



BUDGET NOTES 2021

June 8, 2021

The following notes will provide additional information related to each account number.

Accounts: 4000 accounts are revenue accounts

4005 – Tax Levy – Municipal

This is the money raised in Taxation

4010 – Tax Levy – English Public

4015 – Tax Levy – French Public

4020 – Tax levy – English Separate

4022 - Tax Levy – French Public

Monies collected and forwarded to the School Board. Education rate is set by the Province and then added to the Municipal tax rate. We bill the rate they tell us to, collect the money and forward it on.

4035 – Tax Certificate

Revenue received when we issue a tax certificate, usually associated with the sale of property

4040 – Taxes PIL

Payment In-Lieu, this is a tax revenue we received for properties owned by the Federal or Provincial Government.

4105 Grants – Federal

Grants from the Federal Government either given to us or applied for

4110 Grants – Provincial

Comprised of – OMPF (downloaded services), COVID/ICIF (office), MDRA (docks), Library Grant, OCIF (Lagoons), Add 'l COVID (office), Cannabis,

4115 Grants - Gas Tax

Annual Gas Tax funding, generally used on roads.

4220 Utilities -Water Charges

4225 – Utilities – Water Capital Charges

4230 – Utilities – Water Interest and Misc charges

4250 – Sewer Charges

4255 – Utilities – Sewer Capital Charges

4260 – Utilities – Sewer Interest and Misc charges

ALL ARENA AND RECREATION REVENUE IS BASED ON ACTIVITIES BEING RELATIVELY BACK ON TRACK FOR THE REMAINDER OF THE YEAR (3-4 MONTHS). AS THE REVENUE HAS BEEN ADJUSTED WE HAVE ALSO ATTEMPTED TO ADJUST THE EXPENSES ACCORDINLY. WE BELIEVE WE ARE BEING CONSERVATIVE IN OUR ESTIMATES.

4320 – Arena – Ice Rental

4325 – Arena – Public Skating

4330 – Arena – Hall Rental

4335 – Arena – Misc Programs

4360 – Recreation – Adult Hockey

4365 – Recreation – Misc Programs

4370 – Recreation – Annual Events

4375 – Recreation – Gordon Lake Hall

4405 – Interest Revenue

Interest earned on arrears.

4410 – Fire Emergency Calls

This is money the Fire Dept earns while attending accidents on Hwy 17. This is always an estimated amount. These funds are placed into a Fire Reserve.

4420 – Building Permits

Estimated amount based on current and expected activity

4425 – Joint Waste other Municipalities

Revenue from Tarbutt on Landfill reconciliation at end of year, estimated amount

4430 – Cemetery Revenue

Sale of plots, estimated amount

4440 – Farmers Market & Pavilion

Agreement fees

4448 – Kitchen Rental

Estimated amount/agreement

4450 – Planning / Zoning Fees

Estimated fees charged for Zoning Amendments and misc planning fees

4455 – Miscellaneous Revenue

Wide variety of charges photo copy, fax, materials.... Etc

4460 – Donations

Occasionally we receive donations of appreciation

4480 – Transfer From Reserves

Transfer of funds from Reserves. Reserves may be created with money raised in taxes specifically for Reserves, money left over at the end of a year is moved to Reserves and money received from outside sources such as the province is placed into Reserves until it is needed.

- Modernization fund along with COVID funding is set aside for improvements and upgrades to the office to address Health and Safety and COVID concerns and for Energy savings and efficiencies. We have asked for the funding to be held over and be available to us for next year to get a better return on our money considering current construction pressures.
- Hamlet Development Reserve in budget is for upgrade to Street Lights to LED for a return on investment in 3.9 years and a 71% reduction in costs to operate.
- Gas Tax Reserve is money received and not yet used, Gas Tax can only be kept for a set length of time and must be spent, this is to assist with the Roads budget this year.

Budget notes for 2021

THIS IS A TRANSITION YEAR FOR US FROM THE OLD ACCOUNTING AND BUDGETING SYSTEM TO A NEW SYSTEM. IT IS VERY DIFFICULT TO HAVE DIRECT COMPARISONS FROM LAST YEAR TO THIS YEAR AS THE ACCOUNTS AND MANAGEMENT OF THEM HAS CHANGED SIGNIFICANTLY.

Expenses: 5000 accounts are Expense accounts

EVERY DEPARTMENT IS INCLUDED IN EACH ACCOUNT.

For example: Acc # 5660 Insurance is one account but every department is listed in that account with regard to their portion of the over all insurance paid.

Acc # 5665 Office Supplies is one account but every departments office supplies are broken out in that account.

We do have individual department budgets that are worked on and then posted to the Main Budget that is given to Council and that matches the Accounting Software.

Confidential, not for Public disclosure under Privacy and Freedom of Information only the grand total for each payroll account is shown publicly.

5100 - Wages ALL departments and ALL employees

All admin staff, roads staff, arena, recreation, summer students, cleaners, part time

5130 – CPP Expenses

5135 – EI Expenses

5220 – Employee Health Tax

5225 – Benefits

5230 – WSIB

5240 – OMERS Pension

5275 – Contract Wages

This is contracts and one off contracts that may occur through out the year.

5505 – Tax Expense – English Public

This account directly offsets the corresponding revenue account 4010

5510 – Tax Expense – French Public

This account directly offsets the corresponding revenue account 4015

5515 – Tax Expense – English Separate

This account directly offsets the corresponding revenue account 4020

5520 – Tax Expense – French Separate

This account directly offsets the corresponding revenue account 4022

5610 – Accounting and Legal ALL DEPARTMENTS

Includes audit, legal fees, accounting/taxes annual maintenance fees

5615 – Advertising ALL DEPARTMENTS

Estimated

5620 – Banking / Late fees ALL DEPARTMENTS

Bank charges are normally what would be in this account.

We have budgeted only for Bank fees in 2021. To capture the fees and charges sustained in the 2020 actuals, we included them here. This amount was as a result of so many reconciliations and reports not being complete and invoices not being paid, some items were two years or more behind. This will not occur again and moving forward this account is only for Bank fees and charges of a regular nature.

5625 – Business Fees & Licenses ALL DEPARTMENTS

5627 - Training and Conferences ALL DEPARTMENTS

Some on line and a small amount of in person training is anticipated

5635 - Courier & Postage ALL DEPARTMENTS

5640 – Memberships & Subscriptions ALL DEPARTMENTS

5643 – Travel and Meals ALL DEPARTMENTS

This would include normal routine mileage and workshops or training as well

5660 – Insurance ALL DEPARTMENTS

5665 – Office Supplies ALL DEPARTMENTS

5666 – Computer Supplies and Services ALL DEPARTMENTS

***5670 – Property Taxes** ALL DEPARTMENTS

This account was part of the past system. In the past they billed themselves for property taxes and then paid it, we no longer continue to do this. *This account won't continue beyond 2020.

5675 – Utilities Expenses ALL DEPARTMENTS

Heat and hydro

5680 – Telephone / Internet ALL DEPARTMENTS

5690 – Miscellaneous Expenses ALL DEPARTMENTS

5703 – Small Equipment ALL DEPARTMENTS

5704 – Equipment Rental ALL DEPARTMENTS

Roads and grave digging

5705 – Equipment Repairs and Maintenance ALL DEPARTMENTS

The funding for the Lagoons cleanout this year comes from the OCIF funding that we receive annually.

5706 – Consumables ALL DEPARTMENTS

This is for items that are bought and then used and are non-specific, the actual contains items from the old account program that we didn't have a place to record them in the new system because of the changes, going forward this account will change.

5707 – Building Maintenance ALL DEPARTMENTS

Administration - This currently contains renovations to the office with offset revenue coming from COVID funding and the Modernization fund, not from tax dollars. This money has been received for this purpose and is in Reserves. We have asked the province if we can defer this to next year.

5710 – Loan Principal and Interest ALL DEPARTMENTS

Current loans are Fire Department and Public Works

5715 – Vehicle Fuels ALL DEPARTMENTS

Public Works and Fire

5805 – Materials ALL DEPARTMENTS

Assorted items as per department, gravel, sand, dock repairs, street lights

5810 – Roads Paved

Amalgamated Tender for hard surfacing

5815 – Unpaved Roads

Material and costs budgeted in 5805 Materials, will be broke out in the accounting program and will be budgeted separately in future budgets

5820 – Bridges & Culverts

Material and costs budgeted in 5805 Materials, will be broke out in the accounting program and will be budgeted separately in future budgets

5825 – Joint Landfill

These are our costs that we incur and reconcile with Tarbutt and also a portion of Tarbutt's costs, billed back to us. The Landfill is 50-50.

5830 – Rail Maintenance / Flashers**5905 – Policing****5910 – EMO Emergency Management**

Stipends for CEMC

5920 – Algoma Public Health**5925 – Hospital Services**

Support for Matthews Memorial and Trefry Centre

5927 – Library Services

We receive a grant annually and forward it to the Library so our residents can use the services of the Library at no cost

5930 – Algoma District Services Board

This is all the downloaded services the Province gave us the OMPF fund in 4110 Provincial Grants offset most of this expense

5932 – Contracts

This covers any contracted services from Planning, maintenance, support etc

5935 – Chief Bldg Officer Contract

CBO services for building permits

5937 – Planning

Joint Planning Board Levy, Official Plan revision Levy, GIS levy and other additional planning services, non-contracted

5939 – MPAC

Property Assessment

5940 – By – Law enforcement**5945 – Safety Equipment and Clothing ALL DEPARTMENTS****5955 - Donations**

Estimated, ie. School graduations, support for area events,

5980 – Transfer To Reserves ALL DEPARTMENTS

Landfill Post Closure is a fixed transfer to Reserves each year to reach the expected Post Closure Costs. Tarbutt does the same in their budget

Keep in mind we have switched software programs and utility software and we are trying to move from the old program to the new one. We do not have exact accounts as we have consolidated many. This will be the odd year as we currently do not have any history in the new program.

Currently the budget reflects a tax increase as it stands of about \$151.00 per 100K of assessment. Considering the amount of work, we are doing that should be expected. We do have cash flow issues if we continue to not raise sufficient income and use the Reserves as our cashflow.

As the auditor indicated we do have comfortable reserves but that is without knowing what capital plans we have or what the status of our assets are. I am not so certain he would have made that comment if he was aware of the facility report we had done or the condition of the water and sewer system. Facing no large capital concerns and just doing maintenance we are healthy in reserves. The reality is we are so far behind being caught up on the maintenance of our assets that we are not as healthy financially as we appear on paper in the absences of that reality.

We will be applying for grants to assist in dealing with the deficiencies identified in the Facilities report, however we have added some money in to maintenance to begin to address those needs.

I have a meeting scheduled for Monday with the Auditor regarding some house keeping issues, the current list of reserves, his thoughts on investment as the Auditor must sign off on any Reserve Policy and to discuss the state of our capital assets.

Search



Community Improvement

The following documents help contribute to a bright and prosperous Huntsville:

- [Accessibility plan](#)
- [Community improvement plan and streetscape project](#)
- [Future of Brendale Square](#)
- [Official plan](#)
- [Strategic plan 2017 and beyond](#)
- [Unity plan](#)

Community improvement plan and grant implementation by-laws are available on the [by-laws and policies](#) page.

Incentives and support

The Town of Huntsville has launched a new Community Improvement Plan (CIP) Incentives Program which promotes new investment in the community. Huntsville Town Council has approved \$45,000 towards the program which will be available for eligible businesses or properties located within the Downtown Huntsville Business Improvement Area (BIA).

1. Read about the details on the [media release - issued March 25, 2021](#)
2. Eligible businesses or properties can fill out the [community improvement program application, request form](#)

Community projects and engagement

Visit the [community projects](#) page for open engagement opportunities on a range of initiatives.

4. FINANCIAL INCENTIVE PROGRAMS



Summary of Financial Incentive Programs

| FINANCIAL INCENTIVE PROGRAMS | ELIGIBLE PROPERTIES/ PROJECTS | ELIGIBLE COSTS | GRANT AMOUNT |
|--|--|---|--|
| PROFESSIONAL FEE GRANT | <ul style="list-style-type: none"> Commercial and commercial mixed-use properties fronting Ontario Street and Waterfront within CIPA 1 & 2. | <ul style="list-style-type: none"> Fees for professional, third party consultants to prepare plans, drawings or analysis required for renovation and/ or development of a project. | <ul style="list-style-type: none"> Matching grant up to 50% of eligible costs up to a maximum of \$5,000 per property, whichever is less. |
| ENTRANCE & FAÇADE IMPROVEMENT GRANT | <ul style="list-style-type: none"> Commercial and commercial mixed-use properties fronting Ontario Street and Waterfront within CIPA 1 & 2. | <ul style="list-style-type: none"> Replacement & rehabilitation of façade commercial/retail doors; Repair or replacement of sidewalk; and Enhancement, façade windows, and other façade aesthetic enhancements | <ul style="list-style-type: none"> Matching grant or interest free loan of up to 50% of eligible costs up to a maximum grant of \$10,000 per property, whichever is less. For a maximum of 3 properties per year. |
| SIGNAGE IMPROVEMENT GRANT | <ul style="list-style-type: none"> Commercial and commercial mixed-use properties fronting Ontario Street and Waterfront within CIPA 1 & 2. | <ul style="list-style-type: none"> Signage improvements made on the exterior of the building. | <ul style="list-style-type: none"> Matching grant of up to 100% of eligible costs up to a maximum grant of \$1,000 per property, whichever is less. For a maximum of 3 properties per year. |
| VILLAGE FEE REBATE PROGRAM | <ul style="list-style-type: none"> Commercial developments/ projects within CIPA 1 & 2. | <ul style="list-style-type: none"> Building permit fees | <ul style="list-style-type: none"> Rebate of 100% of village fees up to a maximum of \$5,000 per property, whichever is less. |
| TAX INCREMENT BASED FINANCING PROGRAM | <ul style="list-style-type: none"> Non-residential and multi-unit residential developments within CIPA 1 & 2. | <ul style="list-style-type: none"> Site development and infrastructure working including demolition; and Major building rehabilitation. | <ul style="list-style-type: none"> For a maximum of 5 years. |

2.6 Affordable Housing

Council will provide for *affordable* housing by monitoring the need for social assisted housing for families and seniors through periodic surveys and in consultation with the District of Algoma Social Services Administration Board. *Affordable* housing as defined in the most current version of the provincial policy statement shall be determined based on the *regional market area* for the District of Algoma. Council will seek opportunities to participate in Federal and Provincial *affordable* housing programs for low to moderate income households and will engage with the District of Algoma Social Services Administration Board on matters related to planning for *affordable* housing. Council will target 20% of the housing supply for the provision of housing that is *affordable* to *low and moderate income households* in the Town over the next 20 years. Council will maintain an appropriate supply of residential land, facilitate *residential intensification* and *redevelopment* and permit all types of housing to help implement their *affordable* housing targets. In particular, Council will encourage housing types that will facilitate the delivery of *affordable* housing such as multiple residential units, second units in a house, and conversions of non-residential buildings to residential uses. Council will also encourage and work with the public, private and not-for-profit sectors to deliver *affordable* housing. Progress towards this target will be monitored on an annual basis and assessed when this Plan is reviewed in accordance with the *Planning Act*. Council may use financial incentives to provide for *affordable* housing including but not limited to grants or loans through community improvement, waiving municipal fees or parkland dedication requirements.

2.7 Conveyance of Parkland or Cash-in-Lieu

As a condition of development or *redevelopment* it is a policy of Council to request the conveyance of parkland or cash-in-lieu of parkland at the rate of 2% for commercial or industrial land uses or 5% in all other cases, notably residential. Where cash-in-lieu of parkland is required the funds will be used to develop the network of exiting public parks and public recreational uses (Reference: Section 42, *Planning Act*.)

2.8 Community Improvement

Community improvement will continue to be used as permitted under Section 28 of the *Planning Act*. It is the intent of this Section of the Official Plan to recognize the entire Town as a Community Improvement Area.

Within the Community Improvement Area, Council will undertake or provide for one or more projects through the preparation of Community Improvement Project Area Plans with the short to mid-term emphasis on the downtown and harbour front. In the preparation of a community improvement plan, Council shall consult community stakeholders and property owners. Council will use the property standards by-law to provide for the upgrading, maintenance or

restoration of buildings and properties.

1. Goal of Community Improvement

To revitalize and regenerate the community, with the downtown and marina/harbour area being the initial focus.

2. Objectives for Community Improvement

- a) To upgrade and maintain all essential municipal services and community facilities.
- b) To continue to promote the health, revitalization and well being of the downtown as the commercial core of the community and as a service center for the surrounding rural area and tourism and commercial traffic along Highway 17.
- c) To enhance and upgrade the marina and harbour area as an area of tourism and economic activity.
- d) To ensure the maintenance of the existing building stock.
- e) To encourage private sector investment in community improvement.
- f) To enhance and maintain the visual appearance of the Town.
- g) To enhance the opportunities to provide for *affordable* housing.
- h) To encourage the preservation, rehabilitation, renewal and re-use of heritage resources.
- i) To redevelop *brownfield sites* as a means optimize the use of existing *infrastructure* provide an incentive for economic development and improve the image of the community. This may include the repair, restoration or *redevelopment* of brownfield sites, environmental site assessment, environmental remediation, development and *redevelopment*, construction and reconstruction of lands and buildings for rehabilitation purposes or for improving energy efficiency, buildings, structures, works, improvements and facilities.

3. Criteria for Designation of Community Improvement Project Areas

Parts of the municipality (e.g., downtown) will be designated from time-to-time as community improvement project areas based on the following criteria:

- a) That there is evidence of a need to improve municipal services such as roads, water supply and sewage disposal, sidewalks, street lighting, storm drainage, parks and recreation and community facilities, to improve accessibility for disabled persons, to improve the harbour front/shoreline areas, and streetscaping. Improvements may apply to some or all of the above services.
- b) That the phasing of improvements corresponds to timing of improvements by senior governments and within the financial capability of the municipality.
- c) That there is a need to promote and support a sustainable and vital downtown.
- d) That a significant number of buildings in an area require upgrading through property standards.
- e) That the areas of greatest need of improvement are considered first.
- f) That improvement to the visual appearance or aesthetics is required.
- g) That there is a need to retrofit or rehabilitate the housing stock and create opportunities for affordable housing.
- h) That there is a need to redevelop a brownfield site. This may include the repair, restoration or *redevelopment* of brownfield sites, environmental site assessment, environmental remediation, development and *redevelopment*, construction and reconstruction of lands and buildings for rehabilitation purposes or for improving energy efficiency, buildings, structures

4. Community Improvement Projects

- a) Council may designate by by-law, any part or any area within the municipality as a Community Improvement Project Area. Priority will be given to the downtown and harbour front areas.
- b) Council may carry out community improvement projects including the upgrading of roads, marina and harbour front areas, storm drainage, water supply and sewage disposal, sidewalks and curbs, street lighting, community facilities, parks and recreation, the needs of persons with disabilities and the provision of *affordable* housing.

- c) Pursuant to Section 28 of the *Planning Act*, community improvement projects will be carried out in consultation with residents and other levels of government and must be within the financial means of the municipality.
- d) Pursuant to Section 28 of the *Planning Act*, community improvement plans may be prepared for any Community Improvement Project Area with respect to improvements.
- e) Council will incorporate the conservation and/or protection of heritage resources in a community improvement project area.
- f) Pursuant to Section 28 of the *Planning Act*, Council may offer grants and loans to pay for all or part of the cost of rehabilitating lands and buildings in conformity with the Community Improvement Plan. Pursuant to the *Municipal Act*, Council may also offer financial incentives.

2.9 Contaminated Sites

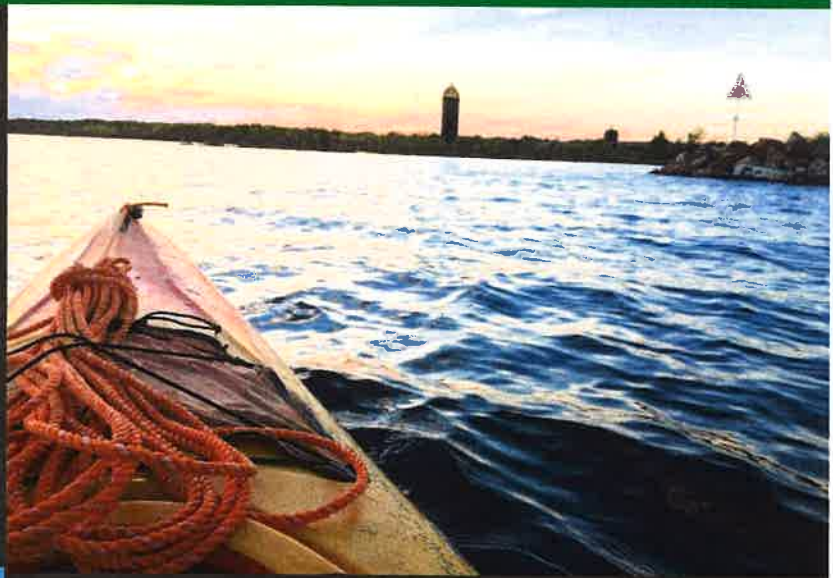
Potentially contaminated sites include lands where contaminants may be present due to previous industrial, transportation, and utility or similar uses. Sources of site contamination can include disposal of waste materials, raw material storage, residues left in containers, maintenance activities and spills. Some commercial uses such as gasoline stations and automotive repair garages have a similar potential.

Site Decommissioning and Clean-up

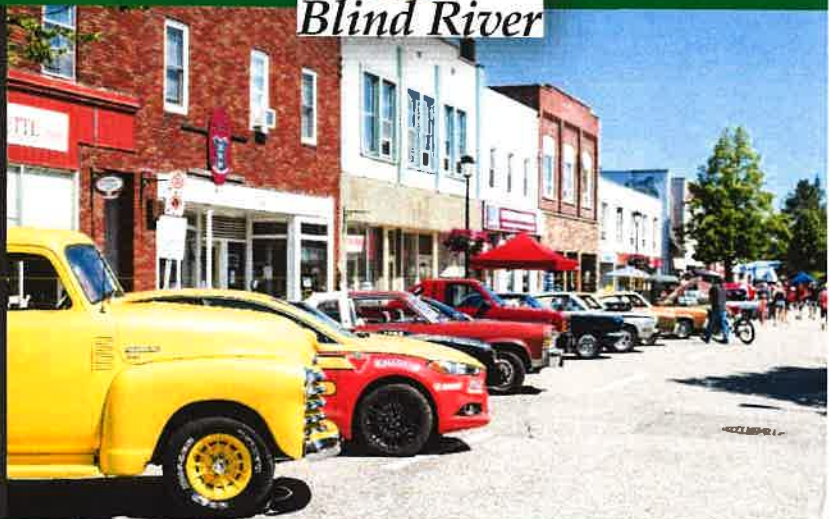
It is a policy to ensure the proper decommissioning and clean-up of contaminated sites prior to their *redevelopment* or reuse. Measures to be taken by Council and/or the approval authority and the proponent include the following:

1. The identification and inventory of sites of where existing and past uses may have contributed to the presence of contaminants.

Where applications for the development or *redevelopment* of sites that are identified as being contaminated or potentially contaminated have been submitted, approval or condition of final approval will require the proponent to file a Record of Site Condition on the Environmental Site Registry to show that the site has been assessed and if necessary, remediated in accordance with the requirements of Ontario Regulation 153/04 and Ministry of the Environment Guideline "Records of Site Condition - A Guide on Site Assessment, the Clean-Up of Brownfield Sites, such that the site is suitable for the intended future use. Mandatory filing of a Record of Site Condition on the Registry is required



Blind River Community Improvement Plan



cip@blindriver.ca

705.356.2251 x210

LANDSCAPING & PROPERTY IMPROVEMENT GRANT



Eligibility Criteria & Program Requirements

Grants shall be provided for the rehabilitation and/or construction of patios, gardens, trees & shrubs, walkways, park benches, bicycle racks, waste receptacles, fountains, retaining walls, fencing, outdoor lighting, and any other outdoor landscape related improvements.

Only commercial, mixed-use, institutional, industrial properties and Residential Third Density Zone (R3) zoned properties are eligible for this grant. For clarity, properties zoned Residential First Density Zone (R1) and Residential Second Density Zone (R2) are not eligible for this grant. A grant for a total of half (50%) of the construction costs, to a maximum of \$5,000.

The maximum amount of a grant for professional landscape architectural services shall not exceed 50% of the grant that is calculated for eligible construction costs.

As a condition of grant application, the Town may require the applicant to submit for approval professional design/architectural drawing(s) which shall be in conformity with Downtown Design Guidelines, as well as impact studies such as traffic studies.

The grant will be payable upon completion of the works.



Purpose

To encourage an appealing pedestrian environment by supporting improvements to the aesthetics of outdoor landscaping on private properties, improving their aesthetics, and providing better pedestrian connections and seating.

Program Details

A grant of 50% to a maximum of \$5,000 of the costs for improving outdoor landscaping and property improvement on private property in the Community Improvement Areas.



ACCESSIBILITY GRANT

Purpose

The purpose of the Accessibility Grant is to improve the accessibility to existing buildings in accordance with the Accessibility for Ontarians with Disabilities Act, 2005.

Program Details

A grant of 50% to a maximum of \$2,500 is available to assist property owners, tenants, or assignees to encourage the provision of accessibility to existing buildings. Examples include customized portable ramps.

Property owners or businesses within the CIP project area are eligible to apply for funding to renovate existing buildings to make them accessible according to the Accessibility for Ontarians with Disabilities Act, 2005.

Eligibility Criteria & Program Requirements

Only commercial, mixed-use, institutional, industrial properties and Residential Third Density Zone (R3) zoned properties are eligible for this grant. For clarity, properties zoned Residential First Density Zone (R1) and Residential Second Density Zone (R2) are not eligible for this grant.



COLOUR GUIDE



PANTONE®
7572 C



PANTONE®
364 C



PANTONE®
7533 C



PANTONE®
652 C



PANTONE®
286 C



PANTONE®
7526 C



PANTONE®
7555 C



PANTONE®
PQ-5605C



PANTONE®
4485 C



PANTONE®
731 C



PANTONE®
4625 C



PANTONE®
7735 C



PANTONE®
Cool Gray 5 C



PANTONE
5635 C

Reflect

Does your store make you smile?

Do you take pride in your space?

Think about adding a unique decoration
so people to stop, look, and spend.

Updates can be thoughtful without
being expensive



BUILDING FAÇADE DESIGN & IMPROVEMENT PROGRAM



Eligible Improvements

The following renovation/restoration projects will be considered to be eligible projects under this program:

- ✓ repair or replacement of exterior facades including cladding materials, windows, and doors
- ✓ brick cleaning façade treatments, such as power washing
- ✓ repair or repainting of façade masonry and brickwork. The maintenance of brick facades will be encouraged
- ✓ installation, repair or replacement of architectural details and features
- ✓ installation, repair or replacement of awnings or canopies
- ✓ façade restoration, including painting and cleaning
- ✓ installation of lighting
- ✓ installation of exterior decorative lighting and upgrading of fixtures
- ✓ redesign of business front
- ✓ installation/improvement of signage (as permitted by the Sign By-law/ Town's Property Standards By-law and the Ontario Building Code and Regulations)
- ✓ landscaping, including plant materials (to a maximum of 15% of the approved grant amount)
- ✓ professional design services required to complete eligible work
- ✓ other similar improvement projects may be approved that demonstrate improvement to the quality of the property

Purpose

To promote the rehabilitation, restoration and improvement of the front, rear and side facades of commercial, institutional and mixed-use buildings in Community Improvement Project Areas, including retail storefront display areas and signage. To encourage aesthetic improvements to buildings and properties, that reflect the Town's theme, and contribute to a vibrant, attractive and welcoming environment.

Design

A grant of 50% to a maximum of \$1,000 will be available to fund the cost of preparing architectural plans for building façade improvements.

In addition, a grant of 50% to a maximum of \$1,000 will be available to fund the cost of preparing a site plan suitable for approval by the Town in accordance with the Property Standards, Sign By-law, Design Guidelines and regular site plan requirements.

These grants would be paid at 50% (to a maximum of \$500 each) upon completion of design, and the remaining 50% after implementation.

BUILDING FAÇADE DESIGN & IMPROVEMENT PROGRAM

Primary Façade Improvement Grant

The Town will provide a grant of 50% (to a maximum of \$5,000) of the costs to assist with improvements to buildings. The grant would be structured to provide additional funding at a rate of \$1,000 per additional storey, up to a maximum of \$6,000. The grant would include building materials, labour and professional fees.

Secondary Façade Improvement Grant

Funding is available for improvements to each exterior side and rear of buildings that front onto a street and back onto a lane. The Town will provide a grant of 50% (up to \$1,500) of the costs per exterior or rear building face. Where buildings exceed two stories, the grant may be increased by an additional \$500 per storey.

Program Requirements

Designs for eligible projects must be prepared by a qualified professional. The grant will be conditional on the Town approval of the architectural plans, to ensure that the guidelines outlined in the Blind River Community Improvement Plan are implemented. Only commercial, mixed-use, institutional, industrial properties and Residential Third Density Zone (R3) zoned properties are eligible for this grant. For clarity, properties zoned Residential First Density Zone (R1) and Residential Second Density Zone (R2) are not eligible for this grant.

Eligible façades include both front and side facades (for corner properties).

Rear façade improvements will be considered secondary for the purposes of allocating funds. The improvement grant may not be used solely for window improvements.

Grants would be paid upon completion of the work in accordance with the agreement between the City and the landowner.

Only commercial, mixed-use, institutional, industrial properties and Residential Third Density Zone (R3) zoned properties are eligible for this grant. For clarity, properties zoned Residential First Density Zone (R1) and Residential Second Density Zone (R2) are not eligible for this grant



COLOUR GUIDE



PANTONE®
7572 C



PANTONE®
364 C



PANTONE®
7533 C



PANTONE®
652 C



PANTONE®
238 C



PANTONE®
7526 C



PANTONE®
7555 C



PANTONE®
PQ-5605C



PANTONE®
4485 C



PANTONE®
731 C



PANTONE®
4625 C



PANTONE®
7735 C



PANTONE®
Cool Gray 5 C



PANTONE
5635 C

Reflect

Does your store make you smile?

Do you take pride in your space?


Think about adding a unique decoration
so people to stop, look, and spend.

Updates can be thoughtful without
being expensive



MATERIALS

1. Materials, particularly at ground level, shall be durable and detailed in a manner that provides interest to pedestrians.
2. The colour scheme for all projects shall be suitable to the streetscape, Blind River's natural environment and the building's style. Design and colours should reflect the range of colours and tones present in the surrounding environment with neutral, darker tones for major surfaces and materials, and brighter colours utilized for building detailing such as window and door trim.
3. Unpainted clear anodized aluminium window frames, door frames and doors are not recommended.
4. Side and rear elevations facing a street shall be of similar colours and materials as the front facades (excepting fireproof walls required as part of the Building Code).
5. Reflective-coated or mirrored glass is not acceptable (except Low E coatings to reduce energy use).
6. The use of salvaged and refurbished materials in new building projects is encouraged. Salvaged materials can add character to the building and can be used effectively as architectural details. Examples of common salvaged materials include: beams and posts, wood flooring, wood paneling, doors and frames, cabinetry and furniture, masonry products, decorative items such as mantels and ironwork.
7. Consider the incorporation of building materials with recycled content as a means of reducing the use of virgin materials and solid waste. Some common recycled products include: metals, concrete, masonry, ceramic tile and insulation. Ensure the recycled materials perform equally or better than virgin materials in terms of strength, maintenance and durability.
8. Encourage the use of regionally manufactured building materials (supports local economy, reduces transportation costs and environmental impacts).
9. Renewable materials are encouraged to help reduce the use and depletion of finite raw materials and long-cycle renewable materials (for example: bamboo flooring, cotton batt insulation, sunflower seed board, wool carpet).



The choice of appropriate materials and colours is very important. A selective and innovative use of materials and colours will create unified and interesting streetscapes. Predominant building materials should be from raw materials present in the regional area and ones that reflect the forestry history and heritage of Blind River. While no standard colour scheme is proposed the overall colour schemes of buildings should strike a balance. Strong colours should be used to highlight features while the major portions of buildings should be in 'natural' tones.

ROOFING MATERIALS

- ✓ slate or slate like materials (black, grey or greenish hues)
- ✓ heavy gauge interlocking asphalt shingles (red, green, dark brown, dark grey)
- ✓ metal: dark colours or treated copper. Metal roofs with standing seams, intermediate control creases and fabricated of a sufficiently heavy gauge of metal to control deformation.
- ✓ grey, brown or black ballast or exposed membrane for flat roofs
- ✓ other roofing materials made from recycled materials that emulate cedar shakes or asphalt shingles that shall have a minimum Class B Underwriters Laboratory Canada fire rating
- ✓ treated cedar shingles or shakes treated for fire resistance shall have a minimum Class B Underwriters Laboratory Canada fire rating.
- ✗ untreated cedar shingles or shakes
- ✗ large areas of glass
- ✗ uncoated (clear) aluminium or galvanized metal

WALL FINISHES

- ✓ wood siding, stained or weathered
- ✓ real stone
- ✓ manufactured, cultured stone that emulates real stone may be permitted
- ✓ high quality cultured stone may be used with no repetition in pattern or obvious boundaries between "tiles" of cultured stone
- ✓ stucco finishes may be approved if they are complemented with appropriate detailing
- ✓ cementitious fibre board or "Hardiplank" materials that are installed in the same manner as wood siding and not installed in sheets
- ✓ architecturally designed concrete blocks may be considered
- ✓ brick may be considered
- ✗ tiles
- ✗ glass curtain walls
- ✗ metal

The CIP consists of various financial incentive programs that have been created to stimulate Blind River private sector redevelopment, with a priority on the Town's downtown. Applicants may use individual incentive programs or combine multiple complementary programs for a single site or development, unless otherwise stipulated under the individual programs. The purpose, description, and eligibility requirements for each "financial" incentive program are outlined within the CIP Program Overview and Guidelines. Eligible projects may also be augmented with other federal and provincial funding programs. Only commercial, mixed-use, institutional, industrial properties and Residential Third Density Zone (R3) zoned properties located within the designated CIP Project Area is eligible. For clarity, properties zoned Residential First Density Zone (R1) and Residential Second Density Zone (R2) are not eligible for this grant.

PLANNING & BUILDING FEE GRANT

Purpose

To encourage infill development and redevelopment that is context-sensitive, attractive, and desirable, this incentive program waives any associated planning approval and building permit fees for the landowner/ developer. Although this incentive is not included under Section 28 of the Planning Act, the waiving of building permit fees is permitted under Section 7 of the Ontario Building Code Act. This grant reduces the administrative costs associated with the planning and building applications required to undertake improvements to private property. This grant is not intended for greenfield development or development through Consent to Sever applications.

Program Details

The Town will provide a grant equivalent to the cost of the Town's planning application and building permit fees for approved projects in accordance with Section 69 of the Planning Act and the Town's Tariff of Fees By-law.

Requirements: Any property or business owner who undertakes redevelopment of lands and/or buildings in the CIP project area is eligible for this grant. The owner would be responsible for all mapping and registration costs for agreements and plans where applicable

This program will provide a grant equal to 100% of the fee paid on planning and development applications. The Planning Fees Grant will be paid once all construction is complete and the Town has conducted all final inspections pertinent to all permits eligible for grants.

- ✓ Planning Fee Grant: A grant to a maximum of \$1,500 may be provided to cover the cost of minor variance applications, zoning by-law amendment applications, or site plan applications. The grant may equal 100% of the Town's fees, provided it does not exceed \$1,500.
- ✓ Building Fee Grant: A grant to a maximum of \$1,500 may be provided to cover the cost of building permit fees or demolition permit fees. The grant may equal 100% of the Town's fees, provided it does not exceed \$1,500.



PLANNING & BUILDING FEE GRANT

Eligibility Criteria, Costs, & Program Requirements

Applicants are eligible to apply for funding under this program, subject to meeting the general program requirements, the following program requirements, and subject to the availability of funding as approved by Town Council:

The following types of planning and development applications and building permits are considered eligible for this program:

- ✓ Building Permit
- ✓ Demolition Permit
- ✓ All Planning Act applications (Minor Variances, Zoning By-law Amendments, etc.)
- ✓ Site Plan Control and Development Agreements
- ✓ Plan of Subdivision/Condominium
- ✓ Sidewalk Café Permit
- ✓ Sign Permit
- ✓ Encroachment Agreement

Other permits issued by the Town that are not listed above, but which advance the purpose of this program, may be considered.



TAX INCREMENT EQUIVALENT GRANT

Purpose

To stimulate investment by effectively deferring part of the increase in property taxation because of adaptive reuse, building rehabilitation, and retrofit works.

Program Details

Grants shall be equal to a declining percentage of the municipal tax increase resulting from the improvements and shall be paid to the owner each year for a maximum of 2 years. In year one (1), the amount of the grant shall equal up to 100% of the tax increment and shall decrease by 50% per year until it reaches 0%.

"Municipal taxes" under this Program refers only to the general portion of the total taxes paid and will not include education taxes levied.

Eligibility Criteria & Program Requirements

The Tax Increment Equivalent Grant is offered to eligible property owners only where the property assessment increases as a result of development, redevelopment, or major improvement, and there is a subsequent increase in municipal property taxes. For the purposes of calculating this grant, municipal property taxes include the municipal portion of the taxes only, and do not include education or any other special charges.

Grants shall be provided upon successful completion of the work, as approved by Council, and payment in full of the property taxes including the taxes for the incremental assessment increase. The amount of the grant in the first year cannot be calculated until the incremental assessment has been determined by the Municipal Property Assessment Corporation (MPAC) and provided to the municipality, which may take up to two years. Grants for subsequent years shall be paid annually to property owners within three (3) months of payment of the full property tax.

The Tax Increment Equivalent Grant shall not be paid and shall not accumulate for any year when taxes remain unpaid by the due date. Any failure to pay taxes in any year shall disqualify the owner for further grant payments.

Example Scenario

A hypothetical property pays \$2,500 in annual municipal property taxes this year. If the property is redeveloped and a reassessment results in municipal property taxes of \$5,000 annually, the tax 'increment' is \$2,500 (i.e. $\$2,500 + \$2,500 = \$5,000$). In the first year after re-assessment, the applicant would be eligible for a grant of \$2,500, representing 100% of the tax increment. In the second year after re-assessment, the applicant would be eligible for a grant of \$1,250, representing a decrease of 50% from the previous year. The next year, the grant would expire. This example assumes that all eligibility criteria are met.

TAX INCREMENT EQUIVALENT GRANT

Funding Information

Applicants are eligible to apply for funding under this program, subject to meeting the general program requirements, the following program requirements, and subject to the availability of funding as approved by Town Council:

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

permitted.

2.6 *Affordable Housing*

Council will provide for *affordable* housing by monitoring the need for social assisted housing for families and seniors through periodic surveys and in consultation with the District of Algoma Social Services Administration Board. *Affordable* housing as defined in the most current version of the provincial policy statement shall be determined based on the *regional market area* for the District of Algoma. Council will seek opportunities to participate in Federal and Provincial *affordable* housing programs for low to moderate income households and will engage with the District of Algoma Social Services Administration Board on matters related to planning for *affordable* housing. Council will target 20% of the housing supply for the provision of housing that is *affordable* to *low and moderate income households* in the Township over the next 20 years. Council will maintain an appropriate supply of residential land, facilitate *residential intensification* and *redevelopment* and permit all types of housing to help implement their *affordable* housing targets. In particular, Council will encourage housing types that will facilitate the delivery of *affordable* housing such as multiple residential units, second units in a house, and conversions of non-residential buildings to residential uses. Council will also encourage and work with the public, private and not-for-profit sectors to deliver *affordable* housing. Progress towards this target will be monitored on an annual basis and assessed when this Plan is reviewed in accordance with the *Planning Act*. Council may use financial incentives to provide for *affordable* housing including but not limited to grants or loans through community improvement, waiving municipal fees or parkland dedication requirements.

2.7 *Conveyance of Parkland or Cash-in-Lieu*

As a condition of development or *redevelopment* it is a policy of Council to request the conveyance of parkland or cash-in-lieu of parkland at the rate of 2% for commercial or industrial land uses or 5% in all other cases, notably residential. Where cash-in-lieu of parkland is required the funds will be used to acquire or develop public parks or for public recreational uses.

2.8 *Community Improvement*

Community improvement may be used as permitted under Section 28 of the Planning Act. It is the intent of this Section of the Official Plan to permit Council to, by by-law, designate the entire municipality as a Community Improvement Area.

Within the Community Improvement Area, Council may undertake or provide for one or more projects through the preparation of a Community Improvement Project Area Plan. In the preparation of a community improvement plan, Council shall consult with the appropriate approval authority. Council will use a property standards by-law to provide

for the upgrading, maintenance or restoration of buildings and properties.

1. *Goal of Community Improvement*

To achieve and maintain a consistent standard of municipal services within the Township which is in keeping with the financial capacity of the municipality.

2. *Objectives for Community Improvement*

- a) To upgrade and maintain all essential municipal services and community facilities.
- b) To ensure the maintenance of the existing building stock.
- c) To encourage private sector investment in community improvement.
- d) To enhance and maintain the visual appearance of the Township and its hamlets.
- e) To encourage the preservation, rehabilitation, renewal and re-use of heritage resources.
- f) To redevelop *brownfield sites* as a means optimize the use of existing *infrastructure* provide an incentive for economic development and improve the image of the community.
- g) To enhance the opportunities to provide for *affordable* housing.

3. *Criteria for Designation of Community Improvement Project Areas*

A part or the whole of the municipality (e.g., a hamlet) may be designated as a community improvement project area based on the following criteria:

- a) That there is evidence of a need to improve municipal services such as roads, sidewalks, municipal water service, street lighting, storm drainage, parks and recreation and community facilities, to improve accessibility for disabled persons, and streetscaping. Improvements may apply to some or all of the above services.
- b) That the phasing of improvements corresponds to timing of improvements by senior governments and within the financial capability of the municipality.
- c) That a significant number of buildings in an area require upgrading through The Clean & Clear By-law.
- d) That the areas of greatest need of improvement are considered first.
- e) That improvement to the visual appearance or aesthetics is required.

- f) That there is a need to retrofit or rehabilitate the housing stock and create opportunities for *affordable* housing.
- g) That there is a need to *redevelop* a brownfield site. This may include the repair, restoration or *redevelopment* of *brownfield sites*, environmental site assessment, environmental remediation, development and *redevelopment*, construction and reconstruction of lands and buildings for rehabilitation purposes or for improving energy efficiency, buildings, structures, works, improvements and facilities (see **Section 2.9** for requirements related to contaminated sites).

4. *Community Improvement Projects*

- a) Council may designate by by-law, a Hamlet, part thereof or any area within the municipality as a Community Improvement Project Area.
 - b) Council may carry out community improvement projects including the upgrading of roads, storm drainage, sidewalks and curbs, street lighting, community facilities, parks and recreation, the needs of persons with disabilities and the provision of *affordable* housing.
 - c) Pursuant to Section 28 of the *Planning Act*, community improvement projects will be carried out in consultation with residents and other levels of government and must be within the financial means of the municipality.
 - d) Pursuant to Section 28 of the *Planning Act*, community improvement plans may be prepared for any Community Improvement Project Area with respect to improvements.
 - e) Council will incorporate the conservation and/or protection of heritage resources in a community improvement project area.
5. Pursuant to Section 28 of the *Planning Act*, Council may offer grants and loans to pay for all or part of the cost of rehabilitating lands and buildings in conformity with the Community Improvement Plan. Pursuant to the *Municipal Act*, Council may also offer financial incentives.

2.9 *Contaminated Sites*

Potentially contaminated sites include lands where contaminants may be present due to previous industrial, transportation, utility or similar uses. Sources of site contamination can include disposal of waste materials, raw material storage, residues left in containers, maintenance activities and spills. Some commercial uses such as gasoline stations and automotive repair garages have a similar potential.

Site Decommissioning and Clean-up

It is a policy to ensure the proper decommissioning and clean-up of contaminated sites prior to their *redevelopment* or reuse. Measures to be taken by Council and/or the



Community Improvement Plan

For the Hamlet of Buckhorn

February 2017



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SCHEDULE A – Buckhorn Community Improvement Project Area

APPENDIX

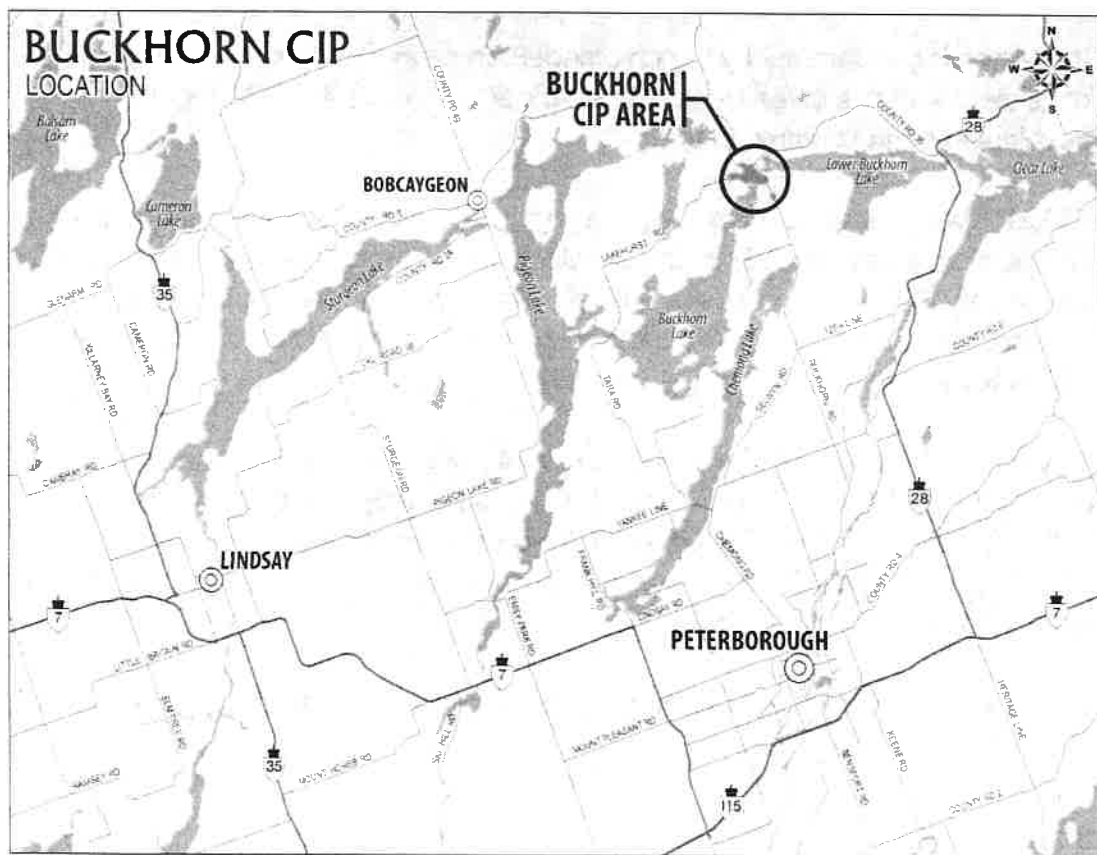
Appendix 1: Background Report (MHBC, January 2016)

Appendix 2: By-law designating the Hamlet of Buckhorn as a Community Improvement Area

1.0 Basis

The Hamlet of Buckhorn is located partially on the southern boundary of the Municipality of Trent Lakes and partly within the western portion of the Township of Selwyn, in the County of Peterborough. **Figure 1** shows the location of the community in the regional context.

Figure 1: Location



Buckhorn contains a mixture of tourist and retail commercial uses and residential properties. The primary commercial areas are located along County Road 37, also known as Lakehurst Road and along County Road 23, also known as Buckhorn Road. The Trent-Severn Waterway Lock 31 separates the two municipalities, The Municipality of Trent Lakes and the Township of Selwyn.

In the Spring of 2015 the Township of Selwyn and the Municipality of Trent Lakes decided to jointly undertake a Community Improvement Plan (CIP) for the Hamlet of Buckhorn. This process included considerable public consultation and was guided by a Steering Committee comprised of representatives of the two municipal Councils, local business representatives, the County of Peterborough, Parks Canada and municipal staff. The CIP Background Report (MHBC January, 2016) provides detailed information that forms the basis of this Community Improvement Plan.

Section 1.1.7 of the Provincial Policy Statement (PPS) states:

“Long term economic prosperity should be supported by maintaining, and where possible enhancing the vitality and viability of downtowns and main streets”.

Implementing a Community Improvement Plan for the Hamlet of Buckhorn is consistent with this objective as well as other policies in the PPS regarding developing strong communities.

Official Plan Amendment No. 12 (January 2012) to the County of Peterborough Official Plan established Section 7.25 Community Improvement Policies (CIP) within the County Official Plan. These policies ensure that the Municipality is able to implement a range of incentive programs and other municipal actions as part of any CIP that was approved by the Municipality.

The Official Plan for the Municipality of Trent Lakes was amended in December 2012 through OPA No. 45 to add Section 7A.0 – Community Improvement. Section 7A.3 of the Trent Lakes Official Plan contains the policies for establishing Community Improvement Project Areas and identifies Buckhorn as an area where a Community Improvement Plan may be prepared.

This Community Improvement Plan has been prepared in accordance with Section 28 of the *Planning Act*.

2.0 Purpose

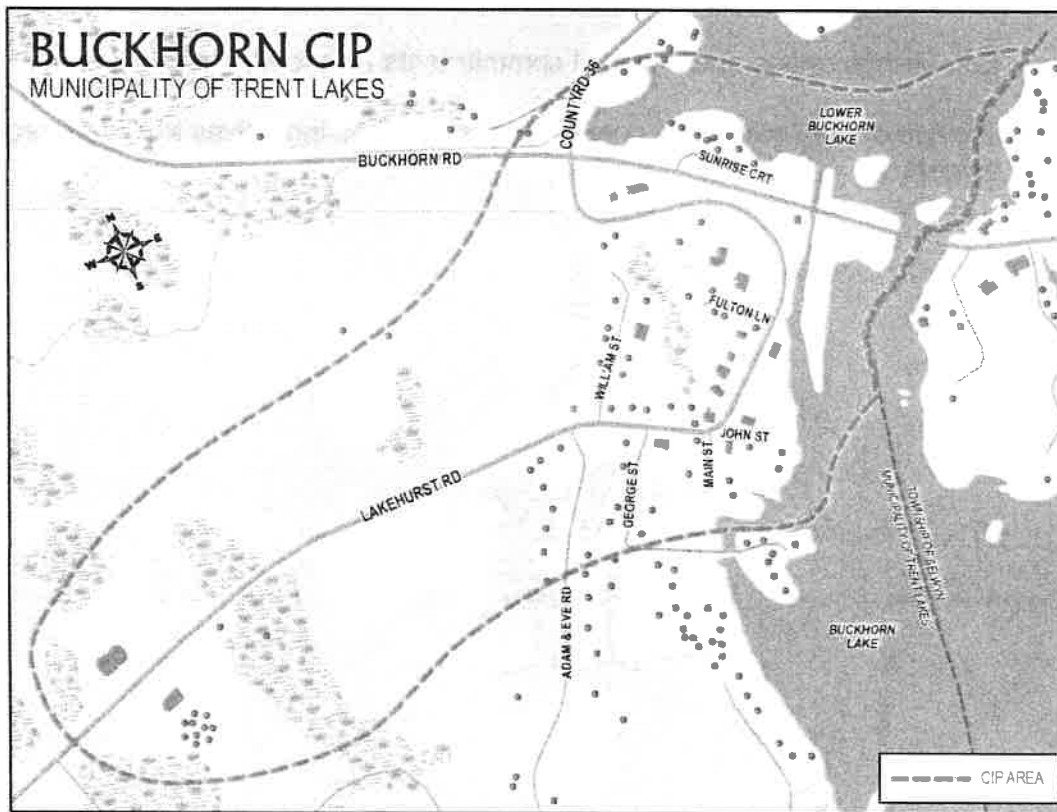
The purpose of this Community Improvement Plan is to:

- Coordinate public and private investment in the community;
- Coordinate the activities of the County, Parks Canada, the Township of Selwyn and the Municipality of Trent Lakes towards improving lands, buildings and infrastructure in the Hamlet of Buckhorn;
- Establish long term community objectives for improvement;
- Establish priorities and financial commitments for the Municipality; and
- Provide opportunities and criteria for grants/loans/incentives to private property owners.

3.0 Community Improvement Project Area

The Buckhorn Community Improvement Project Area is shown on Schedule A, attached to and forming part of this Plan.

Schedule A - Buckhorn Community Improvement Project Area



4.0 Goals and Objectives

The Trent Lakes Official Plan sets out Goals and Objectives for Community Improvement throughout the Municipality. Of those Goals and Objectives the following are specifically pertinent to the Hamlet of Buckhorn:

4.1 Goals for community improvement

The following are goals for community improvement in the Hamlet of Buckhorn

- i) To preserve, rehabilitate, and redevelop the existing built environment;
- ii) To maximize the use of existing public infrastructure, facilities and amenities;
- iii) To coordinate private and public community involvement activities;
- iv) To promote development and redevelopment that is healthy and sustainable in nature;
- v) To guide the setting of priorities for municipal expenditures respecting community improvement projects;
- vi) To participate, wherever possible, in Federal and/or Provincial programs to facilitate community improvement; and,
- vii) To reconcile existing land use conflicts and minimize future land use conflicts.

4.2 Objectives for community improvement

The Objectives of this Community Improvement Plan include:

- i) To improve and upgrade the Municipality's built environment and, in particular, to address deficiencies with respect to the residential,

commercial, industrial, recreational and community facility uses to:

- a. maintain and improve municipal services, including the roads, sidewalks, and street lighting, and,
 - b. maintain and improve the efficiency of the movement of vehicular traffic flow, pedestrian circulation, and parking facilities;
- ii) To encourage the renovation, repair, rehabilitation, redevelopment or other improvement of lands and/or buildings, including 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;
 - iii) To undertake community improvement projects in a manner that is fiscally responsible, recognizing the anticipated growth and various functions of the community including its social and economic roles;
 - iv) To improve and upgrade municipal facilities and services including those serving institutional, recreational, cultural, social and community related functions;
 - v) To encourage the preservation, restoration, adaptive reuse and improvement of historical or architectural significant buildings;
 - vi) To maintain and improve the physical and aesthetic amenities of streetscapes; and,
 - vii) To encourage activities which contribute to and promote a strong economic base and community economic development, including commercial, industrial, recreational, cultural and tourism activity and development.

5.0 Community Improvement Incentive Programs

In order to meet the objectives identified in Section 4.0, the Municipality may provide the following incentives to private property owners and business owners. The incentive programs outlined below may be made available to private property owners and businesses that satisfy eligibility criteria established by Council.

5.1 Landscape Improvement Grant

A grant equal to 50% of cost of eligible landscaping, curbing decorative walls, and driveway access/egress improvements to commercial, institutional and mixed-use properties implementing improvement identified in the Community Improvement Background Study (January 2016). The maximum grant per property or project shall be \$5,000. The minimum total project costs shall be \$2,000.

5.2 Building Improvement Grant/ Loan Program

The Municipality may provide a one-time grant equal to 50% of cost of eligible building improvement works to commercial, institutional and mixed-use buildings to a maximum grant per property/ project of \$10,000 ;

OR

The Municipality may provide a loan equal to 50% of cost of eligible building improvement works to commercial, institutional and mixed-use buildings to a maximum loan per property/ project of \$20,000.

Building improvements must be undertaken in accordance with the Design Guidelines contained in the Community Improvement Plan Background Report. The grant would include building materials, labour and professional fees.

5.3 Improved Signage Grant

The Municipality may provide a grant equal to 50 percent of cost of replacing sign on existing business for a commercial building with a sign that meets the design guidelines contained in the Community Improvement Plan Background Report to a maximum of \$1,000 per business. The sign improvement program may provide property owners a grant of 50 percent to a maximum of \$1,000 toward the cost of replacing an existing sign that does not comply with the Design Guidelines. Grants will be paid over two installments with the first installment paid upon completion and installation of the sign and the second installment paid one year following installation of the sign.

6.0 Grant Eligibility Requirement

Council will appoint a Committee to review applications for financial incentives. The Committee shall review all applications based on these eligibility requirements and the degree to which the project implements the Official Plan and Community Improvement Plan. In reviewing applications, the Committee will consider the following requirements:

1. No improvements carried out prior to the approval of the application will be eligible for funding. Only pre-approved projects will be eligible for grants.
2. Grants will be available to a property owner or business owner occupying an assessed building in the Community Improvement Area upon satisfactory completion of the project. Assistance granted under any of the financial incentive programs to a particular property is not transferable to any other property.
3. Building improvement grants will only be provided to the building owner.
4. The building owner or business owner (in the case of a sign grant) and the Municipality of Trent Lakes will be required to enter into an agreement specifying the amount to be paid and the payment period. Where the agreement is between a business owner and the Municipality, the building owner must consent to the agreement.
5. Properties and buildings shall not have any tax arrears or any other legal claim, lien or order that may affect the title of the land.
6. The grant programs outlined in Section 5.0 may be combined in a manner that will permit more than one grant per property. Where this is done, the total grant amount shall be based on the amounts listed in Section 8.2.1, however, the expenditure on each element of the grant shall be flexible, subject to the approval of the Municipality.
7. Grants will be available to business or property owners on the basis of one grant or combined grant per assessed building.

8. The total of the grants and loans made in respect of particular lands and buildings under this CIP and the tax assistance as defined in Section 365.1 of the *Municipal Act, 2001*, that is provided in respect of the lands and buildings in this CIP shall not exceed the cost of rehabilitating the lands and buildings.

7.0 Community Improvements and Infrastructure

Development in the Community Improvement Area should be staged so that improvements to infrastructure and private lands occur in a comprehensive manner. Major investments in lands and buildings should not be undertaken until public infrastructure works are under way or completed to the satisfaction of the Municipality in consultation with the property owners. The following infrastructure improvements are considered priorities in accordance with this Plan.

7.1 Gateways

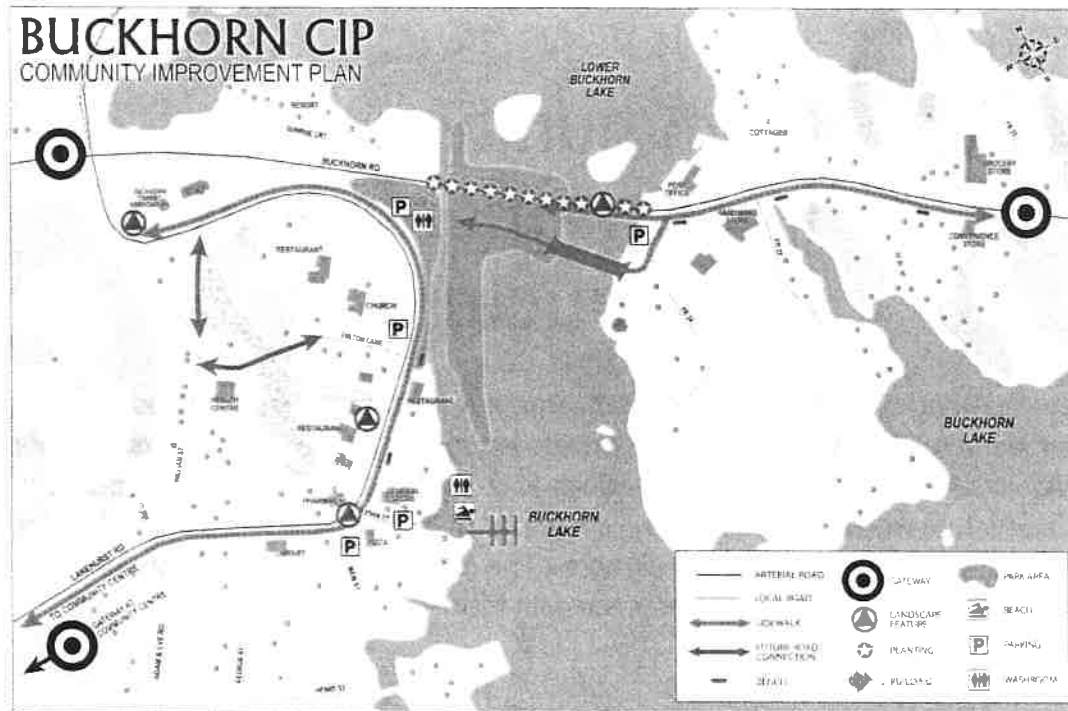
The Hamlet of Buckhorn is located in two municipalities. There will be a coordinated effort to identify the entrances to the community. The Background Report identifies locations for major gateway features at the entrances to the community. These gateways will reflect the landscaping that has been done within the community already at the Buckhorn Community Centre, the Trent Lakes Library and the Buckhorn District Tourist Association.

7.2 Walkways and pathways

In Buckhorn a well marked and accessible walkway will be developed from the tourist information building on the east side of Lakehurst Road to the library and perhaps to William Street. In the long-term the walkway system would be extended to the Community Centre, either along Lakehurst Road or through Adam and Eve Road. The existing asphalt surface on much of the road shoulder is suitable for a walkway;

however, it needs to be repaired. Given an increasingly aging community, the walkway needs to be accessible for persons with disabilities and more utilizing assisted walking devices such as walkers or wheelchairs.

Figure 2: Community Improvements- Infrastructure



7.3 Parking improvements and roadway connections

There are no well defined community parking areas in the core of Buckhorn. There are a number of areas where off-street parking could be provided on municipal or County owned lands, thereby freeing up the roadside for pedestrian and limited parallel parking. Up to 40 off-street parking spaces could be provided within municipal/county road allowances. These spaces could improve the parking situation in the community, which can become difficult when special events occur and at peak season.

7.4 Wayfinding Signs

The Municipality of Trent Lakes, Township of Selwyn and County of Peterborough will coordinate the design and placement of consistent wayfinding signs for the Hamlet of Buckhorn. The wayfinding sign system that can be used for advertising community facilities and commercial enterprises in Buckhorn including resorts and retail uses and services. The signs could be partially paid for by those enterprises that are advertising on the signs and should utilize a consistent format, which includes a branding identity for the community.

8.0 Implementation

8.1 Administration

This Community Improvement Plan will be administered by the Municipality of Trent Lakes as part of the implementation of the Community Improvement Policies of the Official Plan.

8.2 Financing of improvements

Council will establish an annual budget for grants related to Community Improvement projects. Funds will be allocated to infrastructure as well as incentive programs. A Committee will be appointed by, and accountable to, Council to implement the Community Improvement Plan and will be responsible for reviewing and approving applications as well as allocating funds based on area priorities in accordance with this Plan.

8.3 Permits required

Grants will only be made available to business or property owners once all of the required Municipal, Provincial and Federal permits for the project have been secured. The business or property owner shall be responsible for acquiring the necessary permits.

8.4 Design standards

Preliminary Design Guidelines for signs and building facades are included in the Buckhorn Community Improvement Plan Background Report attached as Appendix 1 to this Plan. The Municipality may complete more detailed Design Guidelines to guide future development in the Community Improvement Plan. The Design Guidelines will provide detailed recommendations to augment the policies of the Official Plan, and establish a basis for reviewing new development, and to ensure that development is consistent with the Community Improvement Plan objectives.

The Guidelines may also include additional details regarding building and landscape design that may be used by the Committee to assess applications for grants provided under this Plan. Approval of more detailed Guidelines will not require an amendment to this Plan.

8.5 Sign By-law

The Municipality has updated the Municipal Sign By-law to reflect this Community Improvement Plan.

8.6 Monitoring and amendments

Staff will prepare a quarterly report for Council to review the programs and activities relating to Community Improvement to determine their effectiveness. Council may amend this Plan as is necessary to ensure that the objectives outlined in this Plan are achieved. Council may eliminate any of the incentive programs outlined in Section 5.0 in order to focus financial incentives on other programs. Any increase in program financing permitted under Section 28 of the *Planning Act* will require an amendment to this Plan.

It is intended that the improvement programs outlined will be made available to property and business owners until December 31, 2019. Council may extend this date by By-law without requiring an amendment to this Plan.



Community Improvement Plan

Home / Business Centre / Community Improvement Plan

A Community Improvement Plan (CIP) enables municipalities to provide financial incentives to private commercial landowners for improvements to lands, buildings, signs, landscaping and other works.

In 2012, the former Township of Smith-Ennismore-Lakefield developed a CIP for its commercial core areas in the Village of Lakefield and the Hamlets of Bridgenorth, Ennismore and Young's Point.

In 2018, the Township of Selwyn's CIP underwent a 5 year review, which involved:

- Reviewing the results of the existing incentive programs to determine uptake, effectiveness and any needed refinements;
- Determining if any critical needs are not being met by the existing programs;
- Identifying gaps or issues with regard to existing program content and administration;
- Reviewing the existing Community Improvement Project Area (CIPA) and areas outside of the current CIPA; and
- Proposing incentive program revisions and additions and a revised CIPA as needed to address critical needs and gaps.

What is a CIP?

A CIP is a planning and economic development framework that includes public realm improvement projects and financial incentive programs designed to stimulate private sector investment and building rehabilitation

and development. CIPs can assist residents, business owners, and investors to plan for the revitalization, redevelopment and stabilization of their neighbourhoods.

See the Township of Selwyn's CIP

- [Community Improvement Plan \(CIP\)](#)

COVID-19 Update

As we continue to deal with the impacts of COVID-19 within our community, there has been a strong desire for an incentive program that would help local businesses deal with COVID-19 related costs.

As a result, the Township's CIP has undergone a review in an effort to incentivize as many projects as possible and to address the many COVID-19 expenses that our local businesses are incurring. Two major temporary changes have been made to the Township's original CIP:

- the cost sharing formula has been increased to 70% Township : 30% applicant; and
- the COVID-19 Pilot Grant Program has been launched.

Both initiatives expire as of December 31, 2022; with the cost sharing formula reverting back to 50% Township : 50% applicant on January 1, 2023.

Financial Incentive Programs

The Township has five financial incentive programs. A brief description of each program is provided below, along with guidelines and the application.

- [General Program Requirements](#)
- [Financial Incentive Program Application](#)

COVID-19 Pilot Grant - *Expires December 31, 2022*

The purpose is to promote physical alterations and improvements of existing commercial buildings to prevent and reduce the transmission of the COVID-19 virus.

- [COVID-19 Pilot Grant Guidelines](#)

Ground Sign Improvement Grant

The purpose is to promote the upgrading or replacement of commercial ground signage.

- [Ground Signage Improvement Grant Guidelines](#)

Facade Improvement Grant

The purpose is to promote rehabilitation, restoration and improvement of the front, rear and side facades of commercial, institutional and mixed use buildings, including retail storefront display areas and business signage.

- [Facade Improvement Grant Guidelines](#)

Landscaping Improvement Grant

The purpose is to promote improved landscaping, driveway accesses and parking areas on private properties with particular emphasis on the public street edge in order to improve visual quality and create a more comfortable pedestrian environment.

- [Landscaping Improvement Grant Guidelines](#)

Urban Design Study Grant

The purpose is to help ensure professional urban design studies and architectural design drawings meet with CIP Design Guidelines and help offset costs of preparing professional drawings.

- [Urban Design Study Grant Guidelines](#)

Buckhorn CIP

In 2015, the Township of Selwyn and the Municipality of Trent Lakes completed a joint CIP for the Hamlet of Buckhorn.

The adopted Buckhorn CIP is for the commercial core area in the Hamlet of Buckhorn. The Municipality of Trent Lakes has adopted the same CIP guidelines on the opposite side of the bridge to pursue a cohesive approach to Buckhorn's beautification. The guidelines within the final CIP document are meant to assist and foster enhancements of buildings, properties, streets and keep with the overall desired vision and character of each area identified. A copy of the adopted final plan is available on the [Municipality of Trent Lakes' website](#) or below:

- [Buckhorn Community Improvement Plan](#)

CIP Financial Incentive Programs for the Hamlet of Buckhorn

The Township has three financial incentive programs. A brief description of each program is provided below along with guidelines and the application.

- [General Program Requirements](#)
- [Financial Incentive Program Application](#)

Building Improvement Grant

The purpose is to promote rehabilitation, restoration and improvement of the front, rear and side facades of commercial, institutional and mixed-use buildings.

- [Building Improvement Grant Guidelines](#)

Landscape Improvement Grant

The purpose is to promote landscaping, curbing, decorative walls and driveway access/egress improvements to commercial, institutional and mixed-use properties to improve visual quality and create a more comfortable pedestrian environment.

- [Landscape Improvement Grant Guidelines](#)

Improved Signage Grant

The purpose is to promote the replacement of signage on existing businesses for a commercial building with a sign that meets the design guidelines.

- [Improved Signage Grant Guidelines](#)

Contact Us

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