



Staff Report

Planning & Development Services

Report To: COW-Operations, Planning and Development Services
Meeting Date: November 28, 2023
Report Number: PDS.23.132
Title: Community Improvement Program Applications Fall 2023 Intake
Prepared by: Adam Smith, Director of Planning & Development Services
Tim Hendry, Manager of Communications and Economic Development
Rachael Magill, Communications Coordinator, Planning and Development Services

A. Recommendations

THAT Council receive Staff Report PDS.23.132, entitled “Community Improvement Program Applications Fall 2023 Intake”;

AND THAT Council approves the allocation of \$68,800.14 from the CIP Reserve Fund to support the following projects as recommended by the Community Improvement Plan Review Committee;

Recipient	Recommended 2023 Grant
1. 19 Bruce Street North, Thornbury (Sarah Beveridge & Christian Carvallo, Blue Thornbury)	\$30,014.63
2. 190 Russell Street East, Thornbury (Melissa Goldmintz, Lemonade Collective)	\$2,268.20
3. 827502 Grey Road 40, Clarksburg (Shannon Matamoros, Garden Holistics)	\$15,000.00
4. 18 Bruce Street South, Thornbury (Keith Turner)	\$10,000.00
5. 43 Bruce Street South, Thornbury (Jeanne Stellar)	\$11,517.31

AND THAT Council delegates signing authority for executed Community Improvement Plan Agreements to the Mayor and Clerk.

B. Overview

This report provides Council with an overview of applications received for the Fall 2023 Intake of the Community Improvement Program and seeks Council approval of the allocation of funding to support the applications.

C. Background

In response to staff report [FAF.23.018 - 2023 Community Improvement Plan Implementation and Budget Approval](#) that was presented to Council on February 2, 2023, Council approved a \$250,000 budget for the 2023 Community Improvement Plan program.

The Spring 2023 intake period resulted in \$138,969.36 of approved funding for which agreements have been signed. The remaining \$111,030.64 is available for the Fall 2023 intake period. This report provides Council, as the final approval authority, with funding allocation recommendations from the CIP Review Committee for the Fall 2023 intake period.

For reference, in 2021, Council approved two CIPs, the [Housing Within Reach Community Improvement Plan](#) and the [Town-wide Revitalization Community Improvement Plan](#). A CIP is a planning and economic development tool that municipalities use to facilitate broad community revitalization goals through grants or loans to private property owners and tenants.

Combined, the two CIPs feature 18 programs. The titles of each program are outlined in the chart below.

Housing Within Reach CIP Programs	Town-Wide Revitalization CIP Programs
1. Attainable Housing Feasibility Grant	1. Study and Design Grant Program
2. Development Charges Grant Equivalent Program	2. Building Façade and Signage Grant Program
3. Tax Increment Equivalent Program	3. Building Improvement and Renovation Program
4. Municipal Fees Grant or Loan Equivalent Program	4. Tax Increment Equivalent Program
5. Downtown Apartment Rehabilitation or Conversion Program	5. Brownfield Tax Assistance Program
6. Additional Residential Unit Program	6. Municipal Fees Grant Equivalent Program

D. Analysis

The Fall 2023 Town-wide Revitalization CIP intake received seven applications, with five of the applications deemed complete. It is noted that the intake period for the Housing Within Reach CIP remains open until December 15, 2023.

The five applications deemed complete including a total funding request of \$68,800.14. The total construction cost of the projects is estimated at \$237,117.66. A measure of success for the program is the private investment leveraged. If approved, the Town would have leveraged \$168,317.52 in investment from the private sector through the CIP this Fall.

The 2023 Fall application period was open from September 5, 2023 to October 6, 2023. Each application required the submission of a detailed application form, photos of the current building, drawings of the desired upgrades and two quotes for the proposed work. The amount of funding recommended by Town Staff is based on the lower of the two quotes submitted by the applicant.

The CIP was promoted through the Town's website, e-newsletter and social media accounts, as well as through a press release.

The Community Improvement Plan Review Committee, comprised of staff from various departments, met on November 8, 2023 to review complete applications to confirm eligibility and determine a funding recommendation for Council.

If funding is approved, Financial Incentive Program Agreements will be signed and dated by the applicant, Mayor and the Clerk. The applicant may commence community improvement works once required approvals and permits are secured. Payment of a grant, in accordance with the Financial Incentive Program Agreement, will be issued upon successful completion of the approved works. The applicant will be required to provide the Plan Administrator with final supporting documentation, which may include but is not limited to: site visit and inspection, photographic evidence and/or documentation of the completed works satisfactory to the Town, invoices for all eligible work done and proof of payment to contractors.

Application Summaries

Summaries are provided below to provide a brief understanding of each application. These summaries can be used in conjunction with Attachment 1 - Financial Incentive Program Value Guidelines.

Application 2023-11 – 19 Bruce Street North, Thornbury (Sarah Beveridge & Christian Carvallo, Blue Thornbury)

Programs: Building Facade & Signage Grant Program, Building Improvement & Renovation Program, Energy Efficiency Improvement Program, Property Enhancement & Improvement Program

The building has commercial space (Blue Thornbury, a retail gallery and shop) and residential space. Façade improvements include six new windows and two new front doors. Building improvements and renovations include the installation of ductwork for heating/cooling that currently doesn't exist in the space, new flooring and insulation in the crawl space, and a new back exterior door. Property improvements include updating the commercial driveway.

Total Funding Recommended: \$30,014.63

Total Estimated Project Cost: \$63,881.47

Application 2023-12 – 190 Russell Street East, Thornbury (Melissa Goldmintz, Lemonade Collective)

Program: Energy Efficiency Improvement Program

Lemonade Collective is an inclusive fitness centre home to a Gym, Swimming Pool, Squash Court, Fitness Studio, Dry Sauna and Retail Shop. Improvements include the installation of two energy efficient exterior doors to reduce energy consumption.

Total Funding Recommended: \$2268.20

Total Estimated Project Cost: \$4536.39

Application 2023-13 – 827502 Grey Road 40, Clarksburg (Shannon Matamoros, Garden Holistics)

Programs: Building Improvement & Renovation Program, Energy Efficiency Improvement Program

The property is used as the operational base of Garden Holistics Inc. There is an office space, a shop for tool storage and indoor construction work, a fenced-in yard for parking and a large open area to make organic compost and store landscaping materials.

Improvements include insulating and heating the shop, which is currently unfinished on the interior. This will allow the business to expand into indoor construction projects when the weather does not permit outdoor landscaping. This will also result in 2-3 additional full-time, year-round jobs as work will be able to continue through the winter.

Total Funding Recommended: \$15,000.00

Total Estimated Project Cost: \$28,985.01

Application 2023-14 – 18 Bruce Street South, Thornbury (Keith Turner)

Program: Building Façade & Signage Program

The building houses two commercial spaces (Loft Gallery and WellSuited Barber Shop) and two residential apartments. The current main floor windows facing Bruce St are single sheets of glass. Replacing the main floor façade windows and the front door will significantly improve the visual appeal of the building from Bruce St. and improve the commercial space's insulation efficiency.

Total Funding Recommended: \$10,000.00

Total Estimated Project Cost: \$21,812.39

Application 2023-15 – 43 Bruce Street South, Thornbury (Jeanne Stellar)

Programs: Building Façade & Signage Program, Building Improvement & Renovation Program

The property contains six commercial units and four residential units. The first project involves replacing a damaged exterior door to the residential units. The second project is repairing the leaking roof. It involves removing existing roof material, repairing deficiencies, and replacing the roof with a membrane material. Areas around skylights would also be reinforced, and fascia would be replaced at the top of the building.

Total Funding Recommendation: \$11,517.31

Total Estimated Project Cost: \$117,962.40

E. Strategic Priorities

1. Communication and Engagement

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

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

No environmental impacts are anticipated as a result of this report.

G. Financial Impacts

Staff recommend that Council approve the five applications for a total of \$68,800.14 from the 2023 approved budget of \$250,000.00. Once executed, the agreements require projects to be completed by June 30, 2024. Applicants may request an extension through the Plan Administrator. Designated funds will only be provided to applicants following the successful completion of the project and successful inspection by the Town.

H. In Consultation With

Tim Murawksy, Manager, Building Services and Chief Building Official
Sam Dinsmore, Acting Director of Finance

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, directorplanningdevelopment@thebluemountains.ca

J. Attached

1. Attachment 1 – Financial Incentive Program Value Guidelines

Respectfully submitted,

Adam Smith
Director of Planning & Development Services

For more information, please contact:
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Report Approval Details

Document Title:	PDS.23.132 Community Improvement Program Applications.docx
Attachments:	- PDS-23-132-Attachment-1.pdf
Final Approval Date:	Nov 16, 2023

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

No Signature found

Tim Hendry - Nov 15, 2023 - 3:51 PM

Shawn Postma - Nov 16, 2023 - 11:09 AM

Adam Smith - Nov 16, 2023 - 11:53 AM

No Signature found

Sam Dinsmore - Nov 16, 2023 - 12:04 PM

No Signature found

Shawn Everitt - Nov 16, 2023 - 1:46 PM