

PROGRAM 2A: BUILDING AND PROPERTY RENOVATION GRANT PROGRAM

Priority Zones: Geographic CIPA Sub-Area Applicability

Program	Town-wide	Downtown Acton	Downtown Georgetown	Hamlets	GO-Station Lands	Employment Lands	Rural
2A Building and Property Renovation Grant Program		✓	✓	✓ COMMERCIAL ZONING			

Rationale and Objective(s)

To encourage the significant renovation of existing commercial, heritage and other non-residential and mixed-use buildings in Downtown Acton, Georgetown and Hamlets (scoped by zoning) including the conversion of upper floor space to residential and/ or office use.

To promote functional improvements, accessibility, energy efficiency and consumption reduction, and upgrades to an older building stock. Conservation and preservation of heritage buildings can be achieved in part by ensuring functional improvements to the historic building stock.

Property improvements can include any identified and eligible improvements to the building, its structure, building systems, and major internal fit-up.

Project works must contribute to the significant improvement of the long-term functionality of the building. **General tenant fit-up¹ and end-of-life system replacements etc. will not be supported.**

Benefits

Program will support building improvements resulting in higher property assessment(s) and support the Town’s objectives to ensure commercial economic recovery, continue to support property rejuvenation in the Downtown cores and Hamlets, and help bring about additional residential (including affordable rental), professional office and boutique retail and services into the urban core.

This grant has the potential to leverage significant private sector investment in interior building renovations and improvements, and help address the costs involved with a range of matters, such as:

Building Works

- Building, fire and other code compliance upgrades;
- Expansion/additions/conversions for office and/or retail;
- Accessibility enhancements as required under the Accessibility for Ontarians with Disabilities Act (AODA);
- Retrofitting space for residential use (upper floors);

¹ This refers to standalone projects for wall partitions, finishes, fixtures, lighting, power, equipment, etc. for the general purpose of enhancing leasehold space and which are not part of a substantial building conversion project.

- Interior structural works and upgrades (including electrical, mechanical, HVAC and other building systems.).

Property Improvements (permanent installations)

- Front of property improvements including outdoor patio, seating;
- Plans to better accommodate curbside pickup and customer service;
- Durable landscape improvements (hardscaping, walls, fences;) associated with front and side outdoor service areas;
- Rear patio/café garden improvements;
- Creation of public walkways and/or courtyards between buildings for the purposes of improving pedestrian access and amenity;
- Excludes replacement/improvement of existing asphalt parking.

Legislative Provision Section 28(7) of the *Planning Act* (R.S.O. 1990, c. P.13) provides for grants and loan assistance “for the purpose of carrying out a municipality’s community improvement plan.”

Target Group Private sector property owners of properties within the following areas of the Community Improvement Project Area (CIPA):

- Downtown Acton;
- Downtown Georgetown; and
- Hamlets

Program Specifics and Limitations **Secured Interest-free Forgivable Loan²:**

- Maximum grant of \$30,000 per property (minimum grant of \$15,000 per property).
- Grant is a secured loan, forgivable over 5 years at an annual rate of 20%.

The grant is equivalent to a proportion of the work value and provided on a matching funds basis to a maximum of 50% of eligible costs.

Conditions of approval will be established by the Town and may extend to any reasonable consideration to ensure the interests of the Town as funder are upheld. Generally, all approvals under this program will require that construction commence within 6 months of an approved building permit, and final completion within 18 months. The Town may at its discretion adjust these requirements based on the particular circumstances of the construction project which may necessitate approvals from other agencies

² Loan Forgiveness is defined as the incremental accretion of grant status of funds dispersed to approved applicants under *this program*. This translation from interest free loan to grant status (and hence non-repayable to the Town) is earned on the basis of 20% at the end of each calendar year following the execution of the Agreement. In the event of sale or transfer of interest of the property within the 5-year period, Loan Forgiveness ceases to accumulate and the remaining loan repayment is calculated on a prorated basis

and/or delays in construction which are not in the control of the applicant to overcome.

Where the property is sold or interest in the property is transferred to another entity within the 5-year Loan Forgiveness period, the remaining principal of the grant (after annual forgiveness) is repayable to the Town. Upon sale or transfer, all outstanding loan obligations remain payable to the Town based on the approved loan repayment agreement signed by both the Town and the applicant in advance of program assistance. Year 1 of the repayment period commences upon Final Completion of the project.

Applicants will be required to enter into an agreement as to the above terms and conditions of the grant/loan elements of the program.

Eligibility

- All commercial properties zoned Downtown Commercial (DC) 1 and DC2, Development (D), Hamlet Commercial (HC) and Hamlet Community Core (HCC).
 - Given the scale of funding under this program, it is anticipated that the Town will receive applications based on advertised intake deadlines once annually.
 - For applications which pass the application screening process, eligibility will be determined through the application of criteria, developed and adjusted from time to time by the Review/Evaluation Team. These objectives will seek to relate each application to the goals and objectives of this CIP including the Town's broader policy objectives for climate change mitigation and maximizing the leverage of private investment from the use of public investment. In general terms, the following criteria will be used as a basis for determining the amount of funding and number of projects supported each year:
 - Quality and extent of submitted plans, cost schedules, and, in the case of additional development, business case rationale, if any provided;
 - Inclusion of rental housing units in proposed plans;
 - Meaningful inclusion of energy efficiency retrofit measures;
 - Maximizing opportunity to promote accessibility enhancements throughout building;
 - Plans involving designated heritage properties as well as those on the Town's heritage register;
 - Plans which include contiguous properties through partnership with other owners;
 - Professional quotes from multiple contractors (minimum 3) operating at arm's length from the applicant;
 - Supports employment intensification / diversification;
 - Estimated timing of works to be completed.
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Approval Process	The Building Renovation Grant will be disbursed as 100% on completion of the project to the satisfaction of the Town.
Duration	<ul style="list-style-type: none"> • Program application duration – 5 years. • The program will be monitored for effectiveness on an annual basis with an interim review in year 3 (and detailed review in Year 5) to determine whether the program has met the goals of the Community Improvement Plan.
Other Restrictions	<ul style="list-style-type: none"> • The Town of Halton Hills has the right to review any and all aspects of the program, including the purpose, form, method of application, evaluation and amount of funding of the program, from time to time, or at any time, for any reason, and at the sole and absolute discretion of the Town. • As necessary, the Town may amplify or adjust the application and approval protocols associated with this program. • The Town may refuse an application if it deems project feasibility to be limited or for any other reason, at the discretion of the Town. • If the completed project proves to be inconsistent with the proposed project that was approved and detailed in the application form and supporting documentation, then the Town has the right to delay (pending correction of the building works), withhold or cancel the disbursement of funds.
Other Government/ Non-Profit Organization Investment	Applicants who identify other sources of financial assistance for interior building renovations will be given preference in the evaluation of applications.
Examples of Eligible Costs	Eligible Costs include (but are not limited to) costs associated with materials, labour, equipment, financing, insurance, regulatory approvals and professional fees related to internal building works and building expansions to improve the functionality, energy efficiency, accessibility, and longevity of the older building stock.