



Community Improvement Plan Incentive Programs For the Hamlet of Buckhorn



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Program Guide

The Incentive programs outlined below may be made available by the Municipality to private property owners and businesses that satisfy eligibility criteria established by Council. Grants will be issued upon completion of work.



Landscape Improvement Grant

- Grant equal to 50% of cost of eligible landscaping, curbing decorative walls, and driveway access/egress improvements
- Commercial, institutional and mixed-use properties
- \$5,000 maximum grant per property or project
- \$2,000 minimum total project costs

Building Improvement Grant/Loan Program

- One-time grant equal to 50% of cost of eligible external building improvement works or loan
- Commercial, institutional and mixed-use buildings
- \$10,000 maximum grant per property/project of
- Maximum loan per property/project of \$20,000
- Building improvements must be undertaken in accordance with the Community Improvement Plan Design Guidelines on our website at <http://www.trentlakes.ca/departments/economic-development/>
- Grant can be used towards building materials, labour and professional fees

Improved Signage Grant

- Grant equal to 50% of cost of replacing signage on existing business for a commercial building
- Sign must meet the Community Improvement Plan Design Guidelines linked above
- \$1,000 Maximum grant per business
- Property owners and/or business owners
- Maximum of \$1,000 toward the cost of replacing an existing sign that does not comply with the Design Guidelines
- Grants will be paid over two installments with the first installment paid upon completion and installation of the sign and the second installment paid one year following installation of the sign
- Please refer to the Municipal Sign By-law at our website <http://www.trentlakes.ca/departments/by-laws-enforcement/> to view the Sign By-Laws

Grant Eligibility Requirements

The Economic Development Committee reviews the applications for financial incentive programs in accordance with eligibility requirements and the degree to which the project implements the Official Plan and Community Improvement Plan. In reviewing applications, the Committee will consider the following requirements;



1. Improvements carried out prior to the approval of the application are not eligible for funding. Only pre-approved projects are eligible for grants.
2. Grants are available to a property owner or business owner occupying an assessed building in the Community Improvement Area (see map) upon satisfactory completion of the project. Assistance granted under any of the financial incentive programs to a particular property is not transferable to any other property.
3. Building improvement and landscape improvement grants are only provided to the property owner.
4. The property owner or business owner (in the case of a sign grant) and the Municipality of Trent Lakes will be required to enter into an agreement specifying the amount to be paid and the payment period. Where the agreement is between a business owner and the Municipality, the property owner must consent to the agreement.
5. Properties shall not have any tax arrears or any other legal claim, lien or order that may affect the title of the land.
6. The grant programs outlined may be combined in a manner that will permit more than one grant per property. Where this is done, the total grant amount shall be based on the amounts listed in this hand out, however, the expenditure on each element of the grant shall be flexible, subject to the approval of the municipality
7. Grants will be available to business (as applicable) or property owners on the basis of one grant or combined grant per assessed building.
8. The total of the grants and loans made in respect of the particular lands and building under this CIP and the tax assistance as defined in Section 365.1 of the Municipal Act, 2001, that is provided in respect of the lands and buildings in this CIP shall not exceed the cost of rehabilitating the lands and buildings

Review & Application Process



STEP 1: Pre-Consultation Meeting

- Pre-application meeting between committee members, municipal staff and applicant
- Inspection of building/site by committee members and staff (if necessary)
- Applicant submits application including all required supporting documentation

STEP 2: Application Review and Evaluation

- Municipal staff checks application to ensure conformity with all program eligibility requirements
- Municipal staff review and evaluate application and supporting documentation
- Municipal staff calculates an estimated total grant amount based on the construction and provides a report to the Economic Development Committee for review
- Economic Development Committee makes recommendation to Council
- Grant agreement is prepared/drafted and reviewed by the Applicant and Committee

STEP 3: Application Approval

- The Staff report and Committee recommendation are forwarded to Council for consideration
- If Council approves the grant application and authorizes staff to enter into agreement
- Agreement is executed by Municipal officials and a copy is provided to the applicant for signature
- Applicant is approved to proceed with proposed works as outlined in agreement

STEP 4: Payment

- The applicant provides the Municipality with:
 - (a) Proof of completion of the project including “after” photos;
 - (b) Itemized invoices with description and cost of eligible works;
 - (c) Proof of payment in full to contractors (i.e. marked paid and signed)
- Committee members and/or staff conducts building/site inspection of completed works (as necessary)
- Staff checks to ensure that all program and grant agreement requirements have been met
- Payment up to approved grant amount is made to applicant
- Project is monitored to ensure that all program and grant agreement requirements continue to be met