



Municipality of
Dutton Dunwich

TO: Mayor and Members of Council

FROM: Tracey Pillon-Abbs, Planner

DATE: June 14, 2023

SUBJECT: Request To Initiate A Downtown Community Improvement Plan (CIP) for the Municipality of Dutton Dunwich

RECOMMENDATION:

THAT the Council of the Municipality of Dutton Dunwich receives the report of the Planner titled "Request To Initiate A Downtown Community Improvement Plan (CIP) for the Municipality of Dutton Dunwich", dated June 14, 2023, for information; and

THAT Council of the Municipality of Dutton Dunwich directs Administration to proceed with a municipally initiated CIP for the downtown portion of the Dutton settlement area.

FOR INFORMATION:

The Dutton Dunwich Economic Development Committee (EDC) has expressed interest in developing a Community Improvement Plan (CIP) for the downtown portion of the Dutton settlement area to help encourage businesses to improve the appearance and accessibility of their buildings.

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

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 a vision 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 to undertake improvement projects that are aligned with the vision of the plan. Examples include façade improvements, accessible access or energy-efficient windows.

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 projects, policies, or initiatives to be pursued by a municipality, at the discretion of their council.

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 report is to outline the CIP process and request direction from Council in order to authorize Administration to proceed with a municipally initiated CIP for the downtown portion of the Dutton settlement area.

DISCUSSIONS:

Section 28 of the Planning Act gives municipalities the authority to designate CIPAs and to adopt CIPs.

In accordance with the Planning Act a statutory public meeting is required to be held, and the municipality is to consult with the Ministry of Municipal Affairs and Housing (MMAH).

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.

Section 5 of the OP provides the CIP goals, objectives and policies. The entire Municipality of Dutton Dunwich is designated as 'Community Improvement Areas.'

The process to undertake a CIP includes the following recommended work plan:

Step	Work Plan	Details
1	Research, background analysis and gathering data	Past and current projects, policies, studies, legislation and partnering initiatives
2	Identify the study area	Mapping review and walking tour
3	Confirm the scope of work	SWAT analysis, identify community needs, set a vision and review support required
4	Identify key stakeholders	Businesses, residents and visitors
5	Prepare a marketing and promotional strategy and tools	Posters, media, website
6	Public engagement and consultation	Booths, displays and open house(s)
7	Review of public comments and feedback received	Comment sheets, letters, emails
8	Draft CIP document for review with recommendations based on findings	Council, staff, public, commenting agencies, stakeholders
9	Public meeting(s)	Notice is given
10	Final CIP document approval with any required revisions	Based on feedback received
11	By-law passed	By Council of CIP, and CIPA
12	Fund allocation	Annual budget review with grants and/or loans
13	Program actions, programs and implementation	Application, approval, funding, administration, monitoring and reporting

Research and community engagement will be critical inputs into the process, and the work plan has been structured to reflect this.

Resources from current and past initiatives will include the Dutton Dunwich Strategic Plan 2023-2026, the Dutton Dunwich Community Economic Development Plan 2020, Elgincentives CIP 2019, and the Reimagine Dutton Plan 2014.

The project will be guided by the EDC. There will be regular engagement with Staff and reporting to Council.

Work will be conducted in-house by Administration. It is anticipated that the project will be completed in one year.

Project costs will include additional staff hours, printing, and advertising.

CONCLUSION:

Administration recommends that Council proceed with a municipally initiated CIP for the downtown portion of the Dutton settlement area and direct Administration to commence the process.

Council is the approval authority for CIPs, and there are no appeal opportunities set out in the Planning Act.

Council will need to commit to allocating funds (grants and/or loans) as part of the financial incentives of the program implementation, which can be discussed during the annual budget review (for 2025).

Eligible costs are set out under the Planning Act and would include 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.

ALIGNMENT WITH STRATEGIC PRIORITIES

Financial Stewardship	Economic Development	Municipal Infrastructure	Vibrant Community
<input type="checkbox"/> Adopt and execute an Asset Management Plan <input type="checkbox"/> Begin creating a Financial Management Plan <input type="checkbox"/> Forecast a multi-year budget process and plan	<input checked="" type="checkbox"/> Develop a Community Improvement Plan <input type="checkbox"/> Develop a Downtown Revitalization Plan <input type="checkbox"/> Encourage and garner investment in Dutton Dunwich	<input type="checkbox"/> Develop tools to implement the Asset Management Plan <input type="checkbox"/> Advocate for high speed internet service and natural gas services to rural communities <input type="checkbox"/> Complete expansion of the Wastewater Treatment Plant	<input type="checkbox"/> Explore and enhance community engagement <input type="checkbox"/> Provide increased opportunities to participate in sport, leisure, recreation and cultural activities, events and programs <input type="checkbox"/> Support the inclusion of all residents in the community

Respectfully Submitted

Tracey Pillon-Abbs, MCIP, RPP
 Planner

Approved for Submission

Tracy Johnson
 CAO/Treasurer