

# Community Improvement Plan – 2024 Update

## City of Elliot Lake



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## City of Elliot Lake

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- Appendix A Copy of By-law 24-50 Designate the Community Improvement Project Area
- Appendix B Copy of By-law 24-51 Adopt a Community Improvement Plan

**Community Improvement Plan – 2024 Update**  
**City of Elliot Lake**

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## 1.0 Introduction

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The City of Elliot Lake (City) is located along Highway 108, in the Algoma District, located north of Highway 17 halfway between the Cities of Sudbury and Sault Ste. Marie. The City is evolving from being reliant on the uranium mining industry to an economy with a full range of commercial, institutional, and industrial opportunities for residents. The residents of the City enjoy the benefits of a quality lifestyle, with a variety of residential and retirement living options. With its extensive land area of 75,000 hectares, Elliot Lake has the potential to offer a range of residential settings both in urban and rural areas. The city also boasts a wealth of natural resources, including opportunities for outdoor activities, mineral exploration, forestry, tourism, and wildlife conservation.

Community Improvement Plans (CIPs) are used to benefit communities in the Province of Ontario by enabling municipalities to provide grants and loans to encourage investment in targeted areas of the municipality. The revitalization of communities through the implementation of CIPs can be used for business investment or economic development. Community Improvement Plans may also be used to encourage environmental remediation and redevelopment as well as effectively utilize existing community infrastructure.

CIPs can address a range of challenges including growth management, the intensification of communities, employment opportunities, and accessibility enhancements. Through the CIP a municipality can implement incentive programs to promote improvements to building aesthetics and business diversification.

Much of the City's commercial and industrial infrastructure was developed over the past 50 years, as the community expanded. In many instances, development standards have changed over the years, resulting in a need for private and public sector infrastructure improvements. From the early 1990's, the City has had to change its focus on transforming its economy from a mining community. During that time, the impact on the commercial and industrial sector has been significant, with a population and employment base that was inadequate to sustain the commercial sector and allow it to reinvest in their businesses and buildings.

The first Elliot Lake CIP was adopted in 2008. The initial CIP project areas focused on the downtown core and Oakland Boulevard and were extended to cover the North and South Industrial Areas of Timber Road and Perini Road. However, this left some commercial operators without access to funding. The CIP was updated in 2018, in which the CIP Project area was expanded to include the entire urban settlement area of the City.

### 1.1 2024 Updates

The update to this CIP is aligned with the 2023 Strategic Plan. The Strategic Plan sets out the municipal perspective on future growth, development, and sustainability of the City for the next 5 years, based on community input. This plan directly addresses implementing a CIP as a readiness tool to attract new business and promote the development of commercial lands. The plan also identifies supporting local business retention and expansion as an action item and the CIP can be used as a tool to address this goal as well.

Several strategic tasks were identified for this update of the CIP to ensure the combination of new incentives would support the needs to the business community, while also encouraging the growth and development of Elliot Lake as a place to live, work, and play. The tasks were as follows:

- Evaluate the existing incentive programs to determine if any could be removed or revised and if the allocated funding was sufficient.

- Add new incentives that support the development and expansion of commercial and industrial businesses.
- Expand the CIP to include residential incentive programs to promote the development of new residential housing.
- Revise policies to clarify eligibility requirements.
- Improve the overall readability and flow of the CIP document for ease of use by all.
- Integration of charts and diagrams to improve comprehension of the CIP.

## **1.2 Legislative Authority**

The CIP has been developed in accordance with Section 28 of the *Planning Act* and the *Municipal Act*, as well as other relevant policies and documents including the Provincial Policy Statement (2020), City of Elliot Lake Official Plan (2018), Zoning By-law (2018, as amended), Economic Development and Diversification Strategy (2013), and Strategic Plan (2023).

## **1.3 Public Consultation**

In order to understand the potential uptake and interest in incentive programs, and project areas, as well as the needs to the business community, a public open house was held on March 20<sup>th</sup>, 2024. The open house was advertised through the City's website and newspaper. The draft CIP materials were available for review on the website prior, during, and after the open house. Approximately six people attended the open house, and no concerns were raised. The public comment period was open till April 12<sup>th</sup>, 2024. Only one comment was received, which suggested that the renovation incentive be made available for all residential projects. No other responses were received. The public will also have an opportunity to provide comments at the Statutory Public Meeting that will be held on May 27, 2024.

## **1.4 Goals and Objectives**

The City has identified the development of a CIP as an opportunity to stimulate activities that maintain, rehabilitate, and redevelop the existing physical environment of an area to accommodate the social and economic priorities of the community. The CIP will serve as a long-term framework that will direct and guide community improvements through financial incentives and municipally driven projects.

The goal of the CIP is to improve the quality of life for the residents of Elliot Lake by maintaining and developing a physical environment that is attractive, complementary to the surrounding area, of a standard of construction suitable to the public health and safety of the residents, and that provides for the community service and facility needs of residents.

The objectives:

1. To develop the commercial areas in general, and the downtown core in particular as a focus of activity and a gathering area to attract people.
2. To strengthen the vitality and economic viability of the businesses within the Community Improvement Project Area;
3. To stimulate new investment in public and private lands;
4. To encourage consistency in urban design and signage while recognizing the importance of diversity and character of the existing buildings and areas;
5. To provide an attractive, safe, accessible and pedestrian friendly environment;
6. To improve pedestrian and vehicular circulation and connectivity within and around the Community Improvement areas, particularly in relation to the Highway 108 corridor and Horn and Porridge Lakes;
7. To improve the visual characteristics of the business community to provide a more pleasant shopping experience for patrons;
8. To encourage the industrial areas to redevelop in a more environmentally sustainable and visually attractive fashion.

## **1.5 Community Improvement Project Areas**

Through the 2024 update, Council passed By-law 24-XX on Month, Day, 2024, to include the entire urban settlement area of the City of Elliot Lake as the community improvement project area. A copy of By-law 24-50 is attached as Appendix A to this Plan.

Community Improvement Project Areas defined by Council must be for the purpose of redevelopment and in accordance with the definition of a community improvement project area according to Section 28 of the *Planning Act*: “a municipality or an area within a municipality, the community improvement of which in the opinion of Council is desirable because of age, dilapidation, overcrowding, fault arrangement, unsuitability of buildings or for any other environmental, social or community economic development reason.”

## **2.0 Eligibility Criteria and Conditions**

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### **2.1 Grant Eligibility Requirements**

In addition to being located in the Community Improvement Project Area, a proposed CIP project must meet general eligibility requirements.

The requirements contained in this CIP are not necessarily exhaustive and the City reserves the right to include other requirements and conditions as necessary on a property-specific basis. All of the financial incentive programs contained in this CIP are subject to the following general requirements, as well as the individual requirements specified under each program:

1. All applicants shall submit an application for the specific grant program(s) to the City prior to the commencement of any works and prior to the issuance of a building permit. Grant programs are not retroactively applied to works started or completed prior to the approval of an application.
2. Applicants will submit design drawings, architectural/engineering plans, and a work plan indicating proposed improvements, and a cost estimate for the works.

3. All proposed works approved under the incentive programs and associated improvements to buildings and/or land shall conform to all Municipal By-laws, policies, procedures, standards, guidelines, including applicable Official Plan and Zoning requirements and approvals.
4. The improvements made to buildings and/or land shall be made pursuant to a Building Permit and/or other required permits and constructed in accordance with the Ontario Building Code and/or other municipal requirements.
5. The owner is eligible for the grant programs. Where a tenant and/or operator proposes to undertake a particular project, written approval from the owner is required.
6. All grants applicable to a specified property shall not exceed the post-improvement value of the building and property regardless of any other program criteria that may apply.
7. Where the grant amounts requested exceed the City's available budget for a given year, the applicant may opt to defer the grant application to a subsequent year when funds are available.
8. Outstanding charges from the City including tax arrears, outstanding utility charges, or any other legal claim, lien, or order, or any other charges or claims that may adversely or abnormally affect title of the property, and requests to comply must be satisfactorily addressed prior to application processing and grant and/or tax assistance payment.
9. The City is not responsible for any costs incurred by an applicant in relation to any of the programs, including, without limitation, costs incurred in anticipation of a grant and/or tax assistance.
10. City staff, officials, and/or agents of the City may inspect any property that is subject of an application for any of the financial incentive programs offered by the City.

## **2.2 Multi-Residential Projects Eligibility**

For the purposes of this CIP, multi-residential projects shall be defined as follows:

- Low Density Residential: A minimum of 3 dwelling units which may include any combination of single detached dwellings, semi-detached dwellings, row houses, and town houses.
  - Eligible for grants listed in Sections 4.2.1 to 4.2.4 and Section 4.4.1.
- Apartment: A minimum of 5 dwelling units within one structure.
  - Eligible for grants listed in Sections 4.2 and 4.4.

The Property Tax Increment Grant is only applicable to multi-residential projects that are solely rental dwelling units.

Eligibility for multi-residential projects will be subject to the discretion of Staff.

## **2.3 Maximum Grant Eligibility**

The grant programs recognized in this CIP may be combined in a manner that will permit more than one grant per property provided all eligibility criteria and conditions are met for each program. Where this is permitted, the total financial incentive in the form of grants to an applicant or for an individual property shall not exceed \$20,000, with the exception of the Tax Increment Grant, which shall be in addition to any other grant.

The total of all grants combined under all programs shall not exceed eligible costs of the CIP with respect to those lands and buildings.

The grant programs are not meant to preclude an applicant from being eligible for other grant and/or loan programs offered by other agencies or as part of a future CIP.

## **2.4 Conditions for Approved Projects**

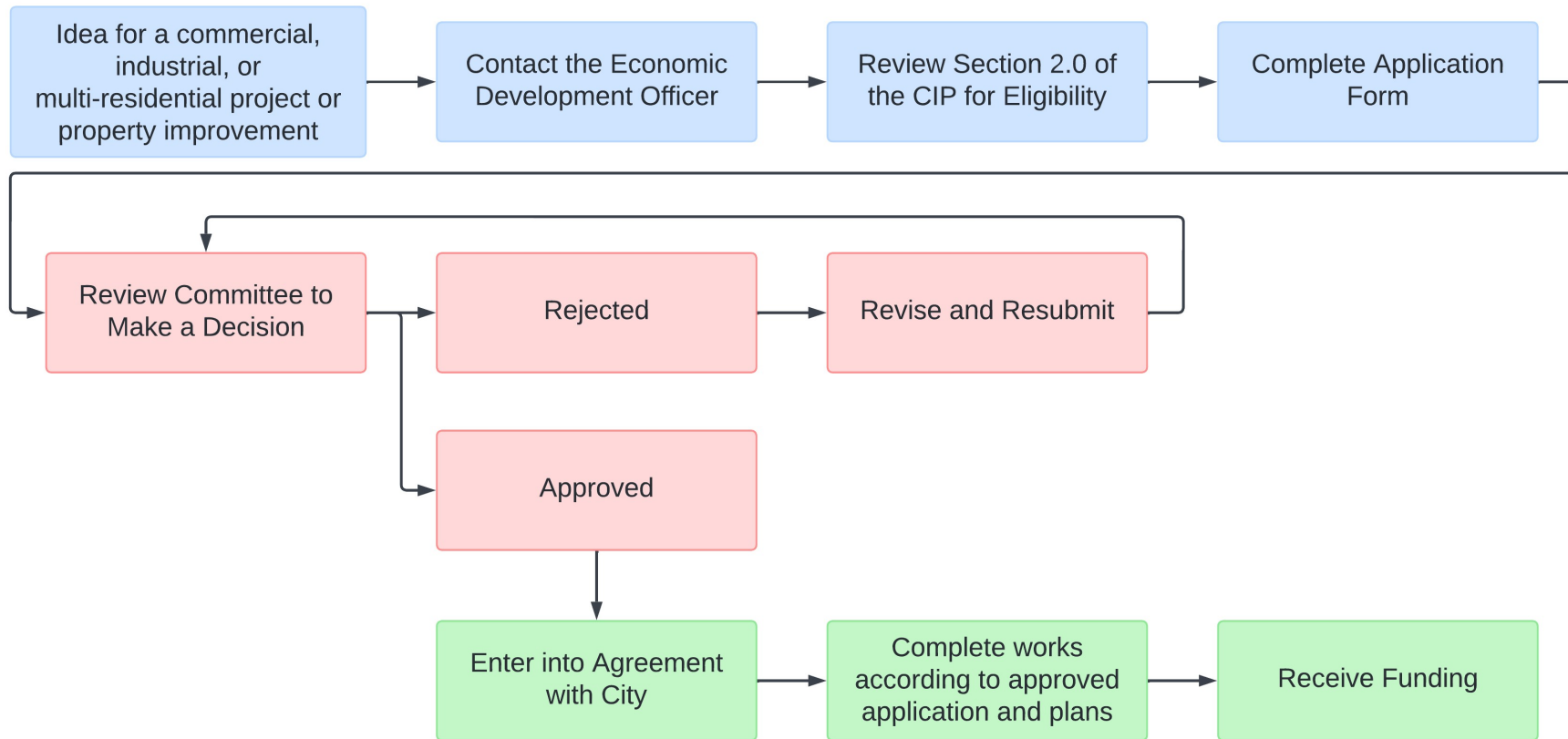
Any projects and/or properties that have been approved for a CIP Incentive are subject to the following general requirements, as well as the individual requirements specified under each program:

1. All applicants that are approved to receive a grant will be required to enter into an agreement with the City that specifies the terms of the grant. The terms may include such matters as the total amount of the grant to be provided, entitlement to the grant if the property is sold, the applicant's obligations if the applicant defaults on the agreement, provisions for audit associated with the actual costs associated with the application.
2. A copy of all Reports and inspections associated with a CIP improvement must be submitted to the City.
3. All completed drawings/plans must comply with the description of the work plan as provided in the grant application form.
4. Approvals of grant programs will expire if work is not completed within 18 months from the date of execution of the agreement between the applicant and the City. Any request for an extension beyond 18 months shall be subject to the approval of the Economic Development Committee.
5. Unless otherwise specified, grants will be advanced to the applicant upon full completion of the works, final inspection, and approval and/or issuance of any required certificates, all to the satisfaction of the City. Progress payments will not be made.
6. Grants are not to be part of any third-party agreement (e.g., between the owner/operator and subcontractor).
7. The grant will be paid based on the actual cost of the work, up to the amount approved in the application.
8. If the applicant is in default of any of the general or program specific requirements, or any other requirements of the City, the City may delay, reduce, or cancel the approved grant and/or tax assistance.
9. Unless otherwise specified, approved grants allocated to a specific property are not transferable to any other property but may be transferred to a new owner/operator of a property with an approved project.
10. Projects that require public sector improvements shall not be initiated until the City has prepared its required studies, unless the City is satisfied that such improvements may proceed without compromising future public sector improvements.
11. The City reserves the right to audit the cost of project feasibility studies, environmental studies, environmental remediation works, and/or rehabilitation works that have been approved under any of the financial incentive programs, at the expense of the applicant.

12. The requirements contained in this CIP are not necessarily exhaustive and the City reserves the right to include other requirements and conditions as necessary on a property-specific basis.
13. The City reserves the right to promote the business name and likeness of any successful CIP project/applicant.

### 3.0 Community Improvement Plan Process Diagram

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## 4.0 Incentive Programs

### 4.1 Summary Table

The following table presents a summary of the City's CIP programs:

| Program                                     | Grant Amount  | Applicability for New or Existing Development |
|---|---|---|
| <b>Universal</b>                            |   |   |
| Application and Permit Fee Rebates          | Planning Application Fees:<br>75% reduction, to a maximum of \$1,500<br><br>Building Permit Fees:<br>100% reduction to a maximum of \$10,000<br><br>Signage Permit Fees:<br>100% reduction, to a maximum of \$200<br><br>Demolition Permit Fees:<br>100% reduction, to a maximum of \$3,000 | New and Existing                              |
| Feasibility Study and Design Grant          | 50% to a maximum of \$5,000   | New and Existing                              |
| Environmental Site Assessment Grant         | 50% to a maximum of \$5,000   | New   |
| Planning and Design Grant                   | 75% of to a maximum of \$1,500  | New and Existing                              |
| Structural and Accessible Improvements      | 75% to a maximum of \$5,000   | Existing                                      |
| Building Façade Improvement Grant           | 50% to a maximum of \$17,500  | Existing                                      |
| Signage and Awnings                         | 50% to a maximum of \$2,000   | Existing                                      |
| Landscaping and Property Improvements Grant | 50% to a maximum of \$10,000  | Existing                                      |
| Property Tax Increment Grant                | 100% rebate in year 1<br>75% rebate in year 2<br>50% rebate in year 3<br>25% rebate in year 4   | New and Existing                              |

| <b>Program</b>                       | <b>Grant Amount</b>   | <b>Applicability for New or Existing Development</b> |
|--------------------------------------|---|--|
| <b>Commercial and Industrial</b>     |   |  |
| Commercial Expansion Grant           | \$7,500 per project or property at \$20 per square foot of expanded floor space | New  |
| Tourism Activation Grant             | 50% to a maximum of \$7,500   | New and Existing                                     |
| <b>Multi-Residential</b>             |   |  |
| New Multi-Residential Dwelling Grant | \$1,000 per new dwelling unit for a maximum of 20 units of \$20,000             | New  |
| Multi-Residential Renovation Grant   | \$500 per unit to a maximum of \$10,000   | Existing   |

## 4.2 CIP Programs – Universal

The following CIP incentives are available to properties within the Community Improvement Project Area that have legally existing or proposed commercial, industrial, and multi-residential uses.

### 4.2.1 Application and Permit Fee Rebates

|  |   |
|--|---|
| <b>Purpose</b>                         | <p>To stimulate private investment in the CIP Project Area by reducing applicable planning and building permit fees related to a CIP project which improves the building and/or property.</p> <p>This rebate is available to property owners and operators with the written authorization from the owner.</p>   |
| <b>Grant Amount &amp; Disbursement</b> | <p>Planning Application Fees:<br/>75% reduction of planning application fees, except legal costs, up to a maximum of \$1,500.</p> <p>Building Permit Fees:<br/>100% reduction in building permit fees, up to a maximum of \$10,000.</p> <p>Signage Permit Fees:<br/>100% reduction in signage permit fees, up to a maximum of \$200.</p> <p>Demolition Permit Fees:<br/>100% reduction in demolition permit fees, up to a maximum of \$3,000.</p> <p>The Grant will be disbursed as follows:</p> <ul style="list-style-type: none"><li>• 100% upon completion of the work and final inspection by the Building Department</li></ul> |
| <b>Eligible Uses</b>                   | <p>This grant applies to commercial, industrial, and multi-residential uses.</p> <p>Low density residential projects must include a minimum of 3 dwelling units. Apartment projects must include a minimum of 5 dwelling units within a structure. See Section 2.2 for details.</p>   |
| <b>Eligible Costs</b>                  | <p>Planning application fees:</p> <ul style="list-style-type: none"><li>• Zoning By-law Amendment</li><li>• Minor Variance</li><li>• Site Plan Approval</li></ul> <p>Building permit fees for eligible works.</p>   |

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**Additional Requirements**

Planning Application and Building Permit fees must be paid in full at the time of application. The applicable amount will be rebated as described in the disbursement section above.

This is a “one time” rebate to the applicant.

This rebate can be transferred to a new owner/tenant, provided the new owner/tenant enters into an agreement with the City.

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## 4.2.2 Feasibility Study and Design Grant

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|  |   |
|--|---|
| <b>Purpose</b>                         | <p>To provide financial assistance for feasibility studies for redevelopment or adaptive re-use of buildings or new construction on vacant land.</p> <p>This grant is available to property owners.</p>   |
| <b>Grant Amount &amp; Disbursement</b> | <p>A grant of up to 50% to a maximum of \$5,000.</p> <p>The Grant will be disbursed as follows:</p> <ul style="list-style-type: none"><li>• 100% on Final Completion</li></ul>  |
| <b>Eligible Uses</b>                   | <p>This grant applies to commercial, industrial, and multi-residential uses.</p> <p>Low density residential projects must include a minimum of 3 dwelling units. Apartment projects must include a minimum of 5 dwelling units within a structure. See Section 2.2 for details.</p>   |
| <b>Eligible Costs</b>                  | <p>Feasibility studies may include but are not limited to:</p> <ul style="list-style-type: none"><li>• soil study</li><li>• hydrogeological study</li><li>• structural, electrical, mechanical analyses</li><li>• market analysis.</li></ul> <p>Design Plans may include but are not limited to:</p> <ul style="list-style-type: none"><li>• concept plans</li><li>• architectural drawings</li><li>• engineering plans</li><li>• site plans.</li></ul> <p>Any other site-specific study determined through a pre-consultation meeting.</p> |
| <b>Additional Requirements</b>         | <p>Applicants will submit a work plan for the studies/plans to be executed, including a cost estimate for the studies/plans from a qualified consultant, to be reviewed and approved by the City.</p> <p>The City will review and approve the study.</p> <p>A final copy of any completed studies approved through this incentive must be submitted to the City prior to the disbursement of the grant.</p> <p>The grant will be paid based on the actual cost of the studies/plans, up to the amount approved in the application.</p>      |

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### 4.2.3 Environmental Site Assessment Grant

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|--|--|
| <b>Purpose</b>                         | <p>To promote the undertaking of environmental studies for development and redevelopment projects.</p> <p>This grant is available to property owners.</p>  |
| <b>Grant Amount &amp; Disbursement</b> | <p>A grant of up to 50% to a maximum of \$5,000.</p> <p>The Grant will be disbursed as follows:</p> <ul style="list-style-type: none"><li>• 100% on Final Completion</li></ul>   |
| <b>Eligible Uses</b>                   | <p>This grant applies to commercial, industrial, and multi-residential uses.</p> <p>Low density residential projects must include a minimum of 3 dwelling units. Apartment projects must include a minimum of 5 dwelling units within a structure. See Section 2.2 for details.</p>  |
| <b>Eligible Costs</b>                  | <p>Eligible studies include but are not limited to:</p> <ul style="list-style-type: none"><li>• Phase I and Phase II Environmental Site Assessments (ESA)</li><li>• Remedial Work Plans</li><li>• Risk Assessments.</li></ul>  |
| <b>Additional Requirements</b>         | <p>Applicants will submit a work plan for the studies/plans to be executed, including a cost estimate for the studies/plans from a qualified consultant, to be reviewed and approved by the City.</p> <p>The City will review and approve the study.</p> <p>A final copy of any completed studies approved through this incentive must be submitted to the City prior to the disbursement of the grant.</p> <p>The grant will be paid based on the actual cost of the studies/plans, up to the amount approved in the application.</p> |

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#### 4.2.4 Planning and Design Grant

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|--|---|
| <b>Purpose</b>                         | To offset the costs associated with preparing the necessary plans and drawings for works related to another CIP incentive for improvements to an existing building or structure.  |
| <b>Grant Amount &amp; Disbursement</b> | <p>A grant of up to 75% of to a maximum of \$1,500.</p> <p>The Grant will be disbursed as follows:</p> <ul style="list-style-type: none"><li>• First installment upon approval of the design drawings.</li><li>• Second installment upon completion of the works.</li></ul>   |
| <b>Eligible Uses</b>                   | <p>This grant applies to commercial, industrial, and multi-residential uses.</p> <p>Low density residential projects must include a minimum of 3 dwelling units. Apartment projects must include a minimum of 5 dwelling units within a structure. See Section 2.2 for details.</p>   |
| <b>Eligible Costs</b>                  | <p>Preparation of architectural, landscaping, or site plans for:</p> <ul style="list-style-type: none"><li>• building façade improvements</li><li>• signage improvements</li><li>• landscape improvements</li><li>• property infrastructure improvements</li></ul> <p>Any other related work as approved by the City, in relation to another CIP incentive.</p> |
| <b>Additional Requirements</b>         | The grant will be conditional on the design professional being approved by the City to ensure a consistent approach and adherence to design standards.  |

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#### 4.2.5 Structural and Accessible Improvements

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|--|--|
| <b>Purpose</b>                         | <p>To assist with making building improvements required to upgrade existing buildings to bring them into full compliance, or more into compliance, with the current standards of the Ontario Building Code, or to provide additional assistance to support accessibility.</p> <p>This grant is available to building owners and tenants with the written authorization from the owner.</p>   |
| <b>Grant Amount &amp; Disbursement</b> | <p>A grant of up to 75% to a maximum of \$5,000.</p> <p>The Grant will be disbursed as follows:</p> <ul style="list-style-type: none"><li>• 100% on Final Completion</li></ul>   |
| <b>Eligible Uses</b>                   | <p>This grant applies to commercial, industrial, and multi-residential apartment uses.</p> <p>Apartment projects must include a minimum of 5 dwelling units within a structure. See Section 2.2 for details.</p>   |
| <b>Eligible Costs</b>                  | <p>This grant is to create and/or improve:</p> <ul style="list-style-type: none"><li>• Accessible entrances</li><li>• Internal accessibility</li></ul>   |
| <b>Additional Requirements</b>         | <p>Applicants will submit design drawings, and a work plan indicating proposed improvements, and a cost estimate for the works.</p> <p>Applicants may be required to include demonstration of overall accessibility of the building/property as it relates to the proposed improvements, i.e. entrance, interior, washrooms, elevators, ramps, etc.</p> <p>The grant will be paid based on the actual cost of the work, up to the amount approved in the application.</p> <p>All completed drawings/plans must comply with the description of the work plan as provided in the grant application form.</p> |

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#### 4.2.6 Building Façade Improvement Grant

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| <b>Purpose</b>                         | To stimulate investment in the Project Area through the updating of building façades to renew and improve the attractiveness of the buildings.   |
| <b>Grant Amount &amp; Disbursement</b> | <p>The grant for the main/front façade improvements for a building or storefront will equal up to 50% to a maximum of:</p> <ul style="list-style-type: none"><li>• \$6,000 toward the façade improvement for a façade that is one storey in height and up to 10 metres in width;</li><li>• \$10,000 toward the façade improvement for a façade that is two storeys in height or 10 metres or more in width.</li></ul> <p>The grant for exterior side or rear façade improvements that are visible from the street, public sidewalks, or parking facilities will equal up to 50% to a maximum of:</p> <ul style="list-style-type: none"><li>• \$5,000 per side/rear façade up to a maximum of \$7,500.</li></ul> <p>The maximum façade improvement grant to any one building shall be \$17,500.</p> <p>The Grant will be disbursed as follows:</p> <ul style="list-style-type: none"><li>• 100% on Final Completion as determined by the City's Chief Building Official</li></ul> |
| <b>Eligible Uses</b>                   | <p>This grant applies to commercial, industrial, and multi-residential apartment uses.</p> <p>Apartment projects must include a minimum of 5 dwelling units within a structure. See Section 2.2 for details.</p>   |
| <b>Eligible Costs</b>                  | <p>If a building has 2 storeys, any façade improvement shall include both storeys.</p> <p>Improvements to the façades designed specifically to enhance the look and appearance of these elevations of the property including:</p> <ul style="list-style-type: none"><li>• Restoring of the brickwork or cladding, including exterior painting;</li><li>• Replacement or repair of cornices, eaves, parapets, windows, doors, and other significant architectural details;</li><li>• Repair, replacement, or addition of awnings, marquees, and canopies;</li><li>• Repair, replacement, or addition of exterior lighting;</li><li>• Modifications to the entranceway; and</li><li>• Any other work as approved by the City.</li></ul>  |

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**Additional Requirements**

The grant is open to both building owners and tenants (operators); however, no grant can be issued to two separate parties for the same project or work to be done.

The extent of the Grants will be outlined in the agreement between the applicant and the City.

Where a building is multi-tenanted, preference may be given to façade improvement applications that provide a comprehensive façade improvement to an entire building in order to maximize the benefit of the improvements.

Applicants will submit design drawings, architectural/engineering plans, and a work plan indicating proposed improvements, and a cost estimate for the works.

The grant will be paid based on the actual cost of the work, up to the amount approved in the application.

All completed drawings/plans must comply with the description of the work plan as provided in the grant application form.

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#### 4.2.7 Signage and Awnings

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|--|---|
| <b>Purpose</b>                         | <p>To assist with replacing and updating existing signage including sign lighting and awnings.</p> <p>This grant is available to property owners or operators.</p>  |
| <b>Grant Amount &amp; Disbursement</b> | <p>A grant of up to 50% to a maximum of \$2,000.</p> <p>The Grant will be disbursed as follows:</p> <ul style="list-style-type: none"><li>• 100% on Final Completion</li></ul>  |
| <b>Eligible Uses</b>                   | <p>This grant applies to commercial, industrial, and multi-residential apartment uses.</p> <p>Apartment projects must include a minimum of 5 dwelling units within a structure. See Section 2.2 for details.</p>  |
| <b>Eligible Costs</b>                  | <p>Removal of damaged, inappropriate, older, or obsolete signs.</p> <p>Erection of permanent signage or awnings in accordance with plans approved by the City.</p> <p>Lighting improvements associated with the signage.</p>  |
| <b>Additional Requirements</b>         | <p>Applicants will submit a work plan indicating proposed improvements and a cost estimate of the works.</p> <p>The grant will be paid based on the actual cost of the work, up to the amount approved in the application.</p> <p>All completed drawings/plans must comply with the description of the work plan as provided in the grant application form.</p> |

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#### 4.2.8 Landscaping and Property Improvements Grant

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| <b>Purpose</b>                         | <p>To stimulate investment in the CIP Project Area by upgrading exterior areas of properties, including parking areas, boulevards, and other landscaping features including roofscapes and murals.</p> <p>This grant is available to property owners.</p>  |
| <b>Grant Amount &amp; Disbursement</b> | <p>A grant of up to 50% to a maximum of:</p> <ul style="list-style-type: none"><li>• \$5,000 for plant materials</li><li>• \$10,000 for paving and hardscaping</li></ul> <p>The Grant will be disbursed as follows:</p> <ul style="list-style-type: none"><li>• 100% on Final Completion</li></ul>   |
| <b>Eligible Uses</b>                   | <p>This grant applies to commercial, industrial, and multi-residential apartment uses.</p> <p>Apartment projects must include a minimum of 5 dwelling units within a structure. See Section 2.2 for details.</p>   |
| <b>Eligible Costs</b>                  | <p>Improving the landscape between parking areas and the roadway.</p> <p>Improving the landscape within parking areas or between parking areas and the building.</p> <p>Driveway entrance and walkway improvements.</p>  |
| <b>Additional Requirements</b>         | <p>Applicants will submit design drawings, and a work plan indicating proposed improvements, and a cost estimate for the works.</p> <p>The grant will be paid based on the actual cost of the work, up to the amount approved in the application.</p> <p>All completed drawings/plans must comply with the description of the work plan as provided in the grant application form.</p> <p>Applications for improvements that require the provision of public infrastructure improvements as a prerequisite for completing the on-site landscape improvements (e.g. removal of drainage swales and provision of improved stormwater management along a public road) may be deferred until the public infrastructure is completed.</p> |

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#### 4.2.9 Property Tax Increment Grant

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| <b>Purpose</b>                         | <p>To stimulate private investment in the CIP Project Area and to promote the rehabilitation of properties. The effect of this grant would be to phase in any tax increase relating to a revised property assessment resulting from the property improvements.</p>   |
|  | <p>This grant is available to property owners.</p>   |
| <b>Grant Amount &amp; Disbursement</b> | <p>The grant is calculated based on the increased assessment value after the renovation/construction (as determined by the Municipal Property Assessment Corporation (MPAC)) at the tax rate that was applicable in the year the renovation/construction was completed.</p>  |
|  | <p>The annual grant is based upon changes in property taxes as a result of construction and improvement. The annual grant is not based upon occupancy or changes in occupancy.</p>   |
|  | <p>The grant represents a percentage of the increase in municipal taxes (excluding education taxes) payable resulting from the improvements. Assessment is fixed from year 1 and the change in assessment is to be determined by MPAC such that the market value portion of increased assessment is not eligible.</p>                                  |
|  | <p>The grant will be provided over 4 years, where the tax increase is paid back to the applicant as follows:</p> <ul style="list-style-type: none"><li>• 100% rebate in year 1</li><li>• 75% rebate in year 2</li><li>• 50% rebate in year 3</li><li>• 25% rebate in year 4</li></ul>  |
|  | <p>The owner is paying based on the full assessed amount in year 5.</p>  |
|  | <p>Year 1 of the program will be the first full calendar year in which taxes are paid after the project has been completed and re-assessed. For example, if an eligible building is completed in 2024 and re-assessed in 2025, year 1 of the grant schedule would commence in 2026, with the first annual grant to be provided at the end of 2026.</p> |
|  | <p>All property tax installments owing for each year must be fully paid for the entire year prior to the provision of any annual grant amount under this program.</p>  |
|  | <p>If a property tax installment is missed, or payment is late, the City will have the option, without notice and at its own discretion, to terminate all future grant payments.</p>   |

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|--------------------------------|---|
| <b>Eligible Uses</b>           | <p>This grant applies to commercial and industrial uses.</p> <p>This also applies to all <b>rental</b> multi-residential uses.</p> <p>Low density residential projects must include a minimum of 3 dwelling units. Apartment projects must include a minimum of 5 dwelling units within a structure. See Section 2.2 for details.</p>   |
| <b>Eligible Costs</b>          | <p>This grant will only be available where the property and building improvements result in an increase in the municipal share of the increased taxes (excluding education taxes) of a least \$200.00 per year.</p> <p>Municipal portion of the tax bill.</p>   |
| <b>Exclusions</b>              | <p>Education portion of the tax bill.</p> <p>Tax increases resulting from general re-assessments, changes in tax legislation or increases in the tax rate.</p> <p>If the property is sold, in whole or in part, before the grant period expires, the subsequent owner(s) is not entitled to future grant payments.</p> <p>The amount of the grants over the life of the program shall not exceed eligible costs as per Section 28(7) and 28(7.2) of the <i>Planning Act</i>, as amended.</p> <p>The grant will be forfeited and repaid to the City if the owner makes the decision to demolish or alter the property in a manner that does not comply with the CIP before the grant period elapses.</p> <p>The City will not pay an annual grant which exceeds the City's portion of the property tax collected in any year on the increased assessed value.</p> <p>Once a property/project is approved under this program, the property to which it is applied will not be eligible for another grant under the same program. Note: a single grant application will cover the 4-year time frame, with the agreement to reflect the terms of the grant, as noted below.</p> |
| <b>Applicable Requirements</b> | <p>Approval from Council.</p> <p>Property owners and/or assignees will be required to submit a complete application to the City describing, in detail, the improvements that are planned. The application must be submitted to the City and approved prior to the</p>   |

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improvements being made in order to be eligible for this program.

The City will review the application to ensure that the improvements are eligible. For the purpose of this program, eligible improvements are deemed to be improvements that will lead to an increase in the property's assessed value by improving the physical condition of the building and/or property in a manner that is consistent with the CIP's intent.

The grant amount will be established after the final inspection of the improvements in accordance with the Ontario Building Code, and MPAC has established a new assessment value based on the building permit for the CIP project.

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### 4.3 CIP Programs – Commercial and Industrial

The following CIP incentives are available to properties within the Community Improvement Project Area that have legally existing or proposed commercial and industrial uses.

#### 4.3.1 Commercial Expansion Grant

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|--|--|
| <b>Purpose</b>                         | To provide financial assistance with the expansion of existing commercial and industrial uses.<br><br>This grant is available to property owners.  |
| <b>Grant Amount &amp; Disbursement</b> | A grant of up to \$7,500 per project or property at \$20 per square foot of expanded floor space.<br><br>The Grant will be disbursed as follows: <ul style="list-style-type: none"><li>• 100% on Final Completion</li></ul>  |
| <b>Eligible Costs</b>                  | Expansion of existing commercial and/or industrial uses.<br><br>This is referring to newly created gross floor area.   |
| <b>Additional Requirements</b>         | Applicants will submit a work plan indicating proposed improvements and a cost estimate of the works.<br><br>The grant will be paid based on the actual cost of the work, up to the amount approved in the application.<br><br>All completed drawings/plans must comply with the description of the work plan as provided in the grant application form. |

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### 4.3.2 Tourism Activation Grant

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| <b>Purpose</b>                         | <p>To encourage investment in tourism operations in the City.</p> <p>This grant is available to property owners or operators.</p>  |
| <b>Grant Amount &amp; Disbursement</b> | <p>A grant of up to 50% to a maximum of \$7,500.</p> <p>The Grant will be disbursed as follows:</p> <ul style="list-style-type: none"><li>• 100% on Final Completion</li></ul>   |
| <b>Eligible Costs</b>                  | <p>Some examples may include but are not limited to:</p> <ul style="list-style-type: none"><li>• recreational experience development</li><li>• new tourist attraction</li><li>• improved water access facilities (i.e., boat launch, marina)</li><li>• expansion of tourism accommodations (i.e., campground, hotel, motel)</li><li>• public visitor services</li><li>• public restrooms</li><li>• accessibility improvements</li><li>• digital adaptation (i.e., website development, app development, online booking platforms)</li><li>• event infrastructure.</li></ul> <p>Any other project that supports the purpose of this grant, as approved by the City.</p> |
| <b>Additional Requirements</b>         | <p>Applicants may be required to provide a business plan or other justification of concept.</p> <p>Applicants will submit a work plan indicating proposed improvements and a cost estimate of the works.</p> <p>The grant will be paid based on the actual cost of the work, up to the amount approved in the application.</p> <p>All completed drawings/plans must comply with the description of the work plan as provided in the grant application form.</p>  |

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#### 4.4 CIP Programs – Residential

The following CIP incentives are available to properties within the Community Improvement Project Area that have legally existing or proposed multi-residential uses.

##### 4.4.1 New Multi-Residential Dwelling Grant

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|--|---|
| <b>Purpose</b>                         | <p>To encourage multi-residential housing development in the CIP Project Area to increase the number of new dwelling units in the City.</p> <p>This grant is available to property owners.</p>  |
| <b>Grant Amount &amp; Disbursement</b> | <p>A grant of \$1,000 per new dwelling unit for a maximum of 20 units or \$20,000.</p> <p>The Grant will be disbursed as follows:</p> <ul style="list-style-type: none"><li>• 100% upon issuance of the occupancy permit.</li></ul>   |
| <b>Eligible Uses</b>                   | <p>This grant applies to multi-residential uses:</p> <ul style="list-style-type: none"><li>• Low Density Residential: A minimum of 3 dwelling units which may include any combination of single detached dwellings, semi-detached dwelling, row houses, and town houses.</li><li>• Apartment: A minimum of 5 dwelling units within one structure.</li></ul> <p>See Section 2.2 for details.</p> |
| <b>Eligible Costs</b>                  | <p>Development of new multi-residential dwellings.</p>  |
| <b>Additional Requirements</b>         | <p>Applicants will submit a work plan indicating proposed improvements and a cost estimate of the works.</p> <p>The grant will be paid based on the actual cost of the work, up to the amount approved in the application.</p> <p>All completed drawings/plans must comply with the description of the work plan as provided in the grant application form.</p>                                 |

#### 4.4.2 Multi-Residential Renovation Grant

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|  |   |
|--|---|
| <b>Purpose</b>                         | <p>To stimulate investment in the existing housing stock in multi-residential apartment buildings within the CIP Project Area.</p> <p>This grant is available to property owners.</p>   |
| <b>Grant Amount &amp; Disbursement</b> | <p>A grant of up to \$500 per unit to a maximum of \$10,000 per project.</p> <p>The Grant will be disbursed as follows:</p> <ul style="list-style-type: none"><li>• 100% on Final Completion</li></ul>  |
| <b>Eligible Uses</b>                   | <p>This grant applies to multi-residential apartment uses.</p> <p>Apartment projects must include a minimum of 5 dwelling units within one structure <u>and</u> a minimum of 5 dwelling units must be upgraded.</p> <p>Low density multi-residential is not eligible for this grant.</p>  |
| <b>Eligible Costs</b>                  | <p>Renovation and upgrades to existing dwelling units.</p>  |
| <b>Additional Requirements</b>         | <p>Applicants will submit a work plan indicating proposed improvements and a cost estimate of the works.</p> <p>The grant will be paid based on the actual cost of the work, up to the amount approved in the application.</p> <p>All completed drawings/plans must comply with the description of the work plan as provided in the grant application form.</p> |

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## **5.0 Municipal Initiatives**

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### **5.1 Public Facilities**

This Community Improvement Plan focuses on financial incentives for private businesses and landowners. Through the background review of this Plan, certain public works have been identified as potentially contributing toward community improvement in the commercial core and in the industrial areas. These include:

- Parking area improvement and improved vehicular circulation;
- Acquisition of specific properties that may be required to accommodate improved pedestrian and vehicular circulation through the project areas;
- Improved landscaping and the provision of street furniture in strategic locations throughout the core, especially given the topographic features of the core area and the steep inclines in various locations;
- Improved pedestrian access and movement through the core area;
- Provision for “way signs” and directional signage at pedestrian level to assist with circulation;
- Improved storm drainage and definition of boulevards in the Perini Road industrial area;
- Provision or construction of municipal playgrounds, parks, market areas and other facilities that will attract people to the commercial areas.

The City will undertake such studies as are necessary to identify and recommend appropriate improvements to these facilities, following which they may be implemented through this Community Improvement Plan or other Capital programs.

### **5.2 Advertising Program**

The 2023 Strategic Plan identifies a comprehensive marketing plan for the City to attract tourists, residents, and retirees by showcasing its natural beauty, outdoor activity focused lifestyle, and traditional and remote working opportunities. To raise awareness of the CIP incentives and encourage its uptake, the City could incorporate an advertising program for the CIP into the City’s marketing plan. The advertising program could be in the form of a dedicated webpage, signage around the City, e-blasts to landowners, and/or a social media strategy. Successful CIP projects can be featured through these avenues to garner interest in the CIP.

### **5.3 Sale of Land**

The City may dispose of land or buildings in the CIP Project Area in accordance with the provisions of Section 28(10) of the *Planning Act*.

## **6.0 Implementation**

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### **6.1 Administration**

The Community Improvement Plan will be administered by the City of Elliot Lake Economic Development Division, with assistance from other City Departments, as required to manage components of the Plan.

There is a staff review committee to review and approve applications of grants up to \$7,500. Any application for grants higher than \$7,500 will be reviewed and approved by Council.

### **6.2 Financial Implications**

For a CIP to be successful, it requires support from the business community and support from the City in the form of funding and implementation. It is recommended that the City of Elliot Lake allocate \$50,000 per year towards grant incentive programs. In addition, the City will be expected to provide assistance via foregone revenue (municipal tax increases and fees). As the private and public sectors increase their investment in the community, with the assistance of the CIP, the overall benefits will be significant.

Council will review its municipal budget on an annual basis for grants related to CIP projects. Funds may be allocated to public works as well as incentive programs. Grants will be made available subject to available funding.

Given budgetary limitations for available funding, there may be instances when an application cannot be processed in the current fiscal year, in which case it may be considered in a subsequent fiscal year, subject to available funding.

A grant application may be approved for an amount less than the determined entitlement and less than the maximum amount allowed under a given program.

### **6.3 Amendments**

The City will review the programs and activities relating to Community Improvement to determine their effectiveness. Council may amend this Plan as is necessary to ensure that the program remains relevant.

The availability of funds for grant purposes will be reviewed by Council as part of its annual budget deliberations. The funding available on an annual basis will not require an amendment to the Plan unless the funding is proposed to apply to new programs that are not contemplated in this Plan.

Such programs may take the form of loans or grants. The addition of these programs will be undertaken through an amendment to the Community Improvement Plan and will be introduced following a public meeting and adoption of the amendment.

## 6.4 Sign By-law

The City will review and revise, if necessary, its Sign By-law under the provisions of the Municipal Act, 2001, as it relates to the Community Improvement Project Areas. The By-law will provide regulations for new signs to implement the design guidelines and provide a basis for reviewing applications for improved sign grants.

## 6.5 Monitoring

City staff will conduct periodic reviews of the CIP programs and activities relating to Community Improvement to determine their effectiveness and provide an update to Council. Council may amend this Plan as is necessary to ensure that the goals and objectives outlined in this Plan are achieved.

Following the first year of the program, the City should evaluate the effectiveness of the organizational and funding structure of the CIP process, the evaluation process, and the amount of staff resources to administer, monitor, and market the Plan.

The following measures are recommended for monitoring the CIP programs:

1. **Annual Report:** An annual CIP report to Council should be produced and presented to Council, reviewing in particular the number of applications, number of CIP projects, funds expended by the City, and results: i.e. increase in usable commercial/industrial space, increase in assessed values, increase in residential units, for example.
2. **Post-Project Evaluation Report:** Following the completion of a CIP-funded project, municipal staff should complete a project close-out checklist with detailed descriptions of the work completed with any issues that may have arisen during the application process. This information can be used in the preparation of the annual CIP report to Council.
3. **Application Database:** A database of past CIP applications can be used to assess the effectiveness of various financial incentive programs with amendments to the CIP made where necessary.

## Appendix A

### Copy of By-law 24-50 Designate the Community Improvement Project Area

#### THE CORPORATION OF THE CITY OF ELLIOT LAKE

#### BY-LAW NO. 24-50

Being a by-law to designate certain lands as the Community Improvement Project Area for the City of Elliot Lake Community Improvement Plan.

**WHEREAS** Section 28(2) of the Planning Act provides that where there is an official plan in effect that contains provisions relating to community improvement in the municipality, the council may, by by-law, designate the whole or any part of an area covered by such an official plan as a community improvement project area;

**AND WHEREAS** the Official Plan for the City of Elliot Lake contains provisions enabling the Council of the Corporation of the City of Elliot Lake to designate a Community Improvement Project Area by by-law for the purpose of preparing a Community Improvement Plan;

**AND WHEREAS** the Council of the Corporation of the City of Elliot Lake has prepared a Community Improvement Plan pertaining to commercial, industrial, and residential uses in the City;

**NOW THEREFORE** The Council of The Corporation of the City of Elliot Lake **ENACTS AS FOLLOWS:**

1. **THAT** the entirety of the lands within the Urban Settlement Area of the City of Elliot Lake are designated as a Community Improvement Project Area.
2. **THAT** the boundaries of the City of Elliot Lake Community Improvement Project Area are shown on Schedule "A" attached hereto.
3. This By-Law shall come into force and take effect upon the date of the final passing thereof.

PASSED this 27<sup>th</sup> day of May, 2024.

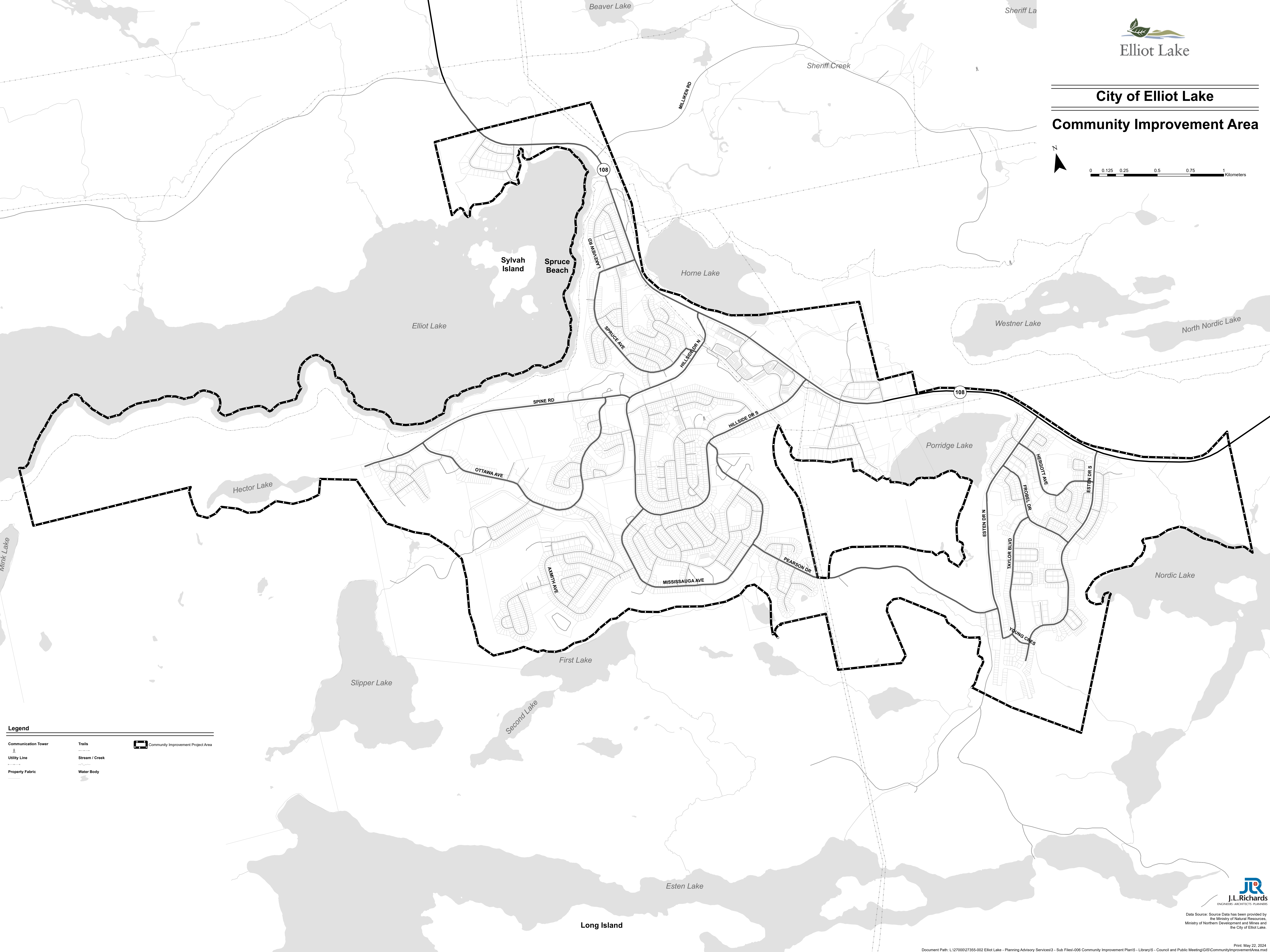
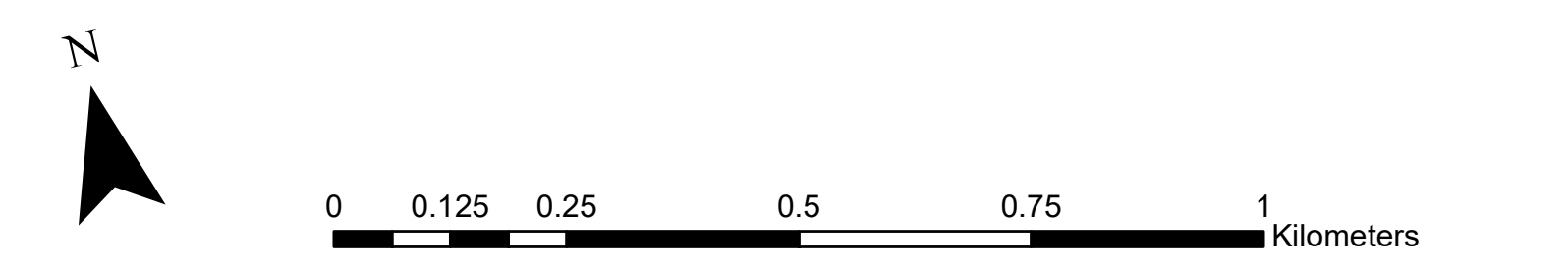


MAYOR  
A. WANNAN



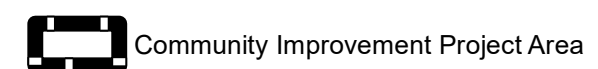






CITY CLERK  
N. BRAY

**City of Elliot Lake**  
**Community Improvement Area**



**Legend**

|  |  |  |
|--|--|--|
|  Communication Tower |  Trails         |  Community Improvement Project Area |
|  Utility Line        |  Stream / Creek |  |
|  Property Fabric     |  Water Body     |  |

**Appendix B**  
Copy of By-law 24-51 Adopt a Community Improvement Plan

**THE CORPORATION OF THE CITY OF ELLIOT LAKE**

**BY-LAW NO. 24-51**

Being a by-law to adopt the Community Improvement Plan for the City of Elliot Lake.

**WHEREAS** Section 28(2) of the Planning Act provides that where there is an official plan in effect that contains provisions relating to community improvement in the municipality, the council may, by by-law, designate the whole or any part of an area covered by such an official plan as a community improvement project area;

**AND WHEREAS** the Official Plan for the City of Elliot Lake contains provisions enabling the Council of the Corporation of the City of Elliot Lake to designate a Community Improvement Project Area by by-law for the purpose of preparing a Community Improvement Plan;

**AND WHEREAS** By-law 24-51 is proposed by the Council of the City of Elliot Lake that designates the entirety of the lands within the Urban Settlement Area as the Community Improvement Project Area;

**AND WHEREAS** the Council of the Corporation of the City of Elliot Lake has prepared a Community Improvement Plan;

**AND WHEREAS** this Council deems it appropriate and timely to adopt said Plan in order that incentive programs, including tax assistance, may be implemented and work commence on the new development, rehabilitation, and revitalization of the City of Elliot Lake's Community Improvement Project Area;

**AND WHEREAS** a public meeting to consider the proposed Community Improvement Plan has been held on May 27, 2024;

**NOW THEREFORE** The Council of The Corporation of the City of Elliot Lake **ENACTS AS FOLLOWS:**

1. **THAT** The Community Improvement Plan for the City of Elliot Lake consisting of the attached text being Schedule "A" is hereby adopted;
2. This By-Law shall come into force and take effect upon the date of the final passing thereof.

PASSED this 27<sup>th</sup> day of May, 2024.

  
\_\_\_\_\_  
MAYOR  
A. WANNAN

  
\_\_\_\_\_  
CITY CLERK  
N. BRAY



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