



*BUSINESS IMPROVEMENT AREA
COMMUNITY IMPROVEMENT PLAN
OF THE
MUNICIPALITY OF CENTRE HASTINGS*

PREPARED BY THE MUNICIPALITY OF CENTRE HASTINGS

December 2012

Amended June 2018

Amended August 2020

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1.0 INTRODUCTION

1.1 PURPOSE:

This Community Improvement Plan (CIP) establishes a framework for the Municipality's support and implementation of a program to encourage the accessibility, maintenance and rehabilitation of commercial buildings and their facades as well as associated signage. The CIP will enhance the role of the downtown core as a commercial, administrative and cultural centre. The CIP also provides a framework to encourage and support the redevelopment of vacant and underutilized properties.

1.2 COMMUNITY IMPROVEMENT AREA BOUNDARIES:

The boundaries for the plan have been outlined in Appendix A – Schedule A.

1.3 GOALS:

The Community Improvement goals are as follows:

- (a) To provide incentives for businesses to enhance their buildings and improve accessibility to the public;
- (b) To improve the storefront signage, designs and paint schemes;
- (c) To stimulate pride in the Municipality of Centre Hastings.

1.4 OBJECTIVES:

The Community Improvement objectives are as follows;

- (a) To provide for rehabilitation or improvement of commercial facades, including brickwork and signage through the use of municipally assisted programs and funding sources;
- (b) To provide an incentive for private investment through the use of municipally assisted programs and funding sources;
- (c) To improve the physical and aesthetic amenities of buildings in the downtown village of Madoc through the use of municipally assisted programs and funding sources, while stimulating private investment and revitalization.
- (d) To improve the accessibility of commercial buildings in the downtown area of Madoc village through the use of municipally assisted programs and funding sources.

1.5 LEGISLATIVE AUTHORITY:

Section 28 of the Planning Act, R.S.O. 1990, c.P. 13, as amended, includes in the definition of community improvement the development, redevelopment, reconstruction or rehabilitation of a community improvement project area and the provision of such commercial or other improvements as may be appropriate.

Community Improvement Plan means a plan approved by the Municipality for the community improvement of a community improvement project area which is in the opinion of the Municipality of Centre Hastings Council, desirable to be improved.

The County of Hastings Official Plan contains policies relating to community improvement. The Council of Centre Hastings may designate the whole or any part of an area as a community improvement project area. When a by-law has been passed, the Council may provide for the preparation of a plan suitable for adoption as a community improvement plan for the community improvement project area. Once a community improvement plan is in effect, for the purpose of carrying out a community improvement plan, the Municipality of Centre Hastings may make grants and/or loans to registered owners and tenants of land and buildings within the community improvement project area, and to any person to whom such an owner or tenant has assigned the right to receive a grant or loan, to pay for the whole or any part of the cost of rehabilitation such as lands and buildings in conformity with the community improvement plan.

The total of the grants and loans made in respect of particular lands and buildings under subsection 28(7) of the Planning Act which is provided in respect of the lands and buildings, shall not exceed the eligible cost of the community improvement plan with respect to those lands and buildings.

1.6 BACKGROUND:

The Municipality of Centre Hastings has taken a strong interest in the revitalization of their commercial core and “main streets”. The Municipality has a Community Development Committee consisting of elected members of Council and residents at large. They are committed to enhancing the growth and prosperity of The Municipality of Centre Hastings.

In 2005 the Municipality of Centre Hastings partnered with the Municipalities of Marmora & Lake and Tweed to create The Main Street Revitalization Initiative. This program, along with the support of the Ontario Ministry of Agriculture, Food & Rural Affairs was operated by a volunteer management committee in each community consisting of numerous key players – citizens, elected representatives, business owners and community agencies and shared with the other two communities the services and support of a full-time project Coordinator.

One of the recommendations of the Main Street Revitalization Committee was to develop a Facade and Signage Improvement Program as an incentive for businesses to beautify the downtown area and attract investors. The development of this CIP is a result of those recommendations.

In 2018/19 the Municipality of Centre Hastings received a Main Street Revitalization Grant from the Province of Ontario, a substantial amount of which was allocated to the grant fund for the CIP for this two-year period. During 2019 the CIP grant programs had unprecedented interest and as a result became a competitive process, which brought to light the need for an amendment to this plan to enhance clarity and bring about more variety in grant programs for future years.

1.7 COMMUNITY IMPROVEMENT PLAN PREPARATION:

The CIP contained within this document has been prepared in accordance with the provisions of the Planning Act and the Municipal Act, 2001. A copy of the Community Improvement Policies (Section 2.6 - 2017) of the Official Plan for the County of Hastings is included as Appendix D to this plan.

The CIP has also been prepared in accordance with, and is consistent with, policies under the 2020 Provincial Policy Statement. Notably Section 1.1.3. of the PPS indicates that Settlement areas shall be the focus of growth and development and their vitality and regeneration shall be promoted.

The original plan creation process included a number of measures to enable public input into the preparation of the CIP. Stakeholder input was obtained from the Municipality of Centre Hastings and the Community in Action Committee (Main Street Revitalization Initiative). Subsequent input was obtained from the Community Improvement Committee and CIP Taskforce.

The process also included a statutory public meeting for both the creation of this document and all subsequent amendments held in accordance with Section 17 of the Planning Act, R.S.O. 1990. Notice of the statutory public meeting was advertised in the local media and was held under section 28(4) of the Planning Act, to explain the program and receive feedback. A copy of a newspaper article can be found in Appendix B, and the statutory public meeting notice is provided as Appendix C.

2.0 BACKGROUND INFORMATION

2.1 HISTORY OF THE MUNICIPALITY OF CENTRE HASTINGS:

As the heart of Centre Hastings, Madoc Village is home to three schools and eight churches. The Village is also the home for Centre Hastings Skate Park which is the state-of-the-art facility noted as one of the best in the Province. This facility includes not only a skateboard park but also a splash pad and a hemp bale Arts Centre. Other recreational facilities include an outdoor pool, tennis courts, an arena, slow pitch ball diamond, golfing and the Trail of Two Lakes trail system. Also, of interest to the Village is the Motocross Racing bringing in racers from all over Canada and United States.

For medical health care needs, the Village is home to the Tri Area Medical Centre, home to a family health team, as well as dentists, opticians, an x-ray clinic, hearing specialists and chiropractors.

The Village is a thriving community but there is a critical need for the downtown revitalization to provide assistance and encouragement to the business community who find it a constant struggle to prosper in a *small town* atmosphere.

2.2 POPULATION:

The Municipality of Centre Hastings has grown at a rate slightly higher than neighbouring municipalities and the 2016 Census indicated the population of Centre Hastings was 4,774 people. Over the past 50-years, the population of the Municipality has fluctuated in response to the following trends:

GROWTH-DAMPENING FACTORS:

- As the agricultural sector matured, the rural population declined during the 1960's;

- Birth rates have declined;
- Commercial base has yielded to that of the larger centres.

GROWTH-STIMULATING FACTORS:

- The attractive country-side has lured ex-urban settlement during the 1980's and 90's;
- The Municipality is situated at the intersection of Highways # 62 and # 7, a crux of the County, enabling Centre Hastings to function as a service centre for a wider market area than its immediate boundaries. Accordingly, a rise in the number of jobs in the public sector has been realized as evidenced by sub-regional Ministry and County sub-offices and an area-wide high school;
- The Municipality has been able to maintain or improve its sewer and water infrastructure sufficient to accommodate a number of small-scale developments that have allowed a retiring population to find down-scaled living arrangements and remain in the community.
- Affordable real estate and state-of-the-art amenities, such as the Tri-Area Medical Centre and Centre Hastings Park, attract city dwellers who are looking for a rural lifestyle.

2.3 ARCHITECTURE/STREETScape:

Madoc has a unique variety of architecture. The Municipality has a strong vision for the development and architectural renewal of the town

The Community Improvement Plan Taskforce are committed to maintaining commercial spaces on the first floor of buildings in the downtown core with business and residential units on the second and third level. Continuing to concentrate on the commercial uses in the downtown core is fundamental to the ongoing survival of Madoc's commercial future. While it will continue to be subject to change and will evolve over time, the downtown core area is a centre for commercial activity and should be protected and promoted as such.

3.0 PROBLEMS AND DEFICIENCIES

To learn more about this issues and concerns facing Madoc's downtown/commercial district, the CIP Committee conducted a survey of businesses located in downtown Madoc in 2011 (See Appendix E). Among the 44 survey interviews that were conducted, indicated that they thought a CIP program could lead to increased business, and 95.5% thought that a CIP program could help develop more pride in our community. In 2019 Hastings County conducted a Business survey with business owners, including representation from Centre Hastings, the results of this study can be found here:

<https://www.hastingscounty.com/sites/default/files/Hastings%20County%20Business%20Survey%20Report%20September%2018%202019.pdf>

4.0 COMMUNITY IMPROVEMENT PLAN

In response to the influence of commercial development along the 401 corridor and Highway 7 and the lure of "big box" retailers, as well as in response to the findings of the CIP Survey Report, the Municipality of Centre Hastings has embarked upon creating a CIP to revitalize and re-shape Madoc's commercial core area. An applicant may participate in one program listed in this section, per unique property. The total of the grants and loans made in respect of particular lands and buildings under subsection 28(7) of the Planning Act.

4.1 LOAN AND GRANT PROGRAM:

The Community Improvement loan and grant programs are designed to encourage the rehabilitation, restoration and improvement of commercial buildings, that would otherwise be considered cost prohibitive.

4.1.1 PURPOSE:

The CIP consists of the following:

- A Façade/Signage Improvement Loan and Grant Program
- An Accessibility Loan and Grant Program
- A Building Improvement Loan and Grant Program
- A Planning and Building Permit Fee Grant
- A Tax Equivalent Grant

FAÇADE/SIGNAGE IMPROVEMENT LOAN AND GRANT PROGRAM

The Façade/ Signage improvement Loan and Grant Program is intended to encourage façade/signage improvements in the Façade and Signage Improvement Area as shown on Appendix A – Schedule A through the provision of financial assistance to eligible owners and/or tenants with written permission from the property owner.

ACCESSIBILITY LOAN AND GRANT PROGRAM

The Accessibility Loan and Grant Program is intended to assist with improvements to existing buildings in the Business Improvement Area as shown on Appendix A – Schedule A to increase accessibility for people with disabilities and ensure compliance with Accessibility for Ontarians with Disabilities Act requirements.

BUILDING IMPROVEMENT LOAN AND GRANT PROGRAM

The Building Improvement Loan and Grant Program aims to assist with improvements that are broader than the criteria under the Façade and Signage Improvement program. Eligible projects could include things such as structural improvements to ensure continued use of the building, energy efficiency upgrades, the creation of retail, office or residential spaces and the upgrading of plumbing and electrical services. Eligible projects must be within the Business Improvement Area as shown on Appendix A – Schedule A.

PLANNING AND BUILDING PERMIT FEE GRANT

The Planning and Building Permit Grant program aims to assist eligible property owners to recoup some of the fees associated with Planning and Building Permits that may be required for upgrades to their property that will enhance the downtown business core. Eligible projects must be within the Business Improvement Area as shown on Appendix A – Schedule A.

TAX INCREMENT EQUIVALENT GRANT

The Tax Increment Equivalent Grant aims to offset some of the costs associated with property tax increases as a result of property upgrading and enhancement. The Grant would allow for an annual rebate of up to 75% of the increase in the municipal portion of their property taxes, as a result of an eligible project, for a maximum of three years. Eligible properties must be within the Business Improvement Area as shown on Appendix A – Schedule A. All applicants for the Tax Increment Equivalent Grant must have a pre-application meeting with staff to determine the eligibility of their project.

4.1.2 THE CIP TASKFORCE:

The CIP Taskforce is responsible for reviewing applications under this program and for making recommendations to Council. It is also charged with reviewing the parameters and overall results of the program and to make an annual report to council. The CIP Taskforce is composed of several taxpayers and a non-voting municipal staff secretary.

4.1.3 ELIGIBILITY FOR LOAN AND GRANT PROGRAM:

- Applicants for any of the Loan and Grant Programs must be the registered owner(s) of the subject property or tenants with written permission from the property owner. If the subject property has elements of joint ownership that are the subject of the grant, written permission is required from all owners.
- Staff will review property tax records. Property owners who are in arrears of property taxes, local improvement charges or any other municipal accounts receivable on the subject property are not eligible to receive funding the Loan and Grant Programs;
- Only complete applications will be reviewed
- Applicants are permitted to apply for a single grant and/or a loan in one application;
- Applicants can only apply for one grant and/or loan for a property per three-year period. If an application is unsuccessful, an applicant can reapply within the 3 year period and their application will be considered if funds remain after assessing new applications.
- The owner(s) must match the Municipality's contribution as set out in Section 4.1.5 below;
- Outstanding work orders (building, fire, zoning, etc.) must be satisfied prior to funding approval;
- Only commercial properties are eligible for CIP Loan and Grant funding;
- Municipal contributions will be issued upon proof of paid invoices during various stages of project.
- Proposed works must comply with all applicable by-laws, codes and guidelines.
- Proposed works cannot commence prior to approval of the applicant's application, any works already in progress or completed at the time of application are ineligible.

4.1.4 GENERAL TERMS OF LOAN AND GRANT PROGRAM

The applicant may choose to apply for either a Grant or Loan Program, or both simultaneously. The maximum amount that an applicant can receive in Grants and/or Loans for Improvements is capped for each financial incentive stream. An applicant cannot apply for grants/loans in excess of the incentive cap, any applications requesting excess fund will be rejected.

For the grant program, the Municipality of Centre Hastings will pay up to 50% of the eligible costs up to the maximum amounts displayed in table 1 below.

Table 1: Incentive Programs

Financial Incentive/ eligible criteria	Maximum Grant and/or Loan amount	Example of contributions
<p><i>FAÇADE AND SIGNAGE IMPROVEMENT GRANT LOAN</i></p> <p><i>Eligible projects:</i></p> <p>Façade restoration of brickwork, wood, masonry and metal cladding;</p> <p>Replace or repair of architectural details; window and door repair or replacement;</p> <p>signage in accordance with the Municipality of Centre Hastings by-law respecting signs and the Ontario Building Code and Regulations;</p> <p>repair, replacement or addition of awnings, marquees, and canopies;</p> <p>replacement of façade elements originally in place during initial construction of the building;</p> <p>redesigned shop fronts;</p>	<p>\$2000</p> <p>Maximum of 50% of total project cost</p>	<p>Total Project cost: \$4300</p> <p>Grant request: \$2000</p> <p>Applicant contribution: \$2300</p>
<p><i>ACCESSIBILITY IMPROVEMENT GRANT/LOAN</i></p> <p><i>Eligible Projects:</i></p>	<p>\$3000</p> <p>Maximum of 50% of total project cost</p>	<p>Total Project cost: \$7,500</p> <p>Grant request: \$3000</p>

<p>Installation of new and existing automatic doors;</p> <p>Installation of new and existing wheelchair access ramps;</p> <p>Entrance modifications to provide barrier-free access;</p> <p>Leveling or repairs to pathways/accesses and stairs;</p> <p>Renovations for accessible washrooms</p> <p>Any other improvements designed to improve accessibility deemed eligible by the CIP Taskforce</p>		<p>Applicant contribution: \$4500</p>
<p><i>BUILDING IMPROVEMENT GRANT/LOAN</i></p> <p><i>Eligible Projects:</i></p> <p>Installation/upgrading of fire protection systems;</p> <p>Repair/replacement of roof;</p> <p>Structural repairs to walls, ceilings, floors and foundations;</p> <p>Water/flood/weatherproofing;</p> <p>Repair or replacement of windows and doors;</p> <p>Required improvements to heating and ventilation systems;</p> <p>Extension/upgrading of plumbing and electrical services for the creation of retail, office, or residential space;</p> <p>Energy efficiency upgrades;</p> <p>Other repairs/improvements related to health and safety issues and/or enhancements for the betterment of the commercial core as may be approved by the CIP Taskforce.</p>	<p>\$3000</p> <p>Maximum of 50% of total project cost</p>	<p>Total Project cost: \$6000</p> <p>Grant request: \$3000</p> <p>Applicant contribution: \$3000</p>

<p><i>PLANNING AND BUILDING PERMIT GRANT</i></p> <p><i>Eligible Items:</i></p> <p>Minor Variance Applications;</p> <p>Zoning By-law Amendment Applications;</p> <p>Site Plan Control Agreements;</p> <p>Building Permit.</p>	<p>\$1000</p> <p>Maximum of 50% of total project cost</p>	<p>Total application fee: \$800</p> <p>Grant requested: \$400</p> <p>Applicant Contribution: \$400</p>
<p><i>TAX INCREMENT EQUIVALENT GRANT</i></p> <p><i>Eligible Projects:</i></p> <p>Improvements to existing commercial buildings that results in an increase in the assessment value and taxes on the property;</p> <p>Redevelopment of vacant properties whereby the rehabilitation results in an increase in the assessed value and taxation on the property.</p>	<p>Maximum of 75% of the municipal property tax increase for a maximum of 3 years, or until the grant equals the cost of rehabilitation, whichever comes first.</p>	<p>All applicants for the Tax Increment Equivalent Grant need to make an appointment for a pre application meeting with staff to discuss your project.</p>

For the interest free loan, the Municipality of Centre Hastings will provide an interest free loan up to the Maximum listed in Table 1 above. The interest free loan is a repayable, non-interest-bearing loan with a maximum amortization of 5 years commencing immediately upon issuance of the Notice of Completion of the approved project.

The Municipality of Centre Hastings may loan up to 50% of the eligible costs, however, projects with leveraged funds will be given priority.

Successful applicants will be required to sign a Promissory note outlining a repayment schedule, with repayment made in monthly installments until paid in full. Full payment may be made at any time with no penalty. The loan is also transferable to successors in title provided the new owner meets the eligibility criteria and agrees to the terms and conditions of the loan.

Any work completed prior to approval by the municipality is not eligible. Costs in excess of the maximum Grant and Loan shall be the responsibility of the applicant. Grants are disbursed on a reimbursement basis and will be issued upon receipt of paid invoices.

4.1.5 APPLICATION AND APPROVAL PROCESS:

- The CAO and Community Development Coordinator with assistance from the Chief Building Official and support staff, along with recommendations from the CIP Taskforce, shall manage the process;
- Qualified applicants are encouraged to arrange a pre-application meeting with municipal staff prior to submitting their application (Note, all applicants for the Tax Increment Equivalent Grant must have a pre-application meeting with staff);
- Qualified applicants must complete the application form in full, incomplete application forms will be rejected;
- A minimum of two quotes are required and three are preferred (applications that do not contain at least two quotes will be deemed as incomplete). If an applicant intends to undertake the works themselves, they must still submit the required number of quotes, with one being for their own services;
- Relevant building permit fees apply, and the cost of said fees and can be included in the grant or loan application;
- The total grant or loan amount for each year is limited – grants and/or loans will be reviewed and will be limited to one application per registered property owner or tenant, per address, per 3-year period;
- If approved, work must be completed within eight months from the date of approval of the application unless extended by the CIP Taskforce and Council;
- The applicant is responsible for obtaining all building permits and any other required permits for the work to be done;
- The applicant is responsible for conformance with all applicable accessibility and health and safety standards;
- The applicant also agrees to maintain the property as outlined in the property standards by-law and make any necessary improvements under the Ontario Building Code for a period of 3 years or full payment of loan;
- Funding approval will lapse if a notice of completion is not issued within eight months of the date of execution of the Financial Assistance Agreement. The CIP Committee may grant an extension of up to four months following receipt of a written request by the owner setting out the reasons for the extension and providing a new date of completion;
- An applicant will enter into a Finance Assistance Agreement with the Municipality, which will specify the terms of the grant and/or loan;
- A property owner may be required to provide a business plan for the proposed work as part of the program application;
- Applicants must consent to a site visit from staff/taskforce members upon completion of their project;
- The CIP Taskforce will review the application and make recommendations to Council within 30 days after application deadline;

- Final Decisions on applications, extensions and allocation of funds shall be made by Council. Applicants shall be afforded an opportunity to appeal CIP Committee recommendations to Council/Council's Decision.

4.1.6 PROMOTION:

The Municipality may promote the program and reserves the right to use approved and funded projects as examples in promotional programming. The municipality may promote an approved project by using photographs and descriptions of the project in promotional materials. All grant recipients will be required to display a small window decal in a visible location to acknowledge their receipt of CIP grant funds.

Application forms and further information are available at the Municipality of Centre Hastings Municipal Office at 7 Furnace Street, P.O. Box 900, Madoc, ON K0K 2K0. Telephone 613-473-4030.

4.2 GENERAL RULES:

The provision of any loan or grant as described by the selection committee – see section 4.4 shall be administered by the CIP Taskforce to the limit of the available funding. The Municipal Council may vary such programs if goals are not being met without a CIP amendment, provided that the variation does not exceed the original program's maximum grant, and loan. The Municipal Council may amend or discontinue programs if goals are not being met.

4.3 COMPOSITION

The selection committee shall be composed of the Community Improvement Plan Taskforce made up of several community members, a staff non-voting member and one member of Council. All applications will be forwarded to: The CAO of the municipality either in person or by mail.

4.4 GUIDELINES

Criteria for approval of the applications will be considered upon:

- Visibility and/or impact to the downtown core
- Relevance of application to grant/loan funding stream
- Time frame of project
- Cost effectiveness
- Previous applications – those who have not applied previously will be given priority
- Urgency for the need for improvement

5.0 COMMUNITY IMPROVEMENT PLAN BUDGET

5.1 FUNDING SOURCES:

The Grant and Loan Programs described in Sections 4.1 are funded solely by the Municipality of Centre Hastings, unless other grant funds become available.

The programs are funded by Municipal capital budget allocations, reviewed annually on an as-required basis, and by fund replenishment through the municipality as determined by budget process.

6.0 IMPLEMENTATION

6.1 AUTHORITY:

The Council of the Municipality of Centre Hastings passed By-law No. 2013-07 to designate the Community Improvement Project Area.

6.2 ADMINISTRATION:

The overall implementation of the Grant and Loan Program, including liaison with the Ministry of Municipal Affairs and Housing, shall be the responsibility of the CAO and Community Development Coordinator. The CIP will be reviewed by Community Improvement Taskforce annually.

7.0 INTERPRETATION

7.1 COMMUNITY IMPROVEMENT PLAN FORMATION:

All sections, figures and appendices of this document shall form the CIP for the Municipality.

7.2 COMMUNITY IMPROVEMENT PLAN AMENDMENTS:

Changes to the Community Improvement Project Area shall require an amendment to this plan. Changes may include a change in eligibility criteria, the addition of new municipal assistance programs involving grants, loans, tax assistance or land or an increase to a financial incentive to be offered within the plan. This plan has been prepared in accordance with and shall be deemed to conform to the County of Hastings Official Plan.

7.3 COMMUNITY IMPROVEMENT PLAN TITLE:

This plan shall be referred to as the Community Improvement Plan of Centre Hastings. At such time as other CIPs are prepared for this or other areas, this title may be modified for clarification purposes without requiring amendment to this plan.

7.4 DEFINITIONS:

“Commercial” means any property or building that is engaged in commerce, involved in work that is intended for the mass market, or used for the sale or production of goods. Commercial Properties are designated as such in the Municipality of Centre Hastings’ Zoning By-law

“Community Improvement Plan” (CIP) establishes a framework for the Municipality’s support and implementation of a program to encourage the maintenance and rehabilitation of commercial buildings and their facades as well as associated signage in the Main Business Corridor of the Municipality of Centre Hastings. The CIP will enhance the role of the downtown core as a commercial, administrative and cultural centre. The CIP also provides a framework to encourage and support the redevelopment of vacant properties.

“Community Improvement Project Area” means a municipality or an area within a municipality, the community improvement of which, in the opinion of Council, is desirable.

“Façade and Signage Improvement Area” means an area within a municipality, the façade and signage improvement of which, in the opinion of Council, is desirable to create a more interesting, appealing environment on the street attracting people and businesses to the area, help building owners attract and retain tenants, build civic pride among the local business community, contribute to quality of life of residents, workers and visitors, and promote the marketability of the local business area.

“Improvement” means any reconstruction, rehabilitation, enhancement of the façade or signage, addition, or other improvement of a structure.

“Rehabilitation” means any efforts that result in the productive reuse of lands and/or buildings within the Community Improvement Project Area.

“Official Plan” means a comprehensive long-range plan for land use which guides growth and land use change in a municipality.

“Façade” means the front of a building, or other face with special architectural treatment, which is directly adjacent to the street.

“Signage” means a sign board that is clearly visible upon the façade of a building

“Building Improvement” means for the purposes of upgrading a commercial building and can include any of the following: installation/upgrade of fire protection systems, repair/replacement of roof, structural repairs to walls, ceilings, floors and foundations, water/flood/weatherproofing, energy efficiency upgrades, upgrading of plumbing and electrical services for the creation of an additional commercial space, other similar repairs/improvements related to health and safety, or as approved by the Chief Building Official.

“Eligible Applicant” means an applicant who meets all general and program specific requirements of the Financial Incentive Programs, and prepares and submits an application for a grant, loan or rebate that is in accordance with the specific requirements of the program, as outlined in this Plan. The CIP Taskforce and reserves the right to determine whether, or not an applicant is eligible for financial incentive programs.

“Planning and Building Permit” means permits or applications required by the Municipality of Centre Hastings and includes Minor Variance, Zoning Amendment, Building Permit, Site Plan Control.

APPENDIX "A" – BYLAW TO AUTHORIZE THE ADOPTION OF A CIP AND SCHEDULE "A" TO
BY-LAW 2013 - 07

THE CORPORATION OF THE MUNICIPALITY OF CENTRE HASTINGS

BY-LAW 2013 - 07

*(Being a By-law to authorize the adoption of a Business Improvement Area
Community Improvement Plan for the Municipality of Centre Hastings)*

WHEREAS a municipality is entitled to authorize the adoption of a Business Improvement Area Community Improvement Plan for the Municipality of Centre Hastings to encourage maintenance and rehabilitation of commercial buildings and their facades as well as associated signage in the Business Improvement Area (BIA) of the Municipality of Centre Hastings.

AND WHEREAS the authority is granted under the Planning Act, R.S.O. 1990 Chapter P.13 Section 28, as amended, to designate community improvement project areas and to prepare Community Improvement Plans;

AND WHEREAS the Council has given Notice in accordance with sections 17(15) to (22) of the Planning Act and did hold a public meetings on **November 10, 2011, May 1, 2012 and January 23, 2013.**

AND WHEREAS Council deems it expedient to adopt a Community Improvement Plan.

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE

MUNICIPALITY OF CENTRE HASTINGS HEREBY ENACTS AS FOLLOWS:

1. **THAT** the Council of the Corporation of the Municipality of Centre Hastings hereby adopts the Business Improvement Area Community Improvement Plan of the Municipality of Centre Hastings, attached to this by-law as Schedule "A", which forms part of this by-law and which establishes a framework for the Municipality's support and implementation of a program to encourage the maintenance and rehabilitation of commercial buildings and their facades as well as associated signage in the Business Improvement Area of the Municipality.

2. **THAT** this By-law shall come into full force and effect on and after the passing thereof.

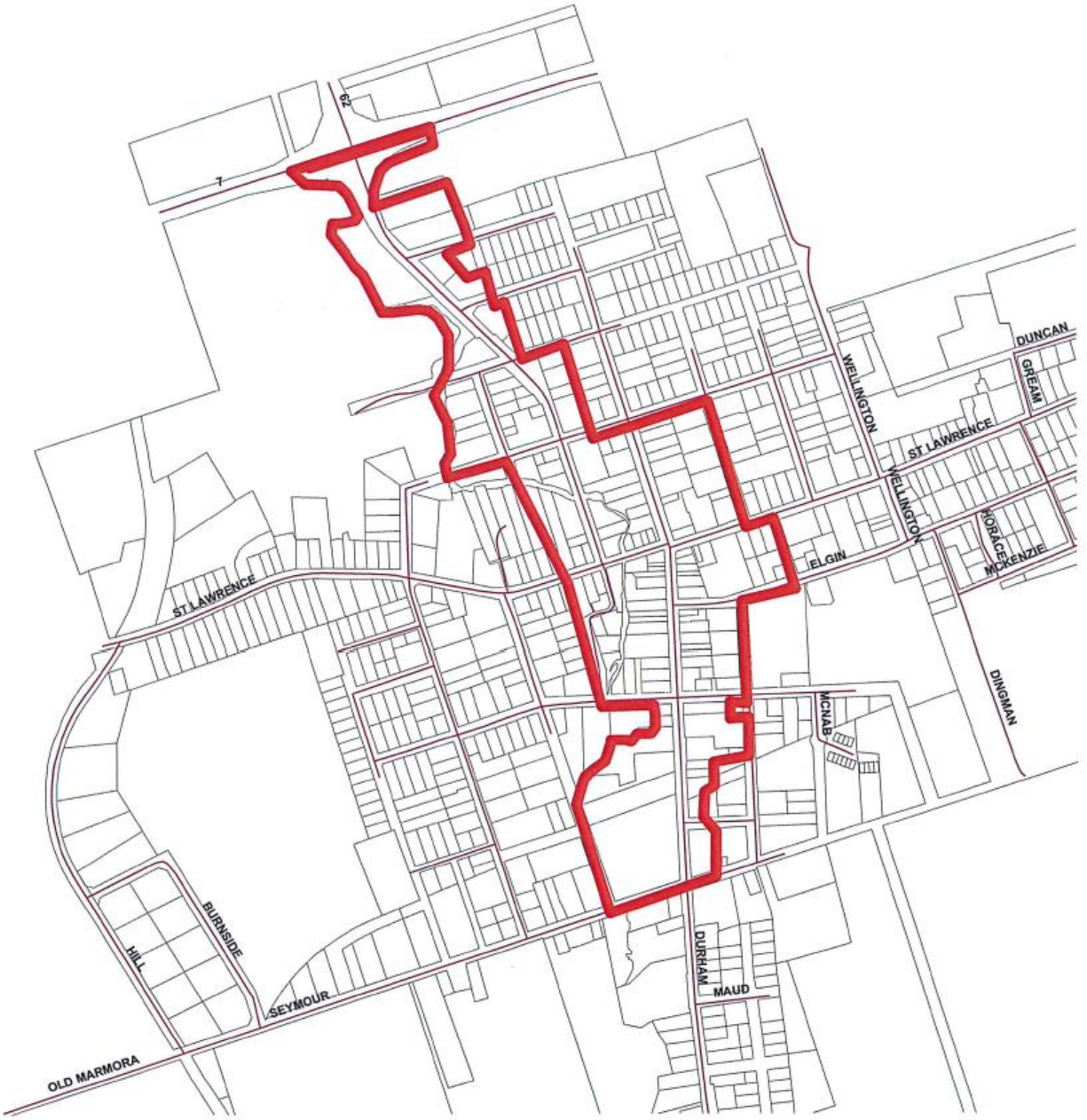
Read a first and second time this 13th, day of February, 2013.

Read a third time and finally passed this 13th day of February, 2013.

Owen Ketcheson, Reeve

Pat Pilgrim, CAO/Clerk

SCHEDULE "A"



Community Improvement Planning Committee seeks public input

By Gail Paquette

EMC News - Madoc - The Municipality of Centre Hastings is moving with the times by forming the Community Improvement Planning Committee, a committee of council.

Community improvement planning, one of the many sustainable planning tools found in the Planning Act, can help municipalities address challenges by providing a means of planning

and financing activities that use, reuse and restore lands, buildings and infrastructure. Although economic, demographic and environmental pressures differ from south to north, region to region and municipality to municipality, common to all Ontario municipalities is the need to build, reinforce or reshape themselves to meet global challenges and residents' future needs.

Community improvement planning activities are shaped by local needs, priorities and circumstances. Through community improvement plans, municipalities can focus public attention on local priorities and municipal initiatives and target areas in need of repair, rehabilitation and redevelopment.

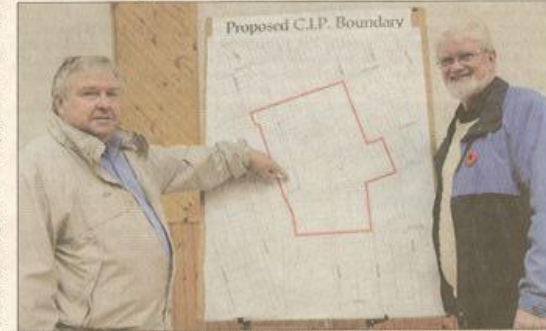
In existence for eight months, The Community Improvement Planning Committee's objectives are to provide for rehabilitation of commercial façades through the use of municipally assisted programs and funding, provide incentive for private investment and improve the physical and aesthetic amenities in the village of Madoc.

Their goals are to improve storefront signage, designs and paint schemes stimulating pride in the Centre Hastings Downtown and contributed to the overall enhancement of Madoc as a Vintage Village.

They also want to encourage revitalization of vacant, underutilized or contaminated properties and buildings.

On Tuesday evening Chair of the Committee Tom Simpson and recently hired Data Collection Coordinator Bob Foster organized a public forum.

The forum was organized a public forum. The



Chair of the Community Improvement Planning Committee Tom Simpson and Data Collections Coordinator Bob Foster organized a public forum Thursday evening at the Kiwanis Club in Madoc. They were seeking input in drawing the boundary perimeters within the village that will eventually benefit from improvements. Photo: Gail Paquette

Planning Act requires that public meetings be held before a community improvement plan can be considered by council for adoption.

"Public involvement can help build consensus and community support. By involving the public and key participants at the start of a community improvement initiative, problems and conflicts can be more effectively addressed and solutions can be incorporated," stated Simpson.

Public engagement can be particularly significant as an accountability mechanism, ensuring public knowledge of the policy for offering municipal financial assistance or incentives to private land owners.

Transparency is a corner-

stone of community improvement plan public involvement. That means knowing that rehabilitation or redevelopment could not occur without financial assistance.

In keeping with this the committee held the forum to gather input on the first stage of establishing a framework, mainly by seeking suggestions on a physical boundary within the village to focus on.

Once the boundaries are set, Foster will go out into the area and collect a series of data including ideas and concerns of the commercial property owners that fall within the boundaries.

The public were invited to look at the boundaries indicated on the map provided and give ideas and com-

ments in the final draft. Once boundaries are set, information will be gathered and assistance given on a first-come, first-served basis.

"When you look at the past ten years and what has developed in Madoc like the Skate Park, Medical Centre and the Village Market Square, it is clear this community is already very into community improvement," said Foster. "I am looking forward to working with businesses and the wider community to generate ideas."

Because of the turnout on Thursday evening, the consensus of the committee is to allow for further input until December 15. The comments sheets can be picked up from the municip-

APPENDIX "C" COPY OF THE STATUTORY PUBLIC MEETING NOTICE

An initial meeting was held on November 10, 2011 at the Kiwanis Centre to obtain public comment on the CIP Boundaries.

A second meeting was held May 1st, 2012 to present the results of the Community Improvement Plan Data Collection Report and Receive comments.



PUBLIC INFORMATION MEETING

THE CORPORATION OF THE MUNICIPALITY OF CENTRE HASTINGS
COMMUNITY IMPROVEMENT PLAN COMMITTEE IS HAVING A PUBLIC
INFORMATION MEETING ON;

TUESDAY MAY 1, 2012
7:00 PM

AT THE ARTS CENTRE HASTINGS
230 DURHAM ST. MADOC (SKATE PARK)

TO PRESENT THE RESULTS OF THE COMMUNITY IMPROVEMENT
PLAN DATA COLLECTION REPORT AND RECEIVE COMMENTS

IF YOU REQUIRE ADDITIONAL INFORMATION PLEASE CONTACT;

Jeff Bitton
Parks, Recreation and Culture Coordinator
(613) 473-4030
jbitton@centrehastings.com

2.6 Community Improvement Areas & Plans – Hastings County Official Plan 2017

2.6.1 Member Municipalities may establish community improvement project areas and community improvement plans by by-law for all of or a portion(s) of their municipality in keeping with the policies of Parts A, B, and C of this Plan. Amendments to Parts A, B, or C of this Plan are not required to establish community improvement areas or plans unless otherwise stipulated herein. Member Municipalities shall demonstrate the advancement of sustainable economic development, the planning principles of Part A – Section 1.7, and the Goals and Objectives of Part A – Section II of this Plan.

2.6.2 Community improvement project areas and plans shall be established and implemented by Member Municipalities by by-law pursuant to Section 28 of the Planning Act, or applicable sections of the Municipal Act for those areas meriting community improvement because of age, dilapidation, overcrowding, faulty arrangement, unsuitability of buildings, or for any other environmental, social, or community economic development reason.

2.6.3 In establishing community improvement project areas and plans, Member Municipality Councils shall have regard for deterioration due to age or condition and deficiencies of:

- a) Streets, sidewalks, safe cycling infrastructure, lighting, and accessibility;
- b) Housing, including older adult and affordable housing, recreational/ community facilities, and commercial and industrial structures and facilities;
- c) Municipal services and facilities within the Member Municipality’s jurisdiction such as water and sewer facilities, stormwater works and associated facilities, transportation corridors and facilities, sidewalks, and hiking/recreational trails;
- d) Communications systems;
- e) Electric power systems, oil and gas pipelines, alternative energy systems, and renewable energy systems; and,
- f) Waste management systems.

In addition, consideration may be given to the following:

- a) Enhancing the aesthetic and structural quality of the built heritage environments, including the main street facade;
- b) Conflicting and encroaching land uses;
- c) Poor access and inefficient movement of vehicular and pedestrian traffic;

- d) Environmental problems such as flood susceptibility;
- e) Man-made hazards (e.g. level crossings, contaminated lands, abandoned buildings, etc.);
- f) Vacant or under-utilized lots or blocks;
- g) Commercial areas containing a Business Improvement Area;
- h) Deficiencies in off-street parking and loading areas;
- i) Greening/landscaping, and sustainable or energy efficient initiatives;
- j) Source water protection initiatives;
- k) Preservation and/or rehabilitation of natural heritage features and areas;
- l) Access to community gardens on vacant or underutilized lands where the cultivation of crops will not have any negative impacts on natural heritage features and areas and will not pose a risk to human health; and,
- m) Background reports and amendments to this Plan or its predecessor.

2.6.4 Wherever appropriate, Member Municipality Councils will:

- a) Utilize public funding available from various government agencies and programs;
- b) Encourage the participation of the private sector in the implementation of community improvement plans;
- c) Incorporate other municipal programs and objectives into the community improvement plan, where appropriate; and
- d) Encourage community improvement initiatives by offering financial incentive programs under an approved Community Improvement Plan. The Community Improvement Plan may include grants, loans, tax assistance, including the offset of fees or charges, which are offered to property owners, tenants, or assignees under applicable sections of the Planning Act and the Municipal Act.

2.6.5 The carrying out of an approved community improvement plan by a Member Municipality Council shall include those powers and authorities authorized under Section 28 of the Planning Act and applicable sections of the Municipal Act, including: the constructing, repairing, rehabilitating, or improving of buildings on land acquired or held by it; the sale, lease or otherwise disposal of any building and land; and, the making of grants or loans in conformity with the community improvement plan. Prior to offering financial incentives, Councils are encouraged to undertake a financial analysis of the project/program and host an open house session to inform and receive input from the public.

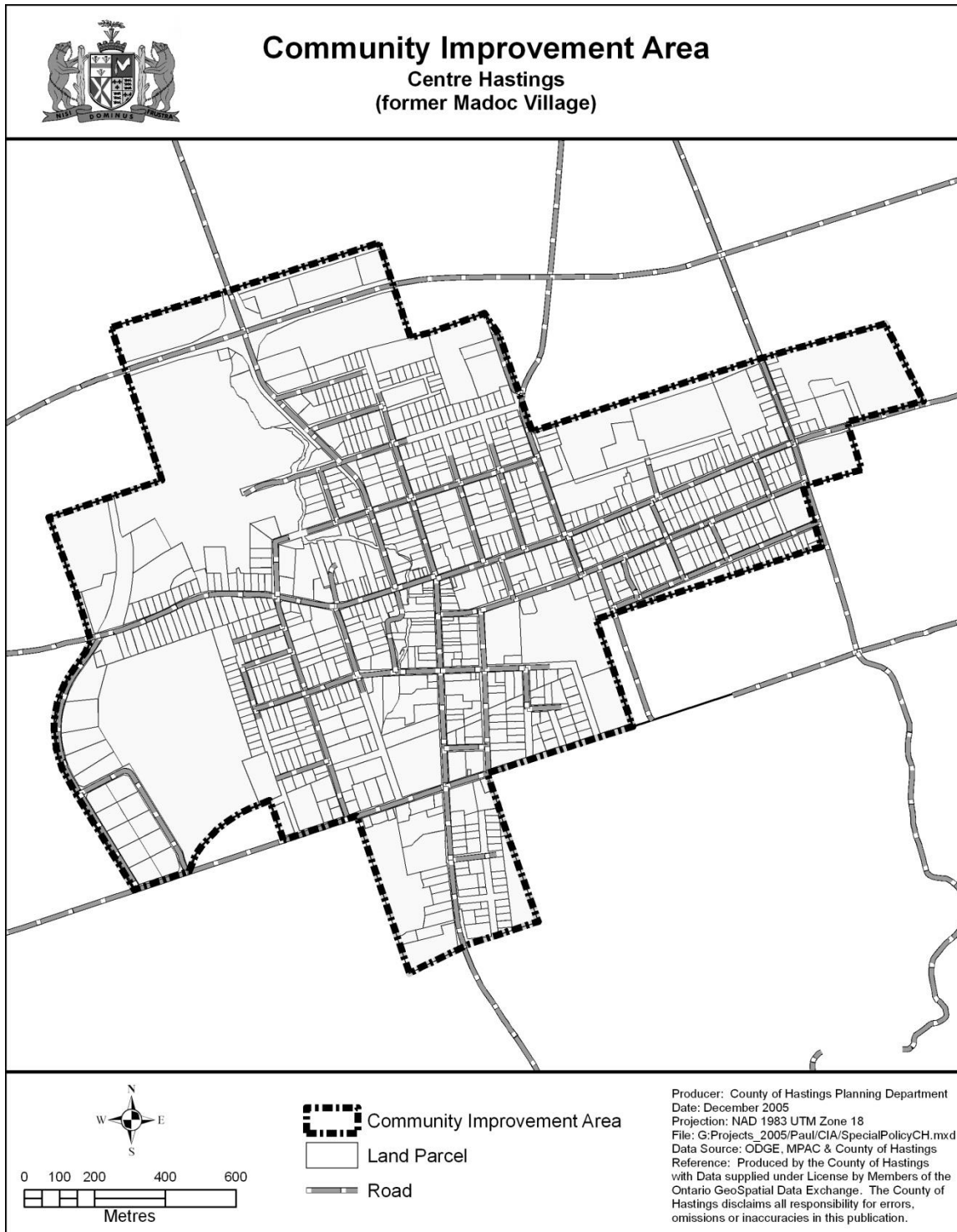
2.6.6 Where a Member Municipality has in place an approved Community Improvement Plan where financial incentives are provided, the County may consider making grants or loans to the Member Municipality for the

purposes of carrying out a Community Improvement Plan. While the County recognizes the importance of a Community Improvement Plan to a Member Municipality and will endeavour to support local plans, the County is under no obligation to contribute to a Community Improvement Plan.

2.6.7 The County of Hastings may consider passing by-laws designating a Community Improvement Area and establishing a community improvement plan for those matters prescribed in the Planning Act. A Member Municipality may contribute financially to such a plan but is not obligated to do so.

Lands subject to Community Improvement Policies –

Municipality of Centre Hastings



APPENDIX "E" – EXECUTIVE SUMMARY OF THE RESULTS OF THE CIP SURVEY CONDUCTED BY THE MUNICIPALITY OF CENTRE HASTINGS (COMMUNITY IMPROVEMENT PLANNING COMMITTEE)

PURPOSE OF THE SURVEY

This survey was conducted to provide the Community Improvement Plan ("CIP") Committee with direct input from business owners and commercial property owners in the designated study area.

The survey questions related to 1) current status factors that might recommend development of a CIP program, 2) expected effects, 3) ideas for branding to a theme, 4) anticipated levels of participation, 5) ratios of municipal investment which applicants would require before participating in the program, and 6) suggestions for the use of funds to encourage the revitalization of vacant, underutilized and/or contaminated properties and buildings.

THE DESIGNATED STUDY AREA

The CIP Committee developed an initial proposal for the study area which was presented at a public meeting on November 10, 2011. At that time the study area was bounded by Prince Albert Street to the north, Davidson Street, Church Street, and Baldwin Street on the east side, Livingston Street on the South side, and a line North from Champlain Street on the west side. On December 21, 2011 the CIP committee met again, reviewed submissions from the public related to defining the study area, and recommended to Council that the boundaries be extended to include properties fronting on Russel Street north to Highway 7, and properties fronting on Durham Street south to the Skatepark. This recommendation was accepted and approved by the Municipal Council.

SAMPLE

Participants in the study consisted of a volunteer sample of business owners and commercial property owners in the study area. A total of 44 surveys were completed. Of these, 39 interviews were conducted in person with the participants, 4 interviews were conducted on the telephone, and one business owner based in Campbellford submitted a completed survey form via e-mail. In six cases interviews were conducted with more than one business partner present. Requests for participation and a Letter of Introduction and Confirmation were delivered to all business owners and commercial property owners in the study area who could be identified. Business owners are generally very busy people, and the researcher attempted to revisit those businesses which had not responded, in one case going to the business seven times before an interview was completed. Some business owners and commercial property owners declined the invitation to participate, and others chose not to respond. Participation was lowest in those cases where services were being provided by agencies based outside of the municipality. In spite of the fact that this was a volunteer sample and some business owners and commercial property owners chose not to participate, the researcher has confidence that the results obtained in the 44 interviews provide a comprehensive set of data for consideration by the committee.

HIGHLIGHTS OF RESULTS

- A total of 44 survey interviews were conducted with business owners and commercial property owners in the Community Improvement Plan study area.
- 97.7% of the respondents indicated that more needs to be done to encourage residents to make most of their purchases in Madoc.
- 81.8% of the respondents indicated that more needs to be done to encourage visitors to shop in Madoc.
- 82.9% of the respondents indicated that they thought that a CIP program could lead to increased business.
- 95.5% of the respondents thought that a CIP program could help develop even more pride in our community.
- 72.7% of the respondents thought that the idea of branding Madoc as a "Vintage Village" was appealing.
- Other suggestions for branding that were mentioned by more than one individual included "Gateway to the Gold Rush" or something based on a Recreational theme - title to be developed.
- Overall, the level of interest in participating in a CIP program was high with more than half (23 of 44) of the respondents indicating that they likely would apply for CIP funding, and another six respondents indicating that they were not sure if they would apply or not.
- Of the 25 respondents who answered question 8, regarding the minimum level of municipal contribution they would require before applying for a grant, 80% indicated that they would apply for grants if the municipal contribution was at least 50%.
- Most of the suggestions with respect to the use of funding "to encourage the revitalization of vacant, underutilized and/or contaminated properties and buildings", related to improvements with respect to the vacant lots in the downtown core.
- Four respondents gave extended answers to question number 10, which was an invitation to provide any further comments they would like to make the CIP committee.

A full copy of this report is available at the Municipality Office.

THE CORPORATION OF THE MUNICIPALITY OF CENTRE HASTINGS

BY-LAW 2013 - 06

(Being a By-law to authorize the adoption of a Community Improvement Plan for the Municipality of Centre Hastings)

WHEREAS a municipality is entitled to authorize the adoption of a Community Improvement Plan to encourage maintenance and rehabilitation of commercial buildings and their facades as well as associated signage;

AND WHEREAS the authority is granted under the Planning Act, R.S.O. 1990 Chapter P.13 Section 28, as amended, to designate community improvement project areas and to prepare Community Improvement Plans;

AND WHEREAS the Council has given Notice in accordance with sections 17(15) to (22) of the Planning Act and did hold public meetings on November 10, 2011, May 1, 2012 and January 23, 2013;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE MUNICIPALITY OF CENTRE HASTINGS;

1. **THAT** the Council of the Corporation of the Municipality of Centre Hastings hereby adopts the Community Improvement Plan of the Municipality of Centre Hastings, attached to this by-law as Schedule "A", which forms part of this by-law and which establishes a framework for the Municipality's support and implementation of a program to encourage the maintenance and rehabilitation of commercial buildings and their facades as well as associated signage in the Community Improvement Plan Area of the Municipality.
2. **THAT** this By-law shall come into full force and effect on and after the passing thereof.

Read a first and second time this 13th day of February, 2013.

Read a third time and finally passed this 13th day of February, 2013.

Owen Ketcheson, Reeve

Pat Pilgrim, CAO/Clerk

APPENDIX G" – NOTICE OF PUBLIC MEETING

NOTICE OF PUBLIC MEETING

COMMUNITY IMPROVEMENT PLAN

The Community Improvement Plan Committee for the Corporation of the Municipality of Centre Hastings will hold a public meeting on **Tuesday, January 22, 2013 at 7:00 p.m.** in the Council Chambers in Madoc to present the Community Improvement Plan.

The Purpose of the public meeting is to present the details of the Community Improvement Plan (CIP) for the Municipality of Centre Hastings. This will be a program to provide encourage the maintenance and rehabilitation of commercial buildings and their facades as well as associated signage within the downtown core of the Village of Madoc.

ANY PERSON may attend the public meeting and/or make written or verbal representation in support of or in opposition to the proposed subject.

ADDITIONAL INFORMATION on the CIP can be obtained by contacting the Municipal Office during regular office hours.

Dated this 20th day of December, 2012.

(Ms.) Pat Pilgrim, C.M.O., Dipl.M.M.
CAO/Clerk
Municipality of Centre Hastings
9 Furnace Street, P.O. Box 900
Madoc, ON K0K 2K0
(613) 473-4030
ppilgrim@centrehastings.com