

# **Community Improvement Plan**

and Urban Design Guidelines and Downtown Revitalization Plan for the Dutton Commercial Area in the Municipality of Dutton Dunwich

# **DRAFT V2**

June 7, 2024

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# **OUTLINE OF CONTENT**

#### Part A

The preamble does not constitute part of the actual Community Improvement Plan. This section provides background, history and consultation that was used to form the Community Improvement Plan, the Urban Design Guidelines and the Downtown Revitalization Plan and is included for reference.

#### Part B

The Community Improvement Plan.

#### Part C

The Urban Design Guidelines. These guidelines, which include objectives and criteria, help implement the Community Improvement Plan.

#### Part D

The Downtown Revitalization Plan. The plan is used to complement the Community Improvement Plan on public spaces.

#### Part E

The Implementation and action plan for the Community Improvement Plan, including application process.

#### Part F

The Appendices do not constitute part of the Community Improvement Plan but are included for reference.

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# PART A: PREAMBLE

# 1.0 Purpose of the Plan

The Dutton Dunwich Economic Development Committee (EDC) has prepared a Community Improvement Plan (CIP) as well as Urban Design Guidelines (UDG) and Downtown Revitalization Plan (DRP) to support the CIP for the commercial portion of the Dutton downtown area.

The vision statement of the CIP is:

"to have an outcome to help encourage businesses and the municipality to improve the appearance and accessibility of private and public spaces with the theme of people, agriculture and heritage".

Private spaces include initiatives for property owners or tenants. Private spaces include initiatives for municipally owned properties.

The CIP is intended to work collaboratively with the County of Elgin Elgincentive Community Improvement Plan (ECIP) program.

A CIP is a planning policy tool used by municipalities to promote investment and facilitate the redevelopment, rehabilitation, and/or revitalization of selected areas in a municipality.

The Ministry of Municipal Affairs and Housing (MMAH) Community Improvement Handbook 2008, contains the following excerpt concerning Community Improvement Planning:

"Community improvement planning, one of the many sustainable community planning tools found in the Planning Act, can help municipalities address some of these challenges as it provides a means of planning and financing development activities that effectively use, reuse and restore lands, buildings and infrastructure".

CIPs are typically developed to address key issues such as main street upgrades, tourism, site redevelopment, accessibility or affordable housing provision within a priority area, known as a Community Improvement Project Area (CIPA).

A CIP will outline objectives for improvement of the CIPA and employ the methods/powers outlined under Section 28 of the *Planning Act* to realize that vision.

One of the most common functions of a CIP is the provision of financial incentives specifically tailored to encourage property owners or tenants (private space) to undertake improvement projects that are aligned with the vision of the plan. Examples include façade improvements, accessible access or energy-efficient windows. The UDG will help implement the CIP.

The main street of the Dutton commercial area is a privilege, and the value needs to be encouraged.

Without a CIP, municipalities are prohibited from offering financial assistance to the private sector in any way.

In addition to financial incentive programs, a CIP also typically identifies specific municipal revitalization projects, policies, or initiatives to be pursued by a municipality (public space), at the discretion of their council. This forms part of the DRP.

Public-facing initiatives are generally intended to complement the private investment focus of a CIP, allowing councils to lead by example in working toward the plan's vision. Examples include planter boxes, outdoor bench seating, refuse bins or pedestrian lighting.

The purpose of this CIP is to establish strategic direction and financial incentive programs that focus on the maintenance, rehabilitation, development and redevelopment of the downtown Dutton commercial area.

The CIP aims to promote cultural cohesion, strengthen downtown, attract people and stimulate new business investment while retaining existing businesses.

# 1.1 Current Study Area

The EDC has identified that the downtown is the heart of the community, the centre of commercial activity, events and central to a community's tourism activity.

The EDC identified that efforts should build upon the appeal of the quaint small-town features and unique retail and services offerings and that businesses should be encouraged to improve the appearance and accessibility of their buildings.

The entire Municipality of Dutton Dunwich is designated as a CIPA, as approved by the Municipality of Dutton Dunwich Bylaw No. 2015-39.

The specific current boundary of the Dutton downtown commercial CIPA is as shown on Schedule 'A' of this CIP, which created the project study area.

The CIPA includes both sides of Currie Street from Miller Road to the north and Shackleton Line to the south.

The area consists of approximately 4.03 ha of land.

The CIPA generally includes those properties shown as Central Business District on Schedule 'D' of the Dutton Dunwich Official and Village General Commercial (VC1) on Schedule 'B' Map 2 of the Dutton Dunwich Zoning By-law #2022-50.

# **1.2 Future Study Areas**

The EDC is committed to reviewing other areas in the municipality as part of future phases. This will include the downtown commercial areas of Wallacetown, Iona and Iona Station, as well as any other areas that the EDC deems appropriate to review.

# 2.0 Background

This section contains a summary of the history of the area, past research initiatives, existing conditions and public consultation.

# 2.1 History

Dutton was founded in the early 1870's at the intersection of the Currie Road and the Canadian Southern Railroad (CSR). It quickly developed and became the main centre for the transportation of goods within the region.

Eventually, as a result of the diminishing rail industry and changing rural economies, Dutton would lose its significance as a main shipping terminal and major economic driver.

The community faced devastating fires in its early years between 1885 and 1895 that would over this short time period wipe out the core of the village.

The area persevered to see the community rise to become what it is today.

See Schedule 'B' of this CIP for historical photos.

### 2.2 Past Initiatives

Past research initiatives have been undertaken. This information has been considered as part of the preparation of the CIP. The following is a summary.

#### 2.2.1 Reimagine Dutton

In 2014, Fanshawe College Students (Capstone Project, 4thyear Integrated Land Planning Technologies Program) prepared the Reimagine Dutton Designing Standards for Tomorrow document.

The research project was conducted to ensure that development occurs in a manner that reflects the character and charm of the Dutton downtown.

The document provides design guidelines and standards to help revitalize and reutilize the area.

It recommends that the key to successful design is the creation of environments that foster physical and social development through the interconnection of streets, people and nature.

This CIP and DRP have applied some of the recommended design guidelines set out in this document.

#### 2.2.2 Elgincentives CIP

In 2015 (and further updated in 2019), the County of Elgin prepared a County-Wide CIP and in 2019 prepared a Vision and Implementation Document as part of Elgincentives, prepared by the County of Elgin, Meridian Planning, TCI and Stantec.

The ECIP is a planning document, legislated under the *Planning Act*, which sets out tools and strategies for improving the County's economic, built, and social environment.

The entire Municipality of Dutton Dunwich is within the CIPA.

Each local Council adopted the CIPA and CIP and the County of Elgin administers the 10-year plan (Dutton Dunwich By-law No. 2019-64).

The CIP did include aligning tools to support private sector development in downtowns/main street areas (Dutton, Wallacetown, Iona and Iona Station as sub areas).

The main tool is a set of financial incentives programs to assist business and property owners with repair, rehabilitation and development, redevelopment projects in order to help enhance civic pride and ownership.

The ECIP program include the following incentive tools (with eligibility criteria) whereby the Municipality of Dutton Dunwich may provide funding for, and the County of Elgin may participate in (subject to financial resources):

- 1) A Tax Increment Equivalent Grant for Major Projects and Brownfield Redevelopment Projects;
- 2) A Façade, Signage, and Property Improvement Grant;
- 3) A Building Improvement/Restoration Grant;
- 4) A Building Conversion/Expansion Grant;
- 5) An Energy Efficiency Retrofit Grant;
- 6) An Outdoor Art Grant;
- 7) A Feasibility, Design, and Study Grant;
- 8) An Application and Permit Fees Grant;
- 9) A Multiple Property Owners Supplemental Grant;
- 10) A Savour Elgin/Elgin Arts Trail Supplemental Grant;
- 11) Environmental Study Grant; and
- 12) Brownfield Tax Assistance Program.

This CIP is intended to work collaboratively with the County of Elgin Elgincentive Community Improvement Plan (ECIP) program.

#### 2.2.3 Community Economic Development Plan

In 2020, the Municipality of Dutton Dunwich and the EDC along with the County of Elgin undertook a Community Economic Development Plan (CEDP), prepared by Mellor Murray Consulting.

The purpose of the CEDP was to establish a vision and a plan to further the economic opportunities in Dutton Dunwich.

A Discussion Paper was prepared. Research, analysis and consultation were conducted. It was reported that improvements to building exteriors. More parking, improved roadways, sidewalks and access to stores were recommended.

Further small town nature was also identified as a key element and it was noted that new residential growth to the area will be a good opportunity. Modernizing the core was also noted.

The final plan sets out guidance to build the local economy and leverage the economic opportunities.

The following priorities will provide the basis for the goals, objectives and actions outlined in this strategy:

- a) Economic Development Tools
- b) Population Growth
- c) Local Business
- d) Thriving Downtown

Specifically, as part of a thriving downtown priority, the plan notes the following:

"The downtown is the heart of the community. It is the centre of commercial activity and community events and is central to a community's tourism activity. Efforts should build upon the appeal of the quaint small-town features and unique retail and service offerings. Businesses should be encouraged to improve the appearance and accessibility of their buildings".

The report further recommended that the EDC set up a wish list of street furniture and seek sponsorship from the local business community and service clubs wishing to demonstrate their role as community builders.

Recommended Actions for the downtown include the following:

- a) Establish a downtown improvement team to identify and address downtown improvements, host clean up days and develop a street furniture, plantings and lighting wish list.
- b) Engage and inform downtown property owners of business development, Community Improvement Plan, accessibility requirements, and window wrap and display programs.
- c) Expand and participate in the County's signage strategy to direct travelers from Highway 401 and Highway 3 throughout Dutton Dunwich.
- d) Expand combined marketing activities.
- e) Encourage retailers to maintain common business hours.
- f) Review bylaws and incentives to support outdoor patios.

#### 2.2.4 Dutton Dunwich Strategic Plan

The 2023-2026 Strategic Plan for Dutton Dunwich was adopted by Council.

Part of the mission statement is "being a progressive, proactive and vibrant community proudly providing a safe and attractive environment to live".

Part of the vision statement is to "be motivated in attracting and expanding our commercial/retail sector".

The Strategic Plan identified the goal to:

"To foster, support, enhance and promote business and business investment".

The three (3) objectives to implement the goal include:

- a) Develop a Community Improvement Plan
- b) Develop a Downtown Revitalization Plan
- c) Encourage and garner investment in Dutton Dunwich

This CIP will support the objectives and goals identified by Council.

#### 2.3 Current

The Municipality of Dutton Dunwich is a community of 4,152 (based on 2021 Statistic Canada) residents located in western Elgin County in southwestern Ontario.

The local economy is based on a strong agricultural heritage and a combination of small, medium and home-based businesses.

The Municipality's location on Highway 401 makes it an attractive location for businesses and residents seeking a small-town environment with easy access to larger urban centres and major markets.

The main population centres in Dutton Dunwich are Dutton, Duttona Beach, Iona, Iona Station, Wallacetown and Tyrconnell.

Dutton Dunwich is at a unique point in its history because of its renewed interest in its development as a residential community as part of regional growth.

Housing growth and community expansion will help to sustain the community for years to come. It is for this reason that it is pinnacle to undertake a review of the desired form and character of the public space.

The downtown area of Dutton is the hub of the community, and the centre of commercial activity, which is an essential part of tourism and community events. It identified that efforts should build upon the appeal of the quaint small-town features and unique retail and services offerings and that businesses should be encouraged to improve the appearance and accessibility of their buildings.

The study area focuses on the downtown commercial area of Dutton and can be described as a traditional main street.

The area contains a range of commercial, residential institutional and recreational uses.

The area historically has been developed as a pedestrian-oriented environment with commercial storefronts at grade, older historic buildings and streetscape features.

Currie Road is completely built out with the exception of one (1) parcel of land which is vacant.

The majority of Currie Road commercial buildings sit flush with their adjoining property to form a continuous façade.

There are some residential along the north and south portions of the study area.

There is a park and a medical office to the north and a grocery store that act as anchors and landmarks.

The other institutional uses include the municipal building and post office.

There is automobile through traffic and on street parking in the study area. There is also private parking behind and beside commercial buildings.

There are some vacant stores along Currie Road.

### 2.4 Walking Tour

The EDC conducted a walking tour on July 17, 2023, to assess the current condition of the downtown commercial area.

The following is a summary of the physical survey of the downtown commercial area:

- a) Overall impression is dull
- b) Aging infrastructure
- c) Street furniture does not match and could be placed better
- d) Façade improvements needed
- e) Better storefront signage needed
- f) Vacancies of store fronts
- g) Need for accessibility
- h) Traffic calming needed
- i) Outdoor patios would be nice
- j) Water tower needs painting
- k) Need more modern colours
- I) There are no recycling bins
- m) Plantings are nice
- n) There is some graffiti
- o) The theme is modern heritage
- p) Back of the buildings could be improved
- q) EV stations needed and signage

## 2.5 SWOT Analysis

A Strengths, Weaknesses, Opportunities and Threats (SWOT) analysis was undertaken with the EDC.

The following is a summary.

#### 2.5.1 Strengths

Based on the comments, the following was provided:

- a) Small town feel
- b) Historical buildings
- c) Assortment of shops and restaurants
- d) Walkable
- e) Distinctive strong street characteristic

#### 2.5.2 Weaknesses

Based on the comments, the following was provided:

- a) Lack of signage directing visitors and residents to places of interest and facilitating wayfinding through the Municipality
- b) Vacant store fronts along Currie Road
- c) Lack of guidelines for development and redevelopment of buildings
- d) Lack of bike racks
- e) Accessibility barriers into buildings

#### 2.5.3 Opportunities

Based on the comments, the following was provided:

- a) New residential growth to the area
- b) Location
- c) Good internet
- d) Enhance prominent buildings and facades
- e) Build on existing characteristics
- f) Residential development above commercial uses

#### 2.5.4 Threats

Based on the comments, the following was provided:

a) Shopping outside the area

- b) Absentee landlords
- c) Deteriorating buildings
- d) Aging infrastructure
- e) Obstructed storefronts

The SWOT results were very similar to the Economic Development Plan undertaken by the EDC.

## 2.6 Public Consultation

The community engagement process was designed to collect feedback from residents, businesses, visitors, municipal staff, elected officials and other stakeholder groups.

The consultation plan was designed in collaboration with the EDC and the Municipality of Dutton Dunwich.

Community engagement provided critical input into the CIP and DRP.

The EDC prepared a post card which was available through public events, the Municipal website, social media and key locations (see Schedule 'C' for postcard) requesting comments.

A total of 43 complete postcards were received (see Schedule 'D' for comments received).

Three (3) open houses were held on November 29, 2023.

A total of 12 businesses and residents attended (see Schedule 'E' for comments received).

Based on the comments, the following summary is provided:

- a) Need for more landscaping
- b) Preserve existing heritage buildings
- c) Establish a consistent theme incorporating agriculture, nature and small town feel
- d) Provide grants, loans and tax reductions for building improvements
- e) Lack of family events and activities
- f) Maintain a variety of shops and restaurants
- g) Introduce street life in the form of cafes, vendors and entertainers
- h) Commission more art like a mural
- i) Signage needs to be coherent and cohesive
- j) Clean streets and sidewalks
- k) Attract new businesses
- I) Need for recycling and move garbage close to seating areas
- m) Need for bike racks.



Picture of Open House

# PART B: COMMUNITY IMPROVEMENT PLAN

# 3.0 Community Improvement Plan

The CIP is intended to work collaboratively with the County of Elgin Elgincentive Community Improvement Plan (ECIP) program.

Based on the CEDP, the downtown represents the pulse of the community. Its economic activity and appearance set the tone for the economy and the image of the community.

A CIP is an effective way to engage downtown businesses in the upkeep and improvement of the downtown area.

The following sets out the CIP program.

# 4.0 Legislative Framework

## 4.1 Municipal Act

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 assist financially with improvements to private properties.

# 4.2 Planning Act

Section 28 of the *Planning Act* gives municipalities the authority to designate CIPA, adopt a CIP, identify tools that can be implemented and set out eligible costs.

Section 28 (1) of the *Planning Act* provides the following definitions:

"community improvement" means the planning or replanning, design or redesign, resubdivision, clearance, development or redevelopment, construction, reconstruction and rehabilitation, improvement of energy efficiency, or any of them, of a community improvement project area, and the provision of such residential, commercial, industrial, public, recreational, institutional, religious, charitable or other uses, buildings, structures, works, improvements or facilities, or spaces therefor, as may be appropriate or necessary;

*"community improvement plan" means a plan for the community improvement of a community improvement project area; and* 

"community improvement project area" means a municipality or an area within a municipality, the community improvement of which in the opinion of the council is desirable because of age, dilapidation, overcrowding, faulty arrangement, unsuitability of buildings or for any other environmental, social or community economic development reason. In order to implement a CIP under Section 28, the municipality's Official Plan (OP) must contain provisions relating to community improvement in the municipality.

In accordance with the *Planning Act* a public meeting is required to be held, and the municipality is to consult with the Ministry of Municipal Affairs and Housing (MMAH) prior to a municipal council adoption of a CIP.

Once the plan is adopted, notice of its decision must be provided in accordance with the *Planning Act*, and if there is no appeal to the Ontario Land Tribunal (OLT) at the end of the 20-day appeal period, the plan comes into effect.

# 4.3 Provincial Policy Statement

The Provincial Policy Statement, 2020 (PPS) is issued under Section 3 of the *Planning Act* and provides direction on matters of provincial interest related to land use planning and development. Section 3 of the *Planning Act* requires that, "decisions affecting planning matters shall be consistent with policy statements issued under the Act".

The vision for land use planning in Ontario in the PPS states that "the long-term prosperity and social well-being of Ontarians depends on planning for strong, sustainable and resilient communities for people of all ages, a clean and healthy environment, and a strong competitive economy".

Key policies in the PPS promote:

- Healthy, active communities with parks, public and open spaces, trails and linkages that facilitate active transportation and the provision of public access to shorelines (Section 1.5.1);
- Long-term economic prosperity through the maintenance and enhancement of the vitality and viability of downtown and mainstreets (Section 1.7.1d) and the redevelopment of brownfield sites (Section 1.7.1f);
- Encouraging a sense of place, by promoting well-designed built form and cultural planning, and by conserving features that help define character, including built heritage resources and cultural heritage landscapes (Section 1.7.1 e); and
- Opportunities for sustainable tourism development (Section 1.7.1 h).

# 4.4 County of Elgin Official Plan

The County of Elgin Official Plan, dated February 2015 (COP) has established policies that support economic development.

Section F6 of the COP sets out that the goal of any CIPA shall be to foster and co-ordinate the physical improvements and maintenance of older or dilapidated areas of a community for environmental, social or community economic reasons.

# 4.5 Dutton Dunwich Official Plan

The Dutton Dunwich Official Plan, dated July 2021 (OP) sets out policies for CIP goals, objectives and implementation.

Section 5.1 b) of the OP sets out that the entire Municipality of Dutton Dunwich is designated as a CIPA.

Section 5.2 of the OP provides the following goals:

a) To improve the designated hamlets and village of the Municipality in a manner that enhances their role and attractiveness as rural service centres and b) To ensure an acceptable and cost-effective standard of municipal services and facilities.

Section 5.3 of the OP provides the following objectives:

*i.* To improve deteriorating or otherwise substandard on-site services (e.g. water supply, sanitary waste disposal), municipal services, public utilities, and social and recreation facilities; ii. To encourage the rehabilitation and maintenance of substandard housing, commercial properties and brownfield sites; iii. To encourage the demolition or removal of buildings and structures in a derelict or unsafe condition where rehabilitation is neither economically feasible nor practical; iv. To eliminate or at least effectively reduce land use conflicts and incompatibilities; v. To enhance the physical appearance and character of the built environment and to encourage the conservation and renewal of cultural heritage resources; and vi. To encourage the efficient use of vacant or underutilized parcels of land.

# 4.6 Dutton Dunwich Zoning

The Dutton Dunwich Zoning By-law, dated May 2022 (ZBL) sets out the permitted uses and zone provisions.

The zoning for the area is mainly Village General Commercial (VC1), as shown on Schedule 'B' Map 2 of the Dutton Dunwich Zoning By-law #2022-50.

Permitted uses, which include a variety of commercial uses and residential uses connected to part of the commercial building and located over the first storey commercial use, to a maximum of three storeys above the permitted commercial use.

The maximum lot coverage is 90%, with no minimum front yard depth requirement.

# 5.0 Community Improvement Plan Area

The entire Municipality of Dutton Dunwich is designated as a CIPA, as approved by the Municipality of Dutton Dunwich Bylaw No. 2019-64.

The specific boundary of the downtown CIPA is as shown on Schedule 'A' of this CIP, which created the project study area.

# 6.0 CIP Objectives

The objective for the CIP for the downtown Dutton commercial area is:

- 1) Encourage safe, walkable streets, and gathering spaces.
- 2) Beautify with plantings, trees and landscaping.
- 3) Improve accessibility for people through improvements to the pedestrian realm.
- 4) Build on the existing characteristics, scale and linear pattern.
- 5) Repair, rehabilitate or redevelop vacant buildings and lands.
- 6) Encourage and assist property owners and businesses to rehabilitate buildings.
- 7) Maintain and enhance the historical building design characteristics and context.
- 8) Encourage residential development above commercial uses.
- 9) Out-dated signage and non-descriptive business signs which should be replaced or updated by explicable, attractive and cohesive signage.

# 7.0 CIP Programs

This Section details the programs available as part of the CIP and includes eligibility requirements, financial incentives, and other tools and considerations.

# 7.1 General Eligibility Requirements

In order to be eligible for any of the financial incentive programs that may be offered under this CIP, the following general eligibility requirements must be met:

- 1) Lands and buildings subject to an application must be located in the CIPA as shown in Schedule 'A' of this CIP.
- 2) The proposed project must result in some level of improvement or rehabilitation.
- 3) Must be the registered owner or tenant (with the consent of the owner) of private land or building.
- 4) A property may be eligible for multiple grants (ie Elgincentive). Applicants may submit multiple applications during the term in the CIP, however (as set out in the ECIP), the total combined value of grants approved in any given year shall not exceed \$15,000 per property or the total value of eligible cost, whichever is less.
- 5) Financial incentives will not be applied retroactively to works started or completed prior to approval of the applications.
- 6) There are no outstanding property tax arrears or any other outstanding accounts receivable on the subject property at the time of the application.

7) The proposed works will conform with the municipal policies, standards and procedures, including official plan, zoning bylaw, design guidelines, heritage matters in addition to being subject to a review and the issuance of any necessary building permits pursuant to the Ontario Building Code.

# 7.2 Financial Incentives (Private Space)

This CIP contains financial incentives pertaining to private space, which include initiatives for property owners or tenants.

The available financial incentives are offered in the form of a grant which may be available to eligible property owners and tenants (with consent of the owner) to assist with the financing of improvements.

The CIP is intended to work collaboratively with the County of Elgin Elgincentive ECIP program.

The following are the financial incentives provided with this CIP.

See Schedule 'F' for the action plan and Schedule 'H' for the funding summary chart.

#### 7.2.1 Building Design, Façade, Signage, Lighting and Property Improvement Grant

The building design, façade, signage, lighting and property improvement grant may be available to eligible property owners and tenants to assist with improvements to private property.

The intent of this grant is to create more attractive storefronts and may include such improvements as restoration or replacement of windows, doors, awnings, and exterior lighting, redesign of facades and/or exterior painting.

This grant may also be available to assist with improvements to private property which includes parking, landscaping, screening etc.

For the building design and façade grant, the Municipality will provide a grant of 50% of the cost of the renovation to a maximum of \$5,000 per property in compliance with the Urban Design Guidelines set out in Part C of this plan.

For the signage, lighting and property improvement grant, the Municipality will provide a grant of 50% of the cost of the renovation to a maximum of \$2,500 per property in compliance with the Urban Design Guidelines set out in Part C of this plan.

The eligibility criteria of the grant are set out in the Elgincentive ECIP Program (See Schedule 'G' - Section 5.4).

#### 7.2.2 Building Improvements/Restoration Grant

The building improvement/restoration grant may be available to eligible property owners and tenants to assist with the maintenance and physical improvement of existing buildings.

The intent of this grant is to improve public safety and accessibility for people with disabilities and may include structural repairs to wall, ceiling, floors, foundations and repair, replacement or installation of plumbing, electrical and/or HVAC.

Projects may also be undertaken in order to meet the current Fire Code and/or Building Code, improve aesthetic quality and accessibility, and provide for safe and usable eligible uses.

For this grant, the Municipality will provide a grant of 50% of the cost of the renovation to a maximum of \$2,000 per property.

The eligibility criteria of the grant are set out in the Elgincentive ECIP Program (See Schedule 'G' - Section 5.5).

#### 7.2.3 Building Conversion Grant

The building conversion grant may be available to eligible property owners and tenants to assist in the small-scale conversion of existing vacant space into new commercial, mixed-use, and other eligible uses.

The intent of this grant is to assist with the expansion of existing uses and may include conversion of upper storey space into new residential units, conversion of existing ground floor commercial space to better suited space and/or expansion of existing eligible uses to increase the gross floor area.

For this grant, the Municipality will provide a grant of 50% of the cost of the renovation to a maximum of \$5,000 per property.

The eligibility criteria of the grant are set out in the Elgincentive ECIP Program (See Schedule 'G' - Section 5.6).

#### 7.2.4 Energy Efficiency Retrofit Grant

The energy efficiency retrofit grant may be available to eligible property owners and tenants for retrofits that improve the overall energy efficiency of buildings.

The intent of this grant is to help improve the energy efficiency of buildings on eligible properties and uses as well as support the community's overall environmental sustainability and may include green roof to an existing building or renewable energy projects.

For this grant, the Municipality will provide a grant of 50% of the cost of the renovation to a maximum of \$3,000 per property.

The eligibility criteria of the grant are set out in the Elgincentive ECIP Program (See Schedule 'G' - Section 5.7).

#### 7.2.5 Outdoor Private Art Grant

The outdoor private art grant may be available to eligible property owners and tenants for the permanent installation of outdoor artwork on eligible properties and which support the CIP theme (people, agricultural and heritage).

The intent of this grant is to help promote local art and improve visual aesthetics and may include murals, sculptures, lighting, landscaping and displays.

For this grant, the Municipality will provide a grant of 50% of the cost of the renovation to a maximum of \$1,500 per property.

The eligibility criteria of the grant are set out in the Elgincentive ECIP Program (See Schedule 'G' - Section 5.8).



Example of a possible private mural/art location

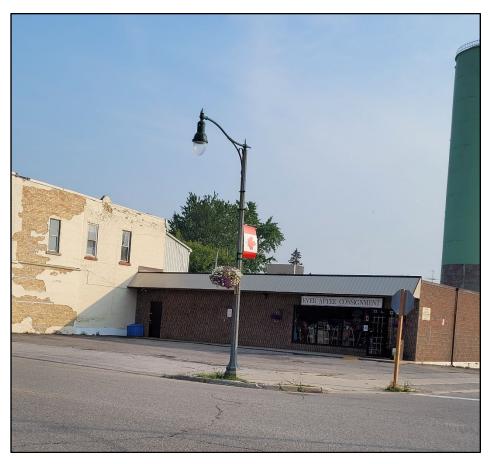
#### 7.2.6 Sidewalk Café Grant

The sidewalk grant may be available to eligible property owners and tenants for the temporary installation of outdoor seating area on eligible properties.

The intent of this grant is to help to promote outdoor social gatherings and create open spaces that provide vitality to the street.

For this grant, the Municipality will provide a grant of 50% of the cost of the renovation to a maximum of \$2,000 per property in compliance with the Urban Design Guidelines set out in Part C of this plan.

The eligibility criteria of the grant are set out in the Elgincentive ECIP Program (See Schedule 'G' - Section 5.4) which will follow the façade, signage and property improvement grant.



Example of a possible private cafe location

# PART C: URBAN DESIGN GUIDELINES

# 8.0 Purpose

The Urban Design Guidelines (UDG) are intended to augment the CIP and provide the EDC with guidance during the grant application stage in order to assess, promote and achieve appropriate development and redevelopment.

Design guidelines are a set of principles meant to guide decision making and review pertaining to the quality of the built environment for private space.

These guidelines are to be applied to all properties within the Dutton commercial area.

Guidelines include building form and materials, including private spaces such as windows, doors and lighting.

The following provides the guidelines to be used when considering the implementation of the CIP.

# 9.0 Guidelines

The following sections detail the UDG to be followed as a tool in order for applications to qualify for CIP grant funding programs.

# 9.1 Existing Buildings

The purpose of the existing buildings guideline is to assist property owners with an approach to repair, refurbish and renovate their existing buildings so that the historic appearance is preserved and/or restored closer to its original character.

The intent of the guideline is to preserve and accentuate elements of the existing buildings that are present in the downtown.

The following is required:

- a) Maintain the important features of the original design and construction, particularly on street façades.
- b) Respect the original historic character and existing built form of the commercial area while allowing for contemporary and modern additions.
- c) Alterations to historical architectural features that create an appearance of a different architectural period should be avoided.
- d) Conservation and restoration of existing buildings should be prioritized.
- e) Original roof types should be respected when renovating or replacing roofs.
- f) Adaptive reuse of existing buildings should consider mixed-use buildings as this would help create vital live/work opportunities in the commercial area.

- g) The original building fabric should be preserved/reflected, and repairs should be made to deteriorating architectural features. Original building elements that lie beneath contemporary alterations should be preserved.
- h) Architectural details such as windows, front doors, cornice lines, etc. need to align with adjacent buildings so as to continue the existing pattern in façades.
- Replacement windows should attempt to duplicate originals in style, type and material. If an exact match is not possible, windows with similar styles and operations should be installed.
- j) Main entrances should always have a prominent position in the main façade accentuated with architectural features (i.e. canopies, etc).
- k) Where undertaking renovations, repairs, replacement or restoration, use of the same original materials is encouraged.
- Existing buildings should retain their original colours where possible. Non-traditional colours such as primary colours and bright tones should be discouraged. In addition, coordinated heritage colour schemes within the commercial area should be considered.



Example of a Restoration that accentuates building features

## 9.2 Building Design

The purpose of the building design guideline is to provide direction for new development, renovations, repairs and rehabilitation so that all work complements and respects the existing built form.

The intent is to ensure that new buildings will enhance the existing character and ensure all buildings are in keeping with the small town/historic character of commercial area.

The following is required:

- a) The façades of new development should be articulated to reflect a compatible appearance of adjacent buildings.
- b) New development and renovations to existing buildings should incorporate heritage elements within modern design.
- c) New construction should incorporate a cornice at the roof or parapet to visually accent the upper limit of the façade, in a manner consistent with the cornice on nearby or adjacent buildings.
- d) Screen all roof mounted mechanical equipment from view by incorporating screens into the design of the building.
- e) All buildings should orient to and address the street with clearly defined entry points that are fully accessible from the sidewalk.
- f) For alterations, renovations or new construction, the existing at-street front lot setbacks should be retained.
- g) Building setbacks should take into consideration the existing 'street wall' which is characteristic of downtown. Infill development should match the pre-established 'street wall' setback of adjacent buildings in order to maintain a continuous street wall. Exceptions may be made where the sidewalks are too narrow, allowing for sidewalk cafés in the summer months.
- h) Large wall areas should be broken up by the introduction of architectural elements such as display windows and columns to help reduce the scale of the building.
- Building entrances should be off the main street, directly accessible from the sidewalk, and should be distinguished from the rest of the building wall through the use of architectural features, materials, lighting, canopies and signage.
- j) Replacement windows should use the same material as the original window materials such as wood frames, where possible.
- k) Awnings should be simple and should be incorporated into the design of the building. They should also project far enough over the sidewalk to provide shade or rain protection for pedestrians and not be lower than 2.2 meters at any point.
- New doorways should be created within a recess wide enough to include a sidelight or portion of the display window. Narrow, single door recesses should be avoided.

- m) Brick with stone accents are the preferred materials. Stucco is desirable but should not be excessively used in commercial areas, as brick should continue to be the dominant material.
- n) Exterior materials should be limited to no more than two complementary materials to avoid clutter and creating an overly complex appearance.
- o) Building walls and facades should be of warmer, earthier tones and subdued colours.
- p) The use of primary colors on large areas should be avoided.



Example of the existing commercial area character

### 9.3 Storefront Entrances and Doors

The purpose of the storefront entrance and doors guideline is to provide direction for entrances which are off the main street and directly accessible from the sidewalk.

Entrances and doors are a very important functional design feature on the building façades.

The intent is to recognize the small town/historic style and preserve it if possible.

The location, size, shape, and style of doors establish our most immediate impression of a building.

The following is required:

- a) Should be distinguished from the rest of the building wall through the use of architectural features, materials, lighting, canopies and signage.
- b) Traditionally constructed of wood, glass and fitted with metal hardware, each style of door was designed to fit a particular style of building.
- c) The shape of the opening, the divisions within it, and the surrounding trim each contribute to its stylistic character.
- d) New doorways should occur within a recess wide enough to include a sidelight or portion of the display window.
- e) Narrow, single door recesses should be avoided.
- f) Doors should be replaced with models as visually close as possible with the original model, striking a balance with modern standards of safety and energy efficiency.
- g) Storefront entrances should be barrier free and provide access to all individuals. Entrances with barriers should be made accessible through the use of ramps and automated doors.



Example of a new accessible storefront entrance

#### 9.4 Windows

The purpose of the windows guideline is to provide direction for storefront windows along the main street.

Windows are a very important functional design feature on the building façades.

The following is required:

- a) Where there are existing windows within historic window opening, every effort should be made to repair them.
- b) Storefront windows should provide views into the interior of the store as well as have displays indicating the type of goods sold.
- c) Where existing windows are too deteriorated to repair, replacement windows should replicate either original windows, as documented by historic photographs, drawings or the existing windows.
- d) Windows should be replaced with models as visually close as possible with the original model, striking a balance with modern standards of safety and energy efficiency.
- e) Replacement windows should use the same material as the original window materials such as wood frames, where possible.
- f) Storefront windows should be repaired or replaced to increase the amount of glazing and open up display windows to the street.
- g) Windows on the street level should not be boarded up or obstructed from view but should showcase the goods and services offered.
- h) Upper storey windows that are boarded up should be restored to their original condition. Where the windows in place are in poor condition, it should be repaired using matching or compatible materials.
- i) As the largest element of the shop front, the display window establishes the character of the storefront, and its replacement or repair should be of the best quality.
- j) In the event that the original windows have been replaced and the existing windows are inappropriate to the building or the area's character, new windows should be designed to replicate the window's size, configuration and appearance (shape, proportion, type of operation, detail, colour and clarity of glass), which were original at the time of construction or as based on archival information.



Example of a historic storefront window and entrance

### 9.5 Awnings and Canopies

The purpose of the awnings and canopies guideline is to provide direction for awnings.

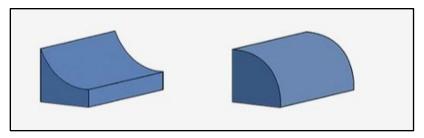
Awnings and canopies are a very important functional design feature on the building façades.

The intent is to ensure that fixed awnings that are made of high quality materials are encouraged to provide pedestrian shelter, solar control and visual interest.

The following is required:

a) Awnings should be simple and should be incorporated into the design of the building.

- b) They should also project far enough over the sidewalk to provide shade or rain protection for pedestrians and not be lower than 2.2 meters at any point.
- c) Retractable fabric awnings are encouraged for use on new development.
- d) The fabric should be durable and of traditional colours, or stripes, appropriate for the downtown heritage character.
- e) In some instances, metal and glass fixed canopies are appropriate, particularly if there is archival evidence of their precedent on the downtown buildings.
- f) Awnings and canopies should be designed to fit within the dominant structuring elements of the lower facade.
- g) They should fit the overall design of the store front, below the intermediate cornice and between vertical columns or pilasters.
- h) One style and colour of awning or canopy should be used across the width of a facade which has multiple storefronts.
- i) Other materials such as metal, vinyl, rubber, plastics and other fabrics are discouraged as they may easily deteriorate, fade or strip are discouraged.



Source: Bluegrass Awning Company

#### 9.6 Signage

The purpose of the signage guideline is to provide direction for storefront signage location on buildings.

It is essential that businesses within the commercial area are able to identify themselves through individually distinct and recognizable signage. At the same time, it is also important that the quality, scale and style of signage be reflective of the heritage of the area.

It is the intent that outdated signage and non-descriptive business signs be replaced or updated by explicable, attractive and cohesive signage.

The following is required:

- a) Erect visually pleasing and acceptable signage.
- b) Signs that obscure, rather than complement, architectural elements should not be permitted.
- c) Where there is more than one storefront in a building, each of the original storefronts should have individual and repeating signboards.

- d) Pedestrian scale window and awning signs should be small and positioned to minimize interference with nearby signs.
- e) The most appropriate materials for signage are wood, brass, stone and bronze. If contemporary materials are considered, then they should blend with the building and surroundings.
- f) Colours should be selected by considering the overall façade appearance and adjoining building colour schemes.
- g) Information on signs should be minimized.
- h) Historic symbols and lettering are encouraged.
- i) Back lit signs are acceptable, if kept with the design of the existing building.
- j) Signage should respect the building scale, architectural features and streetscape design.
- k) Billboards, animated signs that depict motion, digital signs, portable and roof signs are not encouraged.
- I) Portable sandwich boards and wall hanging storefront signs will be permitted.



Example of a new sign

# 9.7 Exterior Lighting

The purpose of the exterior lighting guideline is to provide direction for the type and style of exterior lighting.

Lighting is a very important functional design feature on the building façades.

The intent is to ensure that the design, location, intensity and colours of nighttime light sources mounted on private buildings are appropriate to the small town/historic character of the commercial area.

The following is required:

- a) Lighting should be chosen to ensure that the design, location, intensity and emitted colour are appropriate to permit safe access to the building and clear visibility of signage only.
- b) Lighting should be strategically positioned. They should also consider the impact on the public street lighting of the area.
- c) Fixture design should be chosen from either available replica styles appropriate to the heritage building's architecture or from contemporary designs which are compatible with the historic area.
- d) Lighting should be low light, LED lighting that illuminates only the sign band and building entrances.
- e) Excessive illumination of buildings and signage should be avoided.
- f) Roof lighting, downlighting, washing the building walls and illuminated awnings are strongly discouraged.



Example of new lighting

## 9.8 Private Parking

The purpose of the private parking guideline is to provide direction for private parking areas, location and access.

The intent is to ensure parking areas are developed with high standards and fit with the character of the commercial core.

The following is required:

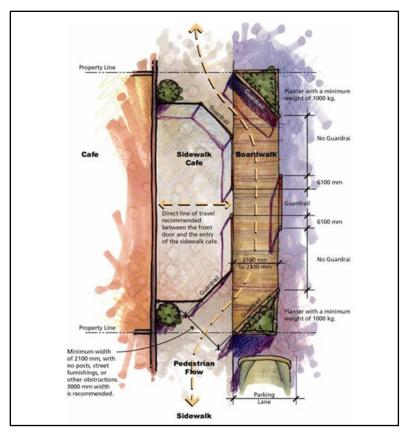
- a) Parking areas of new development should be situated at the rear of the building to preserve a continuous street frontage and street wall. If this is not possible, side yard locations that still permit the building to abut the street are preferred.
- b) In no circumstances should parking be located between the building frontage and the street frontage.
- c) Private parking lots should be paved and well maintained to ensure a standard of attractiveness for residents and visitors.
- d) Design pedestrian access routes for comfort and safety.
- e) Provide sufficient lighting, directional signage, amenities (trash receptacles, benches) and visually appealing pedestrian pathways.
- f) Parking areas should include landscaping, clearly marked and lined.
- g) Where parking areas abut a public street, they should be screened from view with solid landscaping (i.e. hedgerows).
- Where parking areas are provided, direct, barrier-free pedestrian access and circulation routes in parking areas that provide safe access to the public street and / or building should be provided.

# 9.9 Sidewalk Cafes

The purpose of the guideline is to encourage business owners to create open spaces that provide vitality to the street and allow people to gather without potential conflicts with pedestrians.

The following is required:

- a) Sidewalk cafés should be encouraged without encumbering pedestrian movement.
- b) Sidewalk cafés may be established through the erection of a temporary sidewalk deviation.
- c) Small sidewalk cafés require 1.4 metres for a single row of tables and chairs. A minimum clearance of 2.1 metres should be provided.
- d) Sidewalk cafés should be designed to contribute and integrate into the streetscape. Tall fencing and landscaping should be avoided.
- e) Material and landscaping should be high quality and reflect the character of the building and business.



Source: Transport Canada



Example of a possible public cafe location

## 9.10 Private Landscaping

The purpose of the guideline is to encourage business owners to improve attractive landscaping features.

Landscaping is used to improve the visual impact of facades and may include tree plantings.

The following is required:

- a) The amount of landscaping should be proportionate to the façade.
- b) Landscaping features can include planter boxes, window boxes, plants, flowers, trees and/or vegetation.
- c) Landscaping can be used to highlight outdoor private art.
- d) Landscaping cannot impede access or sidewalks.
- e) Must keep with the theme of the CIP.



Example of landscaping

# PART D: DOWNTOWN REVITALIZATION **PLAN**

## 10.0Purpose

Improved public infrastructure with clean community space will help revitalize the Dutton commercial area and support overall economic development.

Programs and tools involving public space include such features as paving, planting, street furnishings and lighting.

The DRP program and tools for the Dutton commercial area include public-facing initiatives.

Initiatives could also be supported by fundraising and grants from other sources.

The initiatives are generally intended to complement the private investment focus of a CIP, allowing councils to lead by example in working toward the plan's vision.

The following provides the program and tools for the municipality to use to guide future decisions, actions and investment that will improve the commercial area for residents, business owners and visitors.

#### **10.1** Downtown Revitalization Programs/Tools (Public Space)

Private spaces include initiatives for municipally owned properties which support the vision and theme of the CIP.

The community theme that is being obtained is people, agriculture and heritage. The focus is on 'people getting it done' from the past, current day and into the future.

Other themes include natural heritage features and small town.

Themes provide a first and lasting impression of an area.

The following are recommended programs and tools which will support the theme and provide the commercial core with a fresh image.

#### **10.1.1 Street Furniture**

There are currently several different shapes, styles and colours of street furniture. At this time there is no barrier free seating in the commercial core.

Street furniture helps establish the overall look and feel of a community, provides comfort/accessibility and convenience to both pedestrians and drivers, and can act as landmarks.

The benches and seating area add to the character and charm of the public space.

It is recommended to incorporate comfortable, accessible and attractive furnishings.

The municipality has recently purchased new seating in the commercial area and will replace the old benches to match, over time. CIP DRAFT 36

A consistent palette of street furniture communicates a clear and unified image of a community to visitors and locals.

Donated furniture must be in keeping with the theme and style established. Personalized plaques are permitted.



Example of new seating in the commercial area

Seating is encouraged to be placed in multiple positions, such as road-facing, building-facing and conversion-facing.

Backless benches are also encouraged.

Tables are also encouraged to be incorporated into street furniture.



Source: Du Mor

#### **10.1.2 Planters and Landscaping**

There is currently landscaping located in green planter boxes made of wood. There are also trees with guards and handing baskets from the street lighting.

A more aesthetically pleasing community fosters local pride and encourages further beautification and improvement efforts.

It is recommended that the planter boxes be painted black to match the street furniture.

Tree guards are recommended to be removed and replaced with raised planter boxes.

Trees should be located strategically to respond to the existing building and streetscape form.

The street plantings, including shrubs, perennials, and annuals, should be visibly contained through the use of low planter/seat walls, curbs, or other types of edging. This will discourage pedestrians from walking across planting areas and causing damage.

Plant selection should take into consideration maintenance, salt and drought tolerance, and yearround interest.



Sample tree with guard to be removed



Sample existing planter box

#### 10.1.3 Bicycle Parking

Currently, there is no bicycle parking in the commercial core.

It is recommended that bike racks be purchased to match the street furniture.

New bike racks within the commercial area will assist in bike management and safety.

Bicycle parking should be located in high traffic areas, visible locations such as building entrances and pedestrian walkways, open spaces and in proximity to public buildings.

Bicycle parking should be located in a manner that does not impede pedestrian circulation.



Source: Equiparc

#### 10.1.4 Refuse and Recycling

There are currently several different styles and colours of refuse containers. There are currently no recycling containers.

These elements should be selected and placed within the community at the appropriate location and scale so as not to detract from its character and charm while increasing public safety and security.

Ensure refuse and recycling is located close to street furniture.

Match the refuse and recycling to the existing street furniture.

Dog waste stations and bag dispensers are recommended to be added.

Garbage receptacles must be selected with consideration for maintenance issues as well. Maximum weight loads, types of pickup vehicles, frequency of visits, and winter access should all be reflected in the types chosen.

For recycling stations, the types of waste should be coordinated with the recycling programs available in the community. Keep in mind that some post-pickup sorting may be required to eliminate items that have been improperly placed.



Source: Equiparc

#### 10.1.5 Street Lighting

The existing street lighting is located along Currie Road and includes a hanger for a planter and seasonal decorations.

Lighting is important in both the vehicular and pedestrian zones, both in terms of safety and enhancing the experience of the outdoor environment.

The street lighting does require painting.

It is recommended that the lighting should match the street furniture.

LED lighting is recommended.



Example of an existing street lighting

Decorative lighting is also recommended to be included year-round.

#### 10.1.6 Gateways

Gateways are important in signifying a transition from one area to another, creating a sense of arrival.

Gateways also introduces the visitor to the theme and character of a space through the use of building materials, landscaping and lighting that are continued throughout the commercial area.

In addition, gateways help enhance orientation and civic pride by providing a 'sense of place' to visitors through landscaping, signage, and public art.

The primary access point is the north and south side of Currie Road.

Gateways need to be immediately identifiable to pedestrians and vehicular traffic upon approach.

Incorporate public art, signage, paving, lighting and high quality materials into the design of the gateways.

Materials used should be consistent with materials of building façades and streetscape elements.



Source: Municipality of Learnington

#### 10.1.7 Water Tower

The existing water tower serves as a local landmark in the Dutton commercial core and should be preserved.

Landmarks act as a focal point, which is an important defining element in an area.

The tower is unique to the area and very visible and could be used as part of an outdoor art project.

The art project can focus on people, agriculture and/or heritage themes of the area.



Existing Water Tower

#### 10.1.8 Municipal Signage

Signage is required in order to directing visitors and residents to places of interest and facilitating wayfinding through the Municipality.

A common design guideline will ensure a cohesive look to signage within the downtowns.

Erect 'Green P' parking signage in order to direct visitors from the parking lots to the main street shops, open spaces, public buildings and landmarks in downtown.

The 'Green P' signs should be erected on hydro poles directing vehicles to the parking lots as well as on the existing decorative municipal parking lot signs to announce free parking.

Also recommended to include Electric Vehicle (EV) parking station with signage in the commercial core.



Source: City of Brantford

#### **10.1.9 Tourist Information**

The existing centennial park is in a prominent location at the south edge of the commercial area which makes it an excellent candidate for a welcoming introduction for tourists.

It is recommended that the existing pergola be renovated to add in tourism information such as history of the area and mapping of business locations.



Source: Salt Spring Island, British Columbia

#### 10.1.10 Paving

In order to enhance and unify the pedestrian experience, it is recommended adding accent paving and banding to sidewalks and other pedestrian walkways.

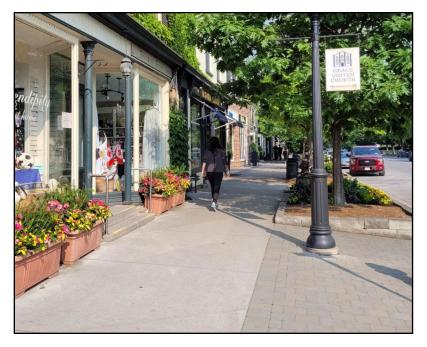
This will not only help to define the pedestrian zone, but the colour and texture contrast can enhance the overall community image.

Furthermore, contrasting colours and textures assist the elderly and visually impaired in navigating the streetscape.

Textured paving is especially important at intersections for this purpose.

Exposed aggregate concrete is a cost-effective, durable, and flexible option with a wide range of colour and texture possibilities. It is relatively easy to install and repair, when necessary. The same material can also be applied to pedestrian crosswalks and key intersections.

Adding a contrasting colour and material will draw attention to these points and encourage drivers to slow down and pay more attention.



Source: Niagara on the Lake

#### **10.1.11 Outdoor Public Art**

Public art is used to enhance the unique culture and history of a downtown and will attract visitors. This should follow the theme of the downtown (people, agriculture and heritage).

Public art can include wall murals, 3-dimensional murals, sculptures, displays and painted utilities (i.e. fire hydrants, mailboxes, etc) and is encouraged in public spaces, such as parks, municipal properties and rights-of-way.

Public art should be visibly and physically accessible. Also, it should be durable and low maintenance.



Source: Municipality of Learnington



Source: Town of Essex

#### 10.1.12 On-Street Parking

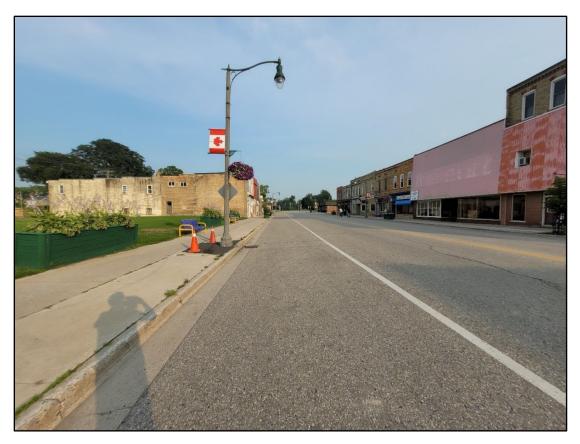
On-street parking is an important function of the downtown.

On-street parking also provides a buffer between traffic and pedestrians, and can are improved.

It is recommended that parking lines be added along Currie Road.

Where possible, barrier-free spaces should be added.

CIP DRAFT



Example of existing on-street parking

#### **10.2 Additional Considerations**

#### 10.2.1 Public Parking Area

Currently, the parking area at the rear of the commercial buildings on the west side of Currie Road is gravel.

The parking area is made up of several private properties.

Access to the parking area is from Mary Street to the north and Shackleton Street to the south.

It is recommended that Council consider purchasing all of the land located at the rear of commercial buildings and constructing a public parking area.

The intent is to offer more parking in the commercial core and improve the overall appearance.

It is also recommended that the parking area, including signage, have barrier free parking spaces and landscaping.



Example of the current parking area behind buildings

# **PART E: IMPLEMENTATION**

# 11.0Implementation

It is anticipated that the CIP will be implemented over a 5-year period ending on December 31, 2029.

Should it be determined that the term is to be extended or reduced, an amendment to this CIP will be required.

The following is the CIP and DRP implementation plan.

#### 11.1 Action Plan

The CIP is for 5 years and includes both the private space and the public space.

See Schedule 'F' for action plan details.

#### 11.2 Administrative

The EDC will administer this CIP via a sub-committee.

The sub-committee will be established to: a) receive and review all applications for financial incentives; and b) make a decision on whether an application should be approved or refused, based on the criteria outlined in this Plan.

Applications will be evaluated based on criteria set out by the sub-committee, which are based on the goals and objectives set out within this CIP.

Applications may also be reviewed in conjunction with the ECIP funding approval process.

Payment of financial incentives to an approved applicant will be the responsibility of the CAO/Treasurer for the Municipality of Dutton Dunwich.

#### 11.3 Marketing and Monitoring

The EDC will market and monitor the program and report to the Dutton Dunwich Council annually.

Effort is required to ensure these property owners are aware of the many programs and opportunities that can help fill vacant spaces and support regular maintenance and building improvements.

#### **11.4 Funding Source**

The EDC will budget for the grant program.

The Dutton Dunwich Council will budget for the revitalization program as part of the annual budget.

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

CIP DRAFT

To the extent possible, the EDC shall endeavour to distribute grants for eligible projects on a firstcome, first-served basis.

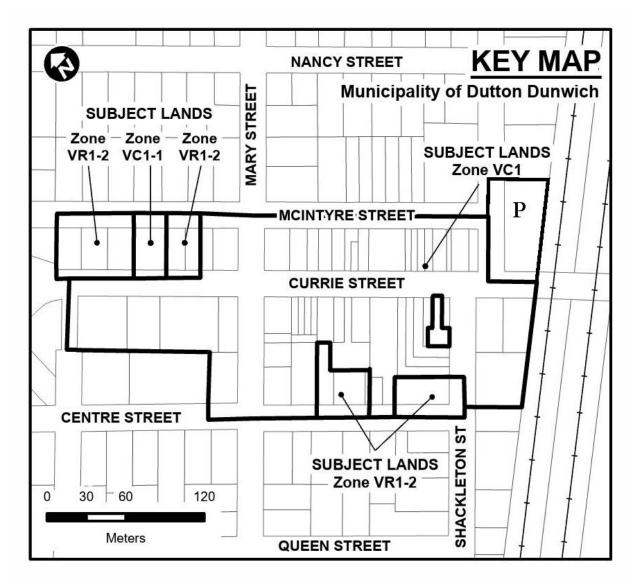
Once the annual budgets have been expended, grants will no longer be provided until the following year.

#### **11.5 Application Requirements and Process**

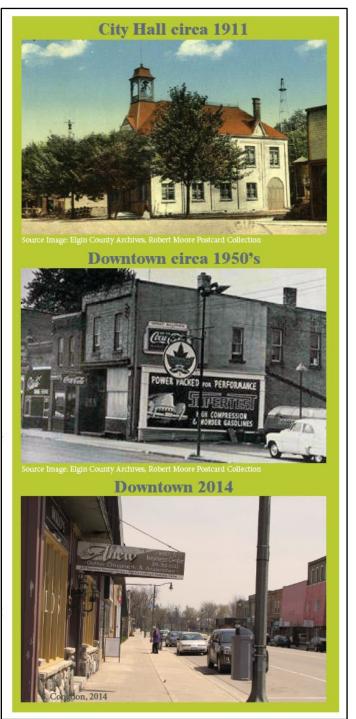
The EDC will set out the application requirements and the process which will include preconsultation, application review, decision and final inspection.

# **PART F: APPENDIX**

## Schedule 'A' – CIPA

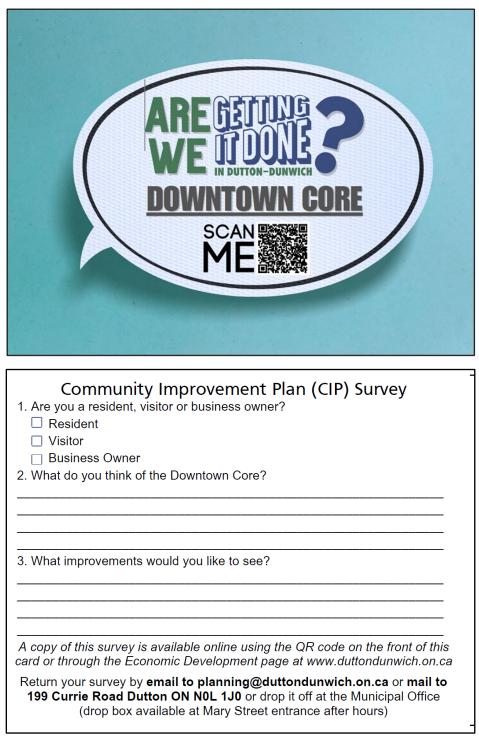


## Schedule 'B' – Historical Photos



Source: Reimagine Dutton

## Schedule 'C' - Postcard



## Schedule 'D' – Post Card Comments

#### CIP DRAFT



#### **Community Improvement Plan (CIP)**

#### Summary of Comments Received (Postcards)

#	Туре	Comment on the Downtown Core	What Improvements?
1	В	Not appealing to visit at all as an hub	Building owners need to take more pride in
		of our municipality. Outdated,	their building. Repairs to brick required,
		building look tired in need of	Building upgrades to wood. overhang, fresh
		upgrades. Lots of potential.	and modern coats of paint. Better looking
			flower boxes and add more trees garden
			space and seating along the sidewalk. Flags
			on poles.
2	В	I see some positive improvement,	A cohesive look and vibe to the downtown
		but still a long way to go to have the	core with community gathering spaces and
		downtown vibrant and inviting!	services that reflect the needs of our growing
			town.
3	В	Needs a freshen up, I like the old	Water Tower needs paint, Building beside the
		timey feel of the downtown but a	consignment shop needs improvement
		fresh face would be nice	
4	В	Needs improvements to encourage	Facade and overall building appearance and
		businesses and tourists to use Dutton	use. More restaurants or shopping
		for their business and shopping	experiences. Unused buildings should be
		needs.	upgraded to allow for affordable and
			accessible housing.
5	V	It is run down, needs some work to	More services to support a young and
		bring life back to the downtown core	growing population. Restaurants, fitness, art
			studio, gift shops (not consignment), cafe,
			bistro or pub, a cute general store- something
			that will bring people together in the
			community
6	R	Run down, two of the same fried	A community space, healthier food with
		food restaurants, not welcoming,	outdoor patio, summer markets, tidy up of
		unaffordable foodland with limited	buildings, even the ones for rent are very run
		options, hard to find places under	down with no incentives for renters, more
		the assumption the old timers all	small business space, a sign for all local small
		know where unmarked places are	businesses to advertise on, affordable
		but the newer population doesn't,	groceries with better variety for the growing
		healthcare buildings that don't	population,
		provide general health care	
_		confusing, very bland.	
7	R	Needs a refreshing	Cleaner streets ( weed free ). Consistent view

#	Туре	Comment on the Downtown Core	What Improvements?
8	R	Need to keep small local businesses	Improvements to our roads and infrastructure before spending money on the
9	R	Needs a lot of beautification and minimal to do	core AGAIN, Grants for small businesses Coffee shop, sit in restaurant with some healthy options, seasonal ice cream shop, yoga studio, welcoming bar/ restaurant with regular hours, paint and some TLC to the exteriors of the businesses.
10	R	A lot of the available business space is empty/run down and does not present an appealing front to perspective business owners.	Current business/property owners along the downtown core should be held to the same property standards as residents. Some of the buildings (chiro office) have broken brick that often falls onto the sidewalk, other buildings are just in general disrepair. Just an example of things that could "spruce-u" the downtown code to be more aesthetically pleasing. It would be great to have a few more varieties of business aside from second hand/consignment stores (which are great, but we have enough).
11	R	Not much available. Lot of the same businesses.	Revitalizing of store fronts. Sit down family restaurant with healthy options. Dollar tree store.
12	R	Needs more store options or childrens activities	
13	R	Dilapidated. Needs a major facelift.	Refacing the storefronts. Our downtown could literally be a Hallmark movie all year, but it's hideous.
14	R	It is lacking vitality	More shops, a restaurant with a patio, updated storefronts
15	R	l like it.	Don't let McDonald's move in
16	R	I think it is lacking in small town charm	Not as many empty buildings , more retail even if is competition for what is there . A nice restaurant , flower / gift store ,clothing store , bank ??I also feel that community hall needs to be used for more kids activities . Dutton is a growing community with young families . The focus needs to include things related to them . Dutton can feel very much that if you have not grown up here ,you don't get a say. We also need the whole community pushing for a new school .
17	R	Lacking diversity	More shops and services, and a breakfast restaurant
18	R	Empty, dilapidated	Variety of store types: not just consignment. Building fronts painted & cleaned

#	Туре	Comment on the Downtown Core	What Improvements?
19	R	The downtown core is showing improvement with building upgrades by owners that are not simply cosmetic.	The municipality continues to struggle with maintaining the small trees that were installed years ago and should be in much better condition. Either maintain them or take them out. Incredibly sad looking. Ask building owners to maintain if staff can't find the time or remove them permanently are a couple of options. Use and advertise Caledonia Park for small events throughout the summer. Gathering spot in the core. And not utilized to its potential.
20	R	It's ok. Not enough retail, too many consignment stores	More retail, like a Giant Tiger and a licensed restaurant with outdoor patio
21	R	It is dead. There are more empty buildings than open businesses but the flowers and flower boxes are beautiful.	More open businessesa bakery, a coffee shop (I know that one tried)a dollar store.
22	R	It is in bad need of a facelift. Attractive store fronts are needed to draw people in.	Cafe/coffee shop to get a beverage and freshly baked goodie. An outdoor patio would be nice. A restaurant that serves beer and wine with their meals. Bicycle racks. Recycle bins.
23	R	Outdated, need a fresh look	Flower pots, seating,
24	R	A waste of money on the signs 'blow your horn'. The store owners are the ones doing a better job to make it look better!	To remove the squeeze at the Town Hall. It must be a pile up for the snow plow removal.
25	R	The curb appeal is low - lots of empty buildings/shops, messy/unkept storefronts, unclear signage, limited in variety of what shops/stores offer.	Clear signage, more variety and options for shopping, cleaner and better kept storefronts
26	R	It is getting there slowly but surely	More retail businesses as well as maybe a place where the teenage kids can hang out play games wether it be video games or pool etc A place where they can hangout listen to music or do homework kind of like an internet cafe that way they are not causing and vandalism ot getting into trouble.
27	R	It is sparse	Sidewalks & slow traffic down. More small business
28	R	Accessibility, adequate parking	More businesses such as morning coffee and breakfast shops. General cleanup of old buildings.
29	R	Empty after covid	

#	Туре	Comment on the Downtown Core	What Improvements?
30	R	Sparse	Fill in the gaps. Make it inviting. Daily needs
			and interesting new things to bring visitors
31	R	Looking old and tired- not attractive	Some new businesses, a dine in restaurant,
			patio? More green space ie flowers baskets .
			The fresh paint on several of the existing has
			already given the downtown a boost 👍 Keep
			it going!
32	R	Love Dutton as it is my hometown	Would love to see the buildings modernized.
		and it will always feel like home. I do	Nice bright flower displays. Would love to see
		feel it looks a bit grungy and could	it brightened up and welcoming for everyone.
		use curb appeal.	
33	R	Upgrade building storefronts	Less empty stores fill with needs of
			community. Such as clothing store. Which is
			greatly needed instead of going to st.thomas
			or London.
34	R	It's empty.	A building instead of the empty lot, buildings
25		No do to bo you italiand to young	blend in with the old - not too modern
35	R	Needs to be revitalized. In recent	I'd like to see a cafe, more food options, yoga
		weeks, positive change has been	studio, spin studio, Pilates studio, esthetician
		made in this direction. More unique	services (nail bar), shops with evenings hours so the downtown does not shut down at
		business, less of the same	5pm. Less vacant storefront to allow
		consignment shops, services etc.	opportunity for businesses to move in. Yoga
			studio
36	R	Needs some life back into it. Worn	Coffee shop to bring the community together.
		down	The hotel lot should be used for some better
			greenery, gardens and benches for people to
			gather.
37	R	Something needs to be done in the	Things look good, just find a use for the
		space where the McIntyre hotel used	McIntyre empty space.
		to be.	
38	R	I think that it could be improved	A place to be able to grab a quick meal would
		though is making its way. The	be nice. A place such as a cafe or diner would
		decorations and landscaping have	be a welcome addition. A sandwich shop
		been very nice. Events like the car	would be appreciated as well. More events to
		show and parade are fun to attend.	bring people downtown could help the
22	<u> </u>		businesses too.
39	R	We are new to town and moved here	I think some new businesses that bring
		for the convenience of location.	people downtown, events can also help and
		Since exploring the town, the	having a network for the businesses to get
		downtown core took a slight	together and support one another. Not
		downturn where businesses we saw	leaving it up to them to run events would be
		were shut down. Recently, this is	helpful. Allowing new people to feel
		slowly shifting and it is exciting to see the life come back. We love the	connected when so many already know one another.
l		the me come back. we love the	מווטנוופו.

#	Туре	Comment on the Downtown Core	What Improvements?
		Christmas lights, benches and the	
		potential charm.	
40	R	The downtown has improved	Ice cream parlour
		immensely since we moved there	
41	R	Great potential! Seems a little tired,	I would like to see more cafes & restaurants,
		and rundown - seems to be a lot of	even a brewery. Multiple venue's that attract
		second hand stores!	locals and visitor's.
42	R	Looks like nothing has been done to	
		the buildings or streetscape for the	
		past 30 years. The owners of many	
		buildings have done nothing to re-	
		vitalize the community and their	
		commitment to own property in the	
		town. Owners of a vacant building	
		need to be held accountable and not	
		let their building go beyond repair.	
		They also need to have a clauses in	
		their agreement with the town to	
		ensure appropriate conditions be	
		kept with their buildings, including	
		the fire code with regular	
		inspections.	
43	R		Large cement pots along the main core to
			plant trees /flowers/plants which can be
			decorated for themed holidays. Canadian flag
			area with trees/garden/waterfall/benches for
			a photo shoot opportunity. Outdoor cafe.,
			outdoor music. More trees planted when
			driving in from the 401 with a welcome sign
			to Dutton. Gravel added or driveway
			improvements to the businesses when
			entering off the 401.

- B Business
- R Resident
- V Visitor
- S Stakeholder

# Schedule 'E' – Open House Comments



#### **Community Improvement Plan (CIP)**

#### Summary of Comments Received (Open House, Nov 29/23)

Туре	
В	Development of a municipal parking lot on the west side of the Currie Rd properties
В	Install Garbage bins next to all benches.
В	Clean all curbs and gutters regularly and before special events (ie parades)
В	Need more green space and planter boxes
В	We need gathering spaces, event areas, and community areas.
В	Residential areas in the downtown area are needed, with community space at the front of buildings.
В	Need a new law office.
B	A water tower mural is needed.
R	Motels and B&Bs needed.
R	Wine and coffee shops are needed
R	Outdoor patios would be nice to have
R	More murals
R	Sidewalks are needed to connect the downtown to the new development to the north
R	Public bathrooms needed
R	Too many 2 <sup>nd</sup> hand stores
R	There are accessibility issues
R	More flowers and gardens are needed
R	Recycle
R	Needs to be clean and attractive at all times
R	Like the 'old time-y feeling'
R	Black planter boxes would be better than green
R	Cages around the trees are old and in bad shape
R	Bike racks needed.
R	There needs to be a colour theme
R	A small business centre (free) is needed
В	BIA is needed
R	Taxi and food delivery services are needed
В	Need for an incubator site with meeting rooms
R	Preserve the history
R	More activities for kids (ie arcade, board games) on evenings and weekends
В	Keep brickwork
В	Better streetlights and building lights are needed. The ones we have now are upside-down. They need to be pointed upward.
В	Upgrade to upper parts of buildings

Туре	
В	New signage at the 401 is needed
В	Create a sense of community (feeling, health, safety)
В	Music should be playing in the downtown
В	A mural is needed at 174 Currie Rd
В	Mural is needed on the exterior wall of the medical building
В	Movie nights, and theme activities needed
В	'P' sign is needed to direct traffic to municipal parking areas
В	EV charging stations needed in the commercial area

- B Business
- R Resident
- V Visitor
- S Stakeholder

## Schedule 'F' – Action Plan

	CIP and DRP						
	Action (5 year plan)	2024	2025	2026	2027	2028 1	otal (\$)
<b>CIP Section</b>	PRIVATE SPACE						
7.2.1	Building Design, Façade, Signage, Lighting and Property Improvement Grant	7500	7500	7500	7500	7500	37,500
7.2.2	Building Improvements/Restoration Grant	2000	4000	4000	4000	4000	18,000
7.2.3	Building Conversion Grant	5000	10000	10000	10000	10000	45,000
7.2.4	Energy Efficiency Retrofit Grant	3000	6000	6000	6000	6000	27,000
7.2.5	Outdoor Private Art Grant	1500	1500	1500	1500	1500	7,500
7.2.6	Sidewalk Café Grant	2000	4000	4000	4000	4000	18,000
	TOTAL	21000	33000	33000	33000	33000	153,000
<b>DRP Section</b>	PUBLIC SPACE						
10.1.1	Street Furniture	500	500	500	500	500	2,500
10.1.2	Planters and Landscaping	200	200	200	200	200	1,000
10.1.3	Bcycle Parking	100	100	100	100	100	500
10.1.4	Refuse and Recycling	200	200	200	200	200	1,000
10.1.5	Street Lighting	0	0	0	5000	0	5,000
10.1.6	Gateways	0		10000	0	0	10,000
10.1.7	Water Tower	0	2000	0	0	0	2,000
10.1.8	Municipal Signage (parking direction)	200	0	0	0	0	200
10.1.9	Tourist Information	0	10000	0	0	0	10,000
10.1.10	Paving	1000	1000	1000	1000	1000	\$5,000
10.1.11	Public Outfoor Art	500	500	500	500	500	\$2,500
	TOTAL	2700	14500	12500	7500	2500	39,700
	OTHER						
10 2 1		0	0	0	0	40000	40.000
10.2.1	Public Parking Area	0	0	U	U	40000	40,000

Schedule 'G' – ECIP







# MUNICIPALITY OF DUTTON DUNWICH Elgincentives Community Improvement Plan





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September 2015 - Updated March 2019



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Wide Framework



# ntroduction to the CIP

#### Dutton Dunwich Elgincentives Community Improvement Plan September 2015 – Updated in March 2019

# 1.0 Introduction to the CIP

The following is an introduction to the Dutton Dunwich Elgincentives CIP. This CIP is part of a larger framework for community improvement that is being implemented by local municipalities across Elgin County.

## 1.1 Purpose

The Municipality of Dutton Dunwich has adopted this Community Improvement Plan (CIP) as a component of a progressive and strategic County-wide framework for community improvement planning that is to be administered and funded in partnership with Elgin County. The County-wide Vision and Implementation Document can be found online at www.Elgincentives.ca. Since Elgin County is an Upper-tier Municipality with a coordinating role over its seven distinctive and unique lowertier municipalities, the intent of a County-wide framework for community improvement is to advance local economic goals and priorities in key areas of economic activity, where the local municipalities and the County have determined the need is the greatest, and where there will be significant County-wide benefits. As discussed further in Section 2.0 of this CIP, this includes the following key areas (where they occur in each local Municipality):

- a) Downtowns/main street areas;
- b) The agricultural areas;
- c) The ports/lakeshore areas;
- d) Other key tourist and outdoor recreational areas; and,
- e) Employment Areas

To assist in supporting economic growth in these key areas, each of the seven CIPs, which make up the County-wide framework, contain a set of financial incentive programs that may be implemented during the life of this CIP. The Municipality of Dutton Dunwich will work with the County (as described in Section 6.0 of this CIP) to determine which programs will be put into effect annually based on local priorities. Elgin County will participate in the financial incentive program in accordance with the Planning Act and Section F6.2 of the Elgin Official Plan.





## 1.2 What is a Community Improvement Plan?

A CIP is a municipal planning tool established by the Ontario Planning Act. Many municipalities across Ontario have prepared CIPs in order to achieve important community goals, such as:

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

Simply put, a CIP is a planning document that sets out tools and strategies for improving the built, economic, and social environment in designated areas of a municipality.

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 the municipality to assist financially with improvements to private properties. Therefore, this CIP identifies a set of twelve financial incentive programs that may be available to owners and tenants of lands and buildings within the Municipality of Dutton Dunwich.

#### 1.3 Authority

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

- 1. Types of projects/activities/works that are considered 'community improvement', which can include the development, redevelopment, rehabilitation, or other improvements to residential, commercial, industrial, and public buildings, structures, or facilities.
- 2. A community improvement planning process whereby a municipality must first identify and adopt by by-law a designated 'community improvement project area', after which a 'community improvement plan' may be prepared and adopted by a municipal Council. However, this may only be done where there are community improvement policies in the municipality's Official Plan (which is the case in the Municipality of Dutton Dunwich, as discussed in Section 2.0 of this CIP).
- 3. Tools that can be implemented once a 'community improvement plan' is adopted by a municipal Council, which include grants or loans to owners and tenants (with consent of the owner) of land and buildings within the community improvement project area.
- 4. **Eligible costs** for which a municipality can provide such grants or loans, which may include costs related





to development, redevelopment or construction/ reconstruction projects *for rehabilitation purposes* or for the provision of energy efficient improvements.

In addition to the above, the Planning Act states that upper-tier municipalities in Ontario (including Elgin County) have the ability to participate in (i.e., contribute financially) CIP programs adopted by local municipalities. This is permitted only where there are Official Plan policies in place relating to the making of grants or loans. As discussed in Section 2.2 of this CIP, since there are such policies in place in the upper-tier Official Plan, Elgin County may participate in the programs established by this CIP.

#### 1.1 Contents

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The contents of this CIP are as follows:

- A brief overview of the background and basis for this CIP is provided in Section 2.0;
- Goals and Objectives for County-wide Community Improvement are provided in Section 3.0;
- The Community Improvement Project Area is identified in Section 4.0 (with maps provided as schedules to this CIP);
- Information about financial incentive programs (or 'Elgincentives') is provided in Section 5.0;
- Administrative details about how this CIP will be implemented, marketed, and monitored are set out in Sections 6.0, 7.0, and 8.0; and

 A Glossary is intended to assist in the interpretation of this CIP.





# Basis for the CIP



# 2.0 Basis for the CIP

The Dutton Dunwich Elgincentives CIP has been prepared based on a number of County and local Municipal planning documents and information sources, as summarized in this Section.

#### 2.1 County-wide Economic Development Goals/Priorities

As stated in the introduction to this CIP, the intent of a Countywide framework for community improvement is to implement Planning Act tools consistently in each of Elgin's seven local municipalities as a part of a coordinated strategy to advance local economic goals and priorities. Prior to the development of this CIP, a review of the County's Economic Development Strategy and Official Plan was completed to identify key goals and priorities that can be supported in order to provide an overall public benefit to the Municipality of Dutton Dunwich and Elgin County as a whole. The following is a summary of the findings.

#### Elgin County Economic Development Strategy

In 2011, the County implemented an Economic Development Strategy (EDS), with the primary objective being to foster or create an environment that supports the growth of the economy and prosperity for local residents. The EDS emphasizes the importance of the creative rural economy in order to create an enabling environment for the following key areas:

- Agriculture;
- Tourism;
- Downtowns/Mainstreets; and
- Employment lands and the manufacturing sector.

In reviewing the goals of the County's Economic Development Strategy, it has been determined that this CIP has the potential to:

- Assist businesses and property owners with repair, rehabilitation, and development, redevelopment projects, in order to help enhance civic pride and ownership throughout the County.
- Promote secondary uses on agricultural land, which are now permitted through the County's Official Plan.
- Support enterprise development through the use of financial incentive programs.





- Send a clear message to the business and development community on behalf of the Municipality of Dutton Dunwich and Elgin County that there is a commitment by both levels of government to stimulating economic growth and attracting/retaining businesses.
- Create positive stories about revitalization and business development within the community.

#### **Elgin County Official Plan**

The 2012 County Official Plan has a clearly articulated set of long-term goals for Elgin, which emphasize the importance of agriculture, downtown areas, and the 'ports'. For example, the following Official Plan goals are set out for Elgin's economic prosperity, which will be supported by this CIP:

- To reinforce the function of the downtown areas in settlement areas as cultural, administrative, entertainment, retail and social focal points of the community.
- To support the role of the 'ports' in the County as the primary locations for tourism and related economic activity.
- To provide opportunities for a wide range of appropriately scaled agriculture-related and secondary uses in the Agricultural Area.
- To support the growth of new industry sectors, and the transition of existing industry sectors, toward practices, products and services that increase environmental performance, human health and social responsibility.

In addition, the County's Official Plan establishes policies that will support the goals, actions and strategies of the Economic Development Strategy. For example, the Official Plan states that it is a policy of the County to:

- Support the full utilization of the existing employment lands in the County for a range of employment uses.
- Support the efforts of existing Business Improvement Areas and Chambers of Commerce to promote retail and façade improvements of buildings.
- Support the creation of interesting and accessible public places to generate activity and vitality and attract people and business to Elgin County communities.
- Promote the growth of tourism throughout the County with particular emphasis in areas where there is an existing tourism base including the ports/waterfront areas, downtown/main street areas, recreational areas and agricultural/rural areas.
- Enhance the profile of the County, its communities, ports and tourism attractions and destinations.
- Maintain agriculture as the principal economic activity in the rural areas of the County.
- Support opportunities for farmers to protect, diversify and expand their operations.

This CIP is in support of these County-wide policies, where they apply in the Municipality of Dutton Dunwich.





#### 2.2 County-Wide Policies for Community Improvement

Section F6 of Elgin County's 2012 Official Plan sets out policies related to community improvement planning by an upper-tier municipality, as required by the Planning Act. Section F6.1 provides a number of objectives for community improvement in the County, which are broad and address a wide range of needs and opportunities.

Specifically, the following objectives from the County's Official Plan will be supported by this CIP, which is intended to diversify the economic base and improve the built environment of Dutton Dunwich, with a focus on agricultural areas, downtown areas, and the 'ports':

- Foster development, reuse, and/or maintenance of existing brownfield sites and/or current industrial sites;
- Enhance retail and downtown commercial areas within the municipalities;
- Promote energy efficiency and sound environmental design;
- Foster economic growth within designated areas;
- Enhance the visual characteristics of neighbourhoods; and,
- Encourage local participation in funding programs.

It is also important to note that there are policies in the County's Official Plan dealing with upper-tier participation in a lower-tier CIP. As mentioned earlier, the Planning Act states that an upper-tier municipality may participate in the financial incentive programs contained in a lower-tier CIP, or make grants to the lower-tier related to the implementation of these programs, provided the appropriate policies are included in the Upper-tier Official Plan. Accordingly, Section F6.2 of the County's Official Plan states:

County Council may make grants or loans to the council of a lower tier municipality for the purpose of carrying out a community improvement plan that has come into effect, on such terms as to security and otherwise as the council considers appropriate.

On the basis of the above, Elgin County may participate in the financial incentive programs contained in this CIP.

#### 2.3 Dutton Dunwich Policies for Community Improvement

#### **Enabling Official Plan Policies**

As required by the Planning Act, Section 6.0 of the Municipality of Dutton Dunwich's Official Plan contains provisions for the development of a CIP, and the designation, by bylaw, of specific Community Improvement Project Areas. Specifically, the policies set out community improvement goals, objectives and implementation policies. The following is a discussion of the key policies that generally address local economic



2 - 3

Section

development and beautification and are therefore in support of this CIP:

#### Community Improvement Goals and Objectives:

- Section 6.1.1 of the Dutton Dunwich Official Plan identifies a range of broad objectives for community improvement, including the following, which are supported by this CIP:
- To improve deteriorating or otherwise substandard onsite services (e.g. water supply, sanitary waste disposal), municipal services, public utilities and social and recreation facilities;
- To encourage the rehabilitation and maintenance of substandard housing, commercial properties and brownfield sites;
- To encourage the demolition or removal of buildings and structures in a derelict or unsafe condition where rehabilitation is neither economically feasible nor practical;
- To eliminate or at least effectively reduce land use conflicts and incompatibilities;
- To enhance the physical appearance and character of the built environment and to encourage the conservation and renewal of cultural heritage resources; and

• To encourage the efficient use of vacant or underutilized parcels of land.

#### Policies for selecting Community Improvement Areas

- Section 6.1.2 of the Official Plan contains criteria for selecting community improvement areas in the Municipality of Dutton Dunwich. The following relevant criteria is supportive of this CIP:
  - Existence of a significant number of residential and commercial properties, or brownfield sites, which are in need of demolition, rehabilitation or maintenance;
  - Unattractive or unappealing visual character and image; and
  - For any other environmental, social, or community economic development reasons, in conformity with the policies of the County of Elgin Official Plan and this Plan.

On the basis of the policies and criteria identified above, and as discussed in Section 4.0 of this CIP, the entire Municipality of Dutton/Dunwich has been designated a Community Improvement Project Area for the purpose of the Dutton Dunwich Elgincentives Community Improvement Plan. The intent in doing so is to apply community improvement tools in all of the key areas of economic activity.

**Other Relevant Official Plan Policies** 





In addition to the community improvement policies discussed above, there are a number of general goals, objectives and policies in the Municipality of Dutton Dunwich Official Plan, which broadly aim to foster economic growth and revitalization in the downtown/main street areas, agricultural area and other key tourist and outdoor recreational areas, and are therefore in support of and consistent with the goals and objectives of this CIP. These are summarized below:

Section 1.2 of the Official Plan establishes the purpose of the Municipality of Dutton Dunwich's Official Plan. The following policies are in support of this CIP:

- The following agricultural goals are identified in Section 2.1:
  - b) To provide adequate safeguards and flexibility in the future development of the Municipality to enable farmers to adjust to changing market conditions;
  - j) To conserve, preserve and enhance the rural character of the Municipality as a cultural resource.
- The following policy is identified in Section 2.4.4 with respect to the Central Business District:
  - The Municipality, to the extent of its financial abilities and in co-operation and consultation with merchants and affected property owners, will seek to strengthen and enhance the 'Central Business District.'

- The following goal is identified in Section 2.5 with respect to the Municipality's Hamlets:
  - Maintain the hamlets as rural service centres capable of accommodating additional development thereby alleviating development pressures on the agricultural areas.
- The following goals are identified in Section 2.10 with respect to the Municipality's Lakeshore Recreation area:
  - a) To recognize the natural features and outdoor recreation resource potential of certain lands in the proximity of the Lake Erie Shoreline;
  - b) To recognize the public interest in gaining access to the Lake Erie shoreline for recreational purposes without at the same time infringing on legitimate private property rights.

#### 2.4 Community Improvement Background and Options Memo

A full discussion of the findings of the background work undertaken in support of the development of this CIP (i.e., the review of County economic development priorities/policies, a local policy review, and consultation events) was documented in a '*Community Improvement Background and Options Memo*' dated December 2014 (and revised in January 2015), which was circulated to each of the seven local municipalities for review and comment. This memo is an important basis for the





Dutton Dunwich Elgincentives CIP and can be reviewed for additional background information. This CIP has been updated in 2018 to incorporate employment lands and uses, and an updated *Recommendations Memo* was circulated to each of the seven local municipalities for review and comment in June, 2018. These memos can be obtained from <u>www.elgincentives.ca</u> or by contacting Elgin Economic Development staff.







# Goals and Objectives



# 3.0 Goals and Objectives

This Section introduces the goals and objectives of the Dutton Dunwich Elgincentives CIP and articulates the intended outcomes of the community improvement programs.

A series of goals have been developed based on the findings of the background work and consultation activities described in Section 2.0 of this Plan. The goals are established for the purpose of articulating how the Elgincentives CIP is intended to provide an overall public benefit to the Municipality of Dutton Dunwich. The goals represent the overall intended result of this Plan. Objectives have also been identified, which represent the tangible actions and outcomes that the Municipality of Dutton Dunwich, in co-operation with Elgin County, aim to achieve through the implementation of this Plan.

Importantly, as set out in Section 5.2, in order to be eligible for any of the financial incentives programs offered through this CIP, a proposed project must contribute to the goals and objectives set out below.

For each of the goals and objectives, a set of targets has also been established for the purpose of monitoring the effectiveness of this CIP. The targets are presented as part of a monitoring strategy in Section 8.0 of this Plan.

#### 3.2 Goals

The goals of the Elgincentives CIP are shown in Figure 1 below, which also demonstrates how each of the goals will support and reinforce each other.





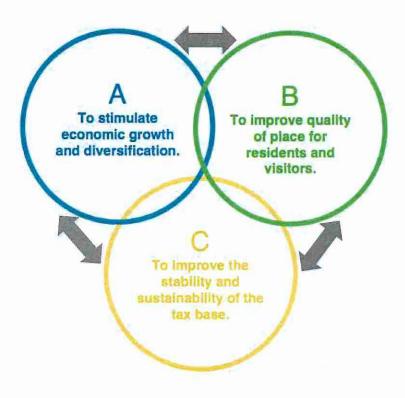


Figure 1: Goals of the Elgincentives CIP

#### 3.3 Objectives

For each of the goals shown in Figure 1, a number of specific and measurable objectives have also been identified, as shown in the tables below.

the second	Goal	The second	Objectives
A	To stimulate economic growth and diversification.	1.	To encourage the expansion of the agribusiness sector through new and expanded value- added/agricultural related enterprises.
		2.	To encourage the expansion of business activity for existing commercial businesses in the downtown areas/mainstreets of settlement areas.
		3.	
		4.	To increase the number of business start-ups.
		5.	To increase tourism.
		6.	To increase the number of tourist accommodation establishments.
		7.	To increase the number of creative economy businesses.
		8.	





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Goal	Objectives	Goal	Objectives
B To improve the quality of place for residents and visitors.	<ol> <li>To improve the appearance of major entry points and tourism corridors.</li> <li>To improve the appearance and utilization of the lakeshore.</li> <li>To improve the appearance of the Municipality of Dutton Dunwich and foster civic pride through improvements to private properties.</li> </ol>	C To improve the stability and sustainability of the tax base.	<ol> <li>To reduce the number of vacant commercial building spaces in the downtown areas/mainstreets of settlement areas.</li> <li>To reduce the number of vacant industrial/employment building spaced throughout the Municipality.</li> <li>To encourage the infill and development, redevelopment of vacant employment lands throughout the Municipality.</li> </ol>

Elgincentives

Section



# Community Improvement Project Area

# 4.0 Community Improvement Project Area

In accordance with the Planning Act, the following Section identifies the Community Improvement Project Area that has been designated for the purpose of this Plan.

#### 4.1 Community Improvement Project Area

In order to achieve the broad, economic development-focused goals and objectives of this CIP, all lands located within the Municipal boundary of Dutton Dunwich are included within the Community Improvement Project Area (CIPA). These lands have been designated (by by-law) as such by Council, and are shown on Schedule A of this CIP. To demonstrate how this CIP will work with other local Elgincentives CIPs adopted throughout Elgin County, a map showing the overall County-wide Framework is also provided as Appendix 1. However, since this CIP applies to the geographic boundaries of the Municipality of Dutton Dunwich only, the map of the County-wide framework is provided as context and does not constitute a part of this CIP.

Financial Incentive Programs may be available to registered owners, assessed owners, and tenants (with consent of the owner) of lands and buildings located within the CIPA, subject to a number of eligibility criteria, as described in Section 5.0 of this CIP.

In addition, the type of improvement projects that may be funded by incentive programs is subject to the Community Improvement 'Sub-Area' in which lands/buildings are located. These 'Sub-Areas'' are introduced in Section 4.2.

#### 4.2 'Sub-Areas'

Prior to the development of the County-wide framework for community improvement, it was determined that there are a number of key areas of local economic activity in Elgin County as a whole where the need for improvement is the greatest and where investment will result in significant economic development benefits. The local Council of Dutton Dunwich has supported the identification of these areas, which include:

a) Downtowns/main street areas;





- b) The agricultural areas;
- c) The lakeshore areas; and,
- d) Other key tourist and private outdoor recreational areas; and,
- e) Employment areas.

Therefore, in addition to designating the entire Municipality as a CIPA, the following 'Sub-Areas' have also been identified throughout the County, which are shown on Schedule A of this CIP:

- 1. **The Settlements Sub-Area** (which includes the downtowns/main street areas of Dutton Dunwich as identified in the local Official Plan); and
- 2. **The Agricultural Sub-Area** (which generally include lands that are designated Agriculture by the County Official Plan).
- 3. **The Employment Lands Sub-Area** (which generally includes lands designated as Industrial, or Employment within the Municipal Official Plan).

Collectively, these three "Sub-Areas' make up the entire geographic area of the Municipality of Dutton Dunwich, which is why the Municipality as a whole has been designated as a CIPA. However, the 'Sub-Areas' are important to the overall implementation of this CIP since it is recognized that there are different types of properties and uses in each of the areas of economic activity that should be eligible for incentive programs. Therefore, Section 5.2 provides a description of the types of properties and uses within each of the 'Sub-Areas' and indicates whether or not they are eligible for the incentive programs contained in this CIP.

#### 4.3 'Priority Areas'

In addition to designating a CIPA and 'Sub-Areas', it has also been determined that there are certain key areas within Dutton Dunwich (and other parts of the County) where local investment will have the greatest economic benefit/impact. Therefore, these areas have been identified as 'Priority Areas' recognizing that they should be prioritized with respect to improvement projects and the provision of financial incentives. 'Priority Areas' in the Dutton Dunwich include the following:

- 1. **Tourism Corridors** (which include corridors as identified on Schedule B of the County's Official Plan, in addition to other locally identified corridors); and
- The Lakeshore Area (which is identified by Section 2.10 of the Dutton Dunwich Official Plan as a desired location for outdoor recreation uses, and as well as other tourism related uses, which are attracted by the scenic character and recreational opportunities of the area).

As discussed in Section 5.0 of this CIP, for some of the incentive programs in this CIP, the value of financial incentives will be greater for registered owners, assessed owners, and tenants (with consent of the owner) of lands and buildings that are located in 'Priority Areas'.









# 5.0 Financial Incentive Programs

A set of financial incentive programs is introduced in this Section, which may be available to eligible owners/tenants in the CIPA. The programs are intended to stimulate private sector investment in land and buildings.

#### 5.1 The Programs

The Municipality of Dutton Dunwich may provide funding for, and Elgin County may participate in, any of the following incentive programs during the term of this CIP, subject to the availability of Municipal and County resources:

- 1. A Tax Increment Equivalent Grant for Major Projects and Brownfield Redevelopment Projects;
- 2. A Façade, Signage, and Property Improvement Grant;
- 3. A Building Improvement/Restoration Grant;
- 4. A Building Conversion/Expansion Grant;
- 5. An Energy Efficiency Retrofit Grant;
- 6. An Outdoor Art Grant;
- 7. A Feasibility, Design, and Study Grant;
- 8. An Application and Permit Fees Grant;
- 9. A Multiple Property Owners Supplemental Grant;
- 10. A Savour Elgin/Elgin Arts Trail Supplemental Grant;
- 11. The Environmental Study Grant; and
- 12. Brownfield Tax Assistance Program.

Section 5.2 of this CIP identifies a set of criteria that must be met in order to be eligible for any of these programs. Detailed information about how each of the incentive programs works is provided in Section 5.3 to 5.14.

#### 5.2 Eligibility

#### **General Eligibility Criteria**

In order to be eligible for any of the financial incentive programs that may be offered under this CIP, the following general eligibility criteria must be met:





- 1. The lands and buildings subject to an application must be located in the CIPA designated by by-law for the purpose of this CIP.
- 2. The type of property or use subject to an application must be identified as eligible within the applicable 'Sub-Area', (as identified on the table on the following page).
- 3. 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.
- 4. All projects must contribute to achieving one or more community improvement goals (as identified Section 3.0 of this CIP).
- 5. Unless otherwise specified, registered owners, assessed owners, and tenants (with consent of the owner) of private land or buildings may be eligible for financial incentives.
- 6. The total value of all grants provided to an owner/tenant shall not exceed the total value of eligible costs for a project.
- 7. A property is eligible for the Tax Increment Equivalent Grant for Major Projects once during the term of this CIP.
- 8. For all other incentive programs, a property may be eligible for multiple grants and may submit multiple applications during the term of this CIP; however, the total combined value of grants approved in any given year shall not exceed \$15,000 per property or the total value of eligible costs, whichever is less.

- 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.
- 10. The property owner must have no outstanding property tax arrears, or any other outstanding Municipal/County accounts receivable on the subject property at the time of application.
- 11. 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 as a result. Applicants who receive funding for projects via the Dutton Dunwich Elgincentives CIP may not be eligible for funding for the same project under any other CIP that has been adopted by Municipal Council.
- 12. The proposed works will conform with all Municipal policies, standards, and procedures, including the Official Plan, Zoning By-law, Design Guidelines (if applicable) and heritage matters, in addition to being subject to a review and the issuance of necessary planning and development approvals and building permits pursuant to the Ontario Building Code.

In addition to these general eligibility criteria, a set of programspecific eligibility criteria must also be met, which are outlined in the description of financial incentives (Sections 5.3 to 5.14 of





this CIP). A summary table that provides an overview of the details for each of the financial incentive programs is also provided in Section 5.15.

#### **Eligible Properties and Uses**

As noted, not all properties and uses located in the 'Sub-Areas' will be eligible for financial incentive programs offered in this

CIP. The table below generally describes the types of privately- owned properties and uses within each of the 'Sub-Areas' that are the focus of this CIP and therefore eligible for incentive programs.

Sub-Area	Eligible Properties	Eligible Uses
Settlements	• Properties designated Commercial by the Municipality of Dutton Dunwich Official Plan, which are located within or in proximity to an established downtown or mainstreet area.	<ul> <li>Commercial and mixed-uses.</li> <li>Higher density residential uses (desired intensification projects where approved through the local Municipal Official Plan) may be eligible for TIEG, and Brownfield Programs (see project specific eligibility).</li> </ul>
Sub-Area	• Properties designated by the Municipality of Dutton Dunwich Official Plan to permit tourism and tourist designation-oriented uses and private recreational uses.	<ul> <li>Tourism and tourist destination-oriented uses and private recreation uses.</li> <li>Employment land uses.</li> </ul>
the start liter	Known or perceived brownfield sites.	
Agricultural Sub-Area	<ul> <li>Properties designated Agricultural Area by the County Official Plan.</li> </ul>	<ul> <li>Secondary and agriculture-related uses related to existing farm operations.</li> </ul>
		<ul> <li>Tourism and tourist destination-oriented uses and private recreation uses (where permitted by the local Official Plan).</li> </ul>
Employment Lands	• Properties designated Industrial by the Municipality of Dutton Dunwich Official Plan.	<ul> <li>Industrial and employment uses (where permitted by the Official Plan).</li> </ul>
Sub-Area	Known or perceived brownfield sites.	





#### 5.3 Tax Increment Equivalent Grant for Major Projects and Brownfield Development

#### **Purpose and Anticipated Benefits**

The Tax Increment Equivalent Grant for Major Projects is intended to stimulate investment by effectively deferring part of the increase in property taxation as a result of the major development, redevelopment, reconstruction, or rehabilitation of lands or buildings. Grants that are equivalent to a percentage of the resulting **Municipal and/or County portion** of the property tax increment are provided to a property owner following the reassessment of the property. This incentive program applies to larger-scale redevelopment projects, including Brownfield developments. Please be sure to speak with Economic Development staff at Elgin County to discuss project eligibility.

#### Value of Grant

Applicants should refer to the definition for Tax Increment provided in the Glossary of this CIP, or contact Economic Development staff at Elgin County, in order to further understand how grant values will be calculated.

Where a proposed project satisfies the eligibility requirements, a Tax Increment Equivalent Grant for Major Projects may be provided on approved applications as follows:

- Following reassessment, a grant that is equivalent to 100% of the Municipal and/or County portion of the tax increment will be provided to a property owner. Grants will be provided for a period of 5 years. Following year one, and for each year thereafter, the value of the grant will decrease as follows:
  - In year two, the grant will be equivalent to 90% of the Municipal and/or County portion of the tax increase;
  - In year three, the grant will be equivalent to 80% of the Municipal and/or County portion of the tax increase;
  - In year four, the grant will be equivalent to 70% of the Municipal and/or County portion of the tax increment; and
  - In year five, the grant will be equivalent to 60% of the Municipal and/or County portion of the tax increase.
- The maximum value of an annual grant will increase where the property is located within a 'Priority Area' (as discussed in Section 4.3 of this CIP), or for an identified Brownfield site. In this case, a grant that is to equivalent to 100% of the Municipal and/or County portion of the tax increase will be provided to a property owner for a period of five years.
- At the County's sole discretion, where a property is not located within a 'Priority Area', annual rebates of up to 100% of the County's portion of the property tax increase may be negotiated between the applicant and the County where:

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- it is demonstrated that the incentive is integral to the financial success of the initiative, or
- the development incorporates exemplary design standards.
- Upon reassessment of the property by MPAC following the completion of the project, should the total value of the grant be significantly less than the estimated value, the applicant may then have the opportunity to withdraw their application for the Tax Increment Equivalent Grant for Major Projects, and apply for one or more of the additional programs offered through this Plan – which may result in a more significant grant value.
- In no case will the value of the grant exceed the eligible costs.

#### Program-specific Eligibility Criteria

To be eligible for the Tax Increment Equivalent Grant for Major Projects, the following criteria must be met (in addition to the general eligibility criteria set out in Section 5.2 of this CIP):

- a) The applicant must be a registered owner/assessed owner of private property located within a 'Sub-Area'. Tenants are not eligible for this program.
- b) Properties and uses must be eligible in accordance with the Table on page 5-3 of this CIP. Mixed use projects are encouraged; multi-use residential, where it represents a desired intensification project, and is approved through the local Official Plan, may be eligible for the TIEG program.

- c) The proposed project must be 'major', meaning that only those projects that are anticipated to generate a tax increment as a result of property reassessment will be eligible to apply.
- d) A property is eligible for the Tax Increment Equivalent Grant for Major Projects once during the term of this CIP.
- e) The property owner is responsible for the entire cost of the major project.

#### **Eligible Projects and Costs**

The Tax Increment Equivalent Grant for Major Projects may be provided for the following types of major projects on eligible properties:

- a) The development, redevelopment of a property for the purpose of a new eligible uses;
- b) The restoration or improvement of an existing building to accommodate an eligible use;
- c) The conversion of an existing building to accommodate an eligible use;
- d) The expansion of a building that results in an increase to the gross floor area of an eligible use;
- e) Infrastructure work including the improvement or reconstruction of existing on-site public infrastructure (water services, sanitary and storm sewer); and
- f) The services of a professional engineer, architect or planner to design and implement the project.

 g) Any remaining costs associated with Brownfield remediation and development, redevelopment that were not provided through the Brownfield Tax Assistance Program (see Section 5.14)

Other types of projects may also be considered eligible, at the discretion of Council.

#### Payment

The total value of grants shall not exceed the total eligible costs of an approved project as invested by the applicant, or shall not be paid to the applicant for a period more than five years, whichever is the lesser amount.

Grants may require a financial pro-forma (at the expense of the applicant), an independent third party financial review (at the expense of the applicant), and a signed agreement (specifying terms, conditions, performance expectation and duration of the grant).

If a participating property is sold, in whole or in part, before the grant period elapses, the applicant and/or the subsequent landowner is not entitled to outstanding grant payments (on either the portion sold or retained by the applicant.). The Municipality may, entirely at its own discretion, enter into a new agreement with any subsequent owners of the property to receive outstanding grant payments under this program.

Applicants receiving the Tax Increment Equivalent Grant for Major Projects will not be eligible for any additional incentive programs offered through this Plan in any given year during the term of the CIP. The Tax Increment Equivalent Grant for Major Projects may not be combined with any other financial incentive programs offered by this CIP.

#### Examples of Projects that may be eligible for the Tax Increment Equivalent Grant for Major Projects:

- Development of a new 2 storey mixed-use building on a commercial property in a downtown area.
- Major conversion of the upper floor of an existing commercial building to new residential units.
- Major redevelopment of an existing commercial property in a Settlement Area for a commercial use.
- Major conversion of an existing agricultural building to accommodate a bed and breakfast establishment with up to 6 rooms.
- Major expansion of an existing manufacturing operation.

#### 5.4 Façade, Signage, and Property Improvement Grant

#### **Purpose and Anticipated Benefits**

The Façade, Signage, and Property Improvement Grant may be available to eligible property owners and tenants (with consent of the owner) to assist with the financing of improvements to a building's façade or signage, or to assist with other eligible improvements to private property (i.e., parking, landscaping, screening, etc.), which may otherwise be considered cost prohibitive.

#### Value of Grant

Where a proposed project satisfies the eligibility requirements, a Façade, Signage, and Property Improvement Grant may be provided on approved applications as follows:

- For a Façade Improvement project, a grant may cover 50% of the eligible cost of the façade improvement to a maximum of \$5,000 (or the total value of eligible costs related to the project, whichever is less).
  - The maximum value of the grant may increase to \$7,500 (or the total value of eligible costs related to the project, whichever is less) if the building has more than one street address and/or storefront, or if the building has more than one wall that is visible from a public street, or fronts onto a laneway or parking lot.

- The maximum value of the grant may increase to \$10,000 (or the total value of eligible costs related to the project, whichever is less) where the property is located within a 'Priority Area' (as discussed in Section 4.3 of this CIP).
- For a Signage Improvement project, a grant may cover 50% of the eligible cost of the signage improvement to a maximum of \$2,500 (or the total value of eligible costs related to the project, whichever is less).
  - The maximum value of the grant may increase to \$5,000 (or the total value of eligible costs related to the project, whichever is less) if the building has more than one street address and/or storefront, or if the building has more than one wall that is visible from a public street, or fronts onto a laneway or parking lot.
  - The maximum value of the grant may increase to \$7,500 (or the total value of eligible costs related to the project, whichever is less) where the property is located within a 'Priority Area' (as discussed in Section 4.3 of this CIP).
- For a Property Improvement project, a grant may cover 50% of the eligible cost of the property improvement to a maximum of \$2,500 (or the total value of eligible costs related to the project, whichever is less).
  - The maximum value of the grant may increase to \$5,000 (or the total value of eligible costs related to the project, whichever is less) where the property is

located within a 'Priority Area' (as discussed in Section 4.3 of this CIP).

 For an application that involves a combination of one or more of the above improvement projects, applicants will be eligible to apply for multiple Façade, Signage, and Property Improvement Grants

#### **Eligibility Criteria**

To be eligible, the general eligibility criteria set out in Section 5.2 of this CIP apply. Properties and uses must be eligible in accordance with the table on page 5-3 of this CIP.

#### **Eligible Projects and Costs**

The Façade, Signage, and Property Improvement Grant may be provided for the following costs related to projects on eligible properties and uses:

- For a Façade Improvement project, 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 lot, improvements to these walls may also be eligible. Eligible costs include the following:
  - Restoration or replacement of exterior building treatments, such as brickwork/cladding/siding;
  - b) Restoration or replacement of cornices, eaves, and parapets;

- c) Restoration or replacement of windows, doors and awnings;
- d) Restoration or replacement of exterior lighting;
- e) Exterior painting;
- f) Chemical or other façade cleaning;
- g) Redesign of storefront or entrance modifications, including provisions to improve accessibility for the disabled; and
- h) Such other similar improvements and repairs that may be necessary to improve the appearance of a building façade exterior.
- For a signage Improvement project, improvements to the main storefront sign of buildings are eligible. Where a side and/or rear wall sign is visible from a public street or public space, or fronts onto a laneway or parking lot, improvements to these signs may also be eligible.
- For a **Property Improvement** project, improvements to the front yard of properties are eligible.
  - a) Addition of landscaping features (plants/green space, including sod, trees, vegetation, etc.);
  - b) Addition of permanent landscaping elements such as fencing, benches, planters, and lighting;
  - c) Addition of new parking/existing parking area upgrades for cars, motorcycles, and bicycles;

- Improvements to rear building entrances and rear parking areas;
- e) Addition of walkways; and
- f) Such other similar improvements and repairs that may be necessary to improve the aesthetics of a property, or otherwise improve the compatibility of the building with neighboring land uses (i.e. screening).
- For all types of improvement projects, the services of a professional engineer, architect or planner to design and implement the project will also be considered eligible costs.

#### Payment

The grant will be provided upon successful completion of the approved project.

Subject to the availability of resources, the County of Elgin may provide a grant to the Municipality of Dutton Dunwich for up to 100% of the cost of implementing the financial incentives identified by this CIP for this program.

Applicants receiving the Façade, Signage, and Property Improvement Grant may be eligible for additional incentive programs offered through this Plan (with the exception of the Tax Increment Equivalent Grant for Major Projects); however, the total combined value of grants in any given year shall not exceed \$15,000 per property or the total value of eligible costs related to the project, whichever is less.

#### Examples of Projects that may be eligible for the Façade, Signage, and Property Improvement Grant:

- Removal of cladding/restoration of original brick and stone on a building in the downtown area.
- Installation of new signage on a Marina in the Lakeshore Recreation area.
- Improvements to the parking area of an estate winery, including the addition of bicycle and motorcycle parking.
- Replacement of windows, doors and awnings on a café and bakery located on the mainstreet of a Settlement Area.
- Installation of improved landscaping areas to screen the loading docks of a manufacturing operation from neighboring residences.

#### 5.5 Building Improvement/ Restoration Grant

#### **Purpose and Anticipated Benefits**

The Building Improvement/Restoration Grant may be available to eligible property owners and tenants (with consent of the owner) to assist with maintenance and physical improvement of existing buildings that may otherwise be considered cost prohibitive. Projects may be undertaken in order to meet the current Building Code, improve aesthetic quality, and to provide for safe and usable eligible uses. This grant is not intended to assist with lifecycle replacements, but should result in an overall benefit over existing conditions.

#### Value of Grant

Where a proposed project satisfies the eligibility requirements, a Building Improvement/Restoration Grant may be provided on approved applications that covers 50% of the eligible cost of the improvements to a maximum of \$8,000, or the total value of eligible costs related to the project, whichever is less.

The maximum value of the grant may increase to \$10,000, or the total value of eligible costs related to the project, whichever is less. where the property is located within a 'Priority Area' (as discussed in Section 4.3 of this CIP).

#### **Eligibility Criteria**

To be eligible, the general eligibility criteria set out in Section 5.2 of this CIP apply. Properties and uses must be eligible in accordance with the table on page 5-3 of this CIP.

#### **Eligible Projects and Costs**

The Building Improvement/Restoration Grant may be provided for the following costs related to projects on eligible properties and uses:

- a) Structural repairs to walls, ceilings, floors, and foundations;
- b) Interior restoration and design;
- c) Repair/replacement/installation of building infrastructure, such as roofing, windows, and doors;
- d) Repair/replacement/installation of plumbing, electrical, HVAC, and fire protection systems;
- e) Weatherproofing;
- f) Improvements to accessibility for people with disabilities;
- g) Any other improvements that may bring a building up to code, or address health, safety, or risk management issues; and
- h) The services of a professional engineer, architect or planner to design and implement the project.

#### Payment

The grant will be provided upon successful completion of the approved project.

Subject to the availability of resources, the County of Elgin may provide a grant to the Municipality of Dutton Dunwich for up to 100% of the cost of implementing the financial incentives identified by this CIP for this program.

Applicants receiving the Building Improvement/Restoration Grant may be eligible for additional incentive programs offered through this Plan (with the exception of the Tax Increment Equivalent Grant for Major Projects); however, the total combined value of grants in any given year shall not exceed \$15,000 per property, or the total value of eligible costs related to the project, whichever is less.

#### Examples of Projects that may be eligible for the Building Improvement/Maintenance Grant:

- Entrance modifications to a downtown restaurant to provide barrier-free accessibility.
- Interior restoration and design of 2 upper-floor rental housing units that were previously unoccupied on a Settlement Area mainstreet.
- Structural repairs and improvements to an agricultural outbuilding that is currently being used commercially to sell cheese that was processed on-site.
- Installation of improved HVAC system within a window manufacturing operation that will improve working conditions and productivity.

# 5.6 Building Conversion/Expansion Grant

#### **Purpose and Anticipated Benefits**

The Building Conversion/Expansion Grant may be available to eligible property owners and tenants (with consent of the owner) to assist in the small-scale conversion of existing vacant space into new commercial, mixed-use, industrial, and other eligible uses. Additionally, this program will assist with the expansion of existing eligible uses to support growing businesses thereby increasing non-residential assessments.

#### Value of Grant

Where a proposed project satisfies the eligibility requirements, a Building Conversion/Expansion Grant may be provided on approved applications that on the basis of \$15 per square foot of converted or expanded floor space, to a maximum of \$8,000, or the total value of eligible costs related to the project, whichever is less.

The maximum value of the grant may increase to \$10,000, (or the total value of eligible costs related to the project, whichever is less) where the property is located within a 'Priority Area' (as discussed in Section 4.3 of this CIP).

#### **Eligibility Criteria**

To be eligible, the general eligibility criteria set out in Section 5.2 of this CIP apply. Properties and uses must be eligible in accordance with the table on page 5-3 of this CIP.

#### **Eligible Projects and Costs**

The Building Conversion/Expansion Grant may be provided for the construction and renovation costs related to the following types of projects on eligible properties and uses:

Conversion of non-commercial or vacant building space into new commercial, mixed-use, secondary uses, and agriculturerelated uses, and other eligible uses;

- a) Conversion of upper storey space (whether vacant, office, commercial or other non-residential use) into new residential units;
- b) Conversion of a building or a unit in a building into a hotel, inn or bed and breakfast;
- c) Conversion of existing ground floor commercial space to better suit a new commercial use (e.g., retail to restaurant); and
- d) Expansion of existing eligible uses to increase the gross floor area.

For all types of improvement projects, the services of a professional engineer, architect or planner to design and implement the project will also be considered eligible costs.

#### Payment

The grant will be provided upon successful completion of the approved project.

Subject to the availability of resources, up to 100% of the grant values identified above may be funded by Elgin County.

Applicants receiving the Building Conversion/Expansion Grant may be eligible for additional incentive programs offered through this Plan (with the exception of the Tax Increase Equivalent Grant for Major Projects); however, the total combined value of grants in any given year shall not exceed \$15,000 per property.

#### Examples of Projects that may be eligible for the Building Conversion/Expansion Grant:

- Conversion of existing vacant upper-floor space in a downtown commercial building into an upper-floor rental housing unit.
- Conversion of an existing unused barn on an agricultural property into a petting zoo and rental space for children's events.
- Expansion of an existing farm vacation home to include new accommodation space.
- Construction of an addition to house office space within an existing pipe manufacturing operation.

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#### 5.7 Energy Efficiency Retrofit Grant

#### **Purpose and Anticipated Benefits**

The Energy Efficiency Retrofit Grant Program maybe available to eligible property owners and tenants (with consent of the owner) for retrofits that improve the overall energy efficiency of buildings. The program will improve the energy efficiency of buildings on eligible properties and uses as well as support the community's overall environmental sustainability.

#### Value of Grant

For an Energy Efficiency Retrofit project, a grant may cover up to 25% of the retrofit costs to a maximum of \$7,500, or the total value of eligible costs related to the project, whichever is less.

The maximum amount of a grant for renovations that result in third-party certification or compliance with third party energy efficiency standards shall be \$10,000, or the total value of eligible costs related to the project, whichever is less.

The maximum amount of a grant for the services of a professional architect or engineer shall not exceed 15% of the grant that is calculated for eligible costs.

#### **Eligibility Criteria**

To be eligible, the general eligibility criteria set out in Section 5.2 of this CIP apply. Properties and uses must be eligible in accordance with the table on page 5-3 of this CIP. In addition,

the applicant may be required to have a professional energy audit completed in order to determine and demonstrate the need for energy efficiency upgrades.

#### **Eligible Projects and Costs**

For an Energy Efficiency Retrofit project, eligible costs include the following:

- a) Interior or exterior renovations that result in a third party certification or meet a third party energy efficiency standard which exceeds the requirements of the Ontario Building Code and demonstrably increases energy efficiency including:
  - Interior or exterior renovations that result in any level of LEED certification as determined by the Canada Green Building Council inclusive of certification through LEED for Commercial Interiors LEED for New Construction as it related to major renovations LEED for Core and Shell Renovations and LEED for Existing Buildings.
  - ii. Interior or exterior renovations that result in compliance with ASHRAE SNAE Standard 90.1.1999 or newer energy performance standards for buildings except low rise residential buildings as certified by a professional engineer or professional architect.
- b) Addition of a green roof to an existing building;
- c) Installation of appropriate on site thermal renewable energy projects such as solar hot water geothermal air source heat pumps or solar wall;

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- d) Installation of energy STAR certified heating cooling ventilation products and features including:
  - i. Central Air Conditioner
  - ii. Heat pumps
  - iii. Gas furnaces and gas boilers
  - iv. Ventilation fans and
  - v. Doors and Windows

But not including home appliances and small appliances such as refrigerators clothes washers dryers televisions ceiling fans, etc.;

- e) Installation of energy efficient lighting controls such as automatic timers, photocells or motion sensors;
- f) Fees of a professional architect or engineer for the design of services related to the above noted eligible projects; and
- g) Any combination of the above.

#### Payment

The grant will be provided upon successful completion of the approved project.

Subject to the availability of resources, the County of Elgin may provide a grant to the Municipality of Dutton Dunwich for up to 100% of the cost of implementing the financial incentives identified by this CIP for this program.

Applicants receiving the Energy Efficiency Retrofit Grant may be eligible for additional incentive programs offered through this Plan (with the exception of the Tax Increment Equivalent Grant for Major Projects); however, the total combined value of grants in any given year shall not exceed \$15,000 per property.

# Examples of Projects that may be eligible for the Energy Efficiency Retrofit Grant:

- Addition of a green roof to an existing downtown commercial building.
- Installation of ENERGY STAR certified doors and windows on an existing restaurant on the mainstreet of a Port area.
- Installation of energy efficient lighting controls in an on-farm boutique selling hand-crafted products made on and off the farm.
- Installation of an ENERGY STAR certified high-efficiency furnace within an existing building manufacturer.

#### 5.8 Outdoor Art Grant

#### **Purpose and Anticipated Benefits**

The Outdoor Artwork Grant program may be available to eligible property owners and tenants (with consent of the owner) for the permanent installation of outdoor artwork/sculptures on eligible properties within the CIP 'subareas'. The program will help to promote local art and improve the visual aesthetics of the lakeshore and tourist corridors.

#### Value of Grant

Where a proposed project satisfies the eligibility requirements, An Outdoor Art Grant may be provided on approved applications for 50% of the eligible cost of the improvements to a maximum of \$3,000, or the total value of eligible costs related to the project, whichever is less.

#### Program-specific Eligibility Criteria

To be eligible, the following criteria must be met (in addition to the general eligibility criteria set out in Section 5.2 of this CIP):

- a) The eligible property must be located within a 'Priority Area' (as discussed in Section 4.3 of this CIP);
- b) Properties and uses must be eligible in accordance with the table on page 5-3 of this CIP; and,
- c) Eligible projects must be visible from a public street or sidewalk.

#### **Eligible Projects and Costs**

For an Outdoor Art Work Grant, the following types of *permanent* art are considered eligible:

- a) Murals;
- b) Sculptures;
- c) Paintings;
- d) Local heritage based art pieces and displays;
- e) Interactive art pieces and displays; and,
- f) Any other art piece or display as approved Council.

The following types of costs are considered eligible:

- a) Materials;
- b) Fees for the services of an artist;
- c) Installation; and,
- d) Lighting and landscaping that highlights the public art.

#### Payment

The grant will be provided upon successful completion of the approved project.

Subject to the availability of resources, the County of Elgin may provide a grant to the Municipality of Dutton Dunwich for up to 100% of the cost of implementing the financial incentives identified by this CIP for this program.

Applicants receiving the Outdoor Art Grant may be eligible for additional incentive programs offered through this Plan (with the exception of the Tax Increment Equivalent Grant for Major Projects); however, the total value of all grants will not exceed the total eligible costs of an approved project as invested by the applicant, or \$15,000, whichever is the lesser amount, or the total value of eligible costs related to the project, whichever is less.

### Examples of Projects that may be eligible for the Outdoor Art Grant:

- Installation of a tile mosaic on a cement walkway to a commercial building in a Settlement Area.
- Installation of outdoor sculptures surrounding the parking area of an art gallery in the downtown area.
- Creation of barn murals at a pick-your-own facility in the agricultural area.

# 5.9 Feasibility, Design, and Study Grant

#### **Purpose and Anticipated Benefits**

The Feasibility, Design, and Study Grant may be available to eligible property owners and tenants (with consent of the owner) for the completion of a range of studies and plans that will investigate the potential of or support a new business or development project. This program may help with the establishment of new and innovative development projects and businesses ventures on eligible properties.

#### Value of Grant

Where a proposed project satisfies the eligibility requirements, a Feasibility, Design, and Study Grant may be provided on approved applications for 50% of the eligible cost of the improvements to a maximum of \$2,000, or the total value of eligible costs related to the project, whichever is less.

#### **Eligibility Criteria**

To be eligible, the general eligibility criteria set out in Section 5.2 of this CIP apply. Properties and uses must be eligible in accordance with the table on page 5-3 of this CIP.

#### **Eligible Projects and Costs**

The following types of plans or studies will be eligible for the feasibility, design and study grant:

- Concept plans;
- Site plan drawings;
- Feasibility studies;
- Environmental studies;
- Structural analyses;
- Evaluation of existing and proposed mechanical, electrical and other building systems;
- Traffic Impact Assessments;
- Market analyses;
- Business plans; and
- Any other study or plan as approved.

The plan or study must provide new information about the feasibility and costing of an eligible use, or provide details in support of a new business or development.

#### Payment

The grant will be provided upon successful completion of the approved project, study, or design.

Subject to the availability of resources, the County of Elgin may provide a grant to the Municipality of Dutton Dunwich for up to 100% of the cost of implementing the financial incentives identified by this CIP for this program. Applicants receiving the Feasibility, Design and Study Grant may be eligible for additional incentive programs offered through this Plan (with the exception of the Tax Increment Equivalent Grant for Major Projects); however, the total combined value of grants in any given year shall not exceed \$15,000 per property, or the total value of eligible costs related to the project, whichever is less.

#### 5.10 Planning Application and Building Permit Fee Grant

#### **Purpose and Anticipated Benefits**

The Planning Application and Building Permit Fee Grant may be available to eligible property areas and tenants (with consent from the owner) to provide a grant equal to a portion of the fees required for planning applications or building permits in relation to an improvement project. This program is intended to reduce the costs of making improvements to properties by assisting with the planning and building permit fees that may be incurred in association with an improvement.

#### Value of Rebate

Where a proposed project satisfies the eligibility requirements, a Planning Application and Building Permit Fee Grant may be provided on approved applications that covers 50% of the Municipal and/or County portion of the eligible cost to a September 2015 - Updated in March 2019

maximum of \$2,000, or the total value of eligible costs related to the project, whichever is less.

#### Program-specific Eligibility Criteria

To be eligible for the Planning Application and Building Permit Fee Grant, the following criteria must be met (in addition to the general eligibility criteria set out in Section 5.2 of this CIP):

- a) A property owner or tenant of an eligible property or a property owner or tenant of a residential property that is proposed to be rezoned for eligible uses; and,
- b) Properties and uses must be eligible in accordance with the table on page 5-3 of this CIP.

#### **Eligible Projects and Costs**

Eligible costs include the following:

- a) Municipal and County planning application fees, including minor variances, site plans, zoning by-law amendments or official plan amendments; and/or
- b) Municipal building permit fees or change of use permits.

#### Payment

The grant will be provided upon successful completion of the approved project.

Applicants receiving the Planning Application and Building Permit Fee Rebate may be eligible for additional incentive programs offered through this Plan (with the exception of the Tax Increment Equivalent Grant for Major Projects); however, the total combined value of grants in any given year shall not exceed \$15,000 per property, or the total value of eligible costs related to the project, whichever is less.

# 5.11 Multiple Properties Supplemental Grant

#### **Purpose and Anticipated Benefits**

The Multiple Properties Supplemental Grant is designed to encourage a 'community' approach to improvement projects. Where multiple owners or tenants (with consent of the owner) of eligible properties and uses implement a coordinated approach to improvement projects and capital investments that are eligible under the financial incentive programs of this CIP, each owner or tenant will be eligible for a 'Supplemental Grant'. The 'Supplemental Grant' is offered in addition to the grant(s) that have been approved for a project.

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#### Value of Grant

Where a proposed project satisfies the eligibility requirements, a Multiple Properties Supplemental Grant may be provided on approved applications to each owner or tenant involved in an eligible improvement project, *in addition to the sum of the grant applied for*. The value of the Supplemental Grant will be equal to 15% of the total value of the grant provided to each owner or tenant, to a maximum of \$1,000 per owner or tenant.

#### **Eligibility Criteria**

To be eligible, the general eligibility criteria set out in Section 5.2 of this CIP apply, as well as any Program-specific Eligibility Criteria that apply to the incentives programs for which the applicant is applying. Properties and uses must be eligible in accordance with the table on page 5-3 of this CIP.

#### Program-specific Eligibility Criteria

To be eligible, the following criteria must be met:

- a) Owners or tenants (with consent of the owner) of properties that are located in proximity to each other must prepare and submit applications for financial incentives at the same time, indicating that the proposed projects are being coordinated.
- b) Applicants who are approved for at least one of the following financial incentives programs will be eligible for the Supplemental Grant:

- Façade, Signage, and Property Improvement Grant;
- Building Improvement/Restoration Grant;
- Building Conversion/Expansion Grant;
- Energy Efficiency Retrofit Grant; and
- Outdoor Art Grant.

#### **Eligible Projects and Costs**

Eligible costs include those costs identified under the specific incentive program for which owners and tenants are applying.

#### Payment

The supplemental grant will be provided upon successful completion of the approved project.

Subject to the availability of resources, the County of Elgin may provide a grant to the Municipality of Dutton Dunwich for up to 100% of the cost of implementing the financial incentives identified by this CIP for this program.

This 'Supplemental Grant' may not be combined with the Tax Increment Equivalent Grant for Major Projects.

### Examples of Projects that may be eligible for the Supplemental Grant:

 Neighbouring property owners coordinate improvements to shared landscaping/parking areas. In addition to the \$2,500 that each owner is granted through the Façade, Signage, and Property Improvement Grant, a supplemental grant is also provided to each owner.

# 5.12 Savour Elgin/Elgin Arts Trail Supplemental Grant

#### **Purpose and Anticipated Benefits**

The Savour Elgin/Elgin Arts Trail Supplemental Grant is designed to support the growth of the 'Savour Elgin' and 'Elgin Arts Trail' programs, which promote and enhance culinary tourism and visual arts attractions in Elgin County. Where owners or tenants (with consent of the owner) of eligible properties undertake an improvement project that involves an eligible use that will also meet the criteria of the 'Savour Elgin' and 'Elgin Arts Trail' programs, the owner or tenant will be eligible for a Supplemental Grant. The Supplemental Grant is offered in addition to any of the grant(s) that have been approved for a project.

#### Value of Grant

Where a proposed project satisfies the eligibility requirements, a Savour Elgin/Elgin Arts Trail Supplemental Grant may be provided *in addition to the sum of the grant applied for.* The value of the Supplemental Grant will be equal to 15% of the total value of the grant provided, to a maximum of \$2,000.

#### **Eligibility Criteria**

To be eligible, the general eligibility criteria set out in Section 5.2 of this CIP apply, as well as any Program-specific Eligibility Criteria that apply to the incentives programs for which the

applicant is applying. Properties and uses must be eligible in accordance with the table on page 5-3 of this CIP.

#### Program-specific Eligibility Criteria

To be eligible for the Savour Elgin/Elgin Arts Trail Supplemental Grant, the following criteria must be met:

- a) Owners or tenants (with consent of the owner) must prepare and submit an applications, indicating that the proposed improvement projects involves the establishment of a new eligible use that will also meet the criteria of the 'Savour Elgin' and 'Elgin Arts Trail' programs.
- b) Owners or tenants (with consent of the owner) must also meet the criteria of the 'Savour Elgin' and 'Elgin Arts Trail' programs and be confirmed as a member to these programs.

#### **Eligible Projects and Costs**

Eligible costs include those costs identified under the specific incentive program for which owners and tenants are applying.

#### Payment

The supplemental grant will be provided upon successful completion of the approved project and upon successfully becoming 'Savour Elgin' and 'Elgin Arts Trail' programs partners/members.

Subject to the availability of resources, the County of Elgin may provide a grant to the Municipality of Dutton Dunwich for up to 100% of the cost of implementing the financial incentives identified by this CIP for this program.

This 'Supplemental Grant' may not be combined with the Tax Increment Equivalent Grant for Major Projects.

# Examples of Projects that may be eligible for the Supplemental Grant:

 A building tenant converts existing space into a gastro pub. The building is located in a downtown area, along a Tourism Corridor Priority Area. Following project completion, the tenant meets the criteria of the Savour Elgin program and becomes a member. In addition to the \$10,000 that is granted through the Building Conversion/ Expansion Grant, a supplemental grant is provided. September 2015 - Updated in March 2019

# 5.13 Environmental Study Grant

#### **Purpose and Anticipated Benefits**

The Environmental Study Grant is intended to assist owners of brownfield sites in undertaking environmental studies to generate more and better information with respect to the type of contamination, environmental risks, and potential remediation requirements and costs. While the ultimate goal of the Environmental Study Grant is to stimulate development of a brownfield site, there is significant value in completing contamination assessments to inform existing and potential redevelopment. A Phase 1 Environmental Site Assessment (ESA) is required to show evidence of contamination, and grants will not be provided for the completion of Phase I ESAs.

#### Value of Grant

Where a proposed project satisfies the eligibility requirements, an Environmental Study Grant may be provided on approved applications for 50% of the eligible cost of the improvements to a maximum of \$8,000, or the total value of eligible costs related to the project, whichever is less.

#### Program Specific Eligibility Criteria

To be eligible, the general eligibility criteria set out in Section 5.2 of this CIP apply. Properties and uses must be eligible in accordance with the table on page 5-3 of this CIP.

Evidence of property contamination through a Phase I ESA is required to be eligible for this grant.

#### **Eligible Costs**

The following types of plans or studies will be eligible for the Environmental Study Grant:

- Phase II ESA;
- Remedial Action Plan;
- Risk Assessments

#### Payment

The grant will be provided upon successful completion of the approved study. A copy of the completed study must be provided to the Municipality.

Subject to the availability of resources, the County of Elgin may provide a grant to the Municipality of Bayham for up to 100% of the cost of implementing the financial incentives identified by this CIP for this program.

Applicants receiving the Environmental Study Grant may be eligible for additional incentive programs offered through this Plan including the Tax Increment Equivalent Grant for Major Projects; however, the total combined value of grants in any given year shall not exceed \$15,000 per property (excluding funds associated with the Tax Increment Equivalent Grant or Brownfield Tax Assistance Program), or the total value of eligible costs related to the project, whichever is less.

# 5.14 Brownfield Financial Tax Assistance Program

#### **Purpose and Anticipated Benefits**

The Brownfield Tax Assistance Program provides tax assistance to eligible applicants whose properties require environmental remediation and/or risk assessment/management prior to development, in accordance with the Municipal Act, 2001. The purpose of the program is to encourage the remediation and rehabilitation of brownfield sites (where actual contamination has been demonstrated) by providing tax assistance at the beginning of the clean-up process and during the redevelopment stage. This program will also promote improvement of the physical environmental condition of private property. This program also provides the opportunity for education tax assistance through the Brownfield Financial Tax Assistance Program administered by the Province, which requires a separate application and is subject to approval by the Minister of Finance on a case-by-case basis.

#### Value of Program

The Brownfield Financial Tax Assistance Program will provide a cancellation of all or part of the Municipal and/or County taxes on a brownfield site during the rehabilitation and development period, up to a period of 3 years, as defined in the Municipal Act, 2001. The value of the Municipal and/or County portion of the tax cancellation will be determined by the Municipality/County and/or Elgincentives Evaluation Committee upon approval of the incentive application. The value of all grants and tax assistance may in no case exceed the total eligible costs.

Through the Provincial Brownfield Financial Tax Incentive Program, the Minister of Finance may match property tax assistance through a cancellation of the education portion of taxes for a maximum of 3 years. An extension prior to the termination of tax assistance may be possible, through an application to the Minister of Finance. The Municipality is required to forward the application to the Ministry of Municipal Affairs and Housing. Upon completion of their review, the application is forwarded to the Ministry of Finance for matching education tax assistance.

In no case will the value of tax assistance exceed the eligible costs associated with the brownfield remediation.

#### **Program Specific Eligibility Criteria**

To be eligible for the municipal tax assistance, the general eligibility criteria set out in Section 5.2 of this CIP apply. Properties and uses must be eligible in accordance with the table on page 5-3 of this CIP. While mixed-use projects are encouraged, multi use residential, where it represents a desired intensification project, and is approved through the local Official Plan, may be eligible for the TIEG program.

Additional criteria, consistent with the eligibility criteria provided in Section 365.1 of the Municipal Act are identified below.

- a) Properties will only be eligible for the Brownfield Financial Tax Program if:
  - i. The property is located within a Community Improvement Project Area for which a Community Improvement Plan has been prepared, which contains brownfield policies (i.e. this Community Improvement Plan); and
  - A Phase II Environmental Site Assessment (ESA) has been conducted, and additional work and/or remediation are required under the Environmental Protection Act (subparagraph 4 I of subsection 168.4 (1) of the Environmental Protection Act) to permit a Record of Site Condition (RSC) for the proposed use to be filed in the Environmental Site Registry.
- b) Eligible applicants will only include the registered owner/assessed owner of the subject property. Tenants will not be eligible for the Brownfield Financial Tax Assistance Program.
- c) An application must be accompanied by, at a minimum, a Phase II ESA prepared by a qualified person (as defined by the Environmental protection Act) that contains:

- An estimate of the cost of actions that will be required to reduce the concentration of contaminants on, in, or under the property to permit a RSC to be filed in the Environmental Site Registry under Section 168.4 of the Environmental Protection Act; and
- ii. A work plan and budget for environmental remediation and/or risk management actions.

If additional eligible costs remain, applicants receiving the Brownfield Financial Tax Assistance Grant may also be eligible for the TIEG. If approved, the TEIG would commence following the completion of the project and following the remediation and redevelopment period as defined in the approved grant. Please see Section 5.3 for more information on the TEIG.

With the exception of the TEIG, applicants will not be eligible for any other additional incentive programs offered through this CIP.

Note that the Municipality must pass a by-law providing for the cancellation of all or a portion of the taxes levied on one or more specified eligible properties in accordance with Section 365.1 (2) of the Municipal Act. Upon the passing of a By-law by the Municipality, the County must then pass a resolution to agree to participate, and acknowledge that the lower tier's bylaw will include provisions for the cancellation of all or a portion fo the taxes levied for upper-tier purposes.

The Municipality must also submit information to the Minister of Municipal Affairs and Housing and the Minister of Finance in accordance with Section 365.1 (5) of the Municipal Act.

#### **Eligible Costs**

Eligible costs include the following:

- Environmental remediation activities;
- Costs of preparing a RSC, including subsequent subsurface characterization work required to support RSC filing;
- Placing clean fill and grading;
- Installing environmental and/or engineering controls/works as specified in the Risk Assessment completed for the property;
- Monitoring, maintaining and operating environmental and engineering controls/works; and
- Environmental insurance premiums.

#### Payment

Subject to the availability of resources, the County of Elgin may provide a grant to the Municipality of Bayham for up to 100% of the cost of implementing the financial incentives identified by this CIP for this program. All completed projects must comply with the description as provided in the grant application.

Payment will be in the form of a cancellation of all or a portion of eligible Municipal and/or County taxes, and the approved portion of the Provincial education taxes as approved by the Minister of Finance.

# Examples of Projects that may be eligible for the Brownfield Tax Assistance Program:

 A former automotive manufacturing plant site requires significant remediation prior during redevelopment. The Brownfield Tax Assistance Program is provided during the 5year remediation and redevelopment phase, to offset the cost of the excavation, disposal of fill, and the engineering costs of the risk management measures required in order to develop the property.

# 5.15 Financial Incentives Summary Table

A summary table that offers an overview of the details for each of the financial incentive programs is provided on the following page.

Financial Incentive Program	Settlement Sub-Area Eligible Uses	Agricultural Sub-Area Eligible Uses	Employment Lands Sub-Area Eligible Uses	Value of Grant in a Sub-Area	Value of Grant in a Priority Area	May be combined with other incentives
Tax Increment Equivalent Grant	C,M,T,O,E, HDR	A,O,E	E, I	100% of the Municipal and/or County portion of the tax increase decreasing by 10% for a period of 5 years	100% of the Municipal and/or County portion of the tax increase for a period of 5 years.	Only the Brownfield Financial Tax Assistance Program
Façade, Signage and Property Improvement Grant	С,М,Т,О,Е	А,О,Е	E, I	<ul> <li>Façade: 50% of eligible costs to a max. of \$5,000 (may increase to \$7,500 if criteria are met)</li> <li>Signage: 50% of eligible costs to a max. of \$2,500 (may increase to \$5,000 if criteria are met)</li> <li>Property: 50% of eligible costs to a max of \$2,500</li> </ul>	Façade: 50% of eligible costs to a max of \$10,000 Signage: 50% of eligible costs to a max of \$7,500 Property: 50% of eligible costs to a max of \$5,000	Yes*
Building Improvement/ Restoration Grant	С,М,Т,О,Е	A,O,E	Е, І	50% of eligible costs to a max. of \$8,000	50% of eligible costs to a max of \$10,000	Yes*
Building Conversion/ Expansion Grant	C,M,T,O,E	A,O,E	E, I	\$15 per square foot of converted or expanded floor space, to a maximum of \$8,000	Maximum value of grant may be increased to \$10,000	Yes*
Energy Efficiency Retrofit Grant	C,M,T,O,E	A,O,E	E, I	25% of retrofit costs to a maximum of \$7,500	Maximum value of the grant may increase to \$10,000	Yes*
Outdoor Art Grant	C,M,T,O,E (Must be in a Priority Area)	A,O,E	Е, І	N/A	50% of eligible costs to maximum of \$3,000	Yes*
Feasibility, Design, and Study Grant	C,M,T,O,E	A,0	E, I	50% of the eligible cost of the improvements to a maximum of \$2,000	Same	Yes*
Application and Permit Fee Grant	C,M,T,O,E	A,O,E	E, I	50% of the Municipal and/or County portion of the eligible cost to a maximum of \$2,000	Same	Yes*
Multiple Property Owner Supplemental Grant	С,М,Т,О,Е	A,O,E	E, I	Provided in addition to grant identified above, if cr grant provided to each owner or tenant, to a ma		Yes*
Savour Elgin/ Elgin Arts Trails Supplemental Grant	С,М,Т,О,Е	A,O,E	E, I	Provided in addition to grant identified above, if cr grant provided to each owner or tenant, to a ma		Yes*
Environmental Study Grant	C,M,T,O,E, HDR	A,O,E	E, I	50% of eligible costs to a max of \$8,000.	Same	Yes*
Brownfield Financial Tax Assistance Grant	C,M,T,O,E, HDR	A,O,E	E, I	Cancellation of all or part of the Municipal and/or County taxes for up to 5 years. May include cancellation of Provincial education taxes up to 3 years (subject to Provincial approval)	Same	Only the Tax Increment Equivalent Grant

C-Commercial A - Secondary and agriculture related uses to existing farm operations

N/A - Not Available

M - Mixed Uses

E - Employment I – Industrial

T – Tourism-oriented commercial/service O - Outdoor Recreation

\* Total value of grant may not exceed \$15,000

HDR - Higher Density Residential (Intensification sites as identified by the Local Municipal Official Plan)



Administration



# 6.0 Administration

The Elgincentives CIP will be administered by the Municipality of Dutton Dunwich in partnership with Elgin County. The following Section provides a framework for administering financial incentive programs.

# 6.1 Term of the CIP

It is anticipated that the Elgincentives CIP will be implemented over a 10-year period ending December 31, 2035. Should it be determined that the term is to be extended or reduced, an amendment to this CIP will be required.

# 6.2 Administrative Body

The Municipality of Dutton Dunwich will administer this CIP via a County Committee. Specifically, an **'Elgincentives Implementation Committee'** has been established to:

- a) Receive and review all applications for financial incentives; and
- b) Make a decision on whether an application should be approved or refused, based on the criteria outlined in this Plan.

The 'Elgincentives Implementation Committee' will consist of senior staff from the Municipality of Dutton Dunwich, in addition to staff from Elgin County.

Applications will be evaluated based on criteria set out by the 'Elgincentives Implementation Committee', which are based on the goals and objectives set out within this CIP.

Actual payment of financial incentives (both the local and County funded portions) to an approved applicant will be the responsibility of the Municipality of Dutton Dunwich. Funding from Elgin County will be provided to the Municipality and not directly to an approved applicant.

The 'Elgincentives Implementation Committee' will also be responsible for:





- c) Marketing the Elgincentives CIP in accordance with the Marketing Strategy outlined in Section 7.0 of this CIP; and
- d) Monitoring the results of the Elgincentives CIP, and specifically the financial incentive programs, in accordance with the Monitoring Strategy outlined in Section 8.0 of this CIP.

# 6.3 Funding of Financial Incentives

Any number of the financial incentives identified in this Plan may be put into effect during the term of the CIP, subject to the availability of funds and other resources. Annually, the 'Elgincentives Implementation Committee' will report to the local Council of Dutton Dunwich and Elgin County Council with respect to financial incentives that will be in effect within the Community Improvement Project Area for that year.

The incentive programs will be funded by the Municipality of Dutton Dunwich in partnership with Elgin County. As part of the annual budgeting exercise, both the local Council of the Municipality of Dutton Dunwich and Elgin County Council will identify a community improvement budget for financial incentives that is to be put into effect by each level of government for that year, if any.

During the annual budgeting exercise, the Councils of Dutton Dunwich and Elgin County will also identify the extent to which they will participate in the various financial incentives that have been put into effect for that year, if any. Subject to the availability of resources, up to 100% of the grant programs may be funded by Elgin County, with the exception of the Tax Increment Equivalent Grant (for Major Projects and Brownfield Development, Brownfield Tax Assistance, and Application and Permit Fees Rebate. For these programs, the Municipality of Dutton Dunwich and County Councils will only have the option of funding their portion of the property tax increase or planning application/building permit fees.

The provision of any incentive shall be to the limit of the available funding for that year. To the extent possible the Committee shall endeavour to distribute grants throughout the County for eligible projects. Once the annual budgets have been expended, grants will no longer be provided until the following year.

The annual budget for financial incentives will not fund tax programs offered by this Plan, since this program does not represent an "out of pocket" expense. Funding for this incentive will be provided as a reimbursement in the year following payment to the Municipality of Dutton Dunwich or Elgin County, or as a cancellation, and therefore does not require funding.

Actual payment of all incentives (both the local and County funded portions) to an approved applicant will be the responsibility of the Municipality of Dutton Dunwich. Funding from Elgin County will be provided to the Municipality of Dutton Dunwich and not directly to an approved applicant.





Finally, it is recognized that other community improvement plans may exist in the Municipality of Dutton Dunwich or may be adopted in the future. The Dutton Dunwich Elgincentives CIP is separate from any other CIP adopted by Municipal Council. In terms of the funding of programs, Elgin County will only participate in the financial incentive programs contained in this CIP.

# 6.4 Application Process

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

- a) Applications must be submitted in accordance with the requirements outlined in Section 6.4;
- b) The 'Elgincentives Implementation Committee' will evaluate all applications and supporting materials in a timely manner. Applicants will be notified if their submission is incomplete;
- c) Based on the evaluation of complete applications, a decision will be made by the 'Elgincentives Implementation Committee' with respect to the approval or refusal of an application;
- d) For applications that are approved, a Financial Assistance Agreement will be prepared and executed by the 'Elgincentives Implementation Committee' and signed by the property owner or tenant (with consent of the owner);
- e) If an application is not approved by the 'Elgincentives Implementation Committee', the applicant will be provided

an opportunity to appeal the decision to the Council of the Municipality of Dutton Dunwich. In such cases, Municipal Council will reconsider the application. If Municipal Council approves the application, the 'Elgincentives Implementation Committee' will execute the financial incentive program agreement. An applicant shall not have the option to appeal their application to Council if the reason for refusal related to lack of funding availability. In the event that an application is refused due to lack of funding availability, the applicant may resubmit their application once funding becomes available. However, in no case shall funding be provided retroactively for a completed project;

- Any program commitments may be cancelled if work does not commence within six months of approval of an application, or if a project is not undertaken or completed in accordance with the Financial Assistance Agreement;
- g) When projects are completed, a statement with supporting invoices shall be submitted to the 'Elgincentives Implementation Committee'. Following this, the work will be inspected by the 'Elgincentives Implementation Committee' 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 'Elgincentives Implementation Committee' reserves the right to inspect any properties/buildings, or to audit final costs at the owner's expense;
- Funding approval will lapse if a notice of completion is not issued within twelve months of the date of execution of the Financial Assistance Agreement;





- j) The 'Elgincentives Implementation Committee' may grant an extension for community improvement works following receipt of a written request by the owner setting out the reasons for the extension and providing a new date of completion; and
- k) Should the applicant fall into default of any of the requirements of the incentive program or other requirements established by the 'Elgincentives Implementation Committee', incentives may be delayed, reduced, or cancelled. Applicants may be required to repay benefits.

The figure provided on the following page summarizes the key steps of the application and review process.

# 6.5 Application Requirements

Applications for financial incentives offered through this Plan must include:

- a) One (1) copy of the completed application form;
- b) One (1) copy of all supporting documentation, as determined by the 'Elgincentives Implementation Committee', which may include (but is not limited to):
  - i) Specifications of the proposed project, including good quality plans, drawing, and studies;
  - ii) Good quality photographs of the existing building condition;
  - iii) Past/historical photographs and/or drawings;
- Elgincentives

- iv) Two (2) cost estimates for eligible work provided by licensed contractors;
- v) All sources of additional funding/incentives for eligible work;
- vi) A statement with respect to how the proposed project meets the goals and objectives of the CIP; and
- vii) Any additional requirements as determined by the Committee.



# Key Steps in the Application Process:











# 7.0 Marketing Strategy

The success of the Dutton Dunwich Elgincentives CIP will depend to a large extent on how well it is promoted to target markets/potential applicants. A general strategy is outlined in this section that provides guidance for marketing.

# 7.1 Target Markets

Marketing efforts for the Elgincentives CIP will be undertaken by the 'Elgincentives Implementation Committee'. Efforts will focus on the potential target markets listed below.

#### a) Primary target markets:

- i. Property owners and operating businesses located within the various geographic specific Sub-Areas of the Community Improvement Project Area to ensure that there is awareness of the programs and opportunities of the CIP; and
- ii. Commercial and industrial realtors, to ensure that part of the 'marketing pitch' for any properties offered for sale in the Community Improvement Project Area includes the availability of incentives.

#### b) Secondary target markets:

i. The broader business community and potential investors (located both within and outside of Elgin County) to which economic development marketing materials are generally directed, to promote the proactive economic development stance of this CIP.

ii. The general public.

Another key communication initiative will be to the Councils of Dutton Dunwich and Elgin County, in the form of annual reports on the take-up of CIP programs, and any changes or revisions that are recommended. This is discussed further in Section 9.0.





# 7.2 Key Messages

The specific communications messages to be conveyed to each of these market segments are outlined below:

Target Market		Communications /
rarget market		Marketing Messages
Property owners and	•	Provide direction on how to obtain information on available incentive
business managers in the		programs, including program guides and application forms.
various CIP Sub-Areas	٠	Provide information about the application process.
	•	Emphasize the significant benefits that may be available to them from
Farm Operators and		participating in the program, including financial assistance.
Agribusiness (as applicable)		Highlight the significant leverage effect of the financial incentive programs
Tourism		(i.e., potential to leverage/multiply the value investments.
Businesses	•	Emphasize the potential for the Municipality of Dutton Dunwich and Elgin County to help achieve strategic
	٠	business development goals. Share success stories as a result of the CIP (i.e., successful projects and before/after pictures).
Realtors	٠	Demonstrate that the CIP enhances the attractiveness of properties in Community Improvement Project Area.
Đ.	•	Emphasize that they are being 'recruited' to help spread the word

Target Market	Communications / Marketing Messages
	<ul> <li>about CIP possibilities.</li> <li>Share success stories as a result of the CIP (i.e., successful projects and before/after pictures).</li> </ul>
Business associations	<ul> <li>Emphasize that they are being 'recruited' to help spread the word about CIP possibilities.</li> <li>Highlight that the CIP will benefit their members.</li> </ul>
	<ul> <li>Share success stories as a result of the CIP (i.e., successful projects and before/after pictures).</li> </ul>
Potential investors in community	<ul> <li>Highlight that the CIP reinforces the pro-active and pro-development stance of the Municipality of Dutton Dunwich and Elgin County.</li> </ul>
General public	<ul> <li>Share success stories as a result of the CIP (i.e., successful projects and before/after pictures).</li> </ul>
Local and County Councils	<ul> <li>Report on implementation, progress o achieving the CIP's objectives and any changes / revisions proposed for the program.</li> </ul>
	<ul> <li>Share success stories as a result of the CIP (i.e., successful projects and before/after pictures).</li> </ul>
	•





# 7.3 Marketing and Communications Materials

Marketing and communications materials will be developed and maintained to promote the CIP and the related opportunities. Examples are listed below.

- a) A dedicated web site (www.elgincentives.ca) could be developed to provide information on the CIP, such as:
  - i. Goals and Objectives;
  - ii. Financial Incentive Programs;
  - iii. Community Improvement Project Area/Sub-Areas;
  - iv. Application process and requirements;
  - v. How to obtain additional information.

A link to this website could be provided on the Municipality of Dutton Dunwich website.

- Newsletters/information packages could be sent directly to both property-owners and tenant businesses in the CIPA sub-areas to advertise the CIP and provide additional information.
- c) Presentations could be made to property-owners, tenant businesses, business associations, and members of the public by the 'Elgincentives Implementation Committee' to communicate the opportunities available through the CIP.

- Notification ads could be published in local newspapers to announce the CIP programs and direct interested parties to the website containing information.
- e) An information sheet could be created and sent to agricultural organizations active in the County, to send in turn to their members (e.g. Elgin Federation of Agriculture, Environmental Farm Plan local rep; Farm Safety Council; Fruit and Vegetable Growers' Association, Elgin; NFU Elgin Local; agricultural and horticultural societies; etc.);
- f) A public service radio ad and/or YouTube video could be developed to introduce the Elgincentives CIP to a wider, more general audience and to create excitement/buzz about the CIP.

The following table shows the interrelationship between these target markets and communications materials.





Communications Vehicle	Property Owners	Business Managers	Farm Operators and Agribusiness	Tourism Businesses	Realtors	Local Business Associations	Economic Development Audience	General Public	Councils
Web site information	~	~	$\checkmark$	1	~	~	1	~	
Letter / information brochure / email	~	~	~	~	~	~			
Tailored presentations to business community			1	1		~			
Newspaper ad	$\checkmark$	$\checkmark$	~	<ul> <li>✓</li> </ul>	~	~		$\checkmark$	
General information meeting	~	~	~	1	~	~	~	~	
Public service radio ads	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	~	~	$\checkmark$	~	
Council presentations/ report									~

Any of the activities identified may be undertaken as part of the initial launch of the Elgincentives CIP. In addition, over the 10-year implementation period, activities will be undertaken on an on-going basis to regenerate excitement and awareness. 'Reminder' letters or email notifications of the program and its operation may be provided to target markets.

Finally, in addition to the above marketing and communications efforts, specific target businesses and properties where improvements would be most desirable within Dutton Dunwich may be identified on an annual basis. Short visits may be arranged with business owners/manager and/or landowners, in order to ensure awareness of CIP and encourage take-up of incentives.







# Monitoring Strategy

8.0 Monitoring

# Strategy

The following provides a strategy for the annual monitoring of the results of the Dutton Dunwich Elgincentives CIP, and specifically the uptake and success of financial incentive programs.

# 8.1 Purpose

The purpose of the following monitoring strategy is to:

- a) Track funds provided by the CIP to owners and tenants of land located within the community improvement project area;
- b) Track contributions from the Municipality of Dutton Dunwich and Elgin County toward incentive program funding;

- c) Evaluate whether the programs are achieving the overall goals and objectives of the CIP;
- d) Determine whether program adjustments are required; and
- e) Provide the basis for reporting the results of the Dutton Dunwich Elgincentives CIP, and specifically the uptake and success of financial incentive programs, to the Councils of the Municipality of Dutton Dunwich and the County of Elgin.

# 8.2 Frequency

Collection of data related to financial incentive applications and proposed/completed projects should be on-going during the implementation of this Plan. An evaluation of the measures outlined in Section 9.3 should be completed on an annual basis.

Aggregate targets for accomplishments should be set out over a 5-year period, recognizing that awareness and momentum of the CIP will need to build over time and that any individual year may be up or down relative to the average because of general economic circumstances or specific individual business situations. At the end of the 5-year period, targets should be evaluated and revised for the next 5-year target period (i.e. 2021 – 2025).





# 8.3 Measures

Suggested monitoring and evaluation measures for the Municipality of Dutton Dunwich Elgincentives CIP are set out in the following table. For each of the following objectives of the overall County-wide Community Improvement framework, specific measurable (and where possible, quantified) measures are suggested.

Goals	Objectives	Recommended Measure	Suggested Target by Year 5			
A) To stimulate economic growth and diversification.	<ol> <li>To encourage the expansion of the agribusiness sector through new and expanded value- added/agricultural related enterprises.</li> </ol>	<ul> <li>number of agribusiness operations applying for assistance, and being approved</li> </ul>	<ul> <li>aim for 2-3 new establishments per year on average</li> </ul>			
an intelli unite kontration all'ini hume rigino bet	<ol> <li>To encourage the expansion of business activity for existing commercial businesses in the downtown areas/mainstreets of settlement areas.</li> </ol>	<ul> <li>number of existing businesses supported in expansion activity</li> </ul>	<ul> <li>target 5 business expansions per year = 25 over the period that have been partially assisted through the CIP program</li> </ul>			
	<ol> <li>To encourage the expansion of business activity within the manufacturing sector</li> </ol>	<ul> <li>number of new or existing industrial businesses supported through the CIP</li> </ul>	<ul> <li>target 3 industrial business expansions per year on average</li> </ul>			
	<ol> <li>To increase the number of business start-ups.</li> </ol>	<ul> <li>number of business start-ups</li> <li>sustainability of business after 2<sup>nd</sup> year of operation</li> </ul>	<ul> <li>aim for 1-2 new establishments per year on average</li> </ul>			
	5) To increase tourism in the County.	<ul> <li>this will be contextual data only, as there is nothing the County can do through the CIP programs to directly affect this measure</li> <li>trends in tourism can be measured partially through the RTO data<sup>1</sup></li> <li>increases in tourism can be inferred to have some associated benefit from increased attractiveness in terms of new attractions (e.g. agri-tourism) new support facilities (more accommodation) and beautification of downtowns, lakeshore areas, key travelled corridors, etc.)</li> </ul>				

<sup>1</sup> Regional Tourism Organization (RTO) 1, which covers Southwestern Ontario (Elgin; Windsor-Essex; Chatham-Kent; Haldimand/Norfolk; Sarnia/Lambton; London/Middlesex; and Oxford).



Goals		Objectives	Recommended Measure	Suggested Target by Year 5		
	6)	To increase the number of tourist accommodation establishments.	<ul> <li>number of establishments; number of rooms</li> </ul>	<ul> <li>aim for the expansion of 1 accommodation establishment per year on average</li> </ul>		
	7)	To increase the number of creative economy businesses in the County.	<ul> <li>number of establishments defined as being in the creative economy (as per the County's definition)<sup>2</sup></li> </ul>	<ul> <li>aim for 1-2 new establishments per year on average</li> </ul>		
	8)	To increase employment opportunities for local residents.	<ul> <li>annual survey of all businesses assisted throughout the year through the CIP program, to determine how many new job positions have been created</li> </ul>	costs of the CIP program relative to the new jobs created should demonstrate a positive ROI relative to the wages and salaries associated with the new jobs <sup>3</sup>		
B) To enhance the already high quality of place for residents and visitors.	1)	To improve the appearance of major entry points and tourism corridors.	<ul> <li>define the key entry points and corridors</li> <li>demonstrate improvements visually through 'before' and 'after' documentation</li> </ul>	<ul> <li>target at least one area for improvement each year</li> <li>at least 5 areas will have been improved at the end of the 5-year period</li> </ul>		
	2)	To improve the appearance and utilization of the lakeshore.	- as above	- as above		
	3)	To improve the appearance of the Municipality of Dutton Dunwich and foster civic pride through improvements to private properties.	- as above	- as above		
C) To improve the stability and sustainability of the tax base.	1)	To reduce the number of vacant commercial building spaces in the downtown areas/mainstreets of settlement areas.	<ul> <li>calculate the current vacancy rate in each commercial CIP area (in terms of floor space)</li> <li>determine change in vacancy rate on a year-to-year basis</li> </ul>	<ul> <li>target a significant improvement in vacancy rate in each CIP area</li> </ul>		
	2) T	o reduce the number of vacant industrial/employment building spaces throughout the Municipality.	<ul> <li>calculate the current vacancy rate in each CIP sub-area (in terms of floor space)</li> </ul>	- As above. Suggest a 10-15% reduction in the vacancy rate/available land inventory.		

<sup>2</sup> see: <u>http://www.elgintourist.com/pbn/DirectoryListing/exhibithall/Exhibithall.aspx</u>#

<sup>3</sup> In other words, the total wages and salaries generated by new job positions should be considerably greater than the total amount of money spent by the County and the Municipality of Dutton Dunwich in assisting the business – likely on the order of a 3 times multiple or more.





Goals	Objectives	Recommended Measure	Suggested Target by Year 5		
	<ol> <li>To encourage the infill and development, redevelopment of vacant employment lands.</li> </ol>	<ul> <li>prepare inventory of vacant properties designated for employment/industrial land uses</li> <li>determine the change in vacancy rate and available inventory on a year-to-year basis.</li> </ul>			
	<ol> <li>To increase the assessment base of properties in the downtown areas/mainstreets of settlement areas, and the agricultural area.</li> </ol>	<ul> <li>calculate the current assessment base for each CIP area</li> <li>determine change in assessment base each year<sup>4</sup></li> </ul>	<ul> <li>change in the 'normal' taxes generated from the CIP area assessment base should be equal to or greater than the amount of the CIP incentive (for both the local municipality as well as the County) – note as well that this increased value to the local municipality and the County is annualized relative to the shorter-term timeframe for the CIP incentive.</li> </ul>		

<sup>&</sup>lt;sup>4</sup> Note that this will be separate from the tax revenue gained from the property – especially if there is a tax increment financing component to the incentive. The assessed value will measure the true long-term increase in value. Section



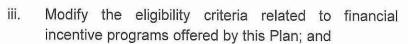
# 8.4 Reporting

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

# 8.5 Adjusting/Amending the CIP

Based on the results of monitoring and evaluation efforts, adjustments to this CIP may be required. The following summarizes when Plan amendments will and will not be required:

- a) An amendment to the Dutton Dunwich Elgincentives CIP will not be required in order to:
  - i. Reduce funding levels for the financial incentive programs (i.e., the local Municipal portion and/or the County portion); or
  - ii. Discontinue or cancel any of the programs identified.
- b) An amendment to the Dutton Dunwich Elgincentives CIP will be required in order to:
  - i. Extend the implementation period of the CIP;
  - Add any new financial incentive programs or increase funding levels for existing financial incentive programs;



iv. Modify or expand the geographic area (i.e., the Community Improvement Project Area) to which financial incentive programs apply.

Amendments to this CIP will be passed by the local Council of the Municipality of Dutton Dunwich under the Planning Act. Also in accordance with the Planning act, the Municipality of Dutton Dunwich will be required to pre-consult with the Ministry of Municipal Affairs and Housing on any amendments to this CIP.









# Glossary

**Agricultural Sub-Area** means lands that are designated Agriculture by the County Official Plan as identified on Schedule A of this CIP. A set of financial incentive programs applies to this Sub-Area.

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

County means the Corporation of Elgin County.

**Elgincentives Implementation Committee** means the designated committee appointed to review applications for financial incentives and make decisions on financial incentives in accordance with the policies of this Plan.

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

**Employment Lands** – Employment lands include all lands designated as Employment, Industrial, or other such uses as designated within the County and Local Municipal Official Plans.

**Intensification Project** means the development, redevelopment of a site for residential purposes at a higher density than what existed before, to contribute to the goal of creating a compact and efficient development pattern.

**Mixed-use** means any combination of commercial uses (retail, personal services, restaurants, etc.), offices, institutional uses and/or residential uses, provided that there are commercial uses at grade.

**Municipality** means the Corporation of the Municipality of Dutton Dunwich.

**Priority Area** means key areas where local investment will have the greatest economic benefit/impact and should therefore be prioritized with respect to improvement projects and the provision of financial incentives. Priority Areas are shown on Schedule A of this CIP.

**Settlements Sub-Area** means the downtowns/main street areas as identified on Schedule A of this CIP. A set of financial incentive programs applies to this Sub-Area.

**Sub-Area** means key areas of local economic activity where the need for improvement is the greatest and where investment will result in significant economic development benefits. Sub-Areas are shown on Schedule A of this CIP.

**Tax Increment** means an increase in taxes, or which is calculated by subtracting the Municipal or County portion of property taxes before assessment from the Municipal or County portion of property taxes after reassessment. The





Municipality or County may provide any portion of the increment as a grant for any length of time their Council deems is appropriate. The tax increment does not include any increase/decrease in Municipal or County taxes due to a general tax increase/decrease or a change in assessment for any other reason.

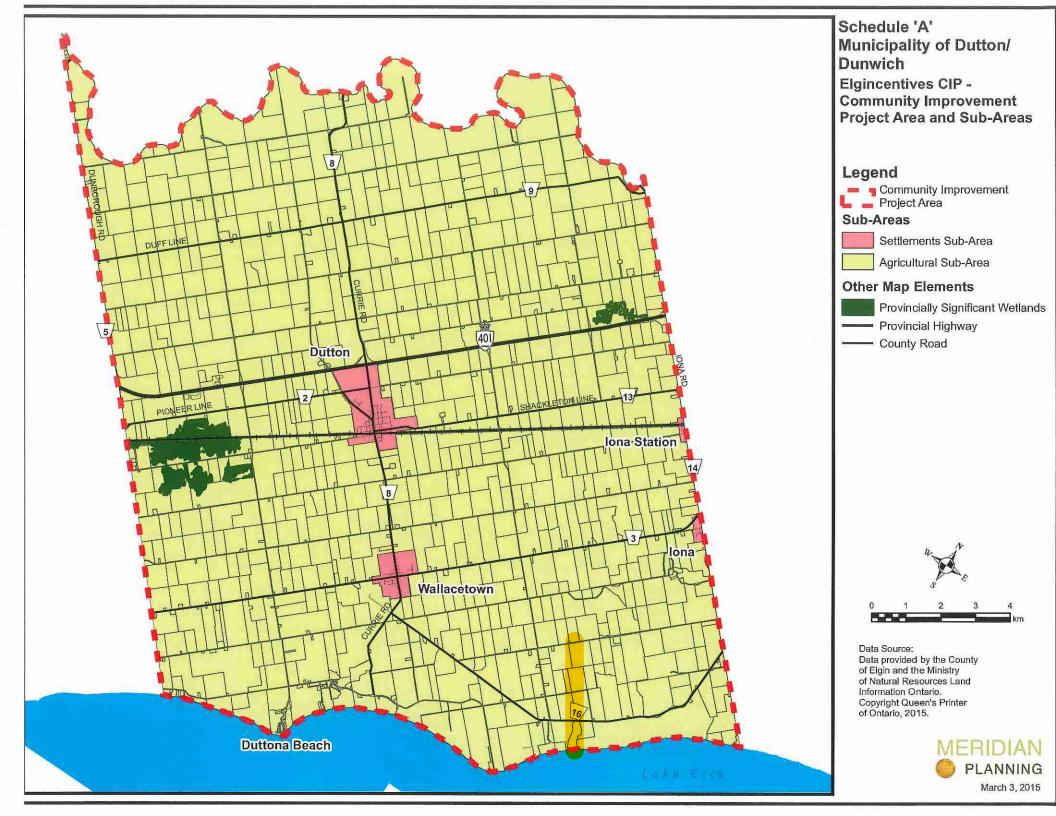


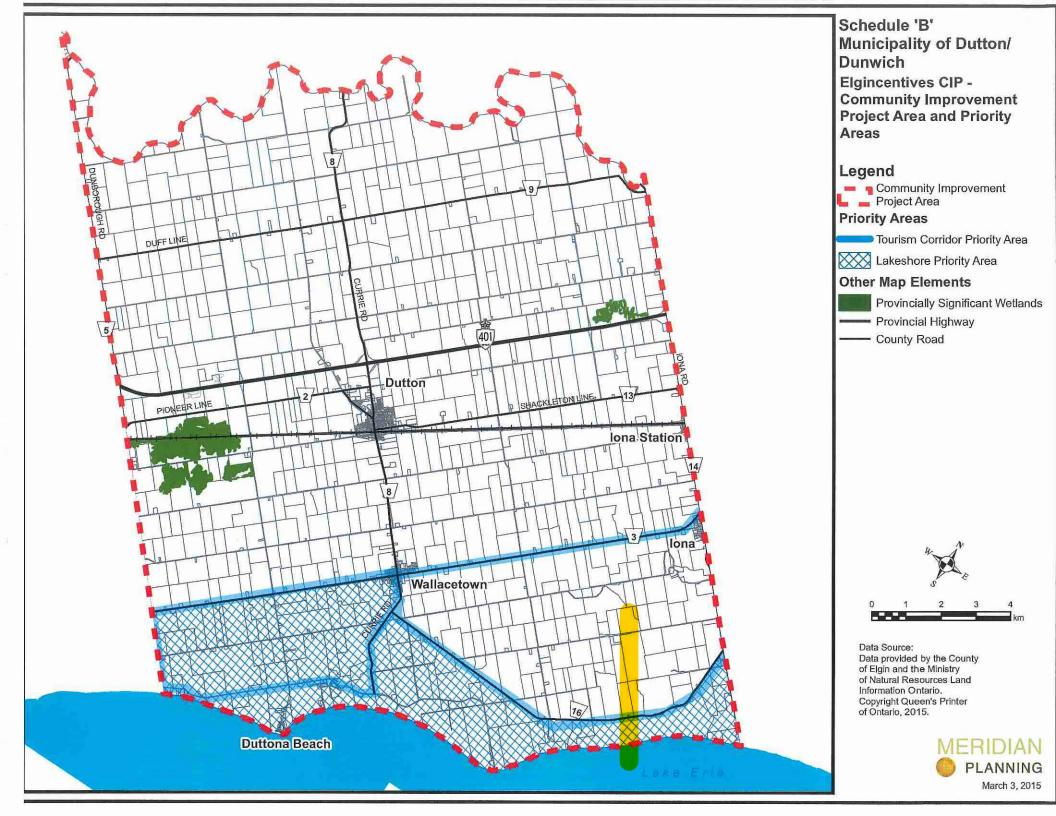
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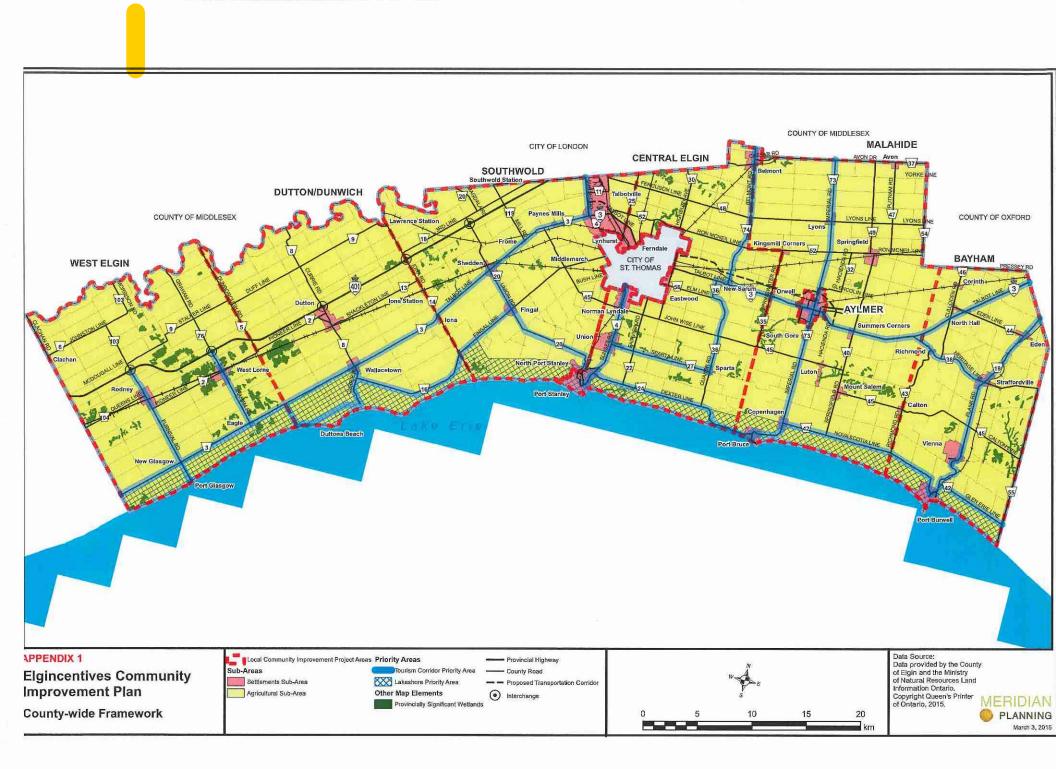












Schedule 'H' – Funding Summary Chart

CIP

## Funding Sumamry Chart (maximum)

		I	ECIP	CIP	Total
7.2.1	Building Design, Façade, Signage, Lighting and Property Improvement Grant				
	building design and façade	50%	\$7,500	\$5,000	\$12,500
	signage, lighting and property improvement	50%	\$5,000	\$2,500	\$7,500
7.2.2	Building Improvements/Restoration Grant	50%	\$10,000	\$2,000	\$12,000
7.2.3	Building Conversion Grant	50%	\$10,000	\$5,000	\$15,000
7.2.4	Energy Efficiency Retrofit Grant	50%	\$10,000	\$3,000	\$13,000
7.2.5	Outdoor Private Art Grant	50%	\$3,000	\$1,500	\$4,500
7.2.6	Sidewalk Café Grant	50%	\$7,500	\$2,000	\$9,500