



Town of Minto  
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## COMMUNITY IMPROVEMENT GRANT PROGRAM TERMS AND CONDITIONS

### OBJECTIVE OF THE COMMUNITY IMPROVEMENT GRANT

The objectives of the Community Improvement Grant Program include:

- To provide for rehabilitation or improvement of commercial facades including brickwork and signage.
- To provide an incentive for private investment
- To improve the physical and aesthetic amenities of buildings in the downtown
- To provide a structural incentive to help retain, upgrade and enhance the building stock
- Permit, approve and encourage development that contributes to the downtown and commercial core areas growing in form and function as viable and critical focal points in the community.
- Offer incentives to landowners, businesses and developers that propose significant commercial, industrial, residential or institutional projects that substantially renovate, restore, improve and update a prominent building or structure or key vacant property and accomplish more than one of the following:
  - Address structural and life safety issues to create usable and efficient floor space
  - Improve property standards or preserve architectural significance
  - Remediate a brownfield site, or improve the environment by planting trees, protecting habitat, or other methods to enhance the natural ecosystems
  - Upgrade public infrastructure such as sewer, water, storm, roadway, sidewalks
  - Preserve or enhance employment opportunities

This is a matching grant program, which means that the applicant pays at least 50% of the improvement costs and the Town provides a grant for a portion up to a maximum of \$3,000 for facades, \$1,000 for signage and \$40,000 for structural improvements. Costs in excess of the maximum grant and loan shall be the responsibility of the applicant.

To be eligible for the grant program the applicant must be the registered owner, assessed owner, tenant of the building, or any person to whom such an owner or tenant has assigned the rights for the subject property. Where circumstances exist that require eligible work to proceed before approval can be granted, the Town at its sole discretion may choose to fund work retroactively where it is assured the requirements of the plan are met. However, the Town is under no obligation to fund work retroactively and applicants who proceed in advance of approval do so at their own cost and risk.

Grant allocations are made subject to Council approval.

### MUNICIPAL FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

The Town may promote the program and reserves the right to use approved and funded projects as examples in promotional programming. The Town may promote an approved project by using photographs and descriptions of the project in promotional materials.

### PAYMENT OF THE GRANT

Applications for which grants have been approved will be made available by notifying the applicant in writing, and will be disbursed by cheque made payable to the owner following:

- Completion of the proposed improvements to the satisfaction of the Town.

- Before a Town cheque is issued for either the grant or loan the applicant must submit proof of payment for approved, eligible, completed work.
- Compliance with all terms and conditions of the application procedure, inspection procedures (building and fire) and completion of work within the prescribed time frame. Generally six months from the acceptance and approval date of the application.
- Applicant must obtain all building permits and any other required permits.
- Applicant is responsible for conformance with all applicable health and safety standards.
- Applicant also agrees to maintain the property and improvement
- When the façade, signage or structural work is completed, a statement with supporting invoices shall be submitted to the Town and, if approved, notice of completion will be issued upon which the financial assistance will be initiated.
- Funding approval will lapse if a notice of completion is not issued within eight months of the date of execution of the agreement. The Economic Development and Planning Committee may grant an extension of up to four months following receipt of a written request by the applicant setting out the reasons for the extension and providing a new date of completion.

### **COMMITTEE REVIEW PROCESS**

The Downtown Revitalization Committees will review the application and make a recommendation to the Economic Development and Planning Committee within sixty (60) days. The total grant amount for each year is limited – grants will be awarded on a first – come, first-served basis and will be limited to one application per business per fiscal year.

### **LIMITATIONS OF LIABILITY AND INDEMNIFICATION, FURTHER CONDITIONS**

Town staff, officers and agents shall be saved harmless arising out of any actions or approvals granted, or any building code infractions associated with the completed work.

The Town staff shall be entitled to at any time to impose such additional terms and conditions on the use of the grant and/or loan which, in its sole discretion, it deems appropriate.