



Staff Report

Planning & Development Services – Planning Division

Report To: Committee of the Whole Meeting
Meeting Date: August 9, 2022
Report Number: PDS.22.097
Title: Update Report – Implementing the Community Improvement Plan Program
Prepared by: Adam Smith, Director of Planning & Development Services

A. Recommendations

THAT Council receive Staff Report PDS.22.097, entitled “Update Report – Implementing the Community Improvement Plan Program”;

AND THAT Council approve the adjustments to the administration of the Community Improvement Plan Program as previously approved in PDS.21.034;

AND THAT Council selects Option #3 in implementing the Community Improvement Plan Program

B. Overview

This report is a follow-up report to PDS.21.033 that identified the programs to be funded through the CIPs in 2021 and set forth the approach to administration of the CIPs. The intent is to inform Council of proposed changes to their administration and describe steps to be taken to fund eligible projects in 2023.

C. Background

Adopted by Council in 2021, the Housing Within Reach Community Improvement Plan and the Town-wide Revitalization Community Improvement Plan are the key grant programs available to support businesses and agencies in achieving a wide variety of economic development objectives in the community.

Previously, staff report PDS.21.034 outlined the approach to administering the program and Council approved \$250,000 from the CIP Reserve Fund to be allocated to fund programs within both the Housing Within Reach CIP and the Town Wide Revitalization CIP.

Under the Housing Within Reach CIP the programs approved included:

- Development Charges Grant Equivalent Program

- Additional Dwelling Unit Program

Under the Town Wide Revitalization CIP the program approved included:

- Building Façade & Signage Grant Program

Previously, a Secondary Suite Grant Program was administered by The Blue Mountains Attainable Housing Corporation. In August 2021, Council resolved to have the program be implemented through the Town's CIP Program. Now known as the Additional Dwelling Unit Program, staff are recommending that it continues to be an approved program.

While there was staff direction in 2021 on funding the CIPs and creating intake periods for the programs stated above, no budget has been assigned in 2022. Given the upcoming election and limited approval powers during the 'lame duck' period of Council, staff are seeking to update the approach to the programs heading into 2023. This not only includes expanding the number of eligible programs but modifying the approach to governance and communications.

Staff are proposing that for both options described below that there be a 'conditional' intake period opened whereby proponents can make submissions prior to the 2023 budget being approved. This will better align with projects targeting works in the subsequent year and in future years, better inform the budgetary process whereby the budget allocated is reflective of interest in the programs.

Additionally, the staff review of the applications submitted will include the Communications and Economic Development Department. This will support staff in the Planning Division which has previously been solely responsible for the CIPs and support alignment of submissions with economic objectives of the municipality.

Finally, once approved, projects will be expected to have signage profiling the CIP contribution and the municipality will have mapping of the successful proponents on the website. These elements have all been envisioned within the Council approved documents entailing a marketing strategy to go along with the financial incentives.

Option #1: Maintain CIP direction provided in 2021

In this scenario, staff will move ahead with intake for 2023 under the same parameters of the approach proposed in 2021. The same programs noted earlier in this report will be opened for submissions.

Option #2: Expand eligible programs to include the Attainable Housing Feasibility Grant Program

Based on the current size of the reserve fund and the emphasis on enabling attainable housing within the community, the list of eligible programs could be expanded to include the following:

- Attainable Housing Feasibility Grant Program

Purpose: The Attainable Housing Feasibility Grant Program is intended to assist eligible applicants with the cost of determining an attainable housing project's feasibility prior to construction.

Eligible Costs: The potential grant value shall be calculated based on the value of the following eligible studies:

1. Market analysis;
2. Business development related studies and plans, including development pro-forma;
3. Building condition report, where an existing building is proposed to be repurposed or significantly modified or renovated; and
4. Capital replacement plan, generally described as an inventory of significant building components such as windows, doors, roofs, siding, or HVAC systems, and is used to calculate long-term expenditures required for future repair and replacement needs.

Grant Value: The value of a grant shall be 100% of eligible costs to a maximum of \$20,000.00 per property.

Option #3: Expand eligible programming in both the Housing Within Reach CIP and the Town-Wide Revitalization CIP

Alongside the addition of the Attainable Housing Feasibility Grant Program, the Town also opens intake for the Property Enhancement and Improvement Program and the Destination Infrastructure Program. This would allow the Town to align its financial incentives to feedback received through business surveys emphasizing the need for more activation of the downtown core. These grants are described in detail below:

- Property Enhancement and Improvement Program
Purpose: The Property Enhancement and Improvement Grant Program is intended to facilitate the enhancement of the public realm through improvements to private property. More specifically, this program encourages improvements to landscaping, parking areas, bicycle parking, laneways, and permanent outdoor eating areas and other similar considerations that contribute to the visual aesthetic of the public realm, augment other municipal led initiatives, and complement the broader community revitalization and development objectives of this Plan.

Eligible Costs: The potential grant or loan value shall be calculated based on the estimated value of the following eligible costs:

1. Landscaping improvements that abut a sidewalk or are highly visible from the public street. This includes landscaping features that may be located within or adjacent to surface parking areas. Eligible costs shall include:

- Professional landscaping services. Preference shall be given to applications that propose the provision of xeriscaping (i.e., native plan species) or related drought tolerant species.
 - Tree and shrub planting;
 - Permanent planters, walkways, benches, refuse receptacles, public art, and other similar considerations that may be located on private property but positively contribute to the public realm or enhance the sidewalk; and
 - Fencing, gates, or other similar permanent vertical elements.
2. Installation of permanent bicycle parking or related active transportation infrastructure.
 3. Installation or improvements to permanent outdoor seating areas and sidewalk cafes, provided the eating area is located adjacent to a sidewalk or public street in the front yard, side yard or rear yard, as applicable. For clarity, non-permanent improvements shall not be eligible under this program.
 4. Improvements to parking areas in the Thornbury, Clarksburg and Bruce Street Marsh Street Corridor Areas, including:
 - Improved surface treatment, such as permeable paving material or similar;
 - New demarcation of parking spaces to improve the efficiency or number of parking spaces;
 - Provision of landscape buffer and islands;
 - Works related to the provision of Accessibility for Ontarians with Disabilities Act (AODA) compliant accessible parking spaces and associated paving and signage.
 - Enhancements to walkways or connectivity between parking areas and public sidewalk or building entrances as well as curbing and lighting.
 5. Enhancements or upgrades to pedestrian walkways that connect a building entrance to a public street. This includes exterior improvements to satisfy the Accessibility for Ontarians with Disabilities Act (AODA).

Grant Value: The maximum value of a grant shall be 50% of eligible costs and shall not exceed a maximum of \$15,000.00 or \$500.00 per linear metre of lot frontage, whichever is less. The maximum value of a loan shall be 50% of eligible costs and shall not exceed a maximum of \$45,000.00 or \$1,000.00 per linear metre of lot frontage, whichever is less.

- The Destination Infrastructure Program
Purpose: The Destination Infrastructure Program is intended to encourage local stakeholders, organizations and municipalities to upgrade and invest in destination infrastructure that positively contributes to the public realm.

Eligible Costs: The potential grant value shall be calculated based on the estimated value of the following eligible costs:

1. Capital improvements to core attractions such as trails, waterfront (i.e. parking, restrooms, staging, lookouts);

2. Signage that improves visitor experiences (i.e. interpretive/historical plaques, dementia friendly signage, kiosks, route markers for cycling/hiking, etc.);
3. Community wayfinding signage;
4. Permanent installation of outdoor art;
5. Converting vacant lands to parks/green space enhancements; and
6. Streetscape beautification (i.e. banners, benches, garbage/recycle receptacles, green space/park enhancements, seasonal decorations).

Grant Value: The maximum value of a grant shall be 50% of eligible costs to a maximum of \$15,000.00, whichever is less.

D. Analysis

In proceeding with Option #3 a total of 6 CIP grant programs would be available for intake. In PDS.21.33 the basis for an intake focused on 3 programs was related to budget in the CIP Reserve. Currently, the CIP reserve is in the amount of \$436,505 exclusive of contributions made by Grey County. In accounting for the \$80,000 provided by the County, the Town has a total of \$515,505 available for CIP implementation.

An intake process is not anticipated to be completed prior to submission of 2023 budgetary requests however, an estimate will still be submitted and upon review of budget requests for the year, Council can be made aware of total demand for the program and can adjust the request accordingly.

In the absence of a conditional approval process, staff may not be able to proceed with intake until late spring 2023 given the projected budget timeline for the upcoming year.

Another consideration for the recommendation made by staff in PDS.21.34 was the sustainability of the CIP reserve recognizing that the maximum available through certain grants such as the Development Charges Grant Equivalent Program can cause the reserve to rapidly deplete. Despite this risk, the reserve is not intended to remain static and is supported by contributions through Grey County and land sales made by the municipality. Depending on the success of the intake process, staff will seek to explore other means to fund the CIPs beyond the sources identified above. Further, staff have discretion through the CIP to create evaluation criteria that encourages submissions seeking contributions below the maximum available to help reduce the pressure on the reserve.

In broadening the intake to include additional programs under both the Housing Within Reach CIP and the Town-wide Revitalization CIP, the municipality maximizes its flexibility in supporting projects that address a variety of economic and housing related goals.

E. Strategic Priorities

1. Communication and Engagement

We will enhance communications and engagement between Town Staff, Town residents and stakeholders

2. Organizational Excellence

We will continually seek out ways to improve the internal organization of Town Staff and the management of Town assets.

3. Community

We will protect and enhance the community feel and the character of the Town, while ensuring the responsible use of resources and restoration of nature.

4. Quality of Life

We will foster a high quality of life for full-time and part-time residents of all ages and stages, while welcoming visitors.

F. Environmental Impacts

There are no direct environmental impacts associated with the recommendations of this Staff Report.

G. Financial Impacts

Currently, there is no budget for CIP implementation in 2022. However, there are funding sources available through the reserve and allocations from Grey County totaling \$515,505. A future report will consider the budget required to fund eligible submissions.

H. In Consultation With

Tim Hendry, Manager of Communications & Economic Development

Ruth Prince, Director of Finance & IT

Sam Dinsmore, Manager of Accounting and Budgets

I. Public Engagement

The topic of this Staff Report has not been the subject of a Public Meeting and/or a Public Information Centre as neither a Public Meeting nor a Public Information Centre are required. However, any comments regarding this report should be submitted to Adam Smith at directorplanningdevelopment@thebluemountains.ca

J. Attached

1. PDS.21.034 Community Improvement Plan – 2021 Program Recommendations

Respectfully submitted,

Adam Smith
Director of Planning & Development Services

For more information, please contact:
Adam Smith, Director of Planning & Development Services
directorplanningdevelopment@thebluemountains.ca
519-599-3131 extension 246

Report Approval Details

Document Title:	PDS.22.097 Update Report - Implementing the Community Improvement Plan Program.docx
Attachments:	PDS.22.097 Attachment 1
Final Approval Date:	Aug 2, 2022

This report and all of its attachments were approved and signed as outlined below:

No Signature found

Shawn Everitt - Aug 2, 2022 - 9:16 AM

This document can be made available in other accessible formats as soon as practicable and upon request



Staff Report

Planning & Development Services – Planning Division

Report To: Committee of the Whole
Meeting Date: April 20, 2021
Report Number: PDS.21.034
Title: Community Improvement Plan – 2021 Program Recommendations
Prepared by: Nathan Westendorp, Director of Planning & Development Services

A. Recommendations

THAT Council receive Staff Report PDS.21.034, entitled “Community Improvement Plan – 2021 Program Recommendations”;

AND THAT Council direct staff to complete the administrative details including application forms to support the recommended Community Improvement Plan programs for 2021 as substantively outlined in Staff Report PDS.21.034;

AND THAT Council select Option A for the Financial Incentive Program Budget and allocate \$250,000 from the CIP Reserve Fund to support the recommended Community Improvement Plan programs for 2021.

AND THAT Council designate the role of Plan Administrator to the Manager of Community Planning, with the Planner 2 as the Plan Administrator-Designate.

AND THAT Council retain final approval authority for 2021 CIP Program applications deemed eligible by the Plan Administrator.

B. Overview

This report is a follow-up report to PDS.21.011 and provides staff recommendations for Community Improvement Plan programs to be funded for 2021. This report also identifies the Manager of Community Planning as the Plan Administrator but recommends that Council remain as the final approval authority for 2021 CIP Program Applications deemed eligible by the Plan Administrator.

C. Background

The Town initiated a Community Improvement Plan Project earlier in 2020. A consultant, WSP Canada, was retained to assist with the development of an attainable housing CIP and a review of the Town’s existing 2011 Community Improvement Plan (CIP) for the Thornbury, Clarksburg

and Craighleith Commercial Core Areas. The project included background research, a review of other municipal approaches, and a variety of consultation initiatives, including an Open House and statutory public meeting. As a result of the project process and the engagement, two proposed CIPs were ultimately supported by Town Council on January 11, 2021 and adopted by bylaw. Specifically, these were the [Housing Within Reach Community Improvement Plan](#) (“Housing CIP”) and the [Town-wide Revitalization Community Improvement Plan](#) (“Revitalization CIP”). As no LPAT appeals were received for either CIP, both CIPs are considered in effect.

As noted in Staff Report PDS. 21.011, various administrative matters need to be confirmed by Council to provide direction on activating both CIPs. These include the following:

- Identify what programs within the Housing Within Reach CIP should be made available in 2021
- Identify what programs within the Town-Wide Revitalization CIP should be made available in 2021
- Identify what portion of the CIP Reserve should be directed to fund the 2021 CIP Programs
- Assign the role of Plan Administrator to an individual (commonly a staff member) to oversee the administrative aspects of the CIP Programs. These administrative aspects include finalizing application forms, facilitating CIP Review Committee review

D. Analysis

Council’s support and approval of both the Housing Within Reach Community Improvement Plan (HWR-CIP) and the Town-wide Revitalization Community Improvement Plan (R-CIP) indicates the Town’s commitment to leveraging the tools with the Community Improvement Planning framework to incentivize. The tools within the Town’s two CIPs are intended to provide external parties with programs and financial assistance designed to pursue the objectives within the Housing Within Reach CIP and the Town-wide Revitalization CIP.

Following consultation with Town Planning, Finance, and Economic Development staff, as well as discussion with the Executive Director of The Blue Mountains Attainable Housing Corporation (BMAHC), the following are staff’s recommendations for the 2021 Program Year. These recommendations have been considered in the context of the funds currently available in the Community Improvement Plan Reserve fund and are aligned with recommendations provided in other Staff Reports being considered by Committee of the Whole on April 20, 2021.

The 2021 Program Recommendations for both CIPs have been prudently selected to ensure sufficient funds can be directed to fund this year’s programs. They also reflect what staff feel is the maximum number of programs that can be administered with the current staff and financial resources available. Finally, when considering the impact of the programs, it is important for potential applicants to consider that the CIPs and their tools are designed to assist applicants. The total of grants and loans made under each plan in respect to eligible community improvement works shall not exceed the total of the eligible costs of each Plan. The specific

grant and/or loan value for each CIP program is outlined in Appendix A of each CIP. However, for reference this information is outlined below for the recommended 2021 Programs.

2021 Program Recommendations – Housing Within Reach Community Improvement Plan

Recommended Incentive Program 1 – Development Charges Grant Equivalent Program

Purpose: This program is intended to offset the cost of Town and County development charges that are incurred through the development application and approval process. The grant shall be paid upon completion of the works to the satisfaction of the Town. As noted in the approved Community Improvement Plan, an eligible applicant shall initially pay the applicable development charges in full and the grant is paid upon completion of the project.

Eligible Costs: Costs associated with the development or redevelopment of a property that results in a minimum of two new attainable housing units shall be eligible for this Program. Further, only costs associated with development charges applicable to new attainable housing units shall be eligible costs.

Maximum Town Funding Available/Application: This program is available as a grant. The value of the grant is based on the value of development charges applicable to the number of attainable dwelling units in a development. The maximum value of the grant shall be 100% of the value of the applicable development charges, to a maximum of \$250,000.

Recommended Incentive Program 2 – Additional Dwelling Unit Program

Purpose: This program is intended to encourage additional dwelling units (e.g. a secondary suite basement apartment that is constructed in a valid Building Permit) that are accessory to a single detached dwelling, semi-detached dwelling, and a duplex or townhouse dwelling. This program provides financial assistance to improve, convert, legalize, or construct new attainable dwelling units that may otherwise be cost prohibitive.

Eligibility: Properties used for a single detached dwelling, semi-detached dwelling, duplex or townhouse dwelling and that are located with the designated Community Improvement Project area shall be eligible for this program. To be eligible for this Program, the minimum number of new attainable housing A full and complete list of eligibility requirements is outlined in Section 3.10 and 4.1 of the Housing Within Reach CIP. However, the following costs would be eligible for grant funding through this program:

- Works related to Ontario Building Code or Fire Code compliance
- Accessibility improvements
- Permanent finishing materials (max. 25% of the total eligible costs)

- Professional engineer or architect services related to the eligible works (max. 15% of the total eligible costs)

Maximum Town Funding Available/Application: This program will be provided as a grant for the 2021 Program Year. The maximum value of a grant shall be 50% of eligible costs to a maximum of \$15,000.

2021 Program Recommendations – Town-Wide Revitalization Community Improvement Plan

Recommended Incentive Program -- Building Façade & Signage Grant Program

Purpose: The Building Façade and Signage Program is intended to promote rehabilitation, restoration and improvements of façade elements of existing buildings that promote high quality design, including business signage that is consistent with the existing character of the Town. The program will also encourage the restoration of heritage buildings and their historic attributes.

Eligibility: Properties where commercial, mixed-use, residential, employment and institutional uses are permitted within certain areas designated in the Official Plan (Downtown Area, Harbour Area, Hamlet Area, Commercial Corridor, Urban Employment Area, Bruce St./Marsh St. Corridor). Eligible costs are outlined in Section 3.6.3 and Section 4 of the Town Wide Revitalization CIP, but are summarized below:

- Repair or replacement of storefront (windows and doors)
- Repair or replacement of façade masonry and brickwork
- Repair or replacement of cornices, parapets, eaves and other architectural details
- Repair or replacement of awnings or canopies
- Façade painting and cleaning/treatments
- Addition of new lighting/upgrading of existing fixtures on exterior façade and in entrance and storefront display areas
- Installation/improvement of signage (as permitted by the Town Sign By-law)
- Architectural/design fees required for eligible works (max. of 10% of the grant amount)

Maximum Town Funding Available/Application: The maximum grant value shall be 50% of eligible costs to a maximum of \$10,000. At the discretion of the Town, the maximum grant value may be increased by up to \$5,000 per property for properties that are designated under the Ontario Heritage Act. At the discretion of the Town, the maximum grant value may be increased by up to \$5,000 per property where a side or rear façade is highly visible to the public street or is located in a prominent location. However, for clarity, the maximum cumulative value of the grant shall not exceed \$20,000 per property where all of the above conditions may be satisfied.

CIP Reserve Funding for 2021 CIP Programs

In December 2020 Council considered Staff Report FAF.20.034 and approved the creation of a Community Improvement Plan Reserve. The CIP Reserve was established through By-law 2020-75 with \$433,672.24. These funds were sourced from the sale of four municipal properties sold by the Town in 2017-2020. Replenishment and enhancement of the CIP Reserve Fund will be considered by Council on an annual basis through Council's budget review process. With the completion of the Community Improvement Plans, the County of Grey has also transferred \$20,000 to the Town to assist with funding the Town's Community Improvement Plan Programs. Therefore, the total value of the Town CIP Reserve Fund is currently \$453,672.24. Considering the Town's desire to follow through with achieving the objectives of both Community Improvement Plans, staff recommend that Council ensure sufficient funds are available for CIP Programs in future year(s). Therefore, staff offer the following Financial Incentive Program Budget options for Council's consideration:

2021 CIP Financial Incentive Program Budget Option 1 (Recommended) – Staff recommend that \$250,000 of the CIP Reserve Fund be allocated to fund the recommended 2021 CIP Financial Incentive Programs for both the Housing Within Reach CIP and the Town Wide Revitalization CIP. This recommendation represents 55% of the current CIP Reserve Fund, while ensuring funding is available to the Town to consider CIP applications in 2021. The funding approved for each application will be at the discretion of Town Council when it is considering the CIP applications later in 2021. With Option 1, and depending on the volume of applications for each funding program, this could mean that an application for a Development Charges Rebate may not be able to receive the full amount that it would otherwise be eligible for (\$250,000).

2021 CIP Financial Incentive Program Budget Option 2 – Another option is that \$300,000 of the CIP Reserve Fund be allocated to fund the recommended 2021 CIP Financial Incentive Programs for both the Housing Within Reach CIP and the Town Wide Revitalization CIP. This option represents 66% of the current CIP Reserve Fund, ensuring more funding is available to the Town to consider CIP applications in 2021. This Option could generate more momentum with the CIP's by making more funds available to Town Council when it is considering the CIP applications in the inaugural year of CIP implementation. With Option 2, and depending on the volume of applications for each funding program, this could mean that an application for a Development Charges Rebate could receive the full amount that it would otherwise be eligible for (\$250,000) while also leaving further funds for Council to provide to other programs. However, unless other funding sources are confirmed to sustain the CIP Reserve Fund, only \$153,672.24 would remain in the CIP Reserve Fund for future years until it is re-evaluated through the 2022 Budget process.

Plan Administration

The Town's Community Improvement Plans require Council to designate a member of Town staff to be the Plan Administrator. To ensure timely administrative processing and evaluation of CIP Program applications, an alternate Plan Administrator should also be designated in the event that the primary Plan Administrator becomes unavailable. It is recommended that the Manager of Community Planning be designated as the Plan Administrator for all CIP Programs, with the Planner 2 as the Plan Administrator's designate. This will ensure consistency and efficiency in application intake, evaluation, processing, and monitoring.

With regard to the Housing Within Reach CIP, application forms should identify the attainability thresholds for a given year. Draft agreements will also be developed to ensure CIP funded attainable housing units meet the 15 year minimum attainability period outlined within the Housing Within Reach CIP. This information should be made available when the Intake Window is launched to provide potential applicants with the information needed to determine whether the housing dwelling units they wish to pursue could be considered attainable and to consider the legal obligations that are associated with the CIP funding. The information and data will be finalized in consultation with The Blue Mountains Attainable Housing Corporation staff to ensure the Town's efforts and the BMAHC efforts are aligned. At this time, *Attainable Housing*, is defined within the Housing Within Reach CIP and is as follows:

- In the case of home ownership, housing for which the purchase price results in annual accommodation costs which do not exceed 30% of the gross annual income for households within the income range of 50 – 130% of median income for the Town of The Blue Mountains. Annual household income information will be based upon the most recent Census of Canada statistics for the Town of The Blue Mountains and is updated at least every five years and may be updated more frequently in consultation with the Blue Mountains Attainable Housing Corporation.
- In the case of rental housing, housing which is provided is defined as at least 20% below area median rent. Area median rent information will be based on the most recent Census of Canada statistics for the Town of The Blue Mountains and is updated at least every five years and may be updated more frequently in consultation with the Blue Mountains Attainable Housing Corporation. At the sole discretion of Town Council, an alternative definition of attainable housing may be applied to an eligible application, provided the definition contained within the Housing With Reach CIP and/or a proposed development that meets the eligibility criteria of this Plan, have received formal endorsement from The Blue Mountains Attainable Housing Corporation.

Once the 2021 CIP Programs are selected by Council and funded accordingly from the CIP Reserve Fund, staff will finalize the appropriate application forms, necessary guidance materials, and agreement(s) that will be used. It is expected that the Intake Window for the 2021 CIP Programs will commence approximately 1 month from Council's confirmation and will last for 6 weeks. After the initial Intake Window closes, staff will proceed with the administrative aspects of application evaluation and processing. These steps are described in more detail in Section 5 of each Community Improvement Plan. Eligible applications will then be presented to Council later in 2021 for a decision.

E. Strategic Priorities

2. Organizational Excellence

We will continually seek out ways to improve the internal organization of Town Staff and the management of Town assets.

3. Community

We will protect and enhance the community feel and the character of the Town, while ensuring the responsible use of resources and restoration of nature.

F. Environmental Impacts

There are no direct environmental impacts associated with the recommendations of this Staff Report.

G. Financial Impacts

Selection of Financial Incentive Program Budget Option 1 would allocate \$250,000 of the \$453,672.24 to be available for 2021 CIP program applications. This recommendation represents 55% of the entire CIP Reserve Fund, while ensuring funding is available to the Town to consider CIP applications in 2021. The funding approved for each application is at the discretion of Town Council when it is considering the CIP applications. With Option 1, and depending on the volume of applications for each funding program, this could mean that an application for a Development Charges Rebate may not be able to receive the full amount that it would otherwise be eligible for (\$250,000).

Selection of Financial Incentive Program Budget Option 1 would allocate \$300,000 of the \$453,672.24 to be available for 2021 CIP program applications. This option represents 66% of the entire CIP Reserve Fund, ensuring more funding is available to the Town to consider CIP applications in 2021. This Option could generate more momentum by making more funds available to Town Council when it is considering the CIP applications in the inaugural year of CIP implementation. With Option 2, and depending on the volume of applications for each funding program, this could mean that an application for a Development Charges Rebate could receive the full amount that it would otherwise be eligible for (\$250,000) while also leaving further funds for Council to provide to other programs. However, unless other funding sources are confirmed to sustain the CIP Reserve Fund, only \$153,672.24 would remain in the CIP Reserve Fund for future years until it is re-evaluated through the 2022 Budget process.

H. In Consultation With

The following staff were engaged in the preparation of this report:

Trevor Houghton, Manager of Community Planning
Sharon McCormick, Blue Mountains Attainable Housing Corporation
Tim Hendry, Manager of Communications & Economic Development
Ruth Prince, Director of Finance & IT

Shawn Everitt, Chief Administrative Officer

I. Public Engagement

The specific topic of this Staff Report has not been the subject of a Public Meeting and/or a Public Information Centre as neither a Public Meeting nor a Public Information Centre are required. However, any comments regarding this report should be submitted to Nathan Westendorp, directorplanningdevelopment@thebluemountains.ca

J. Attached

No Attachments

Respectfully submitted,

Nathan Westendorp, MCIP RPP
Director of Planning and Development Services

For more information, please contact:
Nathan Westendorp, Director of Planning & Development
directorplanningdevelopment@thebluemountains.ca
519-599-3131 extension 246

Report Approval Details

Document Title:	PDS.21.034 - Community Improvement Plan - 2020 and 2021 Program Recommendations.docx
Attachments:	
Final Approval Date:	Apr 6, 2021

This report and all of its attachments were approved and signed as outlined below:

Shawn Everitt - Apr 6, 2021 - 8:01 AM