

The Planning Act – Section 28

File No.: _____
(Office Use Only)

PROGRAM GUIDELINES FOR THE TOWN OF INGERSOLL COMMUNITY IMPROVEMENT PLAN FINANCIAL INCENTIVE PROGRAMS

These program guidelines outline the financial incentives being offered as part of the Community Improvement Plan by the Town of Ingersoll.

Façade Improvement Program
Residential, Conversion and Intensification Program
Update to Building Code Loan Program
Tax Grant Back Program
Design Grant Program

QUESTIONS:

Please submit any questions or inquiries to:
Town of Ingersoll
Economic Development Office
130 Oxford Street (2nd Floor)
Ingersoll, ON N5C 2V5

Attention: Curtis Tighe, Economic Development Officer
Phone: 519-485-0120 Ext. 2225
curtis.tighe@ingersoll.ca

3.1 Façade Improvement Program

This program is intended to provide a loan or grant to encourage exterior renovations which are in keeping with the desired aesthetic effect and historical/heritage characteristics of buildings within the designated areas. All façade improvements must adhere to the Central Area Design Guidelines. For the purposes of this program, a non-street front facade shall mean a portion of a non-street front building that is visible from an adjacent street or alleyway. Eligible improvements may consist of external repairs to façades and non-street front facades, including signage, awnings, decorative lighting, entrances and display windows. Interior and roof work will not be eligible.

3.1.1 Purpose

- To assist property owners with street front façade improvements;
- To assist property owners with non-street front façade improvements;
- To assist property owners to update signage and lighting to conformity with Central Area Design Guidelines;
- To encourage exterior renovations which are in keeping with the desired aesthetic effect and historical/heritage characteristics of buildings
- To encourage properties to conform to the Central Area Design Guidelines

3.1.2 Funding

Funding commitments are subject to funding availability within each program. If funding within the program has been exhausted it will be at the discretion of the approval committee to determine if funds will be allocated from another program or the application will be held until funds are available. Applications will be processed in chronological order as they are received.

3.1.3 Eligible Areas

The façade improvement program is applicable to the central business district and the entrepreneurial district as identified in the County of Oxford Official Plan Schedule I-1

3.1.4 Eligible Program Improvements

- Exterior street front and non-street front renovations including entrances, window displays, repair and repointing of masonry, painting, cleaning, and other similar repairs consistent with the Central Area Design Guidelines (2014);
- Installation of new or repair of existing signs, awnings, and decorative lighting consistent with the Central Area Design Guidelines (2014)

3.1.5 General Terms of the Grant/Loan

The loan will be a maximum of \$10,000 interest free and amortized over a 5 year period with a grant of \$2,000 to be awarded upon successful completion of all requirements of the program. Each façade is eligible for its own loan (front and rear).

The loan/grant will be paid upon receipt of invoices for all completed work and after the Town inspects the completed work to ensure the improvements have been described in the application. The loan/grant will be in the amount of the invoices showing the actual costs of the work completed, not the estimated costs.

All loans are subject to a signed loan agreement with the Town. Further details of the loan shall be outlined in the loan agreement. At the discretion of the Town, agreements may be transferrable to a new owner should the new owner meet all of the program's criteria and agrees to the terms and conditions of the loan. Otherwise, where ownership is transferred, the outstanding balance shall be due immediately.

3.1.6 Additional Rehabilitation and Demolition

Additional work completed to the building may only be undertaken after consultation with the Town to ensure consistency with the goals of this CIP, all Town policies, standards and procedures including zoning, site plan guidelines, heritage matters, and Central Area Design Guidelines and will be subject to review and the issuance of all required planning and development approvals and building permits.

3.1.7 Relationship to other Financial Programs

This program is intended to be combined with other programs within this document, as well as with other organizations such as the Ingersoll Business Improvement Area.

3.1.8 Termination of the Program

Termination of the program is at the discretion of the Town of Ingersoll and may happen at any time; however all commitments made shall be processed in its entirety subject to all details of the program.

3.2 *Residential Conversion, Rehabilitation and Intensification Program*

This program is intended to provide a loan or grant to encourage property owners to create one or more new residential dwelling units within and near the Downtown core through the rehabilitation, renovation or addition to an existing building(s). The purpose of this program is to encourage an increase in the residential population living in and around the Downtown. Proposals may include the demolition of existing buildings to make way for the construction of new buildings containing multi-unit residential development, including registered condominium units. Programs to encourage residential development in the Downtown area are important to encourage the provision of a mix of housing types, tenures, and affordability.

3.2.1 Purpose

- To assist property owners with the creation of new residential dwelling units within the eligible areas;
- To encourage an increase in residential population living in the eligible areas;

3.2.2 Funding

Funding commitments are subject to funding availability within each program. If funding within the program has been exhausted it will be at the discretion of the approval committee to determine if funds will be

allocated from another program or the application will be held until funds are available. Applications will be processed in chronological order as they are received.

3.2.3 Eligible Areas

The residential conversion, rehabilitation and intensification program is applicable to the central Business District and the Entrepreneurial District as identified in the County of Oxford Official Plan Schedule I-1 (see Appendix I).

3.2.4 Eligible Program Improvements

- Interior renovations that add one or more new residential dwelling units within the eligible area through rehabilitation or renovation of an existing building

3.2.5 General Terms of the Grant/Loan

The Town will grant back 50% of the building permit fees associated with residential conversion, rehabilitation and intensification. The Town will provide a tax incremental grant on improvements that create an increase in assessment over a 5 year period with 80% of the tax increase granted back in year 1, 70% in year 2, 60% in year 3, 40% in year 4 and 20% granted back in year 5. The grant will be awarded upon successful completion of all requirements of the program.

The grant(s) will be paid to the property owner upon receipt of invoices for all completed work and after the Town inspects the completed work to ensure the improvements have been described in the application.

All grants are subject to a signed agreement with the Town. Further details shall be outlined in the agreement. At the discretion of the Town, agreements may be transferrable to a new owner should the new owner meet all of the program's criteria and agrees to the terms and conditions.

3.2.6 Additional Rehabilitation and Demolition

Additional work completed to the building may only be undertaken after consultation with the Town to ensure consistency with the goals of this CIP, all Town policies, standards and procedures including zoning, site plan guidelines, heritage matters, and Central Area Design Guidelines and will be subject to review and the issuance of all required planning and development approvals and building permits.

3.2.7 Relationship to other Financial Programs

This program is intended to be combined with other programs within this document as well as with other organizations such as the Ingersoll Business Improvement Area.

3.2.8 Termination of the Program

Termination of the program is at the discretion of the Town of Ingersoll and may happen at any time; however all commitments made shall be processed in its entirety subject to all details of the program.

3.3 Update to Building Code Program

This program is intended to provide incentives to assist property owners in the designated areas with the financing of building improvements necessary to ensure older buildings comply with current health and safety to conform with Municipal, Provincial and Federal requirements. Such improvements are a means of protecting the public interest by proactively dealing with dilapidated buildings. This issue may be amplified in the Downtown area, as much of the building stock is older and needs major improvements to meet current standards.

3.3.1 Purpose

- To assist property owners to update their buildings to conform with current Municipal, Provincial and Federal health and safety requirements

3.3.2 Funding

Funding commitments are subject to funding availability within each program. If funding within the program has been exhausted it will be at the discretion of the approval committee to determine if funds will be allocated from another program or the application will be held until funds are available. Applications will be processed in chronological order as they are received.

3.3.3 Eligible Areas

The update to building code program is applicable to the central business district and the entrepreneurial district as identified in the County of Oxford Official Plan Schedule I-1 (see Appendix I).

3.3.4 Eligible Program Improvements

- All health and safety related building improvements as required by Municipal, Provincial and Federal governments

3.3.5 General Terms of the Grant/Loan

The Town will grant back 50% of the building permit fees associated with updating buildings to conform with current Municipal, Provincial and Federal health and safety requirements.

The grant(s) will be paid to the property owner upon receipt of invoices for all completed work and after the Town inspects the completed work to ensure the improvements have been described in the application.

All grants are subject to a signed agreement with the Town. Further details shall be outlined in the agreement. At the discretion of the Town, agreements may be transferrable to a new owner should the new owner meet all of the program's criteria and agrees to the terms and conditions.

3.3.6 Additional Rehabilitation and Demolition

Additional work completed to the building may only be undertaken after consultation with the Town to ensure consistency with the goals of this CIP, all Town policies, standards and procedures including zoning, site plan guidelines, heritage matters, and Central Area Design Guidelines and will be subject to review and the issuance of all required planning and development approvals and building permits.

3.3.7 Relationship to other Financial Programs

This program is intended to be combined with other programs within this document as well as with other organizations such as the Ingersoll Business Improvement Area.

3.3.8 Termination of the Program

Termination of the program is at the discretion of the Town of Ingersoll and may happen at any time; however all commitments made shall be processed in its entirety subject to all details of the program.

3.4 Tax Increment Equivalent Grant Program

This program is intended to provide a grant to owners of lands and buildings who undertake development, improvements or redevelopment that result in an increased property assessment. The amount of the grant provided will depend on the amount of the municipal portion of property taxes that has increased as a result of the improvements. The increase in tax represents the annual municipal property tax in each year following improvement or redevelopment of lands and buildings over and above municipal property tax prior to improvement or redevelopment of the lands in question. All commercial and properties located within the CIP area will be eligible for this program.

The increase in taxes, or tax increment, is calculated by subtracting the municipal portion of property taxes before reassessment from the municipal portion of property taxes after reassessment. The Town may provide any proportion of the increment for any length of time that Council deems appropriate. The tax increment does not include any increase/decrease in municipal taxes due to a general tax rate increase/decrease, or a change in assessment for any other reason.

This program shall not be applicable to any owner/business that appeals their assessment.

3.4.1 Purpose

- To assist property owners with development, improvements, or redevelopment that result in an increased property assessment;
- To encourage growth, development, expansion, and redevelopment of commercial and industrial sites;
- To encourage development of brownfield sites;

3.4.2 Funding

Funding commitments are subject to funding availability within each program. If funding within the program has been exhausted it will be at the discretion of the approval committee to determine if funds will be allocated from another program or the application will be held until funds are available. Applications will be processed in chronological order as they are received.

3.4.3 Eligible Areas

The tax increment equivalent grant program is applicable to all commercial (central commercial, highway commercial, and entrepreneurial commercial) and industrial (restricted industrial and general industrial) zoned lands within the Town as identified in the Town of Ingersoll’s zoning bylaw.

3.4.4 Eligible Program Improvements

- Construction of a new building, renovation to an existing building, expansion of an existing building;
- Development of brownfield sites

3.4.5 General Terms of the Grant/Loan

Development, improvements or redevelopment that results in an increased property assessment will be granted back a portion of their municipal taxes. The grant will be calculated by subtracting the municipal portion of property taxes before reassessment from the municipal portion of taxes after the increase in assessment, but takes into calculations any increase in property tax due to a general tax increase or decrease, or change in assessment for any other reason. The grant will be structured as follows:

For projects under \$5,000,000 (based on building permit):

Year	Portion of Municipal Tax Incremental Grant
1	80%
2	70%
3	60%
4	40%
5	20%

For projects over \$5,000,000 (based on building permit) or brownfield redevelopment:

Year	Portion of Municipal Tax Incremental Grant
1	100%
2	90%
3	80%
4	70%
5	60%
6	50%
7	40%
8	30%
9	20%
10	10%

The grant will be paid to the property owner upon completion of the build for all completed work and after the Town inspects the completed work to ensure the improvements have been described in the application. The grant will be issued once the reassessment and calculations have been completed.

All grants are subject to a signed agreement with the Town. Further details shall be outlined in the agreement. At the discretion of the Town, agreements may be transferrable to a new owner should the new owner meet all of the program's criteria and agree to the terms and conditions.

3.4.6 Additional Rehabilitation and Demolition

Additional work completed to the building may only be undertaken after consultation with the Town to ensure consistency with the goals of this CIP, all Town policies, standards and procedures including zoning, site plan guidelines, heritage matters, and Central Area Design Guidelines and will be subject to review and the issuance of all required planning and development approvals and building permits.

3.4.7 Relationship to other Financial Programs

This program is intended to be combined with other programs within this document as well as with other organizations such as the Ingersoll Business Improvement Area.

3.4.8 Termination of the Program

Termination of the program is at the discretion of the Town of Ingersoll and may happen at any time; however all commitments made shall be processed in its entirety subject to all details of the program.

3.5 *Design Grant Back Program*

This program is intended to provide a grant to owners of lands and buildings in the CIP area who wish to hire a professional, such as an architect (for preparing designs, estimates, etc.), an engineer (for structural analysis) or accredited designer (landscape, interior, lighting or graphics/signage), to develop a project concept for other programs offered under this CIP. Design Grants may be applied for prior to the submission of an application for applicable programs. All design work shall generally be in keeping with the design direction identified in this Plan, and the Central Area Guidelines to be eligible for funding through this program. This program only applies to anyone that is successful in receiving funding through another program.

3.5.1 Purpose

- To assist property owners to hire professionals to prepare documents that will support their projects.

3.5.2 Funding

Funding commitments are subject to funding availability within each program. If funding within the program has been exhausted it will be at the discretion of the approval committee to determine if funds will be allocated from another program or the application will be held until funds are available. Applications will be processed in chronological order as they are received.

3.5.3 Eligible Areas

All of the Town of Ingersoll.

3.5.4 Eligible Program Improvements

- Any professional designs, estimates, drawings, concepts, etc.

3.5.5 General Terms of the Grant/Loan

The Town will grant back 50% of the eligible costs to a maximum of \$1,500 for anyone successful in receiving funding for other programs within the Community Improvement Program.

The grant(s) will be paid to the property owner upon receipt of invoices for all completed work and after the Town inspects the completed work to ensure the improvements have been described in the application.

All grants are subject to a signed agreement with the Town. Further details shall be outlined in the agreement. At the discretion of the Town, agreements may be transferrable to a new owner should the new owner meet all of the program's criteria and agrees to the terms and conditions.

3.5.6 Additional Rehabilitation and Demolition

Additional work completed to the building may only be undertaken after consultation with the Town to ensure consistency with the goals of this CIP, all Town policies, standards and procedures including zoning, site plan guidelines, heritage matters, and Central Area Design Guidelines and will be subject to review and the issuance of all required planning and development approvals and building permits.

3.5.7 Relationship to other Financial Programs

This program is to be combined with other programs within this document and will not be awarded unless successful with another program.

3.5.8 Termination of the Program

Termination of the program is at the discretion of the Town of Ingersoll and may happen at any time; however all commitments made shall be processed in its entirety subject to all details of the program.