



Town of Minto  
**COMMUNITY IMPROVEMENT PLAN**



**Final Report**

Last Revised: December 15, 2025

## **Town of Minto Community Improvement Plan**

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### **Town of Minto**

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# 1.0 INTRODUCTION

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## 1.1 ABOUT

The Town of Minto Community Improvement Plan (CIP) is a Town-wide, strategic planning tool. The first Minto CIP was approved by Council March 4, 2009. The focus of the Plan was on façade and signage improvements within the core downtown areas of Clifford, Harriston and Palmerston using design guidelines prepared by Stempski Kelly & Associates. This Plan led to improvements to commercial buildings that restored original architecture, promoted good design and greatly enhanced physical appearance.

In 2014-15 Minto's three Downtown Revitalization Committees and the Economic Development & Planning Committee recommended Council expand the Community Improvement Project Area to include lands within the urban service boundary of Clifford, Harriston and Palmerston. The CIP greatly increased incentives offered by the Town including a new grant for structural improvements to address the physical condition of key buildings in the community. Minto landowners took advantage of the new structural incentive investing in buildings in each of the urban areas at a rate of almost \$5 spent privately for each \$1 of public funds received. The façade and signage benefit continued to be popular. The CIP also encouraged the Province and County to partner in community improvement programs to increase potential benefit to landowners and encourage spin off in the local economy.

In 2019, the Town of Minto celebrated 10 years of community improvement planning and 20 years since amalgamation by approving the Minto 10-20 Community Improvement Plan (Minto CIP 10-20). The Minto CIP 10-20 continued community improvement planning excellence for another five years through to 2025. The Minto CIP 10-20 was approved within the framework of the Wellington County Invest Well Programme approved by County Council in 2018, expanding community improvement planning to all of the lands within the municipality and adding incentives related to public art, outdoor patios, tree planting, watershed planning and similar.

Building on the 2019 publication, this 2025 update has been made to reflect the current planning context, including an updated County Invest Well Programme (2023), and to satisfy the Town's evolving needs. Content has been reviewed and revised to enhance clarity in regard to plan purpose (i.e., goals and objectives), administration, and management. Additionally, financial incentive programs have been reworked — removing underutilized programs, consolidating, renaming, and adding new — and additional program parameters added, to ensure consistency.

## 1.2 WHAT IS A COMMUNITY IMPROVEMENT PLAN?

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

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

Under Section 106 of the *Municipal Act*, municipalities are prohibited from directly or indirectly assisting local businesses by giving or lending money. However, having a CIP in place allows municipalities to provide financial assistance to private properties. Therefore, this CIP will allow the Town of Minto to stimulate local investment through the financial incentive programs identified in **Section 3.0 Financial Incentive Programs**.

## 1.3 LEGISLATIVE AUTHORITY

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

- Types of projects/activities/works that are considered ‘community improvement’, which can include the redevelopment, rehabilitation, or other improvements to residential, commercial, industrial, and public buildings, structures, or facilities;
- A community improvement planning process whereby a municipality must first identify and adopt through by-law a designated ‘community improvement project area’, after which a ‘community improvement plan’ may be prepared and adopted by a municipal council. However, this may only be done where there are enabling policies in the municipality’s official plan (which is the case in the Town of Minto, as discussed in **Section 1.4 Enabling Official Plan Policies**);
- Tools that can be implemented once a municipal council adopts a ‘community improvement plan’, which include grants or loans to owners or tenants (with written consent of the owner) of land and buildings within the community improvement project area; and
- Eligible costs for which a municipality can provide such grants or loans, which may include costs related to development, redevelopment, construction and/or reconstruction projects for rehabilitation purposes or for the provision of energy efficient improvements.

In addition to the *Planning Act*, several other legislative documents provide the authority for municipalities to implement tools to assist with community improvement, including the *Ontario Municipal Act*. For additional information on any of the provisions for community improvement planning, the legislation identified above should be referred to.

## 1.4 ENABLING OFFICIAL PLAN POLICIES

The *Wellington County Official Plan* sets out land use policies and provides direction for community improvement planning in the Town of Minto. The following is a review of policies from the Official Plan that enable the Town to prepare a CIP.

Official Plan Section 4.12.2 identifies the following objectives for community improvement:

- a. Promote the long term stability and viability of identified Community Improvement Project Areas by reducing land use conflicts and upgrading municipal services;
- b. Encourage coordinated municipal expenditures, planning and development activities within identified Community Improvement Project Areas;
- c. Stimulate the maintenance and renewal of private property;
- d. Enhance the visual quality of the community; and
- e. Foster local economic growth.

Official Plan Section 4.12.3 identifies the following criteria for the designation of a Community Improvement Project Areas:

- a. A significant portion of the housing stock and other buildings are in need of maintenance, rehabilitation or redevelopment;
- b. Municipal services including sanitary sewer, storm sewer, water supply systems, roads, sidewalks, curbs, gutters, street lighting or parking facilities are inadequate and in need of repair;
- c. The supply of public open space or recreation facilities is deficient;
- d. There are conflicting land uses in the area;
- e. Within commercial areas, deterioration in the appearance of building façades, inadequate parking facilities or inadequate pedestrian access;
- f. A significant portion of the buildings are considered heritage resources;
- g. There is a need to remediate brownfields, improve the energy efficiency of buildings, or provide affordable housing; or
- h. There are other environmental, social or community development reasons that have been identified by a Council.

To support implementation, Official Plan Section 4.12.4 states that a local Council may:

- a. Prepare, adopt, and implement a community improvement plan(s) within a designated Community Improvement Project Area(s), pursuant to the Planning Act and the community improvement policies set out in this Plan;
- b. Provide public funds such as grants, loans and other financial instruments;
- c. Take advantage of federal and provincial funding programs which would benefit the community;
- d. Prepare and adopt property standards by-laws;
- e. Co-operate with groups and organizations whose objectives include community improvement;
- f. Undertake other municipal actions, programs, or investments for the purpose of achieving the community improvement objective identified in Official Plan Section 4.12.2.

Finally, there are policies that enable Wellington County to participate in the Town of Minto CIP. Official Plan Section 4.12.5 states that County Council may participate in a municipality's Community Improvement Plan, and make grants and loans to the Council of a lower tier municipality for the purposes of carrying out a Community Improvement Plan that has come into effect, on such terms as to security and otherwise as County Council considers appropriate.

## **1.5 COMMUNITY IMPROVEMENT PROJECT AREA**

The area subject to the Minto CIP includes all lands within the municipal boundaries of the Town, designated as a Community Improvement Project Area by Council in By-law 2019-20.

These lands are eligible for financial incentive programs under the Minto CIP, as well as those offered through Wellington County's Invest Well programme.

## 1.6 GOALS & OBJECTIVES

To be eligible for financial incentives offered through the Town of Minto CIP, an improvement project must contribute to achieving one or more of the goals and objectives set out below.

### 1.6.1 Goal #1: Minto as a Place for Family Friendly Business

This CIP will help Minto establish and maintain a reputation as a place for family friendly business. It will stimulate economic development and support growth of new business opportunities in key area of economic activity.

Objectives include:

- a. Increase the number of commercial, retail and mixed-use buildings/properties;
- b. Attract new investment to the Town;
- c. Support new business start-ups and expansions of existing businesses;
- d. Preserve or enhance employment opportunities for residents;
- e. Retain and support existing businesses; and
- f. Increase licensed home child care supply, in support of working families.

### 1.6.2 Goal #2: Stimulate Pride in Minto's Downtowns, Urban, and Rural Areas

This CIP will help stimulate pride in Minto's downtowns, urban, and rural areas. It will encourage and assist with revitalization and beautification efforts through physical and aesthetic improvements to public and private properties.

Objectives include:

- a. Implement aesthetic improvements to façades, signage, and landscapes;
- b. Implement functional improvements to buildings and properties;
- c. Reduce the number of underutilized or non-performing buildings and properties;
- d. Ensure that improvements are consistent with the Town's vision and goals for urban design;
- e. Promote architectural preservation and retention of traditional 'family farm' units characteristic of Minto's rural areas; and
- f. Support businesses that contribute the unique sense of place and visitor experience.

### **1.6.3 Goal #3: Contribute to Community Wellbeing**

This CIP will contribute to community wellbeing. It will support improvements intended to improve the safety, accessibility, and sustainability of built forms and adjacent landscapes.

Objectives include:

- a. Implement improvements that may bring a building up to code, or address health, safety, accessibility or risk management issues;
- b. Enhance accessibility; and
- c. Supplement community tree canopy cover and support stewardship efforts.

### **1.6.4 Goal #4: Supporting a Local Housing Supply**

This CIP will help Minto maintain its reputation in supporting the local housing supply. It will support the development of new residential units throughout the community.

Objectives include:

- a. Increase the quantity of residential units; and
- b. Attracting, to the Town, new high density residential development, consistent with the Town of Minto Comprehensive Zoning By-Law.

# 2.0 TOWN INITIATIVES

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## 2.1 OVERVIEW

This section identifies several Town initiatives, through which the Town can provide proactive and visible leadership in achieving the goals of the Minto CIP. By setting out a framework for Town-led improvement projects, this CIP helps coordinate and guide the expenditure of Town funds.

The following Town initiatives have been identified as a means for the Town to participate in community improvement and to encourage private sector investment in the CIPA. The Town may engage in any of the initiatives outlined as a part of implementation of this CIP, subject to the availability of Town funds and other resources. An indication of anticipated timing is provided as a target, however, by identifying the initiatives and anticipated timing, the Town is in no way committed to implementing them during the life cycle of this CIP.

## 2.2 FAÇADE IMPROVEMENT GUIDELINE UPDATE

In 2009, Façade Improvement Guidelines were prepared to support Minto's first adopted CIP. Intended to improve the overall look and feel of Minto's 'main streets' and commercial areas — helping the community to become more desirable as a destination — the Guidelines suggested ways in which a building façade could be improved to suit a desired theme or heritage, using awnings, signage, planters, shutters, colour, and lighting. These Guidelines have continued to service the community, applying to each CIP update since initial adoption in 2009 (i.e., updates in 2015 and 2019).

Approaching nearly 15 years since publication, the Town should pursue a Guideline update, to reflect the progress that has been made and ensure that recommendations remain relevant through the next decade.

This is a high-priority Town program that should be implemented within 1-2 years of Council adoption of this CIP.

## 2.3 STREETScape FURNISHING & PUBLIC ART PLAN

Over the last 15 years, community improvement planning in Minto has gradually incorporated financial incentive programs, aimed at encouraging private investment in streetscape furnishings and public art. While these programs may result in more installations throughout the community, incremental development can pose challenges in terms of consistency and cohesion, quality, safety and maintenance over time.

Cohesive streetscape furnishings and thoughtful public art enriches community quality by adding cultural, social and economic value to shared public spaces. The Town should establish a Streetscape Furnishing & Public Art Plan, which would identify standards (i.e., aesthetics, accessibility), and guidelines (i.e., placement, implementation), to encourage a strong sense of place and expression of evolving collective history, values, and culture. Furthermore, this initiative could curb incremental development of streetscape furnishings and public art, to ensure a more cohesive, accessible and safe public realm.

This is a medium-priority Town program that should be implemented within 2-3 years of Council adoption of this CIP.

## 2.4 TOWN-WIDE SIGNAGE & MARKETING IMPROVEMENTS

The Town should undertake a Town-wide Signage and Marketing Improvement Initiative, which would help promote Minto's brand and image, and to improve wayfinding and highlight destinations, including significant cultural resources and entertainment options, and a wide range of opportunities for buying local. Coordinated Town signage and wayfinding, local mapping, and web-based resources could be developed as part of this initiative. Additional initiatives may include preparing brochures, inserts, and advertisements for local and regional newspapers.

This is a medium-priority Town program that should be implemented within 2-3 years of Council adoption of this CIP.

# 3.0 FINANCIAL INCENTIVE PROGRAMS

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## 3.1 OVERVIEW

The Town of Minto can provide financial assistance to eligible applicants within the designated Community Improvement Project Area (CIPA). The purpose of the financial incentive programs is to provide support for physical improvements to privately owned lands and buildings, where such improvements will result in, or contribute to, the goals and objectives in **Section 1.6 Goals & Objectives**.

The Minto CIP identifies nine (9) financial incentive programs that may be available to eligible applicants:

1. Façade Improvement & Signage Grant;
2. Building Improvement & Structural Works Grant;
3. Interior Leasehold Improvement Grant;
4. Property Improvement Grant;
5. Flood Risk Reduction Grant;
6. Community Planting & Stewardship Grant;
7. Licensed Home Child Care Grant;
8. Application Fee Grant; and
9. Property Tax Increment Equivalent Grant (TIEG).

The Town may provide funding for any of the above incentive programs during the term of the CIP, subject to the availability of resources.

### 3.1.1 Additional Support





In addition to providing financial assistance through the financial incentive programs outlined above, as per Section 28(6) of the *Planning Act*, for the purpose of carrying out a community improvement plan that has come into effect, the Town may,

- a. Construct, repair, rehabilitate or improve buildings on land acquired or held by it in the community improvement project area in conformity with the community improvement plan, and sell, lease or otherwise dispose of any such buildings and the land appurtenant thereto;
- b. Sell, lease or otherwise dispose of any land acquired or held by it in the community improvement project area to any person or governmental authority for use in conformity with the community improvement plan.


## 3.2 SUMMARY OF PROGRAMS

Program	Description	Value
<b>1: Façade Improvement &amp; Signage Grant</b> 	Intended to promote aesthetic improvements, façade upgrades and/or architectural preservation, and improvement of downtown cores, the Façade Improvement & Signage Grant may be available to eligible applicants to assist with the financing of improvements to the façade of an existing commercial building	Up to 50% of the eligible costs, before tax; maximum of \$3,000.
<b>2: Building Improvement &amp; Structural Works Grant</b> 	Intended to improve the structure of the building, improve energy efficiency and enhance safety and accessibility, helping keep the building stock in a better state of repair, the Building Improvement & Structural Work Grant may be available to eligible applicants to assist with the financing of improvements to an existing commercial or mixed-use building.	Up to 33% of the eligible costs, before tax; maximum of \$20,000.
<b>3: Interior Leasehold Improvement Grant</b> 	Intended to support new business start-ups and the expansion of existing businesses. It may also support property owners in attracting new business (i.e., leaseholders) to vacant units, the Interior Leasehold Improvement Grant may be available to eligible applicants to assist with the financing of permanent interior leasehold improvements to existing commercial space and/or small-scale conversion of existing vacant space into new commercial, secondary, or mixed-use.	Up to 50% of the eligible costs, before tax; maximum of \$5,000.
<b>4: Property Improvement Grant</b> 	Intended to promote aesthetic, accessibility, and functional improvements to existing commercial properties, the Property Improvement Grant may be available to eligible applicants to assist with the financing of improvements to an existing commercial property, such as parking, landscaping and provision or enhancement of natural or low-impact development (LID) assets.	Up to 50% of the eligible costs, before tax; maximum of \$3,000.

Figure 1: Summary of Financial Incentive Programs

Program	Description	Value
<b>5: Flood Risk Reduction Grant</b>  	Intended to reduce risk of flooding caused by sewer back-ups, reduce contribution from storm run-off and groundwater to the municipal sanitary sewer network, and encourage private investment in flood risk reduction measures, the Flood Risk Reduction Grant may be available to eligible applicants to assist with the financing of flood risk reduction measures for residential and/ or commercial properties in flooding-affected areas, as identified in the Harriston Flood Mitigation Plan.	Up to 50% of the eligible costs, before tax; maximum of \$3,000.
<b>6: Community Planting &amp; Stewardship Grant</b>  	Intended to encourage tree planting and stewardship to increase canopy cover in Minto — providing additional shade, improving air quality, enhancing woodlots, and reducing the risk of wind and snow along municipal and county roads, the Community Planting & Stewardship Grant may be available to eligible applicants to assist with the financing of planting, maintaining and caring for existing trees on private lands.	Up to 50% of the eligible costs, before tax; maximum of \$3,000.
<b>7: Licensed Home Child Care Grant</b>  	Intended to support improvements to private property to meet the requirements of Licensed Home Child Care Provider, as defined by Wellington County Home Child Care and the Ministry of Education, the Licensed Home Child Care Grant may be available to eligible applicants to assist with improvements to existing buildings that may otherwise be considered cost prohibitive.	Up to 50% of the eligible costs, before tax; maximum of \$2,000.
<b>8: Application Fee Grant</b>  	Intended to reduce costs associated with improvements to private properties, the Application Fee Grant may be available to eligible applicants to offset the cost of application fees required by the Town.	Up to 50% of the eligible costs, before tax; maximum of \$10,000.

Summary of Financial Incentive Programs (Continued)

Program	Description	Value
<p><b>9:</b> Property Tax Increment Equivalent Grant (TIEG)</p> 	<p>Intended to stimulate investment by effectively deferring part of the increase in property taxation related to eligible new commercial, mixed-use and/or residential developments, building rehabilitation, adaptive reuse, and retrofit works, the Property Tax Increment Equivalent Grant (TIEG) may be available to eligible property owners which is equivalent to a percentage of the Town (i.e., lower tier municipal) portion of a property tax increment that is incurred because of an improvement project.</p>	<p>Varies.</p>

*Summary of Financial Incentive Programs (Continued)*

### 3.3 GENERAL ELIGIBILITY CRITERIA

To be eligible for any of the financial incentive programs that may be offered by the Town, the following criteria must be met:

- a. The lands and buildings subject to an application must be located within the CIPA, designated by by-law for the purpose of the CIP. For more information on the CIPA, applicants should refer to **Section 1.5 Community Improvement Project Area**.
- b. All projects must contribute to achieving one or more community improvement goals and objectives (as identified in **Section 1.6 Goals & Objectives**).
- c. All proposed projects must result in some level of improvement or rehabilitation over the existing conditions and will not simply represent a life cycle replacement.
- d. The registered owner(s) of the subject property shall complete the Town's written application and file appropriate support documentation to be considered for any program or incentive, and shall confirm to have no property tax arrears, local improvement charges or any other municipal accounts receivable on the same lands.
- e. Applicants will be required to disclose all other funding sources, including governmental, private, or not-for-profit funding to support the project. These shall be taken into consideration in the review of applications and the value of incentives may be reduced.
- f. Registered owner(s) may be required to sign an agreement with the Town outlining the work approved for which an incentive is granted, requirements to be met before payment is received, and on-going obligations of an applicant with respect to incentives received after completion of approved work.
- g. A business owner or tenant of a building may apply for a program under this Plan with written authorization from the registered owner(s), but any agreement shall be signed by the applicant, business owner and/or tenant and the registered owner(s).
- h. All applications for a program or incentive shall be consistent with the following:
  - i. The Provincial Planning Statement for the Greater Golden Horseshoe, Wellington County Official Plan and any other applicable policy, plan or procedure;
  - ii. Minto Strategic Plan, Cultural Plan, Recreation and Facilities Master Plan, Economic and Community Development Plan or any other approved Town policy, plan or procedure; and
  - iii. Minto Façade Improvement Guidelines.

- i. Work to be completed for any program under this plan must comply with all applicable by-laws, codes and guidelines including satisfying outstanding work orders (building, fire, zoning, etc.) prior to funding approval.
- j. The total value of all funds provided to an owner/tenant shall not exceed the total value of eligible costs associated with the community improvement project works.
- k. An applicant may be eligible for multiple financial incentive programs during the term of this CIP, though no more than one (1) application shall be submitted per financial incentive program in any 12-month period.
- l. Financial incentives will not be applied retroactively to works started prior to approval of applications and any application for costs incurred prior to the adoption of this CIP will not be considered eligible.

In addition to these general eligibility criteria, a set of program-specific eligibility criteria must also be met, which are outlined in the description of financial incentives (below).

## 3.4 FAÇADE IMPROVEMENT & SIGNAGE GRANT

### 3.4.1 Purpose and Anticipated Benefits

- a. The Façade Improvement & Signage Grant may be available to eligible applicants to assist with the financing of improvements to the façade of an existing commercial building.
- b. This grant is intended to promote aesthetic improvements, façade upgrades and/or architectural preservation.

### 3.4.2 Value

- a. Where all eligibility requirements are fulfilled, a Façade Improvement & Signage Grant may be provided for up to 50% of the eligible costs, before tax.
- b. The Town will provide a maximum of \$3,000 per project and/or property as a part of a Façade Improvement & Signage Grant.

### 3.4.3 Eligibility Criteria

- a. All general eligibility criteria set out in **Section 3.3 General Eligibility Criteria** of this CIP must be met.
- b. Applicants receiving the Façade Improvement Grant may be eligible for additional incentive programs offered through this Plan in accordance with **Section 3.3 General Eligibility Criteria** (k).

### 3.4.4 Eligible Costs

- a. Improvements to the main façade of buildings are eligible. Where a side and/or rear wall is visible from a public street or public space, or fronts onto a laneway or parking lots, improvements to these walls may also be eligible. Eligible costs include the following:
  - i. Restoration or replacement of exterior building treatments, such as brickwork/cladding/siding;
  - ii. Restoration or replacement of cornices, eaves, and parapets;
  - iii. Restoration or replacement of windows, doors, and awnings;
  - iv. Restoration or replacement of exterior lighting;

- v. Exterior painting;
  - vi. Redesign/design of storefront, agricultural-related uses such as farm stands, window signs, signs or entrance modifications, including provisions to improve accessibility; and
  - vii. Such other similar improvements and repairs that may be necessary to improve the appearance of a building façade exterior.
- b. Signs eligible under this CIP are described as any device located outside of any building which is used for the purpose of identifying, advertising or attracting attention to any business, enterprise, organization or project, product or service located on any premises by means of painting on or attaching bills, letters, numerals, pictorial matter or electric or other devices (except back lighting) in such a way as to be visible to the public, including legal ground signs and wall signs as defined in the Town of Minto sign By-Law.
- c. Improvements to the main storefront sign of commercial buildings and/or agricultural-related uses such as farm stand signs are eligible. Where a side and/or rear wall sign is visible from a public street or public space, or fronts onto a lane way or parking lot, improvements to these signs may also be eligible.

#### **3.4.5 Payment**

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

## 3.5 BUILDING IMPROVEMENT & STRUCTURAL WORK GRANT

### 3.5.1 Purpose and Anticipated Benefits

- a. The Building Improvement & Structural Work Grant may be available to eligible applicants to assist with the financing of improvements to an existing commercial or mixed-use building.
- b. This grant is intended to improve the structure of the building, improve energy efficiency and enhance safety and accessibility, helping keep the building stock in a better state of repair.

### 3.5.2 Value

- a. Where all eligibility requirements are fulfilled, a Building Improvement & Structural Work Grant may be provided for up to 33% of the eligible costs, before tax.
- b. The Town will provide a maximum of \$20,000 per project and/or property as part of a Building Improvement & Structural Work Grant.
- c. In any given year, subject to a recommendation by the CIP Implementation Committee, and approval by Council, a minimum total investment of \$3,350 may be required by an applicant to be eligible. In other words, the minimum value of a project shall be \$5,000, representing a \$3,350 contribution from the applicant and a \$1,650 contribution from the Town.

### 3.5.3 Eligibility Criteria

- a. All general eligibility criteria set out in **Section 3.3 General Eligibility Criteria** of this CIP must be met.
- b. Applicants receiving the Building Improvement & Structural Work Grant may be eligible for additional incentive programs offered through this Plan in accordance with **Section 3.3 General Eligibility Criteria (k)**.
- c. To qualify for a Building Improvement & Structural Work Grant, applicants must employ the services of a contractor with proper certification under the Building Code, architect, registered professional consulting engineer or other such professional approved by the Town to design, submit and supervise construction work for which a grant is requested.

- d. No grant will be paid for a building improvement or structural work unless a valid building permit is issued (if required), all requisite inspections and certifications have been provided, final approval has been issued by the Chief Building Official, and certification is received that all accounts related to the construction work have been paid to the Town's satisfaction.

#### **3.5.4 Eligible Costs**

- a. Eligible costs for the Building Improvement Grant include the following:
  - i. Structural repairs to walls, ceilings, floors, and foundations;
  - ii. Repair/replacement/installation of building infrastructure, such as roofing, windows, and doors;
  - iii. Repair/replacement/installation of plumbing, electrical, HVAC, and fire protection systems;
  - iv. Weatherproofing; and
  - v. Any other improvements that may bring a building up to code, or address health, safety, accessibility or risk management issues.
- b. The services of a professional engineer, architect, or planner to design and implement the project will also be considered eligible costs; however, the maximum amount of a grant for such services shall not exceed 15% of the grant.

#### **3.5.5 Payment**

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

## 3.6 INTERIOR LEASEHOLD IMPROVEMENT GRANT

### 3.6.1 Purpose and Anticipated Benefits

- a. The Interior Leasehold Improvement Grant may be available to eligible applicants to assist with the financing of permanent interior leasehold improvements to existing commercial space and/or small-scale conversion of existing vacant space into new commercial, secondary, or mixed-use.
- b. This grant is intended to support new business start-ups and the expansion of existing businesses. It may also support property owners in attracting new business (i.e., leaseholders) to vacant units.

### 3.6.2 Value

- a. Where all eligibility requirements are fulfilled, an Interior Leasehold Improvement Grant may be provided for up to 50% of the eligible costs, before tax.
- b. The Town will provide a maximum of \$5,000 per and/or property as part of an Interior Leasehold Improvement Grant.

### 3.6.3 Eligibility Criteria

- a. All general eligibility criteria set out in **Section 3.3 General Eligibility Criteria** of this CIP must be met.
- b. Applicants receiving the Interior Leasehold Improvement Grant may be eligible for additional incentive programs offered through this Plan in accordance with **Section 3.3 General Eligibility Criteria** (k).
- c. To qualify for a Interior Leasehold Improvement Grant, applicants must employ the services of a contractor with proper certification under the Building Code, architect, registered professional consulting engineer or other such professional approved by the Town to design, submit and supervise construction work for which a grant is requested.

### 3.6.4 Eligible Costs

- a. Eligible costs for the Interior Leasehold Improvement Grant include the following:
  - i. Installation, change, repair and/or restoration of partitions, rooms;

- ii. Change, repair, re-installation of flooring, ceiling, walls, fixed cabinets, and other structurally permanent elements;
  - iii. Painting, repainting, or re-surfacing of interior platforms, walls, or any surfaces;
  - iv. Installation of appropriate new interior signage;
  - v. Installation or repair of interior lighting; and
  - vi. Restoration of historic features.
- b. The services of a professional engineer, architect, or planner to design and implement the project will also be considered eligible costs; however, the maximum amount of a grant for such services shall not exceed 15% of the grant.

### **3.6.5 Payment**

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

## 3.7 PROPERTY IMPROVEMENT GRANT

### 3.7.1 Purpose and Anticipated Benefits

- a. The Property Improvement Grant may be available to eligible applicants to assist with the financing of improvements to an existing commercial property, such as parking, landscaping and provision or enhancement of natural or low-impact development (LID) assets.
- b. This grant is intended to promote aesthetic, accessibility, and functional improvements to existing commercial properties.

### 3.7.2 Value

- a. Where all eligibility requirements are fulfilled, a Property Improvement Grant may be provided for up to 50% of the eligible costs, before tax.
- b. The Town will provide a maximum of \$3,000 per project and/or property as part of a Property Improvement Grant.

### 3.7.3 Eligibility Criteria

- a. All general eligibility criteria set out in **Section 3.3 General Eligibility Criteria** of this CIP must be met.
- b. Applicants receiving the Property Improvement Grant may be eligible for additional incentive programs offered through this Plan in accordance with **Section 3.3 General Eligibility Criteria** (k).

### 3.7.4 Eligible Costs

- a. Eligible costs for the Property Improvement Grant include the following:
  - i. Addition of landscaping features, including trees, planting beds, and sod;
  - ii. Addition of permanent landscaping elements, such as fencing, outdoor patios, fixed seating, planters, and lighting;
  - iii. Addition or upgrade of walkways;
  - iv. Addition or upgrade of parking facilities, accommodating vehicles and/or active transportation (i.e., bicycle parking);

- v. Additions or upgrades to improve accessibility (i.e., reduce barriers to access, use);
  - vi. Additions or upgrades to support existing natural assets (i.e., wetlands, swamps, forests, meadows, watercourses, lakes and ponds, soils, etc.) on site; and
  - vii. Addition of low-impact development (LID) assets, including rain gardens, green roofs and walls, bioswales, naturalized stormwater ponds, permeable paving, and rain barrels.
- b. The services of a professional engineer, architect, or planner to design and implement the project will also be considered eligible costs; however, the maximum amount of a grant for such services shall not exceed 15% of the grant.

### **3.7.5 Payment**

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

## 3.8 FLOOD RISK REDUCTION GRANT

### 3.8.1 Purpose and Anticipated Benefits

- a. The Flood Risk Reduction Grant may be available to eligible applicants to assist with the financing of flood risk reduction measures for residential and/or commercial properties in flooding-affected areas, as identified in the Harriston Flood Mitigation Plan.
- b. This grant is intended to reduce risk of flooding caused by sewer back-ups, reduce contribution from storm run-off and groundwater to the municipal sanitary sewer network, and encourage private investment in flood risk reduction measures.

### 3.8.2 Value

- a. Where all eligibility requirements are fulfilled, a Flood Risk Reduction Grant may be provided for up to 50% of the eligible costs of flood risk reduction measures, before tax.
- b. The Town will provide a maximum of \$3,000 per project and/or property as a part of a Flood Risk Reduction Grant.

### 3.8.3 Eligibility Criteria

- a. All general eligibility criteria set out in **Section 3.3 General Eligibility Criteria** of this CIP must be met.
- b. Applicants receiving the Flood Risk Reduction Grant may be eligible for additional incentive programs offered through this Plan in accordance with **Section 3.3 General Eligibility Criteria** (k).

### 3.8.4 Eligible Costs

- a. Eligible costs for the Flood Risk Reduction Grant include the following:
  - i. Eaves trough downspout disconnection with plugging of connection to sanitary sewer and re-routing to surface drainage or other suitable outlets;
  - ii. Certified backwater valve (i.e., interior or exterior) installation;
  - iii. Foundation drain disconnection from sanitary sewer and either re-routing to sump pit with sump pump installation and surface discharge, or re-directing outlet to storm sewer;

- iv. Lot grading improvements, to shed water away from the foundation; and
  - v. Storm sewer connection fee.
- b. The services of a professional engineer, architect, or planner to design and implement the project will also be considered eligible costs; however, the maximum amount of a grant for such services shall not exceed 15% of the grant.

### **3.8.5 Payment**

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

## 3.9 COMMUNITY PLANTING & STEWARDSHIP GRANT

### 3.9.1 Purpose and Anticipated Benefits

- a. The Community Planting & Stewardship Grant may be available to eligible applicants to assist with the financing of planting, maintaining and caring for existing trees on private commercial, mixed use or high density residential lands.
- b. This grant is intended to encourage tree planting and stewardship to increase canopy cover in Minto — providing additional shade, improving air quality, enhancing woodlots, and reducing the risk of wind and snow along municipal and county roads.

### 3.9.2 Value

- a. Where all eligibility requirements are fulfilled, a Community Planting & Stewardship Grant may be provided for up to 50% of the eligible costs, before tax.
- b. The Town will provide a maximum of \$3,000 per project and/or property as a part of a Community Planting & Stewardship Grant.

### 3.9.3 Eligibility Criteria

- a. All general eligibility criteria set out in **Section 3.3 General Eligibility Criteria** of this CIP must be met.
- b. Applicants receiving the Community Planting & Stewardship Grant may be eligible for additional incentive programs offered through this Plan in accordance with **Section 3.3 General Eligibility Criteria (k)**.

### 3.9.4 Eligible Costs

- a. Eligible costs for the Community Planting & Stewardship Grant include:
  - i. Planting non-invasive trees and shrubs on private land; and
  - ii. Maintaining and caring for existing trees on private land.

### 3.9.5 Payment

- a. All completed projects must comply with the description as provided in the grant application

form.

- b. The grant will be provided upon successful completion of the approved project. The grant will be paid in a lump sum as a reimbursement of the costs incurred.

## 3.10 LICENSED HOME CHILD CARE GRANT

### 3.10.1 Purpose and Anticipated Benefits

- a. The Licensed Home Child Care Grant may be available to eligible applicants to assist with improvements to existing buildings that may otherwise be considered cost prohibitive.
- b. This program is intended to support improvements to private property to meet the requirements of Licensed Home Child Care Provider, as defined by Wellington County Home Child Care and the Ministry of Education.

### 3.10.2 Value

- a. Where all eligibility requirements are fulfilled, a Licensed Home Child Care Grant may be provided for up to 50% of the eligible cost of improvements, before tax.
- b. The Town will provide a maximum of \$2,000 per project and/or property as part of a Licensed Home Child Care Grant.

### 3.10.3 Eligibility Criteria

- a. All general eligibility criteria set out in **Section 3.3 General Eligibility Criteria** of this CIP must be met.
- b. Improvement(s) must be in support of an application to become a Licensed Home Child Care Provider through Wellington Home Child Care (licensed by the Ministry of Education).
- c. Applicants receiving the Licensed Home Child Care Grant may be eligible for additional incentive programs offered through this Plan in accordance with **Section 3.3 General Eligibility Criteria** (k).

### 3.10.4 Eligible Costs

- a. Eligible costs for the Licensed Home Child Care Grant include the following:
  - i. Repair/replacement/installation of fire protection systems;
  - ii. Repair/replacement/installation of indoor play space, outdoor play space, sleeping/resting area, eating area, and diapering/toileting area;

- iii. Any other improvements that may bring a building to meet minimum legal requirements of a home child care agency, as regulated by the Ministry of Education.
- b. The services of a professional engineer, architect, or planner to design and implement the project will also be considered eligible costs; however, the maximum amount of a grant for such services shall not exceed 15% of the grant.

### **3.10.5 Payment**

- a. All completed projects must comply with the description as provided in the grant application form.
- b. The grant will be provided upon successful completion of the approved project and receipt of proof of application to become a Licensed Home Child Care Provider through Wellington Home Child Care. The grant will be paid in a lump sum as a reimbursement of costs incurred.

## 3.11 APPLICATION FEE GRANT

### 3.11.1 Purpose and Anticipated Benefits

- a. The Application Fee Grant may be available to eligible applicants to offset the cost of application fees required by the Town.
- b. This grant is intended to reduce costs associated with improvements to private properties.

### 3.11.2 Value

- a. Where all eligibility requirements are fulfilled, an Application Fee Grant may be provided to cover 50% of the eligible fees required by the Town in relation to a proposed project/property.
- b. The Town will provide a maximum of \$10,000 per project and/or property as part of an Application Fee Grant.

### 3.11.3 Eligibility Criteria

- a. All general eligibility criteria set out in **Section 3.3 General Eligibility Criteria** of this CIP must be met.
- b. Applicants receiving the Application Fee Grant may be eligible for additional incentive programs offered through this Plan in accordance with **Section 3.3 General Eligibility Criteria (k)**.

### 3.11.4 Eligible Costs

- a. Costs associated with the following may be eligible:
  - i. Normal fees for Planning Act application required by the Town, including minor variances, site plans, and zoning by-law amendments;
  - ii. Engineering or planning consulting fees; and
  - iii. Connection fees required by the Town.
- b. Costs (i.e., hourly fees) associated with the processing of planning applications will not be eligible.

### **3.11.5 Payment**

- a. All completed projects must comply with the description as provided in the grant application form.
- b. Where an application fee or development charge is to be considered under the grant program as an incentive to development, applicants must pay the relevant fee or development charge as required by Town procedures in place at that time. Following completion of the project, if the Town has approved an Application Fee Grant, and upon written certification by Town staff, grant payment shall be made from the budgeted proceeds of the Town's Community Improvement Plan program directly to the applicant who paid the relevant fee or development charge.

## 3.12 PROPERTY TAX INCREMENT EQUIVALENT GRANT (TIEG)

### 3.12.1 Purpose and Anticipated Benefits

- a. The Property Tax Increment Equivalent Grant (TIEG) may be available to eligible property owners which is equivalent to a percentage of the Town (i.e., lower tier municipal) portion of a property tax increment that is incurred because of an improvement project.
- b. This grant is intended to stimulate investment by effectively deferring part of the increase in property taxation related to eligible new commercial, mixed-use and/or residential developments, building rehabilitation, adaptive reuse, and retrofit works.

### 3.12.2 Value

- a. Where all eligibility requirements are fulfilled, a Property Tax Increment Equivalent Grant may be provided on approved applications as follows:
  - i. Grants will be provided for a period of 5 years.
  - ii. In year one, a grant that is equivalent to 100% of the Town portion of the tax increment will be provided to a property owner.
  - iii. In year two, a grant that is equivalent to 80% of the Town portion of the tax increment will be provided to a property owner.
  - iv. In year three, a grant that is equivalent to 60% of the Town portion of the tax increment will be provided to a property owner.
  - v. In year four, a grant that is equivalent to 40% of the Town portion of the tax increment will be provided to a property owner.
  - vi. In year five, a grant that is equivalent to 20% of the Town portion of the tax increment will be provided to a property owner.
- b. To determine the suitability of the Property Tax Increment Equivalent Grant, the Town's Treasurer will attempt to estimate the total potential value of the grant prior to submitting an application for the program.
- c. The estimate will consider current assessment value, total anticipated investment, and the potential reassessment based on completing the approved community improvement works.
- d. Applicants should refer to the definition of Tax Increment provided in **Section 6.1 Definitions**, to further understand how grant values will be calculated.

### 3.12.3 Eligibility Criteria

- a. An applicant must be a registered owner/assessed owner of private property located within a CIPA. Tenants are not eligible for the Property Tax Increment Equivalent Grant (TIEG).
- b. Only projects that are anticipated to generate an increase in assessment will be eligible.
- c. Applicants receiving the Property Tax Increment Equivalent Grant (TIEG) may be eligible for additional financial incentive programs offered through this Plan, in accordance with **Section 3.3 General Eligibility Criteria** (k).

### 3.12.4 Eligible Costs

- a. For a Property Tax Increment Equivalent Grant (TIEG), the following types of costs will be eligible:
  - i. New mixed-use residential development and/or residential apartment development consisting of no less than twelve (12) units;
  - ii. Downtown renovations creating new residential units;
  - iii. Adaptive reuse, building rehabilitation, and retrofit works; and
  - iv. Such other similar costs that may be necessary for the redevelopment, adaptive reuse or rehabilitation of the building and/or property.

### 3.12.5 Payment

- a. All completed projects must comply with the description as provided in the grant application form.
- b. The value of the Property Tax Increment Equivalent Grant (TIEG) is determined and provided to a property owner following the reassessment of the property by MPAC.

# 4.0 COUNTY PARTICIPATION: INVEST WELL

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## 4.1 ABOUT THE PROGRAMME

In 2018, the County of Wellington (the County) approved its first ever County-wide Community Improvement Programme, known as the Invest Well Programme. This Programme established a framework that allows the County to provide financial support to local municipal Community Improvement Plan (CIP) grant and loan programmes aimed at promoting revitalization, rehabilitation, development, redevelopment and other forms of community improvement in the County. The County's Invest Well Programme works together with the member municipality community improvement plans (CIPs) to promote community improvement across the County.

On June 4, 2019, By-law 2019-56, being a by-law to authorize a Community Improvement Plan in the Town of Minto, was approved, incorporating the County's Invest Well Programme into the Minto CIP. In 2023, the Invest Well Programme was reviewed and updated, to reflect emerging policy changes, incorporate lessons learned through implementation, and address incentive program gaps and challenges. The following section highlights key components of the Programme, though the Wellington County Invest Well Programme, should be referred to for complete and detailed information.

## 4.2 GOALS

The County has identified the following three goals for the Invest Well Programme, which will guide the County's financial participation in the Town of Minto CIP:

### **Goal # 1: Investing Comprehensively**

To support smaller scale building and property improvement projects, as well as larger scale development, redevelopment, and adaptive reuse projects.

### **Goal #2: Investing Strategically**

To support community improvement projects that directly and strongly support one or more of the County's long-term planning and economic development priorities.

### **Goal #3: Investing for Performance**

To support community improvement projects that best meet performance criteria that are reflective of the County's long-term planning and economic development priorities.

## 4.3 PRIORITIES

The long-term planning and economic development priorities for the County Invest Well Programme are drawn from key County and Provincial policy documents. These priorities have been developed to help ensure that County funding for community improvement projects is directed to projects that help create environmentally and economically sustainable and well-designed communities that will further attract people, jobs, and investment to Wellington. The priorities are listed below with the first three priorities being more general in nature, and the last three priorities being more specific and targeted.

### **Priority #1: Use Land Strategically**

The strategic use of land focuses on enhancing and intensifying the existing property fabric within built-up areas of the County and using existing infrastructure more efficiently. The emphasis is on redevelopment, infill, and intensification opportunities, and the integration of active transportation opportunities. The strategic use of land also focuses on targeting certain types of land uses, building types, employment sectors, and businesses.

### **Priority #2: Improve Buildings and Infrastructure**

Physical, structural, and aesthetic improvements to existing commercial, industrial, and mixed-use buildings contribute to the overall beautification and revitalization of built-up areas. Improvements to on-site infrastructure (i.e., electric power supply distribution, water supply and sewage disposal systems) and the provision of publicly accessible spaces and active transportation opportunities will also enhance and sustain unique and vibrant places to live, work, play, and invest.

### **Priority #3: Diversify the Economy**

Building a stronger, more diversified economy and creating more high-quality local jobs is a top priority for the County. There is a need to diversify and cultivate new economic opportunities in strategic areas where Wellington has existing strengths – such as downtowns, industry/manufacturing, culture, tourism, healthcare, and agriculture – to create a diverse, prosperous, and resilient economy. Particular emphasis should be placed on innovative agriculture and agri-business uses and industrial/manufacturing employment uses.

### **Priority #4: Provide Affordable Housing**

Across Wellington, there is a need to increase the housing stock, including a range of housing types and affordable housing options, especially in downtown areas. Rental housing includes upper floor apartments in mixed-use buildings, with easy access to jobs, shops, and recreation. Focusing on this priority will help meet the needs of households at varying income levels. The County aims to be pro-

active and assist in accommodating the affordable housing needs of all residents and the broader labour force within the County.

**Priority #5: Promote Tourism**

Tourism is important to Wellington County as it helps diversify the economic base, creates jobs for all ages, and provides customers for local businesses. By building on the existing tourism appeal and resources, and enhancing local tourism experiences, facilities, and services, visitors to the county can be encouraged to stay longer, meaning higher spending and more economic activity.

**Priority #6: Incorporate Sustainability**

It is important that community improvement projects that help the County achieve the five long-term planning and economic development priorities listed above also incorporate a well-designed built form that supports energy conservation and efficiency, reduces greenhouse gas emissions, and adheres to green building standards to help mitigate the impacts of climate change. Development that is consistent with the County's Green Legacy Building Standards will make development more sustainable.

## 4.4 COUNTY FINANCIAL INCENTIVE PROGRAMS

The new Invest Well Programme contains incentive programmes offered by the County of Wellington (upper tier) to the Local Municipalities (lower tier) in Wellington for the purposes of financially supporting the incentive programmes contained in Local Municipal CIPs. If Local Municipalities in Wellington wish to receive funding from the County to support incentive programme applications approved under their CIPs, they must apply to the County for funding under the new Invest Well Programmes

Figure 1 below, adapted (i.e., simplified, for reference purposes) from the *Wellington County Invest Well Programme (2023)*, summarizes basic programme details for each of the Invest Well Programmes. Section 6 of the Programme should be referred to for additional information, including general programme requirements, and basic details for each incentive programme including the program purpose, description, and requirements.

Programme	Description	Eligible Projects
<p><b>1:</b> Study Grant Program</p>	<p>Grant equal up to 100% of cost of an eligible professionally prepared study to a maximum of \$10,000 per study, and maximum of two (2) study grants per project.</p>	<p>Proposed projects that would be eligible to apply for a Minor or Major Activity Grant, but applicants must clearly demonstrate a legitimate intention to improve, renovate, adaptively reuse, and/or develop/redevelop the property.</p>
<p><b>2:</b> Minor Activity Grant Programme</p>	<p>Grant equal to 50% of cost of eligible projects approved under non-Tax Increment Equivalent Grant (TIEG) Local Municipal CIP Programmes, to a maximum grant of \$20,000 per project.</p>	<p>Improvement/expansion of existing commercial, industrial, institutional, and mixed use buildings/ properties.</p> <p>Creation of new affordable housing units.</p> <p>Improvement/expansion of existing agricultural buildings or construction of new agricultural buildings for the purpose of accommodating agricultural manufacturing, value added farm products, on-farm diversified uses, or new/innovative farm related agriculture and agribusiness uses.</p> <p>Corresponding improvements identified as eligible within a Minor Activity Grant Programme in a Local Municipal CIP for which a Minor Activity Grant Programme application has been approved by the Local Municipality.</p> <p>Other improvements that may be deemed eligible by the County.</p>

Figure 2: Adapted Summary of Invest Well Programmes

Programme	Description	Eligible Projects
<p><b>3:</b> Major Activity Grant Programme</p>	<p>Annual County grant for up to 5 years after project completion (Grant equal to 100%, 80%, 60%, 40% and 20% in Years 1, 2, 3, 4 and 5 respectively).</p>	<p>Building rehabilitation/retrofit/renovation, conversion, expansion and intensification of existing commercial, industrial, institutional and mixed use buildings.</p> <p>Redevelopment and infill on vacant and underutilized properties for new commercial, industrial, institutional and mixed use buildings.</p> <p>Creation of new affordable housing units (conversion or new construction);</p> <p>Improvement/expansion of existing agricultural buildings, or construction of new agricultural buildings for the purpose of accommodating agricultural manufacturing, value added farm products, on-farm diversified uses, or new/innovative farm related agriculture and agri-business uses.</p> <p>Corresponding major improvements that are identified as eligible within a TIEG Programme in a Local Municipal CIP for which a TIEG application has been approved by the Local Municipality.</p> <p>Other improvements that may be deemed eligible by the County.</p>

*Adapted Summary of Invest Well Programmes (Continued)*

# 5.0 IMPLEMENTATION

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## 5.1 ADMINISTRATION

### 5.1.1 Implementation Period

It is anticipated that the CIP will be implemented over a 5-year period, at which time a review should occur in accordance with the Wellington County Invest Well Programmes (Wellington County, 2023).

Council may extend or reduce the implementation period, as deemed appropriate or necessary, subject to an amendment of the CIP.

### 5.1.2 Roles & Responsibilities

Town Council will:

- a. Delegate its responsibility for approving or refusing applications for financial incentive programs to the CIP Implementation Committee.
- b. Contribute to the overall administration of the CIP (subject to the Town's priorities and the availability of resources/funding) as follows:
  - i. Determining which of the CIP financial incentive programs will be put into effect in any given year during the implementation period, if any; and
  - ii. Identifying (as part of the annual budgeting process) a community improvement budget for financial incentives that have been put into effect for that year, if any, in accordance with **5.2 Financial Management** of this CIP.

The CIP Implementation Committee will:

- a. Consist of Town staff representatives from:
  - i. Economic & Community Development;
  - ii. Building & Planning; and
  - iii. Treasury.
- b. A staff person with expertise on site-specific matter may also be consulted to assist with the review and evaluation of application. The Committee shall also be authorized to retain other qualified professionals as required.
- c. Be responsible for:
  - i. Reviewing and evaluating applications for financial incentives;

- ii. Approving or refusing applications for financial incentive programs;
- iii. Consulting the Town of Minto Economic Development and Planning Committee (EDPC) on any financial incentive program application approvals exceeding \$10,000;
- iv. Marketing the CIP;
- v. Monitoring the CIP, and providing annual reports to Council with respect to the costs and benefits of the CIP; and
- vi. Making recommendations to Council with respect to:
  - i. Financial Incentive Programs to be put into effect in any given year; and
  - ii. Identifying an annual community improvement budget for financial incentives.

### **5.1.3 Administration of Financial Incentives**

- a. The Town may put into effect any number of the financial incentives identified in this CIP during the implementation period, subject to the availability of Town funds and other resources.
- b. Annually, the CIP Implementation Committee may make recommendations to Council with respect to the administration of financial incentives.
- c. Except where otherwise identified in this CIP, applications for financial incentives will be received on a first come, first served basis to the limit of the available funding for that year.
- d. Applications will be evaluated in a timely manner, in accordance with:
  - i. General eligibility requirements, as outlined in **3.3 General Eligibility Criteria**;
  - ii. Program eligibility requirements, as outlined in each of the grant program details (**3.0 Financial Incentive Programs**);
  - iii. Application requirements, as outlined in **5.3 Applying for Financial Incentives on page 48**; and
  - iv. A Council-approved budget.
- e. The Town will prioritize applications under this program based on the completeness and quality of the applications received, overall community benefit based on the goals and objectives in this plan, and available budget for the program. The Town will assist applicants

with scheduling work to coincide with available funding, and may choose to temporarily allocate funding to budgeted amounts at its sole discretion keeping in mind proper financial planning and legislative requirements.

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

#### **5.1.4 Plan Amendments**

As a result of the monitoring and evaluation, amendments to the CIP may be required. The following summarizes when plan amendments are, and are not, required:

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

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

## 5.2 FINANCIAL MANAGEMENT

### 5.2.1 Management

- a. As a part of the annual Town budgeting exercise, Council will provide approval for an implementation plan that sets out:
  - i. Financial incentive programs that will be put into effect for that year, if any; and
  - ii. A community improvement budget for financial incentives that have been put into effect for that year, if any.
- b. Since applications for financial incentives will be received on a first come, first served basis, except where otherwise identified in this CIP, the provision of any incentive shall be to the limit of the available funding for that year.

### 5.2.2 Funding Sources

The financial incentive programs described in the Plan are funded by the Town of Minto. Town funds are identified annually in the municipal budget, according to an approved business plan presented by the Economic Development Department including performance measures.

Additional funding may be available through Wellington County's Invest Well Programme.

### 5.2.3 Payments

No payment or grant shall be made under this Plan without authorization by the Treasurer of the Town of Minto (or designate) and the Mayor of the Town of Minto (or designate).

Payments under the County Invest Well programme shall be made in accordance with practices and procedures approved by both the County of Wellington and the Town of Minto.

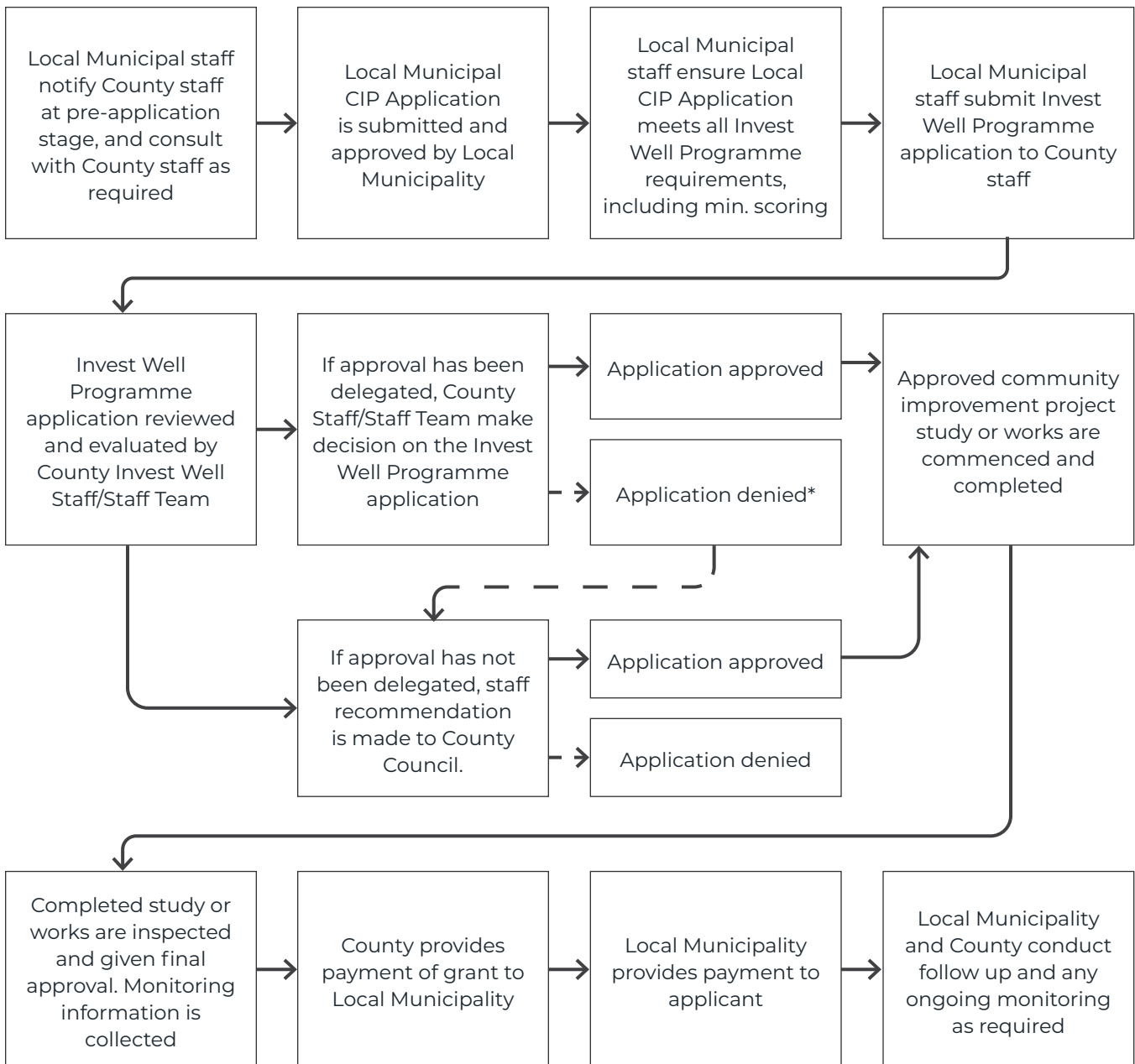
## 5.3 APPLYING FOR FINANCIAL INCENTIVES

### 5.3.1 Application Process

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

- a. Applicants must meet with one or more members of the CIP Implementation Committee for a pre-consultation meeting, prior to submitting an application, to confirm requirements for a complete application.
- b. Applications must be submitted in accordance with the requirements outlined in **Section 5.3.2 Application Requirements**.
- c. The CIP Implementation Committee will evaluate all applications and supporting materials. Applicants will be notified if their submission is incomplete.
- d. Based on the evaluation of complete applications, a decision will be made with respect to the approval or refusal of an application.
- e. For applications that are approved, a Financial Assistance Agreement will be prepared and executed.
- f. Any program commitments may be cancelled if work does not commence within six (6) months of approval of an application, reach completion within twelve (12) months of approval of an application, or if a project is not undertaken or completed in accordance with the Financial Assistance Agreement.
- g. When projects are completed, a statement with supporting invoices and proof of payment shall be submitted to the Town. Following this, the work will be inspected by the Town and, if approved, notice of completion will be issued and the financial assistance will be initiated.
- h. Upon completion of a community improvement project, the Town reserves the right to inspect any properties/buildings, or to audit final costs at the owner's expense.
- i. Funding approval will lapse if a notice of completion is not issued within eight (8) months of the date of execution of the Financial Assistance Agreement.
- j. The CIP Implementation Committee may grant an extension of up to four (4) months for community improvement works following receipt of a written request by the owner setting out the reasons for the extension and providing a new date of completion.
- k. Should the applicant fall into default of any of the requirements of the incentive program or other requirements established by the Town, incentives may be delayed, reduced, or cancelled. Applicants may be required to repay benefits to the Town.

Figure 3 below, adapted (i.e., simplified, for reference purposes) from the *Wellington County Invest Well Programme (2023)*, summarizes the process by which Invest Well Programme applications will be received, evaluated, and approved by the County.



\*Where County staff or the County Team decide not to approve an Invest Well Programme application, the local municipality has the right to appeal the decision to County Council.

Figure 3: Adapted Invest Well Administration Process Summary

### 5.3.2 Application Requirements

Applications for financial incentives offered through the CIP must include:

- a. One (1) copy of a completed and signed application form.
- b. One (1) copy of all supporting documentation, as determined by the CIP Implementation Committee at a pre-consultation meeting, which may include (but is not limited to):
  - i. Good quality photographs of the existing condition of the buildings and property;
  - ii. Past/historical photographs and/or drawings (where available);
  - iii. Specifications of the proposed project, including design drawings prepared by a design professional (if available) or sketches, renderings, and/or elevation drawings illustrating the proposed improvements;
  - iv. Two (2) detailed independent contractor estimates for each component of the proposed eligible work, or two estimates covering all the components of the eligible work;
  - v. A statement with respect to how the proposed project meets the overall goals and objectives of the CIP; and
  - vi. Any additional requirements as determined by the CIP Implementation Committee.
- c. The Town is not responsible for any of the costs associated with the preparation of a CIP financial incentive application.

### 5.3.3 Additional Terms & Conditions

- a. No approval issued by the Town for an incentive under any program shall eliminate the need for registered owner(s) or duly authorized tenants or business owners or their contractors to obtain a building permit or any other Town required approval or authorization for the work to be done, comply with all other applicable municipal by-laws and codes, obtain approvals from other local, provincial or federal agencies, Conservation Authority, or comply with all applicable health and safety standards;
- b. The applicant also agrees to maintain any improvement approved under this CIP. In the event any improvement to a building for which an incentive has been provided is destroyed or not properly maintained by an applicant, the Town may at its sole discretion rescind the

approval provided within 5 years and seek to collect any payment under this program from an applicant in a like manner to taxes.

- c. The purchase of local products and services is encouraged where possible, local businesses should be given first opportunity to supply goods and services.
- d. The Town will promote the program and reserves the right to use approved and funded projects as examples in promotional programming. The Town may promote an approved project by using photographs and descriptions of the project in promotional materials.

# 6.0 INTERPRETATION

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## 6.1 DEFINITIONS

**Affordable Residential Unit (rented)** is a unit for which the rent does not exceed 30 percent of gross annual household income for low and moderate income households; or a unit for which the rent is at or below the average market rent of a unit in the municipality.

**Affordable Residential Unit (ownership)** housing for which the purchase price results in annual accommodation costs which do not exceed 30 percent of gross annual household income for low and moderate income households; or housing for which the purchase price is at least 10 percent below the average purchase price of a resale unit in the municipality;.

**Commercial** means any property or building that is engaged in commerce, involved in work that is intended for the mass market, or used for the sale or production of goods.

**Community Improvement Plan** means a plan for the community improvement of a community improvement project area.

**Community Improvement Project Area** means a municipality or an area within municipality, the community improvement of which, in the opinion of Council, is desirable because of age, dilapidation, overcrowding, faulty arrangement, unsuitability of buildings or for any other environmental, social or community economic development reason. Incentives under this CIP are limited to the Community Improvement Project Area.

**Improvement** means a reconstruction, rehabilitation, enhancement of the façade or signage, addition, or other improvement of a structure.

**Industrial** means, without limiting the generality thereof, the manufacturing, assembling, making, producing, preparing, inspecting, grading, ornamenting, finishing, treating, cleaning, washing, altering, repairing, restoring, processing, polishing, refinishing, packing, adapting for sale, warehousing, storing, breaking up or demolishing of goods, substances, articles or things or any part or parts thereof; or the production or storage of building or construction equipment or materials, but does not include any use prohibited by the Town Zoning By-law.

**Institutional** means the use of land, buildings or other structures operated by a group, organization or society for the promotion of a public, social, scientific, educational or similar purpose, including a church, place of worship, or school, but not including a private or commercial club as defined the Town Zoning By-law.

**Qualified Person** is an individual who meets the qualifications prescribed in Ontario Regulation 153/04 as amended from the Planning Act.

**Redevelopment** means either the demolition of existing buildings unfit for occupancy or their replacement with new buildings, or the restoration of buildings or properties.

**Registered Owner** is the owner on title of lands and includes the assessed owner based on the last revised tax roll of the municipality.

**Rehabilitation** means any efforts that result in the productive reuse of lands and/or buildings within the Community Improvement Project Area.

**Residential** means a building or portion thereof designed, intended, occupied or capable of being occupied as one or more residential dwelling unit and may include a traditionally constructed or prefabricated home as defined herein but does not include a hotel, motel, institutional use, boarding, lodging or rooming house, bed and breakfast establishment, mobile home, trailer, or a motor home as defined in the Town Zoning By-law.

**Official Plan** means a comprehensive long range plan for land use which guides growth and land use change in a municipality.

**Proponent** means the owner or their heirs, successors or assignees of a property located in the Community Improvement Project Area.

**Tax Increment** refers to an increase in taxes, which is calculated by subtracting the Municipal portion of property taxes before assessment from the Municipal portion of the property taxes after reassessment. The tax increment does not include any increase/decrease in the Municipal taxes due to a general tax increase/decrease or a change in assessment for any other reason.

