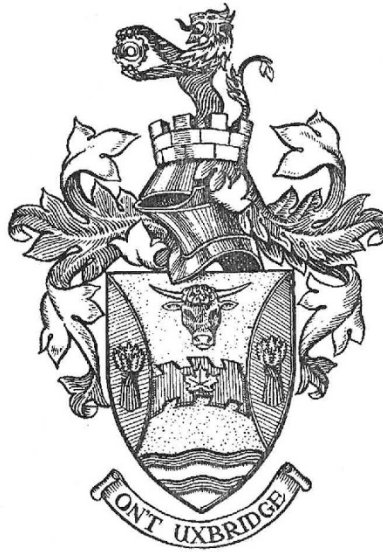


Township of Uxbridge

**Community Improvement Plan  
Financial Incentives Program  
Application Manual**



June 2023



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## **SECTION 1 CIP FINANCIAL INCENTIVES PROGRAM OUTLINE**

### **1.1 What is the Township's Financial Incentives Program?**

The Township of Uxbridge has two designated Community Improvement Policy Areas (CIP) which are identified in the Township's Official Plan. These CIP areas are known as the "Uxbridge Downtown Community Improvement Plan (September 2009/Updated June 2022)" and "Uxbridge Toronto Street Corridor Community Improvement Plan (July 2012)".

The designation of a Community Improvement Project Area (in accordance with Part IV, Community Improvement, Section 28, of The Planning Act<sup>1</sup>) enables the Township to make grants or loans, in conformity with the community improvement plan, to registered owners, assessed owners and tenants of land and buildings within the community improvement area, and to any person to whom such an owner or tenant has assigned the right to receive a grant or loan, to encourage and stimulate the redevelopment and improvement of these areas.

This initiative supports the objectives of the Township as set out in its Official Plan, as well as the goals of the Region of Durham's Regional Revitalization Program.

The Township may make available loans and/or grants for commercial, residential or limited institutional projects which are seen as improving the functionality of existing buildings, promoting the development of vacant and underutilized sites; and/or, improving or restoring exterior building facades and signage.

Each year, the Township Council, through its Operating and Capital Budget Program, establishes the annual funding allocation and priorities for the Community Improvement Plan.

### **1.2 Who Can Apply?**

Any developer, property owner (or tenant with the written consent of the property owner) can apply for assistance through the CIP Financial Incentives Program provided the subject property is located within one of the two CIP areas.

Council may adjust the terms and requirements and extend or discontinue any component of the CIP Financial Incentives Program when and as it

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<sup>1</sup> [Planning Act, R.S.O. 1990, c. P.13 \(ontario.ca\)](#)

deems appropriate. The filing of an application does not automatically qualify or guarantee funding to the applicant.

### **Is There a Cost to Apply?**

There is no application fee associated with the filing of an application. However, any costs associated with the preparation of materials required to support the application (i.e., photos, preparation of drawings and/or reports) are at the sole expense of the applicant and will not be reimbursed by the Township whether the application is accepted or not.

Successful applicants will be required to enter into an Agreement with the Township. For those CIP programs that are based on a loan provision, the loan will be secured through the registration of a lien on the Title of the property for the total amount of the loan.

If the owner were to sell the property prior to paying off the loan, the portion of the loan outstanding must be repaid to the Town in full prior to the sale closing.

### **1.3 What Does the CIP Financial Incentives Program Include?**

The Township of Uxbridge has established a number of different loan and/or grant programs as part of the Financial Incentives Program. Some or all of which may be available at any one time in accordance with Council direction. The programs include:

1. Redevelopment/Rehabilitation Grant;
2. Building, Façade and Signage Improvement Grant Program;
3. Fee, Reduced Securities Equivalent Grant Program;
4. Sale or Lease of Municipal Buildings or Landholdings;
5. Brownfields Tax Incentive Program; and
6. Heritage Property Tax Relief.

Details of each program are outlined in Section 2 of this Manual.

### **1.4 What Can Be Done with the Money?**

Each of the programs identified above and detailed in Section 2 have specific requirements on how grants and/or loans are to be applied. Generally, the monies are to be used to assist in covering the cost of materials, labour and equipment necessary to complete the interior and/or exterior renovation or redevelopment of the eligible property.

In some cases, monies received from a Program are used to offset the increase in property tax as a result of increased assessment from improvement to the building.

### **1.5 What Can Money NOT be Used For?**

Monies received from programs cannot be used for any other purpose other than that identified in the specific Programs and agreed to by the Township. The funds do not cover chattels, furniture, appliances or landscaping. Documentation including invoices, receipts, work orders, and proof of payment, will be required to be submitted to the Township as part of an agreement with the applicant prior to any funds being paid.

### **1.7 How Do I Apply?**

All applicants are required to arrange and attend a pre-consultation meeting with Township Development Services Department Staff. At that meeting the applicant should bring any documentation (e.g., photos, drawings, reports.) that will help to demonstrate the type of work being considered. Township Staff will assist in determining if the subject property is eligible for any of the programs; will assist in the completion of the application; will advise the applicant on what documentation will be required for submission; and, any municipal approvals that may be required.

For more information please contact:

Development Services Department  
Township of Uxbridge  
51 Toronto St. South  
P.O. Box 190  
Uxbridge, ON  
L9P 1T1  
(905) 852-9181

[building@uxbridge.ca](mailto:building@uxbridge.ca)

## SECTION 2 CIP FINANCIAL INCENTIVES PROGRAM

The following outlines the various loan and/or grant programs which form part of the Township's Financial Incentives Program.

### 2.1 Redevelopment / Rehabilitation Grant Program

#### What is the Purpose of the Program?

The Redevelopment/Rehabilitation Grant Program is a financial incentives *grant* program that is intended to assist in offsetting increased Township property taxes resulting from the redevelopment and rehabilitation of sites in the CIP areas which also support the objectives of the CIP. Where eligible property improvements result in an increase in property assessment by the Municipal Property Assessment Corporation (MPAC) and a corresponding increase in Township property taxes, a property owner can be considered to receive a grant towards a portion of the incremental tax increase.

#### How Much Money is Available?

The grant will be a percentage of increased taxes payable to the Township resulting solely from improvements, based on the total value of the work completed as indicated on the building permit application, and the amount of municipal taxes paid prior to, and after the redevelopment/rehabilitation work is completed.

The amount of the total grant shall not exceed the value of the work completed.

The Grant Schedule will be established by the Township. An example of how the Grant Schedule *may* work is as follows:

YEAR	TAX INCREMENT (%)	YEAR	TAX INCREMENT (%)
1	80% of increase	6	30% of increase
2	70% of increase	7	20% of increase
3	60% of increase	8	10% of increase
4	50% of increase	9	5% of increase
5	40% of increase	10	Full Market Tax

The Township will only pay an annual grant based on the Township portion of the property tax collected for the year.

The annual grant is based upon changes in property taxes as a result of construction and improvement only. It is not based upon occupancy or changes in

occupancy or general re-assessments, changes in tax legislation, increases in the tax rate or other factors which may affect the tax rate.

### **How Will the Grant be Calculated?**

The payment of the grant shall take place in accordance with the process established by the Township.

The amount of the Township taxes or "base taxes" will be determined at the time the Redevelopment/Rehabilitation Grant Program application is submitted. The increase in the Township portion of the property taxes will be calculated as the difference between the base taxes and the amount of Township property taxes levied as a result of the re-valuation by MPAC following project completion.

### **When Will the Grant be Paid?**

The grant will generally be paid when:

- The property owner has signed an agreement with the Township;
- The owner provides proof the development is complete;
- Township staff inspect the project;
- Township staff are satisfied with the documentation submitted;
- The property has been revalued by MPAC and post project Township taxes have been levied based on the new assessment;
- The owner has paid the taxes in full for at least one year after the project is complete; and,
- Any assessment appeals are resolved.

If the property improvements do not result in a property tax increase no grant will be paid.

If the property is sold, in whole or in part, before the grant period lapses, the subsequent owner is not entitled to future grant payments.

If a building(s) erected on a property participating in this program is demolished before the grant period expires, the remainder of the monies to be paid out under the grant shall be forfeited.

The grant payment may then be calculated as the difference between post-project Township taxes and pre-project Township taxes multiplied by the applicable grant rate that year.

### **What Are the Application Submission Requirements?**

The applicant is required to submit to the Director of Development Services, the completed Financial Incentives Grant Program Application Form prior to, or at the time of, the building permit application.



The application shall include a copy of the Building Permit application including plans, estimates, contracts and other details required to satisfy the Township with respect to the costs of the project, and the work expected to result in the increased assessment, and its conformity with the CIP.

### **Are There Any Conditions to the Grant Approval?**

As a condition of grant approval, the Township may require one or all of the following items:

- Submission of a Business Plan and/or professional design/architectural drawings which conform to the Township's Official Plan policies and other relevant policies and guidelines.
- Provide securities and meet specific insurance terms to ensure all works comply with the description of the works in the application.
- The submission of a post improvement assessment of the property to the Township.

## **2.2 Building, Façade and Signage Improvement Grant Program**

### **What is the Purpose of the Program?**

The Township may provide a building, façade and signage improvement grant to a property owner or tenant (subject to the agreement of the property owner), for maintenance and improvement works for buildings and structures, as well as technology, signage and open areas including outdoor patios located in the CIP Areas. These incentives are intended to stimulate redevelopment within the CIP Areas.

### **How Much Money is Available?**

The amount of money (grant) will be determined by the Township and may take into consideration, but not limited to, the following:

- Building location;
- Extent of improvement proposed;
- Function/purpose of the building; and,
- Heritage features.

The grant will match the amount spent by the applicant toward the cost of the works up to a maximum of \$10,000 per project per property. This program shall apply to a full range of exterior and interior improvements and may include, but is not limited to, loans for the conversion of part of the building to an office or other employment generating use, incorporating barrier free entry or other accessibility features into the building, and the upgrading of buildings and structures to Building Code.

### **What are Eligible Improvements?**

Eligible improvements apply to the full range of exterior and interior improvement and may include, but are not limited to:

#### **EXTERIOR**

- New Signage, including awnings, marquees and/or canopies;
- Establishing outdoor patios;
- Repainting;
- Re-pointing of masonry or brickwork;
- Repairing cornices and other architectural details;
- Redesign of storefronts and/or rear elevations where the building abuts a laneway;
- Entranceway modifications including provisions to improve barrier free accessibility;
- Window and/or door repair and restoration (or replacement where deemed necessary); and
- Restoration of original façade appearance.

Eligible improvements shall be consistent with the Township's Official Plan policies, the Township's approved Sign By-law, the Uxbridge Heritage Design Guidelines and the Heritage Sign Guidelines (2008), the Community Improvement Plan and the 2022

Downtown Revitalization Strategic Plan & Action Plan and the Downtown Uxbridge Public Consultation and Visualization Report January 2022, and any other Township of Uxbridge Urban Design Guidelines in place at the time of application.

**INTERIOR**

- Modifications to facilitate barrier free accessibility;
- Technology improvements;
- Upper storey renovations to accommodate residential living space, business offices or other employment generating uses; and,
- Upgrading the building to comply with the Building Code and Fire Code.

**How Will the Grant be Calculated?**

Approved projects will be eligible for a grant in the amount of 50% of approved expenses to a maximum of \$5,000 per approved project.

**When Will the Grant be Paid?**

The grant funds will be paid to the applicant once the work is done, the final inspection of the work is completed, and the invoices have been received.

**What Are the Application Submission Requirements?**

The applicant is required to submit to the Director of Development Services, the completed CIP Financial Incentives Program Application Form prior to the commencement of any works and prior to submission of any building permit application. The application shall be supported by a minimum of two cost estimates from qualified contractors. The application shall include plans, estimates, contracts and other details required to satisfy the Township with respect to the costs of the project, and its conformity with the CIP.

**Are There Any Conditions to the Grant Approval?**

As a condition of grant approval, the Township may require submission of professional design/architectural drawings which conform to the Township's Official Plan policies and other relevant policies or guidelines. In addition, the Township may require the applicant to post security and meet specific insurance terms and, all works must comply with the description of the works in the application. If the higher of the two estimates is proposed to be used, then the grant shall be provided based on the average cost of the two estimates. If the lower of the two estimates is the successful bidder, the grant shall be provided on the basis of the lower estimate.

## **2.3 Fee, Reduced Securities Equivalent Grant Program**

### **What is the Purpose of the Program?**

The Fee, Reduced Securities Equivalent Grant Program is intended to provide full or partial exemption from Township development fees to promote development or redevelopment within the CIP areas.

### **How Much Money is Available?**

The Township may provide full or partial exemption or a one-time grant equivalent to the amount of any or all of the following:

- Development Charges;
- Building Permit Fees;
- Planning Application Fees;
- Cash-in-lieu of Parkland; and,
- Cash-in-lieu of Parking.

### **How Will the Grant be Calculated?**

The amount of the grant will be determined by the Township based on any or all of the following factors:

- Available monies for this program as determined by the Township; and,
- Scope and scale of the eligible development or redevelopment project.

### **When Will the Grant be Paid?**

The payment of the grant shall take place in accordance with the process established by the Township but will generally occur once:

- all municipal approvals have been obtained for the eligible development/redevelopment project;
- a building permit is ready to be issued; and,
- all appropriate fees have been paid.

### **What Are the Application Submission Requirements?**

The applicant is required to submit to the Director of Development Services, the completed CIP Financial Incentives Program Application Form prior to the commencement of a planning application and/or any works as applicable.

### **Are There Any Conditions to the Grant Approval?**

As a condition of grant approval, the Township may require one or all of the following:

- Submission of professional design/architectural drawings which conform to the Township's Official Plan policies and other relevant policies or guidelines, or other information which demonstrates how the project conforms to the CIP.
- The Township may consider decreasing the amount of cash-in-lieu of parkland where no land is available to be conveyed on the condition that sustainable design elements be incorporated into a development proposal (e.g. LEED

certified building, water conserving landscaping, energy efficient building design and permeable surfaces).

## **2.4 Sale or Lease of Municipal Buildings or Landholdings**

### **What is the Purpose of the Program?**

The Township may sell or lease Municipal building and/or landholdings, below market value to promote redevelopment and/or attract new land use activities by the private sector in the CIP area.

### **What are the Procedures?**

Only those buildings and/or lands that have been declared surplus for Municipal purposes by the Township Council through a Resolution shall be considered under this Program.

The Township will advertise the surplus buildings and/or lands. As part of the advertisement campaign the Township will declare the objectives of the Municipality which shall be designed to promote redevelopment or attract a land use activity / tenancy that is consistent with the objectives of the CIP.

The Township will have an appraisal completed which shall establish the benchmark valuation of the property and / or building. The benchmark valuation shall be deemed to be the “market value”.

The Township will prepare an evaluation system which will be used to score and rate proposals received through the Expression of Interest process.

### **How Will the Decision be Made?**

Potential purchasers or leasers’ that are on the short list of candidates for Township owned lands and/or buildings will be required to submit detailed architectural concept and site drawings describing the proposal in images and text sufficient to address the Townships requirements. The review and assessment of this information will be used to determine the highest and best use of the site.

### **What will be involved in the Agreement?**

The proponent of the preferred proposal will be required to enter into and Agreement with the Township. The Agreement, amongst other matters, shall declare the financial terms of the proposal, and the timeline for work to commence on the site.

The Township, as part of the Agreement, may require a sunset provision whereby if work is not commenced on the site within the specified time period, the property and/or lands will be returned to the Township without a penalty.,

The Agreement will be registered against the Title of the property, and the applicant will be responsible for any or all fees, charges, Land Transfer taxes related to the transfer of the property.

## **2.5 Brownfields Tax Incentive Program**

### **What is the Purpose of the Program?**

The Brownfields Tax Incentive Program is intended to stimulate private sector investment and community revitalization. The Township of Uxbridge may provide municipal property tax assistance to property owners working to revitalize vacant, contaminated or underutilized lands, commonly referred to as brownfields. This program may be eligible for additional grants from the Region of Durham and the Province of Ontario.

### **How Much Money is Available?**

All or a portion of the Township's, the Region's and the Educational property taxes may be cancelled during the rehabilitation and development periods.

### **How Will the Grant be Calculated?**

The amount of the grant will be determined by the Township based on any or all of the following factors:

- Available monies for this program as determined by the Township; and,
- Scope and scale of the eligible development or redevelopment project.

Further, any grants from the Region and the Province will be determined by those agencies independently.

### **When Will the Grant be Paid?**

#### ***Rehabilitation Period***

All or a portion of the Township's, the Region's and the Educational property taxes may be cancelled during the rehabilitation period which will end with the earliest of any one of the following three scenarios:

- 18 months after the assistance began;
- when the Record of Site Condition is filed with the Environmental Site Registry; or,
- when the tax assistance equals the remediation costs.

#### ***Development Period***

All or a portion of the Township's, the Region's and the Educational property taxes may be cancelled during the applicable development period. The development period commences after the rehabilitation period ends. The development period will end with the earliest of any one of the following two scenarios:

- when the final inspection is carried out by the Town; or,
- 18 months after the development period began.

### **What Are the Application Submission Requirements?**

The applicant is required to submit to the Director of Development Services, the completed CIP Financial Incentives Program Application Form prior to the commencement of rehabilitation and the submission of an application for a building

permit. The application shall include the Phase II Environmental Site Assessment, any related remedial work plans and risk assessments, as well as development plans, estimates, contracts and other details required to satisfy the Township with respect to the nature and costs of the project, and its conformity with the CIP.

### **Are There Any Conditions to the Grant Approval?**

As a condition of approval, the Township may require submission of a Business Plan and/or professional design/architectural drawings which conform to the Township's Official Plan policies and other relevant policies or guidelines. In addition, the Township may require the applicant to post security and meet specific insurance terms and, all works must comply with the description of the works in the application. The applicant shall also agree to file a Record of Site Condition with the Environmental Site Registry. Finally, approval shall require adoption of a By-law by Township of Uxbridge Council.

### **Provincial and Regional Tax Assistance Component**

The Minister of Finance may approve matching tax assistance on the education portion of the property tax. It is the responsibility of the Township to submit the BFTIP application to the Minister of Finance and all other required parties on behalf of the property owner(s). The Minister of Finance must approve a draft by-law that includes the deferral or cancellation of the education portion of the property taxes before it is adopted by Township Council. The by-law must include the start date, the duration of the tax cancellation period, as well as the amount of Township, Regional and Provincial taxes to be cancelled, inclusive of any adjustments for previously paid tax installments. A resolution of Regional Council is required in order to provide assistance with regard to Regional Taxes. A copy of the resolution is to be attached to the by-law adopted by Township of Uxbridge Council.

## **2.6 Heritage Property Tax Relief**

### **What is the Purpose of the Program?**

The Heritage Property Tax Relief Program is a "shared" program between the Township and the Province. This is a grant program that is intended to provide tax relief to owners of eligible heritage properties. The program is to assist in encouraging owners of heritage properties to maintain, enhance and preserve the cultural heritage of the Township.

### **How Much Money is Available?**

The owner of the eligible property may be entitled to tax relief of between 10 to 40 percent as determined by the Township. The Province of Ontario contributes to the program by funding the education portion of the property tax relief.

### **What is Eligible Under the Heritage Property Tax Relief Program?**

To be eligible for the tax relief, a property must be a building, structure or a portion of a building or structure that is:

- designated under Part IV of the Ontario Heritage Act or part of a heritage conservation district designated under Part V of the Act; and,
- subject to a heritage conservation agreement for the property.

A heritage conservation agreement is a voluntary legal agreement between the municipality (or the Ontario Heritage Trust) and an owner to protect the heritage attributes of a property and to encourage good stewardship of the property. The agreement is voluntary and recognizes the intention of both parties to protect the cultural heritage value of the property.

### **How Will the Grant be Calculated?**

The amount of the grant will be determined by the Township in accordance with the requirements under Section 365.2 of the *Municipal Act, 2001*.

### **Are There Any Conditions to the Grant Approval?**

The Township of Uxbridge may provide support to the owner(s) of heritage properties upon completion of an application and subject to the conditions of the Township's Heritage Tax Relief By-law. Under Section

365.2 of the *Municipal Act*, the Township may establish additional eligibility criteria and impose different criteria for properties in different classes.

### **What Are the Application Submission Requirements?**

The property owner(s) is/are required to submit a Financial Incentives Program Application to the Director of Development Services in order to express interest in the Heritage Property Tax Relief program.



### SECTION 3 ADMINISTRATION & IMPLEMENTATION

The CIPs will be administered by the Township. All programs will be funded by the Township based on a budget established by Council, and by alternative sources of funding including the Regional Revitalization Program for projects that have been deemed appropriate and eligible by the Region of Durham. Each year the funding allocation for the CIPs will be established by Council through the deliberations related to the Township's Operating and Capital Budget Program.

The Council of the Township of Uxbridge has appointed an Economic Development Advisory Committee (EDAC) which works in conjunction with the Region of Durham's Economic Development and Tourism Department and an Uxbridge Downtown Revitalization Committee (UDRC). The purpose of the EDAC and the UDRC, in part, is to assist Council in assessing activities within the Community Improvement Plan areas to ensure the Township's goals are met.

The following general provisions, program requirements and administrative matters apply to **all** of the financial incentive programs as identified herein.

- 1) Only those properties located within the designated Community Improvement Policy Areas are eligible for funding under the CIP Financial Incentives Program.
- 2) Applications may be made on a "first come first served basis" to the limit of the available funding, provided all eligibility criteria and conditions are met for each program. Where applicable, tenants of properties may apply for funding with the written consent of the property owner.
- 3) The submission of an application **does not** guarantee funding (grant and/or loan) by the Township of Uxbridge.
- 4) Any property owner wishing to be considered for a grant and/or loan under these programs must complete and submit the CIP Financial Incentives Program Application Form to the Township of Uxbridge prior to the commencement of any works and prior to any application for any building permit. Submission of conceptual drawings and/or plans and other materials may be required as part of the application.
- 5) The programs will not be retroactively applied to developments where building permits were issued prior to the commencement of the program.
- 6) All applicants shall be required to have a pre-consultation meeting with Township staff prior to filing their applications, to determine factors such as program eligibility, scope of work and project timing.
- 7) The actual costs associated with an individual application may be subject to an independent audit at the request of the Town and at the expense of the property owner.

- 8) Where other sources of government funding and/or non-profit organizations funding to be applied against the eligible costs are anticipated or have been secured, these must be declared as part of the application and the loan/grant may be reduced on a pro-rated basis.
- 9) All arrangements for financial incentives under the program shall be to the satisfaction of the Treasurer for the Township. All applicants who are approved will be required to enter into an agreement with the Township approved by Council or its designate.
- 10) Property taxes shall be in good standing at the time of application and throughout the length of any loan or grant commitment.
- 11) All proposed development shall conform to the Official Plan and Zoning By-law and other planning requirements. In addition, all improvements shall be made pursuant to a building permit and constructed in accordance with the Ontario Building Code where required.
- 12) Program commitments will expire if work does not commence within six months of the Township's approval of an application. In the event of such an occurrence, a new application may be submitted and will be processed accordingly.
- 13) Any and all outstanding work orders and/or orders to comply must be satisfactorily addressed prior to the disbursement of funds.
- 14) The Township of Uxbridge may, at its discretion, and without further amendment to the CIPs, extend or discontinue any program when and as it deems appropriate. Notwithstanding this, participants in various programs prior to their closing may continue to receive approved grants or loans after the closing of the program as determined funding approved by the Township.
- 15) If the property is sold, in whole or in part, before the original grant and/or loan period lapses, the subsequent owner is entitled to future remaining grant and/or loan payments under the original agreement with the Township, subject to entering into an agreement with the Township to fulfill the terms of the original agreement and subject to approval by Council.
- 16) Final decisions with respect to applications and the allocation of funds shall be made by Township Council, unless Council delegates its authority to Township staff. If Council delegates its authority, then an applicant shall be afforded the opportunity to appeal a staff decision to Council. The general administration of the programs shall be the responsibility of the Director of Development Services