



# COMMUNITY IMPROVEMENT PLAN

FOR THE HAMLET OF BUCKHORN

February 2016



**MHBC**  
P L A N N I N G  
U R B A N D E S I G N  
& L A N D S C A P E  
A R C H I T E C T U R E

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## **SCHEDULE A – Buckhorn Community Improvement Project Area**

### **APPENDIX**

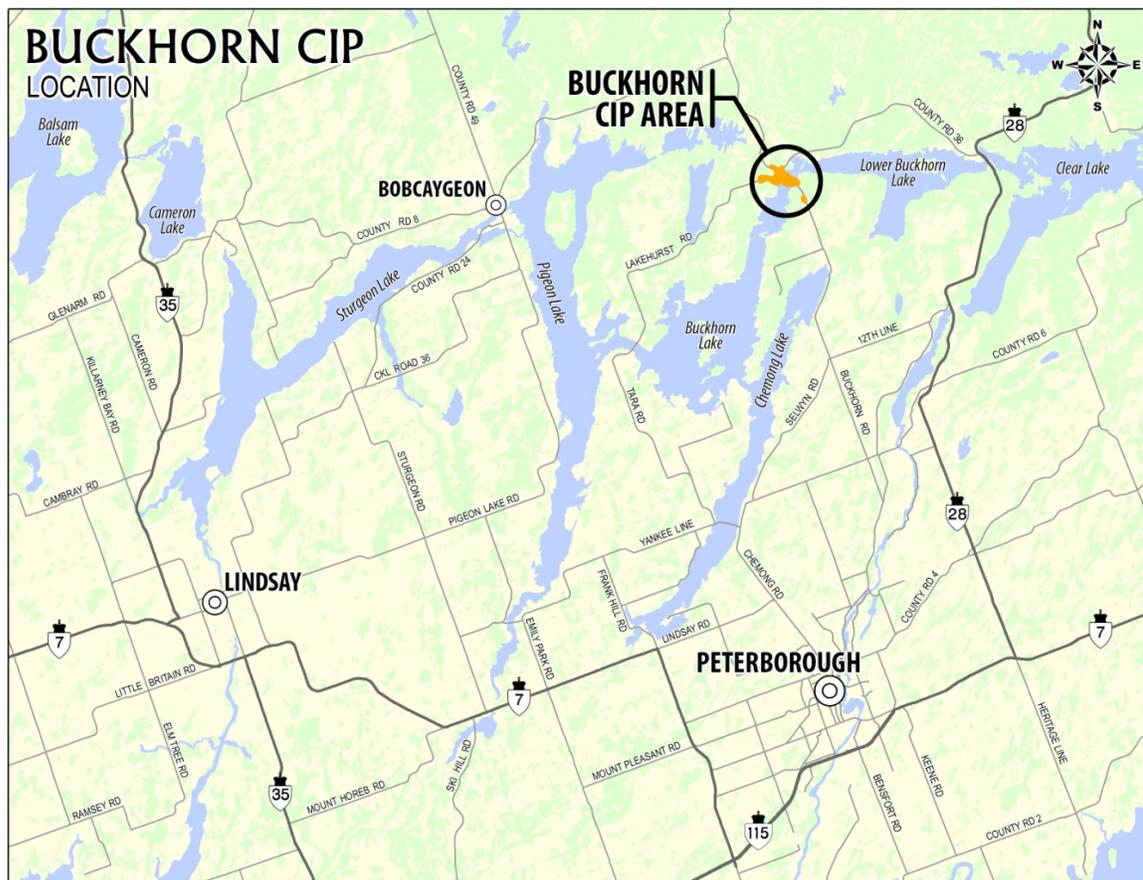
Appendix 1: Background Report (MHBC, January 2016)

Appendix 2: By-law designating the Hamlet of Buckhorn as a Community Improvement Area

# 1.0 BASIS

The Hamlet of Buckhorn is located partially on the southern boundary of the Municipality of Trent Lakes and partly within the western portion of the Township of Selwyn, in the County of Peterborough. **Figure 1** shows the location of the community in the regional context.

**Figure 1: Location**



Buckhorn contains a mixture of tourist and retail commercial uses and residential properties. The primary commercial areas are located along County Road 37, also known as Lakehurst Road and along County Road 23, also known as Buckhorn Road. The Trent-Severn Waterway Lock 31 separates the two municipalities, The Municipality of Trent Lakes and the Township of Selwyn.

In the Spring of 2015 the Township of Selwyn and the Municipality of Trent Lakes decided to jointly undertake a Community Improvement Plan (CIP) for the Hamlet of Buckhorn. This

process included considerable public consultation and was guided by a Steering Committee comprised of representatives of the two municipal Councils, local business representatives, the County of Peterborough, Parks Canada and municipal staff. The CIP Background Report (MHBC January, 2016) provides detailed information that forms the basis of this Community Improvement Plan.

Section 1.1.7 of the Provincial Policy Statement (PPS) states:

*"Long term economic prosperity should be supported by maintaining, and where possible enhancing the vitality and viability of downtowns and main streets".*

Implementing a Community Improvement Plan for the Hamlet of Buckhorn is consistent with this objective as well as other policies in the PPS regarding developing strong communities.

Official Plan Amendment No. 12 (January 2012) to the County of Peterborough Official Plan established Section 7.25 Community Improvement Policies (CIP) within the County Official Plan. These policies ensure that the Municipality is able to implement a range of incentive programs and other municipal actions as part of any CIP that was approved by the Municipality.

The Official Plan for the Municipality of Trent Lakes was amended in December 2012 through OPA No. 45 to add Section 7A.0 – Community Improvement. Section 7A.3 of the Trent Lakes Official Plan contains the policies for establishing Community Improvement Project Areas and identifies Buckhorn as an area where a Community Improvement Plan may be prepared.

This Community Improvement Plan has been prepared in accordance with Section 28 of the *Planning Act*.

## 2.0 PURPOSE

The purpose of this Community Improvement Plan is to:

- Coordinate public and private investment in the community;
- Coordinate the activities of the County, Parks Canada, the Township of Selwyn and the Municipality of Trent Lakes towards improving lands, buildings and infrastructure in the Hamlet of Buckhorn;
- Establish long term community objectives for improvement;
- Establish priorities and financial commitments for the Municipality; and
- Provide opportunities and criteria for grants/loans/incentives to private property owners.

# 3.0 COMMUNITY IMPROVEMENT PROJECT AREA

The Buckhorn Community Improvement Project Area is shown on Schedule A, attached to and forming part of this Plan.

## *Schedule A - Buckhorn Community Improvement Project Area*



# 4.0 GOALS AND OBJECTIVES

The Trent Lakes Official Plan sets out Goals and Objectives for Community Improvement throughout the Municipality. Of those Goals and Objectives the following are specifically pertinent to the Hamlet of Buckhorn:

## 4.1 Goals for Community Improvement

The following are goals for community improvement in the Hamlet of Buckhorn

- i) To preserve, rehabilitate, and redevelop the existing built environment;
- ii) To maximize the use of existing public infrastructure, facilities and amenities;
- iii) To coordinate private and public community involvement activities;
- iv) To promote development and redevelopment that is healthy and sustainable in nature;
- v) To guide the setting of priorities for municipal expenditures respecting community improvement projects;
- vi) To participate, wherever possible, in Federal and/or Provincial programs to facilitate community improvement; and,
- vii) To reconcile existing land use conflicts and minimize future land use conflicts.

## 4.2 Objectives for Community Improvement

The Objectives of this Community Improvement Plan include:

- i) To improve and upgrade the Municipality's built environment and, in particular, to address deficiencies with respect to the residential, commercial, industrial, recreational and community facility uses to:

- a. maintain and improve municipal services, including the roads, sidewalks, and street lighting, and,
  - b. maintain and improve the efficiency of the movement of vehicular traffic flow, pedestrian circulation, and parking facilities;
- ii) To encourage the renovation, repair, rehabilitation, redevelopment or other improvement of lands and/or buildings, including environmental remediation, development, redevelopment, construction and reconstruction of lands and buildings for rehabilitation purposes, or for the provision of energy efficient uses, buildings, structures, works, improvements or facilities;
  - iii) To undertake community improvement projects in a manner that is fiscally responsible, recognizing the anticipated growth and various functions of the community including its social and economic roles;
  - iv) To improve and upgrade municipal facilities and services including those serving institutional, recreational, cultural, social and community related functions;
  - v) To encourage the preservation, restoration, adaptive reuse and improvement of historical or architectural significant buildings;
  - vi) To maintain and improve the physical and aesthetic amenities of streetscapes; and,
  - vii) To encourage activities which contribute to and promote a strong economic base and community economic development, including commercial, industrial, recreational, cultural and tourism activity and development.

# 5.0 COMMUNITY IMPROVEMENT INCENTIVE PROGRAMS

In order to meet the objectives identified in Section 4.0, the Municipality may provide the following incentives to private property owners and business owners. The incentive programs outlined below may be made available to private property owners and businesses that satisfy eligibility criteria established by Council.

## 5.1 Landscape Improvement Grant

A grant equal to 50% of cost of eligible landscaping, curbing decorative walls, and driveway access/egress improvements to commercial, institutional and mixed-use properties implementing improvement identified in the Community Improvement Background Study (January 2016). The maximum grant per property or project shall be \$5,000. The minimum total project costs shall be \$2,000.

## 5.2 Building Improvement Grant/ Loan Program

The Municipality may provide a one-time grant equal to 50% of cost of eligible building improvement works to commercial, institutional and mixed-use buildings to a maximum grant per property/ project of \$10,000 ;

OR

The Municipality may provide a loan equal to 50% of cost of eligible building improvement works to commercial, institutional and mixed-use buildings to a maximum loan per property/ project of \$20,000.

Building improvements must be undertaken in accordance with the Design Guidelines contained in the Community Improvement Plan Background Report. The grant would include building materials, labour and professional fees.

## 5.3 Improved Signage Grant

The Municipality may provide a grant equal to 50 percent of cost of replacing sign on existing business for a commercial building with a sign that meets the design guidelines contained in the Community Improvement Plan Background Report to a maximum of \$1,000 per business. The sign improvement program may provide property owners a grant of 50 percent to a 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.

# 6.0 GRANT ELIGIBILITY REQUIREMENT

Council will appoint a Committee to review applications for financial incentives. The Committee shall review all applications based on these 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. No improvements carried out prior to the approval of the application will be eligible for funding. Only pre-approved projects will be eligible for grants.
2. Grants will be available to a property owner or business owner occupying an assessed building in the Community Improvement Area 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 grants will only be provided to the building owner.
4. The building 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 building owner must consent to the agreement.
5. Properties and buildings 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 in Section 5.0 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 Section 8.2.1, 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 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 particular lands and buildings 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.

# 7.0 COMMUNITY IMPROVEMENTS AND INFRASTRUCTURE

Development in the Community Improvement Area should be staged so that improvements to infrastructure and private lands occur in a comprehensive manner. Major investments in lands and buildings should not be undertaken until public infrastructure works are under way or completed to the satisfaction of the Municipality in consultation with the property owners. The following infrastructure improvements are considered priorities in accordance with this Plan.

## 7.1 Gateways

The Hamlet of Buckhorn is located in two municipalities. There will be a coordinated effort to identify the entrances to the community. The Background Report identifies locations for major gateway features at the entrances to the community. These gateways will reflect the landscaping that has been done within the community already at the Buckhorn Community Centre, the Trent Lakes Library and the Buckhorn District Tourist Association.

## 7.2 Walkways and Pathways

In Buckhorn a well marked and accessible walkway will be developed from the tourist information building on the east side of Lakehurst Road to the library and perhaps to William Street. In the long-term the walkway system would be extended to the Community Centre, either along Lakehurst Road or through Adam and Eve Road. The existing asphalt surface on much of the road shoulder is suitable for a walkway; however, it needs to be repaired. Given an increasingly aging community, the walkway needs to be accessible for persons with disabilities and more utilizing assisted walking devices such as walkers or wheelchairs.

Figure 2: Community Improvements- Infrastructure



### 7.3 Parking Improvements and Roadway Connections

There are no well defined community parking areas in the core of Buckhorn. There are a number of areas where off-street parking could be provided on municipal or County owned lands, thereby freeing up the roadside for pedestrian and limited parallel parking. Up to 40 off-street parking spaces could be provided within municipal/county road allowances. These spaces could improve the parking situation in the community, which can become difficult when special events occur and at peak season.

### 7.4 Wayfinding Signs

The Municipality of Trent Lakes, Township of Selwyn and County of Peterborough will coordinate the design and placement of consistent wayfinding signs for the Hamlet of Buckhorn. The wayfinding sign system that can be used for advertising community facilities and commercial enterprises in Buckhorn including resorts and retail uses and services. The signs could be partially paid for by those enterprises that are advertising on the signs and should utilize a consistent format, which includes a branding identity for the community.

# 8.0 IMPLEMENTATION

## 8.1 Administration

This Community Improvement Plan will be administered by the Municipality of Trent Lakes as part of the implementation of the Community Improvement Policies of the Official Plan.

## 8.2 Financing of Improvements

Council will establish an annual budget for grants related to Community Improvement projects. Funds will be allocated to infrastructure as well as incentive programs. A Committee will be appointed by, and accountable to, Council to implement the Community Improvement Plan and will be responsible for reviewing and approving applications as well as allocating funds based on area priorities in accordance with this Plan.

## 8.3 Permits Required

Grants will only be made available to business or property owners once all of the required Municipal, Provincial and Federal permits for the project have been secured. The business or property owner shall be responsible for acquiring the necessary permits.

## 8.4 Design Standards

Preliminary Design Guidelines for signs and building facades are included in the Buckhorn Community Improvement Plan Background Report attached as Appendix 1 to this Plan. The Municipality may complete more detailed Design Guidelines to guide future development in the Community Improvement Plan. The Design Guidelines will provide detailed recommendations to augment the policies of the Official Plan, and establish a basis for reviewing new development, and to ensure that development is consistent with the Community Improvement Plan objectives.

The Guidelines may also include additional details regarding building and landscape design that may be used by the Committee to assess applications for grants provided under this Plan. Approval of more detailed Guidelines will not require an amendment to this Plan.

## 8.5 Sign By-law

The Municipality has updated the Municipal Sign By-law to reflect this Community Improvement Plan.

## 8.6 Monitoring and Amendments

Staff will prepare a quarterly report for Council to 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 objectives outlined in this Plan are achieved. Council may eliminate any of the incentive programs outlined in Section 5.0 in order to focus financial incentives on other programs. Any increase in program financing permitted under Section 28 of the *Planning Act* will require an amendment to this Plan.

It is intended that the improvement programs outlined will be made available to property and business owners until December 31, 2019. Council may extend this date by By-law without requiring an amendment to this Plan.