



City of Clarence-Rockland

# Community Improvement Plan

January 2025



Clarence-Rockland

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# 1 Introduction

## 1.1 Plan Context

The City of Clarence-Rockland Community Improvement Plan (CIP) is a five-year Plan, prepared on behalf of the Corporation of the City of Clarence-Rockland (hereafter referred to as ‘the City’), and enabled under Section 28 of the Planning Act. This document comprises the CIP and herein establishes the geographic area of coverage, eligibility criteria, and nature of incentive programs to meet the intent of the Plan.

### Community Improvement Plan and its Benefits

- A CIP is a tool of the *Planning Act* to encourage, accelerate and facilitate desirable revitalization and redevelopment that has clear public interest goals;
- CIPs include financial, procedural and other incentives to encourage private sector investment;
- CIPs are a key economic development tool;
- CIPs leverage public investment to draw private sector investment for community benefit; and
- CIPs can help advance multiple municipal priorities, plans and strategies (e.g., economic and tourism development, accessibility, brownfield redevelopment, and intensification).

The previous CIP (2018-2022) focused on delivering municipal incentives by way of programs particularly related to signage, façade and landscape improvements. Through the CIP the City supported 11 applications with a total value of nearly \$38,000.

Since the previous CIP was implemented, Clarence-Rockland has experienced growth, focused within Rockland in particular, and its needs have evolved. An updated CIP is required to better support these needs.

This document, the new CIP (hereafter referred to as the ‘CIP’), builds upon the strengths of the previous CIP and presents tools and incentives to stimulate broader community improvement.

The previous Community Improvement Plan applied to the Commercial Core Area of Rockland (as defined in the Official Plan of the Urban Area of the City of Clarence-Rockland) along Laurier Street. This CIP extends the CIP area to encompass all communities of Clarence-Rockland.

The CIP is aligned with key City plans, strategies, programs and initiatives, including its 2022 Economic Development Strategy.

The CIP is broader, more flexible, and streamlined in its implementation. It allows for the potential to incentivise commercial and mixed-use development in all communities of Clarence-Rockland.

## 1.2 Policy Context

The Official Plan of the United Counties of Prescott and Russell (UCPR OP) is the authority of jurisdiction for Clarence-Rockland communities, save and except for the Official Plan of the Urban Area of the City of Clarence-Rockland (Rockland OP). The UCPR OP (Section 7.4.13) states the intent of community improvement policies of the lower-tier municipalities within the United Counties is “to achieve and maintain a standard of municipal services for the Urban Policy Area and the Community Policy Area and Trade and Industry Policy Area designations”.

The Clarence-Rockland Community Policy Areas (Villages of Bourget, Cheney, Clarence Creek, Hammond, St. Pascal-Baylon) and the Hamlet Policy Area (Clarence-Point) are subject to UCPR OP policies.

Rockland is the only Urban Policy Area within Clarence-Rockland that has an official plan. The Rockland OP has authority in the City of Clarence-Rockland to develop its community improvement plan and establish its CIP area.

An Official Plan Amendment (OPA) to both the UCPR OP and the Official Plan of the Urban Area of the City of Clarence-Rockland enables the designation of a city-wide community improvement project area.

## 1.3 Purpose

The Community Improvement Plan (CIP) is one of the key tools for supporting local businesses and encouraging revitalization and private sector investments. The previous CIP included a variety of financial incentives for eligible projects, tailored to address key community improvement issues in the Commercial Core Area of Rockland.

In 2023-2024, the City undertook a review to update its CIP. The 2025 CIP builds on the strengths of the original CIP and explores additional tools and incentives to stimulate broader community improvement.

The CIP outlines the full scope of financial incentive programs provided by the City of Clarence-Rockland; identifies geographic areas within which these programs will operate; and identifies a range of resource requirements for the successful implementation of the plan, including marketing, administration, monitoring and evaluation.

Specifically, the CIP document is divided into the following sections:

1. **Introduction:** Describes the project process as well as the rationale and goals of the Community Improvement Plan.
2. **Community Improvement Project Area:** The entire City of Clarence-Rockland is designated as the Community Improvement Project Area (CIPA).
3. **Financial Incentive Programs:** Summarizes the suite of programs offered under the CIP including eligible costs/projects, funding maximums and/or minimums (as well as the terms of disbursement of approved funds).

More detailed program protocols are provided as an appendix (see *Appendix A: Program Details*) and include municipal/applicant obligations and formal requirements under each program. Based on the nature of programs, and where warranted, financial risk mitigation measures have been prescribed. These include the use of legal agreements for projects involving larger sums of funding.

4. **Implementation:** This section of the framework outlines the application intake process, the roles and responsibilities of City officials in the approval of applications, annual municipal funding requirements for programs, as well as other implementation considerations.
5. **Marketing the Plan:** Steps necessary to effectively implement and meet the policy goals of the City.
6. **Monitoring & Performance:** Outlines strategies which support ongoing monitoring and evaluation of the performance of the CIP and its programs. Metrics vary based on the nature of

programs but generally include overall take-up of each program and ratios of public versus private investment in improvements.

**Appendices:** Including detailed protocols and eligibility requirements for programs outlined in the *Financial Incentive Programs* section and a glossary of relevant terms.

## 1.4 Rationale & Goals

Community Improvement Plans are often a core component of a municipality's economic development portfolio. The following goals of the CIP are in keeping with municipal planning and policy priorities:

- Revitalize targeted areas and encourage community change in a coordinated manner;
- To encourage private sector investment and strengthen the economic base;
- To enhance the visual appearance of Community Improvement Areas;
- To redevelop Brownfield Sites;
- To ensure the maintenance of the existing building stock;
- To promote healthy communities;
- To foster improvements in the Commercial lands and in all communities of Clarence-Rockland and Employment Lands in Rockland; and
- To ensure high standards of site development throughout the City of Clarence-Rockland.

The City's CIP supports strategic integration and will help guide and support the City's economic development priorities, including commercial property revitalization in communities across Clarence-Rockland.

## 1.5 Process

This project followed a linear four phase process:

### Phase 1: Background Review / Study Quarter 4, 2023

Background research and analysis of local context – the results of which are documented within the Background Discussion Report.

### Phase 2: Stakeholder Engagement Quarter 1, 2024

Engagement with local stakeholders including the development and business community, tourism industry groups, City staff, the Mayor and Council Members.

### Phase 3: Draft CIP Quarter 2-3, 2024

Identification of the preferred program suite, crafting of program details, detailing the funding strategy, and developing the monitoring program.

### Phase 4: Final CIP Quarter 4, 2024

Plan finalization and identification of marketing strategies to best promote the new CIP.

The development of the CIP was informed by the Phase 1 Background Discussion Report along with the results of the process of stakeholder engagement and consultations and the development of CIP programs in Phases 2 and 3.

# 2 Community Improvement Project Area & Priority Zones

## 2.1 City-wide Community Improvement Plan Area

The United Counties of Prescott Russell (UCPR) Official Plan permits local municipalities within the UCPR to prepare and implement a Community Improvement Plan and designate a Community Improvement Plan Area (CIPA).

This CIP designates the entire area of the City of Clarence-Rockland as a CIPA. Having a city-wide CIPA enables the City to evolve and adapt the CIP and its programs over time to respond to changing economic development, planning, community and environmental goals of the City.

The CIP programs are designed for commercial areas and apply to commercial, office and mixed-use properties/buildings, Brownfield Sites, and Employment Lands (specifically, for the future Employment Lands in the Rockland West Secondary Plan and Business Park lands as defined in the Official Plan of the Urban Area of the City of Clarence-Rockland).

## 2.2 Geographic Boundaries of the CIPA Priority Zones

While including all urban communities there are two priority zones in Rockland and Bourget.

Priority Zone 1: Commercial properties in Rockland located along Laurier Street and designated in Schedule A of the Official Plan of the Urban Area of the City of Clarence-Rockland as **Commercial Core Area** (see Figure 3).

Priority Zone 2: Commercial properties in Bourget Champlain Street in Bourget and designated in the Bourget Official Plan (Bourget OP) as **Village Core** (see Figure 4).

The priority zones are intended to elevate the significance of the core urban areas of the two major urban communities of the City. This prioritization aligns with the focus on the older building stock, which is generally located along the main streets of each community. Specifically, this will translate into priority for funding these areas over others under each of the applicable programs. For further clarity, the more modern highway commercial land uses, which is part of the land use mix, remain eligible but represent a lower priority.

Upon cessation of the Bourget OP, the relevance of the Village Core designation for purposes of defining the Priority Zone remains.

## 2.3 Eligibility within the City-Wide CIPA

In addition to the priority zones, eligibility in land use terms is based on Zoning (as per the City of Clarence-Rockland Zoning By-Law No. 2016-10) to ensure contextual accuracy across all communities.

Commercial lands in Rockland, Bourget and the other communities as they are defined in the City of Clarence-Rockland Zoning By-Law No. 2016-10 include:

- Urban Core Area (CA) in Rockland,
- General Commercial (CG),
- Local Commercial (CL),
- Village Mixed Use (VM), and
- Highway Commercial (CH).

Eligible uses within the CIPA include commercial, office, and mixed-use properties/buildings. The intent is to assist business frontage improvements and renovations to improve the aesthetics of commercial areas and the pedestrian realm in Clarence-Rockland communities.

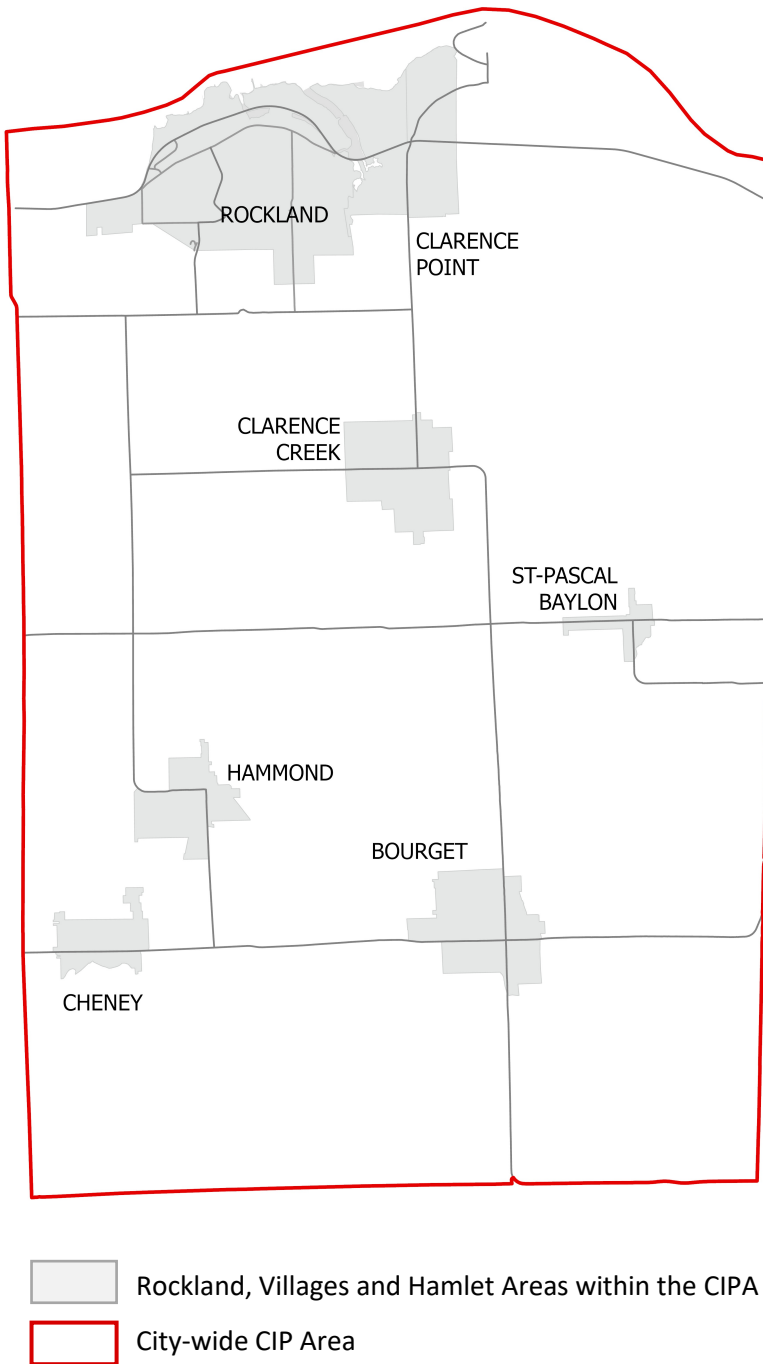
The CIP is not designed to assist larger scale retail developed as malls – typically considered to be rented retail units on a single, unsevered property with internal road circulation.

As it relates to environmentally Contaminated Lands or Brownfield Sites the CIP applies city-wide.

The CIP also applies to the future Employment Land located within the Rockland West Secondary Plan boundary, as well as existing and future development designated as Business Park as defined in the Official Plan of the Urban Area of the City of Clarence-Rockland. The CIP applies to business park uses not including commercial (unless ancillary) or uses that involve significant outdoor storage. Priority is given to higher order employment uses (prestige manufacturing, distribution, R&D, as well as general industrial to a lesser degree.

The maps on the following pages show the city-wide CIP Area (Figure 1), Priority Zone1 – Commercial Core Area in Rockland (Figure 2) and Priority Zone 2 – Village Core in Bourget (Figure 3).

Figure 1. Clarence-Rockland City-Wide CIPA



Rockland: Commercial Core Area

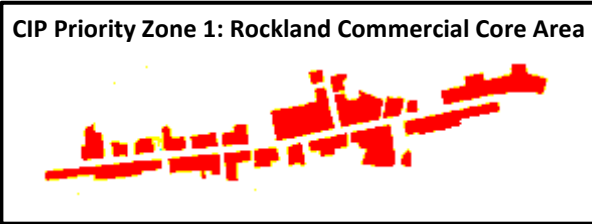


Clarence Creek: Commercial Store Front



Bourget: Significant Building and Local Retail Hub

Figure 2. Priority Zone 1 – Rockland Priority Zone based on Commercial Core Area Land Use Designation as per the Official Plan of the Urban Area of the City of Clarence-Rockland




 - CIP Priority Zone 1: Rockland Commercial Core Area (as per Rockland OP)  
Note: Corresponding zoning category - Urban Core Area (CA) as per the City Zoning By-law No. 2016-10



Figure 3. Priority Zone 2 – Bourget Priority Zone Based on Village Core Land Use Designation as per the Bourget Official Plan



**Bourget Land Use**



700  
1:20,000 Meters

**Land Use Categories**

- Village Commercial
- Village Core
- Village Parks and Open Space
- Village Residential

- Parcels
- Settlement Area (UCPR OP 2022)



# 3 Financial Incentive Programs

## 3.1 Overview of Financial Incentive Programs

The following suite of CIP programs is designed to enable the City of Clarence-Rockland to provide incentives and support to local businesses and encourage private sector investments in the City's commercial areas.

This section summarizes the CIP programs and outlines the applicable area, type and level of assistance and eligibility criteria. A detailed description of each program is provided in Appendix A. The following table outlines the programs and their expected outcomes.

Table 1. CIP Programs and Expected Outcomes

Program	Expected Outcomes
<b>Program 1: Façade Improvement Grant</b>	<ul style="list-style-type: none"> <li>• Leverage private sector investment in façade improvements along main streets.</li> <li>• Enhance aesthetics of commercial properties and improve pedestrian realm within commercial areas in Clarence-Rockland communities.</li> </ul>
<b>Program 2: Signage Improvement Grant</b>	<ul style="list-style-type: none"> <li>• Leverage private sector investments in signage improvements along main streets.</li> <li>• Enhance aesthetics of commercial properties and improve wayfinding and pedestrian realm within commercial areas.</li> </ul>
<b>Program 3: Landscaping Improvement Grant</b>	<ul style="list-style-type: none"> <li>• Leverage private sector investments in landscape improvements.</li> <li>• Improve the public realm and access to commercial properties.</li> </ul>
<b>Program 4: Building Renovation Grant</b>	<ul style="list-style-type: none"> <li>• Leverage private sector investments in interior building renovations and improvements to improve the building stock of commercial properties.</li> <li>• Improve accessibility of commercial buildings.</li> <li>• Increase energy efficiency of commercial buildings.</li> </ul>
<b>Program 5: Planning Application Grant</b>	<ul style="list-style-type: none"> <li>• Stimulate development of new commercial and mixed-use properties.</li> <li>• Contribute to the expansion of businesses and further economic development of the Urban Area of Clarence-Rockland.</li> </ul>
<b>Program 6: Environmental Site Assessment (ESA) Grant</b>	<ul style="list-style-type: none"> <li>• Encourage clean-up and re-use of environmentally Contaminated Lands or Brownfield Sites city-wide.</li> </ul>
<b>Program 7: Tax Increment Equivalent Grant (TIEG)</b> <i>Stream A: Brownfield Remediation</i> <i>Stream B: Commercial Core Development</i>	<ul style="list-style-type: none"> <li>• Stimulate Brownfield clean-up and development city-wide.</li> <li>• Stimulate commercial property development, which contributes to economic development and increased employment opportunities.</li> </ul>
<b>Program 8: Development Charge-Related Grant</b>	<ul style="list-style-type: none"> <li>• Facilitate development, increase assessment value and activity in in the Rockland Business Park and Rockland West Secondary Plan lands in Rockland.</li> </ul>

The following table shows the application of the CIP programs by geographic area within Clarence-Rockland. The table is followed by program summaries that outline program goal, maximum assistance and eligibility and implementation specifics.

Table 2. Applicability of CIP Programs

PROGRAMS <sup>1</sup>	Commercial Lands <sup>2</sup>		Employment Lands <sup>3</sup>
	Rockland	Bourget, Cheney, Clarence Creek, Hammond, St. Pascal-Baylon	Rockland West Secondary Plan & Business Parks, Rockland
1. Façade Improvement Grant	✘	✘	
2. Signage Improvement Grant	✘	✘	
3. Landscaping Improvement Grant	✘	✘	
4. Building Renovation Grant	✘	✘	
5. Planning Application Grant	✘ <i>Commercial Core Area* only</i>		
6. Environmental Site Assessment (ESA) Grant	✘	✘	✘
7. Tax Increment Equivalent Grant (TIEG)	(As per streams below)		
<i>Stream A: Brownfield Remediation</i>	✘	✘	✘
<i>Stream B: Commercial Core Development</i>	✘ <i>Commercial Core Area* only</i>		
8. Development Charge-Related Grant			✘

<sup>1</sup> Applicants can apply for more than one program. Support for more than one program per applicant will be determined at the City's discretion.

<sup>2</sup> **Commercial Lands** as per the City of Clarence-Rockland Zoning By-Law No. 2016-10 include Urban Core Area (CA) in Rockland and General Commercial (CG), Local Commercial (CL), Village Mixed Use (VM) and Highway Commercial (CH) in all communities.

<sup>3</sup> **Employment Lands** means future Employment Lands that are located in the Rockland West Secondary Plan Area, as well as existing and future development designated as Business Park as defined in the Official Plan of the Urban Area of the City of Clarence-Rockland.

\*Commercial Core Area land use designation as defined in the Official Plan of the Urban Area of the City of Clarence-Rockland. Corresponding zoning category is Urban Core Area as per Clarence-Rockland Zoning By-law No. 2016-10.

### Program 1: Façade Improvement Grant

**Description/Goal:** This grant program is designed to promote façade improvements and to encourage private sector property owners and tenants to implement aesthetic improvements to their commercial property(ies).

**Applicable Area:** The program applies to the commercial lands in Rockland, Bourget, Cheney, Clarence-Creek, Hammond and St-Pascal Baylon.

**Maximum Assistance:**

The lesser of a matching grant of up to 50% of eligible costs or a maximum of \$10,000 per property for primary façade improvements.

The lesser of a matching grant of up to 50% of eligible costs or a maximum of \$15,000 per property for primary and secondary façade improvements.

**Eligibility:**

The grant is applicable to façade improvements and upgrades to the street fronts of properties, but it may also be applied to the side of a property only in cases where the side of a property is facing a street or public park or public gathering space or parking area that is accessible to the general public.

The grant is applicable to commercial and mixed-use properties (commercial-residential properties with commercial at grade) within the CIPA.

**Implementation Specifics:**

Grant is paid once all work has been completed to the satisfaction of the City of Clarence-Rockland.

The City funded up to 50% of eligible costs or stated maximums.

### Program 2: Signage Improvement Grant

**Description/Goal:** This grant program is designed to promote improvement to or placement of new building signage.

**Applicable Area:** The program applies to the commercial lands in Rockland, Bourget, Cheney, Clarence-Creek, Hammond and St-Pascal Baylon.

**Maximum Assistance:**

The lesser of a matching grant of up to 50% of eligible costs or a maximum of \$2,500 per property.

**Eligibility:**

The grant is applicable to improvements and upgrades to signage of commercial office and mixed-use properties (commercial-residential properties with commercial at grade). May apply to multiple signs, up to a maximum allotted per property.

**Implementation Specifics:**

The grant is paid once all work has been completed to the satisfaction of the City of Clarence-Rockland.

The City funded up to 50% of eligible costs or stated maximums.

### Program 3: Landscaping Improvement Grant

**Description/Goal:** This grant program intends to promote improvement to the outside areas of commercial properties with public access or use to improve their appearance, aesthetics and curbside appeal.

**Applicable Area:** The program applies to the commercial lands in Rockland, Bourget, Cheney, Clarence-Creek, Hammond and St-Pascal Baylon.

**Maximum Assistance:**

The lesser of a matching grant of up to 50% of eligible costs or a maximum of \$5,000 per property.

**Eligibility:** Properties eligible for this incentive program include:

- Private sector-owned commercial and mixed-use properties within the CIPA; and
- Former residential buildings now used, in part or in whole, for commercial use.

The grant is applicable to commercial and mixed-use properties (commercial-residential properties with commercial at grade) within the CIPA.

**Implementation Specifics:**

The Grant is paid once all work has been completed to the satisfaction of the City of Clarence-Rockland.

The City funded up to 50% of eligible costs or stated maximums.

### Program 4: Building Renovation Grant

**Description/Goal:** This grant program is designed to assist owners of existing commercial and mixed-use buildings with the targeted interior improvements to improve functionality, accessibility and energy efficiency of existing buildings.

**Applicable Area:** The program applies to the commercial lands in Rockland, Bourget, Cheney, Clarence-Creek, Hammond and St-Pascal Baylon.

**Maximum Assistance:**

The lesser of a matching grant of up to 50% of eligible costs or a maximum grant of \$25,000 per property and a minimum grant of \$12,500.

**Eligibility:** The program is available for private sector-owned commercial and mixed-use (i.e. commercial and residential mixed use) properties.

**Implementation Specifics:**

The grant applies to building works and interior improvements (permanent installations).

Building improvements include building fire and other code compliance; expansion, additions or conversions for office or retail; interior structural works and upgrades (e.g., electrical, mechanical, HVAC and other building systems); and retrofitting space for residential use (upper floors), accessibility and energy efficiency of existing buildings, etc.

The grant is paid once all work has been completed to the satisfaction of the City of Clarence-Rockland.

Accessibility improvements must conform with the Accessibility Requirements in the Ontario Building Code (AODA) and the City's Accessibility Policy in order to be approved.

An energy audit is required prior to receiving approval for the Energy Retrofit Stream.

## Program 5: Planning Application Grant

**Description/Goal:** This program offers property owners with plans to develop new commercial and mixed-use (commercial at grade) a grant equivalent to a reduction in applicable planning fees (i.e., Major Zoning By-law Amendment and Site Plan Application fees).

**Applicable Area:** The program applies to commercial lands within Rockland. Commercial and mixed-use properties within Rockland's Urban Core Area will be prioritized.

### Maximum Assistance:

- Zoning By-law Amendment Fees: Up to 50% of eligible costs up to a maximum of \$2,000 per property.
- Site Plan Application Fees: Up to 50% of eligible costs up to a maximum of \$2,250 per property.

### Eligibility:

Commercial property owners and/or developers seeking development of properties within Rockland's Urban Core Area. All other areas of the CIPA are excluded.

## Program 6: Environmental Site Assessment (ESA) Grant

**Description/Goal:** This program is designed to assist privately owned sites for which a Phase I Environmental Site Assessment (ESA) has been completed. The program provides assistance to further specify the extent and nature of environmental contamination through a Phase II ESA study and to develop a Remediation Action Plan.

**Applicable Area:** Eligible Contaminated Lands (Brownfield Sites) city-wide.

### Maximum Assistance:

A maximum individual grant is limited to \$20,000 or 50% of the cost of the Phase II ESA, whichever is less. A maximum of two (2) studies per Project are fundable to a maximum \$30,000 or 50% of cost, whichever is less.

### Eligibility:

Private sector landowners/developers who are actively seeking renovation/redevelopment/re-use of the property and are able to provide a Phase I ESA conducted by a qualified environmental consultant (Qualified Professional) indicating a requirement for a Phase II ESA to be completed.

Eligible costs are generally defined as costs incurred in remediation of a property, which at the date of site assessment, does not meet the Standards of the Ontario Environmental Protection Act to permit a Record of Site Condition acknowledged by the Ministry of Environment, Conservation and Parks (MECP). The City will require verification of these costs.

Note: The City will determine if a second follow-up or a complimentary study is fundable and in all cases the initial ESA study must represent a full and complete Phase II ESA. The City will refuse funding where any attempt is made to divide ESA into two (2) studies for purposes of maximizing grant assistance. All applications for support will be reviewed by the City's brownfield consultant.

## Program 7: Tax Increment Equivalent Grant (TIEG)

**Description/Goal:** This program is designed to leverage increased property tax assessment and help reduce financial costs of property redevelopment or redevelopment that meets strategic public interests and City goals.

The Tax Increment Equivalent Grant (TIEG) program comprises two streams:

- **STREAM A: Brownfield Redevelopment** - promoting remediation of environmentally Contaminated Land (Brownfield Sites) within the city-wide CIPA; and
- **STREAM B: Commercial Core Development** – supporting new, renovated, converted commercial (stand-alone or as part of mixed-us) developments within Rockland’s Commercial Core Area (as defined in the Rockland OP), corresponding to Urban Core Area (CA) zoning category as per the City’s Zoning By-Law.

### Applicable Area:

- **Stream A** applies to private Brownfield properties within the city-wide CIPA.
- **Stream B** applies to properties in Rockland’s Commercial Core Area (as per Rockland OP) zoned as Urban Core Area (CA).

### Maximum Assistance:

Grant up to 80% of municipal property tax increment over a base tax established by the City (to define the annual increment). Maximum assistance is the lesser of eligible costs over a maximum period of tax increment support (10 years).

### Eligibility:

The program is limited to private sector landowners/developers who are actively seeking the rehabilitation, renovation, (re)development or re-use of properties.

## Program 8: Development Charge-Related Grant

**Description/Goal:** A grant is equivalent to a portion of the municipal development charges only. The program is designed to provide assistance for the development of sites within the City’s future Employment Land located within the Rockland West Secondary Plan lands, as well as existing and future development designated as Business Park by reducing the development cost related to development charges levied by the City.

**Applicable Area:** The future Employment Land located within the Rockland West Secondary Plan boundary, as well as existing and future development designated as Business Park, as defined in the Official Plan of the Urban Area of the City of Clarence-Rockland.

### Maximum Assistance:

A maximum grant of \$30,000 or 50% of development charges levied by the City or a maximum, whichever is less.

### Eligibility:

The owner or developer in the City of Clarence-Rockland who pays development charges levied by the City.

This assistance does not apply to development charges levied by the UCPR or education development charge, unless otherwise notified by the City.

The program applies to future Employment Land located within the Rockland West Secondary Plan boundary, as well as existing and future development designated as Business Park in the Official Plan of the Urban Area of the City of Clarence-Rockland.

# 4 General Eligibility Requirements

The following General Eligibility Requirements must be met by all applications to any incentive program before being considered by the City's Economic Development Advisory Committee.

The General Eligibility Requirements must be read in association with the program-specific eligibility requirements detailed in Appendix A.

## Applicants in Good Standing

Applications which are in default of any By-law of the City of Clarence-Rockland as well as applicants with any property tax arrears, or who are involved in ongoing litigation with the City will be screened from further consideration, until such time as these defaults are remedied.

All applicants shall be in good standing regarding any other municipal fees and levies liable on the property. Applicants will be given the opportunity to reinstate their applications once tax arrears and outstanding municipal bills have been cleared.

## Prohibition of Retroactive Financial Support

At no time will financial support through the CIP be provided to projects retroactively. Retroactively means no support for projects that occurred prior to Council approval of the CIP or, when in force, works undertaken without application and then subsequently a retroactive application made or when applicable work has already begun prior to application submission/approval.

## Commercial and Mixed Use

Program eligibility under this CIP is limited to private owners of commercial properties as defined under the City of Clarence-Rockland Zoning By-Law. and/or owners or developers of Brownfield sites.

Some incentive programs allow applications by tenants (leaseholders) with authorization of property owners (as detailed in the program descriptions in Appendix A).

Assistance is aimed at commercial uses, existing, or proposed through development or redevelopment whether in standalone buildings or mixed-use buildings.

The CIP does not support residential buildings. Existing commercial buildings which have the potential for renovation to include upper floor residential use (whether affordable or otherwise) are supportable under the general eligibility of the CIP.

Program eligibility is defined by application of relevant zoning categories in the City of Clarence-Rockland Zoning By-law and land use categories in the defined in the Official Plan of the Urban Area of the City of Clarence-Rockland in order to ensure that only commercial uses and locations that align with the focus of a publicly funded CIP are included. Further eligibility criteria are established in each program.

# 5 Implementation

## 5.1 Duration of CIP

The programs are in effect for the five-year period of the CIP. Council has the ability to extend, revise or alter this CIP beyond the five-year horizon subject to the objectives of Council and the performance of the Plan.

The City of Clarence-Rockland will only accept applications for financial assistance for development or property enhancement projects for properties located in the CIPA for the five-year duration of this CIP.

The City reserves the right to focus the application of certain programs in specific years and/or areas of the City to best facilitate the desired objectives of the CIP.

## 5.2 Administration and Staff Resourcing

### Application Evaluation

In implementing the CIP, the City will administer the application evaluation process through the Economic Development Advisory Committee.

The Economic Development Advisory Committee comprises City staff, members of Council and representatives of business community and Clarence-Rockland Chamber of Commerce.

The Economic Development Advisory Committee will evaluate each application and recommend applications for Council approval.

### Roles and Responsibilities for Program Implementation

Key tasks in implementing the CIP are as follows and will be shared among staff in the City's Economic Development Division:

- *Promotion within the City:* A number of municipal departments are expected to play a role in apprising developers and business/property owners of available program opportunities under the CIP and navigating persons to key sources of information in this regard. This includes Economic Development and Tourism, Planning and Development, Public Works, and Communications staff.
- *Marketing and promotion:* Section 5 of this document outlines the marketing plan for the CIP. City Divisions that are expected to play a key role in supporting the effective marketing of the CIP include Economic Development and Tourism and Planning and Development (at the time of application discussion (i.e. pre-submission meeting) and eventual take-in).
- *Organizing and hosting a pre-application consultation meeting:* This should be held with each potential applicant to discuss the proposal, eligibility and potential program options. Staff from relevant departments may provide input as needed.

- *Managing the implementation of the CIP and the process of application review and approval. This includes:*
  - *Financial/Administrative:* including application intake and pre-screening as well as monitoring the dispersal of funds from a CIP capital account.
  - *Co-ordination of the Economic Development Advisory Committee:* the timely issuance of pre-screened applications to the Advisory Committee for review and approval, as well as the organization of regular committee meetings to review applications if required.
  - *Preparation of application review and recommendation reports* if required for Council consideration.
  - *The preparation and execution of legal agreements* where required for applications.
  - *CIP performance monitoring:* Expected to involve site visits to photograph and review improvements to ensure that works completed are in keeping with the respective applications. This will also involve annual CIP performance reporting to Council via a staff report (see *Section 6: Monitoring & Performance* for metrics of evaluation).

### 5.3 Application Intake & Approval Process

Applications will be accepted twice a year during two intake periods – mid March and mid-September.

For the duration of the Intake Periods, completed applications will be received and evaluated by the City based on the availability of funding, and pending that all general and relevant program eligibility requirements are met.

Applications will be pre-screened by City staff for completeness and further consideration. Incomplete applications will be returned as such, and an opportunity will be provided to re-submit. If the City remains concerned that applications are not meeting the information needs of the City, the City will, at its discretion, reject the application. The Economic Development Advisory Committee will oversee all evaluation once a Complete Application is provided.

The intent of the Review/Evaluation Committee is to provide cross departmental oversight of applications for financial support to ensure that approved applications are fully vetted with regard to the following:

1. Alignment with municipal planning, economic development and other policies as relevant from time to time.
2. Adherence to the Municipal by-laws and property standards.
3. Good value for money with respect to public funding.
4. Reasonableness of project timing, scale of costs, and likelihood of success

Funding support for successful applications will be drawn from the CIP capital account/CIP reserve, as necessary. Each program is expected to have an annual funding limit. Funding is assigned in the year in which the application is formally approved, regardless of whether disbursement of funds occurs in the following calendar year.

Applicants can apply for more than one program. Support for more than one program per applicant will be determined at City's discretion.

Application intake and approval is a five-step process: pre-application consultation, submit application, evaluation of complete application, approval and payment. Each step is summarized as follows:

#### Step 1 Pre-Application Consultation

- Eligible property owner and tenants are encouraged to read through the application form on the City's website, submit an Intent to Apply form and schedule a meeting with City staff to review any preliminary plans and factors such as program eligibility, scope of work and project timing.

#### Step 2 Submit Complete Application

- Applicants submit a Complete Application on the City's website. This includes the application form, and ALL supporting documents plus other supplemental information as may be requested by City Staff.
- Applicants are expected to meet the City's submission requirements as laid out in the relevant application forms.
- The City confirms whether the application is deemed complete.

#### Step 3 Evaluation of Complete Application

- Complete Applications are evaluated by the Economic Development Advisory Committee to ensure compliance with the CIP objectives, property and building standards/permits, by-laws and policies;
- The Economic Development Advisory Committee may request additional information and/or request a site visit;
- Staff report including a recommendation to Council for its consideration and a Request for Decision (RFD);
- Applicant notified of Recommendation to Council;

- Applicant is notified of decision, any conditions of approval, and funding amount.

#### Step 4 Approval

- All applications and the Advisory Committee recommendations are subject to approval by Council.
- The nature of approval is specific to each program, with some comprising an upfront grant payment, others comprising a deferral of fees, and others tax increment support. For upfront grants/loans, a formal grant/loan agreement will be required between the applicant and the City. Tax Increment Support is to be communicated in writing, outlining the process that is required to finalize approval of funding.

#### Step 5 Payment

- Timing of works which are the subject of the application are the responsibility of the applicant.
- Disbursement of funding will be in accordance with the provisions of the individual program in question.

Application evaluation criteria generally require the business to be in good standing in terms of taxes, compliance with by-laws and regulations, etc. The applicant must provide a complete application with all supporting documents. The project should align with the City's goals and comply with the City's by-laws and regulations. The applicant must meet in-take deadlines.

## 5.4 Value of Grant Support

**Grant support is not guaranteed to be approved at the maximum values identified under each respective program. The amount of the grant is subject to and at the discretion of the City and is dependent on the list of "eligible costs".**

Note that there is no total dollar limit on the ability of an applicant to apply for and be evaluated for each relevant program and the funding limits of each program apply.

Where projects may potentially be eligible for CIP programs later in the development process, such as Planning Application Grant, potentially a Development Charge-Related Grant or a Tax Increment Equivalent Grant, the option exists to approve funding in-principle, under each program to which the project may become eligible as a result of investment in and re-assessment of the property. In this instance, final approval of support under each program is deferred until the detailed eligibility criteria and any other conditions of approval have been met as a result of the progress of the project from concept to construction and re-valuation of the assessed value of the property. This should not be read as approval to access all programs at their maximum amounts. The eligibility of any program is determined solely by the City.

**Grant support is limited to one successful application (resulting in a grant) per program per property during the life of the plan (5 years).**

Program Planning Fees & Building Permits Grant is exempt from this limitation – refer to Appendix A for program details.

In all cases of program funding assistance, the City of Clarence-Rockland reserves the right to limit or refuse funding where applicants have successfully applied for and received funding for similar purposes from other sources of grant or preferential loan assistance – this includes, for example, any other building-related grant or loan incentive provided by upper levels of government and agencies of government.

# 6 Marketing the Plan

## 6.1 Marketing-Focused Approach

The CIP financial incentive programs are designed to provide support to local businesses, encourage revitalization and private sector investments in different areas from façade and signage improvements to clean-up of Contaminated Lands. Therefore, a marketing-focused approach is recommended - this means sectionalizing the web-based presence of the CIP to be more easily marketed to various sectors and align with key branding and attraction strategies available to investment capital. It is recommended that the City of Clarence-Rockland develops an umbrella marketing strategy for the overall CIP and specific marketing strategies for each program.

This involves the following:

1. Strong Web Presence: The full suite of incentives forms part of the City's broader digital presence promoting investment and community development;
2. Direct links to application forms, eligibility criteria, FAQs on process and contact details for arranging pre-application consultation;
3. Advertising incentives as part of other municipal services to business: planning, licensing, and taxation;
4. Online application forms and tracking tools; and
5. Outreach – utilizing the network of business support organizations for regular updates on:
  - a. program development;
  - b. successful applications;
  - c. initial launch and intake deadlines; and
  - d. annual program updates.

## 6.2 Evaluating the Impact of Marketing Initiatives

The following metrics will be used to evaluate the success of marketing efforts:

- Total number of marketing initiatives undertaken/completed (annually);
- Total number of contacts with expression of interest received (annually) from potential applicants via varying media (via telephone, online submission requests etc.);
- Total number of pre-application consultation sessions completed (annually) and the nature of interest in programs (e.g., Façade Grant versus );
- Number of CIP inquiry forms received from the City's website or via mail/courier (annually);
- Total number of applications received because of marketing initiatives/tools (this information may be gathered at the point of application/pre-consultation);
- Webpage visits and distribution of CIP marketing and application materials; and
- CIP Feedback Surveys for applicants that have successfully completed a CIP program.

# 7 Monitoring & Performance

## 7.1 Employing Qualitative and Quantitative Measures

The City should employ a mixture of qualitative and quantitative measures to assess the impact of the CIP and its programs. These should recognize both the measurable impacts of programs as well as the intangible benefits of community improvement programs, such as enhancements to aesthetic appeal of the public realm within the CIPA and improved built environment. The overall CIP should be monitored with consideration for the following variables for each of the financial incentive programs:

- Total annual amount of committed funding;
- The number of applications submitted;
- The number of successful applications (overall uptake of each program);
- Total amount of private-sector investment as a result of the CIP implementation;
- Assessment of the quality of improvements as compared to the works proposed; and
- Applicant satisfaction with the application process and communication materials and protocols.

Though not required, it is recommended that a post-development/post-program follow-up interview/survey be provided to each successful applicant to confirm levels of satisfaction with the application process as well as to provide insight on the effectiveness of communication channels, materials and protocols employed to market the CIP. Information gathered should form part of the qualitative assessment of the CIP and facilitate proactive marketing and implementation solutions as may be required to enhance areas of performance.

To monitor and evaluate success of the CIP program, the City needs to collect data on the amount of private investment made into CIP supported improvement projects. The City shall require that all successful applicants provide information about their portion of investment in improvements supported with CIP funding. This data will enable the City to estimate the ratio of public (CIP) funding to private investment in projects supported by the CIP. The obtained data will be analyzed annually to quantitatively evaluate performance of individual programs and the CIP overall. The results of this analysis can be used for monitoring and evaluation as well as reporting and marketing purposes.

## 7.2 Staff Reporting to Council

Monitoring of the CIP will occur annually as a means of assessing (on an ongoing basis) individual program uptake and the scale of private sector investment leveraged by each approved funding allocation (that is, by application). A published estimate of private-sector investment (and/or ratio of private/public investment) is to be provided via an annual Staff Report to Council.

City Staff will provide Council with an annual report regarding the decisions made and funding provided. The report will itemize all applications for CIP program support, the evaluation process and recommendation for each application considered in that calendar year, and the details of funding support provided.

It is intended that annual performance reporting will inform any decisions regarding annual capital budgeting for the CIP reserve account as well as Council direction on CIP reserve allocation specific to particular programs.

### 7.3 Evaluating and Updating the Plan

The CIP duration is five (5) years from the date of its official launch, an internal interim review is to be undertaken in year three (3). A detailed formal review is to be conducted in year five (5) to determine whether each program has met the goals and objectives of the CIP, evaluating the following:

- a) effectiveness of the funding and organizational structure of the CIP process;
- b) composition and operation of the Economic Development Advisory Committee as pertains to its role in successful evaluation of all applications and reporting to Council; and
- c) effectiveness of staff and other resources to administer, monitor and market the Plan.

Baseline monitoring of the CIP will occur annually as a means of assessing (on an ongoing basis) individual program uptake and the scale of private sector investment leveraged by each approved funding allocation (by application).

At its discretion, the City of Clarence-Rockland reserves the right to add to, amend, alter, adjust, discontinue the plan, or parts thereof, extend the plan period or make any other changes to the programs of support, funding, mechanisms and policies governing applications, evaluation and eligibility.

Council may extend, revise or alter this CIP beyond the five-year horizon subject to the objectives of Council and the performance of the Plan.

Changes to the provisions of this CIP which are considered to represent a material change which necessitates a formal amendment to the Plan, and the required approval process as established under the Ontario Planning Act, include the following:

1. Changes to the boundary of the Community Improvement Project Area;
2. The addition of new programs of financial assistance operationalized within this CIP;
3. A significant order of magnitude increase in the maximum amount of financial assistance offered as part of the guidelines for funding contained in this CIP; and
4. A significant change in the eligibility criteria for access to program support under this CIP.

Appendix A.

**Schedule of  
Program Details**

## Program 1: Façade Improvement Grant Program

<b>Rationale and Objective(s)</b>	<p>The Façade Improvement Grant Program is intended to support exterior building improvements to commercial properties in commercial areas within the CIPA.</p> <p>The grant is designed to promote façade improvements and to encourage private sector property owners and tenants to implement aesthetic improvements to their property(ies) that otherwise may not occur due to cost-related issues.</p> <p>Under the Façade Improvement Grant Program, matching grants may be offered to eligible property owners and tenants for building front (primary façade), and where applicable, side and rear exterior improvements (secondary façade). Additional funds are available for qualifying secondary (side and rear) façade improvements.</p> <p>The City will determine eligibility for secondary façade assistance, but at a minimum these areas must be publicly accessible areas (such as with premises accessed by the public from side or rear parking lots) or corner lots with highly visible side facades.</p>
<b>Benefits</b>	<ul style="list-style-type: none"> <li>• Support the enhanced aesthetic appeal of commercial areas in Clarence-Rockland communities through façade improvements.</li> <li>• Façade improvements have the capacity to self-advertise the benefits of renewed investment in real property.</li> <li>• Associated public realm improvements, infill development and interior building improvements available under other programs can assist in overall vibrancy, visitation, economic impacts and assessment growth.</li> <li>• Potential to leverage private sector investment in modest building façade improvements which have a direct benefit to the architectural quality of the street.</li> </ul>
<b>Legislative Provision</b>	<p>Section 28(7) of the <i>Planning Act</i> (R.S.O. 1990, c. P.13) provides for grant assistance “for the purpose of carrying out a municipality’s community improvement plan.”</p>
<b>Target Group</b>	<p>Private sector property owners or tenants of existing commercial and mixed-use buildings (commercial/retail/office at-grade) within the CIPA, scoped by zoning (as stated under Eligibility below).</p>
<b>Program Specifics and Limitations</b>	<ul style="list-style-type: none"> <li>• <i>Primary Façade Only:</i> Matching grant of up to 50% of eligible costs or a maximum grant of \$10,000 per property, whichever is less for primary façades.</li> <li>• <i>Primary and Secondary Façade:</i> Matching grant of up to 50% of eligible improvement costs or a maximum grant of \$15,000 per property, whichever is less for façade improvement projects involving more than one façade (primary and secondary façades). This is limited to:             <ul style="list-style-type: none"> <li>○ buildings located on corner lots (that is, properties with frontage on two municipal streets); or</li> </ul> </li> </ul>

- Commercial buildings that include a public entrance to the ground-floor premises from the rear of the building and which face onto a rear parking lot open to the public.
- Buildings with rear or side elevations which face onto a public park, other public gathering space such as a public square, or a public parking lot.

Only one successful application is permitted during the life of the plan (5 years) received from either the property owner or the tenant (or a joint application by both).

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### **Eligibility**

- All existing commercial and mixed-use properties and buildings (commercial/retail/office at-grade) within the CIPA, scoped by zoning as indicated in the City of Clarence-Rockland Zoning By-Law No.2016-10: Urban Core Area (CA); General Commercial (CG), Local Commercial (CL), General Commercial (CG), Local Commercial (CL), and Village Mixed Use (VM), and Highway Commercial (CH).
- This program includes former residential buildings now used, in part or in whole, for commercial/office use (that is, commercial/office at-grade).
- Costs associated with materials, labour, equipment and professional fees related to external building works specifically for façade improvement and implementation of improvements consistent with any applicable municipal design guidelines for the City as may be in force.
- The grant is meant to be applied to improvements and upgrades to the street fronts of properties, but it may also be applied to the side of a property only in cases where the rear or side of a property is facing a street or public park or public gathering space or parking area that is accessible to the general public.

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### **Examples of Eligible Costs (non-exhaustive)**

- Enhancement, replacement and rehabilitation of doors, windows, and façades.
  - Energy efficient window replacements which maintain aesthetic quality of the façade as intended by this program.
  - Restoration of existing façade and surfaces (cleaning, wood, tuck pointing). Includes repair or restoration of original features or an approved facsimile (cornices, parapets, eaves, other architectural features).
  - Removal of non-original siding or facing.
  - Repair or restoration of authentic historic storefront treatment.
  - Painting in original or period colours.
  - Exterior lighting improvements.
  - Installation of appropriate awnings.
  - Renovation of existing storefronts in accordance with standard principles of traditional storefront design (fascia board for signage above storefront, appropriate display windows, removal of incompatible alterations, etc.).
  - Improvements to the principal façades of incompatible buildings being sympathetic and compatible with the historic character of the area.
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- Re-cladding in more traditional materials complementary to the architectural vernacular.
  - Eligible costs include fees associated with the services of a professional architect, engineer, planner, heritage consultant, or other building specialist necessary to fully implement plans for building improvement.
  - Professional quotes from multiple licensed contractors (minimum 2) operating at arm's length from the applicant will be required.

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**Approval Process**

- Applicants who identify other sources of financial assistance for façade improvements, which result in a higher level of private investment than would have otherwise occurred, will be given preference in the allocation of funds.
  - Façade Improvement Grants disbursed as follows: 100% on satisfactory completion as determined by the City.
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## Program 2: Signage Improvement Grant Program

<b>Rationale and Objective(s)</b>	<p>The Signage Improvement Grant is intended to support improvements to commercial properties in the City of Clarence-Rockland CIPA. The grant is designed to promote signage improvements and to encourage private sector property owners.</p> <p>Under the Signage Improvement Grant Program, matching grants may be offered to eligible property owners and tenants for exterior signage improvements, walkway signage between buildings and rear access signage enhancements.</p>
<b>Benefits</b>	<ul style="list-style-type: none"> <li>• Grant supports the enhanced aesthetic appeal of Commercial Core Area in Rockland and Village Commercial and General Commercial areas in Bourget through signage improvements.</li> <li>• Potential to leverage private sector investment in modest building façade improvements which have a direct benefit to the architectural quality of the street.</li> <li>• Signage improvements, together with façade improvements, have the capacity to self-advertise the benefits of renewed investment in real property.</li> </ul>
<b>Legislative Provision</b>	<p>Section 28(7) of the <i>Planning Act</i> (R.S.O. 1990, c. P.13) provides for grant assistance “for the purpose of carrying out a municipality’s community improvement plan.”</p>
<b>Target Group</b>	<ul style="list-style-type: none"> <li>• Private sector property owners or tenants of existing commercial and mixed-use buildings (commercial/retail/office at-grade) within the CIPA, scoped by zoning (as stated under Eligibility below).</li> </ul>
<b>Program Specifics and Limitations</b>	<ul style="list-style-type: none"> <li>• Matching grant of up to 50% of eligible costs or a maximum of \$2,500 per property, whichever is less.</li> </ul>
<b>Eligibility</b>	<ul style="list-style-type: none"> <li>• All existing commercial and mixed-use buildings (commercial/retail/office at-grade) within the CIPA, scoped by zoning as indicated in the City of Clarence-Rockland Zoning By-Law No.2016-10: Urban Core Area (CA); General Commercial (CG), Local Commercial (CL), General Commercial (CG), Local Commercial (CL), and Village Mixed Use (VM), and Highway Commercial (CH).</li> <li>• This program includes former residential buildings now used, in part or in whole, for commercial/office use (that is, commercial/office at-grade).</li> <li>• Costs associated with materials, labour, equipment and professional fees related to signage design, development and installation consistent with the City’s Sign By-Law and any applicable municipal design guidelines for the City as may be in force.</li> <li>• The grant is meant to be applied to improvements and upgrades to the street fronts of properties, but it may also be applied to side of a property only in cases where the rear or side of a property is facing a street or public park or public gathering space or parking area that is accessible to the general public.</li> </ul>

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- Approval Process**
- Signage should comply with the City’s Sign By-Law (2015-160).
  - Signage Improvement Grants are disbursed as follows: 100% on satisfactory completion as determined by the City.
  - Applicants who identify other sources of financial assistance for signage improvements, which result in a higher level of private investment than would have otherwise occurred, will be given preference in the allocation of funds.
  - Professional quotes from multiple licensed contractors (minimum 2) operating at arm’s length from the applicant will be required.
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### Program 3: Landscaping Improvement Grant Program

<b>Rationale and Objective(s)</b>	The Landscaping Improvement Grant offers a financial incentive to promote improvements in the appearance, aesthetics and curbside appeal of commercial and mixed-use properties located within the CIPA.
<b>Benefits</b>	<p>The grant program supports the goals of the City of Clarence-Rockland to enhance the commercial areas through the landscape improvements of publicly accessible commercial areas.</p> <p><b>Property Improvements (permanent installations)</b></p> <ul style="list-style-type: none"> <li>• Durable landscape improvements (hardscaping, walls, fences) associated with front and side outdoor service areas;</li> <li>• Rear patio/café garden improvements;</li> <li>• Creation of public walkways and/or courtyards between buildings for the purposes of improving pedestrian access and amenity.</li> </ul>
<b>Legislative Provision</b>	Section 28(7) of the <i>Planning Act</i> (R.S.O. 1990, c. P.13) provides for grants and loan assistance “for the purpose of carrying out a municipality’s community improvement plan.”
<b>Target Group</b>	Private sector property owners or tenants of existing commercial and mixed-use buildings (commercial/retail/office at-grade) within the CIPA, scoped by zoning (as stated under Eligibility below).
<b>Program Specifics and Limitations</b>	Matching grant of up to 50% of eligible costs or a maximum of \$5,000 per property, whichever is less.
<b>Eligibility</b>	<ul style="list-style-type: none"> <li>• All existing commercial and mixed-use properties and buildings (commercial/retail/office at-grade) within the CIPA, scoped by zoning as indicated in the City of Clarence-Rockland Zoning By-Law No.2016-10: Urban Core (CA); General Commercial (CG), Local Commercial (CL), General Commercial (CG), Local Commercial (CL), and Village Mixed Use (VM), and Highway Commercial (CH).</li> <li>• This program includes former residential buildings now used, in part or in whole, for commercial/office use (that is, commercial/office at-grade).</li> <li>• Costs associated with materials, labour, equipment and professional fees related to external building works specifically for design and implementation of landscaping improvements consistent with any applicable municipal design guidelines for the City as may be in force.</li> <li>• The grant is meant to be applied to improvements and upgrades to the street fronts of properties, but it may also be applied to the rear or side of a property only in cases where the rear or side of a property is facing a street or public park or public gathering space or parking area that is accessible to the general public.</li> <li>• <b>Excluded:</b> Replacement/improvement of existing asphalt parking are not eligible.</li> </ul>

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**Approval  
Process**

- Landscaping Improvement Grants are disbursed as follows: 100% on satisfactory completion as determined by the City.
  - Applicants who identify other sources of financial assistance for landscaping improvements, which result in a higher level of private investment than would have otherwise occurred, will be given preference in the allocation of funds.
  - Professional quotes from multiple licensed contractors (minimum 2) operating at arm's length from the applicant will be required.
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## Program 4: Building Renovation Grant Program

<b>Rationale and Objective(s)</b>	<p>The Building Renovation Grant intends to promote functional improvements and upgrades to an older building stock, including accessibility and energy efficiency improvements.</p> <p>Property improvements can include any identified and eligible improvements to the building, its structure, building systems, and major internal fit-up, as well as accessibility and eligible energy efficiency improvements.</p> <p>Project works must contribute to the significant improvement of the long-term functionality of the building. General tenant fit-up<sup>1</sup> and end-of-life system replacements etc. will not be supported.</p>
<b>Benefits</b>	<p>This grant has the potential to leverage significant private sector investment in interior building renovations and improvements, and help address the costs involved with a range of matters, such as:</p> <p><b>Building Works</b></p> <ul style="list-style-type: none"> <li>• Building, fire and other code compliance upgrades;</li> <li>• Expansion/additions/conversions for office and/or retail;</li> <li>• Retrofitting space for residential use (upper floors);</li> <li>• Interior structural works and upgrades (including electrical, mechanical, HVAC and other building systems).</li> </ul> <ul style="list-style-type: none"> <li>• Improving Accessibility; and</li> <li>• Improving Energy Efficiency.</li> </ul>
<b>Legislative Provision</b>	<p>Section 28(7) of the Planning Act (R.S.O. 1990, c. P.13) provides for grants and loan assistance “for the purpose of carrying out a municipality’s community improvement plan.”</p>
<b>Target Group</b>	<p>Private sector property owners or tenants of existing commercial and mixed-use buildings (commercial/retail/office at-grade) within the CIPA, scoped by land use (Rockland and Bourget) or zoning (Villages of Cheney, Clarence Creek, Hammond, St. Pascal-Baylon).</p>
<b>Program Specifics and Limitations</b>	<ul style="list-style-type: none"> <li>• The program is available in the form of a Matching Grant.</li> <li>• A Matching Grant of up to 50% of eligible costs or a maximum grant of \$25,000 per property, whichever is less. The minimum grant amount is \$12,500.</li> <li>• Conditions of approval will be established by the City and may extend to any reasonable consideration to ensure the interests of the City as funder are upheld. Generally, all approvals under this program will require that construction commence within 6 months of an approved building permit, and final completion within 18 months. The City may at its discretion adjust these requirements based on the particular circumstances of the construction project</li> </ul>

<sup>1</sup> This refers to standalone projects for wall partitions, finishes, fixtures, lighting, power, equipment, etc. for the general purpose of enhancing leasehold space and which are not part of a substantial building conversion project.

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which may necessitate approvals from other agencies and/or delays in construction which are not in the control of the applicant to overcome.

- Applicants will be required to enter into an agreement as to the above terms and conditions of the grant.
  - Applicants can apply for a façade improvement, signage improvement or landscape improvement program. The City may introduce a cap on the total amount of funding per applicant.
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### **Eligibility**

- All existing commercial and mixed-use properties and buildings (commercial/retail/office at-grade) within the CIPA, scoped by zoning as indicated in the City of Clarence-Rockland Zoning By-Law No.2016-10: Urban Core (CA); General Commercial (CG), Local Commercial (CL), General Commercial (CG), Local Commercial (CL), and Village Mixed Use (VM), and Highway Commercial (CH).
- For applications which pass the application screening process, eligibility will be determined through the application of criteria, developed (and adjusted from time to time) by the Economic Development Assessment Committee. These objectives will seek to relate each application to the goals and objectives of this CIP including maximizing the leverage of private investment from the use of public investment. In general terms, the following criteria will be used as a basis for determining the amount of funding and number of projects supported each year:
  - Quality and extent of submitted plans, cost schedules, and, in the case of additional development, business case rationale, if any provided;
  - Maximizing opportunity to promote accessibility enhancements throughout building;
  - Plans which include contiguous properties through partnership with other owners;
  - Professional quotes from multiple contractors (minimum 3) operating at arm's length from the applicant; and
  - Estimated timing of works to be completed.

**Specifically excluded** are the following categories of works:

- Exterior building improvements (facade and signage);
  - Roof replacement where not part of a structural/architectural alteration to the building;
  - Development on the property but not part of the existing structure;
  - External landscape, parking and site works of any kind;
  - Window replacement where not part of a more comprehensive renovation;
  - Furniture Fixtures and Equipment;
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- Repair and replacement of building equipment and systems, fixed in place and otherwise. This includes mechanical, electrical and heating and ventilation, and air conditioning (HVAC) systems replacement that does not involve an upgrade to meet building, fire and other code compliance. For greater clarity, any replacement or upgrade of such systems that is anything other than an upgrade or emplacement necessary to remedy a documented code deficiency (non-compliance), is not eligible.
  - Leasehold improvements for the benefit of a specific tenant. The purpose of the interior grant is to provide for works which improve the building regardless of specific tenant fit-up.

For greater clarity, the program will not support expected lifecycle replacement of shorter-duration assets such as kitchen equipment and appliances nor will kitchen renovations typically be supported.

The program will prioritize major renovations to existing, older building stock that is found to be in need of improvement, upgrade, and modernization to better sustain these properties as income producing commercial and mixed-use buildings.

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**Approval  
Process**

- The City of Clarence-Rockland has the right to review any and all aspects of the program, including the purpose, form, method of application, evaluation and amount of funding of the program, from time to time, or at any time, for any reason, and at the sole and absolute discretion of the City.
  - As necessary, the City may amplify or adjust the application and approval protocols associated with this program.
  - The City may refuse an application if it deems project feasibility to be limited or for any other reason, at the discretion of the City.
  - The Building Renovation Grant will be disbursed as 100% on completion of the project to the satisfaction of the City.
  - Applicants are required to disclose other sources of public financial assistance for interior building renovations, which result in a lower level of private investment than would have otherwise occurred.
  - If the completed project proves to be inconsistent with the proposed project that was approved and detailed in the application form and supporting documentation, then the City has the right to delay (pending correction of the building works), withhold or cancel the disbursement of funds.
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## Program 5: Planning Application Grant Program

<b>Rationale and Objective(s)</b>	This program offers property owners located in Rockland’s Commercial Core Area (relevant properties with appropriate uses) the opportunity to achieve a grant equivalent to 50% of applicable planning including Major Zoning By-law Amendment fees and Site Plan Application fees.
<b>Benefits</b>	The Planning Application Grant Program supports the goals of the City of Clarence-Rockland to preserve and enhance the Commercial Core Area of Rockland, to encourage land-use intensification, and increase employment and economic activity through the (re)development and revitalization of commercial areas.
<b>Legislative Provision</b>	Section 28(7) of the <i>Planning Act</i> (R.S.O. 1990, c. P.13) provides for grants and loan assistance “for the purpose of carrying out a municipality’s community improvement plan.”
<b>Target Group</b>	Private sector commercial property owners and/or developers seeking development or redevelopment of properties within Rockland’s Commercial Core Area.
<b>Program Specifics and Limitations</b>	<p>Major Zoning By-Law Amendment Fees:</p> <ul style="list-style-type: none"> <li>• A grant equivalent to 50% of planning fees combined from all planning fees as itemized by the applicable fee schedule of the City of Clarence-Rockland at the time of the Zoning By-law Amendment application.</li> <li>• Maximum total grant of \$2,000 per property or 50% of combined planning fee costs, whichever is less. Limit of one grant per property.</li> </ul> <p>Site Plan Application Fees:</p> <ul style="list-style-type: none"> <li>• A grant equivalent to 50% of Site Plan Application fees for new builds or major renovations as itemized by the applicable fee schedule of the City of Clarence-Rockland at the time of application.</li> <li>• Maximum total grant of \$2,250 per property or 50% of combined building permit costs, whichever is less.</li> </ul>
<b>Eligibility</b>	<p>The properties within the CIPA that are eligible include properties located within Rockland’s Commercial Core Area (as defined in Rockland OP) and zoned Urban Core Area (CA) in the City’s Zoning By-law.</p> <p>All other areas of the CIPA are excluded.</p>
<b>Approval Process</b>	<p>The General Application Process outlined in the CIP applies.</p> <p>The applicant pays all planning and development permit fees as required and at the times required. These fees are reimbursed to the applicant, per the approved amount of grant once relevant approvals are in place.</p> <p>The City will not provide funding for the fees if the application for planning approval in question or building permit is refused.</p>

## Program 6: Environmental Site Assessment (ESA) Grant Program

<b>Rationale &amp; Objective(s)</b>	The Environmental Site Assessment Grant program assists privately owned sites, for which a Phase I Environmental Site Assessment (ESA) has been completed, with a Phase II ESA study and development of Remediation Action Plans, Risk Assessments and other studies required to enable a Record of Site Condition.
<b>Benefits</b>	The ESA grant has the potential to encourage and support land contamination assessment as the first step to clean-up and re-development of Contaminated Land (Brownfield Sites) within the City.
<b>Legislative Provision</b>	Section 28(7) of the <i>Planning Act</i> (R.S.O. 1990, c. P.13) provides for grants and loan assistance “for the purpose of carrying out a municipality’s community improvement plan.”
<b>Target Group</b>	Private sector landowners or developers who are actively seeking renovation, redevelopment or re-use of their properties and are able to provide results of a Phase I ESA conducted by a qualified environmental consultant (Qualified Professional) indicating a requirement for a Phase II ESA to be completed.
<b>Program Specifics and Limitations</b>	<ul style="list-style-type: none"> <li>• Studies which do not contribute to the prescribed regulatory process will not be approved for funding support. The Phase II ESA and other subsequent analysis must conform in methodology, content and reporting with the requirements of Ontario Regulation 153/04.</li> <li>• The maximum individual grant is \$20,000 or 50% of the cost of the Phase II ESA, whichever is less.</li> <li>• Maximum assistance per Project, as defined by the City of Clarence-Rockland, of:             <ul style="list-style-type: none"> <li>(i) Maximum of 2 studies per Project; and</li> <li>(ii) Maximum of \$30,000 for the duration of this CIP.</li> </ul> </li> <li>• The above limits are at the discretion of the City of Clarence-Rockland. Funding may be increased at the discretion of the City based on the merits of each individual application as determined by the City. Applicants may be required to furnish the City with additional information, relinquish ownership of ESA reports and enter into additional agreements as necessary to the satisfaction of the City.</li> <li>• Conversely the City, acting in its discretion, may decline funding if it is determined that the project is unlikely to be viable or otherwise does not meet the objectives of the CIP. This may include, for example, a Phase I ESA that is indeterminate as to the necessity for a Phase II ESA in order to achieve the stated land use.</li> </ul>
<b>Eligibility</b>	<ul style="list-style-type: none"> <li>• Focus is on Contaminated Lands (Brownfield Sites) in the communities, but it applies city-wide as land contamination is not limited to urban areas.</li> <li>• Private sector landowners or developers who are actively seeking the rehabilitation, renovation, (re)development or re-use of properties and Contaminated Land remediation city-wide and have a completed Phase I ESA conducted by a qualified environmental consultant (Qualified Professional) indicating a requirement for a Phase II ESA.</li> </ul>

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- Assistance under this program is limited to the costs of ESA, remediation risk management and compliance with environmental regulatory requirements.
  - Eligible costs are limited to Phase II ESA, studies, Remediation Action Plans, Risk Assessments, and other studies that are part of the regulatory submission requirements to enable a Record of Site Condition acknowledged by the Ministry of Environment, Conservation and Parks (MCEP).
  - Assistance is limited to the stated eligible costs. Eligible costs are generally defined as costs incurred in remediation of a property, which at the date of site assessment, does not meet the Standards of the Ontario Environmental Protection Act to permit a Record of Site Condition. The City will require verification of these costs. All other rehabilitation-related costs are ineligible under this Plan.
  - An ESA can cover multiple parcels of ownership. The assistance of the City is predicated on an ESA including one or more parcels, and is considered to be the project, for which the ESA is undertaken. For greater clarity, funding will not be permitted if ESAs are split into two parcels of ownership.
  - Applications will be prioritized for those properties, which, in the opinion of the City, have a likelihood of successful redevelopment.
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#### **Approval Process**

- The City will determine if a second follow-up or a complimentary study is fundable.
  - All applications for support will be reviewed by the City's Brownfield Consultant.
  - To achieve maximum leverage of non-municipal funds, applicants who identify other sources of financial assistance for ESA and relevant studies will be given preference in the allocation of funds.
  - Total combined assistance toward the costs of ESA from all public sources will not exceed 50% of total costs. Municipal funding will be the funding of a last resort where other sources of public assistance exist.
  - The City will determine if a second follow-up or a complimentary study is eligible for funding and in all cases the initial an environmental site assessment study must represent a full and complete Phase I ESA. The City will refuse funding where any attempt is made to divide an environmental site assessment into two (2) studies for purposes of maximizing grant assistance.
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## Program 7: Multi-Stream Comprehensive Tax Increment Equivalent Grant (TIEG) Program

<b>Rationale and Objective(s)</b>	The Tax Increment Equivalent Grant <sup>2</sup> (TIEG) Program leverages the increased assessment and property taxation generated by site development or redevelopment. The program is designed to reduce the financial costs of property rehabilitation and/or redevelopment. The program comprises two streams designed for Brownfield Sites city-wide and for Rockland’s Commercial Core Area.
<b>Benefits</b>	<ul style="list-style-type: none"> <li>• The City benefits by the resulting revaluation and increase in tax liable on the property over the long term.</li> <li>• TIEG supports the City’s objectives to achieve environmental improvements, productive re-use of Brownfield Sites, and continued investment.</li> <li>• TIEG leverages increased property tax assessment and helps reduce financial costs of property (re)development.</li> </ul>
<b>Legislative Provision</b>	Section 28(7) of the <i>Planning Act</i> (R.S.O. 1990, c. P.13) provides for grants and loan assistance “for the purpose of carrying out a municipality’s community improvement plan.”
<b>Target Group</b>	<p>Private sector landowners/developers who are actively seeking the rehabilitation, renovation, (re)development or re-use of properties and Contaminated Lands (Brownfield Sites) remediation within the CIPA. Consideration is subject to:</p> <ul style="list-style-type: none"> <li>(i) Approved zoning for the proposed development;</li> <li>(ii) Site plan/floor plans for rehabilitation, renovation, or (re)development;</li> <li>(iii) Estimated costs of renovation, rehabilitation or (re)development; and</li> <li>(iv) Proposed timing for development.</li> </ul>
<b>Program Specifics and Limitations</b>	<p>The Tax Increment Equivalent Grant (TIEG) program comprises two streams:</p> <ul style="list-style-type: none"> <li>• <b>STREAM A: Brownfield Redevelopment</b> – promoting remediation of environmentally Brownfield Sites city-wide; and</li> <li>• <b>STREAM B: Commercial Core Development</b> – supporting new, renovated, converted commercial (stand-alone or as part of mixed-us) developments within Rockland’s Commercial Core Area (as defined in the Rockland OP).</li> </ul> <p>The application of this program is subject to the full discretion of the City as it pertains to the scale, scope and funding associated with each stream.</p> <p>The TIEG is equal to a portion of the tax increment (i.e., the difference between the property tax liability for the lands in any year of the Program and the existing “base” tax liability). The program is limited to the Municipal Portion of the tax liability.</p>

<sup>2</sup> **Tax Increment** means the difference between the property tax liability for the lands in any year of the Program and the existing “base” tax liability.

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This program leverages the increased assessment and property taxation generated by site (re)development to reduce the financial costs of property rehabilitation and redevelopment by:

- Providing a grant equivalent to the Municipal Portion of the property tax for a property; and
- Limiting such grants to annual payments for a maximum period of 10 years or equivalent to the maximum cost of rehabilitation, renovation, development or redevelopment.

This grant focuses on net municipal taxation gain which represents unrealized revenue if the development or enhancement of the property had not occurred. At the end of the grant program (a maximum of 10 years or the dollar limit of eligible costs whichever is reached first, or earlier at the discretion of the City), the City realizes the full extent of the property taxes.

The maximum amount of the grant in any year is limited to the value of the work undertaken under eligible costs in that year or the approved municipal funding based on the increase in municipal property tax on the property compared to the base (before redevelopment), whichever is less.

Eligible costs not reimbursed in the year they are incurred can be rolled over to subsequent years.

The grant is limited by the maximum eligible costs in combination with all other programs of assistance provided by this Plan.

**Given the nature of the grant program as fundable only on completion and revaluation of the property, the City of Clarence-Rockland will consider “approval in principle” subject to meeting all necessary conditions of development as stipulated by the City.**

Final approval is only achieved by decision of Council based on confirmation by staff report that the original intent of the approval in principle and all necessary conditions have been attained.

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#### **Approval Process**

The grant is based on the “Reimbursing Developer” approach. The property owner/developer pays for the full cost of renovation, rehabilitation or redevelopment as well as the resulting annual increase in property tax. Thereafter, the City reimburses the Owner or assigned recipient by way of an annual grant equivalent to the agreed Municipal Portion of the incremental property tax increase over an established “base” assessment. The grant is assignable by the owner of the property to another party (subsequent owner, tenant or other assignment) at any time during the period of the agreement. Should the original owner transfer its interest in the property, the grant can, with the agreement of the City, continue to be assigned to the original owner for the duration of the grant period.

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**PROGRAM 7A: TAX INCREMENT EQUIVALENT GRANT (TIEG) PROGRAM: BROWNFIELD REDEVELOPMENT (STREAM A)**

<p><b>Rationale and Objective(s)</b></p>	<p>The Tax Increment Equivalent Grant (TIEG): Brownfield Redevelopment (STREAM A) is designed to support remediation of environmentally Contaminated Land (Brownfield Sites) within the city-wide CIPA.</p>
<p><b>Programs Benefits</b></p>	<ul style="list-style-type: none"> <li>• Remediation of environmentally Contaminated Lands and Brownfield development.</li> <li>• Supports the City’s objectives to achieve environmental improvements, productive re-use of Brownfield Sites, and continued investment.</li> </ul>
<p><b>Program Specifics</b></p>	<ul style="list-style-type: none"> <li>• The City reimburses the landowner for all eligible costs by way of an annual grant equivalent to a maximum of 80% of the municipal portion of the incremental property tax increase over an established “base” assessment and tax liability.</li> <li>• Grant represents foregone income for the City. Site redevelopment creates tax income, a portion of which is foregone under this program. At expiry of the program/agreement, 80% of the municipal property tax is retained by the City.</li> <li>• In determining the amount of funding up to the maximum permitted, the City should be cognizant of any significant increase in annual municipal operating costs as a result of redevelopment of the property in receipt of tax assistance.</li> <li>• One grant per project, irrespective of whether the project meets the eligibility criteria for more than one stream of TIEG support.</li> <li>• The maximum duration of assistance is 10 years or when the total cumulative grant equals the total eligible costs, whichever occurs first.</li> <li>• This program does not apply to the Education Portion of the tax rate.</li> </ul> <p><b>Given the nature of the grant program as fundable only on completion and revaluation of the property, the City of Clarence-Rockland will consider “approval in principle” subject to meeting all necessary conditions of development as stipulated by the City.</b></p> <p>Final approval is only achieved by decision of Council based on confirmation by staff report that the original intent of the approval in principle and all necessary conditions have been attained.</p>
<p><b>Eligibility</b></p>	<p>Eligible properties include Contaminated Lands (Brownfield Sites) within the city-wide CIPA. Private sector landowners or developers who are actively seeking the rehabilitation, renovation, (re)development or re-use of properties and Contaminated Land remediation.</p> <p>To be eligible for assistance, sites must demonstrate the existence of environmental contamination of the surface, groundwater or built structures.</p> <p>Equal preference is given to commercial and residential development, re-use and/or conversion.</p>

**PROGRAM 7B: TAX INCREMENT EQUIVALENT GRANT (TIEG) PROGRAM: COMMERCIAL CORE DEVELOPMENT (STREAM B)**

<p><b>Rationale and Objective(s)</b></p>	<p>The Tax Increment Equivalent Grant (TIEG) Program: Commercial Core Development (STREAM B) is designed to support new, renovated, converted commercial (stand-alone or as part of mixed-use) development and revitalization within Rockland’s Commercial Core.</p>
<p><b>Benefits</b></p>	<ul style="list-style-type: none"> <li>• Development and revitalization of Rockland’s Commercial Core Area (as defined in the Rockland OP).</li> <li>• The program leverages increased property tax assessment and helps reduce financial costs of property (re)development.</li> <li>• The City benefits by the resulting revaluation and increase in tax liable on the property over the long term.</li> </ul>
<p><b>Program Specifics</b></p>	<ul style="list-style-type: none"> <li>• The City reimburses the landowner for all eligible costs by way of an annual grant equivalent to a maximum of 80% of the municipal portion of the incremental property tax increase over an established “base” assessment and tax liability.</li> <li>• In the case of mixed-use developments, the grant would only apply the tax increment applicable to the commercial portion of a development.</li> <li>• In determining the amount of funding up to the maximum permitted, the City should be cognizant of any significant increase in annual municipal operating costs as a result of redevelopment of the property in receipt of tax assistance.</li> <li>• One grant per project, irrespective of whether the project meets the eligibility criteria for more than one stream of TIEG support.</li> <li>• The maximum duration of assistance is 10 years or when the total cumulative grant equals the total eligible costs, whichever occurs first.</li> <li>• Program eligibility is limited to those projects/proposals that will result in a minimum of 500 square metres of net new commercial space. Under this stream, renovation of existing buildings is ineligible.</li> <li>• This program does not apply to the Education Portion of the tax rate.</li> </ul> <p><b>Given the nature of the grant program as fundable only on completion and revaluation of the property, the City of Clarence-Rockland will consider “approval in principle” subject to meeting all necessary conditions of development as stipulated by the City.</b></p> <p>Final approval is only achieved by decision of Council based on confirmation by staff report that the original intent of the approval in principle and all necessary conditions have been attained.</p>
<p><b>Eligibility</b></p>	<ul style="list-style-type: none"> <li>• Property owners and developers of properties located within Rockland’s Commercial Core Area (as defined in the Rockland OP) that engage in development and redevelopment for commercial use in either stand alone or mixed-use buildings.</li> </ul>

## Program 8: Development Charge-Related Grant

<b>Rationale and Objective(s)</b>	The program is designed to provide assistance for the development of sites by reducing the cost of the development related to development charges (DC) levied by the City.
<b>Benefits</b>	Reduced development charges help facilitate development and redevelopment, and the City benefits through development with raises assessment and encourages activity in the Rockland Business Park areas and Rockland West Secondary Plan lands.
<b>Legislative Provision</b>	<p>This program is provided for under Section 28 of the Planning Act, 1990, in respect of Community Improvement Plans. Specifically, the City removes the requirement of the successful application to pay interest on the deferral of development charges. As such, this is a grant program equivalent to the interest charges arising from the deferral of charges.</p> <p>Section 27 (1) of the Development Charges Act, S.O. 1997 provides that a municipality may enter into an agreement to provide for a deferral of all or part of a development charge. Interest calculated on Development Charges subject to deferral will be determined by the City from time to time based on legislative and regulatory frameworks in place at that time.</p> <p>The Province recently introduced changes to the Development Charges Act (the DC Act) that enables municipalities to offer 5-year installment payment plans for development charges associated with rental housing and institutional developments and a 20-year installment payment plan for non-profit housing projects (Section 26.1 of the DC Act).</p>
<b>Target Group</b>	Property owners of properties located within the Rockland’s Business Park areas and Rockland West Secondary Plan lands as defined in Official Plan of the Urban Area of the City of Clarence-Rockland.
<b>Program Specifics and Limitations</b>	<p>This program provides a maximum of 50% reduction of DCs levied by the City of Clarence-Rockland. (This assistance does not apply to the UCPR or Education development charges, unless otherwise notified by the City).</p> <p>The owner or developer pays 100% of the development charge. The City reimburses the incurred cost to a maximum of 50% in the form of a grant based on the in-force rates at the time of application.</p> <p>Successful applications for financial assistance involving tax-based assistance will necessitate a site-specific Brownfield redevelopment funding agreement between the City and the applicant. This agreement will establish the magnitude of anticipated eligible costs as well as provide for mechanisms to verify actual costs as eligible under the Plan.</p> <p><b>Any payment agreement entered into by the City of Clarence-Rockland and the applicant is strictly in respect of the development charges levied by the City of Clarence-Rockland, unless otherwise specified at the time that the agreement</b></p>

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**Applicants should note that payment of the UCPR development charges and Education Development Charges will be payable at issuance of building permit**, unless otherwise specified at the time of approval of the application under this CIP.

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### Eligibility

Eligibility is limited to private properties/sites located within the Rockland's Business Park areas and Rockland West Secondary Plan lands as defined in the Official Plan of the Urban Area of the City of Clarence-Rockland.

The grant is provided for DCs levied by the City and do not absolve an applicant of the responsibility for funding studies and site technical reviews or executing actions to remove other conditions of approval as may be required by the City.

The applicant shall meet General Eligibility Requirements outlined in Section 4 of the CIP also apply and meet the requirements outlined in the Program Limitations stated above in this program description.

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### Approval Process

Full payment of the City development charge will be due no later than eighteen (18) months after building permit is issued. The following provisions also apply:

- The landowner or developer pays 100% of the development charge levied by the City. This cost is reimbursed to the landowner or developer, in the form of the grant based on the in-force development charge rates.
- Payment of the development charge grant will be at the time of occupancy of the building (occupancy defined per the Ontario Building Code Act).
- The General Application Process outlined in Section 5.3 of the CIP also applies.
- Payment of the Development Charge Grant to a maximum of 50% of the applicable Development Charge should be no less than 3 months following the issuance of the building permit.

The City has the right to review any and all aspects of the program, including the purpose, form, method of application, evaluation and amount of funding of the program, from time to time, or at any time, for any reason, and at the sole and absolute discretion of the City.

If during the course of construction, the applicant is in default of relevant By-laws or payments to the City, and fails to remedy this within a reasonable period determined by the City, the applicant will be required to repay the development charge grant in part or in whole at the discretion of the City.

If the applicant is in tax arrears in any subsequent year, regarding this or other properties in its ownership in the City, the applicant will, at the discretion of the City, be required to repay part or the entire DC grant as determined by the City.

These obligations will be confirmed by the execution of an agreement between the successful applicant and the City in a form acceptable to the City.

If the completed project proves to be inconsistent with the proposed project that was approved and detailed in the application form and supporting documentation, the City retains the right to cancel the disbursement of funds.

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# Appendix B.

# Glossary of Terms

## Glossary of Terms

**Brownfield Sites** mean “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.” (UCPR Official Plan, Section 6.8.4, Ontario Provincial Planning Statement, 2024, Section 8: Definitions)

**Building Permits** are issued by the local body responsible for enforcing Ontario’s Building Code and are required for the construction, renovation, demolition and certain changes of use of buildings.

**Community Improvement Plan (CIP)** is a planning tool under Section 28 of the Ontario Planning Act which permits planning and financial assistance programs involving lands, buildings, loans, grants and tax assistance for designated community improvement project areas.

**Community Improvement Project Area (CIPA)** 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” (Ontario Planning Act, Section 28).

**Complete Application** is a completed application with all required supporting materials as requested by the City of Clarence-Rockland such that the application can then be forwarded to the Approval Committee for its review.

**Contaminated Land** means “those lands where the environmental condition of the property has been harmed through past activities. Although such lands represent a potential hazard due to real or perceived environmental contamination, opportunities for brownfield redevelopment may exist.” (Official Plan of the Urban Area of the City of Clarence-Rockland, Section 4.2)

**Development** means “the creation of a new lot, a change in land use, or the construction of buildings and structures, requiring approval under the Planning Act. It also includes site alteration activities such as the deposit or removal of fill, site grading, excavation or alteration, topsoil removal, tree cutting and peat extraction or similar activities that would change the landform and natural vegetative characteristics of a site. Local municipalities are encouraged to use Site Alteration Bylaws to control these types of activities.” (UCPR Official Plan, Section 5.2)

**Education Portion** means taxes arising from that element of the total tax rate set annually, which is collected by the Province of Ontario to support the provincial school Boards.

**Eligible Costs** includes all capital cost categories for which the Owner is entitled to Program Assistance from the Municipality as may be approved and as may be provided for in the CIP and further specified in any Agreement that may be required to execute funding.

**Employment Lands:** The Provincial Planning Statement (2024) defines Employment Area as “areas designated in an official plan for clusters of business and economic activities including manufacturing, research and development in connection with manufacturing, warehousing, goods movement, associated retail and office, and ancillary facilities. An employment area also includes areas of land described by subsection 1(1.1) of the Planning Act. Uses that are excluded from employment areas are institutional and commercial, including retail and office not associated with the primary employment use listed above” (PPS 2024, Section 8: Definitions). In this CIP, the term Employment Lands specifically refers to the future Employment Land located in the West Secondary Plan Area, as well as existing and future development designated as Business Park as defined in the Official Plan of the Urban Area of the City Clarence-Rockland.

**MPAC** means the Municipal Property Assessment Corporation.

**Municipal Portion** means taxes arising from that element of the total tax rate, set annually, which supports expenditures by the municipality.

**Non-Residential Property** means land used for other than residential purposes.

**Owner** means the registered Owner of the Lands and includes any successors, assigns, agents, partners and any affiliated corporation. Financial assistance through tax-based funding is provided to the registered owner of the property irrespective of any assignment of those funds to another party by the owner under separate agreement between the owner and a third party.

**Phase I ESA** is the study conducted to determine the likelihood that one or more contaminants have affected all or part of a property. The specific requirements for carrying out a Phase I ESA are set out in Part VII of the [Ontario Regulation 153/04](#)

**Phase II ESA** is the study conducted to determine the location and concentration of one or more contaminants in the natural environment. The specific requirements for carrying out a Phase II ESA are set out in Part VIII of [the Ontario Regulation 153/04](#)

**Project for Purposes of ESA:** An ESA can have multiple parcels of ownership, where the parcels are contiguous and where, in the opinion of the City, these parcels are reasonably expected to constitute an area of development, such parcels constitute a single Project for purposes of ESA multiple-funding support. For additional clarity, the City will not fund more than one Phase II ESA, where the geographic area of Phase I ESA is purposely split into separate phase II ESAs.

**Program Assistance** means all or any of the programs contained in and provided for by the CIP.

**Record of Site Condition (RSC):** A formal record of site condition specifying the existence or otherwise and characterization of environmental contamination of subject lands provided to the Ontario Ministry of Environment, Conservation and Parks, placed on the Ontario Environmental Registry and acknowledged by the Ministry. An RSC is required where there is a change of use as defined under the Environmental Protection Act (for example from industrial to residential use), and is a necessary precursor to the issuance of a Certificate of Property Use for the subject lands.

**Remediation Action Plan** means Remediation Works and any Risk Management Plan developed for the Lands.

**Risk Assessment** means site investigation and other actions undertaken by a Qualified Person for Risk Assessment in accordance with the Ministry of the Environment guideline entitled *Procedures for the use of Risk Assessment under Part XV.1 of the Environmental Protection Act*.

**Tax Increment** means the difference between the property tax liability for the lands in any year of the Program and the existing “base” tax liability. The Tax Increment is limited to the Municipal Portion of the tax liability in those instances where program assistance is limited to the Municipal Portion of taxation as provided for in the CIP.

**Tax Increment Equivalent Grant Agreement** means an agreement, with the force of law that establishes the terms of the tax assistance program and the obligations of both the applicant and the Municipality, as well as remedies for default by the applicant.

**Tax Liability** means the annual real property taxes levied by the Municipality including the Municipal and Education Portions of the taxes.

**TIEG** means Tax Increment Equivalent Grant as provided for under Section 28(7) of the Ontario Planning Act.

