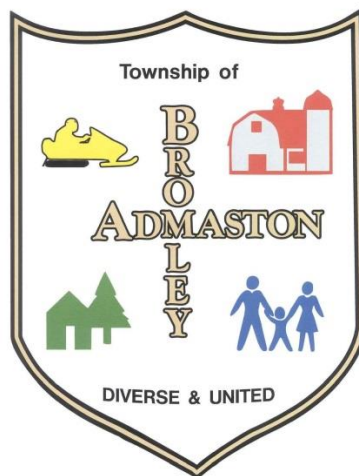


Schedule A  
To By-Law 2019-35

# Community Improvement Plan

## Township of Admaston/Bromley

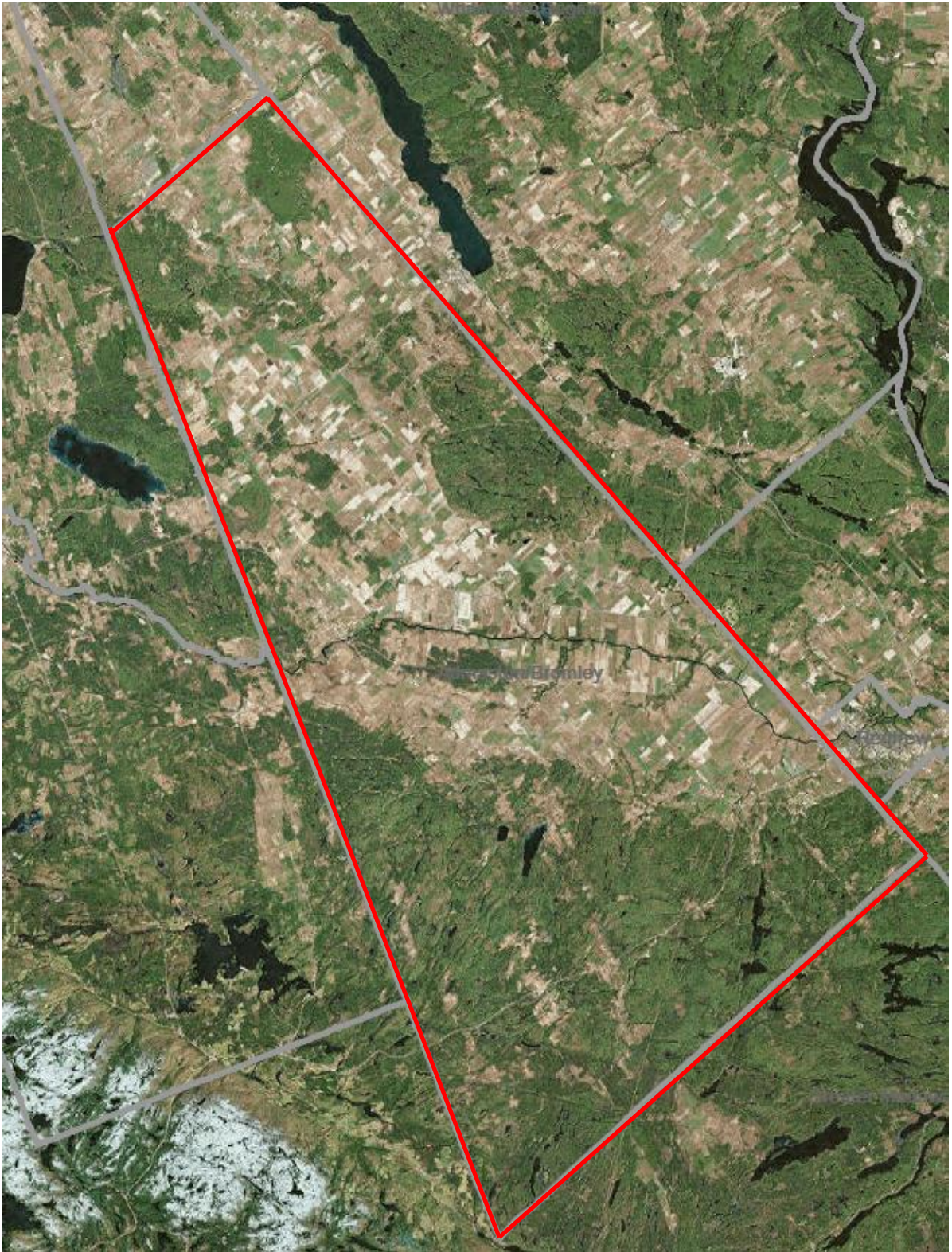
August 2019



## Executive Summary

A **Community Improvement Plan (CIP)** was developed for the Township of Admaston/Bromley to serve as a long-term plan for creating healthy and vibrant communities and neighbourhoods. A Community Improvement Plan is a document that provides municipalities in Ontario with the tools and strategies that allow for the improvement, rehabilitation, or redevelopment of defined project areas. The Township of Admaston/Bromley Community Improvement Plan will include programs currently permitted within the provisions of the **County of Renfrew Official Plan**. The County of Renfrew Official Plan establishes the provisions for the development and implementation of CIPs for lower-tier municipalities in the County of Renfrew. Section 28 of the **Planning Act** authorizes municipalities to prepare and implement CIPs. A CIP enables municipalities to provide grants or loans to private property owners to assist with approved programs in designated community improvement areas. The Township Community Improvement Plan includes both municipal-driven and financial incentive programs. The Municipal-Driven Programs will allow the Township to effectively demonstrate leadership and initiatives in community improvement planning by redeveloping and improving Township communities. The Financial Incentive programs will assist and encourage private sector investment through various financial support programs.

## Map of Municipality



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# Section 1

## Introduction

The Township of Admaston/Bromley is a rural municipality situated in the heart of the Ottawa Valley, with two provincial highways dissecting the township (Highway 60 & Highway 132). The Township has a population of 2,935 as of 2016, which is made up of the former two municipalities of Admaston and Bromley, who amalgamated in January 2000. The Township is one of seventeen lower-tier municipalities in the County of Renfrew. The township offers a large agriculture industry as well as supports a number of local tourist Attractions. The Bonnechere River runs through the township, creating opportunities for boating, fishing and other water activities. Sections of the K&P and Algonquin Trails also run through Admaston/Bromley.

Community Improvement Plans (CIPs) have been integral in supporting and encouraging neighbourhood revitalization and commercial/business area improvement in the Province of Ontario. A CIP is being developed for the Township of Admaston/Bromley to serve as a long-term plan for creating healthy and vibrant communities and neighbourhoods through redevelopment and revitalization. These objectives are achieved through the various financial programs and incentives offered by the Township to eligible property owners and tenants as well as the municipal driven projects and strategies.

Community improvement planning is used to benefit communities in the Province of Ontario by enabling municipalities to provide grants and loans to encourage private sector investment in target communities. The revitalization of communities through the implementation of CIPs can be used to promote and attract tourism, business investments, and economic development. Community Improvement Plans may also be used to encourage brownfield rehabilitation, environmental remediation and redevelopment as well as effectively utilize existing community infrastructure. Presently, municipalities in Ontario are using community improvement planning to address a range of challenges including the management of growth, the intensification of communities, employment opportunities, and accessibility enhancements. This Plan is intended to enhance the overall quality of life for Township residents while optimizing the use of underdeveloped properties and encouraging private sector investment.

# Section 2

## Legislative Authority

The Community Improvement Plan has been developed in accordance with Section 28 of the *Planning Act* as well as other relevant policies and documents including the Provincial Policy Statement, County of Renfrew Official Plan and the *Municipal Act*.

# Section 3

## Public Consultation

In order to understand the potential strengths, weaknesses, opportunities and threats to assist with projects such as façade improvements, signage improvement and value-added agriculture in the Township, and the policies and programs that could be used to ensure a successful revitalization, a public meeting was held with Township staff and members of the public on July 17<sup>th</sup>, 2019.

Public participation in the CIP process was also available through email correspondence.

# Section 4

## Goals and Objectives

The Township of Admaston/Bromley has identified the development of a CIP as an opportunity for economic growth and sustainable development throughout the Township. The CIP will serve as a long-term framework that will direct and guide community improvements through financial incentives and municipally driven projects. The Township's CIP is done in alignment with the County of Renfrew's Official Plan and the Township's Economic Development Action Plan.

The Community Improvement Plan for the Township of Admaston/Bromley will set out to:

1. Stimulate development and community revitalization;
2. Prioritize areas for future development;
3. Improves the visual appearance and aesthetics of the overall streetscape.
4. Improves the economic base of the community.

## Section 5

### Community Improvement Plan Incentives and Tools

The following incentives and tools could be used to promote improvements in the Community Improvement Project Area. The purpose, type, duration, eligibility criteria, and application requirements for each of the financial incentive programs are described in detail below.

#### General Program Requirements

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

- a) The Township reserves the right to audit the cost of project feasibility studies, environmental studies, environmental remediation works, and/or rehabilitation works that have been approved under any of the financial incentive programs, at the expense of the applicant;
- b) The Township is not responsible for any costs incurred by an applicant in relation to any of the programs, including, without limitation, costs incurred in anticipation of a grant.
- c) If the applicant is in default of any of the general or program specific requirements, or any other requirements of the Township, the Township may delay, reduce or cancel the approved grant;
- d) The Township may discontinue any of the programs at any time, but applicants with approved grants will still receive said grant, subject to meeting the general and program specific requirements;
- e) All proposed works approved under the incentive programs and associated improvements to buildings and/or land shall conform to all Municipal By-laws, policies, procedures, standards, guidelines, including applicable Official Plan and Zoning requirements and approvals;
- f) The improvements made to buildings and/or land shall be made pursuant to a Building Permit and/or other required permits, and constructed in accordance with the Ontario Building Code and/or other municipal requirements. Outstanding work orders, and/or orders or requests to comply and/or charges from the Township (including tax arrears) must be satisfactorily addressed prior to grant payment;
- g) Outstanding charges from the Township (including tax arrears), work orders, and/or orders or requests to comply must be satisfactorily addressed prior to application processing and grant payment;
- h) Township staff, officials, and/or agents of the Township may inspect any property that is subject of an application for any of the financial incentive programs offered by the Township;
- i) The total of all grants provided in respect of the particular lands and buildings of an applicant under the programs contained in this CIP shall not exceed 50% of the cost of rehabilitating said lands and buildings;
- j) In all cases, if the applicant is not the owner of the property, the applicant must provide written consent from the owner of the property to make the application and undertake the works;
- k) Proposed building and/or site improvements must comply with CIP design guidelines;
- l) In all cases, applicants shall enter into a maintenance agreement with the Township and shall undertake to keep the property and specifically those parts of the property subject to the CIP improvement project in good condition; and
- m) Projects must be completed within 5 months of approval unless otherwise approved by Council.

Council retains the right, in its sole and absolute discretion, to extend, revise, or alter this CIP beyond the five-year horizon, at any time during the five-year operational period of the Plan, subject to the objectives of Council and the satisfactory performance of the Plan in the opinion of Council.

The following programs are available to the Township during the initial five-year period of the CIP (2019-2023). However, Council will review its municipal budget on a yearly basis and decide on which programs are in effect on a yearly basis.

The following table presents a summary of the recommended CIP programs:

<b>Program</b>	<b>Grant Amount</b>
Agriculture Value-Added Grant	Up to a maximum of 50% of eligible costs up to a maximum grant of \$3,000
Signage Improvement Grant	Up to a maximum of 50% of eligible costs up to a maximum grant of \$1,000
Façade Improvement Grant	Up to a maximum of 50% of eligible costs up to a maximum grant of \$3,000
Total amount per property	\$5,000 per property (excluding building permit and planning fee rebates)

### 5.1 Agriculture Value-Added Grant Program

<p><b>Purpose</b></p>	<p>To promote development or improvement of agricultural, agricultural-related and on-farm diversified uses within the Township.</p>
<p><b>Grant Amount &amp; Disbursement</b></p>	<p>Matching grant of up to a maximum of 50% of eligible costs up to a maximum grant of \$3,000, whichever is less, per property.</p> <p>The Grant will be disbursed as follows:</p> <ul style="list-style-type: none"> <li>• 100% on Final Completion</li> </ul>
<p><b>Eligible Costs</b></p>	<p>The construction or improvements to uses permitted by the Guidelines on Permitted Uses in Ontario's Prime Agricultural Areas, including but not limited to:</p> <ul style="list-style-type: none"> <li>• Produce stands;</li> <li>• Cheese factory;</li> <li>• Bakery;</li> <li>• Signage;</li> <li>• Agri-tourism and recreation uses (e.g., hay rides, corn maze, petting zoo, equine events, seasonal events); or</li> <li>• Any other use as approved by the Township.</li> </ul>
<p><b>Additional Requirements</b></p>	<p>Minimum improvement cost: \$1,500.00</p> <p>Applicants will submit design drawings, architectural or engineering plans, and a work plan indicating proposed improvements, and a cost estimate for the works.</p> <p>The grant will be paid based on the actual cost of the work, up to the amount approved in the application.</p> <p>All completed drawings/plans must comply with the description of the work plan as provided in the grant application form.</p>



## 5.2 Signage Improvement Grant Program

<b>Purpose</b>	To promote the undertaking of signage improvements.
<b>Grant Amount &amp; Disbursement</b>	<p>Matching grant of up to 50% of eligible costs up to a maximum grant of \$1,000, whichever is less, per property;</p> <p>The grant will be disbursed as follows:</p> <ul style="list-style-type: none"> <li>• 100% on Final Completion</li> </ul>
<b>Eligible Costs</b>	<ul style="list-style-type: none"> <li>• Improvements to or placement of new building or free-shipping signage including: <ul style="list-style-type: none"> <li>• Graphic design of signage;</li> <li>• Sign materials and construction;</li> <li>• Sign lighting; and</li> <li>• Any other signage-related work as approved by the Township.</li> </ul> </li> </ul>
<b>Additional Requirements</b>	<p>Minimum improvement cost: \$500.00</p> <p>May apply to multiple signs, up to the maximum allotted per property.</p> <p>Applicants will submit design drawings indicating proposed signage improvements, and a cost estimate for the works.</p> <p>The grant will be paid based on the actual cost of the work, up to the amount approved in the application.</p>





### 5.3 Façade Improvement Grant Program

<p><b>Purpose</b></p>	<p>To stimulate private investment in the existing commercial areas of the Community Improvement Project Area and to promote the undertaking of building façade improvements.</p>
<p><b>Grant Amount &amp; Disbursement</b></p>	<p>Matching grant of up to a maximum of 50% of eligible costs up to a maximum grant of \$3,000, whichever is less, per property; This grant will be disbursed as follows:</p> <ul style="list-style-type: none"> <li>• 100% on Final Completion</li> </ul>
<p><b>Eligible Costs</b></p>	<p>Improvements to the Front or Corner Side Façades designed specifically to enhance the look and appearance of these elevations of the property including:</p> <ul style="list-style-type: none"> <li>• Restoration of the brickwork or cladding, including exterior painting;</li> <li>• Replacement or repair of cornices, eaves, parapets, windows, doors, and other significant architectural details;</li> <li>• Repair, replacement, or addition of awnings, marquees, and canopies;</li> <li>• Repair, replacement, or addition of exterior lighting;</li> <li>• Street furniture related to façade;</li> <li>• Modifications to the entranceway; and</li> <li>• Any other work as approved by the Township.</li> </ul>
<p><b>Additional Requirements</b></p>	<p>Minimum improvement cost: \$1,500.00</p> <p>Applicants will submit design drawings, architectural/ engineering plans, and a work plan indicating proposed improvements, and a cost estimate for the works.</p> <p>The grant will be paid based on the actual cost of the work, up to the amount approved in the application.</p> <p>All completed drawings/plans must comply with the description of the work plan as provided in the grant application form.</p>



## Section 6

### Administration and Financial Implications

The Community Improvement Plan will be administered by the Township of Admaston/Bromley as part of the implementation of the Community Improvement Policies of the County of Renfrew's Official Plan.

For a CIP to be successful, it requires support from the business community and support from the Township in the form of funding and implementation. It is recommended that the Township allocate \$12,000 from the Main Street Revitalization Fund toward grant incentive programs for Signage and Façade Improvements on the Mains Streets in Douglas and Osceola during the initial year (2019) of the CIP. The funds allocated towards the CIP are subject to Council discretion and are subject to be revised and altered on a year-to-year basis or as required. As the private and public sectors increase their investment in the community, with the assistance of the CIP, the overall benefits will be significant. The Township would like to acknowledge the Province of Ontario for providing funding assistance through the Main Street Revitalization program for the implementation of the CIP process.

It is not possible to accurately predict the number and scale of applications in advance of implementing the Plan. The recommended funds are minimums that should be approved in order to meet the goals of the Plan over the five-year term. These funding levels can be evaluated and adjusted in future years of the Plan.

Funding allocations contained in this Plan are subject to review and approval by Council. Financial incentives proposed in this CIP are based on a five year cycle, but are also subject to the Township's fiscal situation and will be determined on a yearly basis during Council's annual budget allocation.

## Section 7

### Monitoring and Amendments

Township staff will conduct periodic reviews of the CIP programs and activities relating to Community Improvement to determine their effectiveness and provide an update to Council. Council may amend this Plan as is necessary to ensure that the goals and objectives outlined in this Plan are achieved.

Any increase in program financing permitted under Section 28 of the *Planning Act* will require an amendment to this Plan. An extension to any program for up to an additional five years and any decrease in program financing due to Municipal budgetary constraints in any given year will not require amendments to this Plan.

Following the first year of the program, the Township should evaluate the effectiveness of the organizational and funding structure of the CIP process, the evaluation process, and the amount of staff resources to administer, monitor, and market the Plan.

The following measures are recommended for monitoring the CIP programs:

- 1. Annual Report** - An annual Township CIP report will be produced and presented to Council.
- 2. Post-Project Evaluation Report** - Following the completion of the community improvement project(s), municipal staff should prepare a project close-out checklist with detailed descriptions of the work completed with any issues that may have arisen during the application process. This information can be used in the preparation of the annual report to Township Council on Community Improvement projects.
- 3. Application Database** - A database of past CIP applications can be used to assess the effectiveness of various financial incentive programs with amendments to the Township CIP made where necessary.