



# Millbrook Community Improvement Plan

September 2018 | Final for Council Adoption

## Table of Contents

1.0	Introduction .....	5
1.1	What is a Community Improvement Plan (CIP)? .....	5
1.2	Incentives for Downtown Millbrook .....	5
1.3	How to Use this CIP.....	6
2.0	Basis of the CIP .....	8
2.1	Legislative Authority.....	8
2.2	Enabling Official Plan Policies.....	8
2.3	Community and Stakeholder Consultation .....	9
3.0	Goals and Objectives for Community Improvement .....	11
4.0	Designated Community Improvement Project Areas.....	13
4.1	Community Improvement Project Area .....	13
4.2	Eligible Uses.....	13
4.3	Priority Sites .....	13
5.0	Financial Incentive Programs .....	15
5.1	General Eligibility Criteria .....	15
5.2	Availability .....	17
5.3	Township Incentive Programs .....	17
5.3.1	Façade and Signage Improvement Grant.....	17
5.3.2	Building and Site Improvement Grant.....	19
5.3.3	Commercial Conversion and Expansion Grant .....	23
5.3.4	Downtown Rental Housing Grant .....	24
5.3.5	POPS and Public Art Grant .....	25
5.3.6	Sidewalk Café Grant .....	27
5.3.7	Design and Study Grant .....	28
5.3.8	Planning Application and Building Permit Fee Rebate Grant .....	29
5.3.9	Redevelopment and Adaptive Reuse Grant (TIEG) .....	30
5.4	Provincial Incentive Programs .....	33
5.4.1	Brownfield Financial Tax Incentive Grant.....	33



6.0	Township-led Improvement Initiatives .....	35
6.1	Identify and Implement Detailed Streetscape Improvements .....	35
6.2	Prepare Concept Plans/Highest and Best Use Analysis for Major Redevelopment Sites.....	36
6.3	Undertake a Parking Needs Study .....	36
6.4	Develop a Connectivity and Linkage Strategy .....	37
6.5	Vacancy Tax Rebate Strategy .....	37
6.7	Gateway and Signage Improvements.....	37
6.8	Heritage Study .....	38
6.9	Heritage Property Tax Relief Program .....	38
7.0	Implementation Plan.....	39
7.1	Implementation Period .....	39
7.2	Administration .....	39
7.2.1	Council Roles and Responsibilities .....	39
7.2.2	CIP Implementation Committee.....	39
7.2.3	Administration of Financial Incentives .....	40
7.3	Financial Management .....	40
7.4	Applying for Incentives .....	41
7.4.1	The Application Process.....	41
7.4.2	Application Requirements.....	42
8.0	Marketing Plan .....	43
8.1	Overview.....	43
8.2	Target Markets .....	43
8.3	Marketing Tools.....	44
9.0	Monitoring Plan .....	45
9.1	Purpose .....	45
9.2	On-going Data Collection .....	45
9.3	Measures.....	45
9.4	Reporting .....	48
9.5	Plan Amendments .....	48
10.0	Conclusion .....	50

## Glossary

The interpretation of this Community Improvement Plan (CIP) rests solely with the Township of Cavan Monaghan. To assist in interpretation, the following definitions shall apply.

**Affordable** means, in the case of rental housing, the least expensive of: a unit for which the rent does not exceed 30 percent of gross annual household income for low and moderate-income households; or a unit for which the rent is at or below the average market rent of a unit in the regional market area.

**Adaptive reuse** means the renovation and reuse of pre-existing structures (such as warehouses) for new, higher density purposes.

**Barrier-free access** means design for those with physical or other disabilities, involving the provision of alternative means of access to steps (i.e., ramps and elevators) for those with limited mobility.

**Brownfield sites** means undeveloped or previously developed properties that may be contaminated. They are usually, but not exclusively, former industrial or commercial properties that may be underutilized, derelict or vacant.

**CIP Implementation Committee** means the designated committee authorized by Council to review applications for financial incentives and make recommendations on financial incentives in accordance with the policies of this CIP.

**Community Improvement Project Area** means the currently designated Community Improvement Project Area, which is adopted by a by-law of Council, in accordance with Section 28 of the *Planning Act*.

**County** means the County of Peterborough.

**Eligible costs** mean costs related to environmental site assessment, environmental remediation, development, redevelopment, construction and reconstruction of lands and buildings for rehabilitation purposes or for the provision of energy efficient uses, buildings, structures, works, improvements or facilities.

**Heritage attributes** means the principal features, characteristics, context and appearance that contribute to the cultural heritage significance of a heritage property.

**Intensification** means the development of a property, site or area at a higher density than currently exists through:

- a) redevelopment, including the reuse of brownfield sites;
- b) the development of vacant and/or underutilized lots within previously developed areas;
- c) infill development; or
- d) the expansion or conversion of existing buildings.

**Mixed-use** means any combination of commercial uses (retail, personal services, restaurants, etc.), offices, institutional uses, and/or residential uses provided they are located above the ground floor of a commercial building).

**POPS** means a type of public space that, although privately owned, is open to the public under an agreement between the Township and landowner.

**Priority Site** means a specific property within the Community Improvement Project Area that may be identified by the Township of Cavan Monaghan for increased grant values as it represents the Township's priorities for reshaping and revitalizing Millbrook. For a more detailed description of the criteria used to identify Priority Sites, refer to Section 4.3 of this CIP.

**Public Realm** means the spaces around, between and within buildings that are publicly owned and accessible, including streets, squares, parks and open spaces.

**Redevelopment** means the creation of new units, uses or lots on previously developed land in existing communities, including brownfield sites.

**Tax Increment** means an increase in taxes, which is calculated by the net change in Current Value Assessment (CVA) between current value and re-assessment value multiplied by the municipal portion of the municipal property tax rate.

**Township** means the Township of Cavan Monaghan.

## 1.0 Introduction

According to the Township of Cavan Monaghan's 2013 Revitalization Strategy, Downtown Millbrook is a ***heritage shopping area that provides residents and visitors with a unique experience because of its picturesque streetscape, walkable environment and friendly service.***

Downtown areas like Millbrook offer a significant community function and public benefit and are an invaluable resource. Therefore, in the past decade, Cavan Monaghan has invested substantial time, energy, and resources into the revitalization of this key urban and economic area.

This Community Improvement Plan (CIP) has been prepared as part of the Township's overall commitment to advancing civic goals for Downtown Millbrook. It is a tool that will provide Council with the authority to invest further into this important heritage shopping area by providing financial incentives to support the revitalization of private property.

### 1.1 WHAT IS A COMMUNITY IMPROVEMENT PLAN (CIP)?

A CIP is a municipal planning tool enabled by the Ontario Planning Act that sets out programs and strategies for improving the built, economic, and social environment in designated areas of a municipality. Many municipalities across Ontario have prepared CIPs to achieve important community goals, such as:

- Facilitating and coordinating the transition of neighbourhoods and areas;
- Stimulating economic growth and development;
- Assisting property owners with repair, rehabilitation, redevelopment and intensification projects; and
- Raising awareness of local needs and priorities.

Under Section 106 of the Municipal Act, municipalities are prohibited from directly or indirectly assisting local businesses by giving or lending money. However, having a CIP in place allows a local government to assist financially with improvements to private properties, through the provision of financial incentives to landowners and tenants (with consent of the owner).

### 1.2 INCENTIVES FOR DOWNTOWN MILLBROOK

This CIP will allow the Township to stimulate private investment in support of the revitalization of Downtown Millbrook. As the Township looks forward, there is a need to maximize economic development opportunities and help existing and potential business and property owners prepare for change. Specifically, as discussed in Section 3.1, this CIP presents five overall goals for community improvement:

1. Beautification & Restoration
2. Redevelopment & Reuse
3. Diversification & New Uses
4. Connection & Integration
5. Unique Places & Spaces

To achieve these goals, this CIP establishes a toolbox of financial and non-financial incentives intended to improve the following:

- The built environment;
- Heritage attributes and resources;
- The diversity of uses;
- Economic activity,
- Housing choices and affordability;
- The public realm;
- Views and streetscapes;
- Walkability;
- Trails and open spaces; and
- Parking.

### 1.3 HOW TO USE THIS CIP

This CIP provides information on the following topics:

- **Section 2** presents the basis for the CIP, including a summary of the planning context and input from community and stakeholder consultation;
- **Section 3** sets out the Goals and Objectives of the CIP;
- **Section 4** identifies the designated Community Improvement Project Area (CIPA);
- **Section 5** provides information about Financial Incentive Programs that may be available to eligible businesses and property owners in the CIPA;
- **Section 6** outlines a set of studies or projects that may be undertaken by the Township to support the CIP goals;
- **Section 7** outlines administrative details regarding how the CIP will be implemented;
- **Section 8** identifies marketing options for the Township to promote the CIP; and
- **Section 9** provides a strategy for the annual monitoring of the CIP.

Landowners and tenants of commercial, industrial, and mixed-use residential/commercial buildings in Downtown Millbrook will be interested in accessing the incentives of this CIP. To initiate a discussion about how incentives can help support revitalization efforts on private property, potential applicants should review the relevant sections of this CIP, and contact the Township's Economic Development Department.







## 2.0 Basis of the CIP

The Millbrook CIP has been prepared based on the enabling legislation/policies of the Planning Act, the Township of Cavan Monaghan Official Plan, and other municipal plans, as well as consultation with the public, and the Municipal Revitalization and Heritage Advisory Committee (MRHAC), as summarized below.

### 2.1 LEGISLATIVE AUTHORITY

The Planning Act is the primary piece of legislation that provides for the preparation of CIPs. Specifically, Section 28 of the Planning Act sets out:

- The types of projects/activities/works that are considered “community improvement”, which can include the redevelopment, rehabilitation, or other improvements to residential, commercial, industrial, and public buildings, structures, or facilities;
- A community improvement planning process whereby a municipality must first identify and adopt by by-law a designated “Community Improvement Project Area”, after which a “Community Improvement Plan” may be prepared and adopted by a municipal Council. However, this may only be done where there are enabling policies in the municipality’s Official Plan (which is the case in the Township of Cavan Monaghan – as discussed in Section 2.2);
- Tools that can be implemented once a municipal Council adopts a “Community Improvement Plan”, which include grants or loans to owners and tenants (with written consent of the owner) of land and buildings within the community improvement project area; and
- Eligible costs for which a municipality can provide such grants or loans, which may include costs related to development/ redevelopment or construction/ reconstruction projects for rehabilitation purposes or for the provision of energy efficient improvements.

In addition to the Planning Act, several other legislative documents provide the authority for municipalities to implement tools to assist with community improvement, including the Ontario Municipal Act Sections 106(3) and 365.1.

### 2.2 ENABLING OFFICIAL PLAN POLICIES

#### 2.2.1 TOWNSHIP OF CAVAN MONAGHAN OFFICIAL PLAN

The Official Plan for the Township of Cavan Monaghan contains goals, objectives and policies for directing and managing change. The plan provides the long-term vision for growth and physical development of the municipality. Currently there are policies in place (as required by the Planning Act) that enable the creation of a CIP for the Township of Cavan Monaghan.

The policies allow the CIP to address a wide range of physical, economic, and social needs and opportunities throughout the Township. Section 8.10.1 of the Official Plan identifies the following objectives for community improvement:

- a) Maintain or improve municipal services, public utilities, and social and recreational facilities;
- b) Improve conditions in older, residential neighbourhoods;
- c) Improve the property and business tax base by encouraging economic expansion and new development by both the private and public sectors;
- d) Promote the revitalization and intensification in the downtown business area;
- e) Undertake significant improvements to the Mill Pond area;
- f) Improve parking facilities in the downtown business area;
- g) Improve stormwater management and treatment; and,
- h) Encourage investment and improvement in the maintenance and rehabilitation of existing commercial, industrial, institutional, and residential buildings and structures.

In Section 8.10.3 of the Official Plan (and reflected on Schedule A-1), the Community Core Area of Millbrook has been identified as the major focus area for Council's community improvement efforts. The designated Community Improvement Project Area (CIPA) for the Millbrook CIP is introduced in Section 4.0 and is based on this policy direction from the Official Plan.

It is also noted that in Section 8.10.5 of the Cavan Monaghan Official Plan states: Where possible, the Township may create partnerships for Community Improvement Programs and funding. The opportunity for County participation in the Millbrook CIP is further discussed below.

### 2.2.2 COUNTY OF PETERBOROUGH OFFICIAL PLAN

The Ontario Planning Act allows the Council of an upper-tier municipality (i.e., the County of Peterborough) to participate in the grant and loan programs of a lower-tier municipality (i.e., the Township) CIP, provided there are enabling policies in place through the County Official Plan.

Section 7.25.5.2 of the Peterborough County Official Plan provides the policy required by the Planning Act. It states that "the County may establish programs for the provision of grants and loans to the Townships for the purposes of achieving the goals and objectives specified in Township Community Improvement Plans".

Therefore, there is an opportunity for the County to contribute to the financial incentive programs available through this CIP.

### 2.3 COMMUNITY AND STAKEHOLDER CONSULTATION

Community and stakeholder input has been an important basis in the creation of the Millbrook CIP. Several consultation events and initiatives have been undertaken throughout the CIP project, in order to inform the creation of programs, including:

- A Community Survey was undertaken in early 2018 to understand how the community experiences and perceives the opportunities in Millbrook;
- A workshop with the MRHAC was held in March 2018 to discuss specific needs regarding improvements to private property;
- A Public Information Session was also held in March 2018 to share information about the CIP project and undertake a series of visioning and mapping exercises; and
- A Council Presentation was delivered in April 2018 to present the findings and a set of recommendations and options identified for a Millbrook CIP;

- A second workshop was held with the Municipal Revitalization and Heritage Advisory Committee in April 2018 to talk about recommended incentive programs;
- A second Public Information Session was held June 21, 2018 to share the Draft CIP and incentive programs with the public; and
- The Draft CIP was circulated to the Ministry of Municipal Affairs and Housing in June 2018 for review and comment.

The findings and input collected as a result of all of the above initiatives and events have been considered and incorporated, where appropriate, in the Millbrook CIP.





### 3.0 Goals and Objectives for Community Improvement

Goals and objectives for community improvement have been identified to provide general direction on the purpose and intent of the CIP and to guide implementation of programs. To be eligible for financial incentives offered through the CIP, an improvement project must support the goals and objectives set out below. For each of the goals and objectives, measures have also been identified (Section 9.3) for monitoring the effectiveness of this CIP.

#### 3.1 GOALS AND OBJECTIVES

The following goals and supporting measurable objectives have been identified for the Millbrook CIP to support the on-going revitalization of this unique heritage shopping area.

<p><b>GOAL #1</b> Beautification &amp; Restoration</p>	
<p><b>GOAL #2</b> Redevelopment &amp; Reuse</p>	
<p><b>GOAL #3</b> Diversification &amp; New Uses</p>	
<p><b>GOAL #4</b> Connection &amp; Integration</p>	
<p><b>GOAL #5</b> Unique Places &amp; Spaces</p>	

### **Goal 1: Beautification & Restoration**

- a. Implement aesthetic improvements to private property such as improvements to façades, signage, landscapes, with emphasis on the enhancement and restoration of heritage features;
- b. Implement functional improvements to public and private property, such as structural repairs to buildings and improvements to parking, infrastructure and accessibility;
- c. Apply dedicated Township funds and resources for improvements to community facilities, streetscapes, and public spaces/the public realm.

### **Goal 2: Redevelopment & Reuse**

- a. Reduce the number of vacant, under-utilized, or non-performing buildings and properties;
- b. Adaptively reuse and enhance existing buildings, landmarks, and property fabric;
- c. Plan for, take advantage of, and prioritize key redevelopment sites and opportunities.

### **Goal 3: Diversification & New Uses**

- a. Attract a wider range and mix of uses and diversity of businesses;
- b. Attract and retain people, businesses, and visitors; and
- c. Increase the number and type of affordable, alternative, and rental housing units within Millbrook.

### **Goal 4: Connection & Integration**

- a. Enhance and improve linkages within and to Millbrook, with a focus on the movement of pedestrians;
- b. Promote natural and cultural heritage resources and attractions as part of a network of community assets; and
- c. Implement improved signage and wayfinding to promote Millbrook, its businesses, and contribute to an enhanced visitor experience.

### **Goal 5: Unique Places & Spaces**

- a. Implement community improvement projects in a manner that is consistent with the Township's vision and goals for urban design, as articulated in the December 2017 Council adopted Detailed Streetscape & Design Guidelines for Downtown Millbrook;
- b. Create animated and exciting public and private places that enhance and celebrate the uniqueness, history, and 21<sup>st</sup> Century experience of Millbrook;
- c. Provide safe and accessible opportunities for social interaction, public events, and civic life.

## 4.0 Designated Community Improvement Project Area

To achieve the goals and objectives of this CIP, a Community Improvement Project Area (CIPA) has been designated, as required by the Planning Act. The Millbrook CIPA has been identified based on the following:

- The Community Core Designation of the Township of Cavan Monaghan Official Plan; and
- The Business Improvement Area as adopted by By-law 2007-27.

The following is a description of the Millbrook CIPA, and what it might mean for your property. The CIP also identifies a framework for prioritizing properties within the Millbrook CIPA and this is also described below.

### 4.1 COMMUNITY IMPROVEMENT PROJECT AREA

Properties within the Millbrook CIPA are shown in the maps below and provided in Appendix A of this CIP. The Millbrook CIPA has been adopted by Council by By-law 2018-51.

Financial Incentive Programs may be available to registered owners, assessed owners, and tenants (with written consent of the owner) of lands and buildings located within the CIPA, subject to a number of eligibility criteria, as described in Section 5.1 of this CIP.

As discussed in Section 7, the MRHAC will recommend to Council, in an annual Implementation Plan, which of the Financial Incentive Programs should be made available in the CIPA based on the priorities for that year, as well as the funds allocated for these programs. Council will consider the recommendations from the Committee as part of the annual budget process.

### 4.2 ELIGIBLE USES

Only certain types of existing or proposed uses in the CIPA will be eligible for financial incentives (in accordance with the uses permitted by the Township's Official Plan and Zoning By-law). Unless otherwise stated in the Program Specific Eligibility Criteria (Section 5.3), these uses include:

- Commercial;
- Office;
- Industrial;
- Institutional; and
- Rental housing units (provided they are located above the ground floor of a commercial building).

### 4.3 PRIORITY SITES

Priority Sites may be identified by the Township of Cavan Monaghan during the implementation of this CIP. Priority Sites are specific properties within the Millbrook CIPA that represent Township priorities for achieving the CIP Goals and Objectives, and have been identified by Council based on one or more of the following criteria:



- a) The site is vacant or underutilized and has potential for significant redevelopment/intensification;
- b) The proposed use of land or buildings is a “target use” that has been identified by Council as highly desirable;
- c) A building on the site has heritage value and the applicant has demonstrated to the satisfaction of the Township that original heritage attributes are to be restored;
- d) The applicant is proposing exemplary design features to a building;
- e) The site is visible from a view corridor or public open space, or has a significant public view in the opinion of the CIP Implementation Committee;
- f) The applicant is proposing to provide a publicly accessible private space or to improve public access to a trail, open space, or important community landmark;
- g) The site is a known or perceived brownfield property; and/or
- h) The site is subject to a proposal that will help achieve local economic development goals or priorities, as identified by Council.

Priority Sites and “target uses” may be identified by Council on an annual basis or at the term of Council. They may be updated or revised at any time at the sole discretion of Council.

As identified in the Program Specific Eligibility Criteria in Section 5.3 of this CIP, properties that are identified as Priority Sites may be eligible for increased grant values. However, the Township may also identify a maximum value for the total of all grants, loans, and tax assistance provided to Priority Sites.



## 5.0 Financial Incentive Programs

Through the Millbrook CIP, the Township may provide budget permitting financial incentives to eligible applicants within the CIPA identified in Section 4. The incentive programs are intended to stimulate private investment and physical improvements to private property, where such improvements will result in or contribute to the goals and objectives set out in Section 3.1.

The following Financial Incentive Programs may be available to eligible owners/tenants of land and buildings in the CIPA, **subject to the Township's approved budget and availability of resources**. While most of the programs are Township led, administered, and approved, two of the Programs are offered by the Province of Ontario and require additional approval from other levels of government.

### TOWNSHIP PROGRAMS

- Façade and Signage Improvement Grant
- Building and Site Improvement Grant
- Commercial Conversion and Expansion Grant
- Downtown Rental Housing Grant
- 'POPS'<sup>1</sup> and Public Art Grant
- Sidewalk Café Grant
- Design and Study Grant
- Planning Application and Building Permit Fee Rebate Grant
- Redevelopment and Adaptive Reuse Grant (TIEG)

### PROVINCIAL PROGRAMS

- Province of Ontario Brownfield Financial Tax Incentive Grant

Detailed information about General Eligibility Criteria (Section 5.1), Availability (Section 5.2), and Program Specific Eligibility Criteria (Section 5.4) are outlined in the following pages.

### 5.1 GENERAL ELIGIBILITY CRITERIA

To be eligible for any of the Financial Incentive Programs that may be offered by the Township, the following General Eligibility Criteria must be met:

- a) The lands and buildings subject to an application must be located within the Millbrook CIPA. Applicants should refer to Section 4.1 to determine whether their property is located within the CIPA boundary. Township staff should be contacted to confirm that the property is eligible.

---

<sup>1</sup> POPS means: Privately Owned Public Spaces, and is defined further in the CIP glossary.

- b) All projects must contribute to achieving one or more community improvement goals and objectives (as identified in Section 3.1).
- c) All projects must comply with the Township's 2017 Detailed Streetscape and Design Guidelines for Downtown Millbrook and be designed to complement the surrounding architectural styles and natural settings, and not overshadow the existing character of the area.
- d) All proposed projects must result in some level of improvement or rehabilitation over the existing conditions and will not simply represent a life cycle replacement.
- e) Unless otherwise specified, registered owners, assessed owners, and tenants (with written consent of the property owner) of private land or buildings may be eligible for financial incentives.
- f) The total value of all grants provided to an owner/tenant shall in no case exceed the total value of eligible costs associated with the community improvement project.
- g) Unless otherwise specified in the Program Specific Eligibility Criteria (Section 5.3), an applicant may be eligible to receive multiple grants (provided they are available in any given year), in accordance with the following:
  - i. The total combined value of grants provided to the applicant by the Township per year shall not exceed \$10,000 per project and/or property, or the total value of eligible costs, whichever is less;
  - ii. Applicants shall not be eligible to receive the same grant two years in a row for the same property;
  - iii. Subsection i) shall not apply to properties that have been identified as Priority Sites by Council.
- h) Financial incentives will not be applied retroactively to works started prior to approval of applications and any application for costs incurred prior to the adoption of this CIP will not be considered eligible.
- i) The property owner must have no outstanding property tax or utility arrears or any other outstanding Township obligation on the subject property at the time of application or during the term of the grant.
- j) Applicants will be required to disclose all other funding sources, including governmental, private, or not-for-profit funding to support the project. These shall be taken into consideration in the review of applications and the value of incentives provided by the Township may be reduced, at the sole discretion of Council.
- k) The proposed works will conform with all applicable policies, standards, and procedures, including (but not limited to) the Official Plan and Zoning By-law, in addition to being subject to a review and the issuance of necessary planning and development approvals and building permits pursuant to the Ontario Building Code, Accessibility for Ontarians with Disabilities Act, and Ontario Regulation 167/06 (i.e., Conservation Authority Regulated Areas).

In addition to these General Eligibility Criteria, a set of Program Specific Eligibility Criteria (Section 5.3) must also be met, which are outlined in the description of financial incentives.



## 5.2 AVAILABILITY

As discussed in Section 4.1, a CIPA has been identified for the Millbrook CIP. The purpose of identifying this boundary is to:

- a) Respond to unique needs, issues, and opportunities in Millbrook; and
- b) Prioritize improvements within Millbrook annually.

As outlined in Section 7 of this CIP, subject to the availability of budget and resources, Council will approve an implementation plan on an annual basis, which sets out:

1. Financial Incentive Programs that will be available within the CIPA for that year, if any; and
2. A community improvement budget for financial incentives that have been put into effect for that year, if any.

## 5.3 TOWNSHIP INCENTIVE PROGRAMS

### 5.3.1 FAÇADE AND SIGNAGE IMPROVEMENT GRANT

#### 5.3.1.1 Purpose and Anticipated Benefits

- a) The Façade and Signage Improvement Grant may be available to eligible applicants to assist with the financing of improvements to an existing building's façade or signage.
- b) This grant is intended to promote aesthetic and functional improvements to buildings and properties, which otherwise may not occur due to cost premiums associated with these improvements.

#### 5.3.1.2 Value of Grant

- a) Where all eligibility requirements are fulfilled, a Façade and Signage Improvement Grant may be provided for 50% of the eligible costs of façade and/or signage improvements.
- b) The total value of the grant shall not exceed \$8,000 per project and/or property.
- c) The Township may increase the maximum value of the grant to \$10,000 per project and/or property when one or more of the following criteria are met:
  - i. A building has multiple storefronts or street addresses or is on a corner lot, where façade improvements are proposed on both frontages;
  - ii. The restoration of heritage attributes is proposed; or
  - iii. A property has been identified as a Priority Site under Section 4.3 of this CIP.

#### 5.3.1.3 Eligibility Criteria

- a) Properties will be eligible for the Façade and Signage Improvement Grant if the existing or proposed use is in accordance with the eligible uses listed in Section 4.2.
- b) All General Eligibility Criteria set out in Section 5.1 of this CIP must be met.

- c) Applicants receiving the Façade and Signage Improvement Grant may be eligible for additional incentive programs offered through this CIP in accordance with Sections 5.1 g) and 5.2 (Availability).

5.3.1.4 Eligible Costs

- a) For a **Façade Improvement Project**, improvements to the main and rear façade of buildings are eligible.
- b) Façade improvements to a side and/or rear wall may also be eligible where the subject building or property is located in a prominent downtown location and is adjacent to or is visible from a view corridor or has a significant public view in the opinion of Township staff, improvements to the side and/or rear yard may also be eligible.
- c) Eligible costs include the following:
  - i. Restoration or replacement of exterior building treatments, such as brickwork/ cladding/siding and painting;
  - ii. Restoration or replacement of cornices, eaves, and parapets;
  - iii. Restoration or replacement of windows, doors, and awnings;
  - iv. Restoration or replacement of exterior lighting;
  - v. Chemical or other façade cleaning;
  - vi. Redesign of storefront/entrance, and provisions for accessibility; and
  - vii. Such other similar improvements and repairs that may be necessary to improve the appearance of a building façade exterior.
- d) For a **Signage Improvement Project**, Improvements to or replacement of the storefront signs of buildings are eligible. Where a side and/or rear wall sign is visible from a public street or public space, or fronts onto a laneway or parking lot, improvements to these signs may also be eligible.
- e) For **Façade and Signage Improvement**, the services of a professional engineer, architect, landscape architect, or planner to design and implement the project will also be considered eligible costs, subject to the following:
  - i. A grant for such services has not already been provided to the applicant through the Design and Study Grant (Section 5.3.9 of this CIP); and
  - ii. The maximum amount of a grant for such services shall not exceed 15% of the total value of the grant.

5.3.1.5 Credit

- a) All completed projects must comply with the description as provided in the grant application form.
- b) The grant will be provided upon successful completion of the approved project. The grant will be paid in a lump sum as a grant based on eligible costs incurred.



CONSULTANCY

ROOTS

REPAIRS & RESTORATION

PROG  
CYCLES

LIFE  
IS A  
BETTER  
RIDE





## 5.3.2 BUILDING AND SITE IMPROVEMENT GRANT

### 5.3.2.1 Purpose and Anticipated Benefits

- a) The Building and Site Improvement Grant may be available to eligible property owners and tenants (with consent of the owner) to assist with functional improvements to existing buildings and properties, and to extend the useful life, improve safety, and/or increase the value of a building or property.
- b) This grant is intended to support improvements to private property to meet the current Building Code, and other building and site requirements, in order to provide for safe and usable eligible uses.
- c) It should be noted that any ramps or structures installed on municipal property (i.e. sidewalks) shall be subject to specific approval by the Township.

### 5.3.2.2 Value of Grant

- a) Where all eligibility requirements are fulfilled, a Building or Property Improvement Grant may be provided for 50% of the eligible costs.
- b) The total value of the grant shall not exceed \$8,000 per project and/or property.
- c) For properties that are identified as Priority Sites under Section 4.3 of this CIP, the Township may increase the maximum value of the grant to \$10,000 per project and/or property.

### 5.3.2.3 Eligibility Criteria

- a) Properties will be eligible for the Building and Site Improvement Grant if the proposed or potential use being investigated is in accordance with the eligible uses listed in Section 4.2.
- b) All General Eligibility Criteria set out in Section 5.1 of this CIP must be met.
- c) Applicants receiving the Building and Site Improvement Grant may be eligible for additional incentive programs offered through this CIP in accordance with Sections 5.1 g) and 5.2 (Availability).

### 5.3.2.4 Eligible Costs

- a) For a **Building Improvement** Project, improvements to the front, rear, and side of building(s) are eligible. Eligible costs include the following:
  - i. Structural repairs to walls, ceilings, floors, and foundations;
  - ii. Installation of ramps, elevators, lifts, and/or automatic door openers, and other improvements to improve accessibility;
  - iii. Interior restoration and re-design;
  - iv. Repair/replacement/installation of building infrastructure, such as roofing, windows, and doors;

- v. Repair/replacement/installation of plumbing, electrical, HVAC, and fire protection systems;
  - vi. Weatherproofing; and
  - vii. Any other improvements that may bring a building up to code, address health and safety concerns, or improve accessibility and removal of barriers as approved by the Township.
- b) For other **Site Improvements**, the following costs will be eligible:
- i. For a **Motorized Vehicle Parking Improvement Project**, eligible costs include the following:
    - A. Improvements to rear or side yard parking areas that result in an increased supply of parking spaces, in accordance with a site plan (as may be required);
    - B. Repairs, improvements, expansions, repainting and repaving of existing driveways and motor vehicle parking areas provided that the project results in an improvement over the existing condition (i.e., gravel to paved); and
    - C. Proper signage and markings to clearly designate reserved parking for clients or employees.
  - ii. For a **Bicycle Parking Improvement Project**, eligible costs include the installation or replacement of new outdoor bicycle parking racks which are publicly accessible and not fully enclosed.
  - iii. For a **Landscape Improvement Project**, improvements to the front yard of properties are eligible. Where the subject building or property is located in a prominent downtown location and is adjacent to or is visible from a view corridor or has a significant public view in the opinion of Township staff, improvements to the side and/or rear yard may also be eligible. Eligible costs include the following:
    - A. Addition of landscaping features (plants/green space, including sod, trees, vegetation, etc.);
    - B. Addition of permanent landscaping elements such as fencing, benches, planters, and lighting;
    - C. Addition of walkways; and
    - D. Such other similar improvements and repairs that may be necessary to improve a property.

b)

- c) The services of a professional engineer, architect, landscape architect, landscape architect, or planner to design and implement the project will also be considered eligible costs, subject to the following:
  - i. A grant for such services has not already been provided to the applicant through the Design and Study Grant (Section 5.3.9); and
  - ii. The maximum amount of a grant for such services shall not exceed 15% of the total value of the grant.

5.3.2.5 Credit

- a) All completed projects must comply with the description as provided in the grant application form.
- b) The grant will be provided upon successful completion of the approved project. The grant will be paid in a lump sum based on eligible costs incurred.





### 5.3.3 COMMERCIAL CONVERSION AND EXPANSION GRANT

#### 5.3.3.1 Purpose and Anticipated Benefits

- a) The Commercial Conversion and Expansion Grant may be available to eligible property owners and tenants (with consent of the owner) to assist with the small-scale conversion and expansion of existing vacant or underused space into new commercial, mixed-use and other eligible uses.
- b) This grant is intended to support growing businesses thereby increasing commercial assessments.

#### 5.3.3.2 Value of Grant

- a) The total value of the grant shall not exceed \$8,000 per project and/or property.
- b) For properties that are identified as Priority Sites under Section 4.3 of this CIP, the Township may increase the maximum value of the grant to \$10,000 per project and/or property.

#### 5.3.3.3 Eligibility Criteria

- a) Properties will be eligible for the Commercial Conversion and Expansion Grant if the proposed or potential use being investigated is in accordance with the eligible uses listed in Section 4.2.
- b) All General Eligibility Criteria set out in Section 5.1 of this CIP must be met.
- c) Applicants receiving the Commercial Conversion and Expansion Grant may be eligible for additional incentive programs offered through this CIP in accordance with Sections 5.1 g) and 5.2 (Availability).

#### 5.3.3.4 Eligible Costs

- a) The Commercial Conversion and Expansion Grant may be provided for the construction and renovation costs related to the following types of projects:
  - i. Conversion of non-commercial or vacant building space into new commercial, mixed-use, secondary uses, and other eligible uses;
  - ii. Conversion of existing ground floor commercial space to better suit a new commercial use (e.g., retail to restaurant); and
  - iii. Expansion of existing eligible uses to increase the gross floor area.
- b) The Grant will also apply to the adaptive re-use of existing structures.

- c) The services of a professional engineer, architect, landscape architect, or planner to design and implement the project will also be considered eligible costs, subject to the following:
  - i. A grant for such services has not already been provided to the applicant through the Design and Study Grant (Section 5.3.8); and
  - ii. The maximum amount of a grant for such services shall not exceed 15% of the total value of the grant.

#### 5.3.3.5 Credit

- a) All completed projects must comply with the description as provided in the grant application form.
- b) The grant will be provided upon successful completion of the approved project. The grant will be paid in a lump sum based on eligible costs incurred.

### 5.3.4 DOWNTOWN RENTAL HOUSING GRANT

#### 5.3.4.1 Purpose and Anticipated Benefits

- a) The Downtown Rental Housing Grant may be available to eligible property owners and tenants (with consent of the owner) to assist in the creation of new residential units in Downtown Millbrook and to improve the condition of existing upper-storey residential units.
- b) The purpose of this program is to support the availability of a wider range of more attainable housing options in Millbrook which supports the Peterborough Ten-Year Housing and Homelessness Plan for the region.

#### 5.3.4.2 Value of Grant

- a) Where all eligibility requirements are fulfilled, a Downtown Rental Housing Grant may be provided for 50% of the eligible costs for each unit.
- b) The total value of the grant shall not exceed \$2,500 per unit, to a maximum of two units.
- c) For properties that are identified as Priority Sites under Section 4.3 of this CIP, a maximum of four units shall be eligible, and the total value of the grant shall not exceed \$2,500 per unit.

#### 5.3.4.3 Eligibility Criteria

- a) Properties will be eligible for the Downtown Rental Housing Grant if the proposed or potential use being investigated is in accordance with the eligible uses in Section 4.2.
- b) All General Eligibility Criteria set out in Section 5.1 of this CIP must be met.
- c) Applicants receiving the Downtown Rental Housing Grant may be eligible for additional incentive programs offered through this CIP in accordance with Sections 5.1 g) and 5.2 (Availability).

#### 5.3.4.4 Eligible Costs

- a) The Downtown Rental Housing Grant may be provided for the construction and renovation costs related to the following types of projects:
  - i. Creation of new residential units in the upper storey(s) of a mixed-use building; or
  - ii. Significant improvement in the quality of one or more existing residential units in the upper storey(s) of a mixed-use building, which achieve one or more of the following:
    - A. improve the quality of life for the occupants;
    - B. increase the value of the unit(s);
    - C. make previously inhabitable unit(s) habitable;
    - D. make the unit attractive to a wider range of income groups.
- b) The services of a professional engineer, architect, landscape architect, or planner to design and implement the project will also be considered eligible costs, subject to the following:
  - i. A grant for such services has not already been provided to the applicant through the Design and Study Grant (Section 5.3.8); and
  - ii. The maximum amount of a grant for such services shall not exceed 15% of the total value of the grant.

#### 5.3.4.5 Credit

- a) All completed projects must comply with the description as provided in the grant application form.
- b) The grant will be provided upon successful completion of the approved project. The grant will be paid in a lump sum based on eligible costs incurred.

### 5.3.5 POPS AND PUBLIC ART GRANT

#### 5.3.6.1 Purpose and Anticipated Benefits

- a) The POPS and Public Art Grant may be available to eligible applicants to assist with the permanent installation of **Publicly Accessible Private Spaces (POPS)** and outdoor artworks on private property.
- b) The grant is intended to promote a lively and vibrant streetscape in Downtown Millbrook and encourage the creation of spaces that contribute to urban character, enhance the pedestrian experience, and complement the public network of parks, including: small parks, plazas, squares, atriums, extended sidewalks, mid-block connections/laneways, trails, community gardens, rooftop terraces, simple grass covered open spaces, and public art.



#### 5.3.6.2 Value of Grant

- a) Where all eligibility requirements are fulfilled, a POPS and Public Art Grant may be provided for 50% of the eligible costs.
- b) The total value of the grant shall not exceed \$5,000 per project and/or property.

#### 5.3.6.3 Eligibility Criteria

- a) Properties will be eligible for the POPS and Public Art Grant if the proposed or potential use being investigated is in accordance with the eligible uses listed in Section 4.2.
- b) All General Eligibility Criteria set out in Section 5.1 of this CIP must be met.
- c) Proposed public art projects must, in the opinion of the Township, be consistent with the guidelines for public art, as set out in the Township's 2017 Detailed Streetscape and Design Guidelines for Downtown Millbrook.
- d) Proposed public art projects must also be suitable for a public audience and may not contain commercial or advertising content. Applicants shall work in cooperation with and obtain guidance from the Township with respect to proposed public art projects.
- e) Applicants receiving the POPS and Public Art Grant may be eligible for additional incentive programs offered through this CIP in accordance with Sections 5.1 g) and 5.2.

#### 5.3.6.4 Eligible Costs

- a) Eligible costs associated with POPS or public art projects include:
  - i. Decorative signage;
  - ii. Paving and the addition of walkways;
  - iii. Addition of permanent landscaping features;
  - iv. Seating;
  - v. Lighting (decorative); and
  - vi. Material costs for design/production/fabrication/installation of new/original art works/structures, or the restoration of existing works/ structures.
- b) The services of a professional artist or landscape architect to design and implement the project will also be considered eligible costs, subject to the following:
  - i. A grant for such services has not already been provided to the applicant through the Design and Study Grant (Section 5.3.8); and
  - ii. The maximum amount of a grant for such services shall not exceed 15% of the total value of the grant

#### 5.3.6.5 Credit

- a) All completed projects must comply with the description as provided in the grant application form.
- b) The grant will be provided upon successful completion of the approved project. The grant will be paid in a lump sum based on eligible costs incurred.

### 5.3.6 SIDEWALK CAFÉ GRANT

#### 5.3.7.1 Purpose and Anticipated Benefits

- a) The Sidewalk Café Grant may be available to eligible applicants to assist with the beautification and physical improvement of seasonal outdoor sidewalk café spaces.
- b) The grant is intended to promote a lively and vibrant streetscape in Downtown Millbrook.

#### 5.3.7.2 Value of Grant

- a) Where all eligibility requirements are fulfilled, a Sidewalk Café Grant may be provided for 50% of the eligible costs of sidewalk café provision.
- b) The total value of the grant shall not exceed \$5,000 per project and/or property.

#### 5.3.7.3 Eligibility Criteria

- a) Only Commercial or mixed use properties will be eligible for the Sidewalk Café Grant.
- b) All General Eligibility Criteria set out in Section 5.1 of this CIP must be met.
- c) Applicants receiving the Sidewalk Café Grant may be eligible for additional incentive programs offered through this CIP in accordance with Sections 5.1 g) and 5.2.
- d) Applicants will not be eligible for the Sidewalk Café Grant more than once during the lifetime of this CIP.

#### 5.3.7.4 Eligible Costs

- a) Eligible costs associated with sidewalk café projects include:
  - i. Patio furniture;
  - ii. Decorative fencing; and
  - iii. Landscaping.
- b) The services of a professional engineer, architect, landscape architect, or planner to design and implement the project will also be considered eligible costs, subject to the following:
  - i. A grant for such services has not already been provided to the applicant through the Design and Study Grant (Section 5.3.8); and
  - ii. The maximum amount of a grant for such services shall not exceed 15% of the total value of the grant.

#### 5.3.7.5 Credit

- a) All completed projects must comply with the description as provided in the grant application form.
- b) The grant will be provided upon successful completion of the approved project. The grant will be paid in a lump sum based on eligible costs incurred.

## 5.3.7 DESIGN AND STUDY GRANT

### 5.3.8.1 Purpose and Anticipated Benefits

- a) The Design and Study Grant may be available to eligible applicants for the completion of studies, plans, or designs that will investigate the site-specific potential of an improvement project.
- b) This grant is intended to aid with initial background planning and design in support of improvement projects on eligible properties.

### 5.3.8.2 Value of Grant

- a) Where all eligibility requirements are fulfilled, a Design and Study Grant may be provided to successful applicants for 50% of the total cost to complete eligible studies, plans, or designs.
- b) The total value of the grant shall not exceed \$5,000 per project and/or property.
- c) For properties that are identified as Priority Sites under Section 4.3 of this CIP, the Township may increase the maximum value of the grant to \$7,500 per project and/or property.

### 5.3.8.3 Eligibility Criteria

- a) Properties will be eligible for the Design and Study Grant if the proposed or potential use being investigated is in accordance with the eligible uses listed in Section 4.2.
- b) All General Eligibility Criteria set out in Section 5.1 of this CIP must be met.
- c) The studies, plans, or designs must provide new site-specific information in support of a potential improvement project.
- d) Applicants receiving the Design and Study Grant may be eligible for additional incentive programs offered through this CIP in accordance with Section Sections 5.1 g) and 5.2 (Availability).

### 5.3.8.4 Eligible Costs

- a) The cost to complete any of the following types of studies, plans, or designs may be eligible for the Design and Study Grant:
  - i. Concept plans;
  - ii. Structural analysis;
  - iii. Traffic Impact Assessments;
  - iv. Site plan drawings;
  - v. Environmental studies;
  - vi. Other site-specific studies or plans which may be required by the Township at the time of pre-consultation or site plan approval and as approved by the CIP Implementation Committee; and
  - vii. Any combination of the above.
- b) Eligible studies, plans, or designs must be completed by licensed and/or qualified professionals as deemed by the Township.



- c) The applicant must provide at least three quotes for the completion of the subject studies, plans, or designs at the time of a financial incentive application, or the applicant must provide an explanation as to why three quotes is not possible.

#### 5.3.8.5 Credit

- a) All completed studies, plans, or designs must comply with the description as provided in the grant application form.
- b) The grant will be provided upon completion of the approved study, plan, or design, to the satisfaction of Township staff. The grant will be paid in a lump sum based on eligible costs incurred.
- c) One electronic and one hard copy of the completed studies, plans, or designs shall be submitted to the Township for its review and retention.
- d) All completed studies will become the shared property of the Township and the successful applicant.

### 5.3.8 PLANNING APPLICATION AND BUILDING PERMIT FEE REBATE GRANT

#### 5.3.9.1 Purpose and Anticipated Benefits

- a) The Planning Application and Building Permit Fee Rebate Grant may be available to eligible property owners and tenants (with written consent from the owner) to offset the planning and building fees required by the Township.

#### 5.3.9.2 Value of Rebate

- a) Where all eligibility requirements are fulfilled, a Planning Application and Building Permit Fee Rebate Grant may be provided to cover 100% of the eligible fees required by the Township in relation to a proposed project and/or property.

#### 5.3.9.3 Eligibility Criteria

- a) Properties will be eligible for the Planning Application and Building Permit Fee Rebate Grant if the proposed or existing use is in accordance with the eligible uses listed in Section 4.2.
- b) All General Eligibility Criteria set out in Section 5.1 of this CIP must be met.
- c) Applicants receiving the Planning Application and Building Permit Fee Rebate Grant may be eligible for additional incentive programs offered through this CIP in accordance with Section Sections 5.1 g) and 5.2 (Availability).

#### 5.3.9.4 Eligible Costs

- a) Costs associated with the following may be eligible:
  - i. Planning application fees required by the Township (or the Township portion of the fee, where County fees are also required), including minor variances, site plan approval, severances, and zoning by-law and official plan amendments; and
  - ii. Building or demolition permit fees required by the Township.
- b) Costs (i.e., hourly fees) associated with the processing of planning applications by Township or County staff will not be eligible.

#### 5.3.9.5 Credit

- a) All completed projects must comply with the description as provided in the grant application form.
- b) The grant will be provided upon successful completion of the project. The grant will be paid in a lump sum based on eligible costs incurred.

### 5.3.9 REDEVELOPMENT AND ADAPTIVE REUSE GRANT (TIEG)

#### 5.3.10.1 Purpose and Anticipated Benefits

- a) The Redevelopment and Adaptive Reuse Grant (TIEG) will provide a grant to eligible property owners, which is equivalent to a percentage of the Municipal portion of a property tax increment that is incurred because of an improvement project.
- b) The purpose of the TIEG is to stimulate investment by deferring part of the increase in property taxation because of adaptive reuse, building rehabilitation, and retrofit works.

#### 5.3.10.2 Value of Grant

- a) Where a proposed project satisfies the eligibility requirements, a TIEG may be provided on approved applications as follows:
  - i. Grants will be provided for a period of 5 years.
  - ii. In year one, a grant that is equivalent to 100% of the Township portion of the tax increment may be provided to a property owner.
  - iii. In year two, a grant that is equivalent to 80% of the Township portion of the tax increment may be provided to a property owner.
  - iv. In year three, a grant that is equivalent to 60% of the Township portion of the tax increment may be provided to a property owner.
  - v. In year four, a grant that is equivalent to 40% of the Township portion of the tax increment may be provided to a property owner.
  - vi. In year five, a grant that is equivalent to 20% of the Township portion of the tax increment may be provided to a property owner.
- b) For properties that are identified as Priority Sites under Section 5.3 of this CIP, the Township may increase the maximum value of the grant as follows:
  - i. In years one and two, a grant that is equivalent to 100% of the Township portion of the tax increment may be provided to a property owner.
  - ii. In years three, four, and five, a grant that is equivalent to 80% of the Township portion of the tax increment may be provided to a property owner.
- c) To determine the suitability of the TIEG, the Township will attempt to estimate the total potential value of the grant prior to submitting an application for the program.

- d) The estimate will consider current assessment value, total anticipated investment, and the potential reassessment based on completing the works.
- e) Applicants should refer to the definition for Tax Increment provided in the Glossary of this CIP to further understand how grant values will be calculated.

#### 5.3.10.3 Eligibility Criteria

- a) Eligible applicants will only include the registered owner/assessed owner of the subject property. Tenants will not be eligible for the TIEG.
- b) Only projects that are anticipated to generate an increase in assessment are eligible.
- c) Applicants receiving the TIEG will not be eligible for additional incentive programs offered through this CIP.
- d) Properties will be eligible for the TIEG if the proposed use is in accordance with the eligible uses listed in Section 4.2.
- e) The General Eligibility Criteria set out in Section 5.1 of this CIP also apply.

#### 5.3.10.4 Eligible Costs

- a) For a TIEG, the following types of costs will be eligible:
  - i. Demolishing buildings;
  - ii. Adaptive reuse, building rehabilitation, and retrofit works;
  - iii. Upgrading on-site infrastructure including water services, sanitary sewers, and storm water management facilities;
  - iv. Constructing/upgrading of any off-site improvement that is required to fulfill any condition of a development/planning approval (including Site Plan Control) for the development, redevelopment, adaptive reuse or rehabilitation of the building and/or property; and
  - v. Such other similar costs that may be necessary for the redevelopment, adaptive reuse or rehabilitation of the building and/or property, such as the completion of studies and the cost of planning application and building permit fees.

#### 5.3.10.5 Credit

- a) All completed projects must comply with the description as provided in the grant application form.
- b) Grants may be provided in accordance with a TIEG Agreement made between the Township and the owner(s) upon successful completion of the approved project, to the satisfaction of the Township, and payment of the full reassessed value of Municipal taxes.
- c) If a property is sold, in whole or in part, before the grant period lapses, the original owner is not entitled to receive the remaining grant credits. However, if a Grant Agreement is registered on the title of the subject property (per Section 28(11) of the Planning Act), the new owner may be entitled to receive the remaining grant credits





## 5.4 PROVINCIAL INCENTIVE PROGRAMS

### 5.4.1 BROWNFIELD FINANCIAL TAX INCENTIVE GRANT

#### 5.4.1.1 Purpose and Anticipated Benefits

- a) The Brownfield Financial Tax Incentive Program provides tax assistance to eligible applicants whose properties require environmental remediation and/or risk assessment/management prior to redevelopment, in accordance with the Municipal Act, 2001.
- b) Township property tax assistance for the municipal portion is provided by the Township of Cavan Monaghan through this grant. This grant also provides the opportunity for education tax assistance through the Brownfield Financial Tax Incentive –a program administered by the Province, which requires a separate application and is subject to approval by the Minister of Finance on a case-by-case basis.
- c) The purpose of the program is to:
  - i. Encourage the remediation and rehabilitation of brownfield sites (where actual contamination has been demonstrated) by providing tax assistance at the beginning of the clean-up process and also during the redevelopment stage. The program will also promote improvement of the physical and environmental condition of private property;
  - ii. Increase the supply of serviced residential and commercial land by redeveloping existing brownfield sites for the purpose of these uses; and
  - iii. Promote development on previously undevelopable lands.

#### 5.5.1.2 Value of Grant

- a) The Brownfield Financial Tax Incentive Program will provide a cancellation of all or part of the Municipal and Municipal portion of education taxes on a brownfield site during the rehabilitation period and development period, as defined in the Municipal Act, 2001.
- b) The value of the Township portion of the tax cancellation will be determined by the Township upon approval of a financial incentive application.
- c) Through the Provincial Brownfield Financial Tax Incentive Program, the Minister of Finance may match property tax assistance for a maximum of three years. An extension prior to the termination of tax assistance may be possible.

#### 5.5.1.3 Eligibility Criteria

- a) Properties will only be eligible for the Brownfield Financial Tax Incentive Program if:
  - i. The eligible site must be qualified as a brownfield; and

- ii. A Phase II ESA has been conducted, and additional work and/or remediation are required under the Environmental Protection Act to permit a Record of Site Condition (RSC) for the proposed use to be filed in the Environmental Site Registry.
- b) Eligible applicants will only include the registered owner/assessed owner of the subject property. Tenants will not be eligible for the Brownfield Financial Tax Assistance Program.
- c) An application must be accompanied by, at a minimum, a Phase II ESA prepared by a qualified person (as defined by the Environmental Protection Act) that contains:
  - i. An estimate of the cost of actions that will be required to reduce the concentration of contaminants on, in, or under the property to permit a RSC to be filed in the Environmental Site Registry under Section 168.4 of the Environmental Protection Act; and
  - ii. A work plan and budget for environmental remediation/risk management actions.
- d) All other General Eligibility Criteria set out in Section 5.1 of this CIP must be met.
- e) Applicants receiving the Brownfield Financial Tax Assistance Grant will be eligible for the TIEG but will not be eligible for any other incentive programs offered through this CIP.

#### 5.5.1.4 Eligible Costs

- a) Eligible costs include the following:
  - i. Environmental Site Assessments (Phase I and II ESAs and Risk Assessment);
  - ii. Environmental remediation activities;
  - iii. Costs of preparing a RSC, including subsequent subsurface characterization work required to support RSC filing;
  - iv. Placing clean fill and grading;
  - v. Installing environmental and/or engineering controls/works as specified in a Risk Assessment completed for the property;
  - vi. Monitoring, maintaining and operating environmental and engineering controls/works; and
  - vii. Environmental insurance premiums.
- b) For all eligible projects, the property shall be improved such that the amount of work undertaken is sufficient to, at minimum, result in an increase in the assessed value of the property.

#### 5.5.1.5 Credit

- a) All completed projects must comply with the description as provided in the grant application form.
- b) The grant will be provided upon successful completion of the approved project. The grant will be paid in a lump sum based on eligible costs incurred.

## 6.0 Township-led Improvement Initiatives

The following Initiatives have been identified as a means for the Township of Cavan Monaghan to participate in community improvement. While Financial Incentive Programs are dependent upon private sector participation for results, Township Initiatives use municipal resources, such as staff time and funds, to provide proactive and visible leadership in achieving the CIP objectives.

The Township may engage in any of the Initiatives outlined below as part of implementation of the CIP, subject to the Township's capital budget and the availability of resources. The Township of Cavan Monaghan Initiatives are listed in order of priority (high-priority to low-priority). However, by identifying the programs below, the Township is in no way committed to implementing them during the life of this CIP.

### 6.1 IDENTIFY AND IMPLEMENT DETAILED STREETSCAPE IMPROVEMENTS

There is an opportunity for the Township to improve and enhance the consistency of building, streetscape and public realm design within Downtown Millbrook through the implementation of the Detailed Streetscape & Design Guidelines for Downtown Millbrook (2017) produced by Stempski Kelly Associates Inc. The Township could invest in the improvements outlined in these guidelines in order to contribute to the overall pedestrian experience and appearance of Millbrook. More specifically, the Township could use this CIP to implement various aspects of the guidelines related to:

- Façade design and enhancement;
- Colour and materials;
- Street furnishings (i.e., lamp posts, street signage, benches, planters, garbage bins);
- Landscaping (i.e., trees and planter beds);
- Public art;
- Alleys and laneways; and
- Back of building spaces.

These improvements could help to attract more businesses and visitors to the area and will help to make Millbrook a more inviting and vibrant community.

**This Initiative is recommended as a high priority and may be implemented within the first three years of CIP adoption.**



## 6.2 PREPARE CONCEPT PLANS/HIGHEST AND BEST USE ANALYSIS FOR MAJOR REDEVELOPMENT SITES

The Township could undertake a review of opportunities for potential major redevelopment sites, particularly existing vacant or underperforming sites (i.e., the Tinney Property and Arena), to encourage and attract the highest and best uses for these sites.

The Township could develop a Conceptual Plan for major redevelopment sites, which should establish detailed strategies for the comprehensive development/redevelopment of certain priority sites/area, such as:

- land assembly, if lots are subject to multiple ownerships.
- buildings and land uses;
- private and public realm;
- access; and
- parking.

**This Initiative is recommended as a high priority and may be implemented within the first three years of CIP adoption.**

## 6.3 UNDERTAKE A PARKING NEEDS STUDY

To improve the availability of parking in Downtown Millbrook, the Township could undertake a parking utilization and needs study and a review of the existing Township parking standards and industry standards to determine where there is both a lack of and abundance of parking, as well as the perception of the availability of both on/off-street parking. The study could also look at:

- Optimizing existing on- and off-street parking by properly delineating parking spaces and/or revising the configuration of parking lots; and
- Enhancing signage and wayfinding to better indicate the location and availability of parking; and
- Bicycle parking.

**This Initiative is recommended as a high priority and may be implemented after the first three years of CIP adoption.**



## 6.4 DEVELOP A CONNECTIVITY AND LINKAGE STRATEGY

There is an opportunity for the Township to develop a connectivity and linkage strategy to integrate multiple modes of transportation, including roadways, bicycle paths, trails and sidewalks, and alleyways that will optimize travel within Downtown Millbrook and provide convenient and accessible connections to the surrounding neighbourhoods. The study could look specifically at the enhancement and provision of alleyways and trails.

**This Initiative is recommended as a high priority and may be implemented after the first three years of CIP adoption.**

## 6.5 VACANCY TAX REBATE STRATEGY

In the past, some property owners with vacant commercial and industrial buildings within Downtown Millbrook have received a property tax rebate under the province's Vacant Unit Rebate Program. In 2017, the Province of Ontario changed this program to provide municipalities with the opportunity to review and assess the merits and success of a rebate. Municipalities now have the flexibility to tailor the program to reflect community needs and circumstances, while considering the interests of local businesses.

Given that vacant properties have a negative impact on neighbourhoods and downtown areas, the Township of Cavan Monaghan may wish to recover funds currently provided through the Vacant Unit Rebate Program. These funds may be reinvested through the incentive programs of this CIP, which will support new growth and redevelopment. Funds recovered could also be invested in enhancing municipal services. Therefore, the Township may develop a locally appropriate strategy for changes to Vacancy Tax Rebate tools that would work in alignment and support with the goals of this CIP.

**This Initiative is recommended as a medium priority and may be implemented within the first five years of CIP adoption.**

## 6.7 GATEWAY AND SIGNAGE IMPROVEMENTS

In addition to the implementation of the Detailed Streetscape & Design Guidelines for Downtown Millbrook (2017), the Township could invest in gateway features and signage improvements which would help promote Millbrook's brand and image. Coordinated signage, wayfinding and local mapping could be developed across the downtown area as part of this initiative to highlight destinations, including significant cultural and heritage resources, entertainment options, parks and public spaces, and events.

**This Initiative is recommended as a medium priority and may be implemented within the first five years of CIP adoption.**

## 6.8 HERITAGE STUDY

To protect heritage attributes and resources within Millbrook (emphasize importance of heritage to Millbrook), there is an opportunity for the Township to undertake a Heritage Study to research and identify built and cultural heritage resources – as well as a plan to promote these resources. This study would help determine an ‘action plan’ for the conservation of heritage resources in the community, including:

- Identifying an overall vision and approach to conserving heritage resources;
- Identifying priority actions to undertake in conserving heritage resources; and
- Recommendations for the creation of interpretive panels and commemorative plaques for identified heritage buildings, sites, or events of historical significance. Commemoration pieces are intended to tell the “story” of the communities in creative and interesting ways and should complement existing heritage elements.

**This Initiative is recommended as a medium priority and may be implemented within the first five years of CIP adoption.**

## 6.9 HERITAGE PROPERTY TAX RELIEF PROGRAM

The Township may implement a Heritage Property Tax Relief Program under Section 365.2 of the Municipal Act. The Province of Ontario provides authority for a Heritage Property Tax Relief Program, which allows the Township to provide tax assistance for owners of designated heritage buildings. The program recognizes that historic buildings sometimes have higher maintenance and repair costs and is therefore intended to support owners who choose to protect their buildings through a heritage designation.

Through the Heritage Property Tax Relief Program, a reduction in the Township portion of property taxes for designated heritage properties may be provided, where approved conservation work has been successfully completed. The reduction can range anywhere between 10% and 40% of property taxes levied.

A Community Improvement Plan is not required to implement this tool. In order to offer this incentive, the Township may develop program parameters (such as amount of relief, funding, and remedial actions) and pass a by-law to adopt the Heritage Property Tax Relief Program.



## 7.0 Implementation Plan

### 7.1 IMPLEMENTATION PERIOD

It is anticipated that the CIP will be implemented over a 10-year period ending July 2028. Council may reduce the implementation period as deemed appropriate or necessary, without an amendment to the CIP. An extension to the lifetime of the CIP will require an amendment.

### 7.2 ADMINISTRATION

#### 7.2.1 COUNCIL ROLES AND RESPONSIBILITIES

a) Township Council authorizes staff, as directed by the CAO, to establish a CIP Implementation Committee and assign a Community Improvement Administrator to assist with the implementation of the Millbrook CIP.

b) Upon recommendation from the CIP Implementation Committee, Township Council is responsible for providing final approval on financial incentive applications.

c) In addition, Township Council will provide direction to staff annually on the implementation of the CIP (subject to the Township's priorities and the availability of resources/funding) as follows:

- i. Identifying key priority sites for that budget cycle, as discussed in Section 4.3 of this CIP;
- ii. Determining which of the CIP Financial Incentive Programs will be put into effect in any given year during the implementation period, if any;
- iii. Determining which of the CIP Financial Incentive Programs will be made available within each of the CIPA Sub-Areas for that year, if any; and
- iv. Identifying (as part of the annual budgeting process) a community improvement budget for financial incentives that have been put into effect for that year, if any, in accordance with Section 7.3 of this CIP.

#### 7.2.2 CIP IMPLEMENTATION COMMITTEE

a) The CIP Implementation Committee will be comprised of one or more representatives of the Municipal Revitalization & Heritage Advisory Committee, in addition to Township staff from one or more of the following Departments:

- i. Planning;
- ii. Building/By-law Enforcement;
- iii. Public Works;
- iv. Parks and Facilities;
- v. Economic Development; and,
- vi. Finance.

b) A staff person with expertise on site-specific matters may also be consulted to assist with the review and evaluation of applications. The Committee shall also be authorized to retain other qualified professionals as required.

c) The CIP Implementation Committee will be responsible for:

- i. Reviewing and evaluating applications for financial incentives; and
- ii. Making a recommendation to Council with respect to the approval or refusal of financial incentive applications.

### 7.2.3 ADMINISTRATION OF FINANCIAL INCENTIVES

a) The Township may put into effect any number of the financial incentives identified in this CIP during the implementation period, subject to the availability of Township funds and other resources.

b) Annually, the CIP Implementation Committee may make recommendations to Council with respect to the administration of financial incentives.

c) Applications for financial incentives may be received on a first come, first served basis to the limit of the available funding for that year. Alternatively, the CIP Implementation Committee may establish an annual/bi-annual deadline for the submission of applications and all applications will be received and evaluated in accordance with this deadline.

d) Applications will be evaluated in a timely manner, in accordance with:

- i. General Eligibility Requirements, as outlined in Section 5.1;
- ii. Program Specific Eligibility Requirements, as outlined in each of the grant program details (Section 5.4);
- iii. Application requirements, as outlined in Section 7.4; and
- iv. A Council approved budget.

e) In cases where the CIP Implementation Committee refuses an application for financial incentives, all applicants will have the right to appeal the decision to Council. If a decision is appealed, a staff report will be prepared for Council detailing the Committee's decision. The applicant can appear at Council to detail their appeal.

### 7.3 FINANCIAL MANAGEMENT

a) As part of the annual Township budgeting exercise, Council will consider a community improvement budget for financial incentives that have been put into effect for that year, if any.

b) The provision of any grant incentive shall be to the limit of the available funding for that year.

c) During the implementation period of this CIP, Council will determine if funding and incentive levels are necessary or warranted to ensure that the CIP functions properly in respect of the



goals and objectives (as set out in Section 3.1), target markets (as set out in Section 8.2), and the Township's financial circumstances.

## 7.4 APPLYING FOR INCENTIVES

### 7.4.1 THE APPLICATION PROCESS

The following is a summary of the process for the submission, evaluation, and approval of Financial Incentive Program applications.

- a) Applicants must meet with the CIP Administrator for a pre-consultation meeting, prior to submitting an application, to confirm requirements for a complete application.
- b) Applications must be submitted in accordance with the requirements outlined in Section 7.4.2.
- c) The CIP Implementation Committee will evaluate all applications and supporting materials and may conduct a site visit. Applicants will be notified if their submission is incomplete.
- d) Based on the evaluation of complete applications, a recommendation will be made to Council with respect to the approval or refusal of an application.
- e) For applications that are approved, a Financial Assistance Agreement will be prepared and executed.
- f) Any program commitments may be cancelled if work does not commence within six months of approval of an application, or if a project is not undertaken or completed in accordance with the Financial Assistance Agreement.
- g) When projects are completed, a statement with supporting invoices and proof of payment shall be submitted to the Township. Following this, the work will be inspected by the Township and, if approved, notice of completion will be issued and the financial assistance will be initiated.
- h) Upon completion of a community improvement project, the Township reserves the right to inspect any properties/buildings, or to audit final costs at the owner's expense.
- i) Funding approval will lapse if a notice of completion is not issued within 12 months of the date of execution of the Financial Assistance Agreement unless agreed upon by the applicant and the Township.
- j) The CIP Implementation Committee may grant an extension for community improvement works following receipt of a written request by the owner setting out the reasons for the extension and providing a new date of completion.
- k) Should the applicant fall into default of any of the requirements of the incentive program or other requirements established by the Township, incentives may be delayed, reduced, or cancelled. Applicants may be required to repay benefits to the Township.

## 7.4.2 APPLICATION REQUIREMENTS

Applications for financial incentives offered through the CIP must include:

- a) One copy of a completed and signed application form.
- b) One copy of all supporting documentation, as determined by the CIP Implementation Committee at a pre-consultation meeting, which may include (but is not limited to):
  - i. Good quality photographs of the existing condition of the buildings and property;
  - ii. Past/historical photographs and/or drawings (where available);
  - iii. Specifications of the proposed project, including design drawings prepared by a design professional (if available) or sketches, renderings, and/or elevation drawings illustrating the proposed improvements;
  - iv. Three detailed independent contractor estimates for each component of the proposed eligible work, or two estimates covering all the components of the eligible work. Any labour hours provided by the applicant in preparation of the estimates or application will not be considered an eligible expense;
  - v. A statement with respect to how the proposed project meets the overall goals and objectives of the CIP; and
  - vi. Any additional requirements as determined by the CIP Implementation Committee.
- c) The Township is not responsible for any of the costs associated with the preparation of a CIP financial incentive application.



## 8.0 Marketing Plan

### 8.1 OVERVIEW

The following is meant to be a guide for the Township of Cavan Monaghan to market the CIP and promote the programs available during implementation. The marketing initiatives will help the Township communicate opportunities available by means of the CIP.

### 8.2 TARGET MARKETS

The following have been identified as the target markets of the CIP:

- a) Property owners and operating businesses located within the Millbrook CIPA;
- b) Potential investors in the community;
- c) Local realtors;
- d) Business associations, which can serve as an information source about the CIP and its programs;
- e) The public; and
- f) Township Council, who will receive annual reports on program take-up and results.

The messages to be conveyed to each of these markets are outlined in Table 8.1 below.

Table 8.1 – Marketing and Communications Messages

Target Market	Marketing / Communication Messages
<b>Property Owners and Operating Businesses in the CIPA</b>	<ul style="list-style-type: none"> <li>• The CIP can help finance improvement projects to private property;</li> <li>• The CIP can multiply the value of private investment by up to 50%;</li> <li>• There is an efficient CIP application and approvals process; and</li> <li>• The CIP can help achieve strategic business development goals.</li> </ul>
<b>Potential Investors</b>	<ul style="list-style-type: none"> <li>• The CIP is just one more way in which the Township of Cavan Monaghan is actively encouraging local investment and job growth.</li> </ul>
<b>Realtors</b>	<ul style="list-style-type: none"> <li>• The CIP enhances the attractiveness of properties in the CIPA; and</li> <li>• Realtors can help spread the word about the opportunities of the CIP.</li> </ul>
<b>Business Associations</b>	<ul style="list-style-type: none"> <li>• Business associations can help spread the word about the opportunities of the CIP, which will benefit their members.</li> </ul>
<b>The Public</b>	<ul style="list-style-type: none"> <li>• The Township is actively encouraging investment and job growth through the CIP, in alignment with its overall economic development goals and strategies.</li> </ul>
<b>Council</b>	<ul style="list-style-type: none"> <li>• The extent to which the CIP is achieving the goals and objectives identified in Section 3.1; and</li> <li>• The need for changes/revisions to the CIP programs.</li> </ul>

### 8.3 MARKETING TOOLS

The following are communications materials that the Township may develop to promote the CIP and the related opportunities:

- a) A section on the Township's website devoted to the CIP, including information on financial incentives the application process;
- b) Promotion of the CIP incentives via social media tools;
- c) An information package that would be sent to both property-owners and tenant businesses in the CIPA;
- d) A bi-annual E-newsletter highlighting new developments, businesses and public realm improvements, as well as CIP success stories;
- e) Presentations could be tailor made to business associations and other groups to communicate the opportunities available through the CIP;
- f) Information nights could be held in the CIPA to share information about the CIP programs and incentives;
- g) Information displays could be provided at local community events, conferences, and at municipal buildings, to broadly promote the CIP; and
- h) Annual progress reports could be prepared to outline the success of the CIP over the period of one year and to serve as case studies for future applicants.

The Township may also identify target businesses and properties where improvements would be most desirable, and arrange short visits with owners/managers, to ensure awareness and encourage take-up.

These activities may be undertaken as part of the initial launch of the new CIP program, and repeated annually or every few years as "reminders" of the CIP opportunities.



## 9.0 Monitoring Plan

### 9.1 PURPOSE

The purpose of the following monitoring strategy is to:

- a) Track funds provided by the CIP to owners and tenants of land located within the Millbrook CIPA;
- b) Evaluate whether the programs are achieving the goals and objectives set out by the CIP;
- c) Determine whether program adjustments are required; and
- d) Provide the basis for reporting the results of the CIP, and specifically the uptake and success of Financial Incentive Programs, to Township Council.

The Township's monitoring strategy is based on the goals and objectives in Section 3.1 of this CIP. A set of measures has been identified to assist in determining whether the individual objectives of the CIP are being achieved during the implementation period. The measures are presented in Section 9.3 below.

### 9.2 ON-GOING DATA COLLECTION

Collection of data related to financial incentive applications and proposed/completed projects should be on-going during the implementation of this CIP.

The Township of Cavan Monaghan should monitor the following on an on-going basis for applications not approved:

- a) Number of unsuccessful applications; and
- b) Reason(s) for the application's refusal.

For each approved financial incentive application, the Township should also monitor the following on an on-going basis:

- a) Project details as proposed in application;
- b) Approved value of grants, in total and by program;
- c) Total private sector investment/total value of construction;
- d) Number of building permits issued (if applicable);
- e) Timing of completion of the project and payment of the grant;
- f) Property tax assessment after the completion of the project, if relevant;
- g) Total value of tax incentives, planning application/building permit and/or development charges waived if applicable; and
- h) Project details of the completed project ("after" photos).

### 9.3 MEASURES

Table 9.1 provides several measures that may be used as the basis for evaluating whether the individual objectives of the CIP are being met. Each of the measures identified has different implications in terms of what specifically should be collected, how frequently the data should be collected, and how frequently the data should be reported. Additional measures may be identified during the implementation of the CIP.

Table 9.1 – Measures Associated with Goals and Objectives

Goals and Objectives	Measures
<b>Goal 1: Beautification &amp; Restoration</b>	
<p>a. Implement aesthetic improvements to private property such as improvements to façades, signage, landscapes, with emphasis on the enhancement and restoration of heritage features;</p>	<p>Visualization of building, property and streetscape improvements with ‘before’ and ‘after’ documentation for private and public properties.</p> <p>Number of businesses, property owners, and tenants (where applicable) applying for funding through the CIP.</p> <p>Number of CIP-supported projects that involve the restoration of heritage attributes.</p> <p>Number of properties, both private or public, that are listed or designated as heritage within the CIPA.</p>
<p>b. Implement functional improvements to public and private property, such as structural repairs to buildings and improvements to parking, infrastructure and accessibility;</p>	<p>Number of functional improvements to properties in the CIPA.</p> <p>Number of businesses, property owners, and tenants (where applicable) applying for funding through the CIP.</p>
<p>c. Apply dedicated Township funds and resources for improvements to community facilities, streetscapes, and public spaces/the public realm.</p>	<p>Identify target amounts to be allocated each year to Town initiated projects.</p> <p>Demonstrate improvements visually through ‘before’ and ‘after’ documentation.</p>
<b>Goal 2: Redevelopment &amp; Reuse</b>	
<p>a. Reduce the number of vacant, under-utilized, or non-performing buildings and properties;</p>	<p>Number of vacant/under-utilized/non-performing buildings in the Sub-Areas and those that have been redeveloped with CIP incentives;</p> <p>Number of design and study grants that lead to construction of projects if applicable;</p> <p>Total cost of remediation/risk management measures;</p> <p>Total area of land in hectares remediated/redeveloped;</p> <p>Follow up with developers of vacant/under-utilized/non-performing buildings who have used CIP provisions to determine degree of influence of CIP and extent to which it influenced investment decision.</p>

Goals and Objectives	Measures
b. Adaptively reuse and enhance existing buildings, landmarks, and property fabric;	Number of existing buildings and properties used more efficiently as a result of CIP.
c. Plan for, take advantage of, and prioritize key redevelopment sites and opportunities.	Number of priority sites identified and redeveloped/improved as a result of CIP projects.

**Goal 3: Diversification & New Uses**

a. Attract a wider range and mix of uses and diversity of businesses;	<p>Number of new businesses in new sectors or providing new services.</p> <p>Number of new 'target businesses' established.</p>
b. Attract and retain people, businesses, and visitors	<p>Number of new jobs to the community that are associated with CIP projects;</p> <p>Number of existing jobs that are reinforced/supported through CIP projects.</p> <p>Number of new businesses established within the CIPA.</p> <p>Sustainability of business after second year of operation.</p> <p>Number of downtown events held.</p> <p>Percentage of increase in visitors based on number of sales completed by businesses and number of sales completed by local tourism attractions compared to before CIP.</p>
c. Increase the number and type of affordable, alternative, and rental housing units within Downtown Millbrook.	Number of rental housing units created.

**Goal 4: Connection and Integration**

a. Enhance and improve linkages within and to Downtown Millbrook, with a focus on the movement of pedestrians;	<p>Number of trails, connections, walkways, paths, and laneways created, or enhanced.</p> <p>Number of CIP-supported projects that improve public access to trails.</p>
b. Promote natural and cultural heritage resources and attractions as part of a network of community assets;	Number of CIP-supported projects that improve public access to community assets.

- c. Implement improved signage and wayfinding to promote Millbrook, its businesses, and contribute to an enhanced visitor experience. Number of signs implemented.

**Goal 5: Unique Places & Spaces**

<ul style="list-style-type: none"> <li>a. Implement community improvement projects in a manner that is consistent with the Township’s vision and goals for urban design, as articulated in the December 2017 Council adopted Detailed Streetscape &amp; Design Guidelines for Downtown Millbrook</li> </ul>	<p>Number of CIP-supported projects that are consistent with applicable design guidelines.</p> <p>Visualization of building, property and streetscape improvements with ‘before’ and ‘after’ documentation for private and public properties.</p>
<ul style="list-style-type: none"> <li>b. Create animated and exciting public and private places that enhance and celebrate the uniqueness, history, and 21st Century experience of Millbrook;</li> </ul>	<p>Visualization of property, streetscape and public realm improvements with ‘before’ and ‘after’ documentation for private and public properties.</p> <p>Number of businesses, property owners, and tenants (where applicable) applying for funding through the CIP.</p>
<ul style="list-style-type: none"> <li>c. Provide safe and accessible opportunities for social interaction, public events, and civic life</li> </ul>	<p>Number of new publicly accessible private spaces created and funded by the CIP.</p>

**9.4 REPORTING**

An annual report should be prepared to highlight the successes and achievements of the CIP. The report will be presented to Council for consideration. The report may recommend adjustments/amendments to the CIP, as discussed below.

**9.5 PLAN AMENDMENTS**

As a result of the monitoring and evaluation of the Millbrook CIP, amendments to the CIP may be required. At minimum, the Township will complete a 5-year review of this CIP to determine whether or not amendments are required. The following summarizes when CIP amendments are and are not required:

- a) An amendment to the CIP will not be required to:
  - i. Reduce funding levels for the Financial Incentive Programs; or
  - ii. Discontinue or cancel any of the programs identified.
- b) An amendment will be required to the CIP or implementing by-laws to:
  - i. Extend the implementation period of the CIP;
  - ii. Add any new Financial Incentive Programs;
  - iii. Modify the eligibility criteria related to Financial Incentive Programs offered; and
  - iv. Modify the geographic area (i.e., the CIPA) to which Financial Incentive Programs apply.



Amendments to this CIP will be passed by Council under the Planning Act. The Township of Cavan Monaghan will also be required to pre-consult with the Ministry of Municipal Affairs and Housing on any amendments to this CIP.

## 10.0 Conclusion

The Millbrook CIP is a planning document that is focused on stimulating local investment in Cavan Monaghan and supporting the Township's goal of revitalizing this important community resource. As the Town plans for future population and employment growth, there is a need to maximize economic development opportunities and help existing and potential business owners in the downtown area prepare for change. Through implementation of this CIP, the Township is demonstrating that it is highly committed to encouraging local investment, revitalization and beautification.

Property owners and tenants who are interested in any of the programs identified in this CIP or who require additional information should contact the Economic & Community Development Co-ordinator.



## **APPENDIX A**

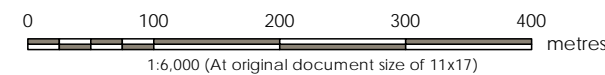
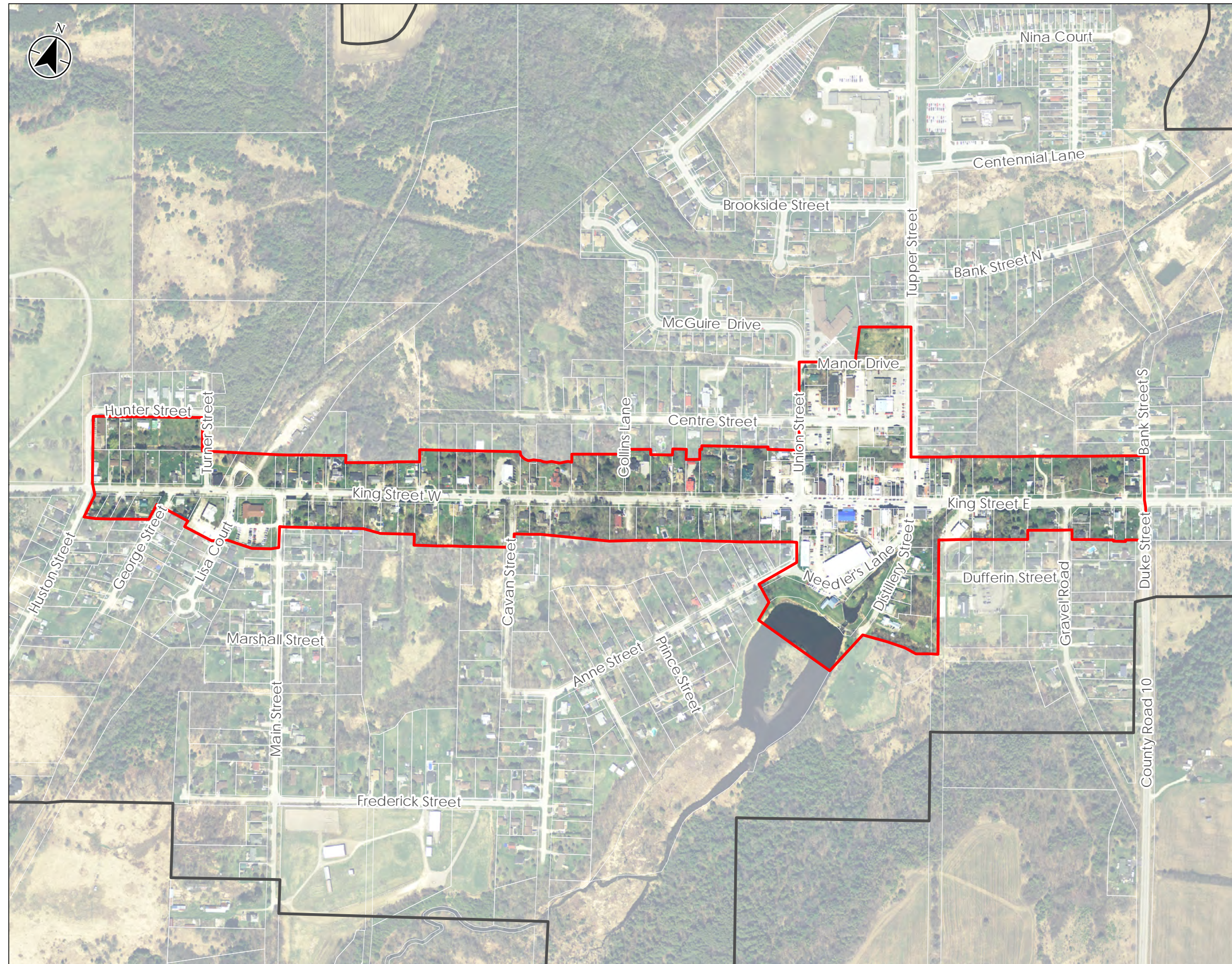
### **Millbrook Community Improvement Project Area (CIPA)**



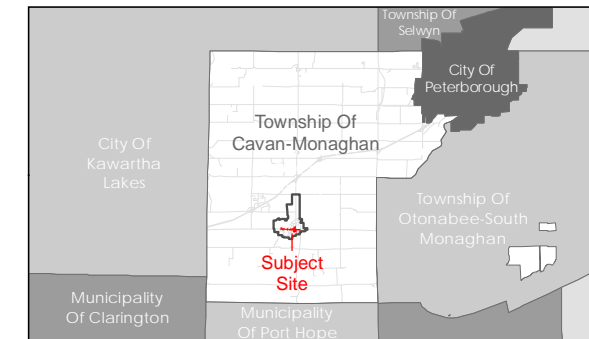


Legend

- Community Improvement Plan Area
- Millbrook Urban Settlement Area
- Property Parcels



- Notes
1. Coordinate System: NAD 1983 UTM Zone 17N
  2. Base features produced under license with the Ontario Ministry of Natural Resources and Forestry © Queen's Printer for Ontario, 2017.
  3. Orthoimagery © Township of Cavan-Monaghan - 2013.



Project Location: Cavan-Monaghan  
 Prepared by AB on 2018-06-25  
 Independent Review by NR on 2018-06-25  
 161413626 REVA

Client/Project  
 TOWNSHIP OF CAVAN-MONAGHAN  
 MILLBROOK COMMUNITY IMPROVEMENT PLAN  
 MILLBROOK, ONTARIO

Figure No.  
**1**  
 Title  
**Community Improvement Plan Area  
 Millbrook**

\\CD\217\2013\work\_group\016\A\act\06\161413626\deskm\GIS\MXD\CIP1\Millbrook.mxd Revised: 2018-06-25 By: abrown