfield Redevelopment	8. Environmental Site Assessment Rebate 9. Tax Increment Equivalent Rebate 10. Building Permit Fees Rebate 11. Development Charge Deferral Program	CIP Project Area (Town of Carleton Place)
Façade Improvement	12. Front Façade Improvement Program 13. Side/Rear Façade Improvement Program 14. Accessibility Co-Application	Downtown District within the Project Area

The CIP's financial incentive programs are subject to the conditions in Section 4.0 of this Plan.

4.0 Conditions for Financial Incentive Programs

4.1 Conditions for All Financial Incentive Programs

Conditions that are applicable to all financial incentive programs in this CIP are as follows:

1. Eligible program participants include registered owners, assessed owners, tenants and assignees as identified in Section 28(7) of the Planning Act.
2. All proposed development shall conform to the Town of Carleton Place Official Plan, Development Permit By-law, any Council-approved design guidelines, and other planning requirements.
3. All improvements shall be made pursuant to a building permit (and heritage permit, if applicable) and constructed in accordance with the Ontario Building Code where required.
4. Property taxes shall be in good standing at the time of application and throughout the length of any incentive commitment. Where arrears exist, an application shall not be approved and/or incentives shall not be advanced until arrears are eliminated.
5. There shall be no outstanding work orders issued by the Town against the property. Outstanding work orders or requests against the property shall be complied with prior to the consideration of any application or shall be rectified through the proposed improvements.
6. During preparation of its annual budget, Town Council shall determine the contribution to be made available to the various programs under this CIP for the following year. The financial incentive programs available under this CIP shall be administered by Town staff within the budget established by Council. Projects that result in over-expenditure to what has been allocated to the CIP's program(s) by Town Council shall not be approved.
7. The Town shall not be responsible for any costs incurred by an applicant in relation to applying for any of the incentive programs.
8. Incentive programs shall not apply to any required performance securities (i.e. Letter of Credit) posted by the proponent, to expenses incurred by the applicant because of Ontario Land Tribunal or Court proceedings, or to required professional studies (with exception to a Phase II ESA for the Environmental Site Assessment Rebate for brownfield redevelopment and/or remediation).
9. The Town reserves the right to audit any studies and/or works approved under an incentive program.
10. If the applicant is in default of any program requirement, or any other requirement of the Town, the Town may delay, reduce, or cancel its financial incentive program approval.

Conditions for Financial Incentive Programs

11. The Town may, at its discretion, and without further amendment to the CIP, extend or discontinue any program when and as it deems appropriate. Notwithstanding this, participants in various programs prior to their discontinuation may continue to receive approved incentives after the closing of the program, as determined through individual agreement with the Town and subject to available funding approved by the Town.
12. Final decisions with respect to applications and the allocation of funds shall be made in accordance with Table 6 (Approval Authority by Program) in Section 7.1.
13. As a condition of approval, the applicant and/or owner of the property may be required to enter into agreements with the Town. Depending on the nature of the program for which the applicant and/or owner has applied, these agreements may be registered on the title of the applicable property. The agreement may be made with respect to terms, duration, default, penalty, and termination provisions of the financial incentive.
14. Works commenced after submitting an application but prior to application approval are done at the applicant's risk.

If you are an applicant to a CIP financial incentive program:

I have read and acknowledged conditions 1 through 14 above.

Applicant signature: _____ Date: _____

4.2 Conditions for Financial Incentive Programs Specific to Affordable Housing

The conditions listed in this section are applicable to the financial incentive programs that incentivize the development of affordable housing. These conditions are to ensure that affordable rental units, specifically, remain affordable and do not turn over into unaffordable market rate housing stock. In addition to the general conditions outlined in Section 4.1 above, the following conditions apply to applicants who are eligible for incentives related to affordable housing development (i.e., Programs 3 through 7):

1. With respect to incentives related to the provision of affordable rental housing as defined by this Plan, to receive the benefits, eligible applicants shall be required to enter into an agreement with the Town made with the following considerations:
 - a) Each unit that receives a benefit through the program(s) shall meet the program definition of affordable, as amended from time to time;
 - b) The agreement shall be registered on title;
 - c) The agreement shall be binding on the owner's heirs, successors, and assigns;
 - d) If the property changes hands, the agreement shall be binding on the transferee;
 - e) The housing provider must annually provide a statement to the Town of Carleton Place that confirms that each unit remains affordable;
 - f) If the housing provider does not carry out its obligations under the agreement, the housing provider shall pay to the Town the entire amount of benefits conveyed under the agreement, together with any applicable costs and interest;
 - g) The agreement shall contain such other contractual provisions that are required to be inserted based on fundamental contractual drafting principles satisfactory to the Town of Carleton Place; and
 - h) Other reasonable requirements and conditions will be included in the agreement on a project-specific basis.
2. Each year, to receive the rebate, the applicant is expected to provide unequivocal proof that each rental unit is provided in accordance with this Plan's definition of an affordable rental unit. This unequivocal proof may take the form of a signed lease agreement that shows the name of the lessee and the affordable rental rate, along with copies of cleared cheques from the lessee proving that the rent paid matches the affordable rental rate on the lease. If multiple affordable rental units are approved for the financial incentive, then unequivocal proof shall be provided for each unit.

If you are an applicant to a CIP financial incentive program specific to affordable housing:

I have read and acknowledged conditions 1 and 2 above.

Applicant signature: _____ Date: _____

4.3 Preparing Your Application

4.3.1 The Application Process

There are four steps in the financial incentive program application process. These four steps are outlined in Table 2 below.

Table 2: Four Steps in the Application Process

No.	Step	Description
1	Pre-application consultation	Schedule a meeting with Town staff to review any preliminary plans and factors such as program eligibility, scope of work and project timing.
2	Submit the completed application	Submit the completed application form and required supporting materials such as detailed work plans, cost estimates, and reports, where applicable (see 4.3.2 for more details). If approved, a letter and/or agreement shall be provided and project work may begin. Town Staff shall review the application based on the criteria contained in this CIP, and they may require a visual inspection of the subject property in order to fully assess the application. Private and not-for-profit developers who are applying for CMHC or other governmental affordable housing opportunities, may be permitted to file an application for funding at any stage of the development process up to but not following occupancy of the units by tenants.
3	Undertake the project work	Obtain relevant permits from the Town during the project. All costs shall be borne by the applicant, unless otherwise stated within the detailed program descriptions. Depending on the nature of the work, it may be required to be undertaken in accordance with a commitment agreement made with the Town.
4	Provide financial evidence to substantiate any rebates	Submit financial evidence meeting the CIP's requirements for documentation to substantiate payment of any rebates. The Chief Building Official (CBO) may inspect the completed project to ensure compliance with the requirements of the program. The CBO may also obtain assistance from other Town staff as necessary. Once it has been determined that the applicant has met all program requirements, the payment of the approved incentive shall be issued in accordance with the general and specific program eligibility requirements. If actual costs are less than what were approved under the letter and/or agreement, the dollar amount of the payment may be reduced. If costs are higher, however, the payment shall may not be increased in accordance with available funding and the program's eligibility requirements. without the approval of Town Council.

4.3.2 Complete Application

At the discretion of the Town, applicants to CIP programs may be required to submit, as part of a complete application, the following:

1. Completed application form;

Conditions for Financial Incentive Programs

2. A signed copy of Section 4.1 of this document;
3. A signed copy of Section 4.2 of this document, if applicable;
4. Copy of the parcel register for the subject property (available from the Land Registry Office) showing name of current owner and legal description; and,
5. Other relevant documentation, as indicated within the individual program requirements, such as evidence of current condition of eligible property via photos or video, a Site Plan or Conceptual Plan, or other reports or drawings that provide information on the proposed development to ensure conformity with the Official Plan, conformity with the objectives of the CIP, compliance with all relevant Town By-laws, and adherence to all applicable law.

4.3.3 Intake Periods for Applications

The two intake periods for CIP applications are detailed in Table 3 below.

Table 3: CIP Application Intake Periods

Intake Period	Description
Spring	Applications received before March 31st of a given year shall be evaluated on a “first come, first served” basis to the limit of the available funding, provided that the applicant has met all eligible criteria and conditions for each program. Where it is deemed that an application is not complete, Town Staff may return the application to the applicant with advice on how to remedy any deficiency. The resubmission of a previously incomplete application shall not be back-dated, rather it shall be re-dated to the date that the Town received the complete application.
Fall	Should there be available funding remaining following the evaluation of the applications received during the spring intake, a second intake period will occur to evaluate applications received before September 1st of a given year.

4.3.4 Frequently Asked Questions

To assist with understanding eligibility for the CIP programs, frequently asked questions are posed and addressed in Table 4 on the following page. Although they are written for ease of understanding, they are designed to serve as policy to assist with determining eligibility under these circumstances.

Conditions for Financial Incentive Programs

Table 4: Frequently Asked Questions on CIP Eligibility

No.	Frequently Asked Question	Response
1	What if my project is eligible for more than one program?	<p>Many of the programs can be bundled together, where eligibility requirements for different financial incentive programs can be met. However, incentive programs cannot be bundled to “double dip” – this means that a property that is eligible for a tax rebate, for example, will only be eligible to receive the rebate under one program, and it cannot have the same taxes rebated under multiple programs. Further, multi-year tax rebate programs cannot be bundled to increase their duration. For instance, two 10-year TIER programs cannot be used consecutively to receive tax benefits over a 20-year period.</p> <p>Similarly, each type of incentive is only permitted one time, per property, during the life of the CIP. For example, if a property goes through two major renovations, the building permit fee shall not be rebated for both renovations, even if the applicant has met all eligibility criteria; the property only gets a rebate once.</p> <p>In all situations, it is important to note that the total of all incentives cannot exceed the eligible costs.</p>
2	Is my affordable housing project eligible for incentives, if I am already receiving incentives from other non-municipal funding source (e.g., funding from CMHC)?	<p>The Town encourages proponents of eligible projects to seek out other incentives, and as a result shall not limit eligibility to CIP programs or reduce support on the basis of receiving assistance from other sources.</p>
3	If I received planning and building approvals before deciding to provide affordable units, can I still receive incentives from the programs?	<p>No, the purpose of the affordable housing programs is to incentivize the construction of new affordable units that would otherwise not be built to increase the overall supply.</p>
4	What if I have previously received funding for previous façade improvement initiatives?	<p>Programs 12, 13, and 14 shall be open to all properties located within the eligible area, however priority shall be given to any properties that have not taken part in the façade program within the past 5 years. If a property has participated in the program in the past 5 years, they will still be eligible to apply, but applications shall not be reviewed until the Fall intake period.</p>

5.0 Requirements for Financial Incentive Programs

The requirements for each of the financial incentive programs in this CIP are outlined in the following sections.

5.1 Financial Incentive Programs for Accessibility

5.1.1 Program 1: Exterior Accessibility Improvement Program

Property Eligibility

Your property is eligible to receive a rebate for costs associated with exterior accessibility renovations, if your property within the CIP Project Area undergoes exterior building accessibility improvements.

Criteria to Meet

A property owner or tenant (with the authorization of the owner) may apply for a rebate for up to 50% of the cost of eligible exterior accessibility improvements to their building that satisfy design criteria set out by the Town, to a maximum of **\$7,500 \$5,000**, meeting the criteria below:

If you are an applicant to CIP Program 1 (Exterior Accessibility Improvement Program):
Criteria for Program 1:
<input type="checkbox"/> The property is located in the eligible area (see Section 3.0) AND
<input type="checkbox"/> The application is received in writing prior to the commencement of work AND
<input type="checkbox"/> The application is supported by professionally prepared drawings, to a scale that is approved by the Town, illustrating the nature of proposed work AND
<input type="checkbox"/> The applicant agrees to enter into an agreement with the Town, which may be registered against the title to the subject property, and may specify the components of the eligible works and their estimated cost and the anticipated timing for the approved works including the estimated completion date AND
<input type="checkbox"/> The work being completed shall be in accordance with the Accessibility for Ontarians with Disabilities Act AND
<input type="checkbox"/> The applicant agrees that, should their application be approved, no changes to the approved exterior accessibility improvements shall be made for five years without first obtaining Town approval AND
<input type="checkbox"/> To receive the rebate, proof shall be provided that renovations have been completed in compliance with the Ontario Building Code and the terms of any agreements with the Town AND

Requirements for Financial Incentive Programs

If you are an applicant to CIP Program 1 (Exterior Accessibility Improvement Program):

Criteria for Program 1:

- Proof of paid invoices for work undertaken shall be submitted to the Town within one year of the latest invoice date.

Eligible Costs

The following costs are eligible for Program 1:

- installation of wheelchair ramps; and
- installation of new automatic/powered doors.

5.1.2 Program 2: Interior Accessibility Improvement Program

Property Eligibility

Your property is eligible to receive a rebate for costs associated with interior accessibility renovations, if your property within the CIP Project Area undergoes interior building accessibility improvements.

Criteria to Meet

A property owner or tenant use may apply for a rebate for up to 50% of the cost of eligible interior accessibility improvements to their building that satisfy design criteria set out by the Town, to a maximum of ~~\$7,500~~ **5,000**, meeting the criteria below:

If you are an applicant to CIP Program 2 (Interior Accessibility Improvement Program):
Criteria for Program 2:
<input type="checkbox"/> The property is located in the eligible area (see Section 3.0) AND
<input type="checkbox"/> The application is received in writing prior to the commencement of work AND
<input type="checkbox"/> The application is supported by professionally prepared drawings, to a scale that is approved by the Town, illustrating the nature of the proposed work AND
<input type="checkbox"/> The applicant agrees to enter into an agreement with the Town, which may be registered against the title to the subject property, and may specify the components of the eligible works and their estimated cost and the anticipated timing for the approved works including the estimated completion date AND
<input type="checkbox"/> The work being completed shall be in accordance with the Accessibility for Ontarians with Disabilities Act AND
<input type="checkbox"/> The applicant agrees that, should their application be approved, no changes to the approved interior accessibility improvements shall be made for five years without first obtaining Town approval AND
<input type="checkbox"/> To receive the rebate, proof shall be provided that renovations have been completed in compliance with the Ontario Building Code and the terms of any agreements with the Town AND
<input type="checkbox"/> Proof of paid invoices for work undertaken shall be submitted to the Town within one year of the latest invoice date.

Eligible Costs

The following costs are eligible for Program 2:

- renovating one or more washrooms to be fully accessible, as outlined in the Ontario Building Code and Accessibility of Ontarians with Disabilities Act;
- installing stair lifts; and
- installing elevators.

5.2 Financial Incentive Programs for Affordable Housing

5.2.1 ~~Program 3: Affordable Housing Development Charge Rebate~~

~~Property Eligibility~~

~~Your property is eligible to receive a rebate for development charges associated with the development, if you are seeking to build a new apartment building that contains affordable rental units.~~

~~Criteria to Meet~~

~~A developer may apply for a rebate on development charges for affordable rental units. The assistance will be in the form of providing a rebate up to 100% of the development charges associated with new affordable rental units, calculated based on the proportion of units that are affordable, meeting the criteria outlined below:~~

~~If you are an applicant to CIP Program 3 (Affordable Housing Development Charge Rebate):~~

~~Criteria for Program 3:~~

- ~~□ The property is located in the eligible area (see Section 3.0) AND~~
- ~~□ Application is received in writing at the time of making an application(s) for a Planning approval AND~~

Requirements for Financial Incentive Programs

~~If you are an applicant to CIP Program 3 (Affordable Housing Development Charge Rebate):~~

~~Criteria for Program 3:~~

- ~~Unit(s) created shall be affordable rental unit(s) (see Section 4.3) AND~~
- ~~One of the following:~~
 - ~~A new apartment building shall be built consisting entirely of affordable rental unit(s): 100% of development charges are eligible for rebate OR~~
 - ~~A new apartment building shall be built consisting partly of affordable units: rebate is prorated based on the percentage of affordable rental units to total units².~~

~~Additional Considerations~~

~~Only the municipal portion of development charges are rebated, and furthermore they are not waived outright. The development charges are to be paid when due and shall be reimbursed to approved applicants, to a maximum set by Council each year, upon the execution of required agreements and proof of substantial occupancy.~~

~~Fees associated with any other municipal processes or outside agencies are not subject to the rebate.~~

5.2.2 Program 3: Affordable Housing ~~Building~~ Permit Fee Rebate

Property Eligibility

Your property is eligible to receive a rebate for fees associated with applications for ~~Planning~~ or Building Permit approval, if you are developing new buildings or making improvements to existing buildings that result in the creation of affordable rental unit(s).

Criteria to Meet

A developer and/or homeowner may apply for a rebate of ~~planning, engineering or~~ building permit fees for affordable rental unit(s). The assistance shall be in the form of providing a rebate up to 100% of the ~~building~~ permit fees associated with the affordable rental unit(s), calculated based on the proportion of units which are affordable, and may include the following fees:

- a) Official Plan or Development Permit Plan Amendment applications;
- b) Class 1,1A, 2 or 3 Development Permit applications;
- c) Condominium or Subdivision draft approval or agreement applications;
- d) Pre-servicing agreements;
- e) Consent application fees;
- f) CLI ECA and Form 1 and 2 applications;
- g) All new housing and new additional dwelling unit building permit fees;
- h) Conditional permit agreements, partial permits, alternative solution proposal fees

If you are an applicant to CIP Program 3 (Affordable Housing ~~Building~~ Permit Fee Rebate):

Criteria for Program 3:

- The property is located in the eligible area (see Section 3.0) AND
- Application is received in writing ~~up to the at the~~ time of making an application(s) for a ~~building permit application Planning approval~~ AND
- A new legal accessory unit shall be built: 100% of ~~building~~ permit fees eligible for rebate OR
- Unit(s) created shall be affordable rental unit(s) (see Section 4.3) AND
- One of the following:
 - A new apartment building shall be built consisting entirely of affordable rental unit(s): 100% of ~~building~~ permit fees are eligible for rebate OR
 - A new apartment building shall be built consisting partly of affordable units: rebate is prorated based on the percentage of affordable rental units to total units².

² For example, if 5 units of a 10-unit building will be affordable, 50% of the building permit fees are eligible for rebate.

Requirements for Financial Incentive Programs

Additional Considerations

Although the **building** permit fees are rebated, they are not waived outright. Fees are to be paid when due and shall be reimbursed to approved applicants, to a maximum set by Council each year, upon the execution of required agreements and proof of substantial occupancy.

Third-party review costs associated with the review of any permit application shall be ineligible for the rebate unless otherwise approved by Council.

Fees associated with any other municipal processes or outside agencies are not subject to the rebate.

5.2.3 Program 4: Affordable Housing Tax Increment Equivalent Rebate

Property Eligibility

Your property is eligible to receive a Tax Increment Equivalent Rebate (TIER), if you are developing new buildings. The new building shall have at least six (6) new residential units. This program shields an owner from the municipal portion of tax increases that occur as a result of the development, if they provide affordable rental units.

Criteria to Meet

In the event that the creation of new affordable rental units results in an increase of the property's assessed value, an owner may apply for ~~the a rebate of the taxes based on the ration of affordable units to other units within the development for a period of up to 15 years. equal to 50% of the increase in the municipal portion of property tax payments associated with the new affordable rental units as a result of a reassessment a period of 10 years.~~—The rebate depreciates each year by 1/15 of the value of the rebated amount calculated in year 1 of the program. For example, if there are 10 years created and 4 of them are affordable, the developer would be eligible for a rebate equal to 40% (4/10) of the initial increase in the municipal portion of property tax payments for a period of 15 years. If the reassessment for the development results in an increase in the municipal share of taxes of \$20,000, the maximum rebate value will be \$8,000. Funding is subject to availability of annual program funding allocated by Council during the Budget approval process.

Applications are ~~where they meet~~ subject to the criteria outlined below:

If you are an applicant to CIP Program 4 (Affordable Housing Tax Increment Equivalent Rebate):

Criteria for Program 4:

- The property is located in the eligible area (see Section 3.0) AND
- Application is received in writing ~~up to at the~~ time of making an application(s) for a ~~building application Planning approval~~ AND
- The applicant shall provide the Town with a copy of the reassessment of the property by MPAC, photographs of the building/units showing the completed project, and other relevant drawings or documentation in support of the completed project, or as required by the Town, in order to receive the rebate AND
- The applicant shall not file a property tax appeal while receiving the rebate under this program AND
- Units created shall be affordable rental units (see Section 4.3).

Additional Considerations

For this program, a rental unit is any living accommodation used or intended for use as a rented residential premises and is self-contained (has its own bathroom and kitchen facilities).

Eligible projects are affordable rental housing where there is a landlord-tenant relationship and

Requirements for Financial Incentive Programs

tenants are recognized by the *Residential Tenancies Act, 2006* or in non-profit housing cooperatives recognized by the *Co-operative Corporations Act*.

The TIER financial incentive for a property is offered for a maximum of ~~15~~ ~~40~~ years from the date of the re-assessment upon which the tax increment is calculated, as long as the units continue to meet the criteria of affordable rental units.

If in the 15-year term of the program, the owner appeals the assessment of the property resulting in a decrease of the assessed value, the value of the rebate shall be similarly reduced and the rebate will commence at the respective year of the program. For example, if the assessment appeal occurs in Year 7, the new tax amount will be calculated based on the reassessment and the Town will apply the appropriate rebate based on Year 7 of 15.

For any mixed-use development, tax assistance is offered to the new affordable rental residential units portion of the building only.

5.2.4 Program 5A: Affordable Housing Accessory Unit Construction Rebate

Property Eligibility

Your property is eligible to receive a rebate, if you are renovating existing dwellings to include a new legal accessory residential dwelling unit (accessory unit) ~~which is offered at an affordable rate~~.

Criteria to Meet

Rebate 1: Homeowners who renovate their home to accommodate a new legal ~~affordable~~ accessory unit are eligible to receive a maximum rebate of \$5,000 to reduce costs associated with required professional studies/drawings, limited to:

- structural assessment by a Professional Engineer to confirm adequacy to accommodate an accessory unit;
- HVAC study by a qualified professional to determine appropriate heating, ventilation, and/or cooling requirements to accommodate an accessory unit; and/or
- architectural drawings, prepared by a licensed architect or design professional with a Building Code Identification Number, for a Building Permit application.

Rebate 2: Homeowners who receive Rebate 1 are eligible for an additional maximum rebate of \$2,000 where it can be proven that an investment of more than \$30,000 in construction costs was undertaken to accommodate the new legal ~~affordable~~ accessory unit.

The criteria are outlined below:

If you are an applicant to CIP Program 5A (Affordable Housing Accessory Unit Construction Rebate):

Criteria for Program 5A:

<input type="checkbox"/> The property is located in the eligible area (see Section 3.0) AND
<input type="checkbox"/> Application is received in writing up to at the time of making an application(s) for a building application Planning approval AND

Requirements for Financial Incentive Programs

- Units created shall be affordable rental units (see Section 4.3).

Rebate 1:

- Proof of paid invoices for professional fees related to required drawings or studies associated with the legal accessory unit have been submitted to the Town within one year of the latest invoice date.

Rebate 2:

- Proof of paid invoices for the construction of the legal accessory unit that demonstrate a total investment of no less than \$30,000, submitted to the Town within one year of substantial occupancy.

Additional Considerations

For this program, a rental unit is any living accommodation used or intended for use as rented residential premises and is self-contained (has its own bathroom and kitchen facilities).

Eligible projects are affordable rental housing where there is a landlord-tenant relationship and tenants are recognized by the *Residential Tenancies Act, 2006* or in non-profit housing cooperatives recognized by the *Co-operative Corporations Act*.

~~The accessory unit does not need to meet the description of affordable that is contained within this document, nor does it need to be rented during the time of application to be eligible for the rebate. It must, however, be available for rent as a bona fide housing unit and must not be marketed as short-stay accommodation (i.e., must not be listed on a website such as AirBnB, Tripping.com, VRBO, etc.), or the rebate will have to be repaid to the Town.~~

The Town may establish guidelines on the maximum gross floor area for different types of accessory units (e.g., studio, one-bedroom, two-bedroom, and three-bedroom accessory units, as well as basement apartments and garden suites) eligible for the rebate. Applicants must confirm requirements with the Town before applying.

5.2.5 Program 5B: Affordable Housing Construction Rebate

Property Eligibility

Your property is eligible to receive a rebate, if you are renovating an existing dwelling, or constructing a new dwelling, to include a new legal residential dwelling unit which will be rented as an affordable unit. This rebate is not intended to be stacked with Program 5A however it may be used in combination with the County of Lanark's Affordable Housing Capital Grant

Criteria to Meet

Homeowners who renovate their home or construct an affordable new dwelling, to accommodate a new legal unit are eligible to receive a maximum rebate of \$25,000 to reduce costs associated with construction costs, including but not limited to:

- a) New purpose-built rental housing construction.
- b) Acquisition and/or rehabilitation of existing residential buildings to increase or prevent the loss of affordable housing stock (e.g. a single home converted to two units, an apartment building in disrepair).
- c) Conversion of non-residential buildings or units to purpose-built affordable residential rental buildings or units (e.g. a commercial building converted to rental housing).
- d) Addition of new affordable buildings or units to existing residential and non-residential buildings (e.g. adding a rental housing unit above a store).
- e) Social/affordable housing redevelopment which involves building new affordable units on existing social housing sites.
- f) Secondary suites or additional residential units (e.g. coach house or apartment over a garage) that are being rented out as affordable units and where the homeowner lives in the primary dwelling. The criteria are outlined below:

If you are an applicant to CIP Program 5B (Affordable Housing Construction Rebate):

Criteria for Program 5B:

- The property is located in the eligible area (see Section 3.0) AND
- Application is received in writing up to the time of making an application(s) for a building application-AND
- Units created shall be affordable rental units (see Section 4.3).
- Proof of paid invoices for the construction of the unit which demonstrates a total investment of no less than \$25,000, submitted to the Town within one year of substantial occupancy.

Additional Considerations

For this program, a rental unit is any living accommodation used or intended for use as rented residential premises and is self-contained (has its own bathroom and kitchen facilities).

Eligible projects are affordable rental housing where there is a landlord-tenant relationship and tenants are recognized by the *Residential Tenancies Act, 2006* or in non-profit housing cooperatives recognized by the *Co-operative Corporations Act*.

5.2.6 Program 6: Affordable Housing Feasibility Rebate

Property Eligibility

Your property is eligible to receive a rebate to cover expenses related to the retention of a consultant to provide a feasibility assessment for the provision of affordable housing units within a development project. Consulting fees associated with the composition, administration or review of an affordable housing grant application to lenders or government agencies may also be subject to rebates.

Criteria to Meet

Property owners who engage a professional consultant to assist in evaluating the feasibility of adding affordable housing to a development proposal or to retain the services of an agent to assist them in the filing of a grant or loan application for the creation of affordable housing units are eligible to receive a maximum grant of up to \$10,000, or 50% of total costs, to reduce the up-front costs associated with creating affordable housing. These expenses may include:

- a) A housing market needs assessment
- b) A development proforma where affordable units are being evaluated
- c) Loan or grant application preparation and administration including professional fees associated with any studies or reports required to be filed with the loan or grant application.
- d) Reports and permit drawings assessing the conversion potential of existing non-residential buildings to accommodate purpose-built affordable rental units.

If you are an applicant to CIP Program 6 (Affordable Housing Feasibility Rebate):

Criteria for Program 6:

- The property is located in the eligible area (see Section 3.0) AND
- Application is received in writing up to the time of making an application(s) for a building application AND
- Units created shall be affordable rental units (see Section 4.3) AND
- Proof of paid invoices for professional services which demonstrates a total investment of no less than \$20,000, submitted to the Town within one year of substantial occupancy.

Additional Considerations

For this program, a rental unit is any living accommodation used or intended for use as rented residential premises and is self-contained (has its own bathroom and kitchen facilities).

Eligible projects are affordable rental housing where there is a landlord-tenant relationship and tenants are recognized by the *Residential Tenancies Act, 2006* or in non-profit housing cooperatives recognized by the *Co-operative Corporations Act*.

5.2.7 Program 7: Affordable Housing and Accessibility Co-Application

Property Eligibility

Your property is eligible to receive rebate funding under Program 7, if it meets the eligibility criteria for the following:

- Program 3 AND Program 1 and/or Program 2; or,
- Program 4 AND Program 1 and/or Program 2; or,
- Programs 5A and 5B AND Program 1 and/or Program 2; or,
- Program 6 AND Program 1 and/or Program 2.

Criteria to Meet

Owners that create affordable housing units under Programs 3, 4, 5A and 5B, and/or 6 and provide accessible features under Program 1 and/or Program 2 may apply to receive rebate funding under the following Programs:

For Program 3 (Affordable Housing Building Permit Fee Rebate):

- Program 3 and Program 1;
- Program 3 and Program 2; or
- Program 3 and Program 1 and Program 2.

For Program 4 (Affordable Housing Tax Increment Equivalent Rebate):

- Program 4 and Program 1;
- Program 4 and Program 2; or
- Program 4 and Program 1 and Program 2.

For Program 5A and 5B (Affordable Housing Construction Rebates):

- Program 5A and 5B and Program 1;
- Program 5A and 5B and Program 2; or
- Program 5A and 5B and Program 1 and Program 2.

For Program 6 (Affordable Housing Feasibility Rebate):

- Program 6 and Program 1;
- Program 6 and Program 2; or
- Program 6 and Program 1 and Program 2.

Note: If an applicant applies and meets the criteria for more than one of the above-mentioned Programs (3, 4, 5A and 5B, or 6) and also meets the criteria for Program(s) 1 and/or 2, the applicant will receive funding for Program(s) 1 and/or 2 only once.

5.3 Financial Incentive Programs for Brownfield Redevelopment

To access any of the Brownfield Redevelopment Incentive Programs in this CIP, a brownfield redevelopment project must provide 10% of its housing units as affordable, as defined in Section 1.3 of this CIP.

Eligible costs, sites, and priorities for brownfields are outlined in Appendix B.

5.3.1 Program 8: Brownfield Environmental Site Assessment Rebate

Property Eligibility

Your property is eligible to receive a rebate for fees associated with a Phase II Environmental Site Assessment (ESA) and the development of a Remediation Action Plan, if you redevelop and renovate brownfield sites anywhere within the CIP Project Area requiring a Phase II ESA.

Criteria to Meet

A landowner/developer may apply for a rebate on fees for a Phase II ESA study. The assistance will be in the form of providing a rebate of up to \$25,000 per study or 50% of the cost of the ESA, whichever is less. There is a maximum eligibility of two studies per property totaling up to \$40,000 in rebates. Criteria to meet are provided below:

If you are an applicant to CIP Program 8 (Brownfield Environmental Site Assessment Rebate):

Criteria for Program 8:

- The property is located in the eligible area (see Section 3.0) AND
- Provide a Phase I ESA conducted by a qualified environmental consultant that indicates a requirement for a Phase II ESA.

Additional Considerations

All study fees are to be paid to the qualified consultant by the proponent. In order to receive the rebate(s), the proponent must submit the relevant invoices to the Town.

Based on the principle of achieving maximum leverage of non-Town funds, applicants who identify other sources of financial assistance for ESAs shall be given preference in the allocation of funds. Total combined assistance toward the costs of environmental site assessment from all public sources shall not exceed 50% of total costs. Town funding will be the funding of last resort, where other sources of public assistance exist.

5.3.2 Program 9: Brownfield Tax Increment Equivalent Rebate

Property Eligibility

Your property is eligible for a rebate that would offset the increased tax associated with the change in property valuation following redevelopment (the incremental property tax increase), if you remediate brownfield sites within the CIP Project Area.

Criteria to Meet

A landowner may apply for an annual rebate equivalent of up to 50% of the municipal portion of the incremental tax increase or total remediation costs, whichever is less. The maximum duration of this rebate is 10 years or when the cumulative rebate equals the total eligible costs. Notwithstanding any other policy in this CIP, an affordable housing project that is also a brownfield redevelopment is permitted to receive a stacked tax increment no greater than 100% of the municipal portion under Program 5 and Program 9.

Criteria are provided below:

If you are an applicant to CIP Program 9 (Brownfield Tax Increment Equivalent Rebate):

Criteria for Program 9:

- The property is located in the eligible area (see Section 3.0) AND
- Site is comprised of privately-owned lands proposed for development or redevelopment AND
- There is a need for remediation, defined as a site with a Phase II ESA that indicates that site conditions do not meet standards (under the Environmental Protection Act) to permit filing of a Record of Site Condition.

Eligible Costs

The following costs are eligible for Program 9:

- Environmental remediation and costs of achieving acknowledgement of a Record of Site Condition by the Ministry of the Environment, Conservation, and Parks and Certificate of Property Use as may be required. This includes both remedial action plans and risk management plans, and implementation costs;
- Waste transfer to landfill and tipping fees for contaminated soils landfill;
- Fill and grading to replace contaminated soils;
- Demolition of existing buildings or structures;
- Site development and infrastructure work including improvement or reconstruction of existing on-site infrastructure and development, triggered by the existence of contamination and requirements for remediation;
- Legal fees directly related to site investigation, remediation and filing of a Record of Site Condition and compliance with any Certificate of Property Use;
- Insurance premiums for Cost Cap Insurance and Pollution Legal Liability (PLL) Insurance;
- Ongoing site environmental monitoring and management (part of risk management strategies); and
- Interim financing costs (interest and financing fees) related to eligible costs. Long-term debt

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financing costs are not eligible.

Additional Considerations

The landowner/developer pays for the full cost of remediation and rehabilitation as well as the resulting annual increase in property tax, which is then rebated if the application is accepted.

The rebate is assignable by the owner of the property to another party (subsequent owner, tenant or other assignment) at any time during the period of the agreement. Should the original owner transfer its interest in the property, the rebate can, with the agreement of the municipality, continue to be assigned to the new owner for the duration of the rebate period.

The maximum amount of the rebate in any year is limited to the value of the work undertaken under eligible costs in that year or the increase in municipal property tax on the property compared to the base (before redevelopment) property tax, whichever is less. Eligible costs not reimbursed in the year they are incurred can be rolled-over to subsequent years.

5.3.3 Program 10: Brownfield Building Permit Fees Rebate

Property Eligibility

Your property is eligible to receive a rebate for fees associated with applications for Building Permit approval, if you redevelop brownfield sites in need of remediation within the CIP Project Area.

Criteria to Meet

A developer and/or landowner may apply for a rebate on building permit fees for a development on land that requires remediation. The assistance shall be in the form of providing a rebate equivalent to 50% of the building permit fees associated with the development up to the cost of remediation. The maximum rebate is \$50,000. Criteria are provided below:

If you are an applicant to CIP Program 10 (Brownfield Building Permit Fees Rebate):

Criteria for Program 10:

- The property is located in the eligible area (see Section 3.0) AND
- Site is comprised of privately-owned lands proposed for development or redevelopment AND
- There is a need for remediation, defined as a site with a Phase II ESA that indicates that site conditions do not meet standards (under the Environmental Protection Act) to permit filing of a Record of Site Condition.

Additional Considerations

Although the building permits fees are rebated, they are not waived outright. Fees are to be paid in advance and are to be reimbursed upon successful completion, approval of an application, and substantial occupancy.

Fees associated with any other municipal processes or outside agencies are not subject to the rebate.

Applicants receiving a rebate under this program are ineligible to receive the rebate under the Building Permit Fee Rebate program for affordable housing development.

5.3.4 Program 11: Brownfield Development Charge Deferral Program

Property Eligibility

Your property is eligible to postpone the cost of Development Charges (DC) through a DC deferral, if you redevelop brownfield sites in need of remediation within the CIP Project Area. The development proposal must not be eligible for DC annual installment payments under Bill 108 – at this point, this means that rental housing and institutional, commercial, and industrial developments are not eligible.

Criteria to Meet

A developer and/or landowner may apply for a deferral of up to 50% of the DC for a period of up to 18 months without interest, subject to a Deferral Agreement. Criteria are provided below:

If you are an applicant to CIP Program 11 (Development Charge Deferral Program):

Criteria for Program 11:

- The property is located in the eligible area (see Section 3.0) AND
- Site is comprised of privately-owned lands proposed for development or redevelopment AND
- There is a need for remediation, defined as a site with a Phase II ESA that indicates that site conditions do not meet standards (under the Environmental Protection Act) to permit filing of a Record of Site Condition.

5.4 Financial Incentive Programs for Façade Improvement

5.4.1 Program 12: Front Façade Improvement Program

Property Eligibility

Your property is eligible to receive a rebate for costs associated with a façade renovation, if your ~~commercial or institutional~~ property within the Downtown District in the CIP Project Area undergoes improvements to rehabilitate and improve its front façade(s).

Criteria to Meet

A property owner or tenant (with authorization of the owner) of a building ~~in the Downtown District zoned for commercial or institutional use~~ may apply for a rebate for up to 50% of the cost of eligible front façade improvements that satisfy design criteria set out by the Town, to a maximum of \$15,000 in costs, for a maximum of \$7,500 in rebate funding.

An additional \$2,500 rebate may be given to applications that implement a design that restores heritage features using materials and designs that have been approved by a qualified heritage professional (e.g., licensed architect, Professional Membership status in the Canadian Association of Heritage Professionals).

Criteria to meet are provided below:

If you are an applicant to CIP Program 12 (Front Façade Improvement Program):
Criteria for Program 12:
<input type="checkbox"/> The property is located in the eligible area (see Section 3.0) AND
<input type="checkbox"/> The existing heritage features on the exterior of the building are not removed or altered, unless they are replaced with a comparable heritage feature (as approved by both a qualified heritage professional and the Town) or restored to their original design and quality ³ AND
<input type="checkbox"/> The application is received in writing prior to the commencement of work AND
<input type="checkbox"/> The application is supported by professionally prepared drawings and photographs to scale of the building's façade illustrating the nature of the proposed work AND
<input type="checkbox"/> The applicant agrees to enter into an agreement with the Town, which may be registered against the title to the subject property, and may specify the components of the eligible works and their estimated cost and the anticipated timing for the approved works including the estimated completion date AND

³ This criterion only applies to applicants whose buildings that are: designated within the meaning of the Ontario Heritage Act; adjacent to heritage-designated buildings; within close proximity (e.g., on the same block) to a heritage-designated building; and/or located in areas with a heritage character.

Municipal Leadership Strategy

<input type="checkbox"/> The applicant agrees that, should their application be approved, no changes to the approved façade improvements shall be made for five years without first obtaining Town approval AND
<input type="checkbox"/> To receive the rebate, proof shall be provided that renovations have been completed in compliance with the terms of any agreements with the Town AND
<input type="checkbox"/> To receive the rebate, the applicant shall obtain a heritage permit ⁴ AND
<input type="checkbox"/> Proof of paid invoices for work undertaken shall be submitted to the Town within one year of the latest invoice date.

Eligible Costs

The following costs are eligible for Program 12:

- restoring brickwork, wood, masonry, and metal cladding;
- replacing or repairing architectural details;
- replacing or repairing windows;
- replacing or repairing doors;
- replacing or repairing signage, as approved by the Town, and in accordance with the Ontario Building Code and Regulations, including any Council-approved Sign By-law;
- replacing or repairing exterior lighting fixtures; and
- other improvements as approved by the Town.

Additional Considerations

~~Applicants may only make one application per property during the lifetime of the CIP.~~

Other relevant drawings or studies to support the proposed scope of work, may be requested at the discretion of the Town.

If a building tenant is the applicant and paying for the renovation, then the signature of the building owner shall also be required on the application to acknowledge that the Town will issue the rebate to the tenant rather than the owner.

⁴ This criterion only applies to applicants who are making front façade improvements to buildings designated within the meaning of the Ontario Heritage Act.

5.4.2 Program 13: Side/Rear Façade Improvement Program

Property Eligibility

Your property is eligible to receive a rebate for costs associated with a façade renovation, if your ~~commercial or institutional~~ property within the Downtown District Project Area undergoes improvements to rehabilitate and improve its side or rear façade(s).

Criteria to Meet

A property owner or tenant (with authorization of the owner) of a building ~~in the Downtown District zoned for commercial or institutional use~~ may apply for a rebate for up to 50% of the cost of eligible side or rear façade improvements that satisfy design criteria set out by the Town, to a maximum of \$5,000, meeting the criteria below:

If you are an applicant to CIP Program 13 (Side and/or Rear Façade Improvement Program):

Criteria for Program 13:

- The property is located in the eligible area (see Section 3.0) AND
- The existing heritage features on the exterior of the building are not removed or altered, unless they are replaced with a comparable heritage feature (as approved by both a qualified heritage professional and the Town) or restored to their original design and quality⁵ AND
- The side and/or rear façade(s) of the building is/are on the same side of the building's property line that abut(s) a public parking area and/or public open space AND
- The application is received in writing prior to the commencement of work AND
- The application is supported by ~~professionally prepared~~ drawings and ~~photographs to scale of the building's façade~~ illustrating the nature of the proposed work AND
- The applicant agrees to enter into an agreement with the Town, which may be registered against the title to the subject property, and may specify the components of the eligible works and their estimated cost and the anticipated timing for the approved works including the estimated completion date AND
- The applicant agrees that should their application be approved, no changes to the approved façade improvements will be made for five years without first obtaining Town approval AND
- To receive the rebate, proof shall be provided that renovations have been completed in compliance with the terms of any agreements with the Town AND

⁵ This criterion only applies to buildings that are: designated within the meaning of the Ontario Heritage Act; adjacent to heritage-designated buildings; within close proximity (e.g., on the same block) to a heritage-designated building; and/or located in areas with a heritage character.

<input type="checkbox"/> To receive the rebate, the applicant shall obtain a heritage permit ⁶ AND
<input type="checkbox"/> Proof of paid invoices for work undertaken shall be submitted to the Town within one year of the latest invoice date.

Eligible Costs

The following costs are eligible for Program 13:

- restoring brickwork, wood, masonry, and metal cladding;
- replacing or repairing windows;
- replacing or repairing doors;
- adding mural art or other methods of activating spaces (i.e., adjacent alleyways, public open spaces and/or parks that abut the property), as approved by the Town;
- replacing or repairing architectural details; and
- other improvements as approved by the Town.

Additional Considerations

~~Applicants may only make one application per property during the lifespan of the CIP.~~

⁶ This criterion only applies to applicants who are making side and/or rear façade improvements to buildings designated within the meaning of the Ontario Heritage Act.

5.4.3 Program 14: Façade Improvement and Accessibility Co-Application

Property Eligibility

Your property is eligible to receive rebate funding under Program 14, if it meets the eligibility criteria of Program 12 AND Program 1 and/or Program 2.

Criteria to Meet

Owners who renovate their front façade under Program 12 and provide accessible features under Program 1 and/or Program 2 may apply to receive rebate funding under two or three of the following programs:

- Program 14 and Program 1;
- Program 14 and Program 2; or
- Program 14 and Program 1 and Program 2.

6.0 Municipal Leadership Strategy

6.1 Background

A Municipal Leadership Strategy identifies and prioritizes municipally-led initiatives for the Town to enhance its infrastructure, streetscapes, and public areas that are fully or partially within the CIP Project Area. Potential candidate projects, or strategic opportunities, for the Municipal Leadership Strategy emerged through public and stakeholder engagement, as well as consultation with the Town. Presented in the following section are these strategic opportunities, which were prioritized based on the following considerations: public realm and connectivity; ability to implement; timeline to implement; potential costs; and tangible benefits to the community.

6.2 Roadmap of Strategic Opportunities

The strategic opportunities of the Municipal Leadership Strategy are outlined in the following section in Table 5. It's important to note that, at the time that this CIP was written, a reconstruction project was approved for Bridge Street for 2022. Several elements of the Bridge Street reconstruction project address a number of Strategic Opportunities outlined in Table 5. For example, plans for Bridge Street include public spaces that have landscaping, planters, and seating (Strategic Opportunity 8), in place of certain on-street parking spaces (Figure 3). These new public spaces, therefore, encroach into the vehicular right-of-way and may double as a traffic-calming measure (Strategic Opportunity 5) by altering drivers' perception of the width of the roadway and therefore encouraging drivers to travel more slowly.

The Bridge Street reconstruction project will also add several crosswalks that have pedestrian-activated rapid flashing lights (Figure 4), which also act as a traffic-calming measure.



Figure 3: Rendering of public spaces with landscaping and seating on Bridge Street (image source: Town of Carleton Place)



Figure 4: Rendering of a crosswalk with rapid flashing lights on Bridge Street (image source: Town of Carleton Place)

Municipal Leadership Strategy

Despite some of these strategic opportunities already being implemented in the short term, the Town may consider how to build upon or improve these strategic opportunities during the lifespan of this CIP. For example, other existing on-street parking spaces can be converted into parklets (Figure 5), a type of public space that may temporarily replace an on-street parking space. On an as-needed basis, parklets can be installed quickly where the demand for them may arise.

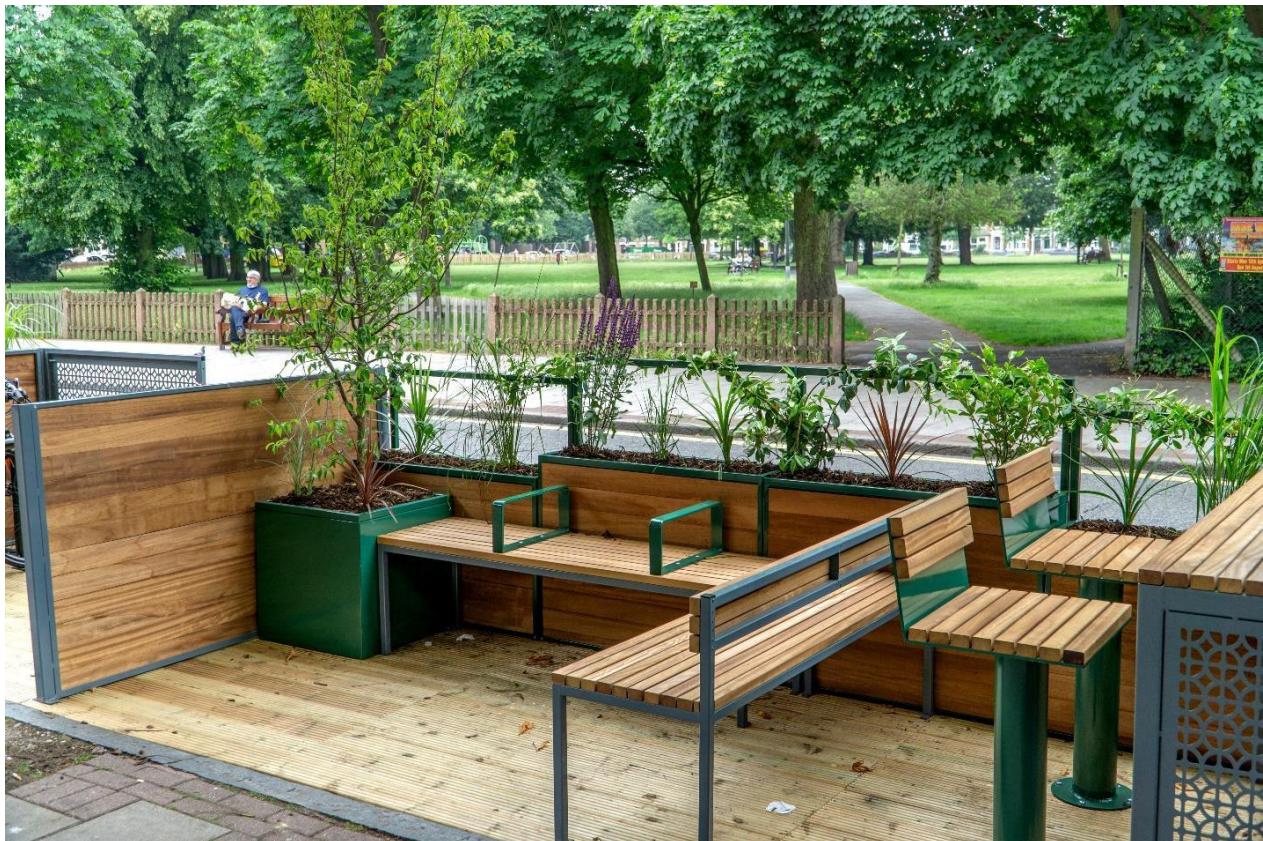


Figure 5: An example of a parklet

The strategic opportunities of the Municipal Leadership Strategy are outlined in Table 5 below:

Table 5: Strategic Opportunities and their Anticipated Timeframe for Implementation

No.	Strategic Opportunity	Short Term (implemented in fewer than 3 years)	Medium Term (implemented in 3 to less than 6 years)	Long Term (implemented in 6 to 10 years)
1	Add cycling infrastructure along Victoria/Allan Streets and Beckwith Street in the Downtown District within the CIP Project Area.	✓		
2	Add cycling infrastructure along Bridge Street in the Downtown District within the CIP Project Area.		✓	
3	Add cycling infrastructure in areas outside of the Downtown District within the CIP Project Area.			✓

Municipal Leadership Strategy

No.	Strategic Opportunity	Short Term (implemented in fewer than 3 years)	Medium Term (implemented in 3 to less than 6 years)	Long Term (implemented in 6 to 10 years)
4	Create an education/awareness program to inform residents about roadway and cycling safety, with respect to sharing the road among all roadway users.	✓		
5	Add traffic-calming measures on Bridge Street in the Downtown District within the CIP Project Area.	✓		
6	Convert on-street parking spaces to patios or public seating areas (i.e., "parklets").		✓	
7	Add gateway treatments, enhanced signage, and other forms of place-making opportunities for entrances ⁷ into the Town.	✓		
8	Create high-quality public spaces and green infrastructure (parks, green corridors, etc.) that are accessible and allow for opportunities to rest.		✓	
9	Create a wayfinding strategy for the pedestrian network as a whole, with accessible signage and mapping for local parks, trails, and trailheads, as well as key attractions and destinations in the Town.	✓		

Strategic opportunities 1 and 9 are further detailed in the conceptual Streetscape Improvement Plan in the following section.

⁷ At the time that this CIP was written, a landscape feature was planned for the northwest corner of Lake Avenue and Bridge Street, as part of the Bridge Street reconstruction project.

6.2.1 Conceptual Streetscape Improvement Plan

An important component of the Municipal Leadership Strategy is the conceptual Streetscape Improvement Plan. The conceptual Streetscape Improvement Plan is a strategy to improve and beautify the public right-of-way within the Downtown District of the CIP Project Area (refer to Figure 2 in Section 3.1), with an extension into Moore Street⁹⁸.

The conceptual Streetscape Improvement Plan provides preliminary recommendations for the Town with respect to strategic opportunities 1 and 9.

Strategic opportunity 1 is to add cycling infrastructure along Victoria/Allan Streets and Beckwith Street in the Downtown District. A shared bicycle/vehicle lane for each direction of travel would be established on these streets and include “Share the Road” signage and related roadway markings (e.g., a “sharrow”). Strategic opportunity 9 is to create a wayfinding strategy for the pedestrian network as a whole, with accessible signage and mapping for local parks, trails, and trailheads, as well as key attractions and destinations in the Town. The locations for mapping and signage, as presented on the conceptual Streetscape Improvement Plan, are preliminary recommendations that are based on both a site visit conducted by the project team and input received from stakeholders and the public. It is important to note that further study would be required to design and implement a comprehensive wayfinding strategy for the Town.

The conceptual Streetscape Improvement Plan is presented on the following page.

⁹⁸ It was understood through engagement that there was interest in expanding the Streetscape Improvement Plan boundary to include Moore Street (between Lake Avenue and the intersection of Rochester Street and Franktown Road). This extension of the boundary is demonstrated in the Streetscape Improvement Plan Area map on the following page, and future consultation would be required to determine streetscape improvements that are appropriate for and relevant to Moore Street.

Carleton Place Community Improvement Plan:

Conceptual Streetscape Improvement Plan



OCTOBER 11, 2022 ADOPTION



shared bike/vehicle lane with
"sharrow" roadway marking



small-scale parks and trails map



directional sign for key
destinations and attractions

Wayfinding and Navigation



Potential location for a parks and trails map, as part of a larger wayfinding strategy



Potential location for directional signage for town destinations/attractions, as part of a larger wayfinding strategy

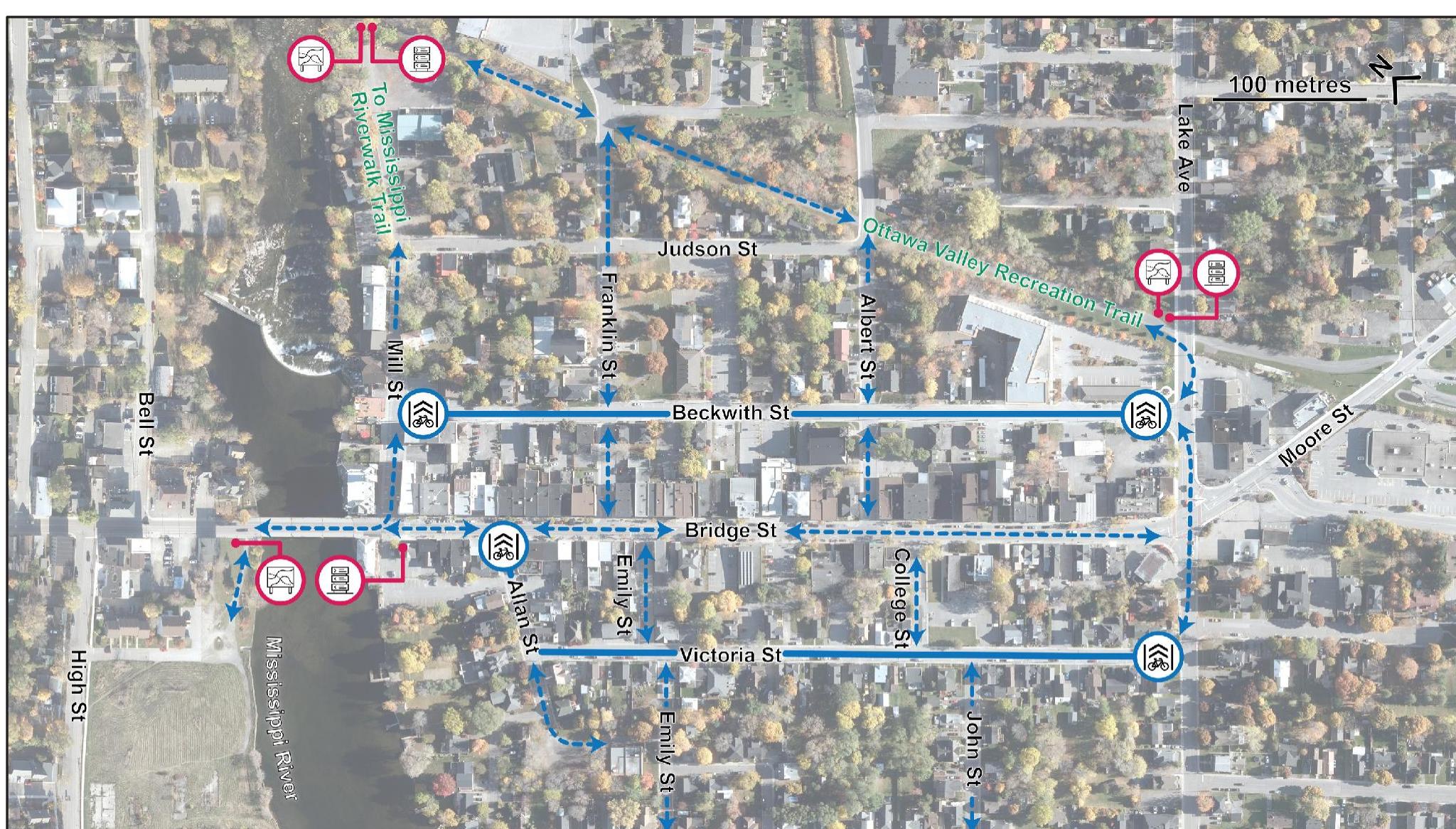
Active Travel



Shared bicycle/vehicle travel lanes (both directions) with "Share the Road" signage and roadway markings



Connection to the larger active transportation network



Streetscape Improvements for Bridge Street (from High Street to Lake Avenue) and Lake Avenue (to the Ottawa Valley Rail Trail)

7.0 Implementing, Monitoring, and Updating the CIP

7.1 Implementing the CIP

The general administration of the program shall be the responsibility of the Planning Department, in consultation with other departments as appropriate.

Approvals under each program shall be determined by the authority or authorities indicated in Table 6.

Table 6: Approval Authority by Program

No.	CIP Program Name	Approval or Approval in Principle	Confirmed By
1	Exterior Accessibility Improvement Program	Approved in Principle by the Working Committee ⁹	Director of Development Services
2	Interior Accessibility Improvement Program	Approved in Principle by the Working Committee	Director of Development Services
3	Affordable Housing Development Charge Rebate	Approved in Principle by the Working Committee	Town Council
4	Affordable Housing Building Permit Fee Rebate	Approved in Principle by the Working Committee	Director of Development Services-Town Council
5	Affordable Housing Tax Increment Equivalent Rebate	Approved in Principle by the Working Committee	Town Council
6	Affordable Housing Accessory Unit Rebate	Approved by Director of Development Services	Director of Development Services Town Council/Working Committee
7	Affordable Housing and Accessibility Co-Application	Approved in Principle by the Working Committee	Town Council
8	Brownfield Environmental Site Assessment Rebate	Approved in Principle by the Working Committee	Town Council
9	Brownfield Tax Increment Equivalent Rebate	Approved in Principle by the Working Committee	Town Council
10	Brownfield Building Permit Fees Rebate	Approved in Principle by the Working Committee	Town Council

⁹ The Working Committee is an ad hoc committee of Town Staff, appointed by the Director of Development Services, consisting of three representatives from: (1) the Treasury Department; (2) the Planning Department; and (3) the Chief Administrative Officer (CAO) or another representative as delegated by the CAO.

Implementing, Monitoring, and Updating the CIP

11	Brownfield Development Charge Deferral Program	Approved in Principle by the Working Committee	Town Council
12	Front Façade Improvement Program	Approved by Director of Development Services, if \$25,000 or less in funding; otherwise approved in Principle by the Working Committee	Director of Development Services Town Council/Working Committee
13	Side/Rear Improvement Program	Approved by Director of Development Services, if \$25,000 or less in funding; otherwise approved in Principle by the Working Committee	Director of Development Services Town Council/Working Committee
14	Façade Improvement and Accessibility Co-Application	Approved by Director of Development Services, if \$25,000 or less in funding; otherwise approved in Principle by the Working Committee	Town Council/Working Committee

7.1.1 Partnership

From time to time, the Town may partner with another organization to facilitate the delivery of any or all of the incentive programs, subject to terms and conditions that the Town would establish for that partnership. The Town may also choose to remunerate partner organizations in delivering the service to administer any financial program on its behalf.

7.1.2 Confirmation of Approval

In the event that a CIP application requires final approval by either Town Council or the Working Committee, Town Council shall have the final approval for CIP applications that would be awarded a funding contribution of more than \$25,000.

7.1.3 Funds for the CIP

During preparation of its annual budget, Town Council shall determine the contribution to be made available to the various programs under this CIP for the current year. The financial incentive programs available under this CIP shall be administered by Town Staff within the budget established by Council. Any unspent funds at year-end may be placed in reserves to be used in subsequent years. Projects will not be approved that result in over-expenditure to what has been allocated to the CIP's active program(s) by Town Council.

If deemed by Council as beneficial to the Town or in the Town's best interest, Council may consider a contribution to a project on a case-by-case basis, as long as reserve funds exist.

~~Properties may only receive incentives through any given program one time during the life of the CIP.~~

Should there be CIP funding remaining at the conclusion of the approvals resulting from the spring intake period (see Section 4.3.3), additional applications may be received and evaluated in September. Any unspent funds at year-end may be placed in reserves to be used in [Town of Carleton Place | Community Improvement Plan](#)

Implementing, Monitoring, and Updating the CIP

subsequent years.

If there are municipal budget constraints to support the CIP programs, the Town shall prioritize funding to rebate affordable housing with barrier-free design, given the demand for these housing units and their scarcity; next the Town shall prioritize funding for affordable housing units, given the demand for these housing units and their scarcity.

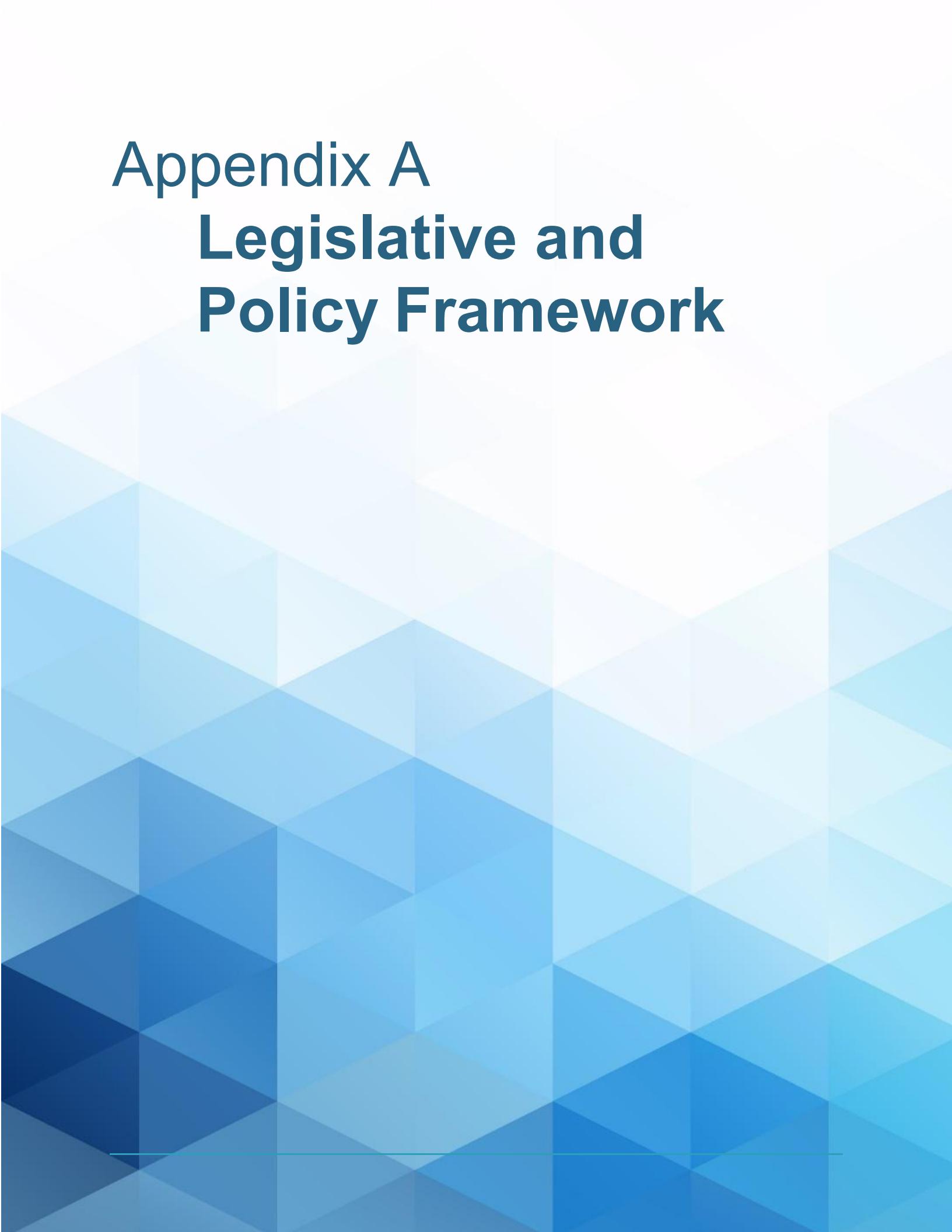
7.2 Monitoring and Updating the CIP

Programs under the CIP may be offered at the discretion of Council, and they may be established or rescinded by Council without an amendment to this CIP. The administrative details of the specific programs may also be amended by Council without a formal amendment. The incentive programs may apply, at the discretion of Council, to the whole or to part of the community improvement project area. Additions of other community improvement project areas and additions of programs shall require an amendment to this CIP.

The Town of Carleton Place shall review this CIP and its programs at regular intervals to ensure that the intent and project objectives are being met. Monitoring will include reviewing the financial incentive programs, Municipal Leadership Strategy, municipal financial contribution to the programs, and use of the programs.

Appendix A

Legislative and Policy Framework

The background of the page features a subtle, abstract geometric pattern composed of overlapping triangles in various shades of blue. The triangles are oriented in different directions, creating a sense of depth and movement. The overall effect is professional and modern, providing a clean backdrop for the text.

Planning Act, 1990

A CIP is a municipal planning tool used to set out financial programs and strategies for improving identified areas within a municipality. Section 28(1) of the Planning Act defines community improvement as “the planning or replanning, design or redesign, resubdivision, clearance, development or redevelopment, construction, reconstruction and rehabilitation, improvement of energy efficiency, or any of them, of a community 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.”

Section 28(1) establishes and defines the term “community improvement project area” as “a municipality or an area within a municipality, the community improvement of which in the opinion of the council is desirable because of age, dilapidation, overcrowding, faulty arrangement, unsuitability of buildings or for any other environmental, social or community economic development reason.”

After a municipality has identified the CIP project area, then they can prepare a community improvement plan for the designated area. Section 28(1) defines “community improvement plan” as “a plan for the community improvement of a community improvement project area.”

Once a CIP has been designated and the by-law has been passed under subsection 28, the municipality may:

- acquire land within the community improvement project area (s. 28(3));
- hold land acquired before or after the passing of the by-law within the community improvement project area (s. 28(3));
- clear, grade or otherwise prepare the land for community improvement (s. 28(3));
- construct, repair, rehabilitate or improve buildings on land acquired or held by it in the CIP area(s. 28(6)); and,
- sell, lease or otherwise dispose of any land acquired or held by it in the CIP area (s. 28(6)).

Section 28(7) provides guidance on the eligible costs of the CIP and states that municipalities may make grants or loans to registered owners, assessed owners and tenants of lands and buildings within the project area once the CIP has come into effect. Costs 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 as identified in Section 28(7.1) of the Planning Act.

Section 28(7.3) of the Planning Act specifies that the total of the grants and loans made in respect of particular lands and buildings under subsections (7) and (7.2) and the tax assistance as defined in section 365.1 of the Municipal Act, 2001 shall not exceed the eligible cost of the CIP with respect to those lands and buildings.

Section 28(11) allows a municipality to register an agreement concerning a grant or loan made under subsection 28(7) or an agreement entered into under subsection 28(10) against the land to which it applies and the municipality shall be entitled to enforce the provisions thereof against

any party to the agreement and, subject to the provisions of the Registry Act and the Land Titles Act, against any and all subsequent owners or tenants of the land.

Section 69 allows municipalities to reduce or waive the amount of a fee in respect of a planning application where it feels payment is unreasonable. Municipalities can use this tool to waive all matter of planning application fees to promote community improvement without inclusion in a CIP. Alternatively, a municipality can collect fees and then provide a partial or total rebate of fees in the form of a grant, but this must be done within a CIP.

Municipal Act, 2001

The Municipal Act, 2001 regulates a municipality's ability to provide financial incentives. Section 106(1) of the Municipal Act sets out the provision as follows:

Despite any Act, a municipality shall not assist directly or indirectly any manufacturing business or other industrial or commercial enterprise through the granting of bonuses for that purpose. 2001, c. 25, s. 106 (1).

Section 106(2) states the municipal actions prohibited consist of giving or lending any property of the municipality, including money; guaranteeing borrowing; leasing or selling any property of the municipality at below fair market value; or giving a total or partial exemption from any levy, charge or fee.

Despite these prohibited actions, there are exceptions from these policies. Section 106(3) provides the exception to this bonusing for municipalities exercising authority under subsection 28(6), (7) or (7.2) of the Planning Act or under section 365.1 of the Municipal Act. Section 28 of the Planning Act allows municipalities through the parameters of an adopted CIP makes it possible to provide grants, loans and tax incentives to property owners and tenants within the identified CIP area. Section 365.1 of the Municipal Act authorizes municipalities to pass a by-law to provide tax assistance or tax relief for eligible properties.

Section 107 outlines the power a municipality has to make grants including the power to provide a grant in the form of a loan and guaranteeing a loan. The municipality also has the power to:

s. 107 (2) - sell or lease land for nominal consideration or to make a grant of land; to provide for the use by any person of land owned or occupied by the municipality upon such terms as may be fixed by council; to provide for the use by any person of officers, employees or agents of the municipality upon such terms as may be fixed by council; to sell, lease or otherwise dispose of at a nominal price, or make a grant of, any personal property of the municipality or to provide for the use of the personal property on such terms as may be fixed by council.

This prohibition is generally known as the “bonusing rule”. Section 106(3) of the Municipal Act, 2001 provides an exception to this bonusing rule for municipalities exercising powers under subsection 28(6), (7) or (7.2) of the Planning Act or under section 365.1 of the Municipal Act, 2001. It is this exception under Section 28 of the Planning Act that allows municipalities with enabling provisions in their official plans to prepare and adopt CIP's. CIP's provide municipalities with a comprehensive framework for the planning and provision of economic development incentives in areas requiring community improvement.

Section 107 of the Municipal Act, 2001 describes the powers of a municipality to make a grant, including the power to make a grant by way of a loan or guaranteeing a loan, subject to Section 106 of the Municipal Act, 2001. In addition to the power to make a grant or loan, these powers also include the power to sell or lease land for nominal consideration or to make a grant of land; provide for the use by any person of land owned or occupied by the municipality, upon such terms as may be fixed by council; sell, lease or otherwise dispose of at a nominal price, or make a grant of, any personal property of the municipality or to provide for the use of the personal property on such terms as may be fixed by Council.

Development Charges Act

Through Section 5 of the Development Charges Act, municipalities are allowed to exempt a type(s) of development from a development charge, but without the ability to have any resulting shortfall be made up through higher development charges on other types of development. This allows upper and lower tier municipalities to offer partial or total exemption from municipal development charges in order to promote community improvement, such as downtown redevelopment, brownfield redevelopment or intensification in core areas. This tool is often influential as it is traditionally offered before construction.

Through Section 28 of the Planning Act, municipalities can also use a CIP to offer a reduction in development charges in the form of a grant equivalent to part or all of the development charge normally payable. A CIP gives flexibility and can provide grants based on meeting intensification targets and/or project performance criteria.

Provincial Policy Direction

Provincial Policy Statement, 2020

The Provincial Policy Statement (PPS), 2020 is issued under Section 3 of the Planning Act and provides direction on matters of provincial interest related to land use planning and development. Section 3 of the Planning Act requires that, “decisions affecting planning matters shall be consistent with policy statements issued under the Act”.

Housing and Accessibility

With respect to housing and accessibility, this CIP considers the following PPS policy objective:

1.4.3 Planning authorities shall provide for an appropriate range and mix of housing options and densities to meet projected market-based and affordable housing needs of current and future residents of the regional market area by:

- b) permitting and facilitating:
 1. All housing options required to meet the social, health, economic, and well-being requirements of current and future residents, including special needs¹⁰ requirements and needs arising from demographic changes and

¹⁰ In the PPS, special needs means any housing, including dedicated facilities, in whole or in part, that is used by people who have specific needs beyond economic needs, including but not limited to, needs such as mobility requirements or support functions required for daily living. Examples of special needs housing may include, but are not limited to long-term care homes, adaptable and accessible housing, and housing for persons with disabilities

employment opportunities.

Public Spaces, Recreation, Parks, Trails, and Open Space

With respect to public spaces, recreation, parks, trails, and open space, this CIP considers the following PPS policy objective:

1.5.1 Healthy, active communities should be promoted by:

- a) planning public streets, spaces and facilities to be safe, meet the needs of pedestrians, foster social interaction and facilitate active transportation and community connectivity; and,
- b) planning and providing for a full range and equitable distribution of publicly accessible built and natural settings for recreation, including facilities, parklands, public spaces, open space areas, trails and linkages, and, where practical, water-based resources.

Long Term Economic Prosperity

With respect to long-term economic prosperity, this CIP considers the following PPS policy objectives:

1.7.1 Long-term economic prosperity should be supported by:

- a) promoting opportunities for economic development and community investment-readiness;
- b) encouraging residential uses to respond to dynamic market-based needs and provide necessary housing supply and range of housing options for a diverse workforce;
- c) optimizing the long-term availability and use of land, resources, infrastructure and public service facilities;
- d) maintaining and, where possible, enhancing the vitality and viability of downtowns and mainstreets;
- e) encouraging a sense of place, by promoting well-designed built form and cultural planning, and by conserving features that help define character, including built heritage resources and cultural heritage landscapes;
- f) promoting the development of brownfield sites; and,
- g) providing for an efficient, cost-effective, reliable multimodal transportation system that is integrated with adjacent systems and those of other jurisdictions, and is appropriate to address projected needs to support the movement of goods and people.

Brownfields

The PPS provides direction to municipalities regarding the redevelopment of brownfield sites. It identifies the redevelopment of brownfield sites as an important element in the Province's

such as physical, sensory or mental health disabilities, and housing for older persons.

provision for Land Use Planning to achieve efficient development land use patterns and create strong communities. The PPS seeks to strike a balance in municipal land use planning between efficient development and land use patterns, strong communities (fiscally, socially and environmentally), a clean and healthy environment and long-term economic growth.

The PPS requires the following policies to be pursued with respect to brownfield redevelopment:

- 1.1.3.3 Planning authorities shall identify appropriate locations and promote opportunities for transit-supportive development, accommodating a significant supply and range of housing options through intensification and redevelopment where this can be accommodated taking into account existing building stock or areas, including brownfield sites, and the availability of suitable existing or planned infrastructure and public service facilities required to accommodate projected needs.
- 1.6.3 Before consideration is given to developing new infrastructure and public service facilities:
 - a) the use of existing infrastructure and public service facilities should be optimized; and,
 - b) opportunities for adaptive re-use should be considered, wherever feasible.
- 1.7.1 Long-term economic prosperity should be supported by:
 - d) maintaining and, where possible, enhancing the vitality and viability of downtowns and mainstreets;
 - f) promoting the redevelopment of brownfield sites;

PPS policies on brownfield sites aim to both promote the redevelopment of these sites and ensure that required environmental due diligence is undertaken by municipalities with respect to development applications for contaminated sites.

Brownfield Statute Law Amendment Act, 2001

The Brownfields Statute Law Amendment Act, 2001 revised three Ontario statutes (Environmental Protection Act, Planning Act, and Municipal Act) to provide regulatory and financial support to remediation of contaminated lands. Together, these and other legislative revisions provided scoped changes that:

- affected the treatment of contaminated lands with respect to environmental orders (regulatory matters);
- gave protections to property owners, municipalities, and fiduciary interests; and,
- provided alternative means of financial support through the Ontario property tax system.

Environmental Protection Act

A number of the provisions relating to the environmental investigation and Record of Site Condition process required under Part XV.I of the Environmental Protection Act came into force on October 1, 2004 with the issuance of Regulation 153/04. Ontario Regulation 153/04 was amended by Ontario Regulation 511/09, which came fully into effect on July 1, 2011. There have been further amendments increasing the flexibility of the Record of Site Condition process.

County of Lanark Policy Direction

Lanark County Sustainable Communities Official Plan, 2012

Lanark County Sustainable Communities Official Plan, 2012, provides a land use framework for the next 20 years, with long term goals and objectives driven by four pillars for sustainability: the environment, the economy, social values, and cultural values.

With respect to CIPs of local municipalities, section 8.2.6 (Community Improvement Plan) of the County's Official Plan encourages local municipalities to develop policies in their Official Plans regarding CIPs and plan areas.

Town of Carleton Place Policy Direction

Town of Carleton Place Official Plan, 2013 (June 2021 Consolidation)

The Town of Carleton Place Official Plan, adopted in 2013 and consolidated in 2021, sets the policy framework to guide land use decisions within the Town's boundaries from 2013 through 2033. With respect to its policies on CIPs, Section 6.15 (Community Improvement Area) states the following:

S. 6.15.1 ...It is the intent of Council to utilize Community Improvement Plans to promote and focus public and private sector investment into maintenance, rehabilitation, and redevelopment activities that improve the living and working conditions in the Town.

The primary goals of a CIP for Carleton Place are outlined in Section 6.15.2, which are to:

- a) preserve, redevelop and rehabilitate the built environment, including residential, commercial, industrial, and mixed-use areas;
- b) ensure private and public community improvement activities are coordinated;
- c) assist the Town in identifying priorities for municipal expenditure regarding community improvement projects; and,
- d) participate, wherever possible, in Federal and/or Provincial programs that facilitate community improvement.

The Carleton Place CIP will also help to meet the following objectives outlined in Section 6.15.3 of the Official Plan:

- a) To upgrade and maintain all essential municipal services and community facilities and infrastructure;
- b) To encourage or facilitate the intensification of Strategic Properties;
- c) To ensure the maintenance of the existing building stock;
- d) To preserve heritage buildings through rehabilitation, renewal and re-use;
- e) To facilitate the remediation, rehabilitation and/or redevelopment of existing Brownfield sites;
- f) To encourage the provision of a mix of housing types, including the construction of affordable housing;
- g) To encourage private sector investment and the strengthening of the economic base;
- h) To enhance the visual appearance of Community Improvement Areas;

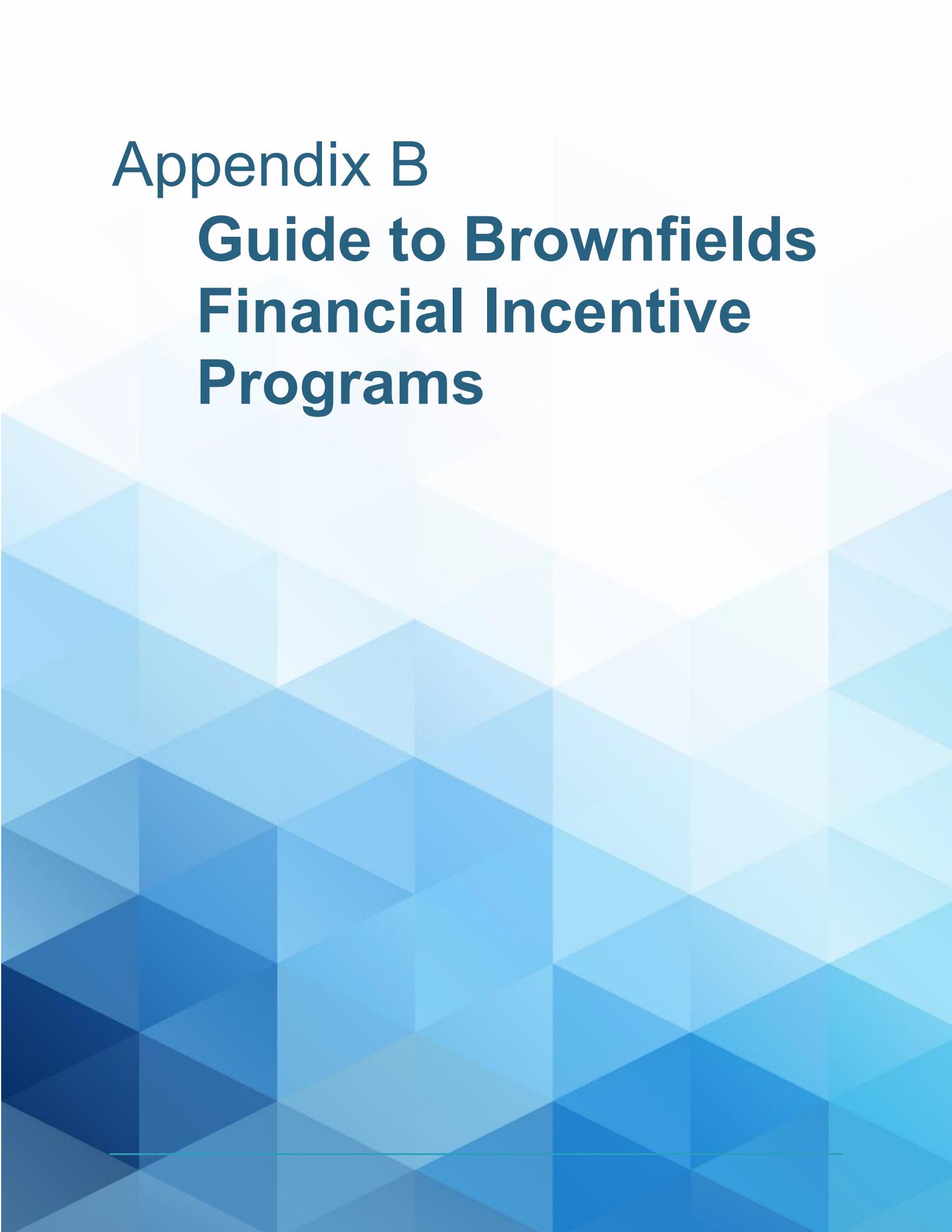
- i) To revitalize the Mississippi District as a mixed-use area and a vibrant shopping destination;
- j) To improve energy efficiency and reduce carbon emissions where feasible; and,
- k) Improving environmental, social, cultural, economic development, or safety conditions.

The Official Plan also details policies around phasing (Section 16.5.5) and implementation (Section 6.15.6), where its implementation policies reflect those found under Section 28 of the Planning Act. Council may:

- a) sell, lease or dispose of lands and buildings acquired or held by the municipality;
- b) acquire land to implement objectives of the Community Improvement Plan;
- c) give loans and grants to owners, tenants and their assignees for rehabilitation purposes;
- d) encourage the private sector to utilize available government programs and subsidies;
- e) regularly update the Development Permit By-law to provide a range of appropriate uses
- f) for the intensification and integration of land uses in order to stimulate economic and
- g) functionality of areas;
- h) provide tax assistance by freezing or canceling the municipal portion of the property tax
- i) on eligible properties for remediation purposes; and,
- j) issue debentures with the approval of the Ontario Land Tribunal.

Appendix B

Guide to Brownfields Financial Incentive Programs

The background of the page features a complex, abstract geometric pattern composed of numerous triangles. The triangles are primarily shades of blue, ranging from light cyan to dark navy, and are arranged in a way that creates a sense of depth and movement. The pattern is more dense and saturated in the lower half of the page, while the upper half is more sparse and light, allowing the white text area to stand out.

Eligible Brownfield Costs

Successful applications for financial assistance involving tax-based assistance will necessitate a site-specific brownfield redevelopment funding agreement between the Town and the applicant for Program 9 (tax-based assistance) of the CIP. This agreement will establish the magnitude of anticipated eligible costs as well as provide for mechanisms to verify actual costs as eligible under the CIP.

Eligible costs are generally defined as costs incurred in the remediation of a property that, as of the date of site assessment, does not meet the standards of the Ontario Environmental Protection Act to permit a Record of Site Condition to be filed in the Ontario Environmental Site Registry. The Town shall require verification of these costs when applying the programs to individual projects that have been approved for funding assistance.

Assistance under the Brownfields programs contained in the CIP is limited to the costs of environmental site assessment, remediation, and risk management and compliance with environmental regulatory approval requirements. Assistance is limited to the stated eligible costs. All other rehabilitation-related costs are ineligible under this Plan.

Eligible costs for the Brownfield Environmental Site Assessment Rebate are: Phase II ESAs and Risk Assessments.

For all other Brownfield programs, the following costs are eligible for assistance:

- Environmental remediation and costs of achieving acknowledgement of a Record of Site Condition by the Ministry of the Environment, Conservation, and Parks and Certificate of Property Use as may be required. This includes both remedial action plans and risk management plans, and implementation costs;
- Waste transfer to landfill and tipping fees for contaminated soils land fill;
- Fill and grading to replace contaminated soils;
- At the discretion of Council, demolition of existing buildings or structures;
- At the discretion of Council, site development and infrastructure work including improvement or reconstruction of existing on-site infrastructure and development, triggered by the existence of contamination and requirements for remediation;
- Legal fees directly related to site investigation, remediation and filing of a Record of Site Condition and compliance with any Certificate of Property Use.
- Insurance premiums for Cost Cap Insurance and Pollution Legal Liability (PLL) Insurance;
- Ongoing site environmental monitoring and management (part of risk management strategies); and
- Interim financing costs (interest and financing fees) related to eligible costs. Long-term debt financing costs are not eligible.

Eligible Sites and Priorities

Brownfield ESA Rebate eligibility:

- Private sector landowners/developers who are actively seeking renovation/ redevelopment or re-use of the property and provide Phase I ESA conducted by a qualified environmental consultant indicating a requirement for a Phase II ESA.
- Site may be located anywhere within the boundaries of the Town of Carleton Place.

All other Brownfield program applications shall meet all of the following conditions:

- Privately-owned lands proposed for development or redevelopment.
- The need for remediation is defined as a site with a Phase II ESA that indicates that site conditions do not meet standards (under the Environmental Protection Act) to permit filing of a Record of Site Condition.

Prioritization:

- Sites that meet the eligibility criteria of the Affordable Housing programs shall be prioritized for assistance.
- Highest priority will be given to sites to affordable housing projects within or near the Downtown District in the CIP Project Area (refer to Figure 2 in Section 3.1).
- Affordable housing projects shall be eligible for greater assistance for remediation costs via the TIER program.

Brownfield Redevelopment Financial Incentive Programs

Brownfield ESA Rebate

Category	Summary
Description	For sites with a Phase I ESA, assistance to further specify extent and nature of environmental contamination through rebate assistance of Phase II ESA and study and development of any Remediation Action Plan.
Intended Recipient	Private sector landowners/developers who are actively seeking renovation/ redevelopment or re-use of the property and provide Phase I ESA conducted by a qualified environmental consultant indicating a requirement for a phase II ESA.

Category	Summary
Program Specifics	<ul style="list-style-type: none"> • Town of Carleton Place shall reimburse owner for costs associated with eligible studies. • Maximum individual rebate is \$25,000 or 50% of the cost of the ESA, whichever is less. • Maximum assistance per property of: <ul style="list-style-type: none"> ◦ Maximum of 2 studies per property; and ◦ Maximum of \$40,000 per property. • The above limits are at the discretion of the Town of Carleton Place. 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.
Implementation Specifics	<ul style="list-style-type: none"> • Based on the principle of achieving maximum leverage of non-Town funds, applicants who identify other sources of financial assistance for environmental site assessments shall be given preference in the allocation of funds. • Total combined assistance toward the costs of environmental site assessment from all public sources shall not exceed 50% of total environmental site assessment costs. Town funding shall be the funding of last resort where other sources of public assistance exist.

Brownfield Tax Increment Equivalent Rebate

Category	Summary
Description	<p>Tax Increment means the difference between the property tax liability for the lands in any year of the Program and the existing “base” tax liability. The TIER is a rebate equal to a portion of the tax increment. It is limited to the Municipal Portion of the tax liability. The TIER is provided for under Section 28(7) of the Ontario Planning Act.</p>
Intended Recipient	<p>Private sector owners of environmentally contaminated sites that have significant potential for redevelopment or rehabilitation.</p> <ul style="list-style-type: none"> • To be eligible for assistance, sites must demonstrate the existence of environmental contamination of the surface, soils, groundwater or built structures. • Equal preference given to commercial and residential development, reuse and/or conversion.

Category	Summary
Program Specifics	<ul style="list-style-type: none"> The Town reimburses the landowner for all eligible costs by way of an annual rebate equivalent to 50% of the municipal portion of the incremental property tax increase over an established “base” assessment (value at the time the application is approved) and tax liability. Affordable housing projects developed on brownfield sites are eligible to receive 100% of the tax increment. Eligibility for remediation cost assistance shall be established through the Brownfield TIER application process, but distribution of assistance can occur through either the Affordable Housing TIER or the Brownfield TIER (whichever program’s requirements are satisfied first) – there will only be one TIER per project. Rebate represents foregone income for the Town. Site redevelopment creates tax income, a portion of which is foregone under this program. Town should be cognizant of any significant increase in annual municipal operating costs as a result of redevelopment of the property in receipt of tax assistance. One rebate per property. The maximum program duration is 10 years or when the total cumulative rebate equals the total eligible costs, whichever occurs first.
Implementation Specifics	<ul style="list-style-type: none"> Rebate based on the “Reimbursing Developer” approach – the landowner/developer pays for the full cost of remediation and rehabilitation as well as the resulting annual increase in property tax. The rebate is assignable by the owner of the property to another party (subsequent owner, tenant or other assignment) at any time during the period of the agreement. Should the original owner transfer its interest in the property, the rebate can, with the agreement of the municipality, continue to be assigned to the new owner for the duration of the rebate period. The maximum amount of the rebate in any year is limited to the value of the work undertaken under eligible costs in that year or the increase in municipal property tax on the property compared to the base (before redevelopment) property tax, whichever is less. Eligible costs not reimbursed in the year they are incurred can be rolled-over to subsequent years. The rebate is limited by the maximum eligible costs in combination with all other programs of assistance provided by this CIP.

Brownfield Building Permit Fees Rebate

Category	Summary
Description	Assistance to private sector landowners for redevelopment of brownfield sites for residential and non-residential use by rebating the cost of Building Permit fees.
Intended Recipient	Private sector landowners/developers who are actively seeking redevelopment of contaminated lands and which provide: <ol style="list-style-type: none">1) Applications for redevelopment/re-use of the property which necessitates environmental site assessment and remediation.2) A Phase II ESA that demonstrates that the proposed use does not meet Ministry of the Environment, Conservation, and Parks standards for property use as contained in the Soil, Ground Water and Sediment Standards for use under Part XV.1 of the Environmental Protection Act.
Program Specifics	<ul style="list-style-type: none">• 50% reduction in building permit fees for developments on Brownfield sites.• Maximum rebate of \$50,000 per property or 50% reduction in building permit fee costs (up to the cost of remediation), whichever is less.
Implementation Specifics	<ul style="list-style-type: none">• As necessary, the Town may amplify or adjust the application and approval protocols associated with this program.• Applicants who receive a permit rebate under this program are ineligible for access to building permit fee rebate under the other CIP programs offering building permit fee rebates.

Brownfield Development Charge Deferral Program

Category	Summary
Description	Assistance to redevelopment of brownfield sites for residential and non-residential use by deferring the cost of development related to development charges.
Intended Recipient	Private sector land owners/developers who are actively seeking redevelopment of contaminated lands and which provide: <ol style="list-style-type: none">1) Applications for redevelopment/re-use of the property which necessitates environmental site assessment and remediation. <p>A Phase II ESA that demonstrates that the proposed use does not meet Ministry of the Environment, Conservation, and Parks standards for property use as contained in the Soil, Ground Water and Sediment Standards for use under Part XV.1 of the Environmental Protection Act.</p>

Category	Summary
Program Specifics	<ul style="list-style-type: none"> Deferral of up to 50% of the Development Charge for a period of up to 18 months without interest, subject to a Deferral Agreement Limited to properties that are not eligible for annual installments under Bill 108 At this point rental housing, institution, commercial, industrial are eligible for the installment program and as a result would not be eligible under this deferral program.
Implementation Specifics	<p>Town has the right to review and amend 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.</p>