

**The Corporation of the Township of Southgate  
Community Improvement Plan Grant Program**

GRANT ACKNOWLEDGEMENT AND AGREEMENT FORM

This Agreement made this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

BETWEEN:

\_\_\_\_\_ (Property Owner)  
(the "Owner")

And

THE CORPORATION OF THE TOWNSHIP OF SOUTHGATE  
(the "Municipality")

**WHEREAS:**

The Municipality has instituted a Community Improvement Plan Grant Program (the "CIP Grant Program") to promote the development, redevelopment, or rehabilitation of eligible buildings or properties within the Municipality, in accordance with the Municipality's Community Improvement Plan ("CIP");

Pursuant to the CIP Grant Program, the Municipality intends to make available certain rebates, grants and refunds when funding is available to property owners who satisfy certain requirements under the CIP Grant Program;

The owner has applied for and been approved by the Municipality for participation in the CIP Grant Program.

**THE AGREEMENT WITNESSES** that for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, it is agreed among the party hereto as follows:

**Part One: Property and Project Information**

<b>A. Subject Property</b>		
<b>Building Number, street name</b>	<b>Unit number</b>	<b>Lot/con.</b>
<b>Municipality</b>	<b>Postal code</b>	<b>Plan number/other description</b>
<b>Property Assessment roll number</b>		

<b>B. Registered Property Owner</b>			
<b>Last name</b>	<b>First name</b>	<b>Corporation or partnership</b>	
<b>Street Address</b>		<b>Unit Number</b>	<b>Lot/con</b>
<b>Municipality</b>	<b>Postal Code</b>	<b>Province</b>	<b>E-mail</b>
<b>Telephone Number</b> (   )	<b>Fax</b> (   )		<b>Cell number</b> (   )
<b>C. Applicant (if not the registered owner)</b>			
<b>Last name</b>	<b>First name</b>	<b>Corporation or partnership</b>	
<b>Street Address</b>		<b>Unit Number</b>	<b>Lot/con</b>
<b>Municipality</b>	<b>Postal Code</b>	<b>Province</b>	<b>E-mail</b>
<b>Telephone Number</b> (   )	<b>Fax</b> (   )		<b>Cell number</b> (   )
<b>D. Summary of Approved Community Improvement Project</b>			
<b>File number</b>		<b>Date of application approval</b>	
<b>Anticipated commencement date of community improvement works</b>		<b>Anticipated completion date of community improvement works</b>	

**Details respecting approved community improvement works**

**Part Two: Estimated Project Costs** (provide contractor estimates for each project listed)

<b>A. Project Costs</b>	
Buildings & Land Improvement Project Cost	\$
Façade & Building Improvement Project Cost	\$
Signage Improvement Project Cost	\$
Property, Landscaping & Parking Area Improvement Project Cost	\$
Accessibility and Public Health & Safety Improvement Project Cost	\$
Destination Infrastructure Project Cost	\$
Planning Project Municipal Fees	\$
Building Permit Fees for Project Cost	\$
Development Charges Assessed on the Building Expansion	\$
Housing Rehabilitation and Conversion Project Cost	\$
Startup Space Leasehold Improvement Project Cost	\$
Environment Study Project Cost	\$
Brownfield Property Tax Assistance per year	\$
Brownfield Property Tax Assistance Relief requested in months	_____ months

**Part Three: Southgate CIP Grant  
Options Checklist**

<b>Financial CIP Grant Programs</b>		<b>Grant</b>	<b>Option #2</b>	<b>Option #3</b>	<b>Option #4</b>
2	Buildings & Land Improvement Grant	Maximum \$12,000 or 50% of the eligible costs (which ever is less).			
3	Façade & Building Improvement Grant	Maximum \$5,000 or 50% of eligible costs (whichever is less)			
4	Signage Improvement Grant	Maximum \$2,500 or 50% of eligible costs (whichever is less)			
5	Property, Landscaping & Parking Area Improvement Grant	Maximum \$3,500 or 50% of eligible costs (whichever is less).			
6	Accessibility and Public Health & Safety Improvement Grant	Maximum \$3,500 or 50% of eligible costs (whichever is less).			
7	Destination Infrastructure Grant	Maximum capital improvement is \$5,000 or 50% of the eligible costs (whichever is less). Maximum signage, wayfinding signage, outdoor art or street beautification is \$2,500 or 50% of the eligible costs (whichever is less). Maximum for conversion of vacant lands to parks or green space is \$2,500 or 50% of the eligible costs (whichever is less).			
8	Planning Fee Grant	Maximum \$2,500 or 50% of eligible costs (whichever is less).			
9	Building Permit Fee Grant	Maximum \$2,500 or 50% of eligible costs (whichever is less).			
10	Development Charges Grant	Equal to 100% of the municipality's portion of the development charges to a maximum of \$10,000.			
11	Housing Rehabilitation and Conversion Grant	Maximum \$12,000 or 50% of the eligible costs (whichever is less).			

12	Startup Space Leasehold Improvement Grant	Maximum \$5,000 or 50% of the eligible costs (whichever is less).			
13	Environment Study Grant	50% of the cost to complete the study to a maximum of \$5,000 per property.			
14	Brownfield Property Tax Assistance	The municipality may defer or cancel all or a portion of municipal property taxes during the period of site remediation. The municipality may apply to the Minister of Finance on behalf of the property owner to defer or cancel the education portion of the property taxes.			
15	Surplus Lands & Buildings (Municipal Action)	Township lands and buildings that are deemed to be surplus to the needs of the municipality will be offered through a Request for Proposal (RFP) process.			

#### **Part Four: General Description**

The CIP Grant Program will provide a financial incentive in the form of one-time grant funding for building external redevelopment, accessibility/safety upgrades, space lease hold improvements, signage, destination infrastructure, attainable housing project and property landscaping/parking infrastructure projects.

The original CIP application for the approved project(s) will form part of this document and included under Schedule D of this agreement.

#### **Part Five: Grant Terms and Conditions**

The General Terms and Conditions for the above listed CIP Grant Programs are provided as a section within this agreement in the following attached Schedules:

- Schedule A: Building and Land Grants;
- Schedule B: Development Charges Exemption/Deferrals and Planning and Building Permit/Application Fee Exemption; and
- Schedule C: Study and Design Grants and Startup Grants

#### **Part Six: Procedures**

The CIP Grant Programs procedures for the above listed funding opportunities provides details on the CIP process to follow on the following:

- Grant Application
- Description of Eligible Works or Submission of Quotations
- Inspection
- Decision by Council

- Expiry of Approval
- Inspection of Completed Work
- Provision of Grant

The Procedures section are provided within this agreement in the following attached Schedules:

- Schedule A: Building and Land Grants;
- Schedule B: Development Charges Exemption/Deferrals and Planning and Building Permit/Application Fee Exemption; and
- Schedule C: Study and Design Grants and Startup Grants

1. Provision of Grant

Following the completion of the work, final building inspection by the Building Department and the CIP Administrator, and the payment of all property tax installments for that year, the approved CIP grant(s) will be provided for approved projects.

**Part Seven: Agreement Distribution**

Contact Person for the Agreement: \_\_\_\_\_

Position & Phone #: \_\_\_\_\_

Address: (if different than subject property) \_\_\_\_\_

Town/City & Postal Code: \_\_\_\_\_

**Agreement Conditions**

1. This Agreement shall be binding upon the successors and assigns of the parties hereto.

IN WITNESS WHEREOF the parties have affixed their hands and seals this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

SIGNED, SEALED AND DELIVERED

**THE CORPORATION OF THE  
TOWNSHIP OF SOUTHGATE**

\_\_\_\_\_

Name: \_\_\_\_\_  
Mayor

\_\_\_\_\_

Name: \_\_\_\_\_  
Clerk

We have authority to bind the Corporation.

**THE CORPORATION OF THE  
COUNTY OF GREY**

\_\_\_\_\_

Name: \_\_\_\_\_  
Warden

\_\_\_\_\_

Name: \_\_\_\_\_  
Clerk

We have authority to bind to Corporation.

\_\_\_\_\_  
LEGAL BUSINESS NAME (Printed in full)

\_\_\_\_\_  
WITNESS

\_\_\_\_\_  
Name: \_\_\_\_\_

Title: \_\_\_\_\_

WITNESS

Name: \_\_\_\_\_

Title: \_\_\_\_\_

\_\_\_\_\_  
WITNESS

\_\_\_\_\_  
Name: \_\_\_\_\_

Title: \_\_\_\_\_

We have authority to bind to Corporation.



## Schedule A

### **Building and Land Grants**

#### **General Terms & Conditions**

This financial incentive program may be combined with other programs, however, at no time shall the total amount of grants and loan servicing and forgiveness costs provided under this Community Improvement Plan for an eligible property exceed \$50,000 or the eligible costs of rehabilitating the buildings and lands.

The applicant will be required to submit a cost estimate from a licensed contractor or supplier, including a breakdown of costs, and shall be consistent with the cost estimate indicated on the accompanying building permit application, where applicable.

Professional design/architectural drawing(s) and all eligible works must conform to the Municipality's Design Guidelines, where applicable.

Construction of all proposed improvement must be completed within eight (8) months of the date of approval of the grant or loan.

The provision of any Building and Land Improvement Grant will be administered to the limit of available funding in accordance with any administrative rules governing this and other grant and loan programs.

#### **Procedures**

##### **Grant Application**

The applicant is required to submit a completed application form to the municipality for approval prior to commencing any works that are the subject of the grant application. The application will include a copy of the building permit application including drawings of the proposed works, where applicable. This may require drawings to be prepared by a Professional Engineer or Architect. The application will be reviewed by the CIP Administrator and the CIP Application Evaluation Committee, as appropriate. Staff will prepare a recommendation for Council's consideration and approval.

##### **Description of Eligible Works or Submission of Quotations**

The applicant will include a description of the proposed improvements and an estimate of costs. The estimation of costs must be from a qualified licensed contractor and shall be consistent with the cost estimate indicated on the accompanying building permit application.

**Inspection**

Prior to approving, Municipal staff may need to inspect the building or property to review its condition and the proposed improvements.

**Decision of Council**

A recommendation to Council as to how much of the proposed work, if any, is eligible for funding will be made by municipal staff. Prior to issuing their recommendation, municipal staff may request further drawings, cost estimates or other information. If the number of qualifying applications exceeds the available grant funding in any given year/intake, the Municipality may provide a lesser grant over all applications, may recommend consideration of an alternative program for which additional funding is available, or recommend deferral until the following year, based upon consultation with the applicant.

**Expiry of Approval**

If all eligibility criteria and conditions are met and funds are available, Council will approve the grant. A letter from the municipality to the applicant will represent a grant commitment and will be valid for a period of eight (8) months. The municipality may grant discretionary extensions when justified, however, undue delay beyond the eight (8) month timeframe may result in the grant allocation being revoked.

**Inspection of Completed Work**

Staff from the municipality will conduct an inspection of the completed work.

**Provision of Grant**

Following the inspection of the work and final building inspection by the Building Department (if applicable), the grant will be provided for approved projects. Poor stewardship will not be rewarded - the Municipality reserves the right to withhold payment of a grant to work/projects that are substandard or completed poorly, inconsistent with the approved application, or which require a building permit and inspections have not been completed.

## Schedule B

# **Development Charges Exemption/Deferrals and Planning and Building Permit/Application Fee Exemption**

### **General Terms & Conditions**

The Development Charges Exemption/Deferrals and Planning and Building Permit/Application Fee Exemption will be provided as a one-time grant to the registered owner(s) of the property and represents an amount equivalent to the local Municipal Development Charges and County Development Charges, Building Permit, or Planning Application Fees of the Municipality and the County. Development Charge Exemptions and Deferrals are subject to the Development Charges Bylaw(s).

This financial incentive program may be combined with other programs, however, at no time shall the total amount of grants and loan servicing and forgiveness costs provided under this Community Improvement Plan for an eligible property exceed \$50,000 or the eligible costs of rehabilitating the lands and buildings.

The applicant will be required to submit a cost estimate from a licensed contractor or supplier, including a breakdown of costs, and shall be consistent with the cost estimate indicated on the accompanying building permit application, where applicable.

Professional design/architectural drawing(s) and all eligible works must conform to the Municipality's Design Guidelines, where applicable.

Construction of all proposed improvement is to be completed within eight (8) months of the date of approval of the grant.

The provision of any Grant will be administered to the limit of available funding in accordance with any administrative rules governing this and other grant and loan programs.

### **Procedures**

#### **Grant Application**

The applicant is required to submit a complete Development Charges Exemption and Planning and Building Permit/Application Fee Exemption application form to the Municipality for approval prior to commencing construction. The application will include a copy of the building permit application including drawings detailing the proposed project to be constructed. This may require drawings to be prepared by a professional engineer or architect.

### **Description of Eligible Works or Submissions of Quotations**

The applicant will include a description of the proposed retrofitting and an estimate of costs. The estimation of costs must be from a qualified licensed contractor and shall be consistent with the cost estimate indicated on the accompanying building permit application, where applicable.

### **Inspection**

Prior to approving a Development Charges Exemption and Building Permit/Planning Application Exemption, municipal staff may need to inspect the building to review its condition and the proposed improvements.

### **Decision of Council**

A recommendation to Council as to how much of the proposed work, if any, is eligible for funding under the Development Charges Exemption and Building Permit/Planning Application Exemption will be made by the Municipality. Prior to issuing their recommendation, the Municipality may request further drawings, cost estimates or other information. Approval of the Grant is made by Council. If the number of qualifying applications exceeds the available grant funding in any given year/intake, the Municipality may provide a lesser grant over all applications; may recommend consideration of an alternative program for which additional funding is available, or recommend deferral until the following year, based upon consultation with the applicant.

### **Expiry of Approval**

If all eligibility criteria and conditions are met and funds are available, Council will approve the grant. A letter from the Municipality to the applicant will represent a grant commitment and will be valid for a period of eight (8) months. The Municipality may grant discretionary extensions when justified, however, undue delay beyond the eight (8) month timeframe may result in the grant allocation being revoked.

### **Inspection of Completed Work**

Staff from the Municipality will conduct an inspection of the completed work.

### **Provision of Grant**

Following the inspection of the work and final building inspection by the Municipality, the grant will be provided for approved projects. Poor stewardship will not be rewarded. The Municipality reserves the right to withhold payment of a grant to work/projects that are substandard or completed poorly; inconsistent with the approved application, or which require a building permit and inspections have not been completed.

## Schedule C

# **Study and Design Grants and Startup Grants**

### **General Terms & Conditions**

Environmental Study Grants will only be offered on eligible properties where there is potential for rehabilitation and/or redevelopment of the property.

All environmental studies must be completed by a "Qualified Person" with the credentials to complete this type of study work.

All environmental studies prepared may become property of the Municipality and/or the County of Grey, at the discretion of the Municipality and the County.

The grant program may be combined with other grant programs, however, at no time shall the total amount of grants and loan servicing and forgiveness costs provided under this Community Improvement plan for an eligible property exceed \$50,000 or the eligible costs of rehabilitating the lands and buildings.

### **Procedures**

#### **Grant Application**

The applicant is required to submit an application form to the Municipality for approval prior to commencing eligible studies. The application must include a detailed study work plan, outlining anticipated timing/delivery; a quotation of a qualified person to carry out the works; and for environmental studies, a copy of the Phase 1 Environmental Site Assessment. The applicant should also note any known plans for redevelopment, noting and planning applications that have been submitted or approved for redevelopment of the land. The application will be reviewed by the Municipality and Staff Committee, as appropriate.

#### **Decision of Council**

A recommendation to Council as to how much of the proposed work, if any, is eligible for funding under the Study and Business Grant will be made by Municipal staff. Prior to issuing their recommendation, staff may request further cost estimates or other information. Approval of the Study and Design Grant and Startup Grant is made by Council. If the number of qualifying applications exceeds the available grant funding in any given year/intake, the Municipality may provide a lesser grant over all applications; may recommend consideration of an alternative program for which additional funding is available, or recommend deferral until the following year, based upon consultation with the applicant.

**Expiry of Approval**

If all eligibility criteria and conditions are met and funds are available, Council will approve the grant. A letter from the municipality to the applicant will represent a grant commitment and will be valid for a period of eight (8) months. The municipality may grant discretionary extensions when justified, however, undue delay beyond the eight (8) month timeframe may result in the grant allocation being revoked.

**Provision of Grant**

Following the completion of the work and submission of an electronic/digital copy of the study findings prepared by a "Qualified Person" for this plan, the grant will be provided. A copy of the original invoice, indicating that the study consultants have been paid in full, shall be provided in support of payment of the grant. The grant payment will be calculated based on the lesser of the cost estimate provided, and the actual cost of the completion of the study. Poor stewardship will not be rewarded - the Municipality reserves the right to withhold payment of a grant to work/projects that are substandard, completed poorly, or inconsistent with the approved application,

Schedule D  
**CIP Project Application**