



Township of Whitewater Region

Community Improvement Plan

Phase
2

Prepared for:

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1.0 Introduction

The Township of Whitewater Region is a historic and culturally rich community situated in the scenic Ottawa Valley. As of 2016, the Township has a population of 7,009 and is comprised of the former four municipalities of Beachburg, Cobden, Ross, and Westmeath which amalgamated on January 1, 2001. The Township of Whitewater Region is one of seventeen lower-tier municipalities in the County of Renfrew.

Throughout the Township, some of the largest land use designations include agriculture, an environmental protection area and sensitive lakes. The prolonged protection and integrity of these lands and watercourses are important to the long-term viability of the Township.

Community Improvement Plans (CIPs) have been integral in supporting and encouraging neighbourhood revitalization improvements in the Province of Ontario. Recently, a CIP has been developed for the Township of Whitewater Region. The CIP will serve as a long-term framework that will direct and guide community improvements through financial incentives and municipally-driven projects.

The Township's CIP is to be implemented in two phases; Phase One being programs currently within the provisions of the County of Renfrew Official Plan (which includes the villages and hamlets).

Phase Two will include programs such as value-added agriculture, water quality improvements, shoreline and waterfront protection, septic system remediation and brownfield redevelopment. An amendment to the County of Renfrew Official Plan will be required to designate the entire Township as a Community Improvement Project Area in order to implement programs in areas of the Township other than villages and hamlets.

Community improvement planning is used to benefit communities in the Province of Ontario by enabling municipalities to provide grants and loans to encourage investment in target communities. The revitalization of communities through the implementation of CIPs can be used to promote and attract tourism, business investments, and economic development, such as those programs and grants offered in Phase One of the CIP. Community Improvement Plans may also be used to encourage brownfield rehabilitation, environmental remediation and redevelopment as well as effectively utilize existing community infrastructure, such is the intent of Phase Two of the CIP.

Presently, municipalities in Ontario are using community improvement planning to address a range of challenges including the management of growth, the intensification of communities, employment opportunities, and accessibility enhancements. The revitalization efforts of Phase Two will be focused on encouraging the rehabilitation and improvement of privately held lands throughout the Whitewater Region. The CIP can implement a package of programs to promote improvements to water quality, shoreline and waterfront protection, septic system remediation, as well as add value to existing agricultural uses.

The Township Council approved a by-law designating the Township's settlement areas as Community Improvement Project Areas (CIPAs) on Wednesday July 5, 2017. This by-law allows Council to prepare a plan that will be suitable for the adoption of a Community Improvement Plan for the community improvement project area. An amendment to the County of Renfrew Official Plan will be required to the County Official Plan to designate the entire Township as a Community Improvement Area for Phase Two of the CIP. The CIP policies will also be updated to allow other environmental remediation initiatives to be implemented in the Township. The CIP must be adopted in accordance with the public consultation requirements of the Planning Act.



Section 2

Planning Context

2.1 Agriculture

While agricultural activity in the Township of Whitewater Region has experienced change in the past few decades and is challenged by the availability of prime agricultural areas, it remains a very important component of the economy.

Prime agricultural areas normally include Class 1, 2 and 3 land under the Canada Land Inventory for Agriculture or specialty crop land. Soils in Class 1, 2 and 3 cover less than fifteen (15) per cent of the total land area in the County, but conversely cover nearly thirty (30) per cent of the total land area in the Township.



2.2 Environmental Protection Area

There are numerous natural water systems and natural heritage features within the Township of Whitewater Region.

The Township is home to many lakes, Provincially Significant Wetlands (PSW) and Areas of Natural and Scientific Interest (ANSI). Local water systems and natural heritage features include:

- Muskrat Lake, Mud Lake, Olmstead Lake, Jeffreys Lake, Lake Garden, Little Lakes, Astrolabe Lake, Round Lake, Pumphouse Lake, Dump Lake, Smiths Lake, Waites Lake, and Edmunds Lake;
- Muskrat Lake Wetland Complex, Mud Creek/Mud Creek Wetland, Cobden Wetland, Westmeath Bog Wetland, and Bellow's Bay Wetland;
- Pretty's Hill ANSI, Rapides Paquette ANSI, and Lapasse Pipeholes ANSI.

These natural water systems and natural heritage features require special attention as they may be sensitive to environmental damage or contain potential threats to life and property, if developed.

2.3 Sensitive Lakes

Lake sensitivity refers to the sensitivity of a lake to changes in water quality resulting from nutrient inputs originating from land-based sources. The Ministry of Environment and Climate Change and the Ministry of Natural Resources and Forestry use the amount of oxygen required to support lake trout as a guideline to determine the sensitivity of a lake to further nutrient inputs.

Muskrat Lake has been identified by the Ministry of Environment and Climate Change and the Ministry of Natural Resources and Forestry as being highly sensitive (at capacity) Lake Trout Lake.

The Township has extensive areas of shoreline along the Ottawa River and inland lakes. Both waterfront residential and tourist commercial sectors are vital components of the Township's economic base. The protection of natural shoreline vegetation and features contributes to the economic viability of waterfront residential and tourist commercial sectors.





Section 3

Legislative Authority

Legislative Authority

The Community Improvement Plan has been developed in accordance with Section 28 of the **Planning Act** as well as other relevant policies and documents including the **Provincial Policy Statement, County of Renfrew Official Plan and Municipal Act**.



Section 4

Policy Review

4.1 Provincial Policy Statement

The Provincial Policy Statement (PPS) 2014 provides guidance and policy direction to municipalities on matters of provincial interest pertaining to land use planning in the Province of Ontario. The implementation of a Township Community Improvement Plan will supplement and further support the policies and objectives in the Provincial Policy Statement put forward by the Province of Ontario.

With regard to Community Improvement Plans, the Provincial Policy Statement does not specifically reference community improvement planning but does outline policies that focus on growth and development in settlement areas and recognizes the importance of rural areas to our quality of life and economic success. The PPS supports healthy, integrated and viable rural areas by leveraging rural assets and amenities while protecting the environment as the foundation for a sustainable economy. The PPS also includes rural policies that support: the promotion of recreation, tourism, and other economic opportunities; development that is compatible with the rural landscape; and the promotion and protection of agricultural uses, on-farm diversified uses, and normal farm practices

4.2 Planning Act

The Planning Act governs land use planning in the Province of Ontario. Under Section 28 of the Planning Act, single-tier, lower-tier and upper-tier municipalities in the Province of Ontario are authorized to implement and approve Community Improvement Plans. Prior to 2007, the Ministry of Municipal Affairs and Housing was responsible for the approval of community improvement plans; however, the Ministry now serves an advisory and consulting role for municipalities wishing to pursue community improvement planning.

Section 28 of the Planning Act, legislates the implementation of Community Improvement Plans including the granting of powers to local municipal governments for the issuance of grants and/or loans subject to requirements for the preparation of a CIP, public consultation, the designation of community improvement areas, amendments to CIPs, and the appeal process to the Ontario Municipal Board.

A Community Improvement Plan is defined in the Planning Act as “a plan for the community improvement project area.” Community Improvement Project Areas are defined as “a municipality or an area within a municipality, the community of which in the opinion of Council is desirable because of age, dilapidation, overcrowding, faulty arrangement, and unsuitability of buildings or for any other environmental, social or community economic development reason”

“Community Improvement” is “the planning or replanning, design or redesign, clearance, development or redevelopment, construction, reconstruction and rehabilitation, improvement of energy efficiency, or any of them, of a community improvement project area, and the provision of such residential, commercial, industrial, public, recreational, institutional, religious, charitable, or other uses, buildings, structures, works, improvements or facilities, or spaces therefore, as may be appropriate or necessary,” as defined in Section 28(1) of the Planning Act.

Under Section 28(3), municipalities are authorized to acquire land within the community improvement project areas, hold land, as well as clear or grade land in preparation for community improvement.

Under Section 28(6), the Township may construct, repair, rehabilitate or improve buildings on land acquired or held by it in the community improvement project area in conformity with the community improvement plan, and sell, lease or otherwise dispose of any such buildings and the land appurtenant thereto.

Under Section 28(7), municipalities are authorized to provide grants and loans for the purpose of community improvement planning to registered owners, assessed owners and tenants of lands and buildings with respect to the community improvement plan that has come into effect.

Under Section 28(13), Council is authorized through by-law to dissolve the community improvement project area when they are satisfied that the community improvement plan has been carried out.



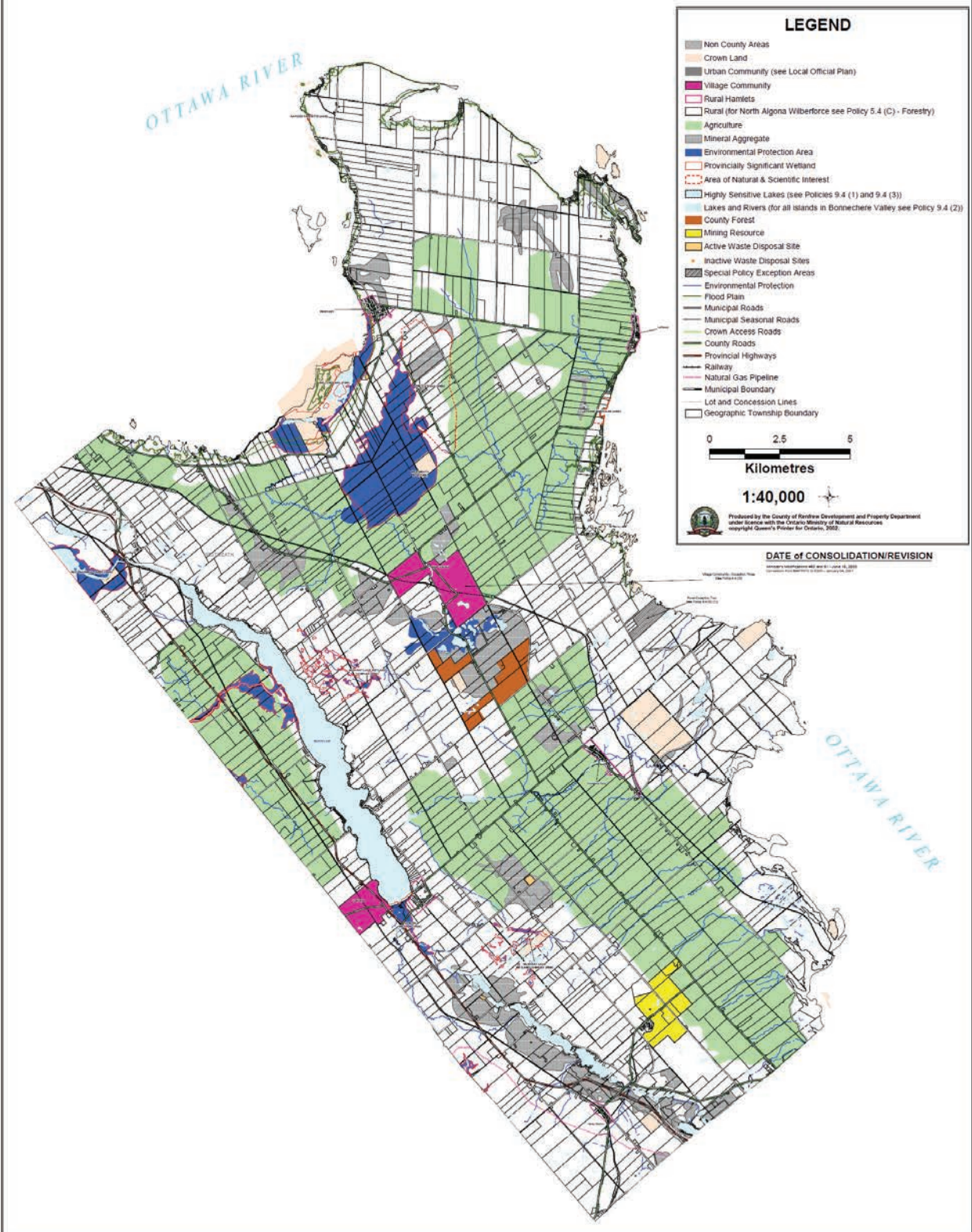
4.3 County of Renfrew Official Plan

Section 15.4 of the County of Renfrew Official Plan (Community Improvements) establishes the provisions for the development and implementation of Community Improvement Plans for lower-tier municipalities. The Community Improvement Policies designate the Urban Communities, the Village Communities, and the Rural Hamlets in the County of Renfrew as Community Improvement Areas as shown on Schedule 'A' of the County Official Plan. The Community Improvement policies also establish policies for the preparation of community improvement projects.

This, Phase Two of the Township Community Improvement Plan, will require an amendment to designate the entire Township of Whitewater Region as a community improvement project area. An amendment will also be required to allow for programs and projects not currently within the community improvement plan provisions such as value-added agriculture, water quality improvement, septic system remediation, shoreline protection and remediation and waterfront redevelopment.

Schedule 'A' Township of Whitewater Region Enlargement of the County Official Plan identifies the designated land uses for the entire Whitewater Region.

**COUNTY OF RENFREW OFFICIAL PLAN
SCHEDULE "A"
Township of Whitewater Region Enlargement**



4.4 Municipal Act

The Municipal Act, 2001 under Section 106(1) prohibits a municipality from assisting directly or indirectly any manufacturing business or other industrial or commercial enterprise through the granting of bonuses. Under Section 106(2), the municipality shall not grant assistance by:

- a) giving or lending any property of the municipality, including money;
- b) guaranteeing borrowing;
- c) leasing or selling any property of the municipality at below fair market value; or
- d) giving a total or partial exemption from any levy, charge or fee.

Section 106(3) allows an exception to permit Council to exercise its authority under Section 28(6), (7) or (7.2) of the Planning Act with respect to community improvement planning.

Section 107 of the Municipal Act, 2001 provides municipalities with the authority to make and provide grants for purposes that Council considers appropriate to any person, group or body, including a fund, within or outside the boundaries of the municipality for any purpose that Council considers to be in the interests of the municipality. Section 107(2) provides additional provisions including:

- a) to guarantee a loan and to make a grant by way of a loan and to charge interest on the loan;
- b) to sell or lease land for nominal consideration or to make a grant of land;
- c) to provide for the use by any person of land owned or occupied by the municipality upon such terms as may be fixed by Council;
- d) to provide for the use by any person of officers, employees or agents of the municipality upon such terms as may be fixed by Council;
- e) to sell, lease or otherwise dispose of at a nominal price, or make a grant of, any personal property of the municipality or to provide for the use of the personal property on such terms as may be fixed by Council; and
- f) to make donations of foodstuffs and merchandise purchased by the municipality for that purpose.

Section 365.1 of the Municipal Act, 2001, authorizes municipalities to provide property tax assistance to eligible Brownfield properties through the cancellation or deferral of the municipal portion of property taxes. The deferral of municipal property taxes is provided to eligible Brownfield property owners and tenants of commercial and mixed-use buildings who have engaged in improvements and/or repairs where improvements have increased the assessed value of the property taxes associated with the property. As per the Municipal Act, an eligible Brownfield property is defined as one for which a Phase II Environmental Site Assessment has been conducted.

This, Phase Two of the Township Community Improvement Plan, will include an improvement and rehabilitation grant program for brownfield properties as one of the financial incentive programs. The Brownfields Financial Tax Incentive Program (BFTIP) is an initiative offered by the Province of Ontario to encourage the clean-up and redevelopment of brownfield properties.

The program provides provincial education property tax assistance to match municipal property tax assistance for the rehabilitation of eligible brownfield properties. The Province may cancel all, or a portion of the education property taxes of a property for up to three years. The implementation of a brownfields property rehabilitation grant program as well as the BFTIP will support and encourage brownfield property improvements in the Township of Whitewater Region. BFTIP is a program of the Ministry of Finance, administered by the Ministry of Municipal Affairs and Housing.

An application to the BFTIP will can only be made when a municipal tax assistance program is in place. It will require an application from the Township to the Province and will be considered in Phase Two. Applications to the Province for the BFTIP will be at the discretion of the Township.



Section 5

Public Consultation

Public Consultation

In order to understand the potential strengths, weaknesses, opportunities and threats to assist with projects such as value-added agriculture, water quality improvements, shoreline and waterfront protection, septic system remediation, and brownfield redevelopment in the Township, the policies and programs that could be used to ensure a successful revitalization, a workshop meeting was held with Township staff and representatives of the Muskrat Watershed Council on November 16, 2017 followed by site visits with the CBO/Manager of Building & Property Services.

5.1 CIP Information Sessions

Open House March 6, 2018 – IMPROVEMENT GRANTS and PROGRAMS

An Open House was held to present the potential improvements using conceptual renderings and other visualizations highlighting the proposed CIP incentive programs. Overall, the CIP was well received and there was a general agreement that it would be supported and used by the community.

Statutory Public Meeting **April 18, 2018.**

A statutory public meeting was held on April 18, 2018 to present Phase Two of the CIP program including the goals and objectives of the proposed plan.



Section 6

Goals and Objectives

Goals and Objectives

The Township of Whitewater Region has identified the development of a CIP as a high priority with regard to the Township's Strategic Plan 2016-2019. The CIP will serve as a long-term framework that will direct and guide community improvements through financial incentives and municipally-driven projects.

Phase Two of the Community Improvement Plan for the Township of Whitewater Region will set out to:

1. Encourage residents to pursue developments that will add value to agriculture uses;
2. Enhance water quality of the Township's complex hydrologic system;
3. Promote shoreline and waterfront protection;
4. Identify and encourage septic system remediation where necessary; and
5. Promote the remediation and redevelopment of brownfield sites.



Application Process

Property owners and tenants seeking to apply for a financial incentive program must submit a Community Improvement Plan Phase Two application form in person, electronically or by mail to the Township Office. In addition to the main application form, applicants may be required to submit supporting documents such as contracts, professional drawings, renderings, and cost estimates of the project(s) they wish to pursue.

Once applications are received, they will be forwarded to the Township Community Improvement Plan Review Committee for consideration.

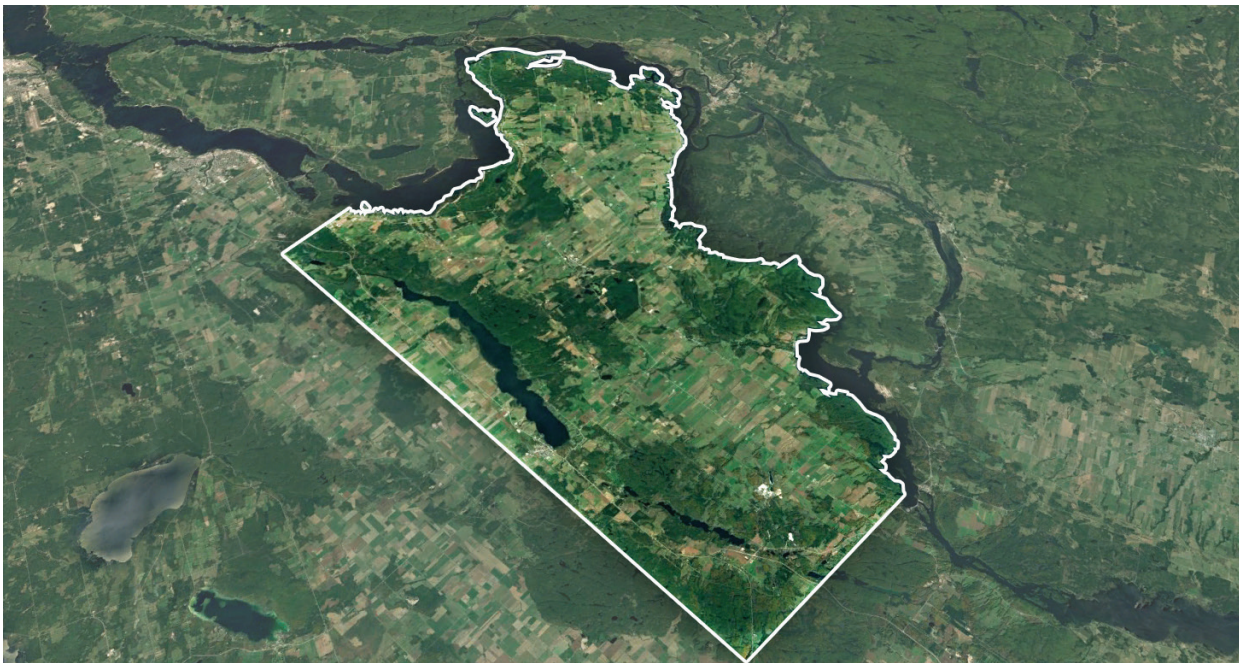
Final decisions on the applications and allocation of funds shall be made by Council on recommendation of the Committee. The applicant shall be afforded an opportunity to appeal the Committee's recommendation to Council. The applicant will be contacted following submission to discuss the next steps and determine whether or not other supporting documents and/or changes are required. Any questions or comments regarding the Township CIP programs can be forwarded to the Township of Whitewater Region to the attention of the CAO/Clerk.

Applications will generally be received twice annually (spring and fall) or as otherwise determined by the Township with Council establishing the overall funding envelope through the annual budget process. Applications will be reviewed by the Committee and presented to Council for approval.



Community Improvement Project Area - Phase Two

For Phase Two of the CIP, the Community Improvement Project Area (CIPA) will include the entire Township. An amendment to the County of Renfrew Official Plan will be required to designate the entire Township as a CIPA.





Section 9

Community Improvement

Community Improvement Plan Incentive and Tools - Phase Two

The following incentives and tools were specifically developed to promote improvements in the Community Improvement Project Area. These community improvement needs are based on the results of the background study and input from the public, stakeholders and Township staff. The purpose, type, duration, eligibility criteria, and application requirements for each of the financial incentive programs are described in detail below.

General Program Requirements

The general and program-specific requirements contained in this CIP are not necessarily exhaustive and the Township reserves the right to include other requirements and conditions as necessary on a property specific basis. All of the financial incentive programs contained in this CIP are subject to the following general requirements, as well as the individual requirements specified under each program.

- a) The Township reserves the right to audit the cost of project feasibility studies approved under any of the financial incentive programs, at the expense of the applicant.
- b) The Township is not responsible for any costs incurred by an applicant in relation to any of the programs, including, without limitation, costs incurred in anticipation of a grant.
- c) If the applicant is in default of any of the general or program-specific requirements, or any other requirements of the Township, the Township may delay, reduce or cancel the approved grant.
- d) The Township may discontinue any of the programs at any time, but applicants with approved grants will still receive said grant, subject to meeting the general and program-specific requirements.
- e) All proposed works approved under the incentive programs and associated improvements to buildings and/or land shall conform to all Municipal by-laws, policies, procedures, standards, guidelines, including applicable Official Plan and Zoning requirements, and approvals.
- f) The improvements made to buildings and/or land shall be made pursuant to a Building Permit and/or other required permits, and constructed in accordance with the Ontario Building Code and/or other municipal requirements.
- g) Outstanding charges from the Township (including tax arrears), work orders, and/or orders or requests to comply must be satisfactorily addressed prior to application processing and grant payment.
- h) Staff, officials and/or agents of the Township may inspect any property that is the subject of an application for any of the financial incentive programs offered by the Township.
- i) The total of all grants provided shall not exceed the cost of the improvements.
- j) In all cases, if the applicant is not the owner of the property, the applicant must provide written consent from the owner of the property to make the application and undertake the works.
- k) Proposed building and/or site improvements must not have commenced prior to approval(s).
- l) Applicants may be required to enter into a maintenance agreement with the Township and shall undertake to keep the property, and specifically those parts of the property subject to the CIP improvement project, in good condition.

Council retains the right, in its sole and absolute discretion, to extend, revise, or alter this CIP, subject to the objectives of Council and the satisfactory performance of the Plan in the opinion of Council. However, the following amendments to the CIP will require a formal amendment process:

1. Addition of new municipal assistance programs involving grants, loans, tax assistance or land; or
2. An increase in the proportion of a financial incentive to be offered within the municipal CIP program.

The following programs are being offered as part of this CIP. However, Council will review its municipal budget on a yearly basis and decide on which programs are in effect on a yearly basis.

Building and Site Improvement Programs

1. Septic System Improvement Grant Program
2. Cattle Fencing Grant Program
3. Shoreline Restoration and Naturalization Grant Program
4. Agriculture Buffers Improvement Grant Program
5. Agriculture Value-Added Grant Program
6. Brownfield Rehabilitation Grant Program

The following table presents a summary of the recommended CIP programs:

Program	Grant Amount
Septic System Improvement Grant Program	Up to maximum of 50% of eligible costs up to a maximum grant of \$7,000
Cattle Fencing Grant Program	Up to a maximum of 50% of eligible costs up to a maximum grant of \$1,000
Shoreline Restoration and Naturalization Grant Program	Up to a maximum of 50% of eligible costs up to a maximum grant of \$5,000
Agriculture Buffers Improvement Grant Program	Up to a maximum of 50% of eligible costs up to a maximum grant of \$2,000
Agriculture Value-Added Grant Program	Up to maximum of 50% of eligible costs up to a maximum grant of \$5,000
Brownfield Rehabilitation Grant Program	Up to a maximum of 50% of eligible costs up to a maximum grant of \$5,000
Total Amount per Property	\$10,000 per Property (excluding building permit and planning fee rebates)

9.1 Septic System Improvement Grant Program

Purpose	To limit excessive amounts of nutrients, particularly phosphorus, carried into a water body from poorly maintained septic systems by encouraging the use of modern technologies.
Grant Amount & Disbursement	Matching grant of up to a maximum of 50% of eligible costs up to a maximum grant of \$7,000, whichever is less, per property. The Grant will be disbursed as follows: -100% on Final Completion.
Eligible Costs	Improvements and maintenance of septic systems including: <ul style="list-style-type: none"> - Septic system inspections; - Relocation of septic system away from highwater mark; - Installation of an effluent filter in a septic tank, to reduce the amount of solids entering the leaching bed, which prevents clogging; - Installation of a composting or greywater toilet; - Installation of technologies (e.g. electrocoagulation) designed to reduce phosphorous loading, and; - Any other work as approved by the Township.
Additional Requirements	Applicants will submit design drawings, engineering plans, and a work plan indicating proposed improvements, and a cost estimate for the works. The grant will be paid based on the actual cost of the work, up to the amount approved in the application. All completed drawings/plans must comply with the description of the work plan as provided in the grant application form.



9.2 Cattle Fencing Grant Program

Purpose	To promote the construction of fences to prohibit cattle and other livestock from direct access to water bodies.
Grant Amount & Disbursement	<p>Matching grant of up to a maximum of 50% of eligible costs up to a maximum grant of \$1,000, whichever is less, per property.</p> <p>The Grant will be disbursed as follows: -100% on Final Completion.</p>
Eligible Costs	Improvements to or construction of fencing or any other fencing-related work such as water pumps, trough system, and any other work as approved by the Township.
Additional Requirements	<p>May apply to multiple fences per property.</p> <p>Applicants will submit design drawings indicating proposed improvements, and a cost estimate for the works.</p> <p>The grant will be paid based on the actual cost of the work, up to the amount approved in the application.</p>



9.3 Shoreline Restoration and Naturalization Grant Program

Purpose	To promote water quality protection, improve wildlife habitat, prevent shoreline erosion.
Grant Amount & Disbursement	<p>Matching grant of up to a maximum of 50% of eligible costs up to a maximum grant of \$5,000, whichever is less, per property.</p> <p>The Grant will be disbursed as follows: - 100% on Final Completion.</p>
Eligible Costs	<p>Site improvement works/materials, including the following:</p> <ul style="list-style-type: none"> - Cost of native shoreline plantings; - Installation of shoreline protection measures including but not limited to: <ul style="list-style-type: none"> o Brush mattresses; o Coir logs; o Fascines/bundled branches; o Live siltation; o Root wards; or o Rock revetments. - Removal of existing retaining walls. - Any other related work as approved by the Township.
Additional Requirements	<p>Applicants will submit design drawings, engineering plans, a work plan indicating proposed improvements, and a cost estimate for the works.</p> <p>The grant will be paid based on the actual cost of the work, up to the amount approved in the application.</p> <p>All completed drawings/plans must comply with the description of the work plan as provided in the grant application form.</p>

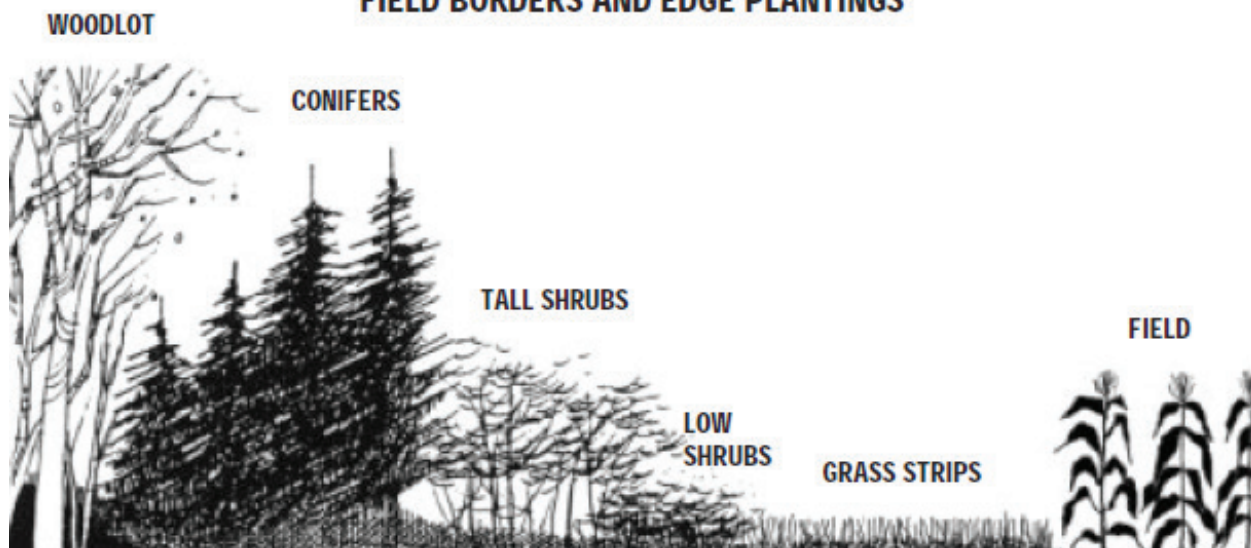


9.4 Agriculture Buffers Improvement Grant Program

Purpose	To prevent some of our most serious environmental problems such as water pollution, soil erosion and the destruction of natural shorelines.
Grant Amount & Disbursement	<p>Matching grant of up to a maximum of 50% of eligible costs up to a maximum grant of \$2,000, whichever is less, per property;</p> <p>The Grant will be disbursed as follows: - 100% on Final Completion</p>
Eligible Costs	<p>Provision of agriculture buffer improvements, including:</p> <ul style="list-style-type: none"> - Installation of riparian buffers; - Installation of windbreaks, shelterbelts and living snow fences; - Installation of contour grass strips and vegetative barriers; and - Any other related work as approved by the Township.
Additional Requirements	<p>Applicants will submit design drawings, engineering plans, a work plan indicating proposed improvements, and a cost estimate for the works.</p> <p>The grant will be paid based on the actual cost of the work, up to the amount approved in the application.</p> <p>All completed drawings/plans must comply with the description of the work plan as provided in the grant application form.</p>



FIELD BORDERS AND EDGE PLANTINGS



9.5 Agriculture Value-Added Grant Program

Purpose	To promote development or improvement of agricultural, agricultural-related and on-farm diversified uses within the Township.
Grant Amount & Disbursement	<p>Matching grant of up to a maximum of 50% of eligible costs up to a maximum grant of \$5,000, whichever is less, per property.</p> <p>The Grant will be disbursed as follows: - 100% on Final Completion.</p>
Eligible Costs	<p>The construction or improvements to uses permitted by the Guidelines on Permitted Uses in Ontario's Prime Agricultural Areas, including but not limited to:</p> <ul style="list-style-type: none"> - Produce stands; - Cheese factory; - Bakery; - Signage; - Agri-tourism and recreation uses (e.g., hay rides, corn maze, petting zoo, equine events, seasonal events); or - Any other use as approved by the Township.
Additional Requirements	<p>Applicants will submit design drawings, architectural or engineering plans, and a work plan indicating proposed improvements, and a cost estimate for the works.</p> <p>The grant will be paid based on the actual cost of the work, up to the amount approved in the application.</p> <p>All completed drawings/plans must comply with the description of the work plan as provided in the grant application form.</p>



9.6 Brownfield Rehabilitation Grant Program

Purpose	To encourage the remediation, rehabilitation and adaptive re-use of brownfield sites by providing grants to help pay for additional rehabilitation costs normally associated with brownfield sites.
Grant Amount & Disbursement	<p>Matching grant of up to a maximum of 50% of eligible costs up to a maximum grant of \$5,000, whichever is less, per property.</p> <p>The Grant will be disbursed as follows:</p> <ul style="list-style-type: none"> - 100% on Final Completion.
Eligible Costs	<p>Eligible costs relate to reducing the concentration of contaminants on, in, or under the subject property to permit a record of site condition to be filed in the Environmental Site Registry under Section 168.4 of the Environmental Protection Act. Eligible costs include costs for:</p> <ul style="list-style-type: none"> - Phase III Environmental Site Assessments (ESAs) and Risk Assessment Plans (except where such a cost has been included as part of an issued Environmental Study Grant); - Environmental remediation costs, including any action taken to reduce the concentration of contaminants on, in or under the property to permit a Record of Site Condition to be filed in the Environmental Site Registry under Section 168.4 of the Environmental Protection Act; - Costs related to complying with any certificate of property use issued under Section 168.6 of the Environmental Protection Act; - The costs of preparing a Record of Site Condition; - Placing clean fill and related grading; - Installing environmental and/or engineering controls or works, as specified in the Phase III ESA and/or Risk Assessment Plan; - Monitoring, maintaining and operating environmental and engineering controls/works, as specified in the Phase III ESA and/or Risk Assessment Plan; and - Environmental insurance premiums.
Additional Requirements	<p>For a property to be considered for the Brownfield Rehabilitation Grant Program, a Phase II Environmental Site Assessment must have been conducted for the site.</p> <p>Applicants will submit design drawings, landscaping/site plans, a work plan indicating proposed improvements, and a cost estimate for the works.</p> <p>The grant will be paid based on the actual cost of the work, up to the amount approved in the application.</p> <p>All completed drawings/plans must comply with the description of the work plan as provided in the grant application form.</p> <p>The Township reserves the right to request additional plans or studies, such as lot grading plans, drainage plans, and stormwater management plans.</p>





10.1 Application Review Process

Applications for CIP incentive programs will be processed as follows:

1. Pre-application consultation with the Township;
2. Completion of application forms and submissions of any supporting documentation;
3. Screening of applications by the Township to ensure compliance with minimum eligibility requirements outlined in the CIP;
4. Evaluation by the Township;
5. Prior to release of funds, the Township will require proof of all costs submitted by the applicant.

Evaluation and approval of applications will be coordinated by a Committee formed by the Manager of Development, the Chief Building Official and the Director of Finance and Economic Development with assistance by other members of Council and Staff, if required.

Applications that require annual funding under the following programs will be accepted, evaluated and determined on a 'first-come first-served' basis.

All funds allocated during a calendar year will be taken from the annual budget for the CIP during the year of approval for funding, even where funds are disbursed in the following calendar year.

Projects must be completed within one year of approval, but recipients may apply for a grant extension. Application intake for budgeted programs will occur until annual budgets are exhausted. These programs will be "closed" until the following year's municipal budget is approved.

Applications are encouraged for projects that are eligible for funding under more than one program, up to the maximum of \$10,000 per property. However, the total of all grants provided shall not exceed the eligible costs of the improvements of the property. Council reserves the right to limit access to funding from multiple programs if, in its determination, there is a degree of overlap of funding that is not an appropriate use of scarce resources or the value of individual project funding is deemed to unduly limit the availability of community improvement funding to other projects in the Township.

The principle of matched funding implies that Council will not fund more than 50% of eligible costs or stated maximums.

The amount of the grants provided shall not exceed eligible costs of the improvements to the property.

Council may extend, revise, or alter this CIP subject to funding, the objectives of Council, and the performance of the CIP. The following amendments to the CIP will require a formal amendment process:

1. Addition of new municipal assistance programs involving grants, loans, tax assistance or land; or
2. An increase in the proportion of a financial incentive to be offered within the municipal CIP program.

10.2 Administration and Financial Implications

Phase Two of the Community Improvement Plan will be administered by the Township of Whitewater Region as part of the implementation of the Community Improvement Policies of the County of Renfrew Official Plan.

It is recommended that the Township allocate **\$30,000 per year** (for a total of \$50,000 for both phases) towards grant incentive programs during the initial years of the CIP. This represents potential range of assistance to a minimum of three (3) up to ten (10) properties per year with a \$10,000 maximum funding amount per property.

It is not possible to accurately predict the number and scale of applications in advance of implementing the Plan. The recommended funds are minimums that should be approved in order to meet the goals of the Plan over the five-year term. These funding levels can then be evaluated and adjusted in future years of the Plan.

Funding allocations contained in this Plan are subject to review and approval by Council. Financial incentives proposed in this CIP are based on a five year cycle, but are also subject to the Township's fiscal situation and will be determined on a yearly basis during Council's annual budget allocation.



Section 11

Monitoring and Amendments

Monitoring and Amendments

Township Staff will conduct periodic reviews of the CIP programs and activities relating to Community Improvement to determine their effectiveness and provide an update to Council. Council may amend this Plan as is necessary to ensure that goals and objectives outlined in this Plan are achieved. Any increase in program financing permitted under Section 28 of the Planning Act will require an amendment to this Plan. An extension to any program for up to an additional five years and any decrease in program financing due to Municipal budgetary constraints in any given year will not require amendments to this Plan. An amendment to the Community Improvement Plan requires a statutory public meeting with notice requirements in accordance with the Planning Act.

Following the first year of the program, the Township should evaluate the effectiveness of the organizational and funding structure of the CIP process, the evaluation process, and the amount of staff resources and other resources to administer, monitor, and market the Plan.

The following measures are recommended for monitoring the CIP programs:

1. **Annual Report** – An annual Township CIP report will be produced and presented to Council.
2. **Post-Project Evaluation Report** – Following the completion of the community improvement project(s), municipal staff should prepare a project close-out checklist with detailed descriptions of the work completed with any issues that may have arisen during the application process. This information can be used in the preparation of the annual report to Township Council on Community Improvement Plan projects.
3. **Application Database** – A database of past CIP applications can be used to assess the effectiveness of various financial incentive programs with amendments to the Township CIP made where necessary.



Marketing Strategy

Applications for CIP incentive programs will be processed as follows:

The marketing of Community Improvement Plan programs will ensure that residents, property owners and tenants are familiar and aware of the programs offered for community improvement planning. Marketing campaigns and strategies shall be developed by the Township following the implementation of the Township CIP Phase Two.

The following are a number of marketing practices that will be used to market several of the Township CIP programs.

- 1. Township Website and Social Media** – The newly designed webpage for the Township of Whitewater Region provides an opportunity to advertise Phase Two of the Township CIP and its financial incentive programs. Social media platforms could be used to advertise and market the Township CIP residents that can be used to reach a large demographic.
- 2. Newsletters and Pamphlets** – The Township may prepare newsletters and pamphlets for residents, property owners, and tenants containing information on the Township CIP. Township CIP pamphlets may be included in the annual tax bills that are sent out to all Township residents.
- 3. Information Sessions** – The Township may hold one or more workshops and/or open houses for Township residents regarding community improvement planning in Ontario, as well as the various financial incentive programs offered.
- 4. Newspaper Advertisements** – The Township may prepare newspaper advertisements in local media marketing the programs of the Township CIP.
- 5. Successful Projects** – Where there are successful improvement projects, the Township shall use examples

