



# Downtown Port Perry Community Improvement Plan

December 2021



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# 1 Introduction

## 1.1. Strategic Planning Context

The development of a Community Improvement Plan (CIP) for Downtown Port Perry is a strategic priority of the Township of Scugog outlined in the 2019 Strategic Plan to meet the stated strategic direction of economic development and tourism to create, grow, and attract employment opportunities. This is supported by Durham Region’s Strategic Plan (2015-2019) and Economic Development Strategy (2017-2021) which emphasizes promotion of economic development through enhanced partnerships, facilitating investment and growth by supporting new and existing businesses to grow and develop, building a stronger rural and small-town identity and fostering vibrant downtown areas, as well as supporting business retention and expansion efforts of municipal partners. These goals are further echoed by the Vibrant North Durham Economic Development Plan (2013-2018) and implementing Township of Scugog Action Plan, as well as the Scugog Business Retention and Expansion Report, which further highlights the need for enhanced public-private cooperation and investments in infrastructure, as well as cultural and heritage identity in order to improve the business climate.

This CIP acts as an implementation mechanism for these plans and strategies and is intended to guide and support future development and redevelopment in the Downtown and to establish programs to stimulate community revitalization of the commercial core area. The key objective of the CIP is to preserve and enhance those characteristics that have made the Downtown what it is today – historic buildings, beautiful streets, a great waterfront and a destination for residents, tourists, and shoppers. To help achieve the vision and objectives of these studies, this CIP promotes the improvement of existing commercial space and (re)development of underutilized/unutilized lots, and is part of a broader commitment of the Township to enhance the principle assets of its communities, in particular its cultural and heritage assets, and tourism opportunities.

The CIP offers financial incentive programs for private owners that are designed to 1) improve existing retail and commercial areas 2) facilitate and encourage the creation of additional, secondary uses within buildings; 3) encourage new development through infill and intensification opportunities, as well as redevelopment; 4) enhance the aesthetics and character of key retail strips within the Downtown.

In general, a CIP is focused on private ownership commercial and residential stock and is a tool available to municipalities under Section 28 of the Ontario *Planning Act (R.S.O. 1990, c. P.13)* to help facilitate revitalization and redevelopment efforts in defined target areas that are in decline or in need of improvement.

## 1.2. Alignment with Concurrent Initiatives

The plan is both focused on commercial building stock in Downtown Port Perry and appropriate infill and redevelopment that may include a range of residential development opportunities. Residential redevelopment is supported in those programs of this CIP designed to facilitate infill and redevelopment of underutilized sites.

The implementation of this plan is aligned with recent changes to the Ontario Development Charges Act that better enable certain classes of development, such as rental housing, through a range of means

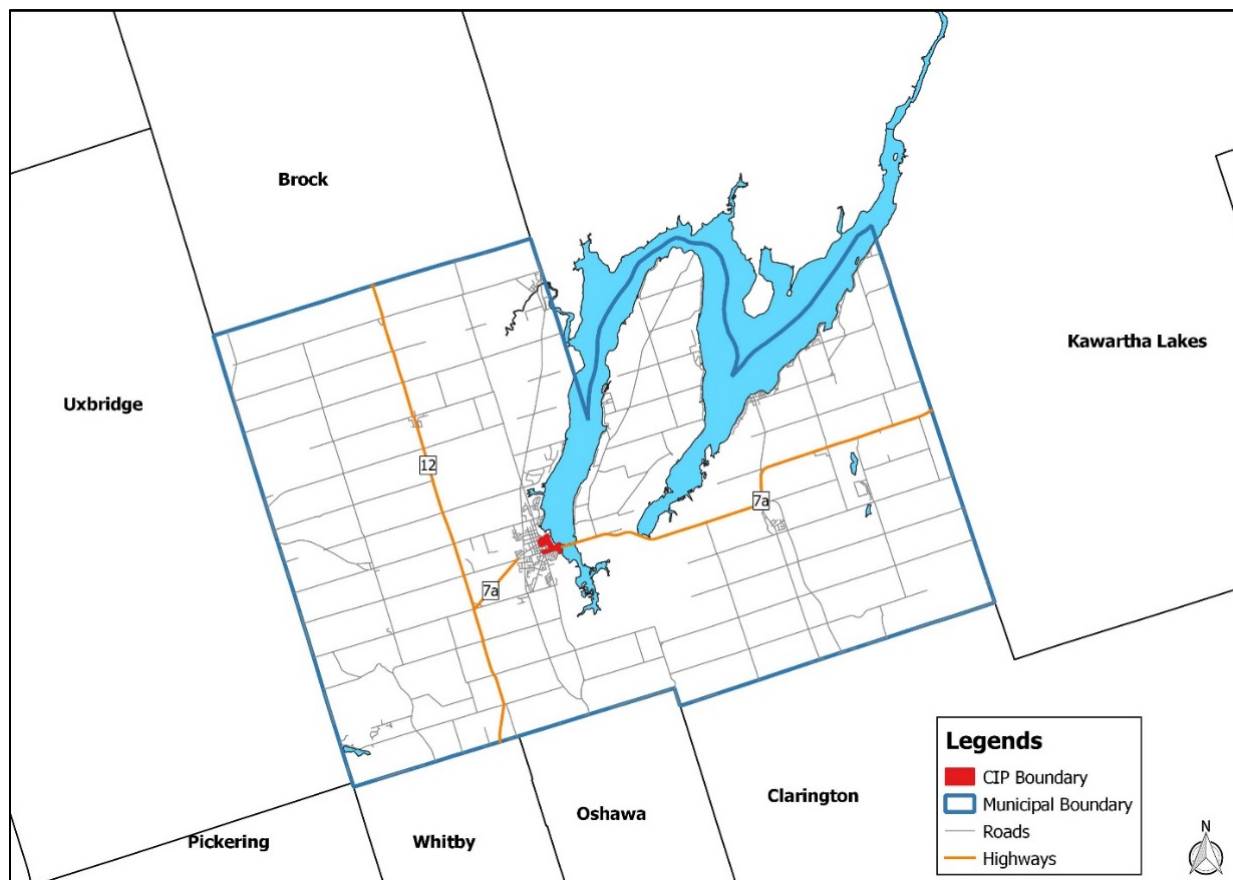
including development charge installment payments and the freezing of applicable development charge rates.

*Housing for All Ages and Stages*, prepared by the Township of Scugog Housing Advisory Committee (April 2018) supports appropriate diversity of housing types, with a focus on the supply of affordable housing, and diversity of both form and tenure. The vision of that plan includes incentives for affordable housing and recommended Action #7 includes the preparation of a CIP for Downtown Port Perry to support affordable residential development.

### 1.3. Locational Context

The Town of Port Perry is a community within the lower-tier municipality of the Township of Scugog located within the upper-tier municipality of Durham Region. Downtown Port Perry has a significant base of heritage assets making it an integral part of the Township of Scugog due to its unique historical and commercial significance that has established it as an excellent example of a historic downtown and vibrant commercial district. The Community Improvement Project Area (CIPA) is situated in the centre of the Township along the western shore of Lake Scugog with a regional thoroughfare running adjacent to the Downtown Core and presents significant opportunity to leverage regional and provincial attraction over the course of the revitalization of this area.

Exhibit 1: CIP Area Regional Context\*

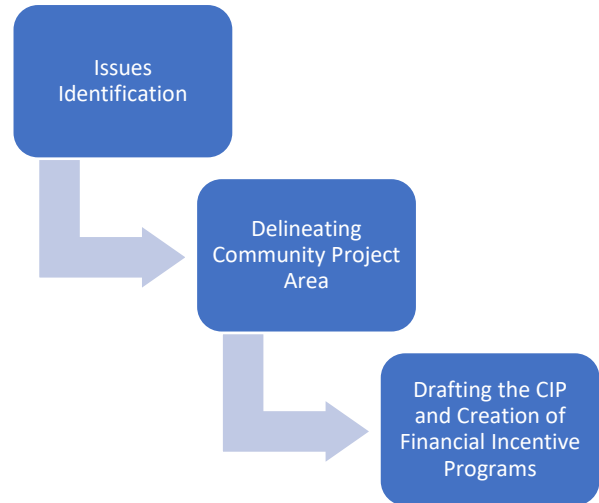


\*More detailed mapping of the CIPA is forthcoming in Section 4.1

## 1.4. The CIP Process

The three phases involved in developing a suite of incentives that appropriately address the revitalization needs of Downtown Port Perry are outlined below:

- 1. Issues Identification:** Extensive consultations with Township staff, relevant advisory committees, and downtown property and business owners, as well as review of planning/policy priorities were undertaken to identify key issues in the downtown and form the basis of this plan, building on the issues identified in the 2008 Downtown Development Strategy. The consulting team also completed a field review of the existing built character of Downtown Port Perry in addition to a property tax assessment analysis to understand current uses.
- 2. Delineating the Community Improvement Project Area (CIPA) boundary (within which CIP programs can occur):** Based on the results of consultations and assessment of local economic development opportunities, the boundaries of the CIPA were confirmed and priority areas were identified within which CIP Program Assistance should be focused.
- 3. Drafting the CIP and Creation of Financial Incentive Programs:** Programs are tailored to address identified issues within the CIPA, outlining detailed program protocols, eligibility requirements, and measures for monitoring program achievement.



## 2 Rationale and Goals of the Community Improvement Plan

### 2.1. Rationale and Goals for Community Improvement

The development of a Community Improvement Plan (CIP) for Downtown Port Perry was identified as a priority from the 2008 Downtown Development Strategy (DDS). This Strategy provided an overarching framework to guide future development, preservation, and investment in initiatives in the Downtown based on the results of key strategic issues identified through public consultations. A three-pronged approach for action that integrates the distinct elements of a Heritage Conservation District Plan, Urban Design Strategy and a CIP formed the basis of the strategy. The development of a CIP was identified as the mechanism for the Township to co-ordinate public works to improve public lands and spaces with financial incentives to private property owners to encourage investment on private lands.

Based on the strategies and actions outlined in the following documents this CIP is intended to promote long-term economic viability and ensure the ongoing sustainability of existing commercial nodes:

- Vibrant North Durham Economic Development Plan and associated Scugog Action Plan,
- The Scugog Strategic Plan;
- The Scugog Business Retention and Expansion Report;
- Official Plan objectives and associated urban design guidelines as envisioned by the 2008 DDS,

Specifically, the goals of the Downtown CIP support the following:

- The Township's strategic direction to promote tourism and economic development based on the rich cultural heritage resources located in Downtown Port Perry and throughout the Township;
- The economic development related goal of the Official Plan to encourage development that provides opportunities for economic growth that is compatible with the character and environment of the community, which is to be achieved by:
  - Providing opportunities to improve and enhance the quality of tourist facilities and the variety of tourism related businesses in the Township; and
  - Maintaining Downtown Port Perry as the focal point of the commercial structure of the Township.

Further objectives of the Official Plan that are supported by this CIP and that relate to Main Central Area and Corridor Commercial Area land use designations that constitute the CIPA include:

#### **Strategies of the Vibrant North Durham Economic Development Plan**

**Be Open for Business:** Retain and grow existing businesses, facilitate local business expansion

**Inspire and Support Entrepreneurship:** Facilitate new ideas and new opportunities including resources for business start up, expansion, labour force development, innovation and supporting new market opportunities.

**Create a Vibrant Future for Young Adults:** Engagement and retention of youth and young adults (under 40) and welcoming them back into the community when they are ready to return.

**Build a Stronger Rural and Small Town Identity:** Building pride and great spaces in our local communities and sharing the stories of the people, businesses and places that make north Durham so desirable.

### Scugog Business Retention and Expansion Action Plan

1. Build relationships between government and business to be open for business

2. Support business development and expansion to inspire entrepreneurship

3. Invest in culture and heritage to celebrate our identity and foster business development.

4. Grow a talented workforce to create a vibrant future of business opportunities.

5. Continually improve infrastructure to serve the needs of businesses, residents and tourists

#### Main Central Area:

- Maintain and promote the Main Central Area as the focal point for commerce, tourism and pedestrian-scale activity in the Township;
- Encourage tourism and development in the Main Central Area that capitalizes on expected growth in the Region of Durham and beyond;
- Encourage the development of a mix of uses to enhance the character and vitality of the Main Central Area; and
- Encourage streetscape and façade improvements that revitalize the cultural and historic character of the Main Central Area.

#### Corridor Commercial:

- Recognize the existing linear commercial development that has occurred along Scugog Street (Highway 7A), from Simcoe Street (Regional Road 2) east to Lake Scugog;
- Encourage the consolidation, intensification and expansion of commercial uses in this area;
- Encourage the redevelopment of existing Commercial uses to foster a more pedestrian-oriented environment, oriented to both Scugog Street and the waterfront of Lake Scugog, and to improve traffic conditions; and,
- Support and complement the planned function of the *Main Central Area* in providing goods and services to the community.

The Official Plan also recognizes the built form of the Historic Downtown Area as a significant asset to the community and sets an objective to protect the existing historical resources while promoting vibrant community development and redevelopment. This CIP will assist in promoting and achieving the policies in the Official Plan that relate to maintaining the architectural character and identity of the Historic Downtown Area and the restoration and enhancement of the building facades within this area.

## 2.2. Supporting Municipal Policy

Concurrent with the development of the Port Perry Downtown CIP a number of other aligned municipal priorities and initiatives are ongoing within the CIPA.

In accordance with Part V of the *Ontario Heritage Act (1990)*, the Township has designated a Heritage Conservation District, along Queen Street (see Exhibit 4 below) and undertook a Heritage Conservation District Plan in 2010 to establish provisions and protections that apply to designated properties within the Heritage District. In relation to community improvement, the provisions of the HCD Plan seek to:

- Preserve and enhance the existing heritage building stock;
- Maintain and support historically pedestrian-oriented environment and heritage landscapes



- Preserve and enhance Downtown Port Perry’s historic cultural and commercial role as a hub of Scugog Township,
- Ensure that new designs contribute to the heritage character of the district.

In addition to the properties designated within the HCD under Part V of the *Ontario Heritage Act*, a number of individual Part IV designated heritage buildings lie outside of the HCD but within the CIPA.

The Heritage Conservation District Grant Program is currently offered by the Township to support the objectives of the HCD Plan and to encourage the restoration and improvement of building facades in the HCD by providing financial assistance and promoting joint public/private action and investment to complement and enhance streetscape and other municipal service improvements. Assistance is provided in the form of a 50/50 matching grant paid upon completion of the approved work. To avoid overlapping programs this CIP will replace the existing HCD Grant Program as outlined in Section 6 below.

The Port Perry Waterfront Action Plan includes short, medium and long-term recommendations for recreation, natural and cultural heritage features, economic development and tourism on the waterfront. As the CIPA boundary runs adjacent to the waterfront along Water Street, aligning the recommendations, actions, strategies and implementation frameworks of the CIP and the Waterfront Action Plan will be important for ensuring the two plans support each other.

Through the provision of an energy retrofit grant program, this CIP aligns with the policies and objectives of the Township’s 2013 Energy Management Plan to create a culture of conservation within the Township to reduce greenhouse gas emissions and ensure the wise use of resources and ensure that environmental considerations and energy conservation are fully integrated into all decisions respecting community planning, service delivery and operations.

The CIP should have consideration for the goal, objectives, opportunities, and challenges outlined in the Township’s Active Transportation and Transportation Master Plan.

## 3 Legislative Framework and Policy Rationale

### 3.1. Planning Act Provisions for Community Improvement Plans

Municipalities with community improvement policies in their official plans have the authority under Section 28 of the *Ontario Planning Act, 1990*, to designate a Community Improvement Project Area, hereafter referred to as CIPA, and to prepare and adopt a Community Improvement Plan (CIP).

“Community improvement” refers to the planning or replanning, design or redesign, resubdivision, clearance, development or redevelopment, construction, reconstruction and rehabilitation, improvement in energy efficiency, or any of them, of a community improvement project area, and the provision of such residential, commercial, industrial, public, recreational, institutional, religious, charitable or other uses, buildings, structures, works, improvements or facilities, or spaces therefor, as may be appropriate or necessary (Ontario Planning Act, Section 28).

In implementing the CIP, municipalities may also provide “grants or loans, in conformity with the community improvement plan, to registered owners, assessed owners and tenants of lands and buildings within the community improvement project area (*Planning Act, 1990*, Section 28(7)).” Eligible Costs include those “related to environmental site assessment, environmental remediation, development, redevelopment, construction and reconstruction of lands and buildings for rehabilitation purposes or for the provision of energy efficient uses, buildings, structures, works, improvements or facilities (*Planning Act, 1990*, Section 28(7.1)).”

### 3.2. Municipal Act Provisions for CIP Grants and Loans

The following section of the Ontario *Municipal Act, 2001* are relevant to the implementation of community improvement plans:

- Section 106(1) prohibits municipalities from engaging in bonusing – the practice of providing direct or indirect assistance to manufacturing, industrial or commercial businesses through the use of financial incentives. However, a municipality exercising its authority to implement a community improvement plan under Section 28 of the *Planning Act*, is exempt from this section (*Municipal Act*, Section 106(3)).
- Section 365.2 permits local municipalities – despite the prohibition set out in Section 106 – to provide tax reductions or refunds with respect to eligible heritage properties.

### 3.3. Provincial Policy Statement

The Provincial Policy Statement (PPS) issued by the Government of Ontario in 2020 provides direction on matters of provincial interest as it relates to planning and development. Section 1.7.1 supports the goals of this CIP by calling for the following:

- a) promoting opportunities for economic development and community investment-readiness;*
- b) encouraging residential uses to respond to dynamic market-based needs and provide necessary housing supply and range of housing options for a diverse workforce;*

- c) optimizing the long-term availability and use of land, resources, infrastructure and public service facilities;*
- d) maintaining and, where possible, enhancing the vitality and viability of downtowns and mainstreets;*
- e) encouraging a sense of place, by promoting well-designed built form and cultural planning, and by conserving features that help define character, including built heritage resources and cultural heritage landscapes;”*

### 3.4. Durham Region Official Plan

The regional Official Plan is the guiding legislative framework for all municipal planning policy in Durham Region, serving to guide and coordinate growth and development across local municipalities. The following sections are relevant to the implementation of a CIP in Scugog:

- 14.4.2: The Region recognizes that the area municipalities may adopt Community Improvement Plans in accordance with the *Planning Act*, to stimulate the re-use, revitalization, redevelopment and rehabilitation of Urban Areas, based on local needs and priorities.
- 14.4.3: To assist in the implementation of area municipal Community Improvement Plans, the Region may adopt a Revitalization Program [see Section 3.5 below] that will guide how the Region may participate financially, or otherwise, in area municipal Community Improvement Plans
- 14.4.4: The Region’s participation in an area municipal Community Improvement Plan will be subject to both the Region’s Revitalization Program and the Region’s annual Business Plan and Budget process.
- 14.4.5: The Region’s participation in the implementation of an area Municipal, Community Improvement Plan is intended for projects that contribute to achieving the goals of the Regional Official Plan for the development of Urban Areas.

### 3.5. Regional Revitalization Program

At its discretion, the Township may seek financial assistance from Durham Region for projects with specific challenges through the Regional Revitalization Program (RRP). This CIP provides for the Township to seek support under the RRP based on the provisions of the RRP in force at the time of application. The following details on the Regional Revitalization Program are extracted from the ‘*Guideline for the Regional Revitalization Program Regional Municipality of Durham*’ which is available on the Region’s website:

- **Purpose:** The Regional Revitalization Program (RRP) is a partnership between the Region of Durham and participating area municipalities and aims to strategically target regional investment towards key areas of Durham Region’s area municipalities that advance the goals of the Regional Official Plan and achieve positive economic and community objectives. Overall, the RRP is founded on the premise that the general public will benefit from municipalities providing financial support to redevelopment and intensification projects that otherwise would not be initiated without municipal financial assistance.

- **Matching Assistance:** Eligible Community Improvement Plan (CIP) projects must be supported by the area municipality. In addition, the participating area municipality must provide a significant financial contribution to the project, pursuant to the CIP. Regional financial assistance will not be greater than the area municipality's financial contribution.

### RRP Application Requirements

The RRP outlines mandatory criteria that must be satisfied as a prerequisite for program eligibility and consideration of Regional participation and financial support. This eligibility criteria forms the basis of the Program and includes the following:

- 1) The CIP project must be recommended by the area municipality.
- 2) The project must conform with and support Regional Official Plan policies, such as encouraging the development of people-oriented places that are accessible by public transit and active transportation.
- 3) RRP projects must encourage both residential and employment growth in the Region's key urban locations, including Urban Growth Centres, Regional Centres, Regional Corridors, and brownfield sites throughout the Region, which will be given preference.
- 4) The project must entail significant and substantial revitalization. Development and construction cannot already be underway. Examples of eligible project types are:
  - New construction
  - Addition to existing
  - Redevelopment
  - Brownfield Redevelopment
  - Projects involving façade improvements, streetscaping, etc. are not eligible under the RRP.
- 5) The area municipality must provide a significant financial contribution to the project, pursuant to the CIP. Regional financial assistance will not be greater than the area municipality's financial assistance.
- 6) The area municipality must submit an application to the Region's Commissioner of Finance, including a business case for the development and implementation of the CIP project by the proponent, which details the proposed project and demonstrates the need for Regional financial assistance.
- 7) The proponent's property tax and utility accounts must be current, and the proponent must not be in debt or involved in litigation with the Region or any area municipality.
- 8) The participating area municipality must be willing to enter into a legal agreement with the Region that outlines the terms and conditions for the funding and ensures accountability for the Regional funding.
- 9) The participating area municipality must also agree to conduct periodic post-project reviews for five years after substantial occupancy in conjunction with the Region to provide accountability and ensure effective utilization of Regional resources.

### Regional Development Charges and Other Fees

Projects will be required to fully pay all applicable Regional fees and charges, including Development Charges.

### Financing the Program and Flow of Funds

Increased property tax revenue generated from the increased current value assessment of approved projects of the RRP will be used to replenish the Regional Revitalization Reserve Fund for a time period after substantial occupancy to be determined by Regional Council at project approval.

In recognition of the need for upfront direct financial assistance, funds for approved CIP projects will be transferred to the applicable area municipality at the following milestones:

- Building permit issued by area municipality: **50%**
- Framing inspection, or equivalent structural completion, passed by the area municipal building inspection authority: **40%**
- Occupancy permit received from area municipal building authority or passed preoccupancy inspection of those municipalities which do not issue an occupancy permit: **10%**

## 3.6.Scugog Official Plan

The Scugog Official Plan defines Community Improvement as encompassing all those activities, both public and private, which maintain, rehabilitate and redevelop the existing physical environment to accommodate the social and economic priorities within the community.

Section 9.10.1 provides that Community Improvement Plans shall be prepared and adopted to:

- Improve conditions in older residential neighbourhoods and industrial areas;
- Improve the property and business tax base by encouraging economic expansion and new development by both the private and public sectors;
- Promote the revitalization for the downtown business area;
- Undertake significant improvements to the waterfront;
- Improve parking facilities in the downtown business areas;
- Encourage investment and improvement in the maintenance and rehabilitation of existing commercial, industrial, institutional and residential buildings and structures;
- Encourage rehabilitation of brownfield sites; and
- Improve energy efficiency.

Section 9.10.2 of the Scugog Official Plan identifies the criteria for designation of a CIP:

<b>a)</b> A number of the non-residential land uses conflict with residential uses in a predominantly residential area; <b>or</b>	<b>f)</b> The potential exists to achieve economic growth in an area as a result of building improvement, repair and/or replacement; <b>or</b>
<b>b)</b> The area contains a number of buildings in need of maintenance, repair or rehabilitation due to age, appearance and inability to meet current energy efficiency and structural standards; <b>or</b>	<b>g)</b> A number of potential or existing environmental problems such as soil contamination exist in the area; <b>or</b>
<b>c)</b> There are deficiencies in the sanitary sewer, water or stormwater systems in the area; <b>or</b>	<b>h)</b> There are a number of screening, buffering, streetscaping or landscaping deficiencies in the area; <b>or</b>
<b>d)</b> There are deficiencies in the road network and associated infrastructure in the area including parking facilities and signage; <b>or</b>	<b>i)</b> There are cultural heritage resources in an area warranting protection and/or enhancement; <b>or</b>
<b>e)</b> There is a lack of appropriate parkland and other recreational facilities within the area; <b>or</b>	<b>j)</b> There are poor drainage conditions such as flooding, ponding in low lying and flat areas and inadequate ditching.

### 3.7. Port Perry Secondary Plan

The Port Perry Secondary Plan amends the Scugog Official Plan to provide more detailed policies to guide development within the Port Perry Urban Area, updating the Official Plan with policies regarding sustainability and urban design as well as more detailed policies regarding infilling and intensification. The following sections demonstrate alignment of the Secondary Plan with the goals of the 2008 Downtown Development Strategy and Heritage Conservation District Plan of preserving the historic character of the downtown while enhancing Port Perry's role as a cultural and commercial hub:

- 3.16: New development shall reflect the existing built and natural heritage of the local areas to foster a complete community that accommodates all stages of life and provides a range of land uses to promote a variety of community, employment and commercial opportunities, and a full range of housing types including retirement housing.
- 4.1.6: Port Perry has a unique, well defined historic character that reflects the history of the community and the culture of a small town. This character shall be reflected in the design of the new urban residential and commercial areas and buildings.

The Secondary Plan designates Priority Intensification Areas and Established Neighbourhoods. In Priority Intensification Areas intensification is encouraged in a manner that is compatible with existing development yet at higher densities. Intensification is also encouraged within the remainder of the built up area. In regard to this S.4.1.3 states:

“However, outside of the Priority Intensification Areas intensification shall occur in a manner that preserves and protects the character of existing Established Neighbourhoods in accordance with the criteria established in this section. The utilization of under-utilized sites and buildings, brownfields and the adaptive re-use of buildings will be supported for infill and intensification.”

Intensification within the Established Neighbourhoods shall only be considered where Council is satisfied that the character of the neighbourhood is not altered as the result of development and developments are of similar density and massing as the neighbourhood.”

The majority of the CIPA is designated as an Established Neighbourhood with the exception of the block of retail strip mall format development along Water Street from Casimir Street to Scugog Street, and a Priority Intensification Area in the commercial plaza on Scugog Street adjacent to the causeway.

In addition, the Secondary Plan adds S. 9.14 which allows Council to pass a density bonusing by-law pursuant to the *Planning Act*, for medium and high-density residential developments if the increase will result in the provision of significant public benefit. A significant public benefit could include:

- a. Provision of needed community recreation facilities;
- b. Provision of parkland in excess of what would be otherwise required by this Plan;
- c. Provision of public transit facilities;
- d. Conservation/enhancement/restoration of a significant built heritage feature;
- e. Provision of public art in a key location;
- f. Provision of affordable and/or attainable housing; and
- g. Any other public benefit that has been identified in a Council-initiated study

Exhibit 2: Port Perry Urban Area Priority Intensification Areas and Established Neighbourhoods



Under changes to the *Planning Act* through Bill 198 (More Homes, More Choices Act, 2019), existing Section 37 bonusing provisions are replaced with a Community Benefits Charge option for municipalities to utilize in meeting prescribed and approved community benefits (as contained in a Community Benefits Strategy).



## 4 The Downtown Port Perry Community Improvement Project Area

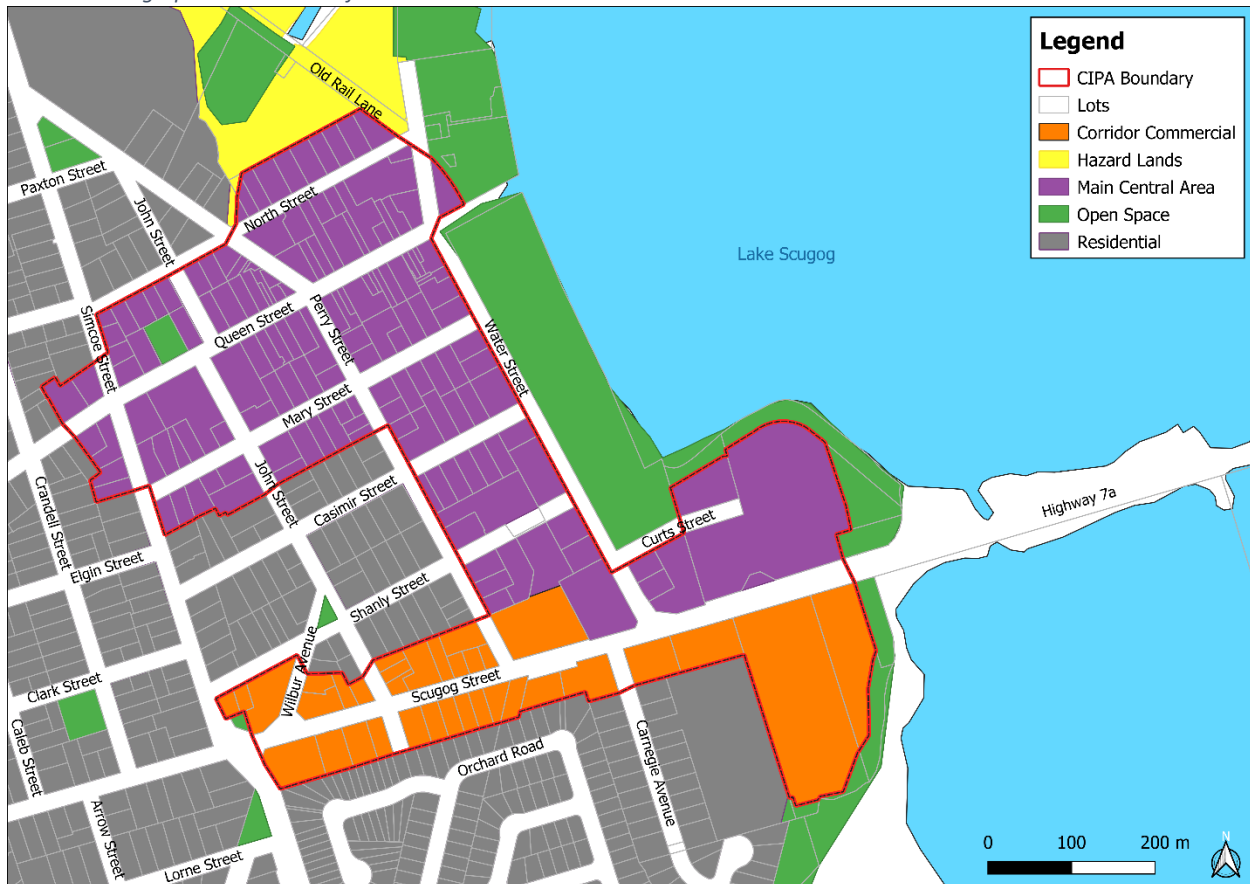
### 4.1. Geographic Boundaries of the CIPA

Exhibit 2 delineates the boundaries of the Downtown Port Perry CIPA Area. The Township of Scugog will only accept applications for financial assistance for redevelopment or property enhancement projects for properties located in the Downtown Port Perry CIPA for the five-year duration of the CIP.

The Downtown Port Perry CIPA boundary is further described as comprising the following land use designations as contained in the Township of Scugog Official Plan as demarcated on Schedule A-1 Port Perry Urban Area Land Use:

- Main Central Area; and
- Corridor Commercial

Exhibit 3: Geographic Boundaries of the CIPA



The Port Perry Main Central Area is further comprised of the following sub-designations:

- Downtown Commercial Historic Downtown Area; and
- Downtown Commercial – Water Street Area.

### 4.2.Existing Investment Conditions

Based on field review, public consultations and mapping of land uses based on Municipal Property Assessment Codes (MPAC) data, a more granular depiction of building stock and parcels within the CIPA (as well as the neighbourhood immediately surrounding the boundary) demonstrates the range of functions, services and land use types that comprise the downtown core and highway commercial area within and immediately beyond the CIPA:

Exhibit 4: Characterization of Potential Investment Zones in Downtown Port Perry

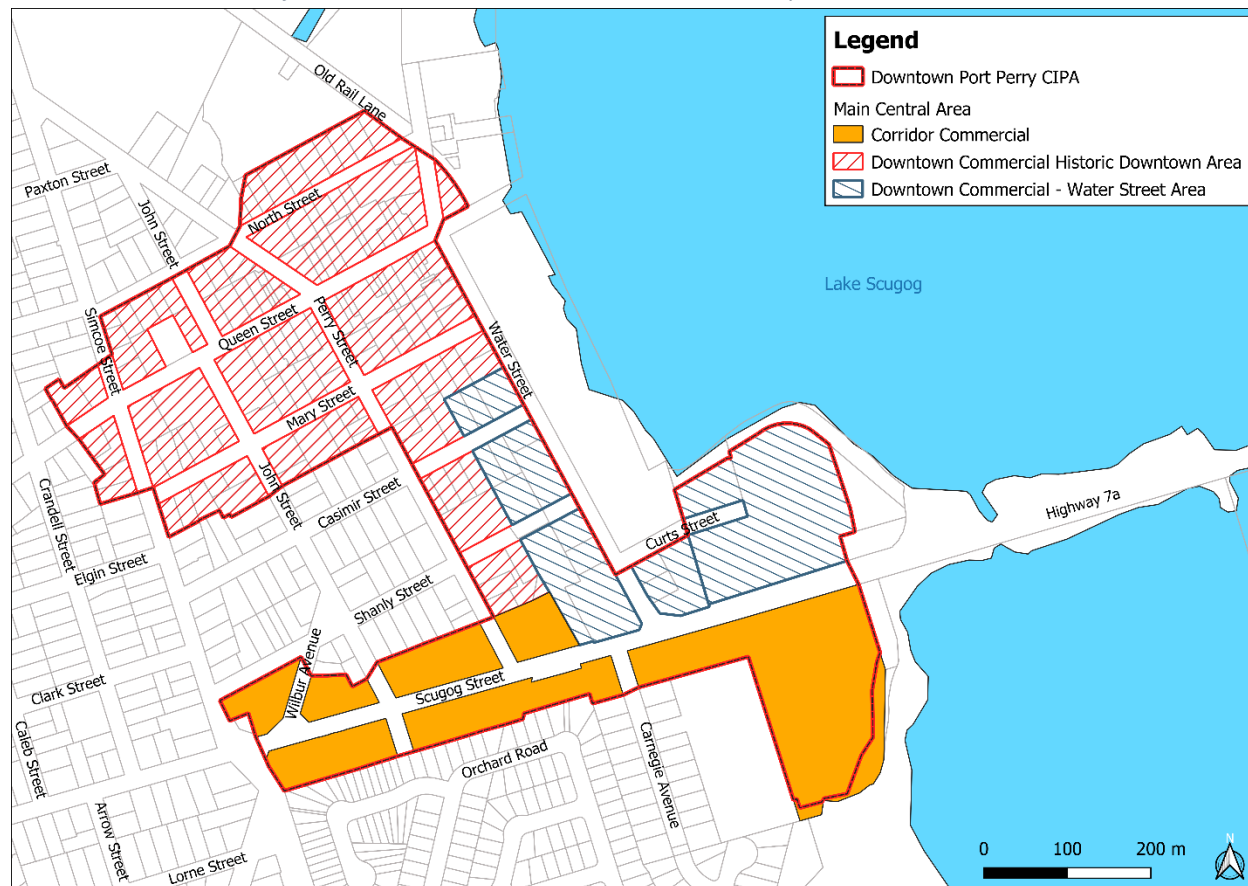


Exhibit 5: Properties in the CIPA by Property Tax Category

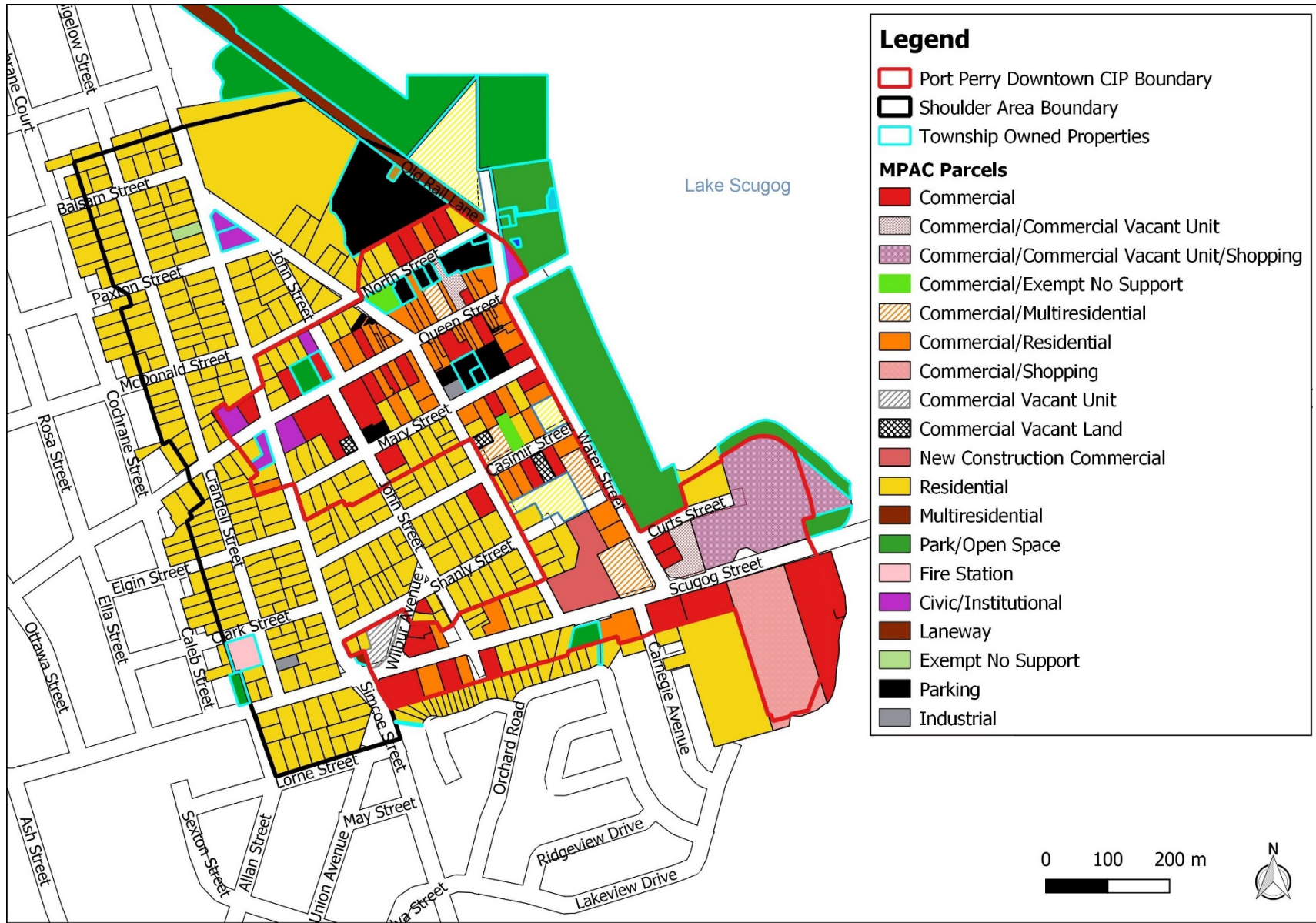
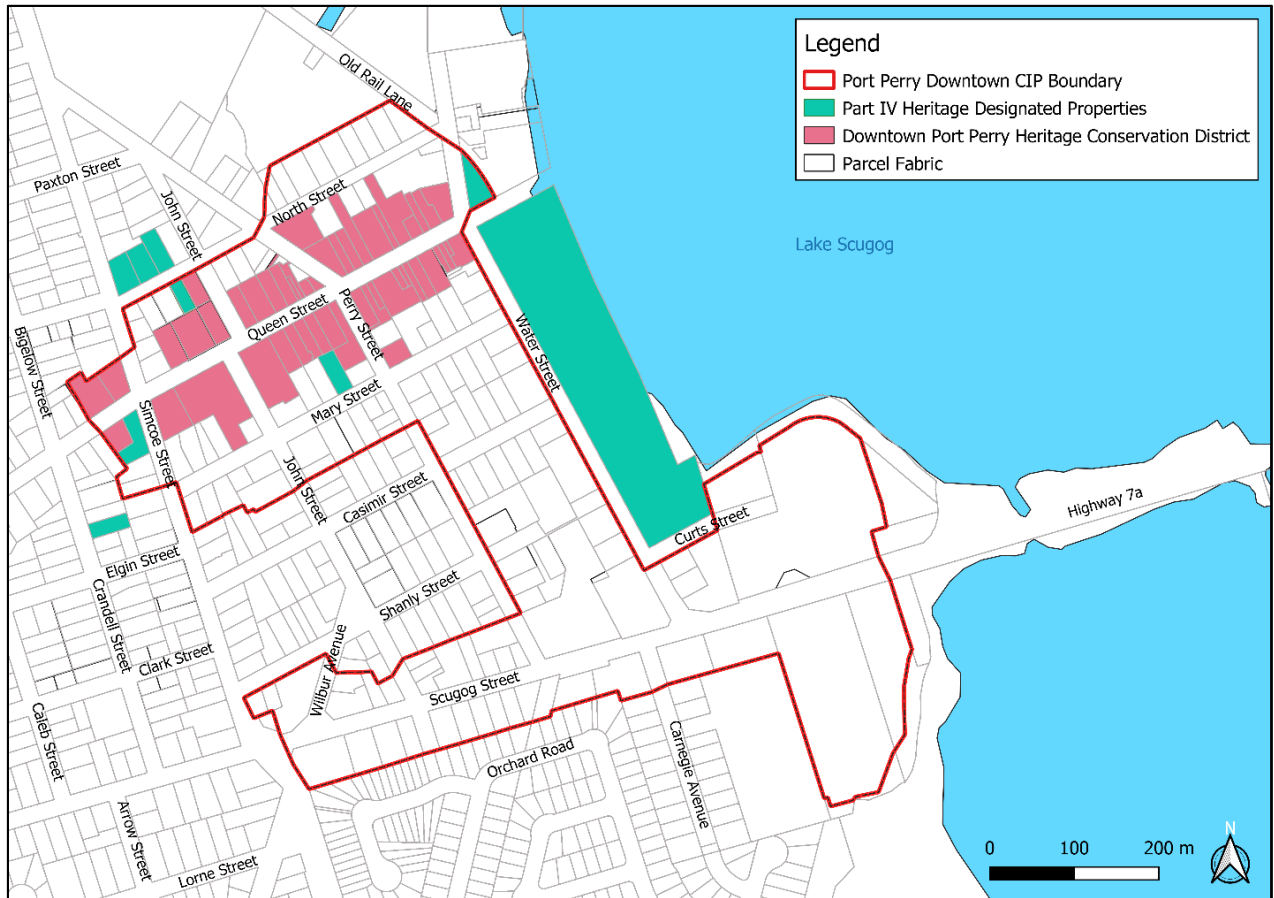


Exhibit 6: Part IV and V Designated Properties in Port Perry



### 4.3. Issues of Community Improvement in the CIPA

#### Older Building Stock and Heritage Buildings

Running east-west along Queen Street predominantly between Water Street and Simcoe Street is the historic core of Port Perry – the Heritage Conservation District - characterized by a tight-knit built fabric of 2-story, primarily heritage designated buildings with commercial at grade and upper floor uses. Primary use of the upper floor is residential with some office uses. The majority of heritage buildings are located here creating a generally consistent quality and design of building facades with the exception of some non-contributing buildings and backlit signage which are inconsistent with the heritage character. Other individually designated properties under Part IV of the Heritage Act are interspersed throughout the CIPA. As identified in the 2008 Downtown Development Strategy many of the heritage buildings were constructed with classic Victorian brick designs in 1883 and 1884 following the historic fires. Some of these brick facades have deteriorated over the years and are in need of replacement or



Tight knit built fabric of 2-storey heritage properties with retail at grade and 2<sup>nd</sup> storey

repointing. Older buildings are also more energy inefficient and as a result can have high operating costs on top of the higher costs of compliance associated with meeting heritage building and construction standards.

Many property owners have already undertaken renovations to their heritage properties to restore them to their characteristic facade and signage designs of their own accord as a matter of community pride and through support offered through the existing HCD Grant Program. This CIP supports continued preservation and enhancement of the existing heritage building stock as well as non-contributing heritage buildings within the HCD to strengthen the heritage character of the Downtown and reduce operating costs through energy efficiency retrofitting. Facade and signage improvement and energy efficiency retrofits will be important for all commercial tenants and property owners in the Downtown through energy efficiency retrofitting as well.

### Accessibility and Walkability

As in many municipalities across Ontario and Canada Port Perry is experiencing an aging population. With 27% of the population 65 years of age and older, Port Perry has a high proportion of seniors to population. In addition, Port Perry attracts many older adults and retirees to the downtown with its historic buildings, unique retail opportunities and access to the waterfront. Enhancing the pedestrian environment, ensuring walkability, and maintaining high levels of accessibility to stores through barrier free access and proximity of parking to store fronts, as well as access to upper floor commercial and residential units in the Downtown will be important for long-term community improvement by maintaining access for a large demographic of residents and tourists. Township plans to pilot pedestrian only zones along Queen Street will also play a large role in influencing walkability and accessibility.



Examples of a non-contributing buildings along Queen Street



Narrow setbacks and raised entrances on Queen Street can create accessibility issues on can prevent the installation of



Example of a barrier free access ramp installed at TD Bank on Queen Street.

While some properties have installed barrier free access ramps and/or doors along Queen Street, many shops have raised entrances that require steps for entry. However, accessibility opportunities are constrained by the sidewalk width and the need to maintain clear walking paths between store fronts and streetside infrastructure such as lamp posts, telephone poles and landscaping elements. Internal building accessibility improvement needs were also identified along Queen Street such as accessible main floor washrooms, and elevators or lifts to access second floor residential and commercial units. Second floor accessibility to residential units is also needed in the retail strip mall developments along Water Street.

Large rear parking lots as well as on-street parking currently provide important vehicle access for residents, shoppers and tourists alike. Properties with rear access points have an opportunity to create a second barrier free entrance fronting onto the parking lot to overcome constraints associated with accessibility improvements fronting onto Queen Street. Walkability has also been identified as an issue along Water Street with the lack of street crossings to Palmer Park between Queen Street and Scugog Street.

### Inconsistent Built Form and Built Transition

The heritage character of Queen Street is carried over to Water Street near their intersection before transitioning into a more inconsistent, lower density mix of restaurants, multi-residential buildings with commercial at grade, and retail strip mall developments nearing the intersection of Water and Scugog Street. Buildings South of Mary Street on Water Street represent a more modern building stock of varied setbacks and inconsistent design compared with the historic core. There is a clear need to create a better sense of shared identity and character in this area and to improve the quality of the building stock. This issue carries over to the Corridor Commercial which is characterized by commercial plazas, and strip mall formats with large setbacks to accommodate parking in front and consisting of a range of retail shops and restaurants, as well big box stores, chain establishments and highway commercial uses. The Corridor Commercial along Highway 7a is a major regional thoroughfare and functions as the primary gateway to the Downtown from the east and west. As a primary gateway to the Downtown the Corridor Commercial should act to draw travelers into the historic core area and waterfront. At present



Looking at the rear of buildings on Queen Street from the parking lot between Queen Street and Mary Street



Water Street looking north to Queen Street displays the heritage character carried over from Queen Street



Transition looking South on Water Street to multi-unit residential properties with commercial at grade.

the character of the Corridor Commercial does not accurately reflect the character of the rest of the Downtown.



Highway 7a Corridor Commercial looking east to the Lake Scugog Causeway.



Commercial strip mall plazas moving to big box store and chain establishments along Highway 7a.

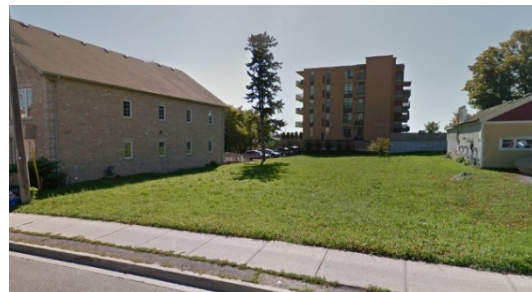


Retail Strip Mall Development with second story residential units along Water Street

### Infill and Intensification

Running parallel to the Historic Conservation District along Queen Street are the smaller side streets of North Street, Mary Street and Casimir Street that constitute the transitional areas in terms of land use. These areas are lower density, predominantly commercial retail, service and professional offices, multi-tenant commercial and commercial/residential properties with some detached residential housing interspersed throughout. Intersecting with these streets and running north-south across the Downtown CIPA are Perry Street and John Street which are characterized by detached single-family homes and home offices. These streets contribute to the small-town character and rural identity of Downtown Port Perry, which is supported by the strategic objectives guiding this CIP.

In addition to accessibility and energy efficiency upgrades, improvements to these areas can be achieved through infill and intensification opportunities in the vacant and underdeveloped lots.



Vacant lot on Casimir Street



Commercial/ Residential and Multi-Tenant Commercial along Mary Street.

## 5 Matching Program Support to Needs and Opportunities within Downtown Port Perry

The distinct areas of Downtown Port Perry reflect differing opportunities. Hence this CIP offers a suite of program support that is tailored to collectively address the diverse needs, challenges and opportunities of the CIPA based on reasonable likelihood of impact. Programs of the CIP support the following:

1. Property enhancements and upgrades (heritage-sensitive) via a range of signage, façade, accessibility improvements and energy efficiency retrofits;
2. Intensification of retail, commercial and mixed uses (commercial/Multi-Residential) within the CIPA, bringing underutilized and/or vacant sites and buildings into highest and best use.
3. (Re)Development of new mixed-use buildings (Multi-Residential with commercial at grade, multi-tenant commercial with a range of upper floor uses) so as to encourage a mix of uses and to enhance the vitality and functionality of the Downtown as a dynamic, vibrant and pedestrian-friendly hub.
4. Opportunities for private sector redevelopment in the Corridor Commercial and along Water Street to:
  - a. Enhance economic and social vitality;
  - b. Encourage the redevelopment and/or improved utilization of underused, dilapidated, or vacant properties; and
  - c. Improve the built form and built transition.

Challenges include an established core and older building stock that provides opportunity for reinvestment and improvement of accessibility and walkability, inconsistent built form and design of the lower density plazas on the fringes of the core that will remain features of the Downtown and provide anchor retail as well as highway uses; and potential redevelopment and infill sites which can be supported through the CIP to achieve their development potential.

A range of concerns were identified by participants in public consultation as part of the CIP development process. The following are examples of issues raised, a number of which are contextual in nature and for which other planning and policy measures are designed to address:

- Overall parking availability for residents, tourists and businesses;
- A desire for improved accessibility to the Waterfront from the surrounding streets;
- A need for improved accessibility of older buildings including accessible upper floors, main entrances and washrooms);
- Better wayfinding, signage and gateways to draw visitors into the Commercial Historic Downtown Area;
- More pedestrian friendly streetscapes with enhanced beautification, benches, bike racks, public washrooms, and more patios particularly with views to the Waterfront;
- A desire for a more balanced mix of retail, restaurants and commercial services in Downtown. It should be noted that improved business mix to support a downtown as a tourist destination is a general goal in many economic development strategies for historic downtowns.



These issues are broad in nature and pertain to a number of related strategies that the Township has developed. The role of the CIP is to provide property-specific assistance to promote investment, which is also supported by other, wider strategies which are developed from time to time.

## 6 General Incentive Programs

### 6.1. Overview of General Incentive Programs

For the purposes of CIP funding, only properties located in the CIPA (identified in Section 4.1) are eligible for program support. To qualify for funding, any property must:

- Comply with screening criteria related to its location (within the CIPA as defined in this Plan),
- Conformity with municipal by-laws and Provincial regulations,
- Conformity with any other applicable law of regulation identified by the Township.
- Be in good standing with respect to payment of property taxes.

Additionally, all owner-occupied housing is excluded from the CIP programs. However, Multi-Residential buildings (containing three or more units) are eligible for receiving assistance under Program 2 of this CIP.

The following suite of programs is in effect for the initial five-year period of the CIP. However, Council retains the right, in its sole and absolute discretion, to extend, revise or alter this CIP beyond the five-year horizon, at any time during the five-year operational period of the Plan, subject to the objectives of Council and the satisfactory performance of the Plan in the opinion of Council:

1. Commercial Property Improvement/Building Renovation Grant Program
  - Stream A. Façade and Signage Improvement
  - Stream B. Accessibility Improvement
  - Stream C. Energy Efficiency Retrofit
2. Planning and Building Fee Grant Program
3. Development Charge (DC) Deferral Program

The Community Improvement Project Area is categorized into different Focus Areas outlined in Section 4.2. Eligible Property owners anywhere in the CIPA may apply for all programs, however, each CIP program is intended to focus on some areas more than others. For example, **projects in the Downtown Commercial Historic Downtown Area will be prioritized for façade and signage improvement funding**, while **projects in the Port Perry Corridor Commercial along Highway 7A and Water Street, south of Mary Street will be prioritized for planning fee and building permit fee grants and DC deferral**.

The CIP programs are designed to encourage long-term private sector actions involving property enhancement, and property rehabilitation and development. Because any property owner seeking to access each of these programs may only do so contingent on meeting the necessary eligibility under each program, programs are likely to be accessed at different times in the development process. The 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-evaluation of the property.

Council will maintain its discretion to determine an appropriate level of support for individual projects based on the merits of each project. In any one year, applicants may only receive support from one

program (or stream) per property. All grants are subject to the availability of funds in the approved Township of Scugog budget.

Additional funding through the Durham Regional Revitalization Program (RRP) is available for assistance to CIP projects recommended by the Township that support Regional Official Plan policies in a way that entails significant and substantial revitalization. The requirements of the RRP are outlined in Section 3.5.

## 6.2. Incentive Program Summaries

### 6.2.1. Program 1: Commercial Property Improvement/Building Renovation Grant Program

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<b>Description</b>	The Commercial Property Improvement/Building Renovation Grant Program assists property owners with the façade and targeted interior improvements to ground floor or upper storey units to improve the aesthetics, functionality and energy efficiency of existing buildings.
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The program includes three eligibility streams:

- **Façade and Signage Improvement**
- **Accessibility Improvement**
- **Energy Retrofit**

The Façade and Signage Improvement Stream assists property owners with the financing of building façade and signage improvements. All improvements made under this plan must comply with all policies of the Downtown Port Perry Heritage District (HCD) Plan and the Heritage Act. This grant replaces the Heritage Conservation District Grant Program.

The Accessibility Improvement Stream promotes improves accessibility to existing buildings within the Downtown CIPA. Accessibility Improvements must follow the Accessibility Requirements in the Ontario Building Code in order to be approved. Improvements in general must follow the policies of the HCD Plan, possible exemptions will be addressed on a case-by-case basis.

The Energy Efficiency Retrofit Grant Program offers grants to eligible Commercial, or mixed-use property owners for retrofits that improve the overall energy efficiency of buildings that are within the Downtown CIPA.

As a guideline, the Township will **prioritize projects** which are **in the Downtown Commercial Historic Downtown Area** or which are otherwise identified by the Township as having heritage value as eligible for **Stream A (Façade and Signage Improvements)**, however the Township reserves the right to fund other projects within this stream on a case-by-case basis.

There is no geographic priority for proponents seeking funding from Streams B and C (Accessibility Improvement and Energy Retrofit), as long as the project is

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within the Downtown CIPA. An **energy audit is required** prior to receiving approval for **Stream C**.

**Eligibility** Program eligibility is limited to existing Commercial and Commercial mixed-use (commercial-at-grade) properties within the CIPA; including former residential buildings now used, in part or in whole, for Commercial use.

**Program Specifics**

- Stream A - Façade and Signage Improvement:**
- Matching grant of up to 50% of Eligible Costs or a maximum grant of \$10,000 per property, whichever is less;
  - Project applications including amounts sought from the Township under \$500 (as 50% of the project costs) in improvements will not be considered.
  - Buildings identified by the Township as having heritage value would be eligible for an additional \$5,000 in matching grant assistance.
  - Installation of new signage in accordance with the Township of Scugog Sign By-Law 40-15 and any subsequent Sign By-laws, only as part of a larger façade improvement project.

- Stream B - Accessibility Improvement:**
- Matching grant of up to 50% of Eligible Costs or a maximum grant of \$5,000 per property, whichever is less.

- Stream C - Energy Efficiency Retrofit:**
- Matching grant of up to 50% of Eligible Costs or a maximum grant of \$7,500 per property, whichever is less.

**Examples of  
Eligible Costs  
(Not exclusive)**

**Stream A - Façade and Signage Improvement:**

***Contributing (Heritage) Properties within the Heritage Conservation District***

- Repair or restoration of original features or an approved facsimile (cornices, parapets, eaves, other architectural features)
- Repair, restoration or replacement of windows and doors
- Cleaning of masonry in a sensitive manner where proven necessary (excluding sandblasting)
- Re-pointing of masonry in a traditional manner
- Removal of non-original siding or facing
- Removal of inappropriate signage
- Repair or restoration of authentic historic storefront treatment
- Painting in original or period colours – only as part of a larger façade improvement project
- Exterior lighting improvements
- Awnings
- Installation of new signage in accordance with the Township of Scugog Sign By-Law 40-15, only as part of a larger façade improvement project
- Other capital improvements which the Township determines are important to incorporate as an integral part of the total façade improvement design.

***Non-Contributing (Non-Heritage) Properties within the Heritage Conservation District***

- 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 facades of incompatible buildings being sympathetic and compatible with the historic character of the area and the policies of the heritage conservation district plan
- Re-cladding in more traditional materials complementary to the district character
- Installation of traditional awnings
- Other capital improvements which the Township determines are

important to incorporate as an integral part of the total façade improvement design.

***Non-Heritage Properties outside the Heritage Conservation District***

- Enhancement, replacement and rehabilitation of commercial/retail doors, windows, and facades
- Restoration of existing façade and surfaces (woods, tuck pointing, cleaning)
- New surface materials
- Architectural design fees
- Enhancement or replacement of existing exterior lighting fixtures
- Improvements and enhancements to street front signage only as part of a larger facade
- Rear and side yard façade improvements designed specifically to enhance the look and appearance of these elevations of the property and yard areas where accessible by the public
- Costs associated with the production and installation of signage for Eligible Property
- Other capital improvements which the Township determines are important to incorporate as an integral part of the total façade improvement design.

**Stream B - Accessibility Improvement:**

- Power assist door operators
- Renovation of building entrances
- Upgrading of doors
- Installation of ramps
- Installation of elevating devices
- Renovations to create accessible washrooms

**Stream C - Energy Efficiency Retrofit:**

Interior or exterior renovations that result in a third-party certification or meet a third party energy efficiency standard which exceeds the requirements of the Ontario Building Code, and demonstrably increases energy efficiency including: Upgrades to insulation in attics, exterior walls, basements, and crawl spaces.

- Replacement of existing heating or central air-conditioning systems with Energy Star systems.
- Replacement of doors, windows, and skylights with Energy Star units.
- Replacement of existing hot water systems with energy efficient systems.
- Installation of small-scale renewable energy generation systems.
- Similar improvements maybe approved, but applicant must demonstrate how proposed works improve building energy efficiency. Approval is at the discretion of the Township.

**Note that completion of an energy audit is required prior to commencing retrofit work.**

**Energy audits are not eligible for funding through this program.**

**Implementation Specifics**

Grants will not be payable until such time as all work has been completed to the satisfaction of the Township. When the work has been completed, the applicant must submit copies of all paid invoices for approved work.

The Township reserves the right to reduce the amount of the grant upon completion of the project where it is of the opinion that unapproved modifications diminish the beneficial effects of the project.

Applicants are reminded that all grants are subject to the availability of funds in the approved Township of Scugog budget. An application for this program must be submitted to the Township prior to the commencement of any site works and/or issuance of a building permit, as applicable.

**Stream A - Façade and Signage Improvement:**

The following considerations will apply when reviewing all applications for grant assistance:

- The project must comply with the policies and guidelines of the area's Heritage Conservation District Plan;
- Preference will be given to applications proposing work on contributing buildings;
- On heritage properties, conservation and restoration of original architectural features will occur to the extent possible;
- There will be a monetary participation by the applicant (for eligible work) equivalent to that being requested from the Township;
- The grant program should not reward poor stewardship;

**Stream B - Accessibility Improvement:**

- Accessibility improvements shall be in accordance with, or exceed, the requirements of the Ontario Building Code, as applicable to the property.

**Stream C - Energy Efficiency Retrofit:**

- Eligibility for the Energy Efficiency Retrofit Grant will be contingent on completing an energy audit and demonstrated application for existing energy efficiency grants such as through incentives available through the IESO's SaveOnEnergy Program or Enbridge's Commercial Custom Retrofit Program;
- Funding for energy audits can be found through the Save on Energy Audit Funding Program as well as through the Save On Energy Retrofit Program Custom Track;
- In addition, Enbridge's Commercial Custom Retrofit Program provides free site walkthroughs to identify energy saving opportunities;

### 6.2.2. Program 2: Planning Fees and Building Permit Grant

**Description**

This program offers property owners with plans to develop new Commercial, Mixed-Use or Multi-Residential properties (with three or more dwelling units), a grant equivalent to 50% of applicable planning and building permit fees. Such a grant may, in concert with other program support, help encourage new development efforts through reducing initial regulatory costs. Projects in the



**Corridor Commercial** and the **Strip Mall** area of **Water Street south of Mary Street** will be prioritized for this program.

In keeping with the goals for the **Corridor Commercial** outlined in Section 2.1, the Township will **prioritize** assistance towards desired development along and in proximity to **Scugog Street/Highway 7A in addition to the strip mall segment of Water Street, South of Mary Street**. Projects that will be prioritized include:

- Redevelopment of strip malls
- Multi-Residential development with Commercial at grade
- Multi-tenant Commercial / multi use
- Infill development

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### Program Specifics

#### Planning Fees Grant:

- A grant equivalent to 50% of planning fees combined from all planning fees as itemized by the applicable fee schedule of the Township of Scugog at the time of application.
- Maximum total grant of \$2,000 per property or 50% of combined planning fee costs, whichever is less;
- Limit of one grant per property.

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#### Building Permit Fees Grant:

- A grant equivalent to 50% of building permit fees for new builds or major renovations as itemized by the applicable fee schedule of the Township of Scugog at the time of application.
- Maximum grant of \$5,000 per property or 50% of building permit fee costs, whichever is less.

#### Grant covers:

- Planning application fees for: Zoning By-law amendments; Site Plan Agreement; Minor Variance; Application for Consent, Part Lot Control Agreement and Subdivision/ Condominium Agreement. The Grant is limited only to those fees outlined in the Township's current Fees and Charges By-law at the time of application and is always limited to the grant maximums available under this program.
  - Building permit fees for: residential (OBC Group C) Value Calculations for Apartment Buildings and Condominiums, Office and Personal Services (OBC Group D), Mercantile (OBC Group E) Value Calculations and Demolition Permits.
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**Implementation Specifics** 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 the works have been completed to the satisfaction of the Township.

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**Fiscal Implications** The Township incurs the costs of administration and any other overhead costs related to reviewing and processing the application. The applicant pays all required fees and permits in advance of receiving the grant assistance. The requirement to pay building permit fees at the required rate is therefore retained. The payment of the grant is specifically to defray in part the cost of these fees and is provided pursuant to provisions of the *Ontario Planning Act R.S.O. 1990, Section 28(7)*.

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### 6.2.3. Program 3: Development Charge (DC) Deferral Program

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**Description** This program is provided for under Section 28 of the *Planning Act, 1990*, in respect of Community Improvement Plans. Specifically, the Township 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.

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 Township from time to time based on legislative and regulatory frameworks in place at that time.

The Province recently introduced changes to the Development Charges Act (the DC Act) that requires municipalities to offer 5-year deferral payment plans for development charges associated with rental housing and institutional developments and a 20 year deferral payment plan for non-profit housing projects (Section 26.1 of the DC Act).

Accordingly, this Development Charge Deferral Program is designed to provide assistance for the significant (re)development of sites by deferring the cost of development related to Development Charges for **commercial uses**.

Separate and apart from this CIP, provisions of the Development Charge Act in respect of deferral (installment) payments for rental housing, non-profit housing and institutional development may be applicable to any residential development contemplated in the CIPA.

In keeping with the goals for the **Corridor Commercial** (Scugog Street/Highway 7A) outlined in Section 2.1, the Township will **prioritize** DC deferral assistance towards desired development along and in proximity to **Scugog Street/Highway 7A** and the **strip mall segment of Water Street, South of Mary Street**. Projects that will be prioritized include:

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- Commercial redevelopment of strip malls
- Commercial component of Multi-Residential development
- Multi-tenant Commercial / multi use
- Commercial infill development

**Program Specifics**

This program provides for the deferral of 50% of Scugog’s Township-wide development charge levied on **commercial developments** within the CIPA for up to a maximum of 18 months after the issuance of building permit issuance.

Interest on the deferred fees as part of the CIP will not accrue or be charged.

The deferral shall be dependent upon the applicant/developer providing an Irrevocable Letter of Credit to the Township of Scugog (named as the beneficiary) at the time of the Building Permit issuance.

Full payment of the Township Development Charge will be due no later than eighteen (18) months after the building permit is issued.

This Development Charge Deferral program applies only to Development Charges imposed by the Township of Scugog. It does not apply to Durham Region Development Charges nor Education Development Charges collected by the Township on behalf of the Region and School Boards.

**Recommended Annual Budget**

Municipal deferment of Development Charge revenues will result in the Municipality realizing the full benefits of this income over time (i.e. within 18 months of building permit issuance) and does not warrant funding from a CIP Reserve.

## 7 Implementation

### 7.1. Evaluation Committee Composition and Application Intake Process

An Evaluation Committee is to be established to administer the application, evaluation and approval process of the programs within this CIP. The Evaluation Committee will be comprised of:

- Chair or designate of the Economic Development Advisory Committee
- One member of the Heritage Advisory Committee
- Director of Development Services
- Manager of Planning
- Director of Finance/Treasurer
- One member of the BIA
- One member of the Chamber of Commerce
- 1 Council Member

The Evaluation Committee will be led by a staff member whose primary responsibility is to manage the implementation of the CIP. The Evaluation will bring all recommendations to Council for final approval.

Application intake will occur on a first come-first served basis in order to facilitate the revitalization intentions of developers and property owners in a timely manner. The Evaluation Committee will meet as needed and make recommendations regarding applications via staff report. Final approval decisions on all applications will be made to Council.

All applications that require annual funding under Programs 1 and 2 will be accepted, evaluated and determined on a 'first-come first-served' basis. All funds committed in any one year (based on calendar years) will be assumed to be drawn down from the annual funding limit for the CIP as during the year of approval for funding, even where funds are disbursed in the following calendar year.

At all times, the principle of matched funding necessitates that Council will not fund more than 50% of Eligible Costs or stated funding caps, whichever is less. Council also has the right to extend, revise or alter this CIP beyond the initial five-year horizon subject to the objectives of Council and the performance of the plan in the opinion of Council.

Changes to the provisions of this CIP which are considered to represent a material change which necessitates a formal amendment to the Plan include the following:

1. Changes to the boundary of the geographic area subject to the CIP;
2. The addition of new programs of financial assistance operationalized within this CIP;
3. An extension to the approved term (duration) of the CIP;
4. A significant, order of magnitude increase in the maximum amount of financial assistance offered as part of the guidelines for funding contained in this plan; and
5. A significant change in the eligibility criteria for access to program support under this CIP.

## 7.2. General Eligibility Requirements

The following are General Eligibility Requirements that must be met by all applications before being considered by the Evaluation Committee. The General Eligibility Requirements must be read in association with the program-specific eligibility requirements detailed in Section 6.2. The decision to fund and the amount of funding will be generally determined through the application of minimum criteria which measure each application based on the quality of the proposed property enhancement and/or development project. Eligibility will be on a discretionary basis and based on the merits of each application.

The General Eligibility Requirements include the following:

- Only eligible properties located within the boundary of the Downtown Port Perry CIPA as defined in Section 4, are eligible for financial incentive programs offered under this CIP;
- Applications received for programs intended to focus on a particular investment zone and address the identified issues in that zone as described in section 4 will be prioritized.
- Properties which are in default of any By-law of the Township of Scugog, as well as applicants with any properties in tax arrears at the time of application or applicants who have outstanding municipal permit fees or other bills (water, wastewater and other additional billings from the Township) are ineligible for consideration under this program. All applicants shall also be in good standing with regard to 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.
- Eligibility will be on a first come first served basis. In addition, the decision to fund, and the amount of funding, will generally be determined through the application of minimum criteria which measure each application based on the quality of the proposed property enhancement and/or development project. Such criteria will be determined by the Evaluation Committee and adjusted from time to time as required. The development of these criteria and their use in evaluation of applications which have successfully passed the screening test, will be at the sole discretion of the Evaluation Committee in performing its mandate under this Plan.
- Applicants who are involved in ongoing litigation with the Township are ineligible for consideration.
- Under Section 28(7) of the *Planning Act, 1990*, eligible applicants must be either a registered property owner, assessed property owner or a tenant of a property to whom the owner has assigned consent to receive assistance under the CIP.
- The operation of the CIP is not retroactive. Applications for program support under the CIP must be submitted in advance of undertaking any eligible works.

The decision by Council to fund property enhancement through the instrument of this CIP is entirely at the discretion of the Council of the Corporation of the Township of Scugog. The Council reserves the right to determine the level of funding which shall be received by an applicant, whether to fund at all or in part, and what conditions, obligations and other requirements are attached to funding allocations.

Further, Council reserves the right to amend the process of application and evaluation, at any time and for any reason, without the requirement to amend the approved Community Improvement Plan. If during the course of construction, the applicant is in default of relevant By-laws or payments to the Township and fails to remedy this within a reasonable period determined by the Township, the applicant will be required to repay any received grant assistance in part or in whole at the discretion of the Township. Such a requirement will be a condition of approval of funding, signed and acknowledged by the applicant.

In all cases of program funding assistance, the Township of Scugog 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.

Notwithstanding this provision, where Council determines that full access to Township funding sources in addition to funding from other public sources is merited by virtue of the particular circumstances, nature or scope of the project, Council may choose, in its sole discretion, to waive this provision.

## 8 Monitoring Program

### 8.1. Community Improvement Plan Performance

Programs will be monitored for effectiveness on an annual basis as a means of assessing individual program uptake and the scale of private sector investment leveraged by each approved funding allocation (by application). At the end of each year a published estimate of private sector investment (and/or ratio of private-public investment) is to be provided.

A more comprehensive interim review is to be undertaken in year 3 of implementation and a detailed review in year 5 to determine whether each program has met the goals of the Downtown Port Perry Community Improvement Plan, evaluating 1) the effectiveness of the funding and organizational structure of the CIP process 2) the composition and operation of the Evaluation Committee and 3) the effectiveness of staff and other resources to administer, monitor and market the Plan. The overall CIP should be monitored as follows.

For each approved incentive program, the following general variables should be measured and recorded:

- Total amount of committed funds annually;
- The number of applications submitted;
- The number of successful applications submitted (overall uptake of each program) and total value of each project;
- Assessment as to the quality of improvements when work is completed; and
- Applicant satisfaction with application process and communication materials and protocols.

Program-specific performance measures include:

CIP Program	Program-specific Variables
Commercial Property Improvement/ Building Renovation Grant	Total amount of funds disbursed by type of improvement (Façade, Signage, Accessibility Improvements, Energy Retrofits); Total value of improvements.
Planning Fees and Building Permit Grant Program	Total amount of the planning and building permit fees grants; Total value of the work; Type of work (conversion, mixed use development, etc.)
Development Charge (DC) Deferral Program	Total amount of development charges that have been deferred; Total value of construction; Number of residential units (if applicable); Total square footage of commercial and residential space constructed.

## Schedule A: Glossary of Terms

**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.

**Commercial:** non-residential uses permitted in the applicable zone in accordance with the Township of Scugog Zoning By-Law 14-14.

“*Community improvement*” refers to the planning or replanning, design or redesign, resubdivision, clearance, development or redevelopment, construction, reconstruction and rehabilitation, improvement in energy efficiency, or any of them, of a community improvement project area, and the provision of such residential, commercial, industrial, public, recreational, institutional, religious, charitable or other uses, buildings, structures, works, improvements or facilities, or spaces therefor, as may be appropriate or necessary (Ontario Planning Act, Section 28).

**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).”

**Development Charges:** are fees levied on development to help finance the infrastructure required to service growth. Under the *Development Charges Act, 1997*, as amended, local municipal councils may pass a By-law imposing development charges.

**Eligible Costs:** include all capital cost categories for which the Owner is entitled to Program Assistance from the Township 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. Eligible costs do not equate to the maximum levels of financial assistance under individual programs.

**Eligible Property:** is property located in the Community Improvement Project Area (CIPA) and is Commercial, Mixed-Use or Multi-Residential in nature. This excludes all owner-occupied residential, institutional and public use buildings such as civic buildings, recreational buildings, schools, institutional uses and public open space. Any such property must be in accordance with the zoning in effect for lands contained in the CIPA, or achieves such status prior to determination of any application made under the provisions of this CIP.



**Multi-Residential:** residential use per Township of Scugog Zoning By-Law 14-14. Specifically, a building with three or more dwelling units.

**Property Owner:** means either the registered owner of the lands and includes any successors, assigns, agents, partners and any affiliated corporation, or assessed owner.

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