

REPORT

REPORT TO: Chair and Members of the Corporate Affairs Committee

REPORT FROM: Tara Buonpensiero, Senior Planner - Policy

DATE: October 31, 2017

REPORT NO.: PLS-2017-0024

RE: Amendment 2 to the Town of Halton Hills Community Improvement Plan – Recommendation Report
File: D18 CO

RECOMMENDATION:

THAT Report No. PLS-2017-0024, Amendment 2 to the Town of Halton Hills Community Improvement Plan – Recommendation Report, dated October 31, 2017 be received;

AND FURTHER THAT Council pass the By-law to approve the Amendment 2 to the Town of Halton Hills Community Improvement Plan (attached as Schedule A) pursuant to Section 28(4) of the Planning Act.

BACKGROUND:

On April 12, 2010, Halton Hills Council approved the Town's Comprehensive Community Improvement Plan (CIP). The purpose of the Town's CIP is to encourage significant rehabilitation, development and land-use change in the Town with the ultimate goal of increasing the Town's tax base.

The Town of Halton Hills Comprehensive CIP identifies the entirety of the Town as a Community Improvement Project Area and identifies eight sub-areas, each with tailored financial incentive programs and municipal leadership strategies.

This report recommends amendments to the Town's CIP related specifically to the expansion of some programs in the Town of Halton Hills Community Improvement Plan to benefit business owners outside of the geographical sub-areas currently identified in the Community Improvement Plan.

The Statutory Public Meeting for the proposed Amendment to the Town of Halton Hills Community Improvement Plan (CIP) was held on September 25, 2017. At the Council meeting on October 16, 2017, Council adopted the recommendations of the Statutory Public Meeting Report (Report PLS-2017-0007) as follows:

THAT Report PLS-2017-0007 dated September 6, 2017, regarding a Proposed Amendment to the Town of Halton Hills Community Improvement Plan – Statutory Public Meeting Report be received;

AND FURTHER THAT all comments received from agencies and the public be referred to staff for a further report to be considered by Council regarding the final disposition of the Amendment to the Town of Halton Hills Community Improvement Plan.

The purpose of this report is to:

- Summarize the results of the Statutory Public Meeting on the draft Comprehensive CIP Amendment;
- Summarize the results of the agency circulation on the draft Comprehensive CIP Amendment; and,
- Outline the next steps required for adoption of the Amendment to the Town of Halton Hills Comprehensive CIP.

COMMENTS:

Consultation

Statutory Public Meeting

With respect to consultation on the Town of Halton Hills draft Comprehensive CIP Amendment, the Statutory Public Meeting was held on September 25, 2017. A formal presentation was given by Town staff which provided background on the Town's Community Improvement Plan and outlined the proposed Amendments related to expansion of some programs to properties outside of delineated Community Improvement sub-areas.

Following the presentation, one member of the public provided an oral submission as follows:

Ms. Pat Farley stated that Downtown Georgetown has historical value and in the past some façade improvements didn't fit with the historic nature of the Downtown. She asked if the Town's Heritage Planner would be participating in future façade improvements in the Downtown to ensure the heritage character is maintained.

Town staff advised Ms. Farley that the Town's Heritage Planner has recently begun participating in the review of Community Improvement applications and providing input with respect to preservation of heritage character where it is relevant.

The Minutes of the Statutory Public Meeting were approved by Council on October 16, 2017. The Minutes are attached to this report as Schedule A.

Agency and Public Comments

Circulation of the proposed Amendment to the Town of Halton Hills Comprehensive CIP was undertaken in accordance with the requirements of the *Planning Act*. The draft Community Improvement Plan Amendment has been available to the public since August 24, 2017.

In response to the agency circulation, comments were received by the Halton District School Board and the Ministry of Municipal Affairs.

The Halton District School board advised that they have no objections on the proposed Comprehensive CIP Amendment.

Comments provided by the Ministry of Municipal Affairs (MMA) confirmed that the proposed amendment met the provisions under the *Planning Act*, however requested that the proposed amendment include more clarity regarding the boundaries of the other properties that would be applicable. Specifically MMA, requested that the amendment more clearly delineate where the proposed 'other properties' sit among the 8 sub-areas and if additional sub-areas are necessary to include the 'other properties' that these be updated in the Official Plan through the Town's next scheduled review.

In response to comments from MMA, Town staff have made minor textual revisions to the draft amendment to more clearly indicate that the 'other properties' subject to this amendment could be within or outside of the existing Community Improvement sub-areas provided that the three criteria proposed in the amendment are met. It is not possible to identify specific sub-areas that would be eligible for these programs because the properties could be anywhere in the Georgetown and Acton Urban Areas provided they meet the new criteria of the property being in compliance with the Town's Official Plan and on an arterial road or Provincial highway. Since the entire Town has been identified as a Community Improvement Project Area, it is not necessary to amend the Official Plan to include these properties in sub-areas in order for them to be eligible for participation in CIP programs.

Proposed Amendment to Town of Halton Hills Comprehensive CIP

The intent and criteria included in the proposed Amendment to the Town's CIP has not been revised from the version presented at the Statutory Public Meeting. The Amendment continues to propose that criteria be introduced which would allow flexibility to consider the eligibility of commercial, mixed-use and institutional properties for façade and building improvement grants and loans on a case by case basis.

There are two minor revisions proposed to the amendment in response to comments from MMA as follows:

- to clarify that 'other properties' as referenced in this amendment is intended to permit façade and building improvement grants and loans both within existing sub-areas and outside of existing sub-areas provided the criteria are met.
- In Sections B 5.6.1.3 a) and B 5.6.2.3 a) remove the incorrect reference to Schedule A3-1 (Georgetown Built Boundary and Intensification Area Schedule) and replace it with Schedule A6-1 (Acton Built Boundary and Intensification Area Schedule.)

The criteria and corresponding rationale included in the Amendment are as follows:

1. **The use of the building is in compliance with the designation of the property in the Town of Halton Hills Official Plan** - By introducing this criterion, any improvement to a property must still be consistent with the Town's land use planning objectives as outlined in the Town's Official Plan.
2. **The property is within the Georgetown or Acton Urban Area (as defined in the Town of Halton Hills Official Plan)** - This criterion limits applicable properties to the Georgetown and Acton Urban Areas, but still extends eligibility to properties beyond the defined Community Improvement sub-areas.
3. **The property has frontage on an Arterial Road or Provincial Highway (as defined in the Town of Halton Hills Official Plan)** - Introduction of this criterion also extends eligibility beyond the defined Community Improvement sub-areas but limits applications to properties with visibility on major roads in the Town.

In addition to the above proposed criteria included in the draft amendment, there are a number of existing criteria that would also apply related to eligibility. These eligibility criteria are currently applicable for these particular programs regardless of their location.

A benefit of the proposed approach to introduce criteria is that it allows staff to consider eligibility on a case by case basis rather than delineating additional sub-areas at the risk of missing some properties that could benefit from the CIP programs.

The By-law outlining the final proposed Amendment 2 to the Town of Halton Hills Comprehensive CIP is attached to this report as Schedule B.

Next Steps

The By-law to adopt Amendment 2 to the Comprehensive Community Improvement Plan is attached to this report as Schedule A. Upon Council adoption of the Community Improvement Plan Amendment, a notice of decision must be provided in accordance with the requirements of the Planning Act and a 20-day appeal period commences. At the end

of the appeal period, if there is no appeal to the Ontario Municipal Board, the Amended CIP comes into effect.

RELATIONSHIP TO STRATEGIC PLAN:

The Strategic Plan sets out a broad vision for the community contained in nine strategic directions. The proposed Amendment to the Town's CIP relates to the following Strategic Directions:

- Foster a Healthy Community;
- Foster a Prosperous Economy; and
- Achieve Sustainable Growth.

FINANCIAL IMPACT:

There are no immediate financial implications associated with this report.

COMMUNICATIONS IMPACT:

Notice of the statutory public meeting was published in the Independent and Free Press and the New Tanner on August 31, 2017. The notice advised that the proposed Amendment to the Town of Halton Hills CIP have been available on the Town's website and at Town Hall since August 24, 2017.

SUSTAINABILITY IMPLICATIONS:

The Town is committed to implementing our Community Sustainability Strategy, Imagine Halton Hills.

The recommendations of this report advance the implementation of the Community Sustainability Strategy, specifically supporting the Environmental Health, Economic Prosperity and Social Well-being pillars.

Specifically by supporting more businesses in the Town through the provision of Community Improvement Programs for façade grants and building improvement loans, it helps promote economic prosperity throughout the urban areas of the Town.

Overall, the alignment of this report with the Community Sustainability Strategy is very good.

CONSULTATION:

In accordance with the requirements of the Planning Act, notification of the Statutory Public Meeting as well as copies of the proposed Amendment to the Community Improvement Plan have been provided to agencies and posted on the Town's website.

Notice of adoption of the By-law approving Amendment 2 to the Town of Halton Hills Comprehensive CIP will be in accordance with the provisions of the Planning Act.

CONCLUSION:

This report has summarized the results of the Statutory Public Meeting held for the proposed Amendment to the Town of Halton Hills CIP. Since no objections have been identified through consultation with the public or agencies, only minor revisions have been proposed to the Amendment for clarification purposes. This report recommends the By-law amending the Town's Comprehensive CIP be adopted by Council.

Respectfully submitted,

Tara Buonpensiero, MCIP, RPP
Senior Planner – Policy

Reviewed and Approved by,

Steve Burke, MCIP, RPP
Manager of Planning Policy

John Linhardt, MCIP, RPP
Commissioner of Planning and
Sustainability

Brent Marshall
Chief Administrative Officer



BY-LAW NO. 2017-

A By-law to adopt Amendment 2 to the Town of Halton Hills Community Improvement Plan to introduce criteria to provide flexibility to consider the eligibility of commercial, mixed-use and institutional properties within the Town of Halton Hills subject to eligibility criteria.

WHEREAS Council of the Corporation of the Town of Halton Hills approved the Town of Halton Hills Community Improvement Plan through By-law No. 2010-0029.

AND WHEREAS the Council of the Corporation of the Town of Halton Hills has fulfilled the requirements of Section 28 of the *Planning Act* R.S.O. 1990, c.P.13.

AND WHEREAS on November 25, 2017, Council for the Town of Halton Hills approved Report No. PLS-2017-0024 dated October 31, 2017, in which certain recommendations were made related to Amendment 2 to the Town of Halton Hills Community Improvement Plan.

NOW, THEREFORE, BE IT RESOLVED THAT THE COUNCIL OF THE CORPORATION OF THE TOWN OF HALTON HILLS ENACTS AS FOLLOWS:

1. **That the Amendment to the Town of Halton Hills Community Improvement Plan attached is hereby adopted; and,**
2. **That this By-law shall come into force and take effect on the day of the final passage thereof in accordance with the provisions of the *Planning Act*, R.S.O. 1990, c.P.13, as amended.**

BY-LAW read and passed by the Council for the Town of Halton Hills this day of
, 2017.

MAYOR – Rick Bonnette

TOWN CLERK – Suzanne Jones

Part A – The Preamble

1. Purpose of the Amendment

Since the CIP was implemented in 2015, the focus of marketing has been on facade and building improvement grants and loans in the Georgetown Community Node Sub-Area, the Downtown Georgetown Sub-Area and Downtown Acton Sub-Area. Town staff and members of Council have had requests from property owners and business owners outside of these delineated sub-areas hoping to participate in these programs.

In March of 2017, Corporate Affairs put forward a motion directing staff to review the CIP with the intent to increase the CIP's geographical areas to provide the opportunity for additional businesses to apply to the program.

In response to the motion from Corporate Affairs Committee, the purpose of this Amendment is to introduce criteria which would allow flexibility to consider the eligibility of commercial, mixed-use and institutional properties for facade and building improvement grants and loans on a case by case basis.

2. Location

One of the criteria proposed in this Amendment is that the subject property be located within the Georgetown or Acton Urban Areas.

3. Basis of the Amendment

Section 28 of the *Planning Act*, allows municipalities that contain enabling provisions in their Official Plans to prepare and adopt Community Improvement Plans.

Section G7 of the Town of Halton Hills Official Plan provides the enabling policies, as required by Section 28 of the *Planning Act*, related to Community Improvement Plans. Section G7 states that:

G7 COMMUNITY IMPROVEMENT PLANS

G7.1 PURPOSE OF COMMUNITY IMPROVEMENT PLANS

Community Improvement Plans identify the specific projects that need to be carried out in a particular area to improve the quality of life and the built environment in an area. Community Improvement Project Areas may be established by Council and designated by by-law, in accordance with the provisions of the *Planning Act* if:

- a) a number of the non-residential land uses conflict with residential uses in a predominantly residential area; or,
- b) a number of incompatible land uses conflict with commercial or industrial uses in a commercial or industrial area; or,

- c) the area contains a number of buildings in need of maintenance, repair or rehabilitation; or,
- d) there are deficiencies in the sanitary sewer, water or stormwater systems in the area; or,
- e) there are deficiencies in the road network and associated infrastructure in the area; or,
- f) there is a lack of appropriate parkland and other recreational facilities within the area; or,
- g) the potential exists to achieve economic growth in an area as a result of building improvement, repair and/or replacement; or,
- h) a number of environmental problems such as soil contamination exist in the area; or,
- i) there are a number of screening, buffering or landscaping deficiencies in the area; or,
- j) there are cultural heritage resources in an area warranting protection and/or enhancement; or,
- k) the area contains a number of vacant lots, vacant retail space or underutilized properties.

Based on the criteria outlined above, Council can designate a portion or the entire municipality as a Community Improvement Project Area.

G7.2 COMMUNITY IMPROVEMENT PLAN AREAS

On the basis of Section G7.1, and in accordance with the Town of Halton Hills Community Improvement Plan, this Plan establishes the entirety of the Town of Halton Hills as a Community Improvement Project Area, with the following eight Community Improvement Project Sub-Areas:

- Georgetown Community Node Sub-Area as shown on Schedule A5 to this Plan;
- Georgetown Downtown Sub-Area as shown on Schedule A4 to this Plan;
- Acton Downtown Sub-Area as shown on Schedule A7 to this Plan;
- GO Station Lands Sub-Area which includes lands within the GO Station Study Area Boundary on Schedule A3 to this Plan;
- South Acton Sub-Area which includes the lands designated as South Acton Special Study Area on Schedule A6 to this Plan;
- Agricultural Sub-Area which includes lands designated as Agricultural Area, Niagara Escarpment Plan Area, and Protected Countryside Area on Schedule A1 to this Plan;
- Acton Industrial Park Sub-Area which includes lands designated as General Employment Area on Schedule A6 to this Plan; and,

- Georgetown Industrial Park Sub-Area which includes lands designated as General Employment Area on Schedule A3 to this Plan.

Council may establish other Community Improvement Project Sub-Areas, as appropriate, in accordance with Section G7.1 of this Plan.

G7.3 COMMUNITY IMPROVEMENT PLAN IMPLEMENTATION

Council will utilize Community Improvement Plan programs at the appropriate time and circumstances to implement the policies of this Plan. In implementing the Town of Halton Hills Community Improvement Plan, Council will seek participation of the Region of Halton.

4. Summary of Proposed Criteria

The following criteria are proposed to be included in the Community Improvement Plan through this amendment and would apply to commercial, mixed-use and institutional properties for façade and building improvement grants and loans on a case by case basis.

1. The use of the building is in compliance with the designation of the property in the Town of Halton Hills Official Plan.

By introducing this criterion, any improvement to a property must still be consistent with the Town's land use planning objectives as outlined in the Town's Official Plan.

2. The property is within the Georgetown or Acton Urban Area (as defined in the Town of Halton Hills Official Plan).

This criterion limits applicable properties to the Georgetown and Acton Urban Areas, but still extends eligibility to properties beyond the defined Community Improvement sub-areas.

3. The property has frontage on an Arterial Road or Provincial Highway (as defined in the Town of Halton Hills Official Plan)

Introduction of this criterion also extends eligibility beyond the defined Community Improvement sub-areas but limits applications to properties with visibility on major roads in the Town.

In addition to the above proposed new criteria, there are a number of existing criteria that would also apply related to eligibility. These eligibility criteria are currently applicable for these particular programs regardless of their location.

Part B – The Amendment

All of this part of the document entitled PART B – THE AMENDMENT, consisting of the following text, constitutes Amendment No. 2 to the Halton Hills Comprehensive Community Improvement Plan.

Details of the Amendment

The Halton Hills Comprehensive Community Improvement Plan is hereby amended as follows:

1. That the 3rd bullet of **Section 4.2.1.1 Details** is amended as follows:
 - The Review Panel may be comprised of a multi-disciplinary team of Town staff to ensure that a variety of interests are considered when evaluating applications. The team should include representatives from the Town's departments, including Planning ~~Development~~ and Sustainability, Economic Development, Recreation and Parks, and **Transportation and Public Works** ~~Building and Infrastructure Services~~.
2. That Figure 5.1 - Summary of Incentive Programs is amended by:
 - Adding a new Section 5.6 - Other Properties and the remaining sections be renumbered accordingly:

Project Area/Program	Summary Description	Recommended Program Duration	Recommended Phasing	
			Upon CIP Approval	Within a few years of CIP Approval or when servicing becomes available
5.6 Other Properties				
A) 5.6 Urban Georgetown				
5.6.1 Facade Improvement Grant Program	<ul style="list-style-type: none"> Grant equal to 50% of the cost of eligible facade rehabilitation, restoration and improvement works to commercial, institutional and mixed use buildings. Maximum Facade Improvement Grant of \$10,000 per building can be increased up to \$15,000 per building by Town Council for : <ul style="list-style-type: none"> a) applications received from three (3) or more contiguous property owners; or, b) properties designated under the <i>Ontario Heritage Act</i> or listed by the Town. 	10 years	X	
5.6.2 Residential Conversion/ Rehabilitation and Retail Conversion Grant Program (owner only)	<ul style="list-style-type: none"> Residential Conversion Grant equal to \$15 per square feet of residential space rehabilitated or created to a maximum grant of \$15,000 per unit and a maximum of 4 units per project. Retail Commercial Conversion Grant equal to the \$15 per square foot of vacant non-retail commercial floor space converted to retail commercial space to a maximum grant of \$15,000 per project. 	10 years	X	

Project Area/Program	Summary Description	Recommended Program Duration	Recommended Phasing	
B) 5.6 Urban Acton				
5.6.1 Building and Facade Improvement Grant/Loan Program (Building Improvement Loan is owner only)	<ul style="list-style-type: none"> • Facade Improvement Grant equal to 70% of cost of eligible facade and storefront improvement works to commercial, institutional and mixed use buildings. • Maximum Facade Improvement Grant of \$12,500 per building can be increased up to \$17,500 per building by Town Council for: <ul style="list-style-type: none"> a) applications received from three (3) or more contiguous property owners; or, b) properties designated under the Ontario Heritage Act or listed by the Town. • Building Improvement Loan equal to 70% of cost of eligible interior and exterior building maintenance and improvement works to commercial, institutional and mixed use buildings. • Maximum Building Improvement Loan of \$25,000 per building and minimum loan of \$5,000 per building. 	10 years	X	

Project Area/Program	Summary Description	Recommended Program Duration	Recommended Phasing	
5.6.2 Residential Conversion/ Rehabilitation and Retail Conversion Grant Program <i>(owner only)</i>	<ul style="list-style-type: none"> • Residential Conversion/ Rehabilitation Grant equal to \$15 per sq.ft. of residential space rehabilitated or created to a maximum grant of \$15,000 per unit and a maximum of 4 units per project. • Retail Commercial Conversion Grant equal to the \$15 per square foot of vacant non-retail commercial floor space converted to retail commercial space a maximum grant of \$15,000 per project. 	10 years	X	

3. That a new Section 5.6 - Other Properties be added and the remaining sections be renumbered accordingly:

5.6 Other Properties

In addition to properties within the Georgetown Community Node Sub-Area, Downtown Georgetown Sub-Area and Acton Downtown Sub-Areas, there are other properties in the Town that are not within the geographic boundaries of the above Sub-Areas but still could benefit from Community Improvement. Eligible properties are within Urban Georgetown or Urban Acton, are generally located on an arterial road or provincial highway and the use is in accordance with the land use designation in the Town of Halton Hills Official Plan.

The incentive programs for each area are outlined below in Sections A (Urban Georgetown) and B (Urban Acton).

A.5.6 Urban Georgetown

A.5.6.1 Facade Improvement Program

A.5.6.1.1 Purpose

To promote the rehabilitation, restoration and improvement of the facades of commercial, institutional and mixed use buildings (including retail storefront display areas and signage) on applicable properties within the Georgetown Urban Area.

A.5.6.1.2 Description

The Facade Improvement Grant Program will provide a matching grant of 50% of the cost of eligible storefront improvement and facade improvement and restoration works to commercial, institutional and mixed use buildings, up to a maximum grant per building of \$10,000. Eligible facades include front facades and rear facades facing public parking areas.

At the discretion of Council, the matching grant for the Facade Improvement Grant component can be increased by up to \$5,000 per building for:

- a) applications where three or more contiguous commercial property owners submit a joint application; or
- b) buildings designated under the Ontario Heritage Act or listed by the Town.

The Grant will be paid upon completion of the eligible works and inspection of those works by the Town.

Recommended program duration is 10 years.

A.5.6.1.3 Program Requirements

Applicants are eligible to apply for funding under this program, subject to meeting the general program requirements, the following program requirements, and subject to the availability of funding as approved by Town Council through the annual CIP budget:

- a) The property is within the Georgetown Urban Boundary as identified on Schedule A3-1 of the Town of Halton Hills Official Plan.
- b) The use of the building is in accordance with the land use designation in the Town of Halton Hills Official Plan.
- c) The property is located with frontage on an Arterial Road or Provincial Highway as identified on Schedule B1 of the Town of Halton Hills Official Plan.
- d) The following types of facade restoration and improvement works on commercial, institutional and mixed use buildings are considered eligible for a grant under this program:
 - i) repair or replacement of storefront, including repair or replacement of storefront doors and windows;
 - ii) repair or repointing of facade masonry and brickwork;
 - iii) repair or replacement of cornices, parapets, eaves and other architectural details;
 - iv) repair or replacement of awnings or canopies;
 - v) facade painting and cleaning/treatments;

- vi) addition of new lighting/upgrading of existing fixtures on exterior facade and in entrance and storefront display areas;
- vii) installation/improvement of signage (as permitted by the Sign By-law);
- viii) landscaping, including plant materials (to a maximum of 15% of the approved grant amount);
- ix) architectural/design fees required for eligible works (to a maximum of 10% of the grant amount); and
- x) other similar repairs/improvements as may be approved.

A.5.6.2 Residential Conversion/Rehabilitation and Retail Conversion Grant Program

A.5.6.2.1 Purpose

To promote the following in Urban Georgetown:

- a) Upgrading of existing residential units in mixed use buildings;
- b) Construction of new residential units through conversion of excess commercial and vacant space on upper storeys of commercial and mixed use building to residential units; residential intensification; and the infilling of vacant lots; and
- c) Conversion of vacant non-retail commercial space to retail commercial space to reinforce the retail commercial base.

A. 5.6.2.2 Description

The Residential Conversion component of the Grant Program will provide a grant equal to the cost of rehabilitating existing residential units and/or constructing new residential units on upper storeys on the basis of \$15 per square foot of habitable floor space rehabilitated or constructed, to a maximum of \$15,000 per unit, and a maximum of 4 units per project. The Residential Conversion component of the Grant Program can be used for rental or ownership units. If used for ownership units, the grant may apply to buildings that fall under the *Condominium Act*. The Grant will be paid once all construction is complete and the Town has conducted all final inspections.

The Retail Commercial Conversion component of the Grant Program will provide a grant equal to the cost of the physical improvements and changes required to convert vacant non-retail ground floor commercial space to retail commercial space on the basis of \$15 per square foot of floor space converted/rehabilitated to a maximum of \$15,000 per project. The Retail Commercial Conversion component of the Grant Program can be used for rental or ownership units. The Grant will be paid upon completion of the eligible works and inspection of those works by the Town.

Recommended program duration is 10 years.

A.5.6.2.3 Program Requirements

Applicants are eligible to apply for funding under this program, subject to meeting the general program requirements, the following program requirements, and subject to the availability of funding as approved by Town Council through the annual CIP budget:

- a) The property is within the Georgetown Urban Boundary as identified on Schedule A3-1 of the Town of Halton Hills Official Plan.
- b) The use of the building is in accordance with the land use designation in the Town of Halton Hills Official Plan.
- c) The property is located with frontage on an Arterial Road or Provincial Highway as identified on Schedule B1 of the Town of Halton Hills Official Plan.
- d) The following types of projects are considered eligible for the Residential Conversion component of the Grant under this program:
 - i) renovations to existing residential units in a mixed use building to bring these units into compliance with the Building Code, Property Standards By-law and the Fire Code; or
 - ii) existing commercial or mixed use building where two or more net residential units are created; and,
 - iii) vacant lot (including parking lots) converting to mixed use or residential use where two or more net residential units are created.
- e) The following types of works where vacant non-retail ground floor commercial space is being converted to retail commercial floor space are considered eligible for the Retail Commercial Conversion component of the Grant under this program:
 - i) repair or replacement of storefront, including repair or replacement of storefront doors and windows;
 - ii) repair or replacement of awnings or canopies;
 - iii) facade painting and cleaning/treatments;
 - iv) addition of new lighting/upgrading of existing fixtures on exterior facade and in entrance and storefront display areas;
 - v) installation/improvement of signage (as permitted by the Sign By-law);
 - vi) entrance modifications to provide barrier-free accessibility;
 - vii) extension/upgrading of plumbing and electrical services for the creation of retail space; and
 - viii) other similar repairs/improvements as may be approved.
- f) The Town may require the applicant to submit for approval professional design/ architectural drawing(s) which shall be in conformity with any municipally issued Urban Design Guidelines and/or Heritage Design Guidelines.

B. 5.6 Urban Acton

B.5.6.1 Building and Facade Improvement Grant/Loan Program

B.5.6.1.1 Purpose

To promote the rehabilitation, restoration and improvement of the facades of commercial, institutional and mixed use buildings (including retail storefront display areas and signage) on applicable properties within the Acton Urban Area.

To promote the maintenance and physical improvement of existing commercial, institutional and mixed use buildings in the Acton Urban Area, in order to meet the current Building Code, improve aesthetic quality, and to provide safe and usable commercial, residential and mixed use space.

B. 5.6.1.2 Description

This program contains two components. A grant component applies to eligible facade improvements while a loan component applies to eligible building maintenance and improvement works.

The Facade Improvement Grant component of this program will provide a grant of 70% of the cost of eligible storefront improvement and facade improvement and restoration works to commercial, institutional and mixed use buildings, up to a maximum grant per building of \$12,500. Eligible facades include front facades and rear facades facing public parking areas.

At the discretion of Council, the matching grant for the Facade Improvement Grant component can be increased by up to \$5,000 per building for:

- a) applications where three or more contiguous commercial property owners submit a joint application; or
- b) buildings designated under the Ontario Heritage Act or listed by the Town.

The Building Improvement Loan component of this program will provide a no interest loan equivalent to 70% of the cost of eligible interior and exterior building maintenance and improvement works to commercial, institutional and mixed use buildings, up to a maximum loan per building of \$25,000. The minimum loan per building will be \$5,000. The loan will be repayable over a 5 year period and the Town will require that security for the loan be registered against the title of the property.

The Grant will be paid upon completion of the eligible works and inspection of those works by the Town.

Recommended program duration is 10 years.

B.5.6.1.3 Program Requirements

Applicants are eligible to apply for funding under this program, subject to meeting the general program requirements, the following program requirements, and to the availability of funding as approved by Town Council through the annual CIP budget:

- a) The property is within the Acton Urban Boundary as identified on Schedule A6-1 of the Town of Halton Hills Official Plan.
- b) The use of the building is in accordance with the land use designation in the Town of Halton Hills Official Plan.
- c) The property is located with frontage on an Arterial Road or Provincial Highway as identified on Schedule B1 of the Town of Halton Hills Official Plan.
- d) The following types of facade restoration and improvement works on commercial, institutional and mixed use buildings are considered eligible for a grant under this program:
 - i) repair or replacement of storefront, including repair or replacement of storefront doors and windows;
 - ii) repair or repointing of facade masonry and brickwork;
 - iii) repair or replacement of cornices, parapets, eaves and other architectural details;
 - iv) repair or replacement of awnings or canopies;
 - v) facade painting and cleaning/treatments;
 - vi) addition of new lighting/upgrading of existing fixtures on exterior facade and in entrance and storefront display areas;
 - vii) installation/improvement of signage (as permitted by the Sign By-law);
 - viii) landscaping, including plant materials (to a maximum of 15% of the approved grant amount);
 - ix) architectural/design fees required for eligible works (to a maximum of 10% of the grant amount); and
 - x) other similar repairs/improvements as may be approved.
- e) The following types of building maintenance and improvement works on commercial, institutional and mixed use buildings are considered eligible for a loan under this program:
 - i) entrance modifications to provide barrier-free accessibility;
 - ii) installation/upgrading of fire protection systems;
 - iii) repair/replacement of roof;
 - iv) structural repairs to walls, ceilings, floors and foundations;

- v) water/flood/weatherproofing;
 - vi) repair/replacement of windows and doors;
 - vii) extension/upgrading of plumbing and electrical services for the creation of retail, office or residential space;
 - viii) installation/alteration of required window openings to residential spaces;
 - ix) required improvements to heating and ventilation systems; and
 - x) other similar repairs/improvements related to health and safety issues, as may be approved.
- f) The following types of facade restoration and improvement works and building maintenance and improvement works on commercial, institutional and mixed use buildings designated under the Ontario Heritage Act or listed by the Town are considered eligible for a grant and/or a loan under this program:
- i) a Professional Design Study (to a maximum of 10% of the grant amount) that specifies the significant architectural features to be restored, the nature and method of preservation/restoration, and materials to be used;
 - ii) works that conserve or enhance elements specified in the Reasons for Designation accompanying the designating by-law under the Ontario Heritage Act;
 - iii) fences and outbuildings if specifically referred to in the Reasons for Designation;
 - iv) original siding and roofing materials including repair and replacement where necessary of wood clapboard or board-and-batten, repair and repointing of masonry buildings, stucco repair, repair or replacement of original roofing materials (slate, wood shingles, tile, etc.);
 - v) removal of modern material (synthetic siding, asphalt shingles, etc.) and replacement with documented original materials;
 - vi) reconstruction or construction of former and significant architectural features for which the appearance can be clearly determined from documentary sources (photographs, drawings, etc.);
 - vii) cleaning of masonry buildings if it is necessary for the building's preservation;
 - viii) all final finishes, such as paint and masonry are eligible for funding subject to approval;
 - ix) interior works specifically referred to in the Reasons for Designation, including, but not limited to: woodwork, plasterwork, wall or ceiling murals, or metal work, and other decorative features; and
 - x) works required to maintain or preserve significant architectural features.

B.5.6.2 Residential Conversion/Rehabilitation and Retail Conversion Grant Program

B.5.6.2.1 Purpose

To promote the following in Downtown Acton:

- a) Upgrading of existing residential units in mixed use buildings;
- b) Construction of new residential units through conversion of excess commercial and vacant space on upper storeys of commercial and mixed use building to residential units; residential intensification; and the infilling of vacant lots; and
- c) Conversion of vacant non-retail commercial space to retail commercial space to reinforce the retail commercial base.

B. 5.6.2.2 Description

The Residential Conversion component of the Grant Program will provide a grant equal to the cost of rehabilitating existing residential units and/or constructing new residential units on upper storeys on the basis of \$15 per square foot of habitable floor space rehabilitated or constructed, to a maximum of \$15,000 per unit, and a maximum of 4 units per project. The Residential Conversion component of the Grant Program can be used for rental or ownership units. If used for ownership units, the grant may apply to buildings that fall under the Condominium Act. The Grant will be paid once all construction is complete and the Town has conducted all final inspections.

The Retail Commercial Conversion component of the Grant Program will provide a grant equal to the cost of the physical improvements and changes required to convert vacant non-retail ground floor commercial space to retail commercial space on the basis of \$15 per square foot of floor space converted/rehabilitated to a maximum of \$15,000 per project. The Retail Commercial Conversion component of the Grant Program can be used for rental or ownership units. The Grant will be paid upon completion of the eligible works and inspection of those works by the Town.

Recommended program duration is 10 years.

B.5.6.2.3 Program Requirements

Applicants are eligible to apply for funding under this program, subject to meeting the general program requirements, the following program requirements, and subject to the availability of funding as approved by Town Council through the annual CIP budget:

- a) The property is within the Acton Urban Boundary as identified on Schedule A6-1 of the Town of Halton Hills Official Plan.
- b) The use of the building is in accordance with the land use designation in the Town of Halton Hills Official Plan.

- c) The property is located with frontage on an Arterial Road or Provincial Highway as identified on Schedule B1 of the Town of Halton Hills Official Plan.
- d) The following types of projects are considered eligible for the Residential Conversion component of the Grant under this program:
 - i) renovations to existing residential units in a mixed use building to bring these units into compliance with the Building Code, Property Standards By-law and the Fire Code; or
 - ii) existing commercial or mixed use building where two or more net residential units are created; and,
 - iii) vacant lot (including parking lots) converting to mixed use or residential use where two or more net residential units are created.
- e) The following types of works where vacant non-retail ground floor commercial space is being converted to retail commercial floor space are considered eligible for the Retail Commercial Conversion component of the Grant under this program:
 - i) repair or replacement of storefront, including repair or replacement of storefront doors and windows;
 - ii) repair or replacement of awnings or canopies;
 - iii) facade painting and cleaning/treatments;
 - iv) addition of new lighting/upgrading of existing fixtures on exterior facade and in entrance and storefront display areas;
 - v) installation/improvement of signage (as permitted by the Sign By-law);
 - vi) entrance modifications to provide barrier-free accessibility;
 - vii) extension/upgrading of plumbing and electrical services for the creation of retail space; and
 - viii) other similar repairs/improvements as may be approved.
- f) The Town may require the applicant to submit for approval professional design/architectural drawing(s) which shall be in conformity with any municipally issued Urban Design Guidelines and/or Heritage Design Guidelines.

5. That Figure 6.1 Monitoring Program is amended as follows:

Program By Type (refer to Section 5.0)	Monitoring Variables
Building/Facade/Property Improvement Grant/Loan Program 5.3.1 (Georgetown Community Node (Guelph Street) Sub-Area) 5.4.3 (Downtown Georgetown)	<ul style="list-style-type: none"> • Number of applications by type (facade improvement, building improvement (interior/exterior), property improvement, landscape improvement) • Length/size of facade improved • Size of building improved

<p>Sub-Area) 5.5.1 (Downtown Acton Sub-Area) 5.6.1 (Other Properties (Urban Georgetown and Urban Acton)) 5.78.2 (Agricultural/Rural Sub-Area) 5.89.1 (Georgetown and Acton Industrial Park Sub-Areas)</p>	<ul style="list-style-type: none"> • Size of property improved • \$ Amount of grant • \$ Amount of loan • Area (sq.ft.) and number of commercial, institutional and residential units rehabilitated/constructed by type • Total \$ value of construction • \$ Value of private sector investment leveraged • Increase in assessed value of property • Increase in property taxes (Town, Region, Education) • Number and net \$ amount of program defaults
<p>Residential Conversion/ Rehabilitation and Retail Conversion Grant Program</p> <p>5.4.1 (Downtown Georgetown Sub-Area) 5.5.2 (Downtown Acton Sub-Area) 5.6.2 (Other Properties (Urban Georgetown and Urban Acton))</p>	<ul style="list-style-type: none"> • Number of applications by type (residential conversion or retail conversion) • Size of building improved • Size of property improved • \$ Amount of grant • Total \$ value of construction • \$ Value of private sector investment leveraged • Area (sq.ft.) and number of residential units rehabilitated/constructed by type • Area (sq.ft.) and number of vacant non-commercial units rehabilitated and converted to commercial space • Increase in assessed value of property • Increase in property taxes (Town, Region, Education) • Number of new businesses occupying the converted commercial space (1 year post project completion) • Jobs created/ retained (1 year post project completion) • Number and net \$ amount of program defaults