Municipality of Meaford

Community Improvement Plan (CIP) Update

Draft for Public Comment

November 18, 2025

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Part 1: INTRODUCTION

1.1 Purpose of the Community Improvement Plan

The Municipality of Meaford Community Improvement Plan (CIP) is intended to facilitate private investment in the municipality through administration of grants, rebates, and tax assistance. The CIP establishes the Community Plan Project Area (CIPA) and outlines the parameters of each incentive program. The CIP is designed to encourage development that conforms with the growth and development vision of the County and municipal Official Plan, and the plans and studies issued thereunder.

The CIP offers a menu of programs that are intended to serve the objective outlined in Sec. 2 of this plan.

1.2 Authority to Prepare a CIP

The Meaford CIP has been prepared in accordance with the Ontario Planning Act and the Municipal Act. Section E1.6 of the Meaford Official Plan includes enabling policy and direction forming the basis of the CIP. This CIP is designed to facilitate development that conforms with the municipal and County Official Plans.

The Municipal Act, S.O. 2001, C. 25 details provisions for offering financial incentives and includes:

- Section 106(1) of the Municipal Act establishes that municipalities can neither directly or indirectly assist manufacturing businesses or other industrial or commercial enterprise through engaging in bonusing; however, municipalities applying a CIP program are exempt from this prohibition under Section 28 of the Planning Act.
- Section 107 of the Municipal Act outlines the powers a municipality has, to make grants, including the power to provide a grant, subject to criteria outlined in Section 106.
- Section 365.1 of the Municipal Act provides the authority to municipalities to pass a by-law providing tax assistance to an eligible property in the form of cancellation of all or part of the taxes levied on the property for municipal and education purposes during the rehabilitation period and the development period of the property.

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1.3 Meaford CIP Background

In 2008, the Municipality of Meaford approved its first CIP that focused on downtown Meaford to encourage investment in the core commercial area and in turn improve the economy for the entire municipality. Once the CIP was approved, the first grant program was initiated in 2013 as a Façade Grant. The interest and successes from the Façade Grant, prompted a CIP update in 2015 that added new incentives which expanded opportunities in the downtown to offer financial incentives for environmental studies, brownfield tax assistance and a tax rebate program.

With the achievements of the CIP in the downtown, there was staff and Council interest in establishing an incentive program beyond the downtown with a particular focus on enhanced agriculture diversification and value-added producers to generate economic enrichment and development across the municipality. The results of these efforts established an updated CIPA (expanding to a municipal-wide area) through a second CIP program known as the Economic Development CIP in 2016. Through the 2016 update, the Municipality offered annual financial incentives through grants and loans to the two CIPs: The Downtown CIP and The Economic Development CIP. In 2019, Grey County prepared and approved a Community Improvement Plan Program that would support local municipalities in putting together and adopting a local CIP. In addition, the County contributes $20,000 in annual funding to the local municipal programs to assist in growing the assessment base and becoming a more investment-ready region.

The 2022 iteration of the CIP was the first update to Meaford's Downtown and Economic Development Community Improvement Plans since 2016. In an effort to continuously improve and make the CIP incentive programs easy to understand and use, the programs outlined in the 2022 CIP were a consolidation of the Downtown and Economic Development Community Improvement Plans, with updates to the program descriptions and eligibility criteria. In addition, the incentive programs were expanded to include an Affordable Housing Loan Program and a Tourism Destination Loan Program.

After implementing the 2022 CIP for several years, Council directed staff to refresh the CIP to address implementation issues among other matters. This current version of the CIP was produced in 2025.

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1.4 How to Use the CIP

The CIP is intended to be read and interpreted in its totality. Interpretation will be at the sole discretion of Council or their designated approval authority. Programs will be made available only when Council assigns incentive funds through the approval of annual budgets and/or expressly activates a program. Available funding for incentive programs may change on an annual basis based on Council's budget consideration and to reflect the Municipality's evolving Community Improvement needs.

Interested applicants are encouraged to review this CIP and to contact Municipal staff directly to ask questions, confirm their eligibility, discuss their project, and to identify the types of financial incentive programs that could be applicable. Each financial incentive program is outlined in Section 4 and includes program-specific eligibility criteria, terms and procedures. Section 5.4 outlines general eligibility criteria, which apply to all financial incentive programs and Section 5.5. General Procedures provides must-know details for all financial incentive programs.

Where a discrepancy between this CIP and the enabling legislation arises, the provisions of provincial legislation shall prevail.

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PART 2: PLAN OBJECTIVES

In keeping with legislation, policy, best practice reviews, priorities outlined at the County level, Municipal and public consultations, and in alignment with Council's strategic priorities, the CIP aims to achieve the following objectives:

Cultural Heritage

- To facilitate retention and enhancement of the built cultural heritage resources and heritage properties within the municipality.

Accessibility

- To facilitate accessibility improvements that enhance and remove barriers within the built environment to allow for universal and equitable access.

Housing

- To facilitate the construction of purpose-built rental and affordable housing.

Beautification

- To facilitate improvements to site design to enhance enjoyment and aesthetic appeal of a property.

Sustainability

- To facilitate improvements to a site that introduce or improve long-term sustainability of the development or reduce environmental contaminants.

Land Use Efficiency

- To facilitate increased land use efficiency through building additions or revitalization of existing built-up sites.

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PART 3: COMMUNITY IMPROVEMENT PLAN AREA

In accordance with Section 28(2) of the Province of Ontario Planning Act, lands that are addressed by the Municipality of Meaford Community Improvement Plan must be designated through an approved by-law as the Community Improvement Plan Area (CIPA). Activities within the CIP can only occur within the designated CIPA. Council may modify the CIPA by passing another by-law. The CIPA for the Municipality of Meaford's Community Improvement Plan applies to the entire Municipality of Meaford, as identified in By-law 2022-55.

The boundary of the designated CIPA is provided in Schedule 1: Community Improvement Plan (CIP) Project Area. The boundary includes all lands within the Municipality except for the Department of National Defence Training Facility located in the northern part of the municipality.

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PART 4: FINANCIAL INCENTIVE PROGRAMS

4.1 Building & Land Improvement Grant Program

4.1.1 Purpose & Description

The Building and Land Improvement Grant program is intended to encourage the restoration, repair, and improvement of existing buildings and developed lands within the municipality. The program aims to facilitate revitalization, adaptive reuse, and overall enhancement to the existing built environment, particularly within the municipality's settlement areas.

This program is intended to address the following CIP Objectives:

- Cultural Heritage
- Accessibility
- Beautification
- Sustainability

4.1.2 Area of Application

All properties within the CIPA are eligible for application to the Building and Land Improvement Grant Program.

4.1.3 Project Eligibility Criteria

Minimum Eligibility Criteria

Developed heritage properties and existing non/multi-unit residential buildings are eligible for the Building and Land Improvement Grant.

Residential buildings that are designated under Part IV of the Ontario Heritage Act are eligible for application.

Historic farm buildings, such as wood-clad bank barns, are also eligible.

Priority Consideration

The following projects will be given priority consideration:

- Projects intended to improve heritage properties.
- Projects proposing accessibility improvements.

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- Projects aimed at repairing or improving the structural integrity of an existing building, particularly a heritage property.
- Projects proposed to enhance stormwater management, parking area layout, or landscaping on a developed site.
- Projects located on lands within Urban Area Meaford or any Secondary Settlement Area.

4.1.4 Incentive Details

Eligible Project Costs

- Façade and exterior improvements, including:
  - Repair or cleaning of the façade and those parts of the building visible from the adjacent streets or public areas.
  - Redesign or restoration of a store front.
  - Restoration of façade masonry, brickwork, wood trims and decorative elements, and metal cladding.
  - Replacement or repair of cornices, eaves, parapets, and other architectural features.
  - Replacement or repair of windows and doors.
- Appurtenance improvements, including:
  - Replacement or repair of canopies and awnings.
  - Installation of new signage or restoration of signage.
  - Installation or repair of exterior lighting.
- Accessibility improvements, including:
  - Entrance modifications to provide barrier-free access for an existing building.
  - Installation of barrier-free washroom facilities for public/patron usage in an existing building.
  - Construction of exterior barrier-free paths of travel and accessible parking spaces serving an existing building.
- Structural improvements, including:

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    - Repair or replacement of a roof structure, including exterior cladding and weatherproofing components.
    - Structural repairs to walls, ceilings, floors, and foundations.
- Site improvements, including:
    - Landscape improvements, which must include the planting of trees.
    - Installation of rest areas, bike racks, and EV charging stations.
    - Works that improve site grading and stormwater management for existing development.
    - Hard surfacing, curbing, sidewalk installation, line painting and signage for existing parking areas.
    - Removal of hard surfacing and replacement with permeable groundcover or landscaping.

Ineligible Project Costs

For clarity, the following are not eligible project costs:

- Backlit signs, pylon signs, window signage or décor, bubble awnings, brick painting, covering or adverse alteration of original façade details or cladding.
- Asphalt shingling.

Maximum Incentive

The grant will cover 50 percent of eligible project costs, to a maximum of $7,500 per project.

Stacking

The grant may be combined with the Plans and Studies Grant and/or the Municipal Fees and Charges Grant to a maximum total incentive of $15,000.

The grant may be combined with the Tax Increment Equivalency Rebate.

4.1.5 Program Administration

In addition to the general provisions outlined in Sec. 5 and Sec. 6 of this plan, the following terms apply specifically to the administration of the Building and Land Improvement Grant.

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Eligibility Terms

- Minimum project cost must be $5,000.
- Project costs associated with development of a vacant site or new building construction are not eligible.
- No work shall commence until grant approval is issued by the municipality.

Eligible Applicant(s)

Registered property owners and authorized tenants are eligible to apply.

Cadence

Applications for the program will be received on an intake basis with two annual deadlines of March 15th and September 15th.

Reapplication

Subsequent grants for the same property may be issued under this program, though not within a period of five years of the prior grant approval.

Incentive Disbursement

The grant will be dispersed to the successful applicant upon project completion, provision of detailed receipts to the municipality, and satisfactory project inspection by the municipality.

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4.2 Plans & Studies Grant Program

4.2.1 Purpose & Description

The purpose of the Plans and Studies Grant Program is to support the planning stage and ultimately facilitate private development that is consistent with the municipality's growth and development vision, as outlined in the Meaford Official Plan.

This program is intended to address the following CIP Objectives:

- Cultural Heritage
- Accessibility
- Housing
- Beautification
- Sustainability

4.2.2 Area of Application

All properties within the CIPA are eligible for application to the Plans & Studies Grant program.

4.2.3 Project Eligibility Criteria

Minimum Eligibility Criteria

A project proposing brownfield remediation is eligible for a grant funding plans/studies listed under 4.2.4a.

Developed heritage properties and existing non/multi-unit residential buildings are eligible for grant funding.

New development proposed within 50 m of a developed heritage property is eligible for a grant funding a Heritage Impact Assessment, Cultural Heritage Evaluation Report, and Architectural Design Plan.

Any project requiring archaeological assessment as indicated by the Criteria for Evaluating Archaeological Potential are eligible for a grant funding an Archaeological Assessment.

4.2.4 Incentive Details

1.2 Part 4.2:

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Eligible Project Costs

a) Plans and studies required for the remediation of a brownfield site, including:
   - Environmental Site Assessment (Ph II)
   - Risk Assessment or Risk Management Plan
   - Remediation Plans

b) Plans and studies required to facilitate development that prioritizes heritage preservation, including:
   - Heritage Impact Assessment
   - Cultural Heritage Evaluation Report
   - Architectural Design Plan*
   - Archaeological Assessment

c) Plans and studies required to facilitate development that prioritizes accessibility improvements, including:
   - Design Drawings for Building Accessibility*
   - Site Plan for Accessibility Improvements*

d) Plans and studies required to facilitate housing development, including:
   - Feasibility or Market Impact Analysis for Purpose-built Rental Housing or Affordable Housing.

e) Plans and studies required to facilitate development that prioritizes sustainability and beautification, including:
   - Grading and Drainage Plan and/or Report*
   - Structural Engineering Analysis*
   - Landscape Plan*
   - Tree Inventory and Retention Plan*

Studies/plans marked with an (*) are not eligible for funding where development is proposed on a vacant site.

Maximum Incentive

The grant will provide a maximum grant of 50 percent of the study/plan cost to a maximum $15,000 for a plan/study required for the remediation of a

1.2 Part 4.2:

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brownfield site or $7,500 for a single study/plan for all other eligible plans/studies. Multiple eligible plans/studies for one project may be considered and approved to a maximum benefit of $20,000

Stacking

The grant may be combined with the Building and Land Improvement Grant and/or the Municipal Fees and Charges Rebate to a maximum total incentive of $20,000.

The grant may be combined with Tax Increment Equivalent Rebate or Brownfield Tax Assistance program.

4.2.5 Program Administration

In addition to the general provisions outlined in Sec. 5 and 6 of this plan, the following terms apply specifically to the administration of the Plans & Studies Grant program.

Eligibility Terms

- Minimum cost of plan/study must be $1,000 or, if multiple eligible plans and studies are proposed, a cumulative minimum of $5,000.
- No work shall commence until grant approval is issued by the municipality.
- Plans/studies must be prepared by a qualified person.

Eligible Applicant(s)

Registered property owners are eligible to apply for the Municipal Fees and Charges Rebate.

Cadence

Applications for the program will be received on a first-come, first-served basis, meaning that applications may be submitted and considered at any time.

Reapplication

Subsequent grants for the same property may be issued under this program, though not within a period of five years of the prior grant approval and not for the same study/plan.

1.2 Part 4.2:

Incentive Disbursement

The grant will be dispersed to the successful applicant upon plan/study completion, provision of detailed receipts to the municipality, and submission of the funded plan/study to the municipality. The grant will not be disbursed until the subject lands are zoned to permit the proposed use to the satisfaction of the Municipality.

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1.2 Part 4.2:

4.3 Municipal Fees & Charges Rebate Program

4.3.1 Purpose & Description

The purpose of the Municipal Fees and Charges Rebate program is to provide financial relief to reduce or eliminate fees and charges, including planning and building application fees, development charges and cash-in-lieu of parkland dedication incurred as a result of land development. The program is intended to benefit new housing projects and developments by or for not-for-profit and charitable organizations.

This program is intended to address the following CIP Objectives:

- Housing

4.3.2 Area of Application

All properties within the CIPA are eligible for application to the Municipal Fees and Charges Rebate program.

4.3.3 Project Eligibility Criteria

Minimum Eligibility Criteria

- Purpose-built rental and affordable housing developments.
- Projects intended to primarily serve a charitable organization listed on the Canada Revenue Agency List of charities or an organization incorporated under the Ontario Not-for-Profit Corporations Act.

4.3.4 Incentive Details

Eligible Project Costs

- Municipal Development Charges
- Cash-in-lieu of Parkland Dedication
- Planning Act Application Fees
- Building Permit Application Fees

For clarity, the following costs are not eligible for rebate under this program:

- Municipal Fees incurred as a result of resubmission or additional review.

1.3 Part 4.3:

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- County of Grey and School Board portions of Development Charges.
- Fees and charges payable to any entity, other than the Municipality of Meaford, including consulting and legal fees.

Maximum Incentive

The cumulative maximum rebate for a project is the lesser of $50,000 or 25 percent of the balance of the Development Charges Reserve Fund. The following individual rebates maximums also apply.

- $15,000 for Planning Act application fees
- $15,000 for Building Permit application fees
- $20,000 for Development Charges and Cash-in-lieu of Parkland Dedication charges.

Stacking

The grant may be combined with the Building and Land Improvement Grant and/or the Plans and Studies Grant to a maximum total incentive of $50,000.

The grant may be combined with the Tax Increment Equivalent Rebate or the Brownfield Tax Assistance program.

4.3.5 Program Administration

In addition to the general procedures outlined in Sec. 5 and 6 of this plan, the following terms apply specifically to the administration of the Municipal Fees and Charges Rebate program.

Eligibility Terms

- Minimum project cost must be $100,000.
- Applications to the Municipal Fees and Charges Rebate program may be made up to three (3) months after an eligible project cost is incurred and paid for an eligible project. Unless a rebate is approved by the municipality in advance, all fees and charges must be paid in full by the applicant at such time as the municipality requires payment.

Eligible Applicant(s)

Registered property owners are eligible to apply.

1.3 Part 4.3:

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Cadence

Applications for the program will be received on a first-come, first-served basis, meaning that applications may be submitted and considered at any time.

Reapplication

No subsequent rebates for the same property may be issued under this program.

Incentive Disbursement

- For Planning Act application fees, the approved rebate will be dispersed at such time as the municipality issues a decision on the application.
- For Building Permit application fees, the approved rebate will be dispersed at such time as the municipality undertakes and passes the final inspection for the construction project.
- For Development Charges and Cash-in-lieu of Parkland Dedication charges, the approved rebate will be dispersed at such time as the charges are incurred.

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1.3 Part 4.3:

4.4 Tax Increment Equivalent Rebate Program

4.4.1 Purpose & Description

The purpose of the Tax Increment Equivalent Rebate (TIER) program is to reduce the financial burden of increased taxes on a private landowner that have been triggered as a result of development. This program provides a rebate on a portion of the Municipal taxes attributed to increased property assessment over a 10-year period for specific housing and property revitalization projects.

This program is intended to address the following CIP Objectives:

- Housing
- Land Use Efficiency

4.4.2 Area of Application

All properties within the CIPA are eligible for application to the Tax Increment Equivalent Rebate program.

4.4.3 Project Eligibility Criteria

Minimum Eligibility Criteria

- The minimum cost of the development project shall be $100,000.
- The following project types located on lands within Urban Area Meaford or any Secondary Settlement Area:
  - Purpose-built rental and affordable housing developments.
  - Existing non/multi-unit residential building addition, expansion or revitalization.

4.4.4 Incentive Details

Eligible Project Costs

As a tax rebate program, there are no eligible project costs.

Maximum Incentive

The lesser of $50,000 or 25 percent of the Community Improvement Plan Reserve Fund at the time of application.

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Stacking

The Tax Increment Equivalent Rebate program shall not be combined with any another tax assistance program.

4.4.5 Program Administration

In addition to the general provisions outlined in Sec. 5 and 6 of this plan, the following terms apply specifically to the administration of the Tax Incentive Equivalency Rebate program.

Eligibility Terms

a) The scale of the project must result in reassessment of the property resulting in an increased property valuation by MPAC.

b) The property owner is required to enter into a financial agreement with the Municipality prior to the completion of the construction project, which shall be registered on title of the subject lands. The property owner is responsible for all costs for preparing and registering the agreement to the municipality's satisfaction.

c) The financial agreement shall include at a minimum:

- The terms and conditions of the program as outlined in the CIP and as may be required to the satisfaction of the municipality.
- A schedule with a detailed project cost estimate prepared by a qualified person, usually a professional engineer.
- Confirmation of the property assessment and municipal taxes paid prior to development of the lands.

d) All property taxes owing for each year must be fully paid for the entire year prior to the provision of any annual rebate amount under this program. If a property tax installment is missed or payment is late, the Municipality will have the option, without notice and at its own discretion, to terminate all future rebates.

e) Notwithstanding any administrative rules governing this and other grant or loan programs, the Municipality issue any rebate which exceeds the Municipal portion of the property tax collected in any year on the increased assessed value.

f) The annual rebate is based upon changes in property taxes as a result of remediation, construction and improvement. The annual rebate is not based upon occupancy or changes in occupancy.

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g) Tax increases resulting from general re-assessments, changes in tax legislation or increases in the mill rate are not eligible to be considered for the purposes of calculating the rebate.

h) If the property is sold, in whole or in part, before the rebate period lapses, the subsequent owner is not entitled to future rebates.

i) The amount of the rebates over the life of the program shall not exceed the value of the work completed as indicated on the building permit application.

j) The Municipality may at any time discontinue the TIER; however, any participants in the program prior to its closing will continue to receive the rebates as determined for their properties until the conclusion of their approved schedule.

k) Provided all eligibility criteria and conditions are met for this program, participation in the TIER does not preclude the owner from being eligible for other grant and loan programs offered under the CIP.

l) The rebate application will include a copy of the Building Permit application or remedial work plan, risk assessment and/or management plan including drawings detailing the proposed work expected to result in an increase in assessment.

m) Municipal staff will record the current assessment of the property and determine the amount of the Municipal taxes payable. The applicant will be provided a copy by correspondence for his/her records.

n) The applicant shall ensure that a post-improvement assessment of the property is undertaken. Using the post-renovation or remediation assessment, Municipal staff shall determine the difference between the amount of Municipal taxes prior to the renovation and the amount of Municipal taxes to be paid after the renovations. The difference is known as the increased assessment value and shall be the portion eligible for a partial rebate under this program. Subsequent increases in assessed value or increases to the mill rate are not eligible to be used to determine the amount of the rebate.

o) Following the completion of the work, final building inspection by the Building division, and the payment of all property tax installments for that year, the TIER will be provided for approved projects on a declining basis over a 10-year period in accordance with the following chart.

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Year of Increased Assessment Value	Rebate as a Percentage of the Year 1 Municipal Taxes on Increased Assessment Value
Year 1	100%
Year 2	90%
Year 3	80%
Year 4	70%
Year 5	60%
Year 6	50%
Year 7	40%
Year 8	30%
Year 9	20%
Year 10	10%

Eligible Applicant(s)

Registered property owners are eligible to apply.

Cadence

Applications for the program will be received on a first-come, first-served basis, meaning that applications may be submitted and considered at any time during the year.

Reapplication

No subsequent rebates for the same property may be issued under this program.

Incentive Disbursement

All of the following terms and conditions must be met to arrange for and facilitate rebate disbursement:

- The approved rebate will be dispersed for year one (Y1), after confirmation of property reassessment is received from MPAC. Year 1 (Y1) is the first full calendar year in which taxes are paid after the project has been completed and re-assessed.
- Any annual disbursement must be in accordance with the provisions of the applicable financial agreement.
- An annual rebate shall only be disbursed following the payment of all property tax installments for the year by the owner.

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4.5 Brownfields Tax Assistance Program

4.5.1 Purpose & Description

The purpose of the Brownfield Tax Assistance Program is to facilitate the remediation of brownfield sites within the municipality. The program is administered in accordance with the authority under ss. 365.1 of the Municipal Act, which allows a local municipality to pass by-laws providing for the cancellation of all or a portion of the taxes for municipal and school purposes levied during the assistance period on one or more specified eligible properties.

This program is intended to address the following CIP Objectives:

- Sustainability

4.5.2 Area of Application

All eligible properties within Urban Area Meaford or any Secondary Settlement Area in the CIPA are eligible for application to the Brownfield Tax Assistance program.

4.5.3 Project Eligibility Criteria

Minimum Eligibility Criteria

- Any eligible property as defined by this Plan.

4.5.4 Incentive Details

Eligible Project Costs

As a tax assistance program, there are no eligible project costs.

Maximum Incentive

The total tax assistance provided shall not exceed the costs incurred by the landowner to reduce the concentration of contaminants on, in or under the property, to permit a Record of Site Condition to be filed in the Environmental Site Registry under Section 168.4 of the Environmental Protection Act.

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Stacking

The Brownfield Tax Assistance program shall not be combined with any another tax assistance program.

4.5.5 Program Administration

In addition to the general procedures outlined in Sec. 5 and 6 of this plan, the following terms apply specifically to the administration of the Brownfield Tax Assistance program.

Eligibility Terms

a) Registered property owners of eligible properties are eligible to apply.

b) The approved municipal and/or education property tax assistance will cease on the earlier of:

- When the total tax assistance provided equals the total eligible costs; or,
- After three (3) years.

c) If a property approved for the Brownfields Tax Assistance Program is severed, subdivided, sold or conveyed prior to the end of the three-year period of the tax assistance, both education and municipal tax assistance will automatically end.

d) As a condition for approval of an application for Brownfields Tax Assistance, the property owner may be required to enter into an agreement with the Municipality to specify the terms, duration and default provisions of the assistance to be provided.

e) The application must be accompanied by a Phase 1 ESA and a Phase II ESA, Remedial Work Plan, Risk Assessment or Risk Management Plan prepared by a Qualified Person that contains:

- An estimate of the cost of actions that will be required to reduce the concentration of contaminants on, in, or under the property to permit a Record of Site Condition (RSC) to be filed; and,
- A work plan and budget for said environmental remediation and/or risk management actions, including pre-remediation studies and a description of the remediation proposed, including the technologies to be used. The application will be reviewed by the Municipality. Staff will prepare a recommendation for Council's consideration and approval.

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f) Should the owner default on any of the conditions in the by-law, deferred property taxes for municipal and school purposes (plus interest) will become payable.

g) The owner shall file on the Environmental Site Registry, an RSC for the property signed by a Qualified Person, and the owner shall submit to the Municipality proof that the RSC has been acknowledged by the Ministry of Environment and Climate Change (MOECC).

Cadence

Applications for the program will be received on a first-come, first-served basis, meaning that applications may be submitted and considered at any time during the year.

Reapplication

No subsequent tax assistance for the same property may be issued under this program.

Incentive Disbursement

In providing tax assistance for an eligible property, the municipality may,

- refund the taxes to the extent required to provide the tax assistance, if the taxes have been paid; or
- credit the amount to be refunded to an outstanding tax liability of the owner of the eligible property with respect to the property, if the taxes have not been paid.

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4.6 Surplus Land & Building Program

4.6.1 Purpose & Description

The purpose of the Surplus Land and Building program is to allow the municipality or County to offer surplus lands or buildings at a reduced cost or no cost for the purposes of housing.

This program is intended to address the following CIP Objectives:

- Housing

4.6.2 Area of Application

All municipally- or County-owned properties within the CIPA are eligible for application to the Tax Increment Equivalent Rebate program.

4.6.3 Project Eligibility Criteria

Minimum Eligibility Criteria

- New affordable housing or purpose-built rental developments.
- Other project types and land uses may be deemed eligible provided the project meets the intent and purpose of the County and municipal Official Plans and provided the project represents a broader community benefit.
- The project proposal shall be administered through a formal Request for Proposal (RFP) process and integrate the minimum requirements that the municipality and/or County specify.

Priority Consideration

Priority consideration will be given to projects that exceed the minimum requirements specified in the RFP.

4.6.4 Incentive Details

Eligible Project Costs

The cost of the land and/or building being offered as surplus to the needs of the municipality or County are eligible costs under the Surplus Land and Building Grant.

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Maximum Incentive

The maximum incentive shall be determined by the landowner (municipality or County) on a case-by-case basis.

Stacking

Stacking opportunities for the Surplus Land Building Grant shall be determined by the municipality on a case-by-case basis.

4.6.5 Program Administration

In addition to the general procedures outlined in Sec. 5 and 6 of this plan, the following terms apply specifically to the administration of the Municipal Fees and Charges Rebate program.

Eligibility Terms

Eligibility shall be determined by the terms of the RFP.

Eligible Applicant(s)

Applicant eligibility shall be determined by the terms of the RFP.

Cadence

Offering of surplus lands or buildings will take place as deemed appropriate by the landowner (municipality or County).

Reapplication

No developer may benefit more than once from the Surplus Land and Building Grant program.

Incentive Disbursement

The details of the incentive disbursement will be determined on a case-by-case basis by the landowner (municipality or County).

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PART 5: IMPLEMENTION

The Community Improvement Plan will be implemented through the provisions of Section E 1.6 of the Municipality of Meaford Official Plan and Section 28 of the Planning Act, 1990, R.S.O. The overall implementation of the Financial Incentive Programs, including liaison with the Ministry of Municipal Affairs and Housing, shall be the responsibility of the Municipality of Meaford. Council or its designated approval authority will oversee the implementation of this Plan, while day- to-day tasks associated with implementation will be coordinated by Municipal staff.

All grant and loan programs will be administered on a first-come first served basis to the limit of the available funding in accordance with any administrative rules governing this and any other grant and loan programs. Council may prioritize certain programs on an annual basis.

The following section outlines how this Plan is implemented and administered.

5.1 Definitions

To assist in the interpretation of this Community Improvement Plan, the following section defines some of the terms used.

Accessibility improvement means a site or building enhancement on private property in accordance with the Accessibility for Ontarians with Disabilities Act, the Integrated Accessibility Standards Regulation, and the barrier-free accessibility requirements under the Ontario Building Code and includes but is not limited to: ramps, egress alterations, power door operators, tactile walking surface indicators, accessible signage/signals, rest areas, mobility device charging stations, accessible parking stalls, accessible parking area surface/slope/marking design, barrier free paths of travel, elevators and lifts.

Affordable housing means one or more dwelling units that meet the provincial definition of 'affordable' under the Provincial Planning Statement that are constructed or converted for the purposes of purchase or long-term rental (greater than 30 days) and are guaranteed through an agreement registered on title of the subject lands for a period of not less than 25 years.

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Assistance Period means the period of time an eligible property may benefit from the Brownfield Tax Assistance Program and as defined by ss. 365.1 of the Municipal Act.

Brownfield means a parcel of land that is reasonably believed to have been contaminated or polluted by a past use or event, typically of a commercial or industrial nature. The Environmental Protect Act regulates the use and redevelopment of brownfields.

Community Improvement, unless otherwise specified, is as defined in accordance with its definition under Section 28 of the Planning Act.

Community Improvement Plan (CIP), unless otherwise specified, is as defined in accordance with its meaning under Section 28 of the Planning Act.

Community Improvement Plan Area (CIPA), unless otherwise specified, is as defined in accordance with its meaning under Section 28 of the Planning Act.

County means the Corporation of the County of Grey.

Eligible Property, for the purposes of the Brownfields Tax Assistance Program, is defined pursuant to ss. 365.1 of the Municipal Act.

Heritage property means a parcel of land that is subject to a Heritage Conservation Easement and/or By-law, is designated under Part IV of the Ontario Heritage Act, or is located within the Downtown Meaford Heritage Conservation District (DMHCD). The term heritage property refers more specifically to the buildings, structures and appurtenances having cultural value or significance on a parcel of land.

Municipality means the corporation of the Municipality of Meaford.

Non/multi-unit residential building means a building containing commercial, industrial, institutional or multi-unit residential uses (having four or more residential units) or a combination thereof. Mixed use buildings within Urban Area Meaford and the Secondary Settlement Areas having main-floor commercial and second-storey residential, regardless of the number of units, shall also be considered under this definition.

Purpose-built Rental Housing means a multi-unit residential development on one lot having more than seven (7) units that will be constructed or converted for the purposes of long-term rental (greater than 30 days) and is guaranteed through an agreement registered on title of the subject lands for a period of not less than 25 years. Neither Life Lease nor Condominium

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developments are considered Purpose-built Rental. Purpose-built rental units may be detached but shall not be single- or semi-detached dwellings.

Qualified Person means a person dually qualified by virtue of being a member of a regulating body, technically trained, and/or as defined by relevant legislation and includes a professional Planner, Engineer, Architect, Landscape Architect, etc. Relative to brownfield incentives, a qualified person is as defined by the Environmental Protection Act.

Residential building means a single detached dwelling, semi-detached dwelling, row/townhouse dwelling, or additional residential unit.

5.2 Interpretation

Changes to the Community Improvement Plan Area or the addition of grant or loan programs shall require an amendment to this Plan.

This Plan shall be referred to as the Community Improvement Plan for the Municipality of Meaford.

5.3 Timing of CIP Implementation

- This CIP is intended to be implemented over a 10-year period from its approval date.
- The longevity of this CIP may be extended beyond 10 years without requiring an amendment.
- This CIP shall continue to be in effect until the CIPA is dissolved by a by-law passed by Council.

5.4 General Eligibility Requirements

The following provides the general eligibility requirements that are applicable to all of the programs established in this CIP. The General Eligibility Requirements must be read in association with any program-specific eligibility requirements detailed in Part 4. The general and program specific requirements contained in this CIP are not necessarily exhaustive, and the Municipality reserves the right to include other requirements and conditions as deemed necessary on a program and/or property specific basis. Where there is a conflict in the interpretation of project eligibility, the more restrictive requirement shall apply.

a) The decision to provide a grant, rebate or tax assistance is entirely at the discretion of the Council of the Municipality of Meaford. Based on

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the limit of annual funding, the balance of the CIP Reserve Fund, and in evaluating and approving applications submitted in any given year, Council will aim to achieve the greatest potential overall impact towards the stated objectives of this CIP, which may mean that funding provided to any individual applicant may not reach stated program maximums nor address all eligible costs. Council reserves the right to determine the level of funding, which is to be awarded to an applicant, whether to fund at all or in part, and what conditions, obligations and other requirements are attached to funding allocations.

b) Heritage property projects must be consistent in character and design with all applicable municipal requirements. Projects proposing the removal of heritage attributes will not be considered.

c) All proposed projects must be within the designated CIPA, as approved by by-law. Schedule 1 within Section 3 of this Plan illustrates the Project Area. Schedule 1 also illustrates an area within the CIPA that is subject to the appended Design, Façade and Streetscape Guidelines that can be viewed in Appendix 2. Projects in this area of the CIPA are required to have regard for the approaches and strategies presented in the guidelines. While the guidelines generally dove-tail with the Heritage Conservation District (HCD) Plan and Guidelines, the HCD Guidelines shall take precedence should any conflict arise between the Plans.

d) All proposed projects must demonstrate some level of improvement or restoration over the existing conditions and must help achieve the objectives of this CIP.

e) All proposed projects must have regard for and comply with Municipal by-laws, polices, standards, and guidelines as applicable.

f) The applicant should be a registered owner of the property for which the application is being made or an agent authorized by the registered owner. If the applicant is not the owner of the property and instead is a tenant, agency or consultant, the applicant must provide written consent from the owner of the property to make the application. Should ownership change hands during the course of making an application or undertaking works, the applicant shall advise the municipality. Where a financial agreement is required in relation to the incentive the owner must be a party.

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g) All proposed projects must conform to the County and Municipal Official Plans, the Meaford Zoning By-law, the Heritage Conservation District Plan, and all other relevant plans, studies and by-law. Projects will be subject to Planning Act approvals and Ontario Building Code requirements.

h) Receipt of a grant, rebate or tax assistance under the CIP does not preclude the project from requiring all appropriate municipal, agency, County, and provincial approvals, including: heritage permits, sign permits, entrance permits, and permits under the Conservation Authorities Act.

i) Unless otherwise specified in Part 4 of the CIP, an application for any program contained in this CIP must be submitted and approved prior to the commencement of any works or studies to which the financial incentive program will apply and prior to an application for a Building Permit.

j) A property owner who is in arrears of property tax or any other municipal financial obligation is not eligible to participate in any of the CIP programs.

k) Stacking of multiple CIP programs is not permitted unless expressly permitted in Part 4 of the CIP. When programs are stacked, the highest maximum eligibility total shall be applied.

l) The total value of grants received for a subject property shall not exceed the total value of the approved work.

m) Applicants who are involved in ongoing litigation with the municipality are ineligible for consideration.

n) Unless otherwise specified in Part 4 of the CIP, residential buildings are ineligible to receive any incentive under the CIP.

o) Any outstanding orders against the subject property must be satisfied prior to the incentive disbursement.

p) Property taxes and municipal water and sewer service fees (where applicable) must be paid up and current prior to incentive disbursement.

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PART 6: GENERAL PROCEDURES

The following provides the general procedures that are common to the financial incentive programs established in the Community Improvement Plan. The general procedures must be read in association with any program-specific requirements detailed in Part 4. The general and program-specific procedures contained in this Community Improvement Plan are not necessarily exhaustive, and the Municipality reserves the right to include other requirements and conditions as deemed necessary on a program and/or property specific basis.

6.1 Grant Application

The applicant is required to submit a completed CIP application form to the Municipality for approval prior to commencing any works that are the subject of the grant and/or loan application. There is no fee to apply for any of the programs. Staff may request that the application include a copy of supporting materials, including drawings of the proposed works. This may require drawings prepared by a qualified person. The application will be reviewed by the municipal staff, as appropriate. Staff will prepare a recommendation for Council's consideration and approval.

6.2 Description of Eligible Works

As part of the application, the applicant will include a description of the proposed improvements and an estimate of costs. The estimation of costs must be from a qualified person, licensed contractor, or other qualified vendor. Quotations will be used to assess eligibility and for the purpose of making a recommendation to the Council. Incentive disbursement will be calculated based on actual project costs.

6.3 Inspection

Prior to approving a grant and/or prior to incentive disbursement under this Plan, municipal staff will conduct an inspection of the building or property to review its condition and the proposed or completed improvements.

6.4 Decision of Council

Municipal staff will prepare a recommendation to Council as to how much of the proposed works, if any, are eligible for funding under the CIP's incentive

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programs. Prior to issuing a recommendation, staff may request further drawings, cost estimates or other information. The decision to approve or deny an application for an incentive under this Plan is made by Council. If the number of qualifying applications exceeds the available grant funding in any given year/intake, the Municipality may provide a lesser grant over all applications, may recommend consideration of an alternative program for which additional funding is available, or recommend deferral until the following year, based upon consultation with the applicants. Council may, at its discretion, delegate CIP approvals to a municipal committee or member of staff through By-law.

6.5 Expiry of Approval

An approved CIP application and the incentive promised upon approval will be valid for a period of eight months. Incentives will be dispersed upon successful completion of the approved work and documentation of the costs associated with the work pursuant to the provisions of this plan. The Chief Administrative Officer may grant discretionary extensions, beyond the eight-month period when justified, however, undue delay beyond the eight-month timeframe may result in the allocation being revoked.

6.6 Incentive Disbursement

Completed works will be inspected by appropriate staff to confirm incentive disbursement for approved projects. Poor stewardship will not be rewarded. The municipality reserves the right to withhold payment of a grant to work/projects that are substandard or completed poorly, inconsistent with the approved application, or which require approvals that were not obtained.

A copy of all detailed receipts, indicating that the work has been paid for in full, shall be provided in support of payment of the grant. The grant payment will be calculated based on the lesser of the cost estimate provided, and the actual cost of the completion of the study.

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