



BROCKVILLE

CITY OF THE 1000 ISLANDS

***Community Improvement Plan
for Downtown Brockville***

***January 2020
(Consolidated Copy)***

Community Improvement Plan for Downtown Brockville

1. Purpose

This Community Improvement Plan establishes a framework for the implementation of various programs that will promote and achieve improvements and enhancements in the downtown area of the City of Brockville.

2. Location

The lands subject to this Plan constitute those lands that have been designated as a Community Improvement Project Area pursuant to By-law 051-2007, as amended, as illustrated on **Schedule “A”** hereto. Definitions of the “*Community Improvement Plan*” and “*Community Improvement Project Area*” and applicable polices are addressed under Section 3.4.2 Community Improvement of the Official Plan for the City of Brockville. The Brockville Downtown Business Improvement Area (DBIA) is also located within this area.

The Community Improvement Project Area is divided into two sections: Priority Area 1 and Priority Area 2, although certain programs described herein may apply to other areas specifically identified, yet still fall within the Community Improvement Project Area.

3. Background

Section 28 of the Planning Act allows municipalities with provisions in their Official Plan relating to community improvement to designate by by-law a “community improvement project area”. Once this is done, a municipality may prepare a “community improvement plan” for the project area. Section 28(1) defines a 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”.

Downtown Brockville has been in economic decline for several years and has had trouble maintaining its traditional role as a dynamic and prosperous civic space within the City. There are a visible number of storefront vacancies, under-maintained buildings and vacant lands, and streets that lack a strong sense of public life. Subsequently, there is a need to improve and enhance the existing building stock downtown, both residential and commercial, to attract more shoppers and residents into the downtown core and strengthen the local economy.

Downtown is the cornerstone of every city. It is the social, cultural, historical and physical centerpiece of the city and for that reason, it belongs to everyone. An investment in downtown is an investment that benefits everyone.

Brockville's Official Plan identifies the need to retain and enhance the downtown as a place to live, work, shop and enjoy recreational, cultural and community facilities. The Official Plan delineates downtown Brockville as part of a Community Improvement Policy Area. Within this policy area, the Official Plan establishes improvement policies and initiatives, which include: the rehabilitation and maintenance of properties, the encouragement of visual improvements to properties, infilling on vacant lands, and the retention and restoration of historic structures.

In order to achieve the desired improvements, the Official Plan provides for a number of implementation measures such as the provision of grants, loans, planning application fee reductions, and other financial incentives to finance improvements to privately owned buildings and properties.

4. Goals and Objectives

The primary goal of this Community Improvement Plan will be to promote and encourage commercial revitalization in the downtown area. In order to sustain this goal, the ancillary goal will be to promote the construction and rehabilitation of residential development downtown, and the conversion of upper-floor commercial buildings into residential space.

Mixed-use development is critical to cultivating and preserving an active and prosperous downtown. People who live downtown create a stable customer base and help foster a dynamic street life. There are many vacant buildings and sites, and under-utilized lands downtown. This problem of vacancy needs to be remedied so that the downtown can make optimal use of its lands and take advantage of the potential for new development, services and activities.

The Community Improvement Plan's objectives will be to improve the existing building stock in the downtown, and to encourage infill development on under-utilized sites downtown.

5. Community Improvement Plan Parameters

At the option of City Council, the following program may be implemented for part of the lands to which this Plan applies: Tax Increment Equivalent for Rehabilitation and Redevelopment (TIERR) Grant Program.

The following programs are currently in place and will be captured in the Community Improvement Plan: Building and Plumbing Permit Fee Grant

Program and the Heritage Signage Grant Program. These programs will also be available at the discretion of City Council.

All programs may be extended beyond the dates specified by resolution of City Council.

While not a part of this Plan, Brockville City Council has taken a further initiative to encourage private sector property improvements. Through By-law 076-2004, City Council has exempted from development charges the area with the same delineation as Priority Area 1 in this Community Improvement Plan.

6. Eligible Costs

6.1 General Provisions

It is specifically noted that the total amount of financial assistance cannot exceed the eligible costs as indicated in this Plan. As indicated in subsection 28(7.1) of the Planning Act, costs may include “costs related to environmental site assessment, environmental remediation, development, redevelopment, construction and reconstruction of land and buildings for rehabilitation purposes or for the provision of energy efficient uses, buildings, structures, works, improvements or facilities”.

Section 28(7.3) states that “the total of the grants and loans made in respect of particular lands and buildings, and the tax assistance defined in Section 365.1 of the Municipal Act, 2001, that is provided in respect of the lands and buildings shall not exceed the eligible cost of the community improvement plan with respect to those lands and buildings”.

6.2 Specific Application to Community Improvement Plan for Downtown

Eligible costs under this Plan include costs related to development, redevelopment, construction and reconstruction of lands and buildings and exclude all costs which are identified as eligible costs under Section 5.0 of the City of Brockville Brownfields Community Improvement Plan.

All costs related to environmental site assessment and environmental remediation are eligible costs under the City of Brockville Brownfields Community Improvement Plan and are excluded as eligible costs from this Plan.

7. Community Improvement Programs

The intent of the Community Improvement Plan is to encourage appropriate redevelopment in the Community Improvement Project Area. To this end, there are a number of actions or programs described below that may be implemented by the City.

The following is a brief description of each program offered at the discretion of City Council within all or part of the Community Improvement Project Area. Detailed program descriptions appear in **Schedule B** which is appended to and forms part of this Plan.

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

This program would provide a grant to owners of lands and buildings who undertake improvements or redevelopment that would result in an increased property assessment. The amount of the grant provided will depend on the amount of the municipal portion of property taxes that has increased as a result of the improvements. The TIERR Grant Program offers a grant of 100% of the increase in municipal realty taxes paid annually for a maximum period of five years. The increase in realty tax represents the annual municipal realty tax in each year following improvement or redevelopment of lands and buildings over and above municipal realty tax prior to improvement or redevelopment of the lands in question. All commercial and residential property located within Priority Area 1 of the Community Improvement Project Area will be the target of this program.

7.2 Heritage Signage Grant Program

This program will provide a grant to owners or tenants of buildings who construct a 'Heritage' sign on their buildings. A grant of \$1000 or 50% of the cost of the sign, whichever is lesser, will be paid to the property owner or tenant by the City following submission and review by the Planning Department of the detailed bill as provided by the sign maker and endorsed by the owner or tenant. The program is meant to stimulate property improvements, increase building visibility, and encourage visual continuity in the downtown area by way of a 'Heritage' theme for building signage. The Heritage Signage Grant Program applies to the "downtown core area" as defined in the City's Sign By-law.

7.3 Building and Plumbing Permit Fee Grant Program

This program provides for a grant equivalent to the fees paid for Building Permits and Plumbing Permits within a designated area. The program is meant to stimulate and encourage development and property improvements in downtown Brockville. All commercial and residential property within Priority Areas 1 and 2 of the Community Improvement Project Area will be the target of this program.

The grant represents 100% of equivalent fees paid for building permits and plumbing permits for approved properties.

7.4 Façade Improvement Grant (FIG) Program

This Program will provide a grant to owners or tenants of buildings who undertake restoration and/or rehabilitation of Program Area buildings in a fashion consistent with the original design or with the City's Urban Design Guidelines and the requirements of the Ontario Building Code.

The Façade Improvement Grant Program offers a grant of up to 50% of the total cost of façade improvements where a project has a value of more than Two Thousand Dollars (\$2,000.00), said grant being not more than Ten Thousand Dollars (\$10,000.00) per annum, per property, per façade.

All commercial and mixed commercial/residential property located within Priority Area No. 1 of the Community Improvement Project Area will be the target of this program.

7.5 Residential or Commercial Conversion/Rehabilitation Grant (RCCR) Program

This Program will provide a grant to owners or tenants of buildings who choose to upgrade existing space **on upper floors** to create new or improved residential and/or commercial space in keeping with the original goals of the Downtown CIP.

The Residential or Commercial Conversion/Rehabilitation Grant Program will provide the property owner or tenant with a grant equal to 50% of the costs for space converted or rehabilitated up to Twenty Thousand Dollars (\$20,000.00) per property subject to the approval of the Planning Department.

All commercial and mixed residential/commercial property located within Priority Area No. 1 of the Community Improvement Project Area will be the target of this program.

8. Implementation

Programs under this Community Improvement Plan may be offered at the discretion of Council and may be rescinded without an amendment to the Community Improvement Plan. The introduction of any other financial incentive programs applicable to private lands that are not already established in this plan shall require an amendment to the Community Improvement Plan unless provided for under other legislative authority.

The contents of this Community Improvement Plan shall not limit the right of the City of Brockville and its Council to undertake any other initiatives identified in the City's Official Plan to achieve improvements to the downtown.

City Council will determine the amount of funding to be made available to the various programs under this Community Improvement Plan during the preparation of its annual budget. Any unspent funds at the end of the year may be placed in reserves to be used in following years.

Council will conduct annual reviews of the programs implemented under this Community Improvement Plan to determine their success and ensure their effectiveness.

9. Integration with City of Brockville Brownfields Community Improvement Plan

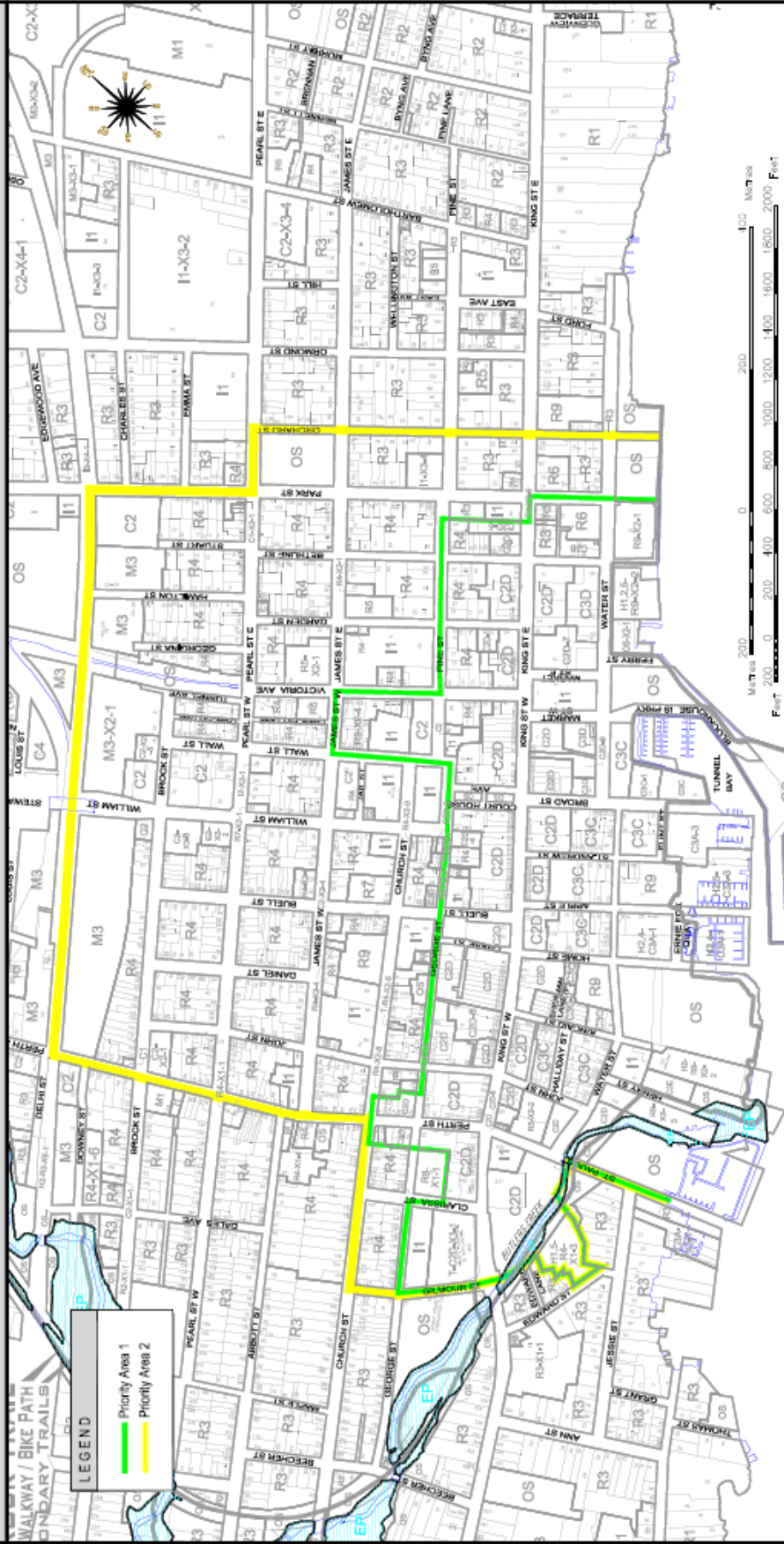
Where a property located in Priority Areas 1 and 2 of this Plan is suspected to be contaminated, that property is also eligible for assistance under the City of Brockville Brownfields Community Improvement Plan. Under both this Plan and the City of Brockville Brownfields Community Improvement Plan, duplication of programs of assistance is prohibited in relation to all properties.

Where a property is eligible under both Plans, the provisions of the City of Brockville Brownfields Community Improvement Plan shall be in force and supercede the provisions of this Plan with regard to the limits on accessing programs of financial assistance under both plans.

In the event that there is any apparent conflict between the two separate plans in their "Registration of Intent" of any given eligible (contaminated) property, the provisions of the City of Brockville Brownfields Community Improvement Plan shall take precedence.

With specific regard to the eligibility of contaminated sites located in Priority Area 1 of this Plan for tax-based grant programs under both plans, the application of such programs is limited to the eligible costs identified in each plan as well as all provisions for concurrent access to tax-based grant programs contained in Sections 3.2 and 7.2 of the City of Brockville Brownfields Community Improvement Plan.

Schedule A Community Improvement Project Area



ST. LAWRENCE RIVER

SCHEDULE B

Community Improvement Plan for Downtown Brockville Detailed Program Descriptions

Schedule B-1 Tax Increment Equivalent for Rehabilitation and Redevelopment (TIERR) Grant Program

Schedule B-2 Heritage Signage Grant Program

***Note:** The Heritage Signage Grant Program is not currently available / funded in accordance with resolution of Council dated November 26, 2019.*

Schedule B-3 Building and Plumbing Permit Fee Grant Program

***Note:** The Building and Plumbing Permit Fee Grant Program is not currently available / funded in accordance with resolution of Council dated November 13, 2012.*

Schedule B-4 Façade Improvement (FIG) Grant Program

***Note:** The Façade improvement Grant Program (FIG) is not currently available / funded in accordance with resolution of Council dated November 26, 2019.*

Schedule B-5 Residential or Commercial Conversion/Rehabilitation (RCCR) Grant Program”

SCHEDULE B-1

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

Background

This program is meant to stimulate and promote the rehabilitation of existing buildings, and the redevelopment of vacant or under-developed sites in downtown Brockville.

Target Area

All commercial and residential property located within Priority Area 1 of the Community Improvement Project Area will be the target of this program.

Eligibility

All owners of commercial and residential lands and buildings located within Priority Area 1 of the Community Improvement Project Area will be eligible to participate in the program.

If the tenant would like to undertake work, the owner and tenant must enter into an agreement stipulating the arrangement of the grant receipt and work to be done, independent of the City. Due to the fact that the owner receives the tax bill from the City, the owner must be the party with which the City enters into the Commitment and Grant Agreements. The eligible owner may elect to have the grant paid to an assignee, to be specified in the Grant Agreement.

Applicants are strongly encouraged to pre-consult with the Planning Department and Heritage Brockville with the proposed project prior to submitting an application to participate in the CIP-TIERR Grant program.

Program Description

The Tax Increment Equivalent for Rehabilitation and Redevelopment (TIERR) Grant Program would provide financial relief to owners of residential and commercial lands and buildings. The program would provide a grant to owners who undertake improvements or redevelopment that would result in an increased property assessment. The amount of the grant provided will depend on the amount of the municipal portion of property taxes that has increased as a result of the construction. This does not include the Education Tax, or any other charges such as water, sewer or the DBIA levy.

The TIERR Grant Program offers a tax rebate of 100% of the increase in municipal realty taxes for a period of five consecutive years. After the fifth year and in subsequent years, the municipal portion of the realty taxes must be paid in full, and no further grant

will be paid. The difference between the municipal portion of realty taxes based upon the property assessment prior to construction and the taxes after the completion of the works resulting in an increase in property assessment, will be the portion eligible for a grant under this program.

The TIERR Grant Program is time-limited. The deadline for receipt of a registration of intent under this program is December 31, 2025) subject to the further requirement that approval in principle for assistance under this program be achieved no later than June 2026). This program may be extended beyond the dates indicated by resolution of City Council.

The duration of the assistance is a maximum of five consecutive years from the date specified in the site-specific by-law governing the implementation of this program for any given property.

Implementation

The owner must register intent to participate in this program within the prescribed period of the Plan (ending December 31, 2025).

The program does not apply retroactively. The Registration of Intent cannot be accepted for any property which has already been completed and reassessed.

The total amount of the grant shall not exceed the eligible costs specified in this Plan.

Application (“Registration of Intent”) Process

1. The owner signs a Registration of Intent form indicating the owner’s intent in participating in the TIERR Grant Program.
2. The City reviews the proposed project on its merits and will approve, or otherwise, the assistance in principle. Following this, the City will produce a Commitment and Grant Agreement documenting anticipated assistance, including assistance from other programs as may be relevant, and obligations on the part of both the owner and the City. This commitment agreement represents a site specific funding agreement which will be implemented once the property is reassessed. In order for a project to qualify, the proposed project must be in compliance with the City’s Zoning By-law, Official Plan, the Ontario Building Code, and any applicable design guidelines established by the City. The Commitment and Grant Agreement must be executed within thirty (30) days of issuance of a CIP-TIERR Commitment and Grant Agreement and notification of approval for participation in the TIERR Grant Program. Extensions may be accepted by the Chief Planning Officer at their sole discretion.
3. On completion of the project, if the Notice of Reassessment shows an increased assessment, and if the construction complies with all applicable program guidelines established by the City (including verification of eligible costs), the owner and the

City will implement the site specific funding agreement. At that time the site specific funding agreement will stipulate the pre-improved and post-improved assessed value, applicable municipal tax rate of that year, the amount of the grant in that year, the method to be used to calculate the grant in the subsequent four years using municipal tax rates to be determined in each of those out years, and the anticipated delivery dates of the grant. The grant will only be paid following confirmation that taxes owing each year specified in the Commitment and Grant Agreement have been paid in full.

The Registration of Intent will contain the following information:

- the name, address and phone number of the owner,
- the municipal address of the subject property,
- the legal description, including Deed and Property Identification Number (PIN) of the subject property,
- the assessment roll number of the subject property,
- if available, detailed drawings or renderings acceptable to the City's Planning Department drawn to scale, illustrating the nature, extent, location and appearance of the work to be undertaken. Such renderings will show, where applicable:
 - building materials to be used
 - interior and / or exterior colour (for walls, brick, stone, etc)
 - signage detailing
 - exterior and / or interior lighting
 - architectural detailing
 - door and window style and detailing, awnings
 - details relating to exterior and / or interior renovations or remodeling
- a detailed quote identifying all costs, materials, labour, etc. Taxes, if applicable, are not eligible.
- the owner's signature and position, if a company or corporation.
- For projects located in Priority Area 1 which are also eligible for assistance under the Brownfields CIP, completion of a Registration of Intent under that Plan will be deemed to meet the registration requirements under this Plan.

Conditions of the TIERR Grant Program

The Commitment and Grant Agreement will state the conditions of the TIERR Grant Program, which are as follows:

1. The rehabilitation or expansion of a building requiring new construction or extensive renovations involving a change of use and/or increase in gross floor area or redevelopment of land that would generate additional employment or residential capacity must result in an increased assessment for the property.
2. The minimum construction value for the TIERR Grant Program as evidenced through application and issuance of a building permit must be not less than Fifty Thousand Dollars (\$50,000.00) in order for the project to qualify.
3. The pre-improved assessed value of the property will be the value of the property on the date of application for the building or demolition permit.
4. The total amount of the grant shall not exceed the eligible costs specified in this Plan.
5. The grant will be a floating grant, the amount of which will be a slightly different amount annually over the five-year period, depending on the tax rates adopted by Council each year.
6. Subject to the adoption by the City of a demolition control by-law, issuance of a demolition permit for a property which has participated in the TIERR Grant Program is at the discretion of the City for the five-year period following the project's completion. Furthermore, compliance with the Ontario Heritage Act will be required respecting any designated building which is the subject of this Program.
7. If the property is demolished, in whole or in part, before the expiration of the grant period, the grants shall stop and all previously received grant payments will be repayable to the City.
8. The program will be available to owners of properties, or their assigns. The agreement to provide assistance will only be with the registered owner of the property. The Commitment and Grant Agreement between the City and the owner shall provide for the grant to be paid to an assignee of the owner, as required.
9. Participants of the TIERR Grant Program are eligible to apply to any other financial program applicable to Priority Area 1 of the Community Improvement Project Area. All financial assistance provided under this Plan in respect of sites which are also eligible for financial assistance under the City of Brockville Brownfields Community Improvement Plan must be in accordance with the provisions of the City of Brockville Brownfields Community Improvement Plan with respect to joint access to financial assistance under both Plans.
10. The subject property shall not be in a position of tax arrears.

11. Outstanding work orders on the property must be completed by the time of completion of the project. If they are not, the grant will be withheld.
12. Improvements made to any buildings or lands will be in accordance with a Building Permit, the Ontario Building Code, all applicable Zoning requirements, and any applicable design guidelines, as established by the City.
13. An owner can participate in the TIERR Grant Program more than once.
14. The Commitment and Grant Agreement is transferable. Should a subject property be sold before the grant period lapses, the grant will continue for the prescribed timeframe, provided that notice from the owner is given to the City, indicating the details of the transfer of title. Where title is transferred, the Owner shall ensure that an "Assignment of Registration of Intent to Participate in Tax Increment Equivalent for Rehabilitation and Redevelopment (TIERR) Grant Program and Program Assistance Benefits" is executed and provided to the Planning Department upon completion of transfer. The City is not responsible for tracking transfer of title or the associated Program Assistance.
15. The Commitment and Grant Agreement can be registered on title, at the discretion and cost of the owner, to serve as notice to future purchasers or potential property interests.
16. Construction must be completed within two years after the date of issuance of the building permit. A Building Permit must be issued not more than ninety (90) days from execution of a Commitment and Grant Agreement. Extensions may be accepted by the Chief Planning Officer at their sole discretion.
17. The date of commencement of tax-based grant assistance will be specified in the municipal by-law which sets out the basis for application of this program to a specific property. The date of commencement is at the discretion of the City, but will not commence prior to reassessment of the property as a result of partial or full redevelopment as relevant in the circumstances.
18. The TIERR Grant Program is not retroactive. Any construction commenced before a Commitment and Grant Agreement is issued by the City is ineligible for the program. However, those construction projects for which a building permit was issued in 2004 and for which approval for use and occupancy has not been issued by the Chief Building Official will be eligible, provided that a Commitment and Grant Agreement is issued by the City prior to the earlier of: approval for use and occupancy, or issuance of a Notice of Reassessment by MPAC respecting assessment changes resulting from the construction, and provided that all other criteria of this Program are met.

19. There is no guarantee that a specific improvement will increase property assessment. Consequently, there are no eligible improvement projects that will guarantee a grant from the TIERR Grant Program. The grant depends upon the extent of the construction, and the approach and results of the Municipal Property Assessment Corporation reassessment.
20. All conditions of this program shall be met for the grant to be received. Final decisions on applications and allocation of funds have been delegated to the City Treasurer. The applicant, however, is afforded an opportunity to appeal the decision of the City Treasurer to Council through the appropriate Standing Committee.

**Priority redevelopment sites within Priority Area 1 of the Downtown
Community Improvement Project Area**
(applicable to the TIERR Grant Program)

The following vacant and/or underdeveloped sites have been identified as priority sites for their redevelopment potential *(listed in geographical order from west to east)*:

1. 100 Water Street West
2. 119 Water Street West
3. King Street West, between Apple Street and Home Street
(parking lot and area directly south of it)
4. 10 St. Andrew Street *(waterfront)*
5. 6 Broad Street *(waterfront)*
6. 7 Market Street East
7. 5 King Street East
8. King Street East, between addresses 27 and 45.

**Examples of projects that have the potential to
increase property assessment**

- Building extensions or additions
- Building conversions
- Restoration of original building façade
- Structural improvements
- Major renovations
- Conversion of commercial and /or residential space.

SCHEDULE B-2

Heritage Signage Grant Program

Note: The Heritage Signage Grant Program is not currently available / funded in accordance with resolution of Council dated November 26, 2019.

Background

The Heritage Signage Grant Program provides a grant for heritage sign costs to property owners or tenants within a designated area of Brockville.

The program is meant to stimulate property improvements, increase building visibility, and encourage visual continuity in the downtown area by way of a 'Heritage' theme for building signage.

Target Area

Owners or tenants of buildings located within the following boundaries will be the target of this program:

- Butlers Creek and Gilmour Street on the west;
- Church Street between Gilmour Street and Perth Street, James Street between Perth Street and Orchard Street on the north;
- Orchard Street on the east; and
- The St. Lawrence River on the south

The above-stated boundaries contain the whole of Priority Area 1, and part of Priority Area 2.

Costs related to new signage within the boundaries stated above may be eligible under the Heritage Signage Grant Program, if meeting the criteria.

Eligibility

Owners or tenants of buildings will be eligible to participate in this program. The grant may be paid to an assignee of the eligible owner or tenant.

Applicants are strongly encouraged to pre-consult with the Planning Department and Heritage Brockville with the proposed sign details, including but not limited to, colour(s), size, sign board material, lettering material and method of attachment, and location prior to submitting an application to participate in the CIP-Heritage Signage Grant program.

Program Description

- Applications for Heritage Signage Grant shall be submitted to the Planning Department for processing.
- Signs shall be in compliance with Sign By-law 84-89, as amended, and sign permits must have been obtained from the Planning Department.
- Only fixed signs (awnings, fascia, or overhanging signs) shall be eligible. Ineligible are A-boards, banners, directory signs, flags, murals, temporary signs and signs on glazed surfaces.
- Grants shall be paid for eligible heritage signage installations if:

i) **professionally produced.**

A list of signage contractors who submitted a portfolio of heritage signage will be available from the Planning Department for interested downtown business proprietors. Said list may be revised from time to time.

Costs eligible for a grant for professionally produced signs shall be limited to hard costs and labour, taxes excluded. Pre-consultation and mock-up costs are not eligible.

ii) **“home made” of professional quality.**

Costs eligible for a grant for a “home made” sign shall be limited to hard costs only, taxes excluded. Labour is not eligible.

- One grant will be available per place of business for signage installations meeting all eligibility criteria.
- A grant of \$1000 or 50% of the cost of the sign, whichever is lesser, will be paid to the owner or tenant by the City following submission and review by the Planning Department of the detailed bill as provided by the sign maker and endorsed by the owner/business proprietor.
- The grant will be provided to the applicant after construction and installation of the sign and submission of applicable itemized proof of payment.
- The final determination for eligibility of signage for the heritage signage grant shall rest with the Chief Planning Officer. The applicant, however, is afforded an opportunity to appeal the decision of the Chief Planning Officer to Council through the appropriate Standing Committee.

SCHEDULE B-3

Building and Plumbing Permit Fee Grant Program

Note: The Building and Plumbing Permit Fee Grant Program is not currently available / funded in accordance with resolution of Council dated November 13, 2012.

Background

The Building and Plumbing Permit Fee Grant Program provides for a grant equivalent to the Building Permit Fees and Plumbing Permit Fees paid for permits issued for properties within a designated area of Brockville.

The program is meant to stimulate and encourage development and property improvements in downtown Brockville.

Target Area

All commercial and residential property within Priority Areas 1 and 2 of the Community Improvement Project Area will be the target of this program.

Eligibility

Owners and tenants of commercial and residential property who apply for and obtain a building or plumbing permit for a property located within Priority Areas 1 and 2 of the Community Improvement Project Area will be eligible to participate in this program.

The grant may be paid to an assignee of the eligible owner or tenant.

Applicants are strongly encouraged to pre-consult with the Planning Department and Heritage Brockville with the proposed work details prior to submitting a "Registration of Intent" to participate in the CIP-Building and Plumbing Permit Fee Grant Program program.

Program Description

The building and plumbing permit fees are payable at the time of issuance of a building or plumbing permit for property within Priority Areas 1 and 2.

The owner or tenant of a property for which building or plumbing permit fees are paid shall be provided with a grant equivalent to 100% the fee(s) paid for those approved.

The grant will be processed immediately upon receipt of the fees by the City.

This program is in effect until December 31, 2025 and may be extended beyond this date by resolution of City Council.

SCHEDULE B-4

Façade Improvement Grant Program (CIP-FIG)

Note: *The Façade Improvement Grant Program is not currently available / funded in accordance with resolution of Council dated November 26, 2019.*

Background

This document describes the criteria to select eligible projects for Program assistance under the Façade Improvement Program in Priority Area No. 1 indicated under the Community Improvement Plan.

The Façade Improvement Program is designed to encourage restoration and rehabilitation of Program Area buildings in a fashion consistent with the original design or with the City's Urban Design Guidelines and with the requirements of the Ontario Building Code and other applicable legislation.

Target Area

All owners and tenants of commercial and mixed commercial/residential buildings located within Priority Area No. 1 (see Schedule A) of the Community Improvement Project Area will be the target of this program. These boundaries are set by the Community Improvement Plan, which establishes a framework for the City's support and implementation of programs to encourage redevelopment and revitalization in the downtown core area.

Eligibility

All owners and tenants of commercial, residential and mixed commercial/residential buildings located within Priority Area No. 1 of the Community Improvement Project Area will be eligible to participate in the Façade Improvement Program.

Applicants are strongly encouraged to pre-consult with the Planning Department and Heritage Brockville with the proposed work details prior to submitting a "Registration of Intent" to participate in the CIP-FIG program.

If the tenant would like to undertake work, the owner and tenant must enter into an agreement, independent of the City, stipulating the arrangement of the grant receipt and work to be done, independent of the City, and a copy of which shall be provided to the City.

To receive payment under this program, a Commitment and Grant Agreement must be signed with the City. The eligible owner must enter into the Commitment and Grant Agreement but, in the case of a tenant undertaking the work, the eligible owner may

elect to have the grant paid to an assignee, to be specified in the Commitment and Grant Agreement.

Program Description

The program provides for program assistance to property owners or tenants who undertake a project, with a minimum overall project cost of \$2,000.00 and a maximum grant of \$10,000.00 per property, except for corner properties which may be eligible to receive a grant of up to 50% of eligible costs to a maximum of \$20,000.00. The eligible work must improve the façade, or part thereof, of a building in the Priority Area 1 through restoration, repair or replacement of various elements of the façade.

The Façade Improvement Program is time limited and shall operate until December 31, 2025 unless extended beyond this date by resolution of City Council. Applications will be received between January 1st and March 1st of each year. A Commitment and Grant Agreement will be available by 1st April of each year based on funding available. If the total grant request exceeds the funds available, grants will be awarded based on a point system. Applicants who did not receive the grant can reapply in future years.

Municipal taxes for the subject property must not be in arrears.

The number of front façades eligible for grant purposes is based on the number of “distinct façades”. If this number is in question, the final decision will be made by the Chief Planning Officer.

Specific examples of **eligible** works include, but are not limited to:

- materials, labour, equipment, and architectural/ engineering/design/ professional fees directly associated with the façade improvements and which lead to undertaking and completion of such work within the same calendar year (**Note: Sweat equity is not eligible**);
- restoration or repointing of façade masonry, stonework, brickwork, and/or wood and metal cladding;
- repainting or cleaning of the façade, in whole or part;
- restoration or repointing of façade masonry, stonework, brickwork, and/or wood and metal cladding;
- restoration, repair or replacement of original cornices, eaves, parapets, decorative details, date labels, building name and other architectural features visible of the façade;
- restoration, repair or replacement of façade windows and/or street level exterior doors;
- restoration of the original heritage façade appearance;
- restoration of the original storefront glazing, including upper decorative glazing;
- restoration, repair or replacement of retractable awnings on the façade, where consistent with the original building design;
- restoration, repair or installation of façade exterior lighting; and

- other similar restoration, repair or improvements to the building's exterior façade as may be approved by the City's Chief Planning Officer.

Examples of **ineligible** works include, but are not limited to, the following:

- painting brick or stone;
- stucco or other overlays which serve to obscure original façade treatments;
- fixed awnings, canopies or fascia work which obscure architectural features, in whole or in part;
- eaves trough;
- roof overhangs;
- new porches, steps, decks or ramps;
- planters and other such non-essential decorative elements; and
- signage.

IMPORTANT NOTES:

For designated buildings, substitution of original materials with a modern replication of the original finish may be considered subject to approval by Heritage Brockville and the Planning Department. Where such substitution of materials is proposed, supporting documentation in terms of compliance with applicable legislation (e.g. OBC, TSSA, CSA, MOE, ESA, ULC, etc.) and heritage support is required to be submitted for assessment.

The City, at its sole discretion, will select eligible projects based on the criteria in this document, including budget availability, and other applicable policy and recommendations. The City is not obligated to fund any project. Precedent will not influence the City's decision.

Funding will be awarded based on the following point system in the event that requests for funding exceed the funds allowed. The applicant with the highest point total will receive the highest priority.

Point system for Downtown CIP Funding - Façade Improvement Program	Points
Note: Signage is NOT Eligible.	
FRONTAGE LOCATION - KING STREET	
King Street - Heritage Restoration	Points
Cornice	5
Middle Area (Between first and top storey)	5
Street Level	5
Masonry-Related (Stone and/or Brick): Repair and/or Repoint	5
Paint Masonry	-3
Non-Masonry Materials: Original Materials	5
Retrofit Materials, including Stucco, Wood, Aluminium	0
Lighting	1
Windows Only	1
Paint Only	
Heritage Colour Palette	3
Non-Heritage Colour Palette	2

King Street - Heritage Replication	Points
Cornice	4
Middle Area (Between first and top storey)	4
Street Level	4
Masonry-Related (Stone and/or Brick)	
Repair and/or Repoint	5
Paint Masonry	-3
Non-Masonry Materials	
Original Materials	5
Retrofit Materials, including Stucco, Wood, Aluminium	0
Lighting	1
Windows Only	1
Paint Only	
Heritage Colour Palette	3
Non-Heritage Colour Palette	2

King Street - Non-Heritage	Points
Cornice	2
Middle Area (Between first and top storey)	1
Street Level	2
Masonry-Related (Stone and/or Brick)	
Repair and/or Repoint	5
Paint Masonry	-3
Non-Masonry Materials	
Original Materials	5
Retrofit Materials, including Stucco, Wood, Aluminium	0
Lighting	1
Windows Only	1
Paint Only	
Heritage Colour Palette	3
Non-Heritage Colour Palette	2

FRONTAGE LOCATION – SECONDARY STREET	
Secondary Street - Heritage Restoration	Points
Cornice	5
Middle Area (Between first and top storey)	5
Street Level	5
Masonry-Related (Stone and/or Brick)	
Repair and/or Repoint	5
Paint Masonry	-3
Non-Masonry Materials	
Original Materials	5
Retrofit Materials, including Stucco, Wood, Aluminium	0
Lighting	1
Windows Only	1
Paint Only	
Heritage Colour Palette	3
Non-Heritage Colour Palette	2

Secondary Street - Heritage Replication	Points
Cornice	4
Middle Area (Between first and top storey)	4
Street Level	4
Masonry-Related (Stone and/or Brick)	
Repair and/or Repoint	5
Paint Masonry	-3
Non-Masonry Materials	
Original Materials	5
Retrofit Materials, including Stucco, Wood, Aluminium	0
Lighting	1
Windows Only	1
Paint Only	
Heritage Colour Palette	3
Non-Heritage Colour Palette	2

Secondary Street - Non-Heritage	Points
Cornice	2
Middle Area (Between first and top storey)	1
Street Level	2
Masonry-Related (Stone and/or Brick): Repair and/or Repoint	5
Paint Masonry	-3
Non-Masonry Materials: Original Materials	5
Retrofit Materials, including Stucco, Wood, Aluminum	0
Lighting	1
Windows Only	1
Paint Only	
Heritage Colour Palette	3
Non-Heritage Colour Palette	2

FRONTAGE LOCATION - LANEWAY - PUBLIC AND/OR PRIVATE	0 Points Available
CONSULTATION WITH HERITAGE BROCKVILLE FOR DESIGN	Points
Exempt from consultation, with Rationale by Applicant	5
Heritage Brockville Consulted	5
Heritage Brockville Design Recommendations Adopted	5
100%	5
75%	4
50%	3
25%	2
Less than 25%	1
Heritage Brockville Design Recommendations NOT Adopted	0
Heritage Brockville NOT Consulted	0
ACCESSIBILITY IMPROVEMENTS	Points
Primary Access, Excluding Flanking Fascade	
Heritage Style Door in Keeping with Original Building Fascade	5
Non-Heritage Style Door	4
Widen Entrance	3
Ramp	2
Lift	2
Secondary Access, Excluding Flanking Fascade	
Heritage Style Door in Keeping with Original Building Fascade	4
Non-Heritage Style Door	3
Widen Entrance	2
Ramp	2
Lift	2

Implementation

The owner or tenant must register a "Registration of Intent" for the Program within the prescribed time period of the Plan (January 1st to March 1st of each year).

Program assistance under the Façade Improvement Program does not apply retroactively. Applications must be approved prior to the start of any proposed work or they will be ineligible for funding under the Façade Improvement Program.

A "Registration of Intent" cannot be accepted for any work which has already been started or completed.

Only one (1) "Registration of Intent" may be submitted per annum, per building.

An owner or tenant can participate in the Façade Improvement Program in successive years but shall not be considered for program assistance more than once per annum per building.

The total amount of the grant shall not exceed 50% of the project's eligible costs or \$10,000.00 per building face, except for corner and City owned laneway properties which shall be eligible to receive a grant of up to \$20,000.00 (maximum \$10,000.00 per building face) per building where both building faces are the subject of the program in the same application year.

Façade Improvement Grants will be dispersed in a single lump sum on:

- submission and approval of eligible costs based on itemized paid invoices, as identified in the Commitment and Grant Agreement; and
- final inspection where a Building Permit has been issued or where no building permit is required, when said work has been inspected and found to be acceptable to the City.

Where the work does require a Building Permit, all such work shall be completed within one (1) year of the date of issuance of a Building Permit

Where the work does not require a Building Permit, all such work shall be completed within one (1) year of the date of execution of the Commitment and Grant Agreement.

Application (“Registration of Intent”) Process

1. The owner or tenant signs a “Registration of Intent” form indicating the owner’s or tenant’s intent in participating in the Façade Improvement Program.

The “Registration of Intent” will contain the following information:

- the name, address, phone number and e-mail of the owner;
- the name, address, phone number and e-mail of the tenant, if applicable;
- the municipal address of the subject property;
- the legal description/Deed of the subject property, including the current Property Identification Number (PIN);
- the full assessment roll number of the subject property;
- photograph of existing façade;
- identification of the source and amount of assistance from other programs directly related to the façade work;
- Detailed drawings or renderings acceptable to the City’s Planning Department drawn to scale, illustrating the nature, extent, location and appearance of the work to be undertaken. Such renderings will show, where applicable:
 - building materials to be used and where they will be used;
 - exterior colour(s) and location of said colours;
 - exterior lighting and details of location(s) and fixture type(s);
 - architectural detailing;
 - door and window style and detailing;
 - awning type; and
 - location and nature of the proposed work superimposed on a current image of the façade.
- a detailed quote identifying all costs, materials, labour, etc. Taxes, if applicable, are not eligible.
- the owner’s signature, and where a tenant is undertaking the work, the tenant(s) signature and authorization from the owner for the tenant to undertake the work.

- For projects located in Priority Area 1 which are also eligible for assistance under other Downtown CIP and/or Brownfields CIP programs, completion of a “Registration of Intent” under those Plans will be deemed to meet the registration requirements under this Plan.
2. The City, in consultation with Heritage Brockville, review the proposed project on its merits and will approve, or otherwise, program assistance in principle.

Following successful review, the City will produce a Commitment and Grant Agreement documenting the anticipated Program Assistance, including identification of assistance from other programs as may be relevant, and obligations on the part of both the owner and the City. The Commitment and Grant Agreement represents a site specific funding agreement which will be implemented once the work is completed in full to the satisfaction of the City.

In order for a project to qualify, the proposed project must be in compliance with the City’s Zoning By-law, Official Plan, the Ontario Building Code, and any applicable design guidelines established by the City.

3. On completion of the project, if the work complies with all applicable program guidelines established by the City (including verification of eligible costs), the owner and the City will implement the Commitment and Grant Agreement. At that time, the Commitment and Grant Agreement will stipulate the amount of the grant, the method used to calculate the grant and the anticipated delivery date of the grant. The grant will only be paid following confirmation that taxes owing each year specified in the Commitment and Grant Agreement have been paid in full.

The Commitment and Grant Agreement must be executed within thirty (30) days of issuance of a CIP-FIG Commitment and Grant Agreement and notification of approval for participation in the CIP-FIG Grant Program. Extensions may be accepted by the Chief Planning Officer at their sole discretion.

Conditions of the Façade Improvement Grant Program

The Commitment and Grant Agreement will state the conditions of the Façade Improvement Program, which are as follows:

1. The restoration, repair or replacement of the building façade of the building must be consistent with City’s design guidelines and the original architectural design.
2. a) The Building Permit must have a minimum construction value of \$2,000.00, excluding taxes, composed of FIG eligible costs in order for project to qualify.

b) Where a Building Permit is NOT required, the work must have a minimum construction value, excluding taxes, composed of FIG eligible costs of \$2,000.00 in order for the project to qualify.

3. The total amount of the grant shall not exceed 50% of the eligible costs specified under this Program or \$10,000.00, whichever is the lesser.
4. Subject to the adoption by the City of a demolition control by-law, issuance of a Demolition Permit for a property which has participated in the Façade Improvement Program is at the discretion of the City for a five (5) year period following execution of the Commitment and Grant Agreement by the City. Furthermore, compliance with the Ontario Heritage Act will be required respecting any designated building which is funded under this Program.
5. If the property is demolished, in whole or in part, before the expiration of the five (5) year period following execution of the Commitment and Grant Agreement by the City, the grant may be repayable to the City reduced on a prorated basis.
6. The Façade Improvement Program will be available to owners and tenants of properties, or their assigns. The Commitment and Grant Agreement to provide assistance may be with either the registered owner or a tenant of the property with the consent of the owner. The Commitment and Grant Agreement may provide for the grant to be paid to an assignee of the owner, as required.
7.
 - a) Participants of the Façade Improvement Program are eligible to apply to any other financial program applicable to Priority Area 1 of the Community Improvement Project Area. All program assistance provided under this Plan in respect of sites which are also eligible for financial assistance under the City of Brockville Downtown CIP and/or the Brownfields CIP must be in accordance with the provisions of the respective Plan(s) with respect to joint access to financial assistance under the Plans.
 - b) Where a property located in Priority Area 1 of this Plan is eligible for assistance under the TIERR Grant Program and Façade Improvement Grant Program and Residential or Commercial Conversion/Rehabilitation Grant Program, duplication of programs of assistance is not permitted.

A property may be eligible under more than one Plan. However, work undertaken shall be considered only under one plan. In no case shall work be applied to accessing programs of financial assistance under more than one Plan.”

8. The subject property shall not be in a position of municipal tax arrears.
9. Outstanding work orders and a Final Building Permit inspection, where applicable, on the property must be completed by the time of completion of the project. If they are not, program assistance will be withheld.

10. Improvements made to any buildings will be in accordance with the Ontario Building Code, all applicable zoning requirements, and any applicable design guidelines, as established by the City and all applicable law.
11. An owner or tenant can participate in the Façade Improvement Program in successive years but shall not be considered for program assistance more than once per annum per building.
12. The Commitment and Grant Agreement is not transferable. Should a subject property be sold before program assistance is issued, said Commitment and Grant Agreement will be in default and cancelled immediately.
13. The Commitment and Grant Agreement can be registered on title, at the discretion and cost of the owner, to serve as notice to future purchasers or potential property interests.
14. Construction must be completed within one (1) year after the date of issuance of the building permit or where a Building Permit is not required, within one (1) year after the date of execution of the Commitment and Grant Agreement. Extensions may be accepted by the Chief Planning Officer at its sole discretion
15. The date of commencement of the work will be specified in the municipal by-law which sets out the basis for application of this program to a specific property.
16. The Façade Improvement Program is **not** retroactive. Any construction or planning commenced or completed, before execution and approval of a Commitment and Grant Agreement is issued by the City is ineligible for the program.
17. All conditions of this program shall be met for the program assistance to be received. Final decisions on applications and allocation of funds have been delegated to the City Treasurer. The applicant, however, is afforded an opportunity to appeal the decision of the City Treasurer to Council through the appropriate Standing Committee.
18. Funds shall only be advanced on a 50/50 prorated basis to a maximum of Twenty Thousand Dollars (\$20,000.00) following verification by the City Treasurer that invoices have been paid for any and all eligible costs.

SCHEDULE B-5

RESIDENTIAL OR COMMERCIAL CONVERSION/REHABILITATION PROGRAM (CIP-RCCR)

Background

This document describes the criteria to select eligible projects for Program Assistance under the Residential or Commercial Conversion/Rehabilitation Program in the Priority Area No. 1 of Schedule A indicated under the Community Improvement Plan.

The Residential or Commercial Conversion/Rehabilitation Program is designed to provide an incentive to building owners or tenants to make improvements to the upper floors of residential or commercial properties in Program Area.

Target Area

All owners and tenants of commercial and mixed commercial/residential buildings **with upper stories** located within Priority Area No. 1 (see Schedule A of Downtown CIP) of the Community Improvement Project Area will be the target of this program. These boundaries are set by the Community Improvement Plan, which establishes a framework for the City's support and implementation of programs to encourage re-development and revitalization in the downtown core area.

Eligibility

All owners and tenants (with the permission of the building owner) of commercial and mixed commercial/residential buildings located within Priority Area No. 1 of the Community Improvement Project Area will be eligible to participate in the Residential or Commercial Conversion/Rehabilitation Program.

Applicants are strongly encouraged to pre-consult with the Planning Department with the proposed work details prior to submitting a "Registration of Intent" to participate in the CIP-RCCR program.

If the tenant would like to undertake work, the owner and tenant must enter into an agreement, independent of the City, stipulating the arrangement of the grant receipt and work to be done, and a copy of which shall be provided to the City.

To receive payment under this program, a Commitment and Grant Agreement must be signed with the City. The eligible owner must enter into the Commitment and Grant Agreement but, in the case of a tenant undertaking the work, the eligible owner may elect to have the grant paid to an assignee, to be specified in the Commitment and Grant Agreement.

Program Description

The program provides for assistance to property owners or tenants, who undertake a project, with a minimum eligible project cost of \$10,000.00, with a grant equal to 50% of the costs for space created or rehabilitated up to a maximum Twenty Thousand Dollars (\$20,000.00) per property.

The following types of projects are considered eligible for the Residential or Commercial Conversion/Rehabilitation component of the Grant under this program:

- i) Renovations to existing residential or commercial units on upper stories to bring these units into compliance with the Ontario Building Code, Property Standards By-law and the Fire Code; or
- ii) Renovation to existing residential or commercial space on upper stories to improve the general condition of the unit(s); or
- iii) Conversion of existing vacant residential space on upper floors where one or more commercial units are created; or
- iv) Conversion of existing vacant commercial space on upper floors where one or more residential units are created.
- v) Conversion of existing residential and/or commercial space on upper floors to create a mix of commercial or residential units.

The RCCR Grant Program is time limited and shall operate until December 31, 2025 unless extended beyond this date by resolution of City Council. Applications will be received between 1st January and 1st March of each year. A Commitment and Grant Agreement will be available by 1st April of each year based on funding available. If the total grant request exceeds the funds available, grants will be awarded based on a point system. Applicants who did not receive the grant can reapply in future years.

Municipal taxes for the subject property must not be in arrears.

Specific examples of **eligible** works include, but are not limited to:

- materials, labour, equipment, and architectural, engineering design professional fees directly associated with the conversion or improvements and which lead to undertaking and completion of such work with the same calendar year (**Note: Sweat equity is not eligible**);
- painting, new flooring, new built-in lighting, new kitchens, new bathrooms, replacement of existing windows and installation of new windows* and replacement of existing HVAC and installation of new HVAC systems, excluding window mount and other temporary/seasonal mount units;
- non-removable chattels including built-in appliances
- integrated fire alarms;
- Windows are eligible provided the same windows have not been funded through the Façade Improvement Grant or any other grant program.

Examples of **ineligible** works include, but are not limited to, the following:

- Furnishings, appliances and/or other movable chattels;
- Movable light fixtures;
- Security systems
- “Sweat equity” labour

IMPORTANT NOTES:

The City, at its sole discretion, will select eligible projects based on the criteria in this document, including budget availability, and other applicable policy. The City is not obligated to fund any project. Precedent will not influence the City’s decision.

Funding will be awarded based on the following point system, in the event that requests for funding exceed the funds allowed. The applicant with the highest point total will receive the highest priority.

Factor	Points	
Vacant	Yes - 10 points	No - 0 points
Has Applicant previously received funding from City the same property?	Yes - 0 points	No - 5 points
Accessibility Improvements	Yes - 10 points	No - 0 points
Date of original Application	Oldest - 5 points	Newest - 0 points
Plumbing systems updated (piping, valving, low flow toilets) not including fixtures	Yes - any or all - 5 points	No - 0 points
Heating systems updated	Yes - 5 points	No - 0 points
Electrical systems updated	Yes - 5 points	No - 0 points
Fire suppression systems installed	Yes - 5 points	No - 0 points

Implementation

The owner or tenant must register a “Registration of Intent” for the Program within the prescribed time period of the Plan (January 1st to March 1st of each year).

Program assistance does not apply retroactively. Applications must be approved prior to the start of any proposed work or they will be ineligible for funding.

An “Registration of Intent” form will not be accepted for any work which has already been completed.

Only one (1) “Registration of Intent” may be submitted per annum, per building.

An owner or tenant can participate in the Program in successive years but shall not be considered for program assistance more than once per annum.

The total amount of the yearly grant shall not exceed 50% of the project’s eligible costs or Twenty Thousand Dollars (\$20,000.00) per building.

Grants will be dispersed in a single lump sum on:

- submission and approval, by the City, of eligible costs based on paid invoices, as identified in the Commitment and Grant Agreement; and
- final inspection where a Building Permit has been issued or where no building permit is required, when said work has been inspected and found to be acceptable to the City.

Where the work does require a Building Permit, all such work shall be completed within one (1) year of the date of issuance of a building permit.

Where the work does not require a Building Permit, all such work shall be completed within one (1) year of the date of execution of the Commitment and Grant Agreement.

Application (“Registration of Intent”) Process

1. The owner or tenant completes an application form indicating the owner’s or tenant’s intent in participating in the Program.

The application form will contain the following information:

- the name, address, telephone number and e-mail of the owner;
- the name, address, telephone number and e-mail of the tenant, if applicable;
- the municipal address of the subject property;
- the legal description/Deed of the subject property, including the current Property Identification Number (PIN);
- the full assessment roll number of the subject property;
- labeled photographs and sketch of existing floor plans of the existing interior at the time of submission of the “Registration of Intent”;
- identification of the source and amount of assistance from other programs directly related to the work;
- a detailed quote identifying all costs, materials, labour, etc. Taxes, if applicable, are not eligible.
- Detailed drawings or renderings acceptable to the City’s Planning Department drawn to scale, illustrating the nature, extent, location and appearance of the work to be undertaken. Such renderings will show, where applicable all interior modifications to be undertaken

- the owner’s signature, and where a tenant is undertaking the work, the tenant(s) signature and authorization from the owner for the tenant to undertake the work.
 - For projects located in Priority Area 1 which are also eligible for assistance under other Downtown CIP and/or Brownfields CIP Program, completion of a “Registration of Intent” under those Plans will be deemed to meet the registration requirements under this Plan.
2. The City reviews the proposed project on its merits and will approve, or otherwise, program assistance in principle.

Following successful review, the City will produce a Commitment and Grant Agreement documenting the anticipated Program Assistance, including identification of assistance from other programs as may be relevant, and obligations on the part of both the owner and the City. The Commitment and Grant Agreement represents a site-specific funding agreement which will be implemented once the work is completed in full to the satisfaction of the City.

In order for a project to qualify, the proposed project must be in compliance with the City’s Zoning By-law, Official Plan, the Ontario Building Code, and any applicable design guidelines established by the City and all applicable law.

3. On completion of the project, if the work complies with all applicable program guidelines established by the City (including verification of eligible costs), the owner and the City will implement the Commitment and Grant Agreement. At that time, the Commitment and Grant Agreement will stipulate the amount of the grant, the method used to calculate the grant and the anticipated delivery date of the grant. The grant will only be paid following confirmation that taxes owing each year specified in the Commitment and Grant Agreement have been paid in full.

The Commitment and Grant Agreement must be executed within thirty (30) days of issuance of a CIP-RCCR Commitment and Grant Agreement and notification of approval for participation in the CIP-RCCR Grant Program for participation in the RCCR Grant Program. Extensions may be accepted by the Chief Planning Officer at their sole discretion.

Conditions of the Residential or Commercial Conversion/Rehabilitation Grant Program

The Commitment and Grant Agreement will state the conditions of the Residential or Commercial/Rehabilitation Grant Program, which are as follows:

1. a) The Building Permit must have a minimum eligible project cost of \$10,000.00 in order for the project to qualify.

- b) Where a Building Permit is NOT required, the work must have a minimum eligible project cost of \$10,000.00, in order for the project to qualify.
2. The total amount of the grant shall not exceed 50% of the eligible costs specified under this Program or Twenty Thousand Dollars (\$20,000.00), whichever is the lesser.
3. Subject to the adoption by the City of a demolition control by-law, issuance of a Demolition Permit for a property which has participated in the RCCR Grant Program is at the discretion of the City for a five (5) year period following execution of the Commitment and Grant Agreement by the City. Furthermore, compliance with the Ontario Heritage Act will be required respecting any designated building which is the subject of this Program.
4. If the property is demolished, in whole or in part, before the expiration of the five (5) year period following execution of the Commitment and Grant Agreement by the City, the grant may be repayable to the City reduced on a prorated basis.
5. The Residential or Commercial Conversion/Rehabilitation Program will be available to owners and tenants of properties, or their assigns. The Commitment and Grant Agreement to provide assistance may be with either the registered owner or a tenant of the property with the consent of the owner. The Commitment and Grant Agreement may provide for the grant to be paid to an assignee of the owner, as required.
6.
 - a) Participants of the Façade Improvement Program are eligible to apply to any other financial program applicable to Priority Area 1 of the Community Improvement Project Area. All program assistance provided under this Plan in respect of sites which are also eligible for financial assistance under the City of Brockville Downtown CIP and/or the Brownfields CIP must be in accordance with the provisions of the respective Plan(s) with respect to joint access to financial assistance under the Plans.
 - b) Where a property located in Priority Area 1 of this Plan is eligible for assistance under the TIERR Grant Program and Façade Improvement Grant Program and Residential or Commercial Conversion/Rehabilitation Grant Program, duplication of programs of assistance is not permitted. A property may be eligible under more than one Plan. However, work undertaken shall be considered only under one plan. In no case shall work be applied to accessing programs of financial assistance under more than one Plan.
7. The subject property shall not be in a position of municipal tax arrears.
8. Outstanding work orders on the property must be completed by the time of completion of the project. If they are not, program assistance will be withheld.

9. Improvements made to any buildings will be in accordance with the Ontario Building Code, all applicable zoning requirements, and any applicable design guidelines, as established by the City.
10. An owner or tenant can participate in the Residential or Commercial Conversion/Rehabilitation Program in successive years but shall not be considered for program assistance more than once per annum.
11. The Commitment and Grant Agreement is not transferable. Should a subject property be sold before program assistance is issued, said Commitment and Grant Agreement will be cancelled immediately.
12. The Commitment and Grant Agreement can be registered on title, at the discretion and cost of the owner, to serve as notice to future purchasers or potential property interests.
13. Construction must be completed within one (1) year of the date of issuance of a building permit or where a Building Permit is not required, within one (1) year after the date of execution of the Commitment and Grant Agreement. Extensions may be accepted by the Chief Planning Officer at its sole discretion.
14. The date of commencement of the work will be specified in the municipal by-law which sets out the basis for application of this program to a specific property.
15. The Residential or Commercial Conversion/Rehabilitation Program is **not** retroactive. Any construction or planning commenced or completed, before execution and approval of a Commitment and Grant Agreement is issued by the City is ineligible for the program.
16. All conditions of this program shall be met for the program assistance to be received. Final decisions on applications and allocation of funds have been delegated to the City Treasurer. The applicant, however, is afforded an opportunity to appeal the decision of the City Treasurer to Council through the appropriate Standing Committee.
17. Funds shall only be advanced on a 50/50 prorated basis to a maximum of Twenty Thousand Dollars (\$20,000.00) following verification by the City Treasurer that invoices have been paid for any and all eligible costs.