

Norfolk County

Community Improvement Plan

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ENGINEERS • ARCHITECTS • PLANNERS

Norfolk County Community Improvement Plan

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1. Introduction

1.1 What is a CIP?

A Community Improvement Plan (CIP) is a tool for municipalities to provide financial incentives (e.g. grants, loans, and rebates) for maintenance, rehabilitation, and redevelopment of properties which would contribute to improvement in the community.

This CIP document includes information about the establishment of this CIP, its goals and incentives, and how the CIP will be administered by staff and Council. Council may update this CIP and its incentives by by-law at any time.

1.2 Background & Basis

Norfolk County has had a CIP in place since 2007. This CIP has been updated to respond to community feedback and reflect changes to Norfolk County's economic context over time.

Under Section 28 of the *Planning Act*, municipalities have the authority to designate a Community Improvement Project Area and prepare and adopt a CIP. Under Section 106(3) of the *Municipal Act*, municipalities may provide financial assistance to private property owners for the purposes of a CIP.

The purpose of the CIP is to implement the direction of the Norfolk County Official Plan (Section 9.5.2) for community improvement through:

1. *the maintenance, rehabilitation, redevelopment and upgrading of areas with deficient, obsolete and/or deteriorated buildings, land use conflicts, environmental contamination, deficient municipal hard services, social, community, recreational services, or economic instability;*
2. *establishing programs to encourage private sector redevelopment and rehabilitation that addresses identified economic development, land development, environmental, housing, and/or social development issues/needs;*
3. *the designation by by-law of Community Improvement Project Areas, the boundary of which may be the whole of Norfolk County or any part thereof; and*
4. *the preparation, adoption and implementation of Community Improvement Plans, pursuant to the Planning Act.*

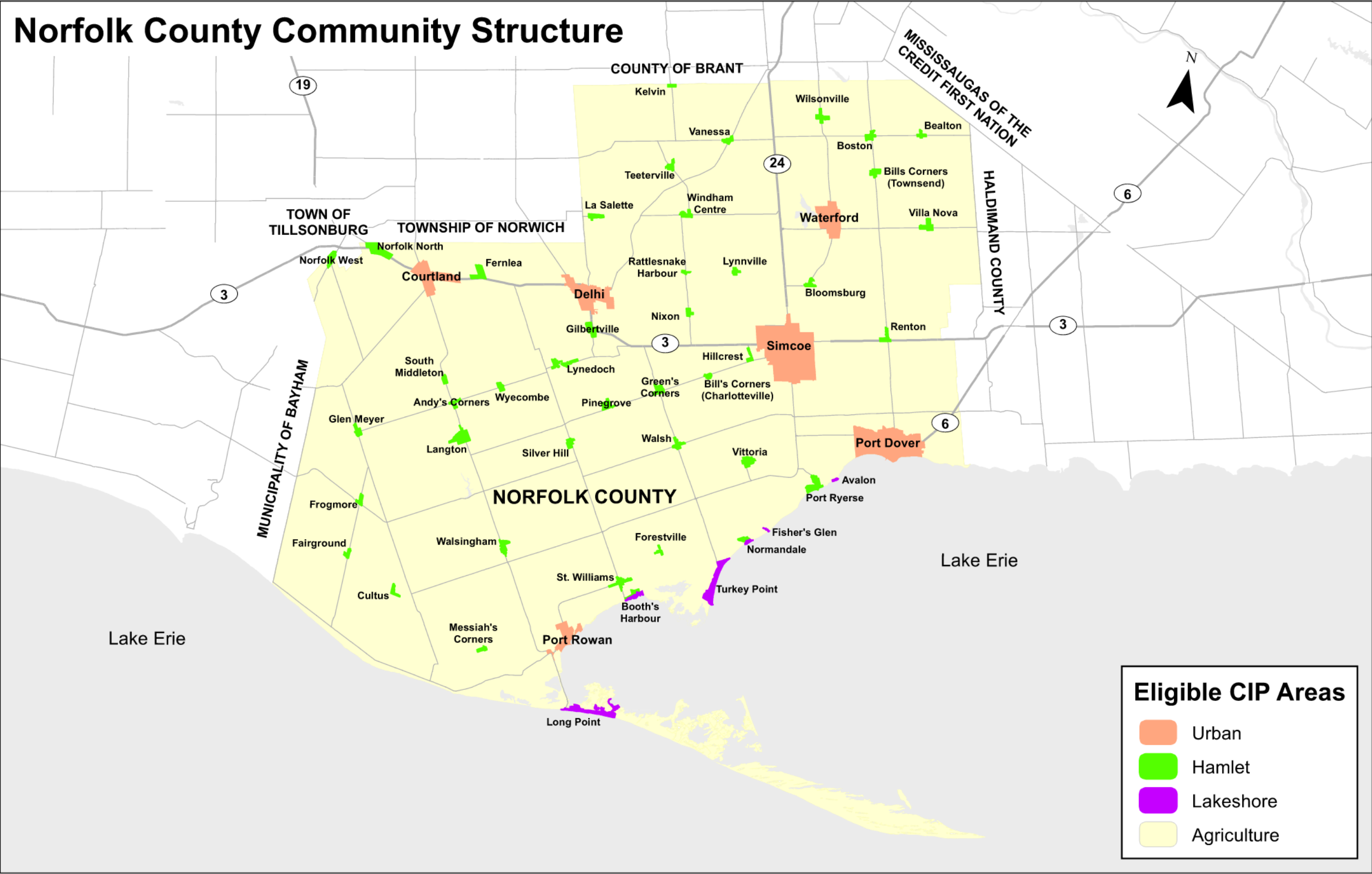
The CIP must be consistent with provincial policy and conform to Norfolk County's Official Plan.

1.3 Community Improvement Plan Area

A CIP may apply to all or part of Norfolk County. This CIP applies to the entire municipality, as designated by by-law. Figure 1 demonstrates the sub-areas of the CIP. For detail, please refer directly to Schedule A and B of the Norfolk County Official Plan.

Each incentive of this CIP will refer to one or more eligible area as shown in Figure 1. Eligibility may also be determined for particular uses within each designation, as defined in the glossary. All applicability and eligibility for the CIP will be determined at the discretion of Norfolk County. Please note that all activities undertaken through this CIP on any property within the municipality are also subject to the policies of the Official Plan and Zoning By-law.

Figure 1. Norfolk County Official Plan Map and Designations



1.4 Goals

Through this CIP, Norfolk County aims to achieve the following goals:

1. encourage the renovation, repair, rehabilitation, remediation, redevelopment or other improvement of land and/or buildings;
2. encourage residential and other types of infill and intensification;
3. encourage the conservation, restoration, adaptive reuse and improvement of buildings exhibiting significant cultural heritage value or interest;
4. encourage the construction of a range of housing types and the construction of affordable housing, in support of the goals of the Haldimand Norfolk Housing and Homelessness Plan (2020-2030)
5. promote the ongoing viability and revitalization of the Downtown Areas as the focus of pedestrian-oriented retail, commercial, office, civic, cultural, entertainment and government uses;
6. facilitate and promote community economic development;
7. improve social, community or environmental conditions;
8. improve community quality, safety and sustainability;
9. improve energy efficiency and reduce greenhouse gas emissions;
10. upgrade and improve tourism infrastructure, including agri-tourism facilities;
11. encourage improvements or alterations to agricultural properties, buildings, facilities and structures;
12. improve landscaping, signage, parking and pedestrian access and storm drainage facilities;
13. encourage environmental remediation, including environmental site assessments on contaminated or potentially contaminated properties.
14. encourage off-street parking and provide municipal parking facilities where feasible and appropriate;
15. improve traffic circulation; and/or
16. upgrade and improve municipal services and public utilities such as sanitary sewers, storm sewers, watermains, roads and sidewalks;



To achieve these goals, Norfolk County may provide grants, loans, and other financial assistance, information packages, and acquire lands or buildings for community improvement. These activities will be outlined throughout this CIP.

1.5 Objectives

The following objectives communicate Norfolk County's priorities for the CIP and will guide staff decision making when implementing the CIP incentives.

The objectives for this CIP are:

1. *to strengthen the vitality and **economic viability** of businesses within Norfolk County, including the **expansion** of operations;*
2. *to support individual businesses to improve the **physical and visual attractiveness** of their existing buildings and facilities, including building improvements that meet or exceed current Ontario Building Code, Fire Code, and Accessibility for Ontarians with Disabilities Act;*
3. *to encourage **redevelopment and remediation** of underutilized or vacant properties or buildings;*
4. *to improve Norfolk County's importance as an attractive **destination** for residents and visitors;*
5. *to encourage the **creation or rehabilitation of housing**, of various sizes, tenures, and affordability levels;*
6. *to support new economic opportunity for agricultural businesses, including **agricultural value-added** activities and **rural commercial opportunities**;*
7. *to enhance **streetscaping, landscaping, signage, and visual characteristics** of the business community while recognizing the importance of diversity and character of the existing building and areas; and*
8. *to improve **environmental sustainability**, by improving energy consumption and efficiency, switching to alternative or renewable energy sources, reducing greenhouse gas emissions, and improving resilience to the effects of climate change.*

2. Incentives



2.1 Agricultural and On-Farm Diversified Uses Grant

Stream: Building/Property Improvement Incentives

Purpose

To aid towards the conversion and re-use of existing agricultural buildings for new or expanded value-added agricultural activities, on-farm diversified uses, and rural commercial opportunities. It is designed to encourage businesses to expand their operations and improve the physical and visual attractiveness of their facilities.

Grant Amount Available

The grant amount available for this program is up to sixteen thousand five hundred dollars (\$16,500) per property (excluding HST), based on a fifty/fifty (50/50) matching cash contribution of the Applicant.

Eligible Costs

Eligible Costs: Examples of eligible agricultural building and facilities improvements include, but are not limited to:

- facade improvements (similar to those noted in the Building Facade Improvement Program);
- substantial physical improvements or alterations made to existing agricultural properties, buildings and facilities, including source water protection activities;
- on-farm housing for farm workers directly related to farm operations on the subject lands;
- renovations or additions to barns/storage buildings, agricultural/food processing facilities, and greenhouses;
- agri-tourism and on-farm diversified uses, including renovations or construction, such as for bed and breakfast establishments, pick-your-own, farm markets, and other facilities open to the public, provided such uses are consistent with the requirements of the Norfolk County Official Plan.
- Costs of professional services for architectural, planning engineering and site plans or drawings for eligible improvements are also eligible.

Ineligible Costs: In-kind contributions are not eligible contributions.

Eligible Areas

The program is available to properties in the agricultural area only.

Other Eligibility Requirements

- Tenure Type: The program is available to property owners only. Tenants are not eligible.
- Non-Retroactive: This grant will not be offered retroactively for costs incurred prior to the approval of the application.
- Type of Buildings: All non-residential buildings or structures in the agricultural area are eligible.
- Required Documentation: Submission of drawings and/or plans may be required as part of the application.
- Encroachments: Where a sign, awning or lighting projects onto the municipal road allowance, the grant will be conditional upon the Applicant entering into an encroachment agreement with Norfolk County.
- General Program Terms also apply.

Grant Payment

The grant will be payable upon completion of the works, submission of paid invoices, proof of payment (cancelled cheques or bank records), and final inspection of any works covered by the program.

2.2 Environmental Remediation Grant

Stream: Study/Pre-Development Incentives

Purpose

To promote the remediation of environmental contamination on eligible properties. The program is designed for costs of site remediation, one of the key stumbling blocks in the redevelopment of contaminated sites in Norfolk County.

Grant Amount Available

The maximum Environmental Remediation Grant amount is ten thousand (\$10,000) per property (excluding HST) for study costs (see Eligible Costs "A") or twenty thousand (\$20,000) per property (excluding HST) for remediation work (see Eligible Costs "B"). Grants are based on a fifty/fifty (50/50) matching cash contribution of the Applicant. The grant amount will be calculated based on fifty percent (50%) of the actual cost of study or remedial work.

Eligible Costs

Eligible costs for Environmental Remediation include costs towards reducing the concentration of contaminants on, in or under the property. This includes either:

- A. the cost of study or preparation for remediation:
 - i. Phase II and III Environmental Site Assessments (ESA);
 - ii. Preparing a Record of Site Condition (RSC); and,
 - iii. Preparing Remedial Work Plans; or,
- B. the costs of remediation work:
 - i. Environmental remediation;
 - ii. Removal of contaminants; and,
 - iii. Placing clean fill and grading.

Phase I ESAs are not eligible for funding under this program. In-kind contributions are not eligible contributions.

Eligible Area

The program is available in any of the CIP areas, subject to all other policies of this CIP.

Other Eligibility Requirements

- A. Tenure Type: The Applicant must either be the registered owner of the property or a tenant with the written permission of the registered owner of the property. The grant is only available to property owners or an assignee with written permission from the property owner.
- B. Choice of Study or Remediation Costs: Within a single application, applicants may apply for the Environmental Remediation Grant to **either** cover the costs of remediation studies **or** remediation works. Applicants are not eligible to apply for both study and remediation costs for a single property within a single CIP calendar year. Applicants who apply for the study costs are welcome to apply for a second grant for the same property in a following CIP year to support remediation works.

- C. Required Documentation for study costs: Phase I ESA indicating the potential presence of contaminants on site must be provided to Norfolk County with the Application.
- D. Required Documentation for remediation costs: Where remediation work is proposed, Phase II and III ESAs (Remedial Work Plans) must be provided with the Application. A Remediation Report from a Qualified Person that demonstrates that the subject property meets the applicable regulation standards for soil and ground water must be presented prior to fulfillment of the CIP agreement and payment of the grant.
- E. Evidence of Completed Work: For the grant to be paid, evidence of the paid invoices for study and remediation work shall be presented.
- F. Project Completion: Projects must be completed by a Qualified Person, as defined by the Environmental Protection Act, O. Reg. 153/04.
- G. Other Grants: The total value of any grant provided under this incentive will be deducted from the eligible program costs for the Brownfield Tax Increment Grant incentive.
- H. General Program Terms also apply.

Grant Payment

The grant will be advanced upon approval of all submitted documentation. This includes receipt of one (1) electronic copy of the final Remediation Report with the original invoice indicating that the study consultants have been paid in full. Staff of the Norfolk County Community Development Division will review the report for conformity with the submitted work plan and eligibility criteria. If the submitted report does not conform to the submitted work plan or is not to the satisfaction of Norfolk County, payment may be declined.

2.3 Planning Application and Building Permit Fee Grant

Stream: Study/Pre-Development Incentives

Purpose

To stimulate and encourage development and property improvements, and to provide assistance with the associated costs.

Grant Amount Available

Grants will be provided in the amount of fifty percent (50%) of the eligible planning and building permit fees, to a maximum of four thousand dollars (\$4,000) in total fees.

Eligible Costs

- A. Eligible Costs: Development application fees (minor variance, site plan approval, zoning by-law amendment, and official plan amendment) and building permit fees for eligible works.
- B. Eligible Projects: those related to other incentive programs in the approved CIP and properties located within the Community Improvement Project Area.
- C. Ineligible Projects: The grant is not available to Applicants who are not successful in receiving approval from the Planning or Building Departments.

Eligible Areas

The program is available to properties in any of the CIP areas, subject to all other policies of this CIP.

Other Eligibility Requirements

The following eligibility requirements apply to the Planning Application Fee and Building Permit Fee Grant:

- A. Tenure Type: The Applicant must either be the registered owner of the property or a tenant with the written permission of the registered owner of the property.
- B. Applicability: This program only applies for approvals related to other incentive programs in the approved Community Improvement Plan and properties located within the Community Improvement Project Area. Applications solely requesting the Planning Application Fee and Building Permit Fee Grant will not be approved.
- C. Payment of Fees Prior to Receipt of Grant: All fees related to Planning Applications and Building Permits must be paid at the time of submitting a completed application to the Planning Department or Building Department for review. Grants will be paid following successful approval of the Development Application or receipt of the Building Permit.
- D. Required Documentation: Submission of drawings and/or plans shall be required as part of the application.
- E. Application and Approval Required before Work Commences: All Applicants shall submit an application for the specific program(s) to Norfolk County prior to the commencement of any works. Financial incentives offered in the Community Improvement Plan will not be offered retroactively for costs incurred prior to the approval of the application.
- F. Cost of Rehabilitation: The total value of grants received for a subject property shall not exceed the cost of rehabilitating the lands and buildings.
- G. General Program Terms also apply.

Grant Payment

Once the Applicant receives approval for the Planning Application or the Building Permit is issued, the Economic Development Department will initiate the grant payment. The grant is not available to Applicants who are not successful in receiving approval from the Planning or Building Departments.

2.4 Building Façade Improvement Grant

Stream: Building/Property Improvement Incentives

Purpose

To assist property owners of existing buildings to maintain their long-term viability and to assist property owners of vacant properties/spaces with public visibility with increasing the marketability of their property in order to secure tenants.

Grant Amount Available

The grant amount available for this program is up to eleven thousand five hundred dollars (\$11,500) per property (excluding HST), based on a fifty/fifty (50/50) matching cash contribution of the Applicant. The grant amount will be calculated based on fifty percent (50%) of the actual cost of the project.

Eligible Costs

Eligible Costs: Examples of eligible facade improvements include, but are not limited to:

- masonry cleaning, restoration and stabilization;
- installation of storefront awnings;
- redesign of storefronts;
- window repair and restoration;
- installation of appropriate signage;

- painting of woodwork;
- renovation of storefronts;
- replacement or repair of cornices, eaves, parapets, and other architectural features;
- entranceway modifications; or
- professional services for architectural, planning, engineering and site drawings or plans for eligible building facade improvements.
- Eligible costs shall be the original estimate or the actual cost, whichever is less.

Ineligible Costs: Ineligible improvements include landscaping, building insulation, roof work, and interior work. In-kind contributions are not eligible costs.

Eligible Areas

The program is available to properties in the Urban, Hamlet, and Lakeshore Areas. Eligible buildings must be an existing storefront retail property with street visibility, to the satisfaction of Norfolk County.

Other Eligibility Requirements

- Tenure Type:** The Applicant must either be the registered owner of the property or a tenant with the written permission of the registered owner of the property.
- Type of Buildings:** Eligible facades include those associated with a non-residential use in an existing building.
- Required Documentation:** Submission of drawings and/or plans may be required as part of the application.
- Assignee Permission:** Approved grants are not transferable to any other property but may be transferred to a new owner of an approved property, provided the new owner meets and agrees to the terms and conditions of the grant.
- E. General Program Terms also apply.

Grant Payment

The grant will be payable upon completion of the works, submission of paid invoices, proof of payment (cancelled cheques or bank records), and final inspection of any works covered by the program.

2.5 Landscaping, Signage and Property Improvement Grant

Stream: Building/Property Improvement Incentives

Purpose

To provide assistance for upgrading the open areas associated with the property, including parking areas, boulevards, and other landscaping features. New or replacement and upgrading of existing signage, including street numbering and awnings (seasonal or permanent), is eligible for this program.

Grant Amount Available

The grant amount available for this program is up to three thousand five hundred dollars (\$3,500) per property (excluding HST), based on a fifty/fifty (50/50) matching cash contribution of the Applicant.

Eligible Costs

Eligible Projects:

- Landscaping improvements between parking areas and the roadway, or between parking areas and the building;

- improvements to signage located on the owner's property;
- driveway entrance and walkway improvements;
- improvements to parking lots and associated storm drainage facilities;
- improvements may include aesthetic, access, safety, or environmental improvements;
- Professional services for architectural, planning, engineering and site plans or drawings for improvements are also eligible.

Eligible Areas

The program is available to properties in the Urban, Hamlet, Resort, and Agricultural areas.

Other Eligibility Requirements

- Tenure Type: The Applicant must either be the registered owner of the property or a tenant with the written permission of the registered owner of the property.
- Type of Buildings: All properties associated with an existing non-residential use are eligible.
- Required Documentation: Submission of drawings and/or plans shall be required as part of the application.
- Assignee Permission: Approved grants are not transferable to any other property but may be transferred to a new owner of an approved property, provided the new owner meets and agrees to the terms and conditions of the grant.
- General Program Terms also apply.

Grant Payment

The grant will be payable upon completion of the works, submission of paid invoices, proof of payment (cancelled cheques or bank records), and final inspection of any works covered by the program.

2.6 Additional Unit, Rental and Affordable Housing Grant – New!

Stream: Building/Property Improvement Incentives

Purpose

To encourage the creation of new residential units, particularly those intended for purpose-built rental tenure or intended to be affordable. This includes the construction of new units and the conversion of existing non-residential spaces to residential units.

“Purpose-built rental”, for the purposes of this incentive, is defined as a unit which is or will be the primary place of residence for one or more individuals who are given occupancy under a lease for a period of one year or more.

“Affordable” rents will refer to a rental amount calculated per unit that will be maintained as “affordable” for a period of 10 years or more. An “affordable” rental unit will be calculated where the rent is no greater than the lesser of:

- The income-based affordable rent for the residential unit set out in the Affordable Residential Units Bulletin.
- The average market rent identified for the residential unit set out in the Affordable Residential Units bulletin.

Grant Amount Available

The grant amount available for this program is up to five thousand five hundred dollars (\$5,500) per new residential unit created, to a maximum of eleven thousand dollars (\$11,000), excluding HST, based on a fifty/fifty (50/50) matching cash contribution of the Applicant.

Rental residential units which meet the criteria for “affordable” rents will be eligible to receive an additional fifteen hundred dollars (\$1,500) per unit, to a maximum total grant of fourteen thousand dollars (\$14,000).

Eligible Costs

- Costs to construct an additional residential unit;
- Costs to construct new buildings with one or more purpose-built rental residential units or affordable rental residential units;
- Costs of renovations and/or conversion of unused or underused upper floor or rear space within existing commercial units to new purpose-built residential units or affordable residential units;
- Costs of rehabilitation of existing underutilized buildings to new purpose-built residential units, where appropriate, at the discretion of Norfolk County;
- Costs of professional services for architectural, planning, engineering and site plans or drawings for improvements are also eligible.

Eligible Areas

The program is available to properties in the Urban, Hamlet, and Lakeshore areas.

Other Eligibility Requirements

- A. Tenure Type: The Applicant must be the registered owner of the property.
- B. Type of Buildings: All existing residential buildings are eligible. Existing commercial or institutional buildings are also eligible for conversion to residential buildings or residential units within mixed-use buildings, where permitted by the Zoning By-law. Vacant residential properties are eligible under this incentive explicitly for the creation of purpose built or affordable rental units.
- C. Required Documentation: Submission of drawings and/or plans shall be required as part of the application.
- D. Purpose-Built Rental: Proposed rental residential units shall meet the definition of purpose-built rental defined in this CIP.
- E. Affordable Rents: Proposed affordable rental residential units shall meet the definition of “Affordable rents”. The affordable rate is required to be maintained for a period of 10 or more years.
- F. Minimum Value: The costs of construction, renovation, or rehabilitation for the project shall have a minimum permit value of six thousand five hundred dollars (\$6,500) in order for the project to qualify.
- G. General Program Terms also apply.

Grant Payment

The grant will be payable upon completion of the works, submission of paid invoices, proof of payment, and final inspection by both the Building Department and the Fire Department to verify adherence to applicable laws.

2.7 Accessibility and Safety Renovation Grant

Stream: Building/Property Improvement Incentives

Purpose

To offset the costs associated with structural improvements to the interior of buildings for existing commercial operations and to provide assistance with renovations/retrofits to improve accessibility (Accessibility for Ontarians with Disabilities Act), Building Code and Fire Code Standards and health and safety features of the facility. It is intended to upgrade the physical conditions of buildings to improve their safety and accessibility.

Grant Amount Available

The grant amount available for this program is up to six thousand five hundred dollars (\$6,500) per property (excluding HST), based on a fifty/fifty (50/50) matching contribution of the Applicant.

Eligible Costs

Eligible Projects:

- Renovations and/or retrofits to improve accessibility (as per the Accessibility for Ontarians with Disabilities Act), Building Code and Fire Code Standards and health and safety features of the building;
- adaptive re-use of derelict or underutilized structures (e.g. conversion of a closed school or barn to another use);
- Costs of professional services for architectural, planning, engineering and site plans or drawings for improvements are also eligible.

Ineligible Costs: Cosmetic upgrades, such as to flooring and windows, and general property maintenance or upkeep are not eligible for grant funding.

Eligible Areas

The program is available in any of the CIP areas, subject to all other policies of this CIP.

Other Eligibility Requirements

- A. Tenure Type: The Applicant must either be the registered owner of the property or a tenant with the written permission of the registered owner of the property.
- B. Type of Buildings: All buildings associated with an existing non-residential use are eligible.
- C. Multiple Incentives: Participants in the Agricultural Buildings and Facilities Improvement Grant are not eligible.
- D. Required Documentation: Submission of drawings and/or plans may be required as part of the application.
- E. Assignee Permission: Approved grants are not transferable to any other property but may be transferred to a new owner of an approved property, provided the new owner meets and agrees to the terms and conditions of the grant.

Grant Payment

The grant will be payable upon completion of the works, submission of paid invoices, proof of payment (cancelled cheques or bank records), and final inspection of any works covered by the program.

2.8 Brownfield Tax Increment Grant – New!

Stream: Tax Incentives

Purpose

To provide an economic incentive for the rehabilitation and remediation of brownfield properties by providing a grant to the owner of the property to pay a portion of the local taxes (excluding education taxes) attributable to the increased assessment over a five (5) year period.

Grant Amount Available

- A. Calculation: The grant is calculated based on the increased assessment value after the renovation/construction, as determined by the Municipal Property Assessment Corporation (MPAC), at the tax rate that was applicable in the year the renovation or construction was completed.
- B. Period: The grant will be provided for approved projects on a declining basis over a five (5) year period. Assessment is fixed from year one and the change in assessment will be determined by MPAC assessment such that the market value portion of increased assessment is not eligible.
- C. Ineligible Tax Increases: Tax increases resulting from general re-assessments, changes in tax legislation, or increases in the tax rate are not eligible to be considered for the purposes of calculating this grant.

Sample Grant Calculation:

Year of Increased Assessment Value	Grant as a Percentage of the Year One of the Municipal Portion on Increased Assessment Value
Year 1	100%
Year 2	80%
Year 3	60%
Year 4	40%
Year 5	20%
Year 6	0%

- D. The total value of all grants received for a subject property shall not exceed the cost of rehabilitating the lands and buildings. The amount of the grant over the life of the program shall not exceed eligible costs as per Section 28(7) and 28(7.3) of the Planning Act, as amended.

Eligible Costs

Eligibility for Brownfield Tax Increment Grant is restricted to brownfield remediation or rehabilitation on properties. Projects must have previously conducted a Phase II ESA and show demonstrated viability of property improvement. Environmental Site Assessments (ESAs) are not eligible for funding under this grant, but may be eligible under the Environmental Remediation Grant.

Eligible Areas

The program is available to properties in any of the CIP areas, subject to all other policies of this CIP.

Other Eligibility Requirements

- E. Tenure Type: The Applicant shall be the registered owner of the property.
- F. Building Permit Value: The building permit for the project must have a minimum permit value of six thousand five hundred dollars (\$6,500) for the project to qualify.

- G. Performance Expectations: Projects considered for the Brownfield Tax Increment Grant must demonstrate specific performance expectations directly related to property or building rehabilitation.
- H. No Duplication: The Brownfield Tax Increment Grant is not eligible to be combined with fee exemptions through the Norfolk County Development Charges By-law 19-100, as may be amended. Applicants which enter into an agreement for the Brownfield Tax Increment Grant shall forfeit such exemptions and be subject to all charges due by the methods established within the Development Charges By-law.
- I. Grant Available for Existing Structures Only: Eligibility for the Brownfield Tax Increment Grant is restricted to projects comprising building renovations, refurnishing, repurposing, and expansions. Substantial physical improvements or alterations made to existing structures including façade, structural, and site improvements are eligible costs.
- J. Application Required before Commencement of Work: All Applicants shall submit an application for the specific program(s) to Norfolk County prior to the commencement of any works.
- K. Agreement: All Applicants that are approved to receive a Brownfield Tax Increment Grant will enter into Site-Specific Funding Agreement with Norfolk County that specifies the terms of the grant.
- L. Transference: Approved grants are not transferable to any other property but may be transferred to a new owner of an approved property, provided the new owner meets and agrees to the terms and conditions of the grant.
- M. Council's Right to Discontinue or Cancel Program: Norfolk County may discontinue or cancel a program at the sole discretion of Council.
- N. Required Documentation: Submission of drawings and/or plans shall be required as part of the application. The applicant shall provide a copy of all Environmental Site Audits, invoices and payments for site remediation, acknowledgment of Record of Site Condition and any documentation deemed necessary to confirm the site as a brownfield that required and was remediated or rehabilitated. Any documents may be reviewed by Norfolk County staff or a third party expert to confirm eligibility, to the satisfaction of the Director of Strategic Innovation and Economic Development (Director).
- O. Estimates & Proposal: The Applicant must submit an application including a detailed proposal and **at least two estimates** for consideration, prior to commencement of the improvement works. The Director, or designate, shall review each application to ensure the eligibility of the Applicant.
- P. Approval by Council: The Director, or designate, shall submit a report to Norfolk County Council with a recommendation for the Application. Applications for funding under the Brownfield Tax Increment Grant program must be reviewed and approved by Norfolk County Council.
- Q. Pre-Improved Assessed Value: The pre-improved assessed value of the property will be the MPAC assessed value of the property on the date of the application for the building permit.
- R. Completion of Project: The Chief Building Official, or designate, will inspect and approve improvements of the building upon completion, as required. Improvements shall be consistent with any existing design guidelines or other policies.
- S. Audit: Norfolk County may undertake an audit of work completed and associated costs if it is deemed necessary.
- T. Compliance with Policies and Standards: All works approved through the CIP shall comply with all Municipal policies and standards, including zoning, design guidelines (if any) and heritage matters and will be subject to planning and development approvals and building permits pursuant to the Ontario Building Code.
- U. Outstanding Work Orders: Any outstanding work orders registered against the subject property shall be satisfied prior to the grant being made or be satisfied as part of the proposed work.
- V. Conditions for Issuing Grant: For the Brownfield Tax Increment Grant to be paid, the final project must be significantly consistent with the project outlined at the application stage. Otherwise, the Director, or designate, may refuse to issue a grant.

- W. Implementation of Agreement: On completion of the project, if the construction complies with all applicable program guidelines, including verification of eligible costs, the owner(s) and Norfolk County will implement a Site-Specific Funding Agreement.
 - X. Demolition Forfeits Grant: If the property is demolished, in whole or in part, before the expiration of the grant period, the grant shall cease, and all previously received grant payments will be repayable to Norfolk County.
 - Y. Nature of Agreement: The Brownfield Tax Increment Grant Agreement will stipulate the pre-improved and post-improved assessed value, applicable municipal tax rate of that year, the amount of the grant in that year, the method to be used to calculate the grant in the subsequent four years, and the anticipated delivery dates of the grant.
 - Z. Applicability to Provincial Funding: Applicants may be eligible to apply for concurrent funding at the provincial level, such as the Provincial Brownfields financial tax incentive program (BFTIP) to receive assistance with the education portion of property taxes.
- AA. All applicable general terms also apply.

Grant Payment

- A. Schedule: The Brownfield Tax Increment Grant will be provided in accordance with a schedule to the registered owner(s) of the property on an annual basis, as outlined in the Site-Specific Funding Agreement between the owner(s) and Norfolk County.
- B. Other Conditions: Norfolk County shall not pay an annual grant that exceeds Norfolk County's portion of the property tax collected in any year.
- C. Annual Confirmation of Taxes Paid: It is the responsibility of the Applicant to confirm that taxes, utilities and any other municipal financial obligations have been paid in November of each year, and to request that the grant be paid in December of each year if taxes are paid. The Brownfield Tax Increment Grant payment must be recorded in the Norfolk County financial system in the appropriate fiscal year. Applicants who do not confirm that taxes are paid and request the grant before the deadlines may forfeit their right to the grant funds.
- D. Option to Terminate Future Grant Payments: All property tax installments owing for each year must be fully paid for the entire year prior to the provision of any annual grant amount under this program. If a property tax installment is missed, or payment is late, Norfolk County will have the option, without notice and at its own discretion, to terminate all future grant payments.

3. General Program Terms

In addition to the terms in this section, please see the eligibility requirements for each incentive.

3.1 Terms Applicable to all Incentives

Eligibility

- A. Tenure Type: Unless otherwise noted within this CIP, property owners and tenants are eligible to apply for an incentive. Where tenants are eligible, they will be required to submit written authorization from the property owner.
- B. CIPA: Any property within the Community Improvement Project Areas may be eligible, subject to the eligibility of the specific incentive and its associated use.
- C. Land Use: Property eligibility may be dependent on the existing and proposed use of the property or building. Definitions of land or building uses for the purposes of eligibility are defined in the CIP Glossary. Where there are discrepancies, the definitions of the Norfolk County Official Plan or Zoning By-law will take precedence.
- D. Multiple Incentives: Applicants may apply for multiple incentives for singular or multiple projects, up to the maximum grant amount, where all criteria and conditions are met. Where an applicant wishes to carry out multiple projects on the same property, only one application shall be necessary.
- E. Single Party Agreement: Only one party can be issued an agreement for the same project or property (e.g. owner and tenant). An exception may be made, at the discretion of the Director, where two or more distinct applicants wish to carry out separate projects for distinct buildings or businesses operating on the same property, wherein the property owner has issued written approval for each tenant's application. In these cases, the maximum total grant amount per property still applies.
- F. Agreement Transfer: If an agreement has been signed and then the property changes hands, the agreement would be transferrable to the new property owner.
- G. Multiple CIP Funding Cycles: Applicants may apply for multiple incentives for a single property over the course of several CIP funding cycles (years) up to the maximum grant amount per property.
- H. Application Required: All Applicants shall submit an application for the CIP incentives. Applications include a detailed proposal and **at least two (2) estimates** for consideration. Work completed before an application is approved or an agreement is executed are not eligible.

Application

- I. Non-Retroactive Application: Applications must be submitted prior to the commencement of project work. Costs for work completed prior to application submission are not eligible.
- J. Pre-application Meeting: Prior to submitting an application, Applicants are required to meet with the Director, or designated staff, to discuss their project and application requirements.
- K. Required Documentation: Submission of drawings and/or plans may be required as part of the application. Applicants may be required to submit supplementary materials, such as a business plan or technical reports for their project. The individual incentives, preconsultation with Norfolk County staff, and the application form will identify information required to specify an application, including circumstances where plans are required to be stamped by a qualified professional (e.g. architect, engineer, designer).
- L. Peer Review: Upon review of applications and submitted materials, Norfolk County staff may choose to have a third party technical expert review documentation to confirm eligibility.
- M. Approvals Sought: As part of application submission, and with the assistance of the Director, or designated staff, the Applicant is responsible for contacting other utilities and agencies (e.g. utility providers, Conservation Authority) that may have to approve the development.

- N. Completeness: the Director, or designate, have full discretion to deem that an application has included all required components and is complete. Applications cannot be approved until deemed completed.
- O. Application Timelines: Applications will be accepted on a first-come, first-serve basis. Norfolk County reserves the right to change the application window or application receipt process at any time.

Approval

- P. Review: The Director, or designate, shall review each application to ensure the eligibility of the Applicant and shall approve successful applications in accordance with the provisions of the Policy.
- Q. Priority Applications: All applications will be reviewed and evaluated. If the budget remaining for the year is insufficient to fund all applications on hand, projects demonstrating the greatest overall impact to the community (i.e. job creation and total capital investment) will be chosen for approval.
- R. Public Disclosure of Information: Information regarding the grant amount issued, the nature of the project and photographs thereof, the total investment of the project by the private sector, and the address of the property to which the grants are associated are all public information that may be included in promotional material and/or in a media release. Applicants will be required to allow this information to be released to the public and to participate in public reviews of the program in future.

Agreement

- S. Agreement: Approved Applicants will be required to enter an agreement with Norfolk County specifying the terms of the grant. Terms will include the total amount of the grant, entitlement if conditions change, the Applicant's obligations, defaults on agreement, and provisions for audits. Work completed before an agreement is executed are not eligible.
- T. Amendment: Executed agreements, including conditions of the agreement, may be amended by the Director, where changes are agreed upon in writing and an amended agreement is executed by all applicable parties.
- U. Encroachments: Where a sign, awning or lighting projects onto the municipal road allowance, the grant will be conditional upon the Applicant entering into an encroachment agreement with Norfolk County.
- V. Conditions: By signing the Application Form, all Applicants that are approved to receive a grant have entered into an agreement with Norfolk County agreeing to abide by the conditions of this CIP.
- W. Conditions not Met: If the Applicant does not comply with all conditions of the agreement and other relevant municipal requirements, the grant funds will not be paid.

Expiration

- X. Approval Period: Written confirmation of the commitment will be given and will be valid for twelve (12) months. If eligible improvements are not completed within this time, the commitment may receive a justifiable extension to a maximum of twenty-four (24) months, at the Director's discretion.
- Y. Extension: Requests for extension of the approval term may be submitted and are subject to approval by the Director.
- Z. Program Discontinuation: Norfolk County may discontinue or cancel a program at the sole discretion of Council.

Project Completion

- AA. Inspection of Project: The Chief Building Official, or designate, will inspect and approve improvements of the building upon completion, as required.
- BB. Evidence of Completed Work: Norfolk County may undertake an audit of work completed and associated costs if it is deemed necessary.
- CC. Consistency with Proposed Project: For the grant to be paid, the final project must be significantly consistent with the project outlined at the application stage. Otherwise, the Director, or designate, may refuse to issue a grant.
- DD. Demolition Forfeits Grant: If a building is demolished prior to the completion of the related work, the grant is forfeited and will be recovered by Norfolk County.

Maximum Grant

- EE. Total Incentives Amount: Where a property and project are eligible for multiple incentives, the total financial incentive in the form of all grants for an individual property shall not exceed \$20,000 (twenty thousand dollars) per calendar year. This excludes the Brownfield Tax Increment Grant, which may be provided in addition to another grant, provided the total assistance provided by all grants does not exceed the total project cost.
- FF. Multiple Incentives: Incentives are not meant to preclude an Applicant from being eligible for any other grant, loan, or incentive programs offered by other agencies or as part of future years of this or another CIP.
- GG. Incentive to not Exceed Costs: The total amount of all financial incentives approved, including the Brownfield Tax Increment Grant, may not exceed the total cost of the eligible project.

Works Already Begun

- HH. Non-Retroactive: Grants are not applied retroactively to works started or completed prior to an application. Costs for work completed prior to application submission are not eligible.

Compliance with Policy and Applicable Law

- II. Legal Requirements: Any project and all works undertaken through this CIP shall meet all applicable legal requirements of Norfolk County and any other agency. This includes conformity to Norfolk County policies and plans and compliance with By-laws, including but not limited to Norfolk County's Zoning By-law and Property Standards By-law.
- JJ. Project Compliance: All works approved through the Community Improvement Plan shall comply with all Municipal policies and standards, including Official Plan policies, design guidelines (if any), and heritage matters, and will be subject to planning and development approvals and building permits pursuant to the Ontario Building Code and any other applicable laws.

Tax Arrears or Other Charges

- KK. Ineligibility: Properties and buildings are not eligible if they have tax arrears, legal claims, liens, or any other orders, charges, or claims which may adversely or abnormally affect the titles of the property, other than mortgages in good standing. An exception to this may be approved for Environmental Remediation Grants.
- LL. Disclosure: If lands or buildings have any tax arrears or any other legal claim, lien or order that may adversely affect title of the property, other than a mortgage in good standing, this information shall be disclosed by the Applicant when applying.

Transferability

MM. Non-Transfer to Property: Unless otherwise specified, approved grants allocated to a specific property are not transferrable to another property.

NN. Transferability to Owner: Unless otherwise specified, approved grants may be transferred to a new owner/operator of an approved property, provided the new owner meets and agrees to the terms and conditions of the grant or loan.

OO. Liens: Norfolk County may register a lien on the property.

Grants Payable Upon Project Completion

PP. Project Completion: Unless otherwise specified, grants will be advanced to the Applicant upon the full completion of the works, final inspection and approval, and/or issuance of any required certificates, to the satisfaction of Norfolk County. Progress payments will not be made, unless otherwise specified.

4. Norfolk Led Initiatives

The incentives above are intended to encourage private sector investment towards the community improvement goals and objectives. In addition to such improvement, Norfolk County may also choose to invest in the same objectives through activities and improvements to public spaces. Norfolk County may choose to pursue the goals and objectives of community improvement through:

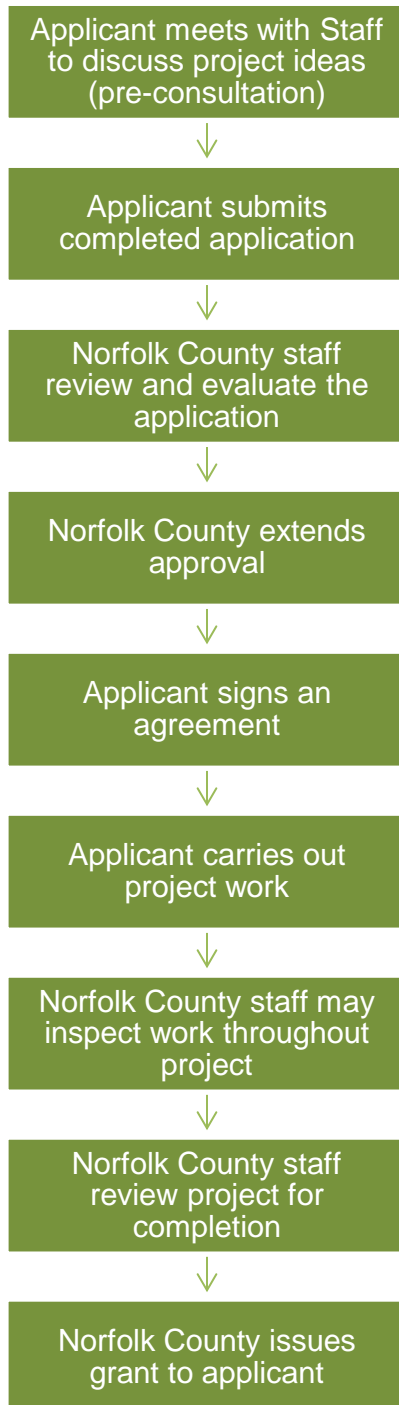
- Selling, leasing, or acquiring municipal land or buildings;
- Capital improvement projects;
- Construction, repair, and rehabilitation of public spaces or buildings, such as:
 - Parking areas, landscaping, or streetscaping;
 - Public art, monuments, or attractions;
 - Sidewalks, pedestrian or active transportation access, or wayfinding and directional signage;
- Improvements to the CIP program and associated processes for Applicants;
- Review of, and initiatives to remove, administrative or procedural barriers to private sector investment, where appropriate;
- Additional studies to identify and recommend improvements to future implementation of the CIP program.



5. Implementation

5.1 Administration

Application & Grant Administration Process



1. Pre-consultation meeting: The Applicant shall arrange a meeting or consultation with the Director, or designated staff, to discuss their project, determine program eligibility, proposed scope of work and project timing.
2. Application Process: The Applicant shall submit an application, including a detailed proposal, “before” photos, and **at least two estimates** for consideration, prior to commencement of any works. The Applicant will be required to disclose if the lands or buildings have any tax arrears or any other legal claim, lien or order that may adversely affect title of the property, other than a mortgage in good standing. Applications will be received on a first-come, first-serve basis throughout the program year.
3. Application Review: The Director or designate, shall review each application to ensure the eligibility of the Applicant and evaluate applications against the evaluation matrix. Council holds the sole authority to review the Brownfield Tax Increment Grant.
4. Application Approval: The Director or designate shall approve successful applications in accordance with the provisions of the Policy.
For the Brownfield Tax Increment Grant, Council holds the sole authority to approve applications. In these cases, CIP applications will be reviewed and presented to Council at a special meeting of Council.
5. Agreement: The Director, or designate issues an agreement to the Applicant to be executed. Agreements will be valid for nine (9) months. If eligible improvements are not completed within this time, the Applicant may request a justifiable extension, to a maximum of 18 months, at Council's or designate discretion.
6. Project Work Begins: The Applicant begins project work.
7. Inspection of Project: The Chief Building Official, or designate, may inspect and approve improvements of the building at any point during or at completion of the project, as required. Improvements must be consistent with any existing design guidelines or other policies.
8. Review of Project Completion: the Director, the Chief Building Official, or designate, will review the project for completion. For the grant to be paid, the final project must be significantly consistent with the project outlined at the application stage. Otherwise, The Director, or designate, may refuse to issue a grant.
9. Grant Payment: The grant will be payable upon completion of the works, submission of paid invoices, proof of payment (cancelled cheques or bank records), and final inspection of any works covered by the program. Note: if a building is demolished prior to the completion of the related work, the grant will be forfeited.

Required Documents

Independent from this CIP document, Norfolk County will provide application forms for the incentives and agreements for successful Applicants. Norfolk County may also provide instructional and promotional materials to support uptake and participation in the CIP program.

5.2 Financing the CIP Program

Council will establish an annual budget for the incentives of this CIP. Funds may be allocated to municipal initiatives under the goals of the CIP as well as the incentives. Council may entertain various approaches to long-term financing of the CIP, including the establishment of a reserve fund.

Grants will be made available subject to available funding. There may be instances when an application cannot be processed during a fiscal year, in which case it may be considered in a subsequent year, subject to funding. Alternatively, the maximum grant available for any project may have to be reduced. As part of budget allocations, Council may allocate funds to specific targeted programs (e.g. component to priority locations or business sectors) and may update this CIP accordingly.

A grant or loan application may be approved for an amount less than the determined entitlement and less than the maximum amount allowed under a given program. The Director, or designate, will work with the Applicant to consider adjustment to the grant request to work within Norfolk County's budgetary restrictions. Where the grant amounts requested exceed Norfolk County's available budget for a given year, the Applicant may opt to defer the grant application to a subsequent year.

5.3 Discontinuation of Programs

Norfolk County may at any time discontinue any given program. Any existing Applicants approved for incentives of the program at the time of discontinuation will continue to receive the grant as determined for their properties until the conclusion of the approved project.

5.4 Monitoring and Amendment

Norfolk County commits to regular review of the CIP program and its effectiveness. Norfolk County may amend this CIP as necessary to implement learnings and maintain program success.

Council will review the availability of funds for the CIP incentives as part of annual budget planning. Funding availability will not require amendment to the Plan. Should Norfolk County decide to update the CIP area or CIP program with new goals, objectives, incentives, or eligibility requirements, an amendment to the adopting by-laws will be required.

Norfolk County will monitor the CIP through the following quantitative and qualitative measures, where applicable:

- Number of applications received;
- Number of applications successful;
- Number of projects leading to construction;
- Number of projects completed (generally and per incentive);
- Before and after photographs of completed projects;
- Area of each residential, commercial, agricultural, industrial, and institutional spaces created or rehabilitated;
- Number of new residential or commercial units created or rehabilitated;
- Number of affordable residential rental units created or rehabilitated;

- Number of jobs created (generally and per incentive);
- Value of grants distributed (generally and per incentive);
- Value of resulting construction (total and per incentive);
- Value of tax increments based on improvements (total and per incentive);
- Increase in value of assessed properties (total and per property);
- Value of private sector investment (total and per property);
- Feedback from Applicants and program participants;
- Public comments received; and
- Tracking of non-municipal promotion (e.g. social media, news articles) of the program.



Glossary



Affordable Rent: for rental housing, means a residential unit where the rent is no greater than the lesser of:

- i. The income-based affordable rent for the residential unit set out in the Affordable Residential Units Bulletin.
- ii. The average market rent identified for the residential unit set out in the Affordable Residential Units bulletin.

Brownfield site: means abandoned, idled or underutilized industrial and commercial properties where expansion or redevelopment is complicated by real or perceived environmental contamination, building deterioration/obsolescence, and/or inadequate infrastructure which have been specifically designated as such by Council.

Greyfield site: means previously developed properties that are not contaminated. They are usually, but not exclusively, former commercial properties that may be underutilized, derelict, or vacant.

Calendar Year: means the 12-month period from which the CIP programs begins each year as determined by Council. The date at which CIP programming begins will be determined during Council's annual budgetary process.

Property Uses: refers to the type of use of the land and buildings for a subject property. It may refer to both existing and proposed uses of the property. All uses are subject to the Policies of Norfolk County Official Plan and Zoning By-law. Property uses defined for the purposes of this CIP may include, but are not limited to:

Agricultural Use: means the growing of crops, including nursery, biomass, and horticultural crops; raising of livestock; raising of other animals for food, fur or fibre, including poultry and fish; aquaculture; apiaries; agro-forestry; maple syrup production; and associated on-farm buildings and structures, including, but not limited to livestock facilities, manure storages, value-retaining facilities, and accommodation for full-time farm labour when the size and nature of the operation requires additional employment.

Agriculture-related Use: means those farm-related commercial and farm-related industrial uses that are directly related to farm operations in the area, support agriculture, benefit from being in close proximity to farm operations, and provide direct products and/or services to farm operations as a primary activity.

Commercial Use: means activities within land areas which are predominantly connected with the sale, rental and distribution of products, or performance of services.

Industrial Use: means activities, lands, or places of business which store, process, or manufacture materials. Industrial Uses may range from light to heavy, as determined by the Province's D Series Land Use compatibility Guidelines.

Institutional Use: means the use of land, buildings or other structures for some public or social purpose, excluding any commercial use or for commercial business purposes. Examples may include governmental, educational, religious, charitable, philanthropic, or other similar uses.

On Farm Diversified Use (OFDU): means uses that are secondary to the principal agricultural use of the property and are limited in area. On-farm diversified uses include, but are not limited to, home occupations, home industries, agri-tourism uses, and uses that produce value-added agricultural products, and electricity generation facilities and transmission systems, and energy storage systems.

Residential Use: means the use of a building or portion thereof for one or more dwelling units. A residential use may be a primary or secondary use of a property (E.g. a residence on a farm).

Purpose Built Rental: means a unit which is or will be the primary place of residence for one or more individuals who are given occupancy under a lease for a period of one year or more.