

TOWN OF HAWKESBURY COMMUNITY IMPROVEMENT PLAN

**FINANCIAL INCENTIVE PROGRAM AGREEMENT**

Registered Property Owner(s): \_\_\_\_\_

Applicant (if not the Owner): \_\_\_\_\_

Authorized Agent (if not the Owner): \_\_\_\_\_

Financial Incentive Application File Number: \_\_\_\_\_

Property Address: \_\_\_\_\_

Legal Description of the Property: \_\_\_\_\_

Roll Number of Property: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Date of Application Approval: \_\_\_\_\_

Anticipated Commencement Date of Community Improvement Works: \_\_\_\_\_

Anticipated Completion Date of Community Improvement Works: \_\_\_\_\_

**CIP Financial Incentive Programs**

**Total Value of Approved Grant**

Check all that apply:

Accessibility Grant \$ \_\_\_\_\_

Brownfield Property Tax Assistance Grant \$ \_\_\_\_\_

Commercial Space Conversion Grant \$ \_\_\_\_\_

Downtown Housing Grant \$ \_\_\_\_\_

Environmental Site Assessment (ESA) Grant \$ \_\_\_\_\_

Façade Improvement Grant \$ \_\_\_\_\_

Landscaping & Parking Area Grant \$ \_\_\_\_\_

Mixed Use Development Grant \$ \_\_\_\_\_

Planning and Building Permit Fee Grant \$ \_\_\_\_\_

Signage Improvement Grant \$ \_\_\_\_\_

Tax Increment Equivalent Grant \$ \_\_\_\_\_

**TOTAL GRANTS: \$ \_\_\_\_\_**

**Grant Period:**

Provided on a one-time basis upon the successful completion of the work, to the satisfaction of the Town;

**OR**

Number of Years: \_\_\_\_\_, from \_\_\_\_\_ to \_\_\_\_\_;

**OR**

Other, (as approved by the Town's Review Panel in conformity with the Community Improvement Plan): \_\_\_\_\_

**Grant Payment Schedule/Tax Assistance Schedule (applicable to the Tax Increment Equivalent Grant and/or Brownfield Property Tax Assistance Grant):**

Check all years that a grant or tax assistance will be provided, as approved by the Review Panel, and indicate the value of the grant or tax assistance in dollars or as a % of the taxes calculated each year:

Year 1: \_\_\_\_\_

Year 2: \_\_\_\_\_

Year 3: \_\_\_\_\_

Year 4: \_\_\_\_\_

Year 5: \_\_\_\_\_

Year 6: \_\_\_\_\_

Year 7: \_\_\_\_\_

Year 8: \_\_\_\_\_

Year 9: \_\_\_\_\_

Year 10: \_\_\_\_\_

**Declaration:**

1. I/We hereby apply for a grant/rebate, pursuant to the Town of Hawkesbury Community Improvement Plan, and have completed and fulfilled the requirements of the Financial Incentive Program Application Form to the satisfaction of the Town.

2. I/We hereby acknowledge receiving and reviewing this form and attached Schedule "A" and agree to be bound by the General Terms and Conditions of the Financial Incentive Programs therein.
3. I/We hereby acknowledge receiving and reviewing this form and attached Schedule "B" and the Specific Terms and Conditions of the Financial Incentive Programs as contained therein.
4. I/We hereby agree that in the event of default, the rebate, refund, and/or grant is immediately cancelled and any rebate, refund, and/or grant monies previously received by the applicant become immediately due for payment to the Town of Hawkesbury.
5. Any of the following events will be considered default during the grant period:
  - i. Commencement of the approved community improvement works is not undertaken within 6 months of the signing of this Agreement;
  - ii. Completion of the community improvement works are not consistent with the description or information as provided by the Applicant on an approved Financial Incentive Program Application Form and by supporting materials, or are not completed to the satisfaction of the Town as confirmed by the Administrator;
  - iii. Demolition of the building which was subject to the community improvement works;
  - iv. Use of the grant for ineligible costs, or for works which were not specified as part of the project, as indicated by the Applicant on the approved Financial Incentive Program Application Form and supporting materials;
  - v. Failure of the property owner to pay taxes in any year during the rebate, refund or grant period;
  - vi. Bankruptcy of the recipient of the rebate, refund or grant;
  - vii. Transfer of ownership of the subject real estate, (unless, in its sole discretion, the Town approves, in writing, a continuance of this grant with the Transferee); or
  - viii. Conversion, reconstruction or change in use of the subject building in a manner that defeats or contravenes the stated purposes for which this grant was approved by the Town's Review Panel or Council in accordance with the grant application.

6. Based on the Applicant's Acknowledgement and Agreement, the Town of Hawkesbury agrees to advance the above-described grant upon satisfactory proof of the completion of the work, and documentation of paid invoices associated with the community improvement works.
7. I/We hereby agree that it is the responsibility of the Applicant to notify the Town of Hawkesbury of the following:
  - i. Any change in the ownership of the property;
  - ii. Any change in the tenancy of the subject property, where the Applicant is a tenant;
  - iii. The completion of the work; or
  - iv. Any delay in the timing of commencement or completion of the work as stated herein.
7. I/We hereby agree that this Agreement Form shall be binding upon the parties and their heirs, executors, successors and assigns.

THIS AGREEMENT shall be binding upon the successors and assigns of the parties hereto.

IN WITNESS WHEREOF the parties have affixed their hands and seals this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

SIGNED, SEALED AND DELIVERED

In the presence of

) THE TOWN OF  
) HAWKESBURY

)  
)  
)  
)  
\_\_\_\_\_  
) Mayor

)  
)  
)  
)  
\_\_\_\_\_  
) Clerk

) I/We have authority to bind the Corporation

) BUSINESS NAME (Printed in Full)

)  
)  
)  
)  
\_\_\_\_\_  
) Name:

) Title:

)  
)  
)  
)  
\_\_\_\_\_  
) Name:

) Title:

\_\_\_\_\_  
WITNESS

\_\_\_\_\_  
WITNESS

Note: If a Business is a registered Ontario Corporation, a Witness is not required, but under the signing authority the following wording will be required: "I/We have the authority to bind the Corporation" and/or affix the Corporate Seal.

# **SCHEDULE “A” - GENERAL TERMS & CONDITIONS OF THE FINANCIAL INCENTIVE PROGRAMS**

The general and program-specific requirements contained in this Community Improvement Plan (CIP) are not necessarily exhaustive and the Town reserves the right to include other requirements and conditions as deemed necessary:

- a. An application for any financial incentive program contained in the CIP must be submitted to the Town prior to the commencement of any works to which the financial incentive program applies and prior to an application for a building permit;
- b. If the applicant is not the owner of the property (e.g. tenant), the applicant must provide written consent from the owner of the property to make the application;
- c. An application for any financial incentive program contained in the CIP must include plans, estimates, contracts, reports and other details, as required by the Town, to satisfy the Town with respect to project costs and conformity to the CIP, as well as all municipal by-laws, policies, procedures, standards and guidelines, including Official Plan, Zoning By-law, and Site Plan requirements and approvals;
- d. Town Staff will review applications and supporting materials for CIP programs. Applications will be reviewed by a committee of Town staff, as determined by the Town. The committee will evaluate applications against program eligibility requirements and make a recommendation to Town Council or Council's designate. The application is subject to approval by Town Council or Council's designate;
- e. As a condition of application approval, the applicant may be required to enter into an agreement with the Town. The Agreement will specify the terms, duration, and default provisions of the incentive to be provided;
- f. Where other sources of government and/or non-profit organization funding (Federal, Provincial, etc.) that can be applied against the eligible costs are anticipated or have been secured, these must be declared as part of the application. Accordingly, the grant may be reduced on a pro-rated basis;
- g. The Town reserves the right to audit the cost of any and all works that have been approved under any of the financial incentive programs, at the expense of the applicant;
- h. The Town is not responsible for any costs incurred by an applicant in relation to any of the programs, including and without limitation, costs incurred in anticipation of a tax assistance and/or grant payment;
- i. If the applicant is in default of any of the general or program specific requirements, or any other requirements of the Town, the Town may delay, reduce or cancel the approved tax assistance and/or grant payment and require repayment of the approved tax assistance and/or grant;
- j. The Town may discontinue any of the programs contained in the CIP at any time, but applicants with approved tax assistance and/or grant payments will still receive said payment, subject to meeting the general and program specific requirements;

- k. Town staff, officials, and/or agents of the Town may inspect any property that is the subject of an application for any of the financial incentive programs offered by the Town;
- l. Eligible applicants can apply for one, more, or all of the incentive programs contained in the CIP, with the exception of the Tax Increment Equivalent Grant which may only be combined with the Brownfield Tax Assistance Grant. No two programs may be used to pay for the same eligible cost. Also, the total of all tax assistance and grants provided in respect of the subject property for which an applicant is making application under the programs contained in the CIP shall not exceed the eligible cost of the improvements to that property; and
- m. The subject property shall not be in arrears of any municipal taxes, area rates or other charges;
- n. All expenses that are eligible for the incentive programs contained herein, must be paid in full and the amount of the incentive will be reimbursed as a grant to the applicant. Grants will only be paid out when the work has been completed and paid invoices are submitted to the Town.
- o. Outstanding work orders from the Town's Fire Department or the Building Department must be addressed prior to grant approval; and,
- p. Applications for financial incentives shall be in accordance with the eligibility criteria indicated for each individual incentive program (Sections 7.1 to 7.12 of the CIP) as well as the general policies and requirements for submitting applications as outlined in Section 8.2 of the CIP.

# **SCHEDULE “B” - SPECIFIC TERMS & CONDITIONS OF EACH FINANCIAL INCENTIVE PROGRAM**

## **i. Accessibility Grant**

### **Purpose**

To improve the accessibility of existing buildings in accordance with the Accessibility for Ontarians with Disabilities Act, 2005, and to promote greater community participation and access for all residents. It is important that such improvements be consistent with the character of the building or property.

### **Eligible Costs**

1. Installation of new automatic doors.
2. Installation of new wheelchair access ramps.
3. Widening of public entryways.
4. Leveling or repairs to pathways/accesses and stairs.
5. Any combination of the above improvements.
6. Any other improvements designed to improve accessibility, subject to approval by the Town's Review Panel.

### **Program Details**

1. Grants may be provided to eligible applications for a total of half (50%) of the construction costs, to a maximum of \$2,500.
2. The grant will be payable upon completion of the works.

### **Eligibility Criteria**

1. All General Eligibility Requirements outlined in Section 8.2 shall apply.
2. Applications shall be in accordance with the application process set out in Section 8.4.
3. Only the commercial area of a property shall be eligible for this grant.
4. Accessibility improvements shall be in accordance with, or above and beyond, the requirements of the Ontario Building Code, as applicable to the property.

## ii. Brownfield Property Tax Assistance Grant

### Purpose

To encourage the remediation and rehabilitation of brownfield sites by temporarily eliminating part or all of the property tax increase on a property that is undergoing or has undergone remediation and development to assist with payment of the cost of environmental remediation.

### Eligible Costs

1. Environmental remediation costs, including any action taken to reduce the concentration of contaminants on, in or under the property to permit a Record of Site Condition (RSC) to be filed in the Environmental Site Registry under Section 168.4 of the Environmental Protection Act;
2. Placing clean fill and related grading; and,
3. Environmental insurance premiums.

### Program Details

1. Municipal Tax Assistance:
  - a. The Town may, by by-law, defer or cancel all or part of the municipal taxes on a brownfield site during the Rehabilitation Period and Development Period, as defined in Section 365.1(1) of the *Municipal Act*.
  - b. The total value deferred or cancelled will not exceed the total eligible costs, which are defined in the eligibility requirements above. The level and duration of the tax assistance will be considered on a case-by-case basis.
  - c. Before passing the by-law approving the tax deferral or cancellation, the Town must notify the Ministry of Finance. Within 30 days of passing the by-law, the Town must also notify the Minister of Municipal Affairs and the Minister of Finance.
2. Provincial Tax Assistance:
  - a. The Town may apply to the provincial Brownfields Financial Tax Incentive Program, on behalf of the owner, to cancel or freeze all or a portion of the education component of property taxes.
  - b. The application must be approved by the Minister of Finance, and may be subject to a different timeline than the approved Municipal Tax Assistance.
  - c. The Town must be offering municipal tax assistance in order for the owner to be eligible for Provincial tax assistance.

### Payment Details

1. Municipal Tax Assistance:
  - a. The municipal portion of the property tax assistance is limited to the Rehabilitation Period and/or the Development Period of the project in accordance with the provisions of the *Municipal Act, 2001*.
  - b. The municipal portion of the property tax assistance will be undertaken in accordance with the provisions of Section 365.1 (1) of the *Municipal Act*.
  - c. The municipal portion of the property tax assistance may start at the beginning of the Rehabilitation Period and run for a period specified by Council in a by-law, but shall not extend beyond the time periods outlined in Section 365.1(1) of the *Municipal Act*, which is the earlier of a) thirty-six (36) months, b) the date a Record of Site condition is filed, or c) when the total amount of tax assistance is equal to the eligible costs..
  - d. The Development Period begins when the Rehabilitation Period ends, and concludes on the earlier of a) the end date specified in the by-law or b) when the tax assistance is equal to the eligible remediation costs.

- e. The duration of tax assistance may consist of both the Rehabilitation Period and Development Period, subject to the limitations for each period as described above.
  - f. The implementing by-law must specify whether the tax assistance will occur during the Rehabilitation Period, the Development Period, or both.
2. Provincial Tax Assistance:
- a. The exemption may begin at the start of the Rehabilitation Period, and continue through the Development Period, for a maximum time period as defined in the implementing by-law, and subject to the requirements of Section 365.1(1) of the *Municipal Act*.
  - b. The education portion of the property tax assistance may be delivered on a different timetable from the municipal portion of the property tax assistance for the given property.
  - c. The conditions imposed by the Minister of Finance for the education portion of the property tax assistance under Section 365.1 of the *Municipal Act* may differ from those outlined in this Plan.

### **Eligibility Criteria**

1. All General Eligibility Requirements outlined in Section 8.2 shall apply.
2. Applications shall be in accordance with the application process set out in Section 8.4.
3. Successful applicants may also be eligible for other financial incentive programs, as long as the total value of incentives does not exceed the total eligible cost of rehabilitating the land and buildings.
4. The Town may require the applicant to prepare a business plan or feasibility study as a condition of approving tax assistance.
5. Application for Provincial tax assistance shall be at the sole discretion of the Town. Initially, the Town may wish to seek Provincial tax assistance on behalf of the owner as a pilot project only, and discontinue such applications in the future. Should the Town choose not to apply for Provincial tax assistance, such a decision shall not require an amendment to this Plan.
6. The applicant must demonstrate that the subject property is a brownfield site, which is determined through an Environmental Site Assessment (ESA). The Town has the discretion to determine whether the subject property would be considered as a brownfield site.
7. If the property is sold, in whole or in part, before the original grant period lapses, the original owner is not entitled to receive the remaining grant payments under the original agreement. The new owner is not entitled to receive any of the remaining grant. The grant is non-transferrable under Section 365.1 of the *Municipal Act*.

### **iii. Commercial Space Conversion Grant**

#### **Purpose**

To help new businesses looking to locate in Hawkesbury by supporting the conversion of existing residential properties into new businesses that increase overall business activity in the neighbourhood. The program provides financial assistance for projects creating new commercial/employment opportunities within existing buildings.

#### **Eligible Costs**

1. Conversion of existing residential units to commercial uses, including costs associated with meeting Ontario Building Code requirements for fire protection, ventilation, insulation, plumbing, or electrical systems.

#### **Program Details**

1. Grants may be provided to eligible applicants for a total of half (50%) to a maximum of \$5,000 of eligible project costs for projects that increase commercial building stock within the implementation area.

#### **Eligibility Criteria**

1. All General Eligibility Requirements outlined in Section 8.2 shall apply.
2. Applications shall be in accordance with the application process set out in Section 8.4.

## **iv. Downtown Housing Grant**

### **Purpose**

To encourage the creation of new residential units in Downtown Hawkesbury and to improve the condition of existing residential units on upper storeys.

### **Eligible Costs**

1. Creation of new residential units in the upper storey(s) of a mixed-use building in the Hawkesbury COMZAC/BIA; and/or
2. Significant improvement in the quality of one or more existing residential units in the COMZAC/BIA which improve occupants' quality of life, increase the value of the unit(s), make currently uninhabitable units habitable, or increase the appeal of the unit(s) to a wider range of income groups. Eligible works may include those that improve the health and safety of the residential unit and are required to bring the building or unit into compliance with the current Ontario Building Code. This may include, but is not limited to, electrical system and wiring improvements, structural improvements or other health and safety related improvements.

### **Program Details**

1. Grants for the rehabilitation of residential space or the conversion of non-residential space to residential space will be available to eligible applicants in order to provide improvements to existing residential units. Grants will be equal to half (50%) of the construction cost of each unit to a maximum of \$5,000 per unit, to a maximum of two (2) units per eligible address. In no case will the total grant exceed 50% of the total construction cost.

### **Eligibility Requirements**

1. All General Eligibility Requirements outlined in Section 8.2 shall apply.
2. Applications shall be in accordance with the application process set out in Section 8.4.
3. Existing or proposed ground floor/at grade residential space within the designated Community Improvement Project Area will not be eligible for the grants through this program. For clarity, upper storey and rear residential units in mixed-use buildings are eligible for this program.
4. At the discretion of Council in consultation with the Review Panel, priority may be given to the conversion of upper storey space to new residential unit(s) and for the rehabilitation of affordable housing and rental units over other housing projects.

## **v. Environmental Site Assessment (ESA) Grant**

### **Purpose**

To promote the completion of environmental studies to better understand the type of contamination and potential remediation costs for brownfield sites.

### **Eligible Costs**

1. Confirming and describing contamination at the site (partial or complete Phase II ESA);
2. Surveying designated substances and hazardous materials at the site (Designated Substance and Hazardous Materials Survey); and,
3. Developing a plan to remove, treat or otherwise manage contamination found on the site (Remedial Work Plan/Risk Assessment).

### **Program Details**

The Town may provide a grant equivalent to up to 50% of the cost of undertaking an eligible study, to a maximum of:

1. \$3,000 per study; and
2. Two studies per property/project.

The grant will be payable upon completion of all studies for which it is being provided.

### **Eligibility Criteria**

1. All General Eligibility Requirements outlined in Section 8.2 shall apply.
2. Applications shall be in accordance with the application process set out in Section 8.4.
3. Applicants must complete and submit, for the Town's review, a Phase I ESA that demonstrates that site contamination is likely.
4. Applications will include:
  - a. A detailed study work plan;
  - b. A cost estimate for the study; and,
  - c. Description of the planned redevelopment, including any planning applications that have been submitted/approved, if applicable.
5. All environmental studies should be completed by a "qualified person" as defined by Ontario Regulation 153/04.

## **vi. Façade Improvement Grant**

### **Purpose**

To encourage aesthetic improvements to buildings and properties, and to support maintenance and upkeep of the building stock. In particular, this grant is intended to promote building and streetscape improvements that contribute to the Town's historic character through the maintenance and restoration of original building materials and architectural details.

### **Eligible Costs**

1. The following list of eligible improvements applies only to front, rear or exterior façades that front onto a public street:
  - a. façade restoration of brickwork, wood, masonry and metal cladding;
  - b. replace or repair of entablature, eaves, parapets and other architectural details;
  - c. window and door repair or replacement;
  - d. signage in accordance with the Town of Hawkesbury by-law respecting signs and the Ontario Building Code and Regulations;
  - e. exterior lighting;
  - f. repair, replacement or addition of awnings, marquees, and canopies;
  - g. replacement of façade elements originally in place during initial construction of the building;
  - h. redesigned shop fronts; and/or
  - i. such other improvements/repairs as may be considered and approved by Council in consultation with the Town's Review Panel.
2. Painting or installation of murals or other wall art on exterior side walls.
3. Professional fees associated with the above improvements are also eligible under this grant.

### **Program Details**

1. Grants may be provided to eligible applicants for a total of half (50%) of the construction costs, to a maximum of \$5,000.
2. The value of grants may be increased to up to \$6,000 or 50% of eligible costs for properties designated under Part IV, or that lie within a Heritage Conservation District designated under Part V of the *Ontario Heritage Act*.
3. The maximum amount of a grant for professional architectural services or heritage professionals shall not exceed 50% of the grant that is calculated for eligible construction costs.

### **Eligibility Criteria**

1. All General Eligibility Requirements outlined in Section 8.2 shall apply.
2. Applications shall be in accordance with the application process set out in Section 8.4.
3. Only commercial, office, institutional and mixed-use buildings are eligible for this grant.

## **vii. Landscaping & Parking Area Improvement Grant**

### **Purpose**

To encourage a more active and appealing pedestrian environment by supporting more efficient use of parking areas, improving their aesthetic appearance, and providing better pedestrian connections and seating. This grant will also promote sustainable parking improvements that are consistent with low impact development (LID) principles.

### **Eligible Costs**

1. Professional landscaping, including the installation of water-efficient ground cover using native plants (xeriscaping) or tree planting;
2. Resodding as a component of a larger landscaping improvement project (i.e., associated with other eligible projects in this program);
3. Repair, replacement or improvement of front- or side-yard driveways and parking areas, provided a more sustainable surface is installed (for example, a lightly coloured surface rather than black asphalt, or a permeable paving surface);
4. Installation or improvement of decorative retaining walls or fences;
5. Installation or improvement of pedestrian walkways;
6. Installation of storm water management systems that are considered to be, in the opinion of the Town of Hawkesbury in consultation with South Nation Conservation Authority, innovative and beyond minimum requirements for storm water management. These may include bioswales, rainwater harvesting and reuse systems, rain gardens, etc.;
7. Installation of sustainable transportation infrastructure including bicycle parking or electric vehicle charging stations;
8. Installation of benches or permanent planters; and
9. Installation or improvement of a sidewalk café, provided it is located at the edge of the sidewalk. An outdoor sitting area that is not directly adjacent to the sidewalk is not eligible.

### **Program Details**

1. Grants may be provided to eligible applicants for a total of half (50%) of the construction costs, to a maximum of \$5,000.
2. The maximum amount of a grant for professional landscape architectural services shall not exceed 50% of the grant that is calculated for eligible construction costs.

### **Eligibility Criteria**

1. All General Eligibility Requirements outlined in Section 8.2 shall apply.
2. Applications shall be in accordance with the application process set out in Section 8.4.
3. Only commercial, office, institutional and mixed-use buildings are eligible for this grant.

## **viii. Mixed Use Development Grant**

### **Purpose**

To promote the development of mixed-use buildings in Hawkesbury that include new affordable living along with a commercial/retail use. This grant is intended to fund background studies, which may be applied to new projects or to the renovation of existing buildings. Funding for conversions may also be considered on a case-by-case basis, if the units are accessible.

### **Eligible Costs**

1. Studies to support an affordable housing development in the CIP project area consisting of four (4) or more units and a commercial/retail component of 35 m<sup>2</sup> gross floor area, or in accordance with the Ontario Building Code. Examples of studies could include hydrogeological and terrain analyses, environmental reports, architectural drawings including site plan/landscape drawings, and business plans.

### **Program Details**

1. Grants may be provided to eligible applicants for a total of half (50%) to a maximum of \$5,000 of eligible project costs.
2. Half of the total grant amount is to be paid upon completion of the study or studies, and the remaining half following the construction of the mixed use development that is the subject of the study or studies.

### **Eligibility Criteria**

1. All General Eligibility Requirements outlined in Section 8.2 shall apply.
2. Applications shall be in accordance with the application process set out in Section 8.4.
3. Eligible projects feature housing that is affordable to those households earning Hawkesbury's median income or less per year, as defined by Statistics Canada.

## **ix. Planning and Building Permit Fee Grant**

### **Purpose**

To encourage sensitive, attractive and desirable infill development and redevelopment by reducing the administrative costs associated with making improvements to private property. This grant is not intended for greenfield development or development through Consent to Sever applications.

### **Eligible Costs**

1. Development of a vacant property for commercial, office or a mix of uses;
2. Redevelopment of a property for commercial, office or a mix of uses;
3. Major additions to a commercial or mixed use property, involving an increase of at least 25% of the existing gross floor area;
4. Infrastructure work including the improvement or reconstruction of existing on-site public infrastructure (water services, sanitary and storm sewers);
5. Conversion of upper-storey space in a mixed-use or commercial building to residential units;
6. Professional services by an engineer, architect, or professional planner;
7. Any combination of the above; and
8. In general, any projects which are eligible for other incentives outlined in this Plan will also be eligible for the Planning and Building Permit Fee Grant if the applicant is required to obtain planning approvals and/or a building permit.

### **Program Details**

1. Planning Fee Grant: A grant to a maximum of 50% may be provided to cover the cost of minor variance applications, zoning by-law amendment applications or site plan applications. The grant may equal 50% of the Town's fees.
2. Building Permit Fee Grant: A grant to a maximum of 50% may be provided to cover the cost of building permit fees or demolition permit fees. The grant may equal 50% of the Town's fees.

### **Eligibility Criteria**

1. All General Eligibility Requirements outlined in Section 8.2 shall apply.
2. Applications shall be in accordance with the application process set out in Section 8.4.

## **x. Signage Improvement Grant**

### **Purpose**

To promote attractive, pedestrian-oriented new signage that contributes to the identity of the Town and represents its unique history.

### **Eligible Costs**

1. Replacement, repair, improvement or installation of signage and associated lighting on building façades. Eligible signs include:
  - a. Primary signs attached to buildings, particularly those that form part of a façade's sign board area or that are located above a building entrance or porch;
  - b. Hanging signs, which may be used either as primary signs or as secondary signs to complement the main building signage; and
  - c. Stand-alone signs, associated with landscaping, located in front yards and stand-alone business signs in rear yards.

### **Program Details**

1. Grants may be provided to eligible applicants for a total of half (50%) of the construction costs, to a maximum of \$2,500.

### **Eligibility Criteria**

1. All General Eligibility Requirements outlined in Section 8.2 shall apply.
2. Applications shall be in accordance with the application process set out in Section 8.4.
3. Improvements shall comply with the Town of Hawkesbury's by-law respecting signs.
4. Only commercial, office, institutional and mixed-use buildings are eligible for this grant.

## **xi. Tax Increment Equivalent Grant**

### **Purpose**

To encourage desirable and attractive infill development and redevelopment in the Town. The Tax Increment Equivalent Grant may not be combined with any other grant in this Plan, with the exception of the Brownfield Property Tax Assistance Grant. To ensure that the development or redevelopment proposal is in the Town's best interests, the design of the project will need to be consistent, in the opinion of the Review Panel, with the Plan's goals as described in Section 5.2 of this Plan, as well as with the objectives of the relevant precinct as described in Section 7 of this Plan. This grant is not intended for greenfield development.

### **Eligible Costs**

Within the Downtown Precinct, the following costs shall be considered eligible:

1. Redevelopment of a property for commercial, retail, office, or a mix of uses;
2. Adaptive reuse of a property to suit a new commercial, retail, office, or mix of uses;
3. Major additions to a commercial or mixed-use property, involving an increase of at least 25% of the existing gross floor area or of at least \$500 of the assessed value of the property;
4. Conversion of upper-storey space in a mixed-use or commercial building to residential units, or major renovations or improvements to upper storey residential space;
5. Streetscaping or landscaping improvements required as part of a proposed development;
6. Professional services by an engineer, architect, or professional planner associated with the redevelopment or adaptive reuse; or
7. Any combination of the above.

Within the Brownfields and Adaptive Reuse Precinct, the following costs shall be considered eligible:

1. Redevelopment of a property for commercial, retail, office, or a mix of uses;
2. Adaptive reuse of a property to suit a new commercial, retail, office, or mix of uses;
3. Adaptive reuse of an industrial, commercial or institutional property to suit a new residential use;
4. Streetscaping or landscaping improvements required as part of a proposed development;
5. Professional services by an engineer, architect, or professional planner associated with the redevelopment or adaptive reuse; or
6. Any combination of the above.

### **Program Details**

1. The Tax Increment Equivalent Grant is offered to eligible property owners only where the property assessment increases as a result of development, redevelopment or major improvement, and there is a subsequent increase in municipal property taxes. Municipal property taxes include the municipal portion of the taxes only and does not include education or any other special charges.
2. Grants will be equal to a declining percentage of the municipal tax increase resulting from the improvements, and will be paid to the owner each year for a maximum of 10 years. In year one, the amount of the grant will equal up to 100% of the tax increment and will decrease by 10% per year until it reaches 0%.
3. Notwithstanding the above, the amount of the grant(s), the time period over which the grant(s) are paid, and the rate of decrease of the value of the grant(s) will be at the sole discretion of the Town and outlined in the financial incentive program agreement. The total amount of all Tax Increment Equivalent Grants shall not exceed 50% of the total eligible costs of the improvements.

4. Grants will be provided upon successful completion of the work as approved by Council and payment in full of the property taxes including the taxes for the incremental assessment increase. The amount of the grant in the first year cannot be calculated until the incremental assessment has been determined by the Municipal Property Assessment Corporation (MPAC) and provided to the municipality, which may take up to two years. Grants for subsequent years will be paid annually to property owners within 3 months of payment of the full property tax.
5. The tax increment equivalent grant will not be paid and will not accumulate for any year when taxes remain unpaid by the due date. Any failure to pay taxes in two consecutive years shall disqualify the owner for further grant payments.

### **Eligibility Criteria**

1. All General Eligibility Requirements outlined in Section 8.2 shall apply.
2. Applications shall be in accordance with the application process set out in Section 8.4.
3. At its sole discretion, the Town may require the applicant to submit a business plan, prepared to the satisfaction of the Town, in relation to an application for the Tax Increment Equivalent Grant.
4. To be eligible for Tax Increment Equivalent Grant, the property shall be improved such that the amount of work undertaken results in an increase of at least \$500 in the assessed value of the property.
5. In order to determine the suitability of the Tax Increment Equivalent Grant, prior to submitting an application for the program, eligible applicants may be required to estimate the total potential value of the tax increment, based on current assessment values and anticipated investment.
6. If the total value of the Tax Increment Equivalent Grant is significantly less than the applicant's estimated value, at the sole discretion of the Town, the applicant may be given the opportunity to withdraw their application for the Tax Increment Equivalent Grant program, and submit an application for one or more of the other incentive programs in this Plan as may be applicable to the project..
7. Should an eligible applicant be approved for the Tax Increment Equivalent Grant, and if the subject property is sold, in whole or in part, before the original grant period lapses, the original owner may not be entitled to receive the remaining grant payments, in accordance with the terms of the program agreement. The payments are also non-transferrable to the new owner unless specifically stipulated as part of the Financial Incentive Program Agreement executed between the owner and the Town.
8. The Tax Increment Equivalent Grant will only be available where the property improvements undertaken result in an increase in the assessed value of the property by more than \$500 or the improvement involves more than 25% of the existing gross floor area or are considered to be a new development.
9. The Tax Increment Equivalent Grant cannot be combined with any other grant or rebate in this Plan, with the exception of the Brownfield Property Tax Assistance Grant.