



REPORT

REPORT TO: Mayor and Members of Council

REPORT FROM: Tara Buonpensiero, Planner - Policy

DATE: December 17, 2009

REPORT NO.: PDS- 2010-0005

RE: Proposed Comprehensive Town of Halton Hills Community Improvement Plan

RECOMMENDATION:

THAT Report No. PDS-2010-0005 dated December 17, 2009, regarding the Community Improvement Plan (CIP) be received;

AND FURTHER THAT Council authorize the commencement by the Town's consultants of preparation of the proposed Town of Halton Hills Comprehensive CIP generally in accordance with the parameters set out in the *Preliminary CIP Program Details* document attached to this report, and subject to input received from the Economic Development Committee, Council and the Stakeholders Advisory Committee;

AND FURTHER THAT staff be authorized to hold a public information centre and statutory public meeting on the Town of Halton Hills Comprehensive Community Improvement Plan and associated Official Plan Amendment in accordance with the timelines outlined in the body of this report;

AND FURTHER THAT a copy of Report No. PDS-2010-0005 be forwarded to the Stakeholder Advisory Committee, including the Region of Halton.

BACKGROUND:

The Town of Halton Hills Community Improvement Plan (CIP) program is comprised of two phases. Phase 1 was concluded through the approval of the recommendations from Report No. PDS-2009-0041, where Council endorsed the Community Improvement Strategy to serve as the basis for developing the Town of Halton Hills Comprehensive CIP.

The consulting team is now preparing Phase 2, which includes preparation of the Town of Halton Hills Comprehensive CIP. To aid in the preparation of the Town of Halton Hills

Comprehensive CIP, the consultant team has prepared the *Halton Hills Preliminary CIP Program Details* document (attached) which was introduced to Economic Development Committee on November 23, 2009 through Report No. PDS-2009-0101.

In addition to the Town's approved Capital Budget for the CIP project, substantial funding for this project is being provided through performance based grants from the Federation of Canadian Municipalities (FCM) and the Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA.) The grant agreements with both FCM and OMAFRA require completion of the CIP by the end of March 2010, which is accomplished through the work plan outlined in a later section of this report. In this regard, the purpose of this report is as follows:

- to summarize the proposed community improvement incentive programs and municipal leadership actions contained within the attached *Halton Hills Preliminary CIP Program Details* document;
- to seek Council's authorization for the Town's consultants to commence the preparation of the proposed Comprehensive Town of Halton Hills CIP generally in accordance with the parameters set out in the attached *Preliminary CIP Program Details* document, and subject to input received from the Economic Development Committee, Council and the Stakeholders Advisory Committee; and,
- to seek authorization from Council to proceed to hold a public information centre and statutory public meeting for the proposed Comprehensive Town of Halton Hills CIP and associated Official Plan Amendment (OPA.)

COMMENTS:

As mentioned above, the consultant team has provided the attached *Halton Hills Preliminary CIP Program Details* document which outlines potential municipal leadership actions and financial incentives for each of the priority areas which were identified through the Community Improvement Strategy as follows:

- a) A portion of Guelph Street
- b) Downtown Georgetown
- c) Downtown Acton
- d) Brownfield sites including the GO Station lands and Beardmore
- e) Agricultural areas including lands in the Greenbelt
- f) Georgetown and Acton Industrial Parks

The draft programs outlined in the attached *Halton Hills Preliminary CIP Program Details* document are intended to provide Council with a 'toolkit' of potential financial incentive programs and municipal leadership actions which could be included in the Comprehensive Town of Halton Hills CIP, and would be implemented through an annual Community Improvement Plan budget. The annual budget would set the financial limits and priorities for the CIP program for the upcoming year.

It is important to note that not all programs are intended to be available simultaneously and their introduction would be phased based on Council's annual priorities for community

improvement. For example, financial incentive programs for the Beardmore brownfield site in south Acton would logically be a program that would be phased in post 2015, upon completion of the necessary land use planning studies and possibly more clarity related to servicing.

In addition to sections outlining financial incentive programs and municipal leadership programs, the Town of Halton Hills Comprehensive CIP will also include sections outlining the monitoring program and the marketing strategy. An OPA is also required to implement the Town of Halton Hills CIP, specifically to designate the boundaries of the Community Improvement Project Areas.

Financial Incentive Programs

Building on the recommendations of the approved Community Improvement Strategy, the consultant team has provided proposed details on each of the financial incentive programs for the proposed Community Improvement areas. Table 1 below summarizes the proposed financial incentive programs, timelines, and potential for Regional participation, the details of which are still under review. Additional details of each incentive program including requirements to be eligible for particular programs are provided in the attached *Halton Hills Preliminary CIP Program Details* document, prepared by MMM Group and RCI Consulting.

In addition to specific requirements for eligibility for specific financial incentive programs, the attached *Halton Hills Preliminary CIP Program Details* document also proposes 19 general eligibility requirements. Some examples of the eligibility requirements include:

- The property must be within the Community Improvement Project Area as defined in the CIP;
- Application for a financial incentive program must be submitted before the commencement of any study or works that the CIP will apply to and prior to application for a building permit;
- Applications must include plans, estimates, contracts, reports and any other details required by the Town;
- Town staff review and evaluate applications and supporting materials against program eligibility requirements and make a recommendation to Town Council or Council's designate;
- The Town reserves the right to audit the cost of any and all works approved under any of the financial incentive programs, at the expense of the applicant; and
- The Town can discontinue any of the programs contained in the CIP at any time.

Municipal Leadership Actions

To complement the financial incentives, the attached *Halton Hills Preliminary CIP Program Details* document also proposes a number of municipal leadership actions. Table 2 below summarizes the proposed municipal leadership actions and priority of implementation, the details of which are still under review. A number of these initiatives are already underway, and the consultants recommend that other initiatives should be implemented subject to the

Town's Capital Budget and availability of resources. As the Town continues to implement municipal incentive programs, it demonstrates the Town's commitment to contribute to, motivate, and assist in community improvement.

Table 1: Summary of Proposed Community Improvement Programs by Sub Area

	Recom. Duration	Recom. Regional Part.	Recommended Phasing	
			Upon CIP Approval	A Few Years After CIP Approval or Servicing Availability
Building and Façade Improvement Grant Program				
50% of eligible costs to a maximum of \$10,000 (\$15,000 if designated heritage) for both façade improvement and building improvement grants. Can apply for both grants for one property or project.	10 Years	Y	X	
Revitalization Grant Program				
Between 60-100% of municipal property tax increase. % varies depending on LEED Standard achieved.	10 Years	Y		X
Comprehensive Planning Grant Program				
50% of cost to prepare Plans to a max of \$7,500	5 Years	N	X	
Residential Conversion/Rehabilitation and Retail Conversion Grant				
\$15/sq ft of space rehabilitated or created to a max. of \$15,000 per unit and a maximum of 4 units per property	7 Years	Y	X	
\$15/sq ft of vacant or non retail floor space converted to retail to a max. of \$15,000 per property.	7 Years	Y	X	
Revitalization Grant Program				
Between 60-100% of municipal property tax increase. % varies depending on LEED Standard achieved.	10 Years	Y		X
Heritage Building and Façade Improvement Grant Program				
50% of eligible preservation, restoration and improvement for properties designated under the Ontario Heritage Act or listed by the Town to a max of \$20,000	10 Years	N	X	
Building and Façade Improvement Grant Program				
70% of eligible costs to a maximum of \$12,500 (\$17,500 if designated heritage) for both façade improvement and building improvement grants. Can apply for both grants for one property or project.	10 Years	Y	X	
Residential Conversion/Rehabilitation Grant Program				
\$15/sq ft of space rehabilitated or created to a max. of \$15,000 per unit and a maximum of 4 units per property	7 Years	Y	X	

Table 1: Summary of Proposed Community Improvement Programs by Sub Area (Con't)

	Recom. Duration	Recom. Regional Part.	Recommended Phasing	
			Upon CIP Approval or when Servicing is Available	A Few Years After CIP Approval or Servicing Availability
Revitalization Grant Program				
Between 60-100% of the municipal property tax increase. % varies depending on LEED Standard achieved	10 Years	Y	X	
Environmental Site Assessment Grant Program				
50% of cost of an eligible environmental site assessment, remedial action plan or risk assessment to a maximum of 12,500 per study and 2 studies per project to a maximum of \$22,500.	5 +5 Years	N	X	
Brownfield Tax Assistance Program				
Cancel municipal property taxes/tax increase and cancel education property taxes/tax increases for up to 3 years.	5 +5 Years	Y	X	
Brownfield Redevelopment Grant Program				
Between 60-100% of municipal property tax increase. % varies depending on LEED Standard achieved	10 Years	Y	X	
Brownfield Parkland Dedication Reduction Program				
Grant equal to 50% to 100% of parkland dedication fees. % varies depending on LEED Standard achieved	5 +5 Years	N	X	
Brownfield Development Charge Reduction Program ¹				
Up to 60% reduction of Development Charges for a site under the Brownfields Redevelopment Grant Program. Up to an additional 40% reduction of DC based on achievement of LEED certification	5 +5 Years	Y	X	
Environmental Site Assessment Grant Program				
50% of cost of an eligible environmental site assessment, remedial action plan or risk assessment to a maximum of 12,500 per study a maximum of 2 studies per project to a maximum of \$22,500.	5 +5 Years	N		X

¹ This Section does not form part of the Community Improvement Plan

Table 1: Summary of Proposed Community Improvement Programs by Sub Area (Con't)

	Duration	Recommend Regional Part.	Phasing	
			Upon CIP Approval or when Servicing is Available	A Few Years After CIP Approval or Servicing Availability
Brownfield Tax Assistance Program				
Cancel municipal property taxes/tax increase and cancel education property taxes/tax increases for up to 3 years.	5 +5 Years	Y		X
Brownfield Redevelopment Grant Program				
Between 60-100% of municipal property tax increase. % varies depending on LEED Standard achieved	10 Years	Y		X
Agricultural Feasibility Study/Business Plan Grant Program				
50% of cost of an eligible feasibility study or business plan to a maximum of \$7,500 and a maximum of 1 study per property	10 Years	N	X	
Agricultural Buildings and Facilities Revitalization Grant Program				
Grant equal to 60% to 100% of the municipal property tax increase. % varies depending on LEED Standard achieved	10 Years	Y	X	
GEORGETOWN AND ACTON INDUSTRIAL PARK SUB AREA				
Landscape Improvement Grant				
50% of cost of eligible costs for fencing, landscaping and screening of industrial properties to a maximum of \$12,500 and a maximum of 1 grant per property	7 Years	N	X	
Energy Efficiency Retrofit Grant				
Grant equal to 30% of any approved Natural Resources Canada ecoEnergy Retrofit Grant to a maximum of \$15,000 per application.	Mar. 31 2012 or if Federal Program is Extended, to a max. of 7 Years	N	X	

Table 2 Summary of Proposed Municipal Leadership Actions

	Priority			
	Underway	High	Medium	Low
General				
Establish a Halton Hills CIP Review Panel		X		
Prepare a CIP Marketing Strategy		X		
Establish a Municipal-Regional CIP Liaison Committee		X		
Guelph Street Area				
Prepare Comprehensive Development Plan(s)		X		
Zoning Review			X	
Downtown Georgetown Sub-Area				
Prepare a “Downtowns” Guide			X	
Marketing Strategy	X			
Georgetown BIA Boundaries	X			
Signage Program				X
Downtown Acton Sub-Area				
Municipal By-law Enforcement/Review		X		
Prepare a “Downtowns” Guide			X	
Marketing Strategy			X	
Land Use and Zoning Review	X			
Review of the “Acton Tourist Area” Designation	X			
Acton BIA Boundaries		X		
Signage Program				X
GO Station/Beardmore and other Brownfield Sites				
Go Station Land Use Study	X			
Regional Participation		X		
Beardmore Land Use Study			X	
Intensification on Additional Brownfield Sites				X
Agricultural Sub-Area				
Agri-Business Program		X		
Agricultural Government Support Program			X	
Regional Participation		X		
Farm Marketing Materials			X	
Agri-Business Economic Development Strategy			X	
OMAFRA Local Office				X
Industrial Park				
Property Standards			X	
Signage			X	

Next Steps

As mentioned previously, in accordance with the grant agreements between the Town of Halton Hills, FCM and OMAFRA, the Town of Halton Hills Comprehensive CIP must be completed by March 31, 2010. The recommendations of this report seek Council's authorization for the Town's consultants to commence preparation of the proposed Comprehensive Town of Halton Hills CIP, generally in accordance with the parameters set out in the attached *Halton Hills Preliminary CIP Program Details* document, and further seek Council's authorization to hold a public information centre and statutory public meeting on the Comprehensive Town of Halton Hills CIP and associated OPA.

In order to ensure the CIP is completed by March 31, 2010, Table 3 below outlines a revised work plan for the Community Improvement project.

Table 3 – Work Plan to Complete the Community Improvement Project

Date	Milestone
Fri. Jan. 8, 2010	Stakeholder Committee Meeting
Mon. Jan. 11, 2010	Economic Development Committee Review of Proposed Programs and Municipal Leadership Actions
Mon. Jan. 25, 2010	Receipt of Draft CIP from MMM Group and RCI Consulting
Thurs. Jan. 28, 2010	Draft CIP and OPA Available to Public
Wed. Feb. 10, 2010	Public Information Centre
Mon. Feb. 22, 2010	Statutory Public Meeting
Mon. Mar. 8, 2010	Recommendation Report to General Committee
Mon. Mar. 29, 2010	*Approval of CIP and OPA

* Note: If there are significant changes to the CIP or OPA, it may be necessary to have the Recommendation Report and Council approval of the CIP and OPA at the same meeting as an Emergency Action item.

RELATIONSHIP TO STRATEGIC PLAN:

The Town's CIP relates extensively to the following Strategic Directions:

- Foster a Healthy Community
- Preserve, Protect and Enhance Our Environment
- Foster a Prosperous Economy
- Preserve, Protect and Promote our Distinctive History
- Preserve, Protect and Enhance our Countryside
- Achieve Sustainable Growth
- Provide Responsive, Effective Municipal Government

FINANCIAL IMPACT:

The Community Improvement project is being undertaken in accordance with the approved Capital Budget. Costs for undertaking the CIP program were previously

documented through reports PD-2008-0031 and PDS-2009-0006, with substantial funding being provided through performance based grants from FCM and OMAFRA.

COMMUNICATIONS IMPACT:

It is recommended that a copy of this report be forwarded to the Stakeholder Advisory Committee including the Region of Halton.

ENVIRONMENTAL IMPACT:

There are no immediate environmental impacts associated with this report.

CONSULTATION:

Staff are seeking direction through the recommendations of this report to hold a public information centre and statutory public meeting on the proposed Comprehensive Town of Halton Hills CIP and associated OPA.

CONCLUSION:

This report seeks Council's authorization for the consultant team to commence the preparation of the Comprehensive Town of Halton Hills CIP generally in accordance with the parameters set out in the *Preliminary CIP Program Details* document. In order to meet the timelines stipulated in the grants with FCM and OMAFRA, this report seeks Council's authorization to proceed to hold a public information centre and statutory public meeting on the Comprehensive Town of Halton Hills CIP and associated OPA, in accordance with the work plan outlined in a previous section of this report.

Respectfully submitted,

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