

# COMMUNITY IMPROVEMENT PLAN

## TABLE OF CONTENTS

### **PART A THE PREAMBLE**

Background .....	1
Purpose of the Plan .....	2
Strategic Priorities .....	2
The Public Consultation Process .....	3

### **PART B THE COMMUNITY IMPROVEMENT PLAN**

1.0 Applicability .....	4
2.0 Goals and Objectives .....	5
3.0 Project Area Objectives .....	7
4.0 General Program Requirements .....	8
5.0 Community Improvement Programs .....	10
6.0 Implementation .....	15
Maps.....	18

## Background

A Community Improvement Plan (CIP) is a powerful tool which allows a municipality to direct funds and implement policy initiatives toward a specifically defined project area or areas. Section 28 of the *Planning Act, R.S.O., 1990* provides those municipalities which have enabling policies within their Official Plans with the ability to prepare Community Improvement Plans in accordance with Sections 106 and 365.1 of the *Municipal Act, 2001*.

Section 106 of the *Municipal Act* prohibits municipalities from directly or indirectly assisting any manufacturing business or other industrial or commercial enterprise through the granting of certain financial incentives. Prohibited incentives include giving or lending money or municipal property; leasing or selling any municipal property at below fair market value; guaranteed borrowing; and giving a total or partial exemption from any levy, charge or fee. Exceptions to Section 106 of the *Municipal Act* are granted by Section 28 of the *Planning Act* as well as Section 365.1 of the *Municipal Act*.

The intent of the CIP is to encourage the rehabilitation of lands and buildings and/or the stimulation of development. Once implemented, the CIP will allow Council to provide grants to assist in the rehabilitation of lands and/or buildings within a defined project area or areas in compliance with the goals and objectives of the Official Plan and the Provincial Policy Statement.

While the Town of Aylmer's Official Plan has long contained enabling Community Improvement policies as directed by the *Planning Act*, increased interest brought about by revisions to the *Planning Act* and the heightened awareness of brownfield revitalization has spurred interest in Community Improvement Planning within Aylmer. This document is the Town's first CIP.

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

The *Planning Act* further defines a **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*”.

Given that official plan policies exist that pertain to community improvement, Council may, by by-law, designate the whole or any part of the official plan area as a Community Improvement Project Area.

In the process of carrying out a CIP, a municipality may undertake the following in accordance with Section 28 of the *Planning Act*:

- Acquire, hold, clear, grade or otherwise prepare land for community improvement;

- Construct, repair, rehabilitate or improve buildings on land acquired or held by it in the Community Improvement Project Area in conformity with the Community Improvement Plan;
- Sell, lease or otherwise dispose of any land and buildings acquired or held by it in the Community Improvement Project Area in conformity with the Community Improvement Plan;
- Make grants to owners or authorized tenants of lands and buildings, to pay for the whole or any part of the cost of rehabilitating such lands and buildings in conformity with the Community Improvement Plan; and
- Enter into agreements with any governmental authority or agency thereof, with the approval of the Minister, for the carrying out of studies and the preparation and implementation of plans and programs for the development or improvement of the municipality.

## Purpose of Plan

The purpose of this Community Improvement Plan is to establish a framework for the implementation of various programs to promote and achieve improvements and enhancements to key project areas identified in accordance with the community improvement policies of the Official Plan.

## Strategic Priorities

Council and Town Staff identified a number of areas within the Town deemed to be worthy of consideration for assistance in their rehabilitation/redevelopment for the purpose of community improvement. Through discussions with Council, Staff, Community Stakeholders and the public these areas were refined and three Community Improvement Project Areas were identified. These three Project Areas include the following listed in the order of their priority and are identified on Map 1 in Section 1.0 of the CIP:

1. The **Downtown Core** is centered around the intersection of John & Talbot Streets and stretches West-East from Myrtle Street to Queen Street and North-South from Catfish Creek to Sydenham Street.
2. The **Former Carnation Site** is located east of John Street North South of the Trillium Rail line and north of the Aylmer Sales Arena in northeast Aylmer.
3. The **Fairgrounds** are located south of Pine Street east of Victoria Street and north of the residential properties, which front Elk Street in the Town's east end.

Each of these Project Areas contains properties that have been subject to a number of forces such as disaster, transition, neglect, under-utilization or land use conflict and exhibit the potential to enhance or revitalize the area through beautification, development, redevelopment, intensification, and the provision of downtown housing.

## The Public Consultation Process

This Community Improvement Plan has been developed under the direction and input of Council, Town Staff, Community Stakeholders, and the public at large. The consultation program included:

- A Workshop with Stakeholders to identify issues, review the proposed framework of the CIP, discuss the desired goals and objectives and identify appropriate programs for implementation (May 24, 2006).
- A Public Information Meeting to review the proposed CIP components with the public and solicit input on the direction of the proposed CIP (May 25, 2006).
- A Statutory Public Meeting will be held by Council for the Town of Aylmer to consider the proposed Community Improvement Plan.
- [Proposed Amendments to Community Improvement Plan posted on County webpage \(September 4, 2021\)](#)
- [Statutory Public Meeting to consider amendments to the Town of Aylmer Community Improvement Plan \(September 20, 2021\)](#)

## Community Improvement Plan

### 1.0 Applicability

- 1.1.** This Community Improvement Plan and all of its provisions shall apply to those lands situated within the Community Improvement Project Areas identified on Map 1 as designated by By-Law 26-15 of the Corporation of the Town of Aylmer.
- 1.2.** The Town of Aylmer Official Plan, through the Community Improvement policies contained in Section 5.3, as amended, permits the Town to designate Community Improvement Project Areas; prepare Community Improvement Plans for these areas; and to undertake a variety of initiatives to support the goals and objectives of community improvement.
- 1.3.** In determining whether or not an area in the will be selected as a Community Improvement Project Area, one or more of the following areas would have to be met as per section 5.3.4 of the Town's Official Plan:
  - 1) That a portion of the housing stock is in need of rehabilitation, whether interior or exterior;
  - 2) There is a deficiency or deterioration in one or more of the following municipal services:
    - a) sewers and watermains;
    - b) roads and streets;
    - c) curbs and sidewalks; and
    - d) street lighting and utilities

- 3) There is a deterioration or deficiency in one or more of the following recreational and social facilities:
  - a) public indoor/outdoor recreational facilities;
  - b) public open space; and
  - c) public social facilities such as community centres, libraries, clinics, and cultural facilities;
- 4) The area exhibits problems with transportation, traffic or parking;
- 5) The area contains land use conflicts between non-compatible uses or contains underutilized lands which may detract from the viability of the area but which if redeveloped or renovated or developed to another use could enhance or revitalize the area;
- 6) The overall streetscape or aesthetics of the area are in need of upgrades;
- 7) The presence of land and/or buildings that may require environmental site assessments or designated substance analysis and the implementation of appropriate necessary remedial measures.

## 2.0 Goals & Objectives

### 2.1 Goals

As per section 5.3.3 of the Town's Official Plan, the Goals of this Community Improvement Plan shall be:

- a) To protect and enhance the quality of the area which the residents value highly;
- b) To eliminate the deficiencies in municipal services and recreational facilities;
- c) To assist the community in improving the overall appearance of residential and commercial structures and to act as the catalyst for individual improvement by acquiring properties that are beyond rehabilitation and removing their blighting influences from the area;
- d) To urge and assist owners of commercial and residential property to rehabilitate premises where necessary in order to eliminate deterioration and improve community pride in ownership or occupancy; and
- e) To improve the quality of air, land and water to help contribute to an overall better quality of life in the community.
- f) Reduce financial barriers to developing affordable housing units;
- g) Promote and encourage the creation of new affordable rental units;
- h) Support of homeless prevention;
- i) Support housing stability by addressing needs in different housing forms and housing options;

- j) Support the work of community housing providers;
- k) Promote and encourage the creation and maintenance of mixed-income, complete communities;
- l) Support opportunities for infill and intensification from small to large scale (i.e. from Additional Residential Units to low-rise apartment forms);
- m) Assist in the regeneration of aging neighbourhoods and underutilized lands;
- n) Promote housing retention and promote aging in place; and
- e) o) Encourage environmental, social, and financial sustainability for the Town and its citizens through strategic Town investments in affordable housing initiatives.

## 2.2 Objectives

As per section 5.3.3 of the Town's Official Plan, the Objectives of the Community Improvement Plan shall be:

- (a) To provide the maximum feasible amount of rehabilitation of existing housing and commercial premises;
- (b) To establish an active program for informing property owners of various available forms of housing and commercial rehabilitation assistance;
- (c) To enforce, if necessary, any controls which will contribute to the visual attractiveness of the community and the health and safety of the occupants;
- (d) To improve the sanitary and flooding situation of the community by separating the sanitary and storm sewers on selected streets within the area identified as in need of community improvement on a phased program;
- (e) To improve the water distribution system by installing new water mains on selected streets within the Town of Aylmer on a phased program;
- (f) To improve the safety and visual appearance of the community by installing new sidewalks, improved street lighting, power lines, curbs and gutters, and the resurfacing of selected streets within the Town of Aylmer on a phased program;
- (g) To improve the visual appearance of the community by encouraging the relocation of non- conforming land uses and incompatible land uses;
- (h) To ensure that the residents have a full range of community, social, and recreational facilities by further developing or improving the parkland and recreational amenities;
- (i) To ensure underutilized sites and/or environmentally compromised sites be revitalized to be contributing assets to the Town; and
- (j) To provide funding in the form of grants and/or loans and/or the waiving of fees for appropriate projects that meet the objectives of the Community Improvement Plan.

### 3.0 Project Areas

This Community Improvement Plan is comprised of the ~~fourth~~ <sup>three</sup> (43) Project Areas described ~~below and~~ as identified on the Maps on the appendix 1 of this Plan. The Project Areas have been listed in the order of their priority for implementation. All projects shall begin immediately and will proceed as time and resources permit. It is specifically noted that pursuant to Section 28 (7.1) of the *Planning Act*, financial assistance cannot exceed the cost of rehabilitation.

The Town, through the promotion of this CIP, will encourage the community to become involved in undertaking the following projects, programs and activities to promote and achieve improvements and enhancements to the community.

#### 3.1. Affordable Housing – All lands Town of Aylmer

The CIP programs which incentivize the development of new affordable rental units have a specific set of conditions. These conditions help ensure that these units will remain affordable rather than turning over into “unaffordable” market rate housing stock, thereby returning long-term affordable housing benefits to the community. In addition to the conditions outlined in the CIP, the following conditions apply to applicants who apply for incentives related to the provision of affordable housing units:

1. With respect to incentives related to the provision of affordable rental housing, in order to receive the benefits eligible applicants will be required to enter into an agreement with the Town made with the following considerations:
  - a) Every development which receives a benefit through the program(s) shall have units that meet the program’s Guideline on Affordable Rental Rates, as amended from time to time;
  - b) Developers will be encouraged to submit applications with at least 20% of units at market value or below;
  - c) The agreement must be registered on title, and the cost of doing so is the applicant’s responsibility or property owner’s responsibility;
  - d) The agreement will be binding on the owner’s heirs, successors and assigns, as well as binding on a transferee if the property changes hands;
  - e) The housing provider must annually provide a statement to the Town of Aylmer Planning staff, or identified designate, confirming 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 will contain such other contractual provisions which are required to be inserted based on fundamental contractual drafting principles satisfactory to the Town of Aylmer and,

h) Other reasonable requirements and conditions will be included in the agreement on a project-specific basis.

2. Each year the applicant is expected to provide unequivocal proof that each rental unit is provided in accordance with the definition of affordable rental unit in order to receive the rebate. This unequivocal proof may take the form of a signed lease agreement showing 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 must be provided for each unit.

#### Site Selection Criteria

Community Improvement for Affordable housing upholds three site selection criteria as outlined Section 5.3.4 of the Town of Aylmer Official Plan:

- A portion of the area's housing stock is in need of rehabilitation, whether interior or exterior;
- That the phasing of improvements is within the financial capability of the Town;
- For any other environmental, social or community economic development reasons, in conformity with the policies of the County of Elgin Official Plan and this Plan;

Notwithstanding the Town-wide designation of a Community Improvement Area for Affordable Housing, all applications must correct zoning for the proposed development in place at the time of application.

#### Objectives

- Provide a catalyst to bring greater investment in affordable housing to the Town of Aylmer;
- Provide an incentive to new developers to include affordable housing units in developments;
- To address the known shortfall of housing affordability in the Town of Aylmer.

### **3.1.3.2. Downtown**

#### Site Selection Criteria

Community Improvement through Aylmer's Downtown Core upholds four site selection criteria defined by section 5.3.4 of the Town's Official Plan and staff Report CAO 46-21:

- A portion of the area's housing stock is in need of rehabilitation, whether interior or exterior;
- The area contains land use conflicts between non-compatible uses or contains underutilized lands which may detract from the viability of the area but which if redeveloped or renovated or developed to another use could enhance or revitalize the area;
- The overall streetscape or aesthetics of the area are in need of upgrades; and
- The presence of land and/or buildings that may require environmental site assessments or designated substance analysis and the implementation of appropriate necessary remedial measures.



### Objectives

- Identify opportunities for the BIA, Chamber of Commerce and the Main Street program to continue their excellent efforts in the beautification of a vibrant downtown core and the preservation and restoration of heritage assets.
- Maintain and enhance the historic charm, character and atmosphere of the Downtown.
- Identify opportunities to spur residential development on upper floors of commercial buildings to increase the number of persons residing in the Downtown to further bolster the local economy and support downtown activities after hours and on weekends.
- Provide opportunity for combining innovative funding through the Community Improvement Plan with other programs such as the Canada Mortgage and Housing Corporation Residential Rehabilitation Assistance Program to provide increased incentives to improve housing in designated areas.
- Provide a catalyst for the development of urban design guidelines for the Town to guide private investment in the renovation of existing buildings, the design and development of new buildings and to guide public investment in the streetscape and signage.

### 3-2-3.3. Former Carnation Site

#### Site Selection Criteria

Community Improvement through Aylmer's Former Carnation Site upholds three site selection criteria defined by section 5.3.4 of the Town's Official Plan:

- The area contains land use conflicts between non-compatible uses or contains underutilized lands which may detract from the viability of the area but which if redeveloped or renovated or developed to another use could enhance or revitalize the area;
- The overall streetscape or aesthetics of the area are in need of upgrades; and
- The presence of land and/or buildings that may require environmental site assessments or designated substance analysis and the implementation of appropriate necessary remedial measures.

#### Objectives

- Assist in providing a catalyst to the redevelopment of this former industrial site along Aylmer's northern gateway through incentives to development, rehabilitation, or remediation. The site has been decommissioned but may require works associated with the removal of the old building foundations.
- Continue to support arterial commercial uses with the promotion of building design and site layout that is complimentary to the northern gateway to the downtown core.
- Promote the remediation of contamination on, in or under the property.
- Provide an opportunity for combining funding through the provincial Brownfield Financial Tax Incentive Program.

### **3.1-3.4. Fairgrounds**

#### Site Selection Criteria

Community Improvement through Aylmer's Fairgrounds upholds six site selection criteria defined by section 5.3.4 of the Town's Official Plan:

- There is a deterioration or deficiency in one or more of the following recreational and social facilities:
  - Public indoor/outdoor recreational facilities;
  - Public open space; and
  - Public social facilities such as community centres, libraries, clinics, and cultural facilities;
- The area contains land use conflicts between non-compatible uses or contains underutilized lands which may detract from the viability of the area but which if redeveloped or renovated or developed to another use could enhance or revitalize the area;
- The overall streetscape or aesthetics of the area are in need of upgrades; and
- The presence of land and/or buildings that may require environmental site assessments or designated substance analysis and the implementation of appropriate necessary remedial measures.

#### Objectives

- Assist in providing a catalyst for the potential redevelopment or rehabilitation of the existing fairground site for a potential mix of residential, institutional and associated commercial uses including the potential for the development of a seniors complex.
- Provide opportunity for combining innovative funding through the Community Improvement Plan with assistance programs such as the Residential Rehabilitation Assistance Program (RRAP).
- Promote innovative design elements, efficient site layout and compatibility with the nature and character of the surrounding area.

## **4.0 General Program Requirements**

All of the programs contained in this CIP are subject to the following general requirements as well as the individual specific requirements specified under each program. The general and program specific requirements contained in this CIP are not necessarily exhaustive and the Town reserves the right to include other requirements and conditions as deemed necessary on a property specific basis.

- a) Applications for any of the incentive programs contained in this Plan can be made only for properties within the Community Improvement Project Areas identified on Map 1 of this Plan.
- b) The applicant must be the registered owner of the property for which the application is being made or an authorized tenant with written consent from the owner of the property to make the application.

- c) The property owner may designate an agent authorized to prepare and submit an application.
- d) Only one application can be made per property per year under each program. Note: applicants can apply for one or more programs contained in this CIP, but no two programs may be used to pay for the same eligible cost.
- e) An application under this CIP must be submitted to the Town prior to the start of any works to which the community improvement program will apply and prior to the issuance of a building permit.
- f) A property owner in arrears of property tax or any other financial obligation to the Town is not eligible to participate in a community improvement program approved by Council.
- g) The total value of grants received for a subject property shall not exceed the total costs to rehabilitate the lands and buildings. The actual value of all grants shall be determined by the Town.
- h) The applicant shall provide information concerning grants previously received for the subject property and the amount of the grants will be taken into account in considering an application.
- i) An applicant will enter into an Agreement, specifying the terms of the grant with the Town. This agreement will specify the terms, duration and default provisions of the incentive to be provided.
- j) An applicant may be required to provide a business plan and any other additional information requested by the Town for the proposed work as a part of the program application.
- k) The Town may undertake an audit of work completed and associated costs if it is deemed necessary in which the cost of the audit will be deducted from the approved grant amount.
- l) If a building, erected or improved with a program grant provided by the Town, is demolished prior to the expiry of the grant period, the grant is forfeited and will be recovered by the Town.
- m) Review and evaluation of an application and supporting materials against program eligibility requirements will be done by Town staff, which will provide a recommendation to Town Council. Applications are subject to approval by Town Council.
- n) The proposed work will conform with all Town policies, standards and procedures including the Zoning By-Law, Official Plan, design guidelines (if applicable) and heritage matters in addition to being subject to review and the issuance of necessary planning and development approvals and building permits pursuant to the Ontario Building Code.
- o) Any outstanding orders against the subject property must be satisfied prior to the grant being made or be satisfied as a part of the proposed work.
- p) The Town may discontinue a program at any time, but any participants in the program prior to its closing will continue to receive grants approved for their property until the project is complete.
- q) All works completed must comply with the description of the works as provided in the

application form and contained in the agreement, with any amendments to be approved by the Town.

## 5.0 Community Improvement Programs

The following are descriptions of the financial incentive programs offered at the discretion of Town Council within all or parts of the identified Community Improvement Project Areas. The programs identified in this Section are intended to serve multiple purposes and are not to be considered mutually exclusive to any one Project Area.

### 5.1. Planning Application and Building Permit Fees Grant Program

#### 1) Intent

The intent of the Planning Application and Building Permit Fees Grant Program is to promote the improvement, development, redevelopment and/or preservation of the Town's Community Improvement Project Areas by providing a financial incentive that negates the cost of the Town's Planning and Building Fees, which are permitted through Section 69 of the *Planning Act, R.S.O. 1990*, and Section 7 of the *Building Code Act, 1992*.

#### 2) Description

Council may offer assistance for works that are consistent with the Goals and Objectives of the Community Improvement Plan. The Planning Application and Building Permit Fees Grant Program will provide a grant **up to 50%** of the fee paid on applications to the Town. The Grant will be provided upon successful completion of the approved works.

#### 3) Specific Program Requirements

Applicants eligible for funding under this program shall meet the general program requirements and the following specific program requirements, subject to the available of funding.

- a) The Planning Application and Building Permit Fees Grant can equal up to 50% of the planning and building permit fees paid on applications to the Town for the project.
- b) Grants shall be made to property owners who are improving buildings or redeveloping lands in the project areas in compliance with the goals and objectives as described in Sections 2.0 and 3.0 of the Plan.
- c) Eligible fees for grants are application fees associated with: Official Plan Amendment, Zoning By-Law Amendment, Minor Variance, Site Plan Application, Demolition Permit, and Building Permit.

d) Full details regarding the terms and conditions of the grant are detailed in

Section 6.1.1 of this Community Improvement Plan.

- e) Affordable Housing Developments can apply for grants proportional to the percentage of affordable units provided in the development.
- d)f) Affordable Housing Developments are exempt from the 50% cap upon grant funding.

## 5.2. Development Charges Grant Program

### 1) Intent

The intent of the Development Charges Grant Program is to promote development within the Community Improvement Project Areas through the reduction of development charges costs, a financial barrier that can often inhibit development.

### 2) Description

Council may offer assistance to an applicant who undertakes works consistent with the Goals and Objectives of the Community Improvement Plan. For projects approved under the Development Charges Grant Program, a grant **up to 50%** of the sum of the fees paid under the Town of Aylmer's Residential Development Charges By-law ~~(By-Law 24-12)~~ may be granted to the applicant upon successful completion of the approved works.

### 3) Specific Program Requirements

Applicants eligible for funding under this program shall meet the general program requirements and the following specific program requirements, subject to the availability of funding.

- a) The Development Charge Grant can equal up to 50% of the fees paid under the Town of Aylmer's Residential Development Charges By-law ~~(By-Law 24-12)~~.
- b) Applications will be considered and approved on a 'first-come-first-served' basis.
- c) Grants can be made to property owners who are redeveloping lands in compliance with the goals and objectives as described in Sections 2.0 and 3.0 of the CIP.
- d) Full details regarding the terms and conditions of the grant are detailed in Section 6.1.1 of this Community Improvement Plan.
- e) Affordable Housing Developments can apply for DC grants proportional to the percentage of affordable units provided in the development.
- d)f) Affordable Housing Developments are exempt from the 50% cap upon grant funding.

## 5.3. Cash-in-Lieu of Parkland Grant Program

**1) Intent**

The intent of the Cash-in-Lieu of Parkland Grant Program is to reduce the fees associated with development, redevelopment, construction, reconstruction or remediation through the alleviation of the costs associated with parkland dedication as required through the *Planning Act*.

**2) Description**

Council may offer assistance to an applicant who undertakes works consistent with the Goals and Objectives of this Community Improvement Plan. For projects approved under the Cash-in-Lieu of Parkland Grant Program, a grant **up to 50%** of the amount of cash-in-lieu can be made to the applicant following the successful completion of the approved works.

**3) Specific Program Requirements**

Applicants eligible for funding under this program shall meet the general program requirements and the following specific program requirements, subject to the available of funding.

- a) The grant can be made to property owners who are redeveloping lands in the project areas described in the Project Area Objectives (Section 3.0), consistent with the Goals of the Plan (Section 2.0).
- b) The Cash-in-Lieu of Parkland Grant can equal up to 50% of the fees paid for cash-in-lieu of parkland.
- c) The Town must be satisfied that sufficient parkland exists or will exist to serve the subject area prior to determining whether cash-in-lieu of parkland is acceptable, at the Town's discretion.
- d) Full details regarding the terms and conditions of the grant are detailed in Section 6.1.1 of this Community Improvement Plan.

**5.4. Property Tax Increment Equivalent Grant Program**

**1) Intent**

The intent of the Property Tax Increment Equivalent Grant Program is to promote the goals and objectives of the Community Improvement Plan by providing financial incentive for the redevelopment of lands or buildings within the Community Improvement Project Area. Incentive will be provided through the reduction of the increase in the municipal portion of property taxes resulting from the reassessment of the property due to its redevelopment.

**2) Description**

Council may offer assistance to an applicant who improves existing buildings or redevelops land or buildings in a manner consistent with the Goals and Objectives of the Community Improvement Plan. The program offers an incremental tax based equivalent grant which is equivalent of **up to 50%** of the increase in the municipal portion of the property taxes for a period of up to 5 years for eligible projects that create an increase in assessment and therefore an increase in property taxes. The grant is offered to the applicant upon successful completion of the works as approved by the Town.

**3) Specific Program Requirements**

Applicants eligible for funding under this program shall meet the general program requirements and the following specific program requirements, subject to the availability of funding.

- a) Grants are available in a diminishing amount starting up to the equivalent of 50% of the increase in the municipal portion of the property tax resulting from the reassessment of the property due to its redevelopment. The grant shall begin following project completion at a percentage of up to 50% of the increase of in the municipal portion of property taxes and diminish each year over 5 years as demonstrated in the table below.

Grant Year	Grant Percentage				
	50% Start	40% Start	30% Start	20% Start	10% Start
1	50%	40%	30%	20%	10%
2	40%	32%	24%	16%	8%
3	30%	24%	18%	12%	6%
4	20%	16%	12%	8%	4%
5	10%	8%	6%	4%	2%

Note: The increase in the municipal portion of the property tax is the reassessed municipal taxes after redevelopment minus the original property taxes prior to redevelopment.

- b) The tax reduction resulting from the physical improvement of a building or structure in the Community Improvement Areas will be determined by the Municipal Property Assessment Corporation (MPAC) and will apply to the first billing following reassessment of the property.
- c) The tax grant will be based solely on the reassessment resulting from improvements, and will not apply to the provincial reassessment for all residences. MPAC will be contacted for information pertaining to the increased portion of the property taxes due to improvements separate from the annual reassessment.

- d) The timing of relief will depend on when MPAC informs the Town of reassessment.
- e) The grant will be paid annually once the eligible project is complete as per Section 6.1.1 of this Community Improvement Plan.
- f) The pre-project Municipal taxes will be determined before project commencement when the application is approved.
- g) Each year, the Town shall pay the grant within 20 working days of the property owner paying their property taxes in full.
- h) The grant will be recalculated every year based on post-project Municipal taxes in that year.
- i) Grant payments will cease when the total grant along with all other grants provided equals the cost of rehabilitating the lands and buildings, or after 5 years, whichever comes first.

## 5.5. Façade Improvement Program

### 1) Intent

The intent of the Façade Improvement Program is to encourage building owners, through grants, to improve their façade to contribute to the streetscape, thereby improving the overall appearance of the Downtown Project Area.

### 2) Description

Council may offer assistance to an applicant who undertakes façade improvements to commercial buildings within the Downtown Project Area consistent with the Goals and Objectives of the Community Improvement Plan, and design guidelines established by the Town (if applicable). The grant will be provided to the applicant upon successful completion of the works approved by the Town with the value of the grant to be determined by the Town.

### 3) Specific Program Requirements

Applicants eligible for funding under this program shall meet the general program requirements and the following specific program requirements, subject to the availability of funding.

- a) Properties in the Downtown Project Area are eligible for a grant under the Façade Improvement Program.
- b) All façade improvements must conform to design guidelines (if applicable).
- c) Rear and/or side façade improvements are eligible if the public view of the façade(s) is significant as determined by the Town.



- d) Applications will be considered and approved on a 'first-come-first-served' basis. The Town may, due to program demand, fund an application over more than one year.
- e) In their application, the applicant must demonstrate that the proposed façade improvement will improve the streetscape and will be performed in a competent manner.
- f) Grants are available for 50% of the construction costs to a maximum grant of \$5,000 per applicant which can be used to offset design and other professional costs and construction costs.
- g) The Town shall set maximum total annual budget for grants under this program as per Section 6.5 of this CIP.

## 6.0 IMPLEMENTATION

### 6.1. Terms and Conditions for Grants

The following terms and conditions for grants shall apply unless stated otherwise in Section 5.0 of this CIP.

- a) All grants will be paid to the applicant when the approved work is successfully completed, documented and accepted by the municipal building official. The issuance of the Building Permit is the confirmation for the value of grants.
- b) The applicant must sign an Acknowledgement and Agreement Form for the Town at the time the grant is approved. The Acknowledgement and Agreement Form should confirm the conditions of the CIP and establish the conditions of the grant.
- c) Upon signing of the Acknowledgement and Agreement Form and successful completion of the approved work, the Town will pay the sum of the grant to the applicant within 20 working days (if applicable).
- d) Applications involving funds from program budgets will be considered and approved by the Town on a 'first-come- first-served' basis.
- e) Property cannot be demolished or changed by way of removing residential units during the grant period or else the grant monies awarded will be immediately forfeited and become due as payable 'taxes' to the Town.

### 6.2. Appeals

Final decisions on applications and allocation of funds shall be made by Town Council, unless Council has expressly delegated its authority to make decisions on individual

applications to Town staff. Further, if the Town delegates its authority then the applicant shall be afforded an opportunity to appeal the staff decision to Council or an appropriate Standing Committee.

### **6.3. Timeframe of Plan**

This Community Improvement Plan is anticipated to be implemented over a 10 year time frame. If Town Council wishes to continue the Community Improvement Plan's time frame, the Plan must be processed through the required approvals process.

### **6.4. Plan Amendment**

Enlargement of existing Community Improvement Project Areas, addition of new Community Improvement Project Areas, the addition of any new incentive program to this CIP, increases in funding provided by the community improvement programs contained in this CIP, will require formal amendment to this Plan in accordance with the *Planning Act*.

### **6.5. Discontinuance of Incentive Programs**

The Programs provided as part of this Community Improvement Plan may be offered at the discretion of Council, and may be rescinded without an amendment to the Plan.

The Town may discontinue any Community Improvement Program at any time but will assure that any existing participants in an existing program prior to the program closing will continue to receive the grants as approved by Council for their property until the conclusion of that project.

### **6.6. Discretion of Council**

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 process and unspent funds at the end of the year may be placed in reserves to be used in following years.

### **6.7. Other Improvement Initiatives**

This Community Improvement Plan shall not limit the Town of Aylmer to undertake any other initiatives as identified in the Official Plan for community improvements.

### **6.8. Retroactivity**

Property owners that have been issued a Building Permit prior to the approval of the Community Improvement Programs outlined in this Community Improvement Plan are not retroactively eligible for program funding.

#### **6.9. Works to Conform to Legislation and Town Policy**

Works proposed as part of any Community Improvement Plan Project shall conform to all applicable legislation including the *Planning Act*, shall be consistent with the Provincial Policy Statement and shall conform to all Town policies, standards, regulations and procedures including, but not limited to, Official Plan policies, Zoning, design guidelines (if any) and heritage matters and will be subject to the application, review and approval of all necessary planning and development approvals and building permits in accordance with the *Ontario Building Code*.

#### **6.10. Plan Monitoring**

- a) Council will ensure that the Community Improvement Plan is assessed from time to time and may make amendments, if deemed necessary, to facilitate the implementation of the Plan.
- b) Council shall undertake annual reviews of the programs implemented under this Community Improvement Plan to determine their success and ensure their effectiveness.

#### **6.11. Marketing Strategy**

It is important that, for the successful implementation of the CIP, that the available programs are effectively communicated within the Town of Aylmer. The following key tools are recommended to effectively communicate the programs available in the CIP.

- a) Provide a digital copy of the Community Improvement Plan on the Town's website.
- b) Discuss the CIP in all pre-consultation meetings for development proposals in the Community Improvement Project Areas.
- c) Create and provide a marketing brochure, which is available on the Town's website as well as in the Town's municipal office.
- d) Mail notices to all property owners in the Community Improvement Project Areas, informing them of the programs available in the CIP.
- e) Print notices in the newspaper, informing the public of the programs available in the CIP.
- f) Hold annual public meetings to educate stakeholders about the programs available in the CIP.

