



# **Temiskaming Shores Development Corporation**

## **Community Business Improvement Grant Program Policy**

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# Policy Statement

The Community Business Improvement Grant Program Policy establishes eligibility requirements and ensures that funds are made available, distributed and accounted for in a fair and transparent manner.

The goal of the Community Business Improvement Grant Program is to encourage sustainable growth and development within the City of Temiskaming Shores. This Grant Program demonstrates that the City is committed to working with individuals and business by providing financial assistance for projects that will benefit the community and enhance quality of life of Temiskaming Shores Citizens.

## Information Accessibility

Information provided by the applicant and contained within the application form and any applicable attachments, is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990 and will be used solely by the Temiskaming Shores Development Corporation to evaluate and approve funding allocations.

## Contributions

The City of Temiskaming Shores Council will consider an annual allocation of funds to the Temiskaming Shores Development Corporation within the City of Temiskaming Shores Operating Budget. The Temiskaming Shores Development Corporation will dedicate the funds primarily to the Community Business Improvement Grant Program.

The maximum allocation per financial incentive program shall not exceed \$5,000, and the minimum allocation per financial incentive program shall be \$500, unless otherwise approved by the Temiskaming Shores Development Corporation. The total amount of allocation shall not exceed \$5,000 per application/ project.

The applicant must financially contribute to the project, the contribution must be equal to or greater than funds requested from the Community Business Improvement Grant Program. Applicant contributions may come from other government bodies and/or non-profit organizations.

Contributions must be used within 1 year (365 calendar days) from the agreement date for approval of funds, unless a specific exemption was approved at the time of funding approval.

## Program Guidelines

- A pre-application consultation meeting is recommended before an applicant submits a completed application form. The Temiskaming Shores Development Corporation will assist applicants in completing application forms, advising on financial incentive programs and eligibility of costs and indicating required supporting materials.

- The project must, in the opinion of the Temiskaming Shores Development Corporation, contribute to the vision and goals of the City of Temiskaming Shores. Financial incentive programs outline the projects that align with this.
- The subject property must be in good standing with the City of Temiskaming Shores, with no outstanding tax arrears or outstanding order(s) or request(s) to comply.
- The project must comply with the municipal and provincial regulations including the City of Temiskaming Shores Property Standards By-law and the Ontario Building code.
- Required permits for the project must be submitted and preferably approved before application submission.
- The project must be completed as indicated on the application form. If changes arise, the applicant must notify the Temiskaming Shores Development Corporation.
- City staff, official(s) and/or agent(s) may inspect any property(s) and/or building(s) that is subject of an application.

## **Program Restrictions**

The following projects will not be eligible for funding.

- Home Based Businesses.
- In-kind or non-3<sup>rd</sup> party labour.
- Flow through funding (when the intent is to redistribute the funds to others).
- Religious or political activities.
- Colleges, schools or hospitals.
- Committees of Council.
- Invitational or discretionary travel.
- Applications for multi-year commitments.
- Temporary, part-time or permanent staff positions.
- Any requests which, if granted, would constitute a future cost burden on the municipality.

## **Program Applications**

- One application form may be submitted for each project.
- A business may only have one active application/project at a time.
- A project and the application process must be completed before another project/application may be submitted and approved.
- Application forms may be submitted after the project has started.
- Application forms may be submitted once a project is completed, within 90 days of the project completion date.

## **Program Budget**

- The total project costs must equal the total funding amount.
- The amount of funding requested from other government bodies and/or non-profit organizations must be declared on the application form budget table.
- The applicant must financially contribute to the project. The contribution must equal to or greater than funds requested from the Community Business Improvement Grant Program. Applicant contributions may come from other government bodies and/or non-profit organizations.
- The maximum allocation per financial incentive program shall not exceed \$5,000.

- The minimum allocation per financial incentive program shall be \$500.
- The total amount of allocation per application/project shall not exceed \$5,000.
- The Temiskaming Shores Development Corporation is not responsible for any cost overruns or costs incurred and is not responsible for any future costs burden incurred by an applicant in relation to all application/projects.

### **Supporting Material**

It is the responsibility of the applicant to ensure that all applications and associated documentation required for the project have been completed. All required permits for the project must be applied for and approved.

All applications must be fully complete and include:

- Photographs of the area where the proposed project will take place.
- Quotes or receipts for budget table items.
- Business owner(s) name and signature.
- Property owner(s) name and signature.
- A statement as to whether the business has previously received funding from the Community Business Improvement Grant Program and relevant details (as indicated on the application form).

If required, applications must be fully complete and include:

- Professional drawing/plans.
- Specifications of proposed works, including a work plan for the improvements.
- A site plan or landscape plan.
- Building application.
- Planning application.
- By-law application.
- Receipt of waste disposal (landfill receipt).

### **Professional Fees**

View the below list of approved professional fees. Although a professional fee may be on the approved list, all professional fees are subject to the approval of the Temiskaming Shores Development Corporation. Professional fees not listed are subject to approval of the Temiskaming Shores Development Corporation.

A quote or receipt will be required.

### **Eligible Costs**

- Site plan or landscape plan
- Building application
- Planning application
- By-law application
- Landfill fees
- Encroachment agreement

## Eligible Professionals

Eligible costs must be prepared by a professional, licensed in the Province of Ontario:

- Architect
- Planner
- Engineer
- Architectural Designer
- Landscape Architect

## Applicant Requirements

The following is the eligibility criteria to apply for the Community Business Improvement Grant Program.

- Business must be Incorporated or registered with the Government of Ontario.
- Business must operate within the boundaries of the City of Temiskaming Shores.
- Business must not be considered Home-based.
- If the applicant is not the owner of the property, the applicant must provide written consent from the owner of the property to make an application.
- If the applicant is not the owner of the business, the applicant must provide written consent from the owner of the business to make an application.

## Program Monitoring

The Community Business Improvement Grant Program Policy will be monitored on an ongoing basis.

Non-personal or private data will be collected from the Community Business Improvement Grant Program from applications that have been submitted, both approved and applications that have been denied. This data will be presented and reviewed quarterly by the Temiskaming Shores Development Corporation.

The Temiskaming Shores Development Corporation will review the Community Business Improvement Grant Program Policy on an annual basis. The data collected from applications will be used to make decisions on policy amendments.

## Application Process

Applications will be available in digital format on the City website, and in hard copy from the reception area at City Hall.

## Application Intake

There will be an ongoing intake application each year and will be closed once all funds have been allocated. Applications are received and reviewed on a first come first served basis.

## Application Submission

- Application forms must be signed by the applicant, property owner and business owner.

- All Application forms will be submitted to the Temiskaming Shores Development Corporation and will be directed to the Temiskaming Shores Development Corporation Subcommittee for review.
- Applicants will be notified regarding the receipt of their application.
- Incomplete applications will not be accepted but will be returned to the applicant with advice on how to complete the application.

Completed applications, with all required supporting materials, may be submitted in person at the City Hall Office or mailed to the address below. Email submissions will also be accepted.

ATTN: James Franks  
 Temiskaming Shores Development Corporation  
 City of Temiskaming Shores  
 325 Farr Drive  
 PO Box 2050  
 Haileybury, Ontario, P0J 1K0  
 Telephone: 705-672-3363  
 Email: [tsdc@temiskamingshores.ca](mailto:tsdc@temiskamingshores.ca)

## **Application Review**

- The Subcommittee will review applications for completeness and adherence to the terms established in the Community Business Improvement Grant Program Policy.
- The subject property will be reviewed by the City of Temiskaming Shores to ensure that the property is in good standing with the City.
- Applicants will be notified regarding the status of their application after Subcommittee review.

## **Application Approved**

Successful applicants will be required to sign an agreement and provide a completed project summary report form to the Temiskaming Shores Development Corporation detailing the completion of the project.

- After Subcommittee application approval the applicant will enter into an agreement with the Temiskaming Shores Development Corporation for the terms of the grant.
- Once the agreement has been signed by all parties the funds may take up to 4 weeks to be received by the applicant.
- Within 90 days after the funded project is complete, the applicant must complete and sign a project summary report form.

## **Summary of Project Completion**

The summary of project completion should include (as indicated in the project summary report form):

- Photographs of the area before the project starts.
- Photograph of the area after the project complete.
- Receipts indicated the project budget table.
- Brief description of what the project did.

## Non-Compliance

If any of the above provisions are not adhered to by the applicant, the applicant and associated business will no longer be permitted to apply for a Community Business Improvement Grant Program for a duration of 5 years from the signed agreement date.

The applicant may be required to pay back funds received from the Community Business Improvement Grant Program.

## Subcommittee

The Temiskaming Shores Development Corporation Subcommittee ensures that the Community Business Improvement Grant Program funds are made available, distributed and accounted for in a fair and transparent manner.

The goal of the Subcommittee is to review Community Business Improvement Grant Program applications received by the Temiskaming Shores Development Corporation for completeness and adherence to the terms established in the Community Business Improvement Grant Program Policy.

The Subcommittee may discuss and approve proposed professional fees and budget items.

## Members

- **Voting** members will include all registered Class A and Class B members of the Temiskaming Shores Development Corporation.
- **Non-voting** members will include the City of Temiskaming Shores Economic Development Officer and support staff. City staff will assist Community Business Improvement Grant Program applicants by completing their applications forms.
- **The quorum** for meetings will be a minimum of 3 voting members.
- All members of the Temiskaming Shores Development Corporation Board will be invited to all Subcommittee meetings.

## Meetings

- The Subcommittee meetings will be called to order monthly or as needed.
- Meetings will be held at the City Hall, remote attendance is permitted.
- Meetings will be during business hours. (Monday to Friday, 8:30am – 4:30pm)
- Meetings will be called when the meeting criteria below are met.
  - a) At least 1 complete application form for the Community Business Improvement Grant Program has been received by TSDC.
  - b) Within 14 days of receiving a complete application.

## Notice

- Once the above meeting criteria have been met, an email invitation will be sent out to Temiskaming Shores Development Corporation Board members, including the proposed meeting date and the draft Agenda.
- The invitation will be sent out a minimum of 5 days before the proposed meeting date.

- If quorum is met, 1 day before the proposed meeting date, the meeting will be scheduled.
- If quorum is not met, 1 day before the proposed meeting date, a new email invitation will be sent out with a revised date.

## **Agenda**

An agenda will be prepared for each subcommittee meeting. The agenda will include the information below:

1. Call to Order
2. Roll Call
3. Review of Revisions or Deletions to Agenda
4. Disclosure of Pecuniary Interest or General Nature
5. Minutes (of previous subcommittee meeting)
6. New Business (new applications)
7. Unfinished Business (old applications)
8. Adjournment

## **Minutes**

- Minutes of the meeting will be taken at every meeting. Minutes will be shared with the Temiskaming Shores Development Corporation at their following regular scheduled meeting.
- All New Business and Unfinished Business items must have a decision made at the meeting in the form of a resolution.
- After a subcommittee meeting the applicants on the agenda will be notified regarding the status of their application.
  - Denied applications will be returned to the applicant with advice on how to revise the application.
  - Approved application applicants will enter into an agreement with the Temiskaming Shores Development Corporation for the terms of the grant.

# **Financial Incentive Programs**

A set of financial incentive programs that are intended to achieve the goals of the Temiskaming Shores Development Corporation by encouraging private sector development and investment in Temiskaming Shores. The financial incentive programs presented are intended to respond to the local needs and opportunities. They have been developed based on City of Temiskaming Shores Community Economic Development Strategic Plan, as well as a review of best practices which have been successful in other Municipalities.

The Purpose, Description and Eligible Costs for each financial incentive program are outlined below.

All financial incentive programs are subject to funding allocated by the City of Temiskaming Shores Council on an annual basis.

# 1. Building Improvement Grant

## Purpose

To encourage the improvement of the exterior of existing buildings and associated streetscape improvements through revitalization and restoration.

This will promote high quality, attractive improvements to buildings and properties and to support continued maintenance of the City's building stock.

## Description

A grant for a total of half (50%) to a maximum of \$5,000 per application/project to cover the cost of construction costs.

## Eligible Costs

The following eligible costs for building improvements apply only to the front, rear or exterior building facades that front onto a public street or front onto a parking area.

- Restoration of brickwork, wood, masonry and metal cladding.
- Repair or replacement of architectural details.
- Repair, replace, install or addition of exterior lighting.
- Repair, replace, install or addition of awnings and canopies.
- Replacement of windows and doors.
- Redesign of storefront.
- Painting or installation of mural or other wall art of exterior side walls.
- Installation or improvement of decorative retaining walls or fences.
- Installation of street furniture such as benches or permanent planters.
- Installation or improvement of pedestrian walkways.
- Installation of active or sustainable transportation infrastructure, such as bicycle parking or electric vehicle charging stations.
- Installation or improvement of a seasonal outdoor sidewalk café or patio, provided that it is located adjacent to the sidewalk.
- General clean-up of properties or removal of building contents that will result in change in business operation.
- Professional fees, subject to approval by the TSDC.
- Any other improvements designed to improve the building exterior, subject to approval by the TSDC.

# 2. Accessibility

## Purpose

To encourage improvement to the accessibility of existing buildings in accordance with Accessibility for Ontarians with Disabilities Act, 2005.

This will promote improved access to properties to achieve universal accessibility for all ages and mobility devices.

## **Description**

A grant for a total of half (50%) to a maximum of \$5,000 per application/project to cover the cost of construction costs.

## **Eligible Costs**

- Installation of new automatic doors.
- Installation of new wheelchair access ramps.
- Renovations to public entryways.
- Repairs to pathways/accesses and stairs.
- Creation of new accessible washrooms.
- Professional fees, subject to approval by the TSDC.
- Any other improvements designed to improve accessibility, subject to approval by the TSDC.

## **3. Signage**

### **Purpose**

To encourage the improvement of existing and new signage though attractive and pedestrian orientated signage that contributes to the visual identity of the city.

This will promote improved identification of business properties to achieve attractiveness to consumers.

### **Description**

A grant for a total of half (50%) of construction and/or installation costs to a maximum of \$5,000 per application/project.

### **Eligible Costs**

- Repair or replacement of signage.
- Installation of new signage.
- Professional fees, subject to approval from the TSDC.
- Other signage, subject to approval from the TSDC.

### **Eligible Signs**

- Primary signs attached to buildings (those that form part of a building facades sign board area or located above a building entrance or porch).
- Hanging signs, which may be used as primary signs or as secondary signs (to complete the main building signage).
- Standalone signs (located in front yards and in rear yards).