

Step #2 – Application Review & Evaluation

- ✓ Staff review and evaluate application and supporting documentation against eligibility requirements. If the application clearly does not meet the program criteria, the application will not be approved.
- ✓ Staff will perform an initial site visit and inspection of the building/property (if necessary).
- ✓ Staff will make a recommendation to Council regarding the application and grant agreement.
- ✓ No community improvement works shall commence prior to approval of the application and the execution of an agreement.
- ✓ All applications will be considered by the Township on a 'first-come-first-served' basis as there is a limited amount of funding provided annually.
- ✓ In 2014, \$20,000 is available for improvements and \$5,000 is available for fee rebates.

Step #3 – Grant Approval

- ✓ If Council approves the application, Township staff shall execute an agreement with the property owner/authorized agent.
- ✓ Property owner/authorized agent signs agreement.
- ✓ Once agreement is executed, applicant may commence community improvement works.

Step #4 – Payment

- ✓ Approved applicant has 1 year to complete the approved project from the date of the planning/building permit issued. Extensions will be considered on a case by case basis.
- ✓ Owner/Agent provides proof that the project is complete, including:
 - a. Photographic evidence of the completed project satisfactory to the Township
 - b. Actual cost of project
 - c. Other documentation proving completion of project (e.g. engineer's report, if required)
 - d. All final reports and documentation as required
- ✓ Staff will perform a site visit and inspection of the building/property (if necessary).
- ✓ Staff reviews all final reports and documentation submitted for conformity with program and grant agreement requirements
- ✓ Staff calculates actual financial incentive amount due
- ✓ The owner has no property tax arrears and has paid property taxes for the year and has no outstanding orders or municipal fees against the property.
- ✓ Payment will be issued by the Township's Treasury Department.



**TOWNSHIP OF BROCK
CLERK'S DEPARTMENT**
1 Cameron Street E. PO Box 10
Cannington, ON L0E 1E0
Tel: (705)432-2355

Community Improvement Plan Incentives

Township of Brock



Goals

- a) To achieve the community's vision for the Community Improvement Project Areas, namely:
To recognize the vital role of its downtowns in community life. Residents and visitors live, work, shop and play in our downtowns. As a result of our efforts to create attractive streetscapes, downtowns are busy shopping and tourist destinations. The downtowns are people places supporting events, community services and leisure activities and are the preferred places to shop for local residents.
- b) To focus investment in several strategic areas:
 - Beautification of both public spaces and private properties in the downtowns
 - Revitalization of commercial activity
 - Promotion of tourism
 - Expansion of residential choices
 - Intensification through redevelopment and reuse of vacant and underutilized properties
 - Preservation of heritage and architecturally significant buildings
 - Promotion of sustainable development including energy efficiency
 - Environmental rehabilitation of properties where environmental contamination is present
- c) Increase tax assessment and revenues for the Township
- d) To establish an implementation strategy that can sustain, focus and coordinate the efforts of the municipal government, the business community and community organizations in the implementation of the Plan.

Objectives

- a) The Township to be an active partner providing technical support and financial incentives in order to trigger private sector investment consistent with the Goals of the Plan.
- b) The Township to participate in key community projects in support of the Goals of the Plan.
- c) Property owners, investors and community organizations to invest in property improvements, environmental rehabilitation and redevelopment of brownfield sites, and undertake community projects and related activities consistent with the Goals of the Plan.

Financial Incentive Programs

- Application and Permit Fees Refund Program
- Residential Conversion and Rehabilitation Grant Program
- Heritage Property Tax Relief Grant Program
- Commercial Façade Improvement Grant Program
- Design Studies Grant Program
- Project Feasibility Studies Grant Program
- Environmental Study Grant Program (Brownfields)
- Feasibility Study Grant Program (Brownfields)
- Brownfield Tax Assistance Program

Application Process

Step #1 – Application Submission

- ✓ Applicants are required to have a pre-application consultation meeting with Township staff in order to discuss and determine application requirements, program eligibility, proposed scope of work, project timing, and supporting documentation requirements. To schedule that meeting, contact:

Township of Brock
Clerk's Department
1 Cameron Street East,
P.O. Box 10
Cannington, Ontario, L0E 1E0
705-432-2355 (Tel)
705-432-3487 (Fax)
brock@townshipofbrock.ca
- ✓ Applicants submit completed application including all required supporting documentation and signatures.
- ✓ The Township is not responsible for the costs associated with this application, costs related to the anticipation of an incentive program, or any other costs incurred in relation to any of the programs, including pro-forma financial information, a third party financial review (contracted by the Township), audits, etc.
- ✓ There is no application fee.
- ✓ Application period opens on May 1st, 2014