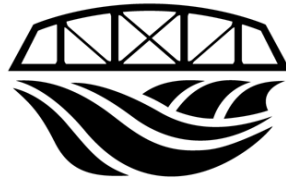


# The Corporation of the Town of Bracebridge



**BRACEBRIDGE**  
*The Heart of Muskoka*

## **Community Improvement Plan** **Business Incentive Strategy**

**2020-2025**  
**Guidelines**

December 9, 2020

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## **1.0 PURPOSE**

The purposes of the Implementation Guidelines are:

- 1.1. To be the companion document for the *Bracebridge Community Improvement Plan (Bracebridge CIP)* and to set out the details and processes for implementation of the Town's new Community Improvement Plan; and
- 1.2. To make the application, approval and administrative process for the Bracebridge Community Improvement Plan's Financial Incentive Programs clear and transparent for Council, staff, applicants and the public.

The Implementation Guidelines contain information for programs that are available in 2020 through to 2025. Details on program eligibility requirements, application submission and evaluation, financing and approval processes are included. Staff will utilize the Guidelines to administer and monitor the CIP programs.

## **2.0 BACKGROUND**

The *Bracebridge Business Improvement Area Community Improvement Plan (BIACIP)* was in effect from 2005 to 2013, offering financial incentives that motivated and assisted with over twenty-five (25) façade improvement and signage improvement projects in the Central Business District. This plan, the original CIP for Bracebridge was based on Community Improvement tools that were available to municipalities at that time. In 2007, changes to Section 28 of the *Planning Act* created a number of new options for municipalities for Community Improvement Plans.

The *Bracebridge CIP (September 2012)* replaces the *Bracebridge Business Improvement Area CIP* and provides a more strategic and flexible framework for community improvement throughout the Town. The *Bracebridge CIP* identifies Municipal Leadership Initiatives and Financial Incentive Programs that may be implemented in key commercial, industrial, business, mixed-use, and tourist areas of Bracebridge. The entire area of the Town has been designated as the *Bracebridge Community Improvement Project Area* within this plan.

## **3.0 GENERAL ELIGIBILITY CRITERIA**

In addition to the eligibility requirements identified for each of the Financial Incentive Programs in Section 7, the following general eligibility criteria must be met:

- 3.1 All proposed projects must generally achieve the goals and objectives for community improvement as identified in the Bracebridge Community Improvement Plan;
- 3.2 The proposed exterior design of buildings, including signage, must be consistent with any applicable Façade and Signage Guidelines, Urban Design Guidelines or Site Plan Guidelines;
- 3.3 The total of the Grants and Loans provided to an applicant (where applicable) shall not exceed the eligible cost of the community improvement project with respect to those lands and buildings;
- 3.4 The property owner must have no outstanding property tax arrears, or any other Municipal accounts receivable on the subject property at the time of application or at any time during their participation in the program;

- 3.5 The property owner shall satisfy any outstanding work orders (building, fire, zoning, etc.) issued by the Town on any properties owned within the Town prior to funding approval;
- 3.6 Proposed projects must be in accordance with all applicable District and Town policies, by-laws, provisions, standards, and guidelines (unless there is an active application for an Official Plan Amendment or Zoning By-law Amendment that is associated lands subject to the Financial Incentive application); and
- 3.7 Property owners and tenants, to whom the owner has provided written consent for the application, are eligible for financial incentives unless otherwise specified by the Financial Incentive Program descriptions provided in Section 7 of these Guidelines.

#### **4.0 CONDITIONS AND RESTRICTIONS**

The following conditions and restrictions apply to all Financial Incentive Programs as outlined in Section 7 of these Guidelines.

- 4.1 Where required, in accordance with the Financial Incentive Program descriptions in Section 7, owner(s) / tenant (s) must match the Town's financial contribution;
- 4.2 Projects must be completed in accordance with applicable planning approvals and required permits;
- 4.3 Completed projects must be consistent with the original project description provided by the applicant and approved by the Town, supporting materials, and any applicable program agreement;
- 4.4 Applications must be submitted in accordance with requirements for financial incentive applications provided in Section 6 of these Guidelines;
- 4.5 Applications must be submitted to the Town and approved prior to commencing any community improvement works;
- 4.6 A landowner or tenant may apply for up to two (2) different financial incentive programs per calendar year provided that the incentive program has been put into effect by the Town at the time of application;
- 4.7 A landowner or tenant may apply and be approved for multiple financial incentive applications for individual properties over the life of this plan;
- 4.8 Funding approval will lapse if a notice of completion is not issued within twelve (12) months of the date of execution of the Financial Assistance Agreement;
- 4.9 The Community Improvement Implementation Committee (CIIC) may grant an extension for community improvement works following receipt of a written request by the owner setting out the reasons for the extension;
- 4.10 The Town of Bracebridge reserves the right to discontinue these programs at any time; and,
- 4.11 All programs included in these Implementation Guidelines, unless otherwise extended by Town of Bracebridge Council, will expire on December 31, 2025.

## **5.0 APPLICATION PROCESS**

The following is a summary of the process for the submission, evaluation, and approval of Financial Incentive Program applications.

<b><u>Step</u></b>	<b><u>Detail</u></b>
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<b>STEP 1:</b>	<b>PRE-CONSULTATION</b>
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Applicants must hold a pre-consultation meeting with designated CIP program staff from the Town's Planning & Development Department, prior to submitting an application, in order to confirm requirements for a complete application.

<b>STEP 2:</b>	<b>APPLICATION SUBMISSION</b>
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Complete applications are to be submitted to the Planning & Development Department. Applications for Financial Incentives that accompany a submission to support any Town-issued permit applications must be approved prior to the issuance of these permits.

Applications for Financial Incentive Programs offered must include:

- One (1) copy of the completed application form;
- One (1) copy of all supporting documentation, as determined by the Community Improvement Implementation Committee at a pre-consultation meeting, which may include (but is not limited to):
  - Specifications of the proposed project, including good quality plans, drawing, and studies;
  - Quality photographs of the existing building condition;
  - Historical photographs and/or drawings;
  - Two (2) cost estimates for eligible work provided by licensed contractors. Both cost estimates must be for the same scope of work; and,
  - Any additional requirements as determined by the Committee.

The Town is not responsible for any of the costs associated with a CIP financial incentive application.

All sources of additional funding/incentives must be declared at the time of application submission and will be considered upon review and evaluation of the application.

The Town of Bracebridge reserves the unrestricted right to deny or refuse any application.

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<b><u>Step</u></b>	<b><u>Detail</u></b>
<b>STEP 3:</b>	<b>APPLICATION REVIEW</b> <p>The Community Improvement Implementation Committee (CIIC) will review applications and evaluate all applications and supporting materials.</p> <p>Applications for Financial Incentive Programs will be evaluated and a recommendation will be made in accordance with:</p> <ul style="list-style-type: none"><li>• Eligibility Requirements;</li><li>• Application Requirements; and,</li><li>• Council approved annual Municipal Budget and Business Plan.</li></ul> <p>Applications for Financial Incentive Programs will be considered on a first come, first served basis to the limit of the available funding for that year.</p> <p>Applicants will be notified if their submission is incomplete.</p>
<b>STEP 4</b>	<b>APPLICATION APPROVAL</b> <p>For applications that are approved, a Financial Assistance Agreement will be prepared and executed.</p>
<b>STEP 5</b>	<b>PAYMENT</b> <p>When projects are completed, a statement with supporting invoices shall be submitted to the Town. Following this, the work will be inspected by the Town and, if approved, and the financial assistance will be initiated.</p> <p>The Town reserves the right to inspect any properties/buildings, or to audit final costs at the owner's expense upon completion of a Community Improvement project.</p> <p>Should the applicant fall into default of any of the requirements of the incentive program or other requirements established by the Town, incentives may be delayed, reduced, or cancelled. Applicants may be required to repay benefits to the Town.</p>

## **6.0 PROGRAM DETAILS**

### **6.1 *Tax Increment Equivalent Grant Program***

**Program**

**Tax Increment Equivalent Grant Program**

**Purpose:**

The Tax Increment Equivalent Grant Program offers grants to property owners whose Municipal Property Tax have increased as a result of the “substantial” development, redevelopment, or rehabilitation of an eligible building or property within designated areas.

The purpose of the program is to rebate a property tax increase for a period of time in order assist in financing “substantial” property improvements that would otherwise be considered cost prohibitive by a property owner.

The Town will benefit from a portion of the lower tier Municipal Tax increase during the grant period, and the full tax increase following the grant period.

**Program**

**Tax Increment Equivalent Grant Program**

**Availability:** The Tax Increment Equivalent Grant Program for 2020-2025 is available for the following Priority Sites:

Properties zoned CT-Tourist Commercial (Resorts only):

- High Falls Resort
- Patterson Kaye Resort and Spa
- Caribou Lodge
- Inn at the Falls (commercial lands)
- 28 McMurray Street
- 169 James Street
- 19 Monck Road
- Canyon Court Business Park
- Lands zoned M1 – Business Park
- All properties zoned M2-General Industrial
- Bracebridge Power Centre North
- Bracebridge Power Centre South
- All commercial vacant lands in C4-District Shopping Commercial
- Lands zoned C1 – Office Commercial
- Lands zoned C3 – General Commercial (Downtown)

Grants may be equal to up to 100% of the Municipal portion of the tax increase in year one, decreasing by 10% in following years for a ten year period.

**Details:**

Following the completion/reassessment of an approved development, redevelopment, or rehabilitation project, and payment of the full reassessed value of lower tier Municipal Taxes by the property owner, a grant is provided that is equivalent to all or a portion of the tax increment.

The tax increment is calculated as the difference between pre-project Lower Tier Municipal Taxes and post-project Lower tier Municipal Taxes.

The value of the grant will be determined by the Town upon approval of a financial incentive application. The value shall be subject to the confirmed reassessed value as determined by the Municipal Property Tax Assessment Corporation (MPAC).



**Program**

**Tax Increment Equivalent Grant Program**

**Eligibility:**

Tax Increment Equivalent Grant will only be available to property owners.

Eligible projects will include the substantial development, redevelopment, or rehabilitation of commercial, industrial, and mixed-use buildings/properties that result in a minimum of \$ 500,000 increase in the assessed value of the property.

Whether or not a project is considered “substantial” will be determined at the sole discretion of the Town, but will typically include projects involving:

- A vacant property;
- At least 30% of the gross floor area of an existing building is redeveloped;
- Significant infrastructure improvement or reconstruction; and/or,
- A significant number of jobs created.

The property shall be improved such that the amount of work undertaken is sufficient to result in a minimum \$500,000 increase in the assessed value of the property.

All of the General Eligibility Criteria and Conditions and Restrictions outlined in Section 3 and 4 of these Guidelines apply.

**Payment:**

Grants will be provided upon successful completion of the approved project, to the satisfaction of the Town, and payment of the full reassessed value of lower tier municipal taxes.

Grants will be paid annually for a period of up to ten years or until the total eligible costs of the improvements is reached, whichever comes first. Grants will be distributed only after the full property tax payment has been received for each individual year.

If a property is sold, in whole or in part, before the grant period lapses, neither the original owner, nor the new owner will be entitled to receive the remaining grant payments.

## **6.2 Façade Improvement Grant/Loan Program**

### **Program**

### **Façade Improvement Grant/Loan Program**

#### **Purpose:**

The Façade Improvement Grant/Loan Program offers grants and loans for improvements to the façades of existing commercial or mixed-use buildings.

The purpose of the program is to finance façade improvements that would otherwise be considered cost prohibitive by a property owner/tenant. The program will also promote improvement of the physical condition and visual aesthetic of private properties and buildings.

The Town will benefit from façade improvements to private properties, which will promote a design that is generally consistent with the community image and brand.

#### **Availability:**

The Façade Improvement Grant/Loan Program is available in the Central Business District, The District Shopping Area, and Mixed Use Areas.

#### **Details:**

The Town provides up to 50% of the cost of approved façade improvement projects by providing an equally apportioned interest free loan and grant to a maximum municipal contribution of \$10,000. The maximum municipal contribution for the façade improvement would be a \$5,000 interest free loan and a \$5,000 grant. At the sole discretion of the Town, a maximum municipal contribution of \$15,000 may be provided if:

- The building has more than one street address and/or storefront;
- The building has more than one wall that is visible from a public street or public space, or fronts onto a laneway or parking lot; and/or,
- Original heritage features are being restored.

The following outlines the evaluation criteria to be used to determine if the applicant will receive the grant:

- Adherence to Architectural Façade Design Guidelines, 1992;
- Building restoration impact;
- Aesthetic improvement to the building;
- Improvement to the streetscape (impact); and,
- Quality of the application.

**Program**

**Façade Improvement Grant/Loan Program**

**Eligibility:**

Façade improvements to existing commercial or mixed-use buildings located in the Central Business District, the District Shopping Area, and Mixed Use Areas may be considered eligible for the Façade Improvement Grant/Loan Program.

Exterior improvements to the main façade of buildings are eligible for the program. Where a side and/or rear wall is visible from a public street or public space, or fronts onto a laneway or parking lot, improvements to these walls will also be eligible.

Eligible façade improvements will include:

- Restoration/replacement of existing brickwork/cladding, or installation of new brickwork/cladding;
- Restoration or replacement of cornices, eaves, and parapets;
- Restoration or replacement of windows, doors and awnings;
- Restoration or replacement of exterior lighting;
- Chemical or other façade cleaning;
- Redesign of storefront or entrance modifications, including provisions to improve accessibility for the disabled; and
- Such other similar improvements and repairs that may be necessary to improve the appearance of a building façade exterior as may be approved by the Town.
- All of the General Eligibility Criteria in Section 3 of this Plan apply.

**Payment:**

Grants/loans will be provided on a one-time-basis upon successful completion of the approved project, to the satisfaction of the Town.

The loan will be reflected on the tax roll and may be registered and discharged by the Town in accordance with the Planning Act, the Municipal Act, the Registry Act and the Land Titles Act. The loan will be interest free for a maximum five-year term. The loan is fully open and may be repaid in full at any time prior to the end of the term, without penalty.

Repayments of the loan will be calculated based on a 5-year term commencing on the first anniversary of the approval of the Financial Assistance Agreement between the Town and the owner(s) and annually on the anniversary date thereafter until paid in full.

Prior to the sale of any property, the owner must arrange to have any outstanding loan balance repaid to the Town.

### 6.3 Signage Improvement Grant Program

**Program**      **Signage Improvement Grant Program**

**Purpose:** The Signage Improvement Grant Program offers grants to property owners for improvements to the signage of existing commercial or mixed-use buildings within certain CIP Sub-Areas identified by this Plan.

The purpose of the program is to finance signage improvements that would otherwise be considered cost prohibitive by a property owner/tenant. The program will also promote improvement of the physical condition and visual aesthetic of private property and buildings.

The Town will benefit from signage improvements to private properties, which will promote a design that is generally consistent with the community image and brand that has been identified as part of the Bracebridge rebranding exercise.

**Availability:** The Signage Improvement Grant Program offers grants to property owners for improvements to the signage of existing commercial or mixed-used buildings within certain CIP Sub-Areas including:

- Central Business District
- District Shopping Area (“The Flats”)
- Special Purpose Commercial Area
- Mixed-Use Areas
- Industrial Areas

**Details:** The Town provides up to 50% of the cost of signage improvement or replacement in the form of a grant to a maximum municipal contribution of \$2,000 paid to the owner or tenant.

For buildings with multiple street addresses, storefronts, or rear/side walls that are visible from a public street or public space, or fronts onto a laneway or parking lot, the maximum combined signage improvement or replacement will be a \$4,000 grant.

The following outlines the evaluation criteria to be used to determine if the applicant will receive the grant:

- Adherence to Signage Design Guidelines, 1992 (Central Business District Applications only);
- Aesthetic improvement to the building;
- Improvement to the streetscape (impact); and
- Quality of the application.

**Program**      **Signage Improvement Grant Program**

**Eligibility:** Signage improvements to existing commercial, institutional, or mixed-use buildings may be considered eligible for the Signage Improvement Grant Program.

Exterior improvements to the main storefront sign of buildings are eligible for the program. Where a side and/or rear wall sign is visible from a public street or public space, or fronts onto a laneway or parking lot, improvements to these signs will also be eligible.

All of the General Eligibility Criteria in Section 3 of this Plan apply.

**Payment:** Grants will be provided on a one-time-basis upon successful completion of the approved project, to the satisfaction of the Town.

The grant shall be paid by the Town upon completion and approval of the work.

**6.4    *Housing Grant/Loan***

**Program**      **Housing Grant/Loan**

**Purpose:** The Housing Grant/Loan Program offers grants and loans to property owners for following three scenarios:

1. Conversion or rehabilitation of existing commercial/re/mixed-use building space to residential rental units within certain CIP Sub-Areas identified by this Plan; and
2. Creation of new residential rental units on a property containing an existing commercial building within certain CIP Sub-Areas identified by this Plan; and
3. Rehabilitation of existing multi residential rental units within certain CIP Sub Areas identified by this Plan.

The purpose of the program is to finance property improvements that would otherwise be considered cost prohibitive by a property owner. The program will also stimulate the conversion or rehabilitation of rear and upper level commercial space into residential rental units within certain Sub-Areas of the community and the creation of new residential rental units (accessory units) within the same areas.

The Town may benefit from property tax increases as a result of the property improvement.

**Availability:** The Housing Grant/Loan Program is offered in the following CIP Sub-Areas:

- Central Business District; and
- Mixed-Use Areas.

**Program**

**Housing Grant/Loan**

**Details:**

The Town provides up to grant/loan equivalent to 50% of the construction cost, to a maximum of \$6,000 per unit. The maximum municipal contribution would be a \$3,000 interest free loan and a \$3,000 grant.

Applicants will be reimbursed for the rehabilitation or conversion of up to 4 units for a maximum of \$24,000 (50% grant and 50% loan)

**Eligibility:**

The following types of projects will be eligible for the Housing Grant/Loan Program:

- Interior design and restoration to existing upper floor/rear residential units in a mixed-use building, which will improve living conditions, result in an increase in value, or bring units into compliance with the applicable codes and By-laws; and
- Conversions or rehabilitation of existing commercial, residential, or mixed-use building space where two or more new residential units are created; and
- Creation of new residential rental units as an accessory use to an existing commercial building; and,
- Renovation to existing multi residential units are eligible for improvements such as:
  - Structural repairs;
  - Repair/replacement/installation of building infrastructure such as roofing, windows doors;
  - Repair/replacement//installation of plumbing, electrical, HVAC, and fire protection systems;
  - Weatherproofing;
  - improvements to accessibility for people with disabilities; and,
  - any other improvements that may bring the building up to code, or address health, safety or risk management issues.
  - All of the General Eligibility Criteria in Section 3 of this Plan apply.

**Program**

**Housing Grant/Loan**

**Payment:**

Grants/loans will be provided on a one-time-basis upon successful completion of the approved project, to the satisfaction of the Town.

The applicant of a new residential rental unit is required to start construction within 60 days of approval of their grant/loan. The new unit must be completed within 12 months of approval or the grant and loan will be cancelled. The project will be considered complete and ready for payment upon the submission to the Town of an executed lease.

The loan will be reflected on the tax roll and may be registered and discharged by the Town in accordance with the Planning Act, the Municipal Act, the Registry Act and the Land Titles Act. The loan will be interest free for a maximum period of 5 years. The loan is fully open and may be repaid in full at any time prior to the end of the term, without penalty.

Repayments of the loan will be calculated based on a maximum 5-year period commencing on the first anniversary of the approval of the Financial Assistance Agreement between the Town and the owner(s) and annually on the anniversary date thereafter until paid in full.

Prior to the sale of the property, the owner must arrange to have any outstanding loan balance repaid to the Town.

## 6.5 Property Improvement Grant/Loan

### **Program**      **Property Improvement Grant/Loan**

**Purpose:** The Property Improvement Grant/Loan offers grants and loans to property owners for improvements to the property of existing commercial, industrial, institutional, or mixed use buildings within the Central Business District, The District Shopping Area, Business Areas and Industrial Areas.

The purpose of the program is to finance property improvements that would otherwise be considered cost prohibitive by the property owner. The program will also promote improvement of the physical condition and visual aesthetic of private properties.

The Town will benefit from improvement to the landscapes and streetscapes of private property throughout the Town.

**Availability:** The Property Improvement Grant/Loan Program is offered in the Central Business District, the District Shopping Area, Business areas and Industrial areas.

**Details:** The Town provides up to 50% of the approved property improvement project, to a maximum municipal contribution of \$8,000 for an eligible property improvement works. The maximum municipal contribution for the improvements would be a \$4,000 interest free loan and a \$4,000 grant.

**Eligibility:** Eligible property improvements will include (but not be limited to) the following, as determined by the Town:

- Addition of landscaping features (plants, green space including sod, trees, vegetation, etc.;
- Addition of permanent landscaping elements such as fencing, benches, planters and lighting;
- Addition of new parking/existing parking area upgrades;
- Improvements to rear building entrances and rear parking areas;
- Addition of walkways;
- Addition of patios/outdoor cafes (CBD and District Shopping Areas only);
- Such other similar improvements and repairs that may be necessary to improve a property as may be approved by the Community Improvement Implementation Committee.
- All of the General Eligibility Criteria in Section 3 of this Plan apply.



**Payment:** Grants/loans will be provided on a one-time-basis upon successful completion of the approved project, to the satisfaction of the Town.

The loan will be reflected on the Tax Roll and may be registered and discharged by the Town in accordance with the Planning Act, the Municipal Act, the Registry Act and the Land Titles Act. The loan will be interest free with a maximum period of 5 years. The loan is fully open and may be repaid in full at any time prior to the end of the term, without penalty.

Repayments of the loan will be calculated based on a maximum 5-year period commencing on the first anniversary of the approval of the Financial Assistance Agreement between the Town and the owner(s) and annually on the anniversary date thereafter until paid in full.

Prior to the sale of any property, the owner must arrange to have any outstanding loan balance repaid to the Town..

#### **6.6 Building Improvement Grant/Loan**

**Program**                      **Building Improvement Grant/Loan**

**Purpose:** The Building Improvement Grant/Loan Program offers grants and loans to property owners for improvements to existing commercial, industrial, institutional, or mixed-use buildings within the *Central Business District only*.

The purpose of the program is to finance building improvements that would otherwise be considered cost prohibitive by a property owner. The program will also promote improvement of the physical condition and visual aesthetic of private buildings.

The Town will benefit from property tax increases as a result of the property improvement.

**Availability:** The Building Improvement Grant/Loan Program is available in the Central Business District only.

**Details:** The Town provides up to 50% of the construction cost, to a maximum of \$10,000 for an eligible building improvement works. The maximum municipal contribution for the improvements would be a \$5,000 interest free loan and a \$5,000 grant.

**Program**

**Building Improvement Grant/Loan**

**Eligibility:**

Building improvements to existing commercial, industrial, institutional, or mixed-use buildings may be considered eligible for the Building Improvement Grant/Loan Program.

Eligible building improvements will include (but not be limited to) the following, as determined by the Town:

- Structural repairs;
- Interior restoration and design;
- Repair/replacement/installation of building infrastructure, such as roofing, windows, and doors;
- Repair/replacement/installation of plumbing, electrical, HVAC, and fire protection systems;
- Weatherproofing;
- Improvements to accessibility for people with disabilities; and
- Any other improvements that may bring a building up to code, or address health, safety, or risk management issues.

All of the General Eligibility Criteria in Section 3 of these Guidelines apply.

**Payment:**

Grants/loans will be provided on a one-time-basis upon successful completion of the approved project, to the satisfaction of the Town.

The loan will be reflected on the Tax Roll and may be registered and discharged by the Town in accordance with the Planning Act, the Municipal Act, the Registry Act and the Land Titles Act. The loan will be interest free with a maximum period of 5 years. The loan is fully open and may be repaid in full at any time prior to the end of the term, without penalty.

Repayments of the loan will be calculated based on a maximum 5-year period commencing on the first anniversary of the approval of the Financial Assistance Agreement between the Town and the owner(s) and annually on the anniversary date thereafter until paid in full.

Prior to the sale of any property, the owner must arrange to have any outstanding loan balance repaid to the Town.

## 6.7 Energy Efficiency Retrofit Grant/Loan Program

**Program**      **Energy Efficiency Retrofit Grant/Loan Program**

**Purpose:** The Energy Efficiency Retrofit Grant/Loan Program offers grants and loans to eligible industrial property owners for retrofits that improve the overall energy efficiency of buildings that are within the *Bracebridge Community Improvement Project Area*.

The purpose of the program is to promote energy efficiency retrofits to buildings by property owners and annual energy savings that otherwise may not occur due to cost premiums associated with these improvements.

**Availability:** The Energy Efficiency Retrofit Grant/Loan Program is available to eligible properties within the CIP area who may receive the grants and loans offered by means of this Program.

**Details:** The Town provides up to 50% of the energy efficiency retrofit cost, to a maximum of \$10,000 for an eligible industrial building. The maximum municipal contribution for the improvements would be a \$5,000 interest free loan and a \$5,000 grant.

**Eligibility:** Prior to approval by the Town, industrial applications for the Energy Efficiency Retrofit Grant/Loan Program will require documentation to verify that any of the original equipment listed below will be replaced by higher efficiency equipment. Applications will be subject to review and verification by the Chief Building Official or designate.

The following types of energy efficiency retrofit projects are considered eligible for industrial buildings:

- Improvements to a building envelope (such as insulation upgrades, weatherization, and window and door replacement);
- Installation of energy efficient lighting systems;

The property owner must have no outstanding property tax arrears, or any other Municipal accounts receivable on the subject property at the time of application.

Prior to approval by the Town, industrial applications for the Energy Efficiency Retrofit Grant/Loan Program will be required to provide product specifications related to energy efficiency of new materials that are being installed.

The Town of Bracebridge reserves the right to reject any proposed retrofit activity that will not obviously result in energy savings.

All of the General Eligibility Criteria in Section 3 of this Plan apply.

**Program**      **Energy Efficiency Retrofit Grant/Loan Program**

**Payment:**      Grants/loans will be provided on a one-time-basis upon successful completion of the approved project, to the satisfaction of the Town.

The loan will be reflected on the Tax Roll and may be registered and discharged by the Town in accordance with the Planning Act., the Municipal Act, the Registry Act and the Land Titles Act. The loan will be interest free with a maximum period of 5 years. The loan is fully open and may be repaid in full at any time prior to the end of the term, without penalty.

Repayments of the loan will be calculated based on a maximum 5-year period commencing on the first anniversary of the approval of the Financial Assistance Agreement between the Town and the owner(s) and annually on the anniversary date thereafter until paid in full.

Prior to the sale of any property, the owner must arrange to have any outstanding loan balance repaid to the Town.

**7.0 ADMINISTRATION**

**7.1 General**

The Planning & Development Department at the Town of Bracebridge will administer the Financial Incentive Programs available through the Bracebridge CIP.

**7.2 Community Improvement Implementation Committee**

A Community Improvement Implementation Committee (CIIC) appointed by Council will be responsible for the implementation of the *Bracebridge CIP*, including making program recommendations to Council, reviewing applications for financial incentive applications, and marketing the CIP. It will also be responsible for reviewing the parameters and overall results of the program and making an annual report to Council.

The CIIC consists of the following members of Town staff:

Director of Planning & Development;

Chief Building Official or designate;

Manager of Economic Development; and

Municipal Treasurer.

Council may change the composition of the CIIC at their discretion or as required, without amendment to these Guidelines.

### **7.3 Contact Information**

For more information about the Financial Incentive Programs included in these guidelines please contact:

**Town of Bracebridge**  
Planning & Development Department  
1000 Taylor Court  
Bracebridge, ON  
P1L 1R6  
T: 705-645-5264