



Village of  
Burk's Falls

**COMMUNITY  
IMPROVEMENT  
PLAN**



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# 1. INTRODUCTION



## 1.0 Introduction

The Community Improvement Plan (CIP) provides key revitalization and improvement strategies for the Village of Burk's Falls in order to stimulate and support growth in local businesses and the tourism sector. The CIP accompanied by the Downtown Revitalization & Waterfront Master Plan defines goals and objectives, financial incentive programs, and actions in order to revitalize the Village of Burk's Falls and the identified project areas. Revitalization will take time and is best accomplished through incremental improvements that will collectively add up to significant changes over time.



## 1.1 Purpose of CIP

A CIP is a revitalization tool, used to achieve community planning, urban design and economic development objectives for a defined area. Numerous Ontario communities have successfully implemented CIPs, which provides the ability to offer financial incentives to landowners and tenants, and to study and plan for capital projects and other municipal initiatives.

The purpose of the Village of Burk's Falls CIP is to support local businesses and foster growth within the tourism industry by establishing programs that will promote private sector investment and revitalization specifically within the downtown and waterfront areas. In order to support private investment, Village funded incentive programs will be put into place to encourage private property/business owners to make investments resulting in spin-off benefits such as community beautification, business and consumer attraction, job and assessment growth and economic development within the Village.

# 1. INTRODUCTION



In addition to the CIP, a Downtown Revitalization & Waterfront Master Plan has also been created that outlines the strategy to achieve the overall vision to stimulate growth in the Village of Burk's Falls.

The CIP enables the Village of Burk's Falls to provide financial incentives to property and business owners in the form of grants and loans that assist with property or building improvements within the project areas. The implementation of tax increment-base grants and Village fee rebates which include Building Permits will reduce financial barriers to private sector investment.

The CIP is part of a two-fold strategy to achieve the complete revitalization of the downtown and waterfront in the public and private realms. With the potential to grow the downtown and waterfront, private property redevelopment must be strategically encouraged and facilitated in tandem with planned/proposed public land acquisition, infrastructure and streetscape improvements identified within the Master Plan Concept.

## 1.2 Goals of CIP

**The CIP supports the following priorities of the Downtown Revitalization & Waterfront Master Plan as well as the overall growth objectives for the downtown and waterfront in the Village of Burk's Falls:**

- ✓ Promote investment amongst private property/business owners located within the downtown and waterfront area in order to complement the overall vision;
- ✓ Enable the Village of Burk's Falls to acquire and improve lands identified in the Master Plan and as shown in the CIP Project Area, by obtaining public funding (Sections 7.12.3.4 (c) and (g) Village of Burk's Falls Official Plan);
- ✓ Ensure the vitality and viability of the downtown by removing barriers to building (re)investment for existing and potential business/property owners as a mean of facilitating business retention, expansion and attraction;
- ✓ Support the longevity of the existing buildings through enhancements that preserve the historic charm and assets located within the downtown and waterfront;
- ✓ Support a mix of new commercial/retail, renovation of existing residential and multi-residential development and activity within the downtown and waterfront area;
- ✓ Enhance pedestrian attraction and connection from the downtown to the waterfront; and
- ✓ Enable the waterfront to become a social and tourist destination for residents and visitors by attracting compatible retail outlets, accommodations, and restaurants.



# 1. INTRODUCTION



## 1.3 Background

A CIP is a planning tool used by communities in Ontario to assist in community revitalization and often serves as a catalyst for achieving economic, community planning and development goals. Under the Planning Act, communities use CIPs to enable a wide range of programs to encourage private investment and support strategic initiatives intended to assist in the revitalization of areas where community improvement is desirable.

The Village of Burk's Falls has embarked upon the preparation and implementation of a CIP to revitalize the downtown and waterfront areas. Burk's Falls is a village located in the Almaguin Highlands region of Parry Sound District, Ontario. The community is located 90 kilometers south of the City of North Bay and 265 kilometers north of Toronto. The Village population has remained steady with a population of 981. The Village of Burk's Falls is working to further develop the community's economic foundation through the initiation of several new projects, including the creation of a CIP.

Burk's Falls has a diverse mix of businesses that fall into a variety of sectors. They include manufacturing, construction, professional services, retail, transportation, agriculture, recreation, culture and tourism. Businesses operating in Burk's Falls are typically classified as a small business. With reduced overhead costs compared to that of urban centres, many Burk's Falls' businesses are able to offer competitive prices, diverse products, and attract global customers.

Burk's Falls has recognized barriers to growth within the downtown and waterfront areas through various consultations with the business community. The Village has also undertaken a number of recent studies to help guide and support the development and revitalization of the downtown and waterfront. These studies include:

- The Village of Burk's Falls Economic Development Plan
- The Almaguin Highlands Business Retention + Expansion Report
- The Asset Inventory, Gap Analysis and Market Study

Ongoing initiatives such as the Infrastructure project being completed on Ontario Street and the Target Sector Analysis being completed simultaneously will complement the overall vision of the Downtown Revitalization & Waterfront Master Plan and the CIP.

The Village recognizes that the successful development of a waterfront and revitalization of the downtown requires significant private sector investment. To encourage and facilitate this type of investment, the Village hopes to establish the CIP with financial incentives to offset initial development/ revitalization costs.

The Village of Burk's Falls was successful in receiving grant funding to assist with the development of the downtown and waterfront revitalization project, which included the development of the CIP. The Village retained a third-party consulting firm to develop a CIP, and Downtown Revitalization & Waterfront Master Plan in order to spur private investment in the project areas, increase investment attraction and build upon the tourism assets located along the waterfront.

# 1. INTRODUCTION



The Village of Burk's Falls Official Plan (Section 7.12) includes the necessary policy and direction for Council to establish a CIP Project Area for the purposes set out in the Community Improvement Plan and as identified in the Master Plan.

Please refer to the Appendices for a copy of the by-law (as set out in Section 28 of the *Planning Act*) with the necessary provisions to designate those areas identified in the Master Plan as a the CIP Project Areas.

## 1.4 Consultation

In order to guide the development of the CIP and ensure it is effective at achieving its goals, the Village has consulted with a number of interested parties and attempted to incorporate their feedback.

The programs contained within the CIP were developed through consultations with community members, residents, business owners, stakeholders, Village staff and Council to ensure the programs meet the needs of the Village and applicants who will be ultimately implementing and taking advantage of the programs.

The consultation process included a public meeting and one-on-one interviews with community and business residents. Multiple meetings with the project Steering Committee occurred throughout the development of this plan. These meetings included a cross representation of staff, Council, business owners and additional representatives from other relevant municipal departments. Staff provided feedback and was able to evaluate the proposed Community Improvement Plan. In particular, staff were able to address implementation and operational concerns and recommend changes that will streamline the application process and ensure that projects meet the intent of the CIP.

The Planning Act requires a minimum of one public meeting to take place in order to allow the public to comment on the proposed plan. The Village considers the inclusion of public feedback a vital component of the development of successful incentive programs. Public feedback is an essential resource that provides the Village with insight into the needs of the private sector and the impact of the Plan on the Village as a whole. The public consultation also allows potential applicants to become familiar with the proposed plan and encourage public use of the CIP in the future.





# 2. LEGISLATIVE AUTHORITY



## 2.1 Ontario Planning Act

Section 28 of the Planning Act allows a municipal government to establish a Community Improvement Plan in order to provide incentives to property owners to invest in lands and infrastructure through the development or redevelopment of targeted areas. A CIP may be applied as broadly as to the whole of a municipality or as narrowly as to an individual property.

**The Planning Act in Subsection 28(1), provides the following definitions for “community improvement plan” and “community improvement project area (C.I.P.A.)”:**

**“community improvement plan”** means a plan for the community improvement of a community improvement project area;

**“community improvement project area”** means a municipality or an area within a municipality, the community improvement of which in the opinion of the Council is desirable because of the age, dilapidation, overcrowding, faulty arrangement, unsuitability of buildings or for any other environmental, social or community economic development reason.

**The Planning Act allows municipal governments, when carrying out a Community Improvement Plan within a Community Improvement Project Area to:**

- 1 Acquire and hold land;
- 2 Clear, grade or otherwise prepare the land for community improvement;
- 3 Construct, repair, rehabilitate or improve buildings on land acquired or held by the Village and sell, lease or otherwise dispose of such buildings and the land appurtenant thereto;
- 4 Sell, lease or otherwise dispose of any land acquired or held by the Village to any person or governmental authority for use in conformity with the Community Improvement Plan;
- 5 Make grants or loans to the registered owners, assessed 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 eligible costs of the Community Improvement Plan; and
- 6 Eligible costs of a community improvement plan may include costs related to environmental site assessment, 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.

## 2. LEGISLATIVE AUTHORITY



With the appropriate policy in place in the Official Plan and a by-law to adopt a CIP, a municipal government may establish a program of financial incentives that will guide the development of the community.

### 2.2 Village of Burk's Falls Official Plan

An Official Plan is a long-range planning policy document which guides and shapes growth and manages development over a 20 to 30-year time frame. It reflects a community vision for future development and change. An Official Plan contains goals, objectives and policies to guide the future physical development of a community while taking into consideration important social, economic and environmental impacts.

**Section 7.12 COMMUNITY IMPROVEMENT states a number of policies that contemplate the implementation of a Community Improvement Plan.**

**Section 7.12.2 Planning Principles, states the intent of the Official Plan regarding Community Improvement in the Village:**

It is the general objective of this Plan to achieve and maintain a standard of municipal services for identified Community Improvement Plan to provide for the health, safety and convenience of residents and visitors, within the financial capacity of the Village. All lands within the Village of Burk's Falls are deemed to be Community Improvement Plan Areas. The following specific community improvement objectives are:

- A** To improve and upgrade the Village's environment and, in particular, to address deficiencies with respect to the residential, commercial, industrial, recreational and community facility uses by: i) upgrading municipal services, increasing the efficiency of the movement of vehicular and pedestrian traffic, ameliorating land use conflicts, addressing construction techniques to address sustainability and energy efficiency, improving accessibility, facilitate the revitalization of any Brownfield Site and enhancing the aesthetic quality of the area;
- B** To encourage and support efforts by the private sector to maintain and improve existing buildings and structures;
- C** 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;
- D** To improve and upgrade municipal facilities and services including those serving institutional, recreational, cultural, social and community related functions;
- E** To encourage the preservation of the Village's heritage buildings and historical resources;
- F** To enhance the Villages ability to accommodate new development and economic growth, and to foster a favourable climate for private investment;



## 2. LEGISLATIVE AUTHORITY



- G** To ensure that buildings and property are maintained to acceptable standards; and
- H** To undertake a monitoring program to review budgeting and program direction in respect to attainment of specified policies.

**Section 7.12.3 Community Improvement Selection Criteria in the Village's Official Plan describes the selection criteria to be considered in designating a Community Improvement Plan Project Area.**

### 7.12.3 Community Improvement Plan Project Area Selection Criteria

In selecting and designating community improvement areas pursuant to Section 28 of the *Planning Act*, Council shall have regard for deficiencies related to roads, sidewalks, lighting or other municipal services and residential, commercial, industrial, cultural, community facility and recreational buildings, structure or areas. In more specific terms, the selection and designation of community improvement areas should be undertaken where a number of the following deficiencies or opportunities have been identified:

- A** Roads in need of improvement such as resurfacing and/or reconstruction;
- B** A need for new or replacement of existing sidewalks;
- C** A need for new or the replacement of existing storm water drainage systems and/or a need for improved drainage on particular properties;
- D** A need for new or replacement of existing street lighting;
- E** A need for new or replacement of outdated traffic signals or traffic directional information signs;
- F** A need for new or the upgrading of existing recreational facilities or lands;
- G** A need for new or the upgrading of existing institutional and community facilities or lands;
- H** A need for new or upgrading of existing cultural and social facilities or lands;
- I** A deficiency in the amount, variety and/or quality of housing to meet the needs of the Village's residents;
- J** A deficiency in the off-street and /or on-street parking resulting in traffic hazards and inconvenience;

## 2. LEGISLATIVE AUTHORITY



- K** A deficiency in the aesthetic or structural quality of streetscapes, particularly in existing commercial areas; and
- L** A deficiency in traffic circulation or access.

### **Section 7.12.3.2 further describes selection criteria.**

In addition to the criteria noted above, consideration for the selection and designation of community improvement areas may also be given in circumstances where the following situations have been identified;

- A** Conflicts between land uses;
- B** Environmental problems such as flood susceptibility, noise or odour. Any development within the floodplain shall only occur subject to the completion of and engineered Two Zone Study and the incorporation of appropriate policies in the Official Plan;
- C** Man-made hazards such as level crossings, abandoned buildings etc; and
- D** Vacant or under-utilized lots or block with good potential for development or redevelopment.

### **Section 7.12.3.3 of the Villages Official Plan references the fiscal responsibility of the Village in carrying out CIP initiatives.**

It is the intent of this Plan that community improvement projects be undertaken in these areas as needed. However, prior to approving any improvement plans, Council must be satisfied that it can reasonably finance and afford the Village's share of any costs.

### **Official Plan Section 7.12.3.4 states how Council can implement the CIP.**

#### **7.12.3.4**

In implementing this Plan's community improvement objectives Council shall:

- A** Apply municipal authority granted under the provisions of the Planning Act to designate by By-law any part of the Village of Burk's Falls as a community improvement project area(s), on the basis of the criteria outlined in Sections 6.3 and 6.4;
- B** Undertake the preparation of community improvement plans and the development of community improvement programs pursuant to Section 28 of the Planning Act;



## 2. LEGISLATIVE AUTHORITY



- C** Participate in publicly-funded programs that provide financial assistance for community improvement;
- D** Incorporate any other relevant municipal programs into the Community Improvement Plan;
- E** Encourage the participation of the private sector in the implementation of the Community Improvement Plan;
- F** Support and encourage the participation of the local community groups, service clubs, school boards, ratepayer associations and other public organizations in the implementation of the Community Improvement Plan;
- G** Improve, acquire or dispose of land and/or buildings in a designated area in accordance with the Community Improvement Plan;
- H** Develop Property Standards By-laws in accordance with the provisions of this Plan;
- I** Support the historic preservation of significant buildings and sites through application of the Ontario Heritage Act; and
- J** Consult with the Ministry of Natural Resources in circumstances involving flood susceptible lands.

The Village's Official Plan policy was considered in the development of the Community Improvement Plan (CIP). The recommended CIP meets the general intent and is conformity with the of the Village of Burk's Falls Official Plan.

### 2.3 Provincial Policy Statement (PPS 2014)

The Province of Ontario's Provincial Policy Statement (PPS 2014) "provides policy direction on matters of provincial interest related to land use planning and development."The Village must ensure that all planning decisions shall be consistent with the PPS 2014.

The PPS 2014 encourages intensification and redevelopment within settlement areas, where appropriate, and promotes the inclusion of a range and mix of land uses.

## 2. LEGISLATIVE AUTHORITY



### 2.4 Growth Plan for Northern Ontario

The Growth Plan for Northern Ontario (GPNO 2011) is a Provincial document that came into effect on March 3rd, 2011. It provides guidance for regional land use planning matters that are specific for Northern Ontario. Similar to the Provincial Policy Statement, the Growth Plan for Northern Ontario encourages intensification of urban areas and promotes the identification and development of core areas that are economically vital to a community.

#### Section 4.2.2 of the GPNO 2011 states:

*"Municipalities and planning boards are encouraged to align their official plan policies with their long-term community strategies developed in accordance with Policy 4.2.1 ([...] identify local opportunities to implement the policies of this plan, and be designed to achieve the following: economic, social and environmental sustainability, accommodation of the diverse need of all residents, now and in the future [...]) and employ the use of available tools to support and facilitate land-use planning that implements their long-term community strategies."*

#### Section 4.3.3 d) of the GPNO 2011 states:

*"Economic and service hubs shall maintain updated official plans and develop other support documents which include strategies for [...] encouraging a significant portion of future development to locate in existing downtown areas, intensification corridors, brownfield sites and strategic core areas"*

It is the Village of Burk's Falls staff's professional opinion that the Community Improvement Plan is consistent with the Growth Plan for Northern Ontario (GPNO 2011).

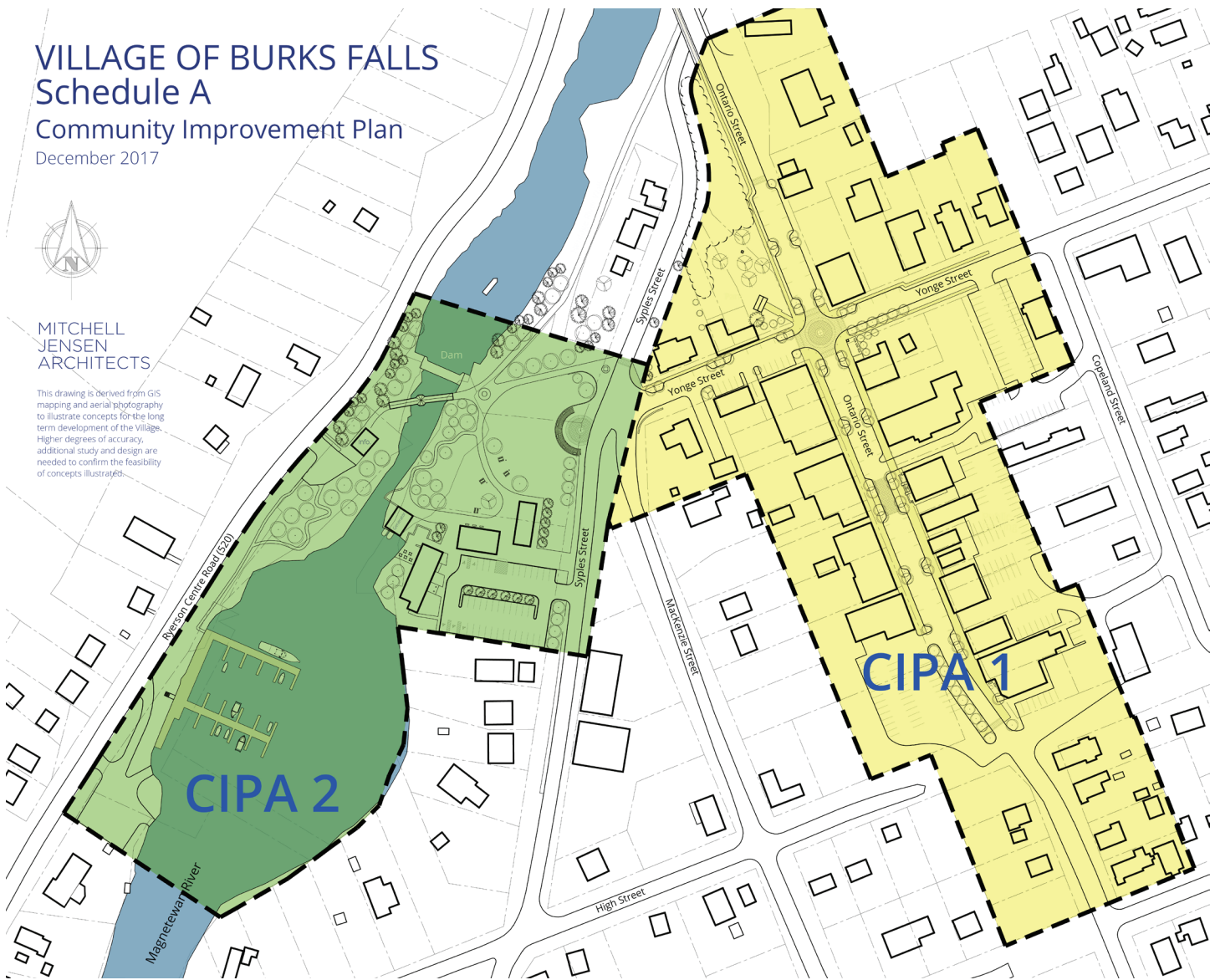




# 3. THE COMMUNITY IMPROVEMENT PLAN PROJECT AREA



A Community Improvement Plan Project Area is an area of the Village, as defined through a separate by-law, to which the CIP applies. The Community Improvement Plan Project Area (CIPA) can be amended independently of the CIP; however, the Project Area must be defined and enacted by by-law in order for programs, policies and strategies of the CIP to be implemented.



The diagram above identifies two priority areas within the Village CIPA. The primary focus of the CIP and its programs is to support the redevelopment and improvement of properties within the CIPA. Priority Area 1 (shown in yellow), encompasses properties located within the downtown.

# 3. THE COMMUNITY IMPROVEMENT PLAN PROJECT AREA



The selection of Priority Area 1 is the direct result of Village recognition as to the importance of downtown and its immediate surroundings as the retail and service heart of the Village. Economic development priorities for enhanced amenities and business development and attraction to the area further validates a targeted geographic focus for support under the CIP.

In general, Priority Area 1 within the CIPA is described as all properties fronting on Ontario and Yonge Streets as shown on Schedule "A" to the CIP designating by-law.

Priority Area 2 (shown in green), encompasses properties and land located along the waterfront. The selection of Priority Area 2 is a direct result of Village recognition to the importance of building upon natural assets to create a tourism destination for visitors. The area already experiences high volumes in the summer, however, increasing available products and services will in turn strengthen the community, expand and attract new investment and provide social wellbeing for community residents.

In general, Priority Area 2 within the CIPA is described as all properties fronting on the Magnetawan River as shown on Schedule "A" to the CIP designating by-law.

## 3.1 Existing Land Use

The project area comprises a broad range of land uses including commercial, institutional, industrial and open space.

### 3.1.2 Buildings and Structures

The project area includes a broad range of physical buildings and structures including commercial, institutional and industrial.

### 3.1.3 Existing Services and Community Facilities

The project area accommodates a wide variety of services and functions. This area remains the center of municipal administration, offices, institutions and religious organizations.

# 3. THE COMMUNITY IMPROVEMENT PROJECT AREA



## 3.2 Issues & Opportunities

As Economic Development has been a priority for many years, the Village of Burk's Falls has coordinated consultations with business and industry. This feedback has resulted in the development of a SWOT (Strengths, Weaknesses Opportunities and Threats) Analysis which is highlighted on the next two pages.

### STRENGTHS

- Competitive residential and business tax rates;
- Village support from staff and Council;
- Natural vistas and lakes;
- Increase in tourism visits and yield;
- Friendly and supportive community;
- Proximity to larger urban centres and key sectors;
- Quality of life;
- Ability to live and work from same parcel of land;
- Local business support –business to business; and
- Business operating in region demonstrate strong support for community.

### WEAKNESSES

- Lack of regional business draw (destination development);
- Under-utilized natural tourism assets and land;
- Limited public land available for development;
- Lack of awareness about businesses in community;
- Limited signage- increase/update signage (directional and wayfinding);
- Lack of awareness about resources;
- Limited communications/awareness about services;
- Lack of participation at events/Council, budget meetings, etc.;
- Lack of regional partnerships for economic, business, tourism initiatives;
- Limited succession planning support existing businesses;
- Size of community can be a disadvantage at times;
- High expectations for businesses due to size of community; and
- Lack of appeal in the downtown.



# 3. THE COMMUNITY IMPROVEMENT PROJECT AREA



## OPPORTUNITIES

- Recreational areas;
- Industry attraction and expansion from home base to commercial;
- Increased employment through business growth;
- Long term planning needs (downtown connection to waterfront concept);
- Tourism development regarding Magnetawan River;
- Planning for balanced residential, commercial, industrial growth;
- Capitalize on amenities for increased population/attraction strategies;
- Residential development;
- Purchase land as part of long-term growth;
- Development of communication strategy with integration of social media and traditional tactics;
- Improve signage and wayfinding;
- Access to business support services (succession planning, seminars, resources about building code requirements, contractor expectations, funding application support);
- Networking events for businesses;
- Co-operative marketing partnerships and program development;
- Expansion of Heritage River Walk to create a loop through downtown; and
- Promotion and acknowledgement of local businesses.

## THREATS

- Business closures;
- Government processes/barriers for environmental, etc.;
- Youth-out migration;
- Size of local market;
- Customer base is declining with age of population;
- Access to market/customers;
- Current economic climate;
- Lack of succession planning; and
- Cost and availability of services to do business.

# 4. FINANCIAL INCENTIVE PROGRAMS



## 4.1 Matching Programs to Support Needs & Opportunities

The program support offered under the CIP represents a tailored response to the diverse property development needs located on the waterfront and within the downtown core. Financial incentives outlined in the CIP represents an appropriate mix of 'quick-win' programs balanced with support for more significant development opportunities such as those located on the waterfront. Programs of the CIP support the following:

- ✓ Intensification of retail, commercial and residential within the CIPAs, particularly within the downtown, bringing underutilized and/or vacant sites and buildings into best use.
- ✓ Strengthening of the built fabric, functionality and aesthetics of downtown area.
- ✓ Establishing a tourism destination along the Magnetawan River through development of retail outlets, accommodations and year-round activities.



## 4.2 General Overview of Financial Incentive Programs

The following suite of programs are designed to encourage long-term private sector investment within the Village and to achieve the revitalization objectives outlined in Section 1.2. These programs are in effect for the initial five-year period of the CIP (2018-2022), however, Council has the ability to 'activate' or 'deactivate' financial incentive programs by way of Council approval and during annual budgetary reviews. This provides Council the flexibility to adjust programs based on the CIP annual budget, as well as the success of each program. Section 5.6, will assist in monitoring and measuring results of the programs. Once the programs have been established by way of the CIP, Council can approve the activation or deactivation of a program without having to adjust the CIP. The availability of funding for the CIP programs will be determined during the Village's annual budget process and approved by Council. The Council approved annual CIP budget will set program priorities and financial limits for each year of implementation.

# 4. FINANCIAL INCENTIVE PROGRAMS



## Summary of Financial Incentive Programs

FINANCIAL INCENTIVE PROGRAMS	ELIGIBLE PROPERTIES/ PROJECTS	ELIGIBLE COSTS	GRANT AMOUNT
<b>PROFESSIONAL FEE GRANT</b>	<ul style="list-style-type: none"> <li>Commercial and commercial mixed-use properties fronting Ontario Street and Waterfront within CIPA 1 &amp; 2.</li> </ul>	<ul style="list-style-type: none"> <li>Fees for professional, third party consultants to prepare plans, drawings or analysis required for renovation and/ or development of a project.</li> </ul>	<ul style="list-style-type: none"> <li>Matching grant up to 50% of eligible costs up to a maximum of \$5,000 per property, whichever is less.</li> </ul>
<b>ENTRANCE &amp; FAÇADE IMPROVEMENT GRANT</b>	<ul style="list-style-type: none"> <li>Commercial and commercial mixed-use properties fronting Ontario Street and Waterfront within CIPA 1 &amp; 2.</li> </ul>	<ul style="list-style-type: none"> <li>Replacement &amp; rehabilitation of façade commercial/retail doors;</li> <li>Repair or replacement of sidewalk; and</li> <li>Enhancement, façade windows, and other façade aesthetic enhancements</li> </ul>	<ul style="list-style-type: none"> <li>Matching grant or interest free loan of up to 50% of eligible costs up to a maximum grant of \$10,000 per property, whichever is less. For a maximum of 3 properties per year.</li> </ul>
<b>SIGNAGE IMPROVEMENT GRANT</b>	<ul style="list-style-type: none"> <li>Commercial and commercial mixed-use properties fronting Ontario Street and Waterfront within CIPA 1 &amp; 2.</li> </ul>	<ul style="list-style-type: none"> <li>Signage improvements made on the exterior of the building.</li> </ul>	<ul style="list-style-type: none"> <li>Matching grant of up to 100% of eligible costs up to a maximum grant of \$1,000 per property, whichever is less. For a maximum of 3 properties per year.</li> </ul>
<b>VILLAGE FEE REBATE PROGRAM</b>	<ul style="list-style-type: none"> <li>Commercial developments/ projects within CIPA 1 &amp; 2.</li> </ul>	<ul style="list-style-type: none"> <li>Building permit fees</li> </ul>	<ul style="list-style-type: none"> <li>Rebate of 100% of village fees up to a maximum of \$5,000 per property, whichever is less.</li> </ul>
<b>TAX INCREMENT BASED FINANCING PROGRAM</b>	<ul style="list-style-type: none"> <li>Non-residential and multi-unit residential developments within CIPA 1 &amp; 2.</li> </ul>	<ul style="list-style-type: none"> <li>Site development and infrastructure working including demolition; and</li> <li>Major building rehabilitation.</li> </ul>	<ul style="list-style-type: none"> <li>For a maximum of 5 years.</li> </ul>



# 4. FINANCIAL INCENTIVE PROGRAMS



## 4.3 Professional Fee Grant

### 4.3.1 Description

The Professional Fee Grant is intended to reduce financial barriers associated within the preparatory phases of improvements, redevelopment or new development ventures for eligible projects within CIPAs 1 & 2. The grant is focused on promoting the development of planning concepts, design drawings, and architectural plans, and/or engineering studies for site development and building façade improvements.

### 4.3.2 Eligible Projects

The following fees may be eligible for the Professional Fee Grant, in accordance to the program eligibility criteria:

- A** Architectural services, engineering consulting services, and/or planning consulting services;
- B** Concept plans;
- C** Building façade plans;
- D** Design drawings; and/or
- E** Any other related study as approved by the Village.

### 4.3.3 Program Specifics

Program eligibility is limited to existing commercial and commercial mixed-use properties located in CIPAs 1 & 2; including former residential buildings now used, in part or in whole, for commercial use. This program excludes single-family owned occupied residential dwellings.

- Matching grant of up to 50% of eligible costs up to a maximum grant of \$5,000 per property, whichever is less.

All grants shall be subject to receiving the required approvals or permits, as required by the Village by-laws and any applicable Provincial or Federal laws.

### 4.3.4 Implementation Specifics

Applications for the Professional Fee Grant should align with the overall vision of the Village downtown and waterfront, by utilizing high-quality materials to portray an authentic, rustic northern village. CIP applicants must submit a Professional Fee Grant Project Worksheet for the study including proposed improvements and cost estimates for the study from a pre-qualified consultant.

# 4. FINANCIAL INCENTIVE PROGRAMS



## Professional Fee Grant disbursement should be as followed:

- **100%** on final completion of the project to the satisfaction of the Village as well as proof of payment from the developer.

## 4.4 Entrance & Façade Improvement Grant (Exterior Improvements)

### 4.4.1 Description

The Entrance & Façade Improvement Grant is intended to encourage commercial property owners and tenants to revitalize, rehabilitate and restore building facades in order to encourage high-quality, attractive improvements to eligible buildings located in CIPAs 1 & 2. The grant is focused on exterior improvements to buildings that will support local businesses and tourism within the Village. The grant is applied towards improvements and upgrades to street fronts of properties but it may also be applied to the rear or side of properties in cases where it is highly visible to the public within the CIPAs.

### 4.4.2 Eligible Projects

The following projects are eligible for the Entrance & Façade Improvement Grant, in accordance to the program eligibility criteria:

- A** Repair, replacement or restoration of façade materials, such as masonry, brickwork, wood siding, plaster, metal shingles and/or architectural detailing;
- B** Repair, replacement or installation of awning and canopies;
- C** Repair, replacement or installation of energy efficient exterior lighting;
- D** Painting or installation of wall murals or similar wall art (design must be presented in application for approval);
- E** Replacement or restoration of windows;
- F** Repair or replacement of sidewalk;
- G** Installation or improvement of a sidewalk café that is located at the edge of or directly adjacent to the public sidewalk. For clarity, an outdoor sitting area that is not directly adjacent to a public sidewalk is ineligible (ex. Rear yard patios);

# 4. FINANCIAL INCENTIVE PROGRAMS



- H** Costs associated with professional architectural services in association with the design of the above eligible projects; and
- I** Any combination of the above.

## 4.4.3 Program Specifics

Program eligibility is limited to existing commercial and commercial mixed-use properties located in CIPAs 1 & 2; including former residential buildings now used, in part or in whole, for commercial use. This program excludes single-family owned occupied residential dwellings.

- Depending on the development, a matching grant or two year interest free loan is available up to 50% of eligible costs up to a maximum grant of \$10,000 per property, whichever is less.

The Evaluation Committee will develop the criteria in order to determine grant based projects and interest free loan projects. All grants/loans shall be subject to receiving the required approvals or permits, as required by the Village by-laws and any applicable Provincial or Federal laws.

## 4.4.4 Implementation Specifics

Applications for the Entrance & Façade Improvement Grant should align with the overall vision of the Village downtown and waterfront, by utilizing high-quality materials to portray an authentic, rustic northern village.

**Façade Improvement Grant disbursement should be as followed:**

- **100%** on final completion of the project to the satisfaction of the Village as well as proof of payment from the developer.

# 4.5 Signage Improvement Grant (Exterior Improvements)

## 4.5.1 Description

The Signage Improvement Grant is intended to promote commercial property owners and tenants to create, improve and/or replace exterior signage in order to showcase character of the area and attract customers to eligible buildings located with CIPAs 1 & 2.

The program can assist with design and placement of on-site signage associated with local businesses, retail uses and tourism facilities.



# 4. FINANCIAL INCENTIVE PROGRAMS



## 4.5.2 Eligible Projects

The following projects are eligible for the Signage Improvement Grant, in accordance to the program eligibility criteria:

- A** Replacement, repair, improvement or installation of signage associated with commercial office, tourism uses that are open to the public including:
- ✓ Primary signs attached to buildings;
  - ✓ Hanging signs, which may be used as primary or secondary signs that complement the main building signage; and
  - ✓ Stand-alone business signs in front yards, to attract retail customers and tourists.

## 4.5.3 Program Specifics

Program eligibility is limited to existing commercial and commercial mixed-use properties located in CIPAs 1 & 2; including former residential buildings now used, in part or in whole, for commercial use. This program excludes single-family owned occupied residential dwellings.

- Matching grant of up to 100% of eligible costs up to a maximum grant of \$1,000 per property, whichever is less.

All grants shall be subject to receiving the required approvals or permits, as required by the Village by-laws and any applicable Provincial or Federal laws.

## 4.5.4 Implementation Specifics

Applications for the Signage Improvement Grant should align with the overall vision of the Village downtown and waterfront, by utilizing high-quality materials to portray an authentic, rustic northern village.

**Signage Improvement Grant disbursement should be as followed:**

- The grant will be paid as a single payment upon final completion of the project to the satisfaction of the Village as well as proof of payment to be provided.

# 4. FINANCIAL INCENTIVE PROGRAMS



## 4.6 Village Fee Rebate Program

### 4.6.1 Description

The Village Fee Rebate Program is designed to provide assistance and eliminate or reduce cost barriers related to Village fees. The Village stands to benefit from redevelopment and new development within the CIPAs in order to foster a strong downtown hub and tourist experience along the Magnetawan River, with the result of raising property assessments and activity.

This program is a rebate program that offers rebates on building permit fees. In addition, it should be highlighted that the Village of Burk's Falls do not have development charges, further reducing the financial barriers to property owners.

Fee reductions may apply to the following applications:

- ✓ Building Permits

### 4.6.2 Eligible Projects

**The following projects are eligible for the Village Fee Rebate Program, in accordance to the program eligibility criteria:**

- A** Redevelopment of vacant or underutilized commercial or commercial mixed-use buildings;
- B** Development of redevelopment located within CIPAs 1 & 2;
- C** Major additions to a commercial or mixed-use property, involving an increase of at least 25% of the existing gross floor area; or
- D** Any combination of the above.

### 4.6.3 Program Specifics

Program eligibility is limited to existing commercial and commercial mixed-use properties located in CIPAs 1 & 2; including former residential buildings now used, in part or in whole, for commercial use.

- Rebate up to 100% of Village fees up to a maximum of \$5,000 per property, whichever is less.

All rebates shall be subject to receiving the required approvals or permits, as required by the Village by-laws and any applicable Provincial or Federal laws.

# 4. FINANCIAL INCENTIVE PROGRAMS



## 4.6.4 Implementation Specifics

The property owner pays 100% of the fees upfront. The rebate is provided after the site works (including construction) are complete to the satisfaction of the Village. This includes full payment of any applicable fees by the owner at time of submission. Upon project completion, a rebate for eligible fees up to \$5,000 will be provided to the owner.

## 4.7 Tax Increment Based Financing Program

### 4.7.1 Description

The Tax Increment Based Financing Program is intended to reduce the perception of a tax increase as a barrier to investment, in order to stimulate significant property investments. The program assists property owners by reducing the impact of a potential property tax increase resulting from major improvements by phasing in the tax increase over a number of years.

The grant is based on the incremental change in property tax owed on an annual basis and in decreasing amounts until the property owner is paying the taxes without any assistance. Only major property improvements which actually result in property tax increases are eligible. The program is available to all commercial and mixed-use properties located in CIPAs 1 & 2. The program is intended to encourage the development and redevelopment of non-residential uses that will increase the Village's tax base over time.

### 4.7.2 Eligible Projects

**The following projects are eligible for the Tax Increment Based Financing Program, in accordance to the program eligibility criteria:**

- A** Redevelopment of a property for commercial, office, mixed-use or tourism uses that results in an increased tax assessment;
- B** Development of tourism infrastructure/assets located in CIPA's 1 & 2;
- C** Major additions to a property for commercial, office, mixed use or tourism uses, involving an increase of at least 25% of the existing gross floor area that results in an increased tax assessment; or
- D** Any combination of the above.



# 4. FINANCIAL INCENTIVE PROGRAMS



## 4.7.3 Program Specifics

The legislative authority is provided under Section 28 (1) of the Planning Act, which states that the Village may make rebates to registered owners, assessed owners and tenants of land and buildings within the CIPAs, to pay for the whole or any part of the cost of rehabilitating such lands and buildings.

The Tax Increment Based Financing Program is provided to eligible property owners where municipal property tax has increased as a direct result of development, redevelopment or any major improvements to a property. The difference between current tax assessment (prior to improvements) and the new tax assessment (after completion of improvements) is the 'tax increment'. The property owner is required to provide documentation regarding prior and post-tax assessments to the Village.

- The tax increment is granted to the property owner on an annual basis and in decreasing amounts, for a maximum of 5 years.
- In year one, the amount of the grant may equal up to 100% of the tax increment. In the following years, the amount of the grant will decrease until it reaches zero.
- The total amount of any Tax Increment Based Financing grant shall not exceed 50% of the total cost of the improvements or \$5,000 annually, whichever is less.
- The period may range from one to ten years, at the sole discretion of the Village. The Village will also determine the precise terms of the Tax Increment Based Financing grant.

All grants shall be subject to receiving the required approvals or permits, as required by the Village by-laws and any applicable Provincial or Federal laws.

An approved Tax Increment Based Financing grant is non-transferable to new property owners and cannot be transferred by the property owner to another property.

## 4.7.4 Implementation Specifics

The property owner pays for the full cost of renovation, rehabilitation, redevelopment, or development as well as the resulting annual increase in property tax. The Village reimburses the owner by way of an annual grant equivalent to the agreed Village portion of the incremental property tax increase over an established 'base' assessment.

It is required to ensure that the property owners apply and received approval from the Tax Increment Based Financing Program prior to commencing with the project. Eligible costs would be determined at discretion of Council, however, in general, eligible costs include (but not limited to) the following:

# 4. FINANCIAL INCENTIVE PROGRAMS



- ✓ Site development and infrastructure work including demolition and disposal off-site, improvement or reconstruction of on-site public infrastructure (ex. Water, sanitary and storm sewers, other);
- ✓ Major rehabilitation, significant renovation and rehabilitation;
- ✓ Costs associated with assessment of environmental conditions;
- ✓ New construction; and
- ✓ Design, engineering, legal, insurance, and other professional fees directly related to the design and development of building(s).



# 5. IMPLEMENTATION OF CIP



## 5.1 Plan Administrator, Evaluation Committee & Council Roles

The CIP will be administered by the Village of Burk's Falls, including Village Council and the CIP administrator, as detailed below.

Upon approval of the CIP, the Village will appoint a CIP Administrator who will be responsible for administering the plan on a day-to-day basis, including coordination with the Evaluation Committee. Village Council and key stakeholders will also play an important role in the administration of this plan.

The Village appointed administrator will be responsible for managing the day-to-day responsibilities of the CIP, including: undertaking pre-consultation meetings with potential applicants for financial incentives, coordinating application submission process, review application with Evaluation Committee and Council, managing activities related to marketing the CIP (see Section 5.5), and monitor and review CIP process and success (see Section 5.6). An annual report of the CIP performance metrics should be delivered to Council and made available to the public.

After appointing a CIP administrator, an Evaluation Committee should be formed to review the applications and approval process. The Evaluation Committee is intended to review and evaluate CIP Applications and make a funding decision. The CIP Evaluation Committee should be comprised of the following:

- ✓ CIP Administrator;
- ✓ Administrator of economic development and/or designate;
- ✓ 1 Council Member;
- ✓ Other staff with relevant expertise may be called upon on an as needed basis.

Members of the Evaluation Committee will not directly or indirectly benefit from any programs administered under the CIP.

The Village of Burk's Falls Council will be responsible for establishing a CIP budget that will fund the Financial Incentive Programs. Council may rely on the CIP Administrator and CIP results for recommendations with respect to program uptake and grants issued in order to determine the appropriate CIP budget and program funding.

Council may choose to fund any one or more of the Financial Incentive Programs, or not to fund any in a given year. Council also may choose to assign any portion of the total financial incentives budget to any one or more Financial Incentive Programs.



# 5. IMPLEMENTATION OF CIP



## 5.2 Application Intake Process

Application intake will occur on a rolling-basis in order to facilitate a timely response to the development and rehabilitation requests of property owners/tenants. All applications will be accepted, evaluated and determined on a 'first-come first-served' basis in accordance with individual program details/requirements related to CIPAs. All funds committed in any one year will be assumed to be drawn down from the annual funding limit for the particular Financial Incentive Program within the CIP.

Applications are encouraged for projects which are eligible for funding under more than one program. However, the Evaluation Committee has the right to limit access to funding from multiple programs if, in its determination, there is a degree of overlap of funding that is not an appropriate use of scarce resources or the value of individual project funding is deemed to unduly limit the availability of CIP funding for other projects within the CIPAs. At all times, Council will not fund more than 50% of eligible costs or above stated funding caps, which is less.

**The Financial Incentive Program application process and requirements are summarized below:**

- 1** **Pre-consultation Meeting:** All CIP applicants are encouraged to meet with the CIP Administrator prior to submitting an application to discuss the project and submission requirements.
- 2** **Application Submission:** The CIP applicant will submit the following information to the CIP Administrator, as confirmed through the pre-consultation meeting:
  - A)** Completed Application Form
  - B)** Two or more quotes for the proposed work to be completed;
  - C)** Drawings for the proposed work (site concept, elevations, floor plans, designs, etc.);
  - D)** Photographs of the existing property;
  - E)** Lease Agreement if the business owner is applying for CIP incentives;
  - F)** Any historical documentation or information available for the property, if applicable; and/or
  - G)** Any other additional information based on the nature of the application and/or pre-consultation meeting (ex. Tax assessments).
- 3** **Confirmation of Complete Application:** The CIP Administrator will review the application to confirm that all necessary information and documentation has been provided. The CIP Administrator will contact the CIP applicant if any additional information is required.
- 4** **Application Review & Decision:** The CIP Administrator will circulate the application to the Evaluation Committee for review. The Evaluation Committee will provide a recommendation for approval or refusal of the application.



# 5. IMPLEMENTATION OF CIP



- A) Approval: The CIP applicant will be notified and the application will proceed through the remaining steps.
- B) Refusal: The CIP applicant will be notified and provided with the reasons for the refusal. The CIP applicant will have the option to re-submit their application, or the option to appeal the decision.

- 5 **Execution of the Financial Incentive Program Agreement:** The CIP Administration will prepare a Financial Incentive Program Agreement that outlines the terms of payment of the grant/rebate along with other relevant conditions. The agreement will be signed by the Village and CIP applicant.
- 6 **Commence Construction:** The CIP applicant may commence construction, in accordance to the terms and conditions of the Agreement and information submitted to the Village.
- 7 **Construction Completion:** The CIP applicant informs the Village and/or CIP Administrator when the project is completed. The Village may undergo a site inspection to ensure that the CIP applicant has met all the terms and conditions outlined within the Agreement. The Village and/or CIP Administrator may take pictures of project completion for documentation.
- 8 **Village Issues Payment:** The grant/rebate is paid to the CIP applicant upon completion of specific milestones indicated within the Financial Incentive Program Agreement and in accordance to the plans submitted as part of the application process.

## 5.3 Annual CIP Budget

The Village of Burk's Falls Council will establish an annual CIP budget with allocations to specific financial incentive programs. The following outlines a recommended range of funding to be allocated for each year within a five-year timeframe.

# 5. IMPLEMENTATION OF CIP



## RECOMMENDED RANGE OF FUNDING TO BE ALLOCATED FOR EACH YEAR (5 YEAR TIMEFRAME)

PROGRAM	YEAR 1 (2018)	YEAR 2 (2019)	YEAR 3 (2020)	YEAR 4 (2021)	YEAR 5 (2022)
PROFESSIONAL FEE GRANT	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000
ENTRANCE & FAÇADE IMPROVEMENT GRANT	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000
SIGNAGE IMPROVEMENT GRANT	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
VILLAGE FEE REBATE PROGRAM	Dependent on property specifics				
TAX INCREMENT BASED FINANCING PROGRAM	Dependent on property specifics				
<b>TOTAL ANNUAL ALLOCATION</b>	<b>\$50,000</b>	<b>\$50,000</b>	<b>\$50,000</b>	<b>\$50,000</b>	<b>\$50,000</b>

Note: Above budget is subject to Councils discretion.

Annual funding allocations contained in the CIP are subject to review and approval by Council each year and draws on the overall funding allocations will be monitored annually. The Village may adjust the overall level of CIP funding, as well as the distribution of funding between programs, based on annual performance of each program. An increase in funding is contingent on demonstrated demand for program support.

## 5.4 General Eligibility Requirements

The following are general eligibility requirements that must be met, in addition to the program-specific eligibility requirements before being considered by the Evaluation Committee. The decision to fund and the amount of funding will generally be based through the application of minimum criteria which measures each application based on quality of proposed property enhancement and/or development project.

# 5. IMPLEMENTATION OF CIP



Eligibility will be on a discretionary basis and based on merits of each application. Criteria includes the following:

- ✓ Only eligible properties located within the CIPAs are eligible for financial incentive programs within the CIP;
- ✓ Applications which are in default of any by-Law of the Village of Burk's Falls as well as applicants with any property tax arrears, or who are involved in ongoing litigation against the Village will be screened from further consideration, until such time as these defaults are remedied;
- ✓ All applicants shall be in good standing with regard to any other Village fees and levies liable on the property.
- ✓ Under Section 28(7) of the Planning Act, eligible applicants must be either a registered property owner, assessed property owner or a tenant of a property to whom the owner has assigned consent to receive assistance under the CIP;
- ✓ The project must contribute to achieving the relevant goals and objectives of the CIP;
- ✓ A project must be considered as an improvement to a property or building and not a regular or life-cycle maintenance activity;
- ✓ All applications must be completed including all supporting documentation, prior to review.

## 5.5 Marketing the CIP

The success of the CIP will be linked to the community and stakeholder's knowledge of the Plan, available programs and benefits to the community and business. The Village should seek to implement the marketing strategies found below, following the approval of the CIP by Village Council.

**Marketing strategies to consider include the following:**

**Website:** A CIP webpage under Economic Development within the Village's website which includes the following elements:

- ✓ A summary of the CIP and the program available;
- ✓ Images of CIPAs;
- ✓ Approved CIP;
- ✓ Application forms and requirements;
- ✓ Contact information for CIP Administrator; and
- ✓ Recent CIP successes.

# 5. IMPLEMENTATION OF CIP



**Publications:** The Village may consider one or more of the following publications:

- ✓ CIP Brochure – to be completed after the approval of the CIP. This can include a summary of the CIP, CIPAs, programs and benefits. The brochure can be shared with property owners/tenants located within the CIPAs.
- ✓ CIP successes newsletter- to be completed annually which will include before and after pictures to encourage others to apply for program funding. This can be sent out digitally to reduce printing costs.

## 5.6 Monitoring & Evaluation of CIP

The Village of Burk's Falls should establish a clear monitoring strategy in order to gauge and determine success of the CIP and its programs. The following steps could assist in the creation of this strategy:

- 1 Establish baseline conditions – This could include number of building and sign permit applications, type of improvements, vacancy rate of commercial units, number of businesses, number of new developments and number of visitors to the area.
- 2 Develop a Database – The Village should create a database that tracks inquiries, submitted applications, approvals and denials. The database should collect the amount of funding issues per program along with total project costs.
- 3 Prepare an annual report – The CIP Administrator should prepare an annual report to Council outlining key performance metrics collected in the database which could include (but not limited to) the following:
  - A) Number of inquiries or pre-consultation meetings;
  - B) Number and type of applications submitted;
  - C) Construction and grant values;
  - D) Status of CIP implementation;
  - E) Status of CIP budget; and
  - F) Recommendations brought forward by either the CIP Administrator, Evaluation Committee or CIP applicants.



# 6. Municipal Infrastructure Projects



## 6.0 Municipal Infrastructure Projects and Land Acquisition-Capital Projects

The “Road to Revitalization – Master Plan” consultation process identified the need to enhance the Downtown and Waterfront Areas. These areas are designated on Schedule “A” to the CIP designation by-law in the accompanying Implementation Plan.

**Four key Municipal projects identified and recommended for this CIP are:**

- 1 Ontario Street reconstruction to beautify streetscape and upgrade infrastructure and upgrades to Yonge Street to connect to Waterfront;
- 2 Municipal dock and boat launch reconstruction and addition of boat slips;
- 3 Enhancement of the Village of Burks Fall’s Bridge to maintain and improve its attractiveness; and
- 4 Acquisition of lands on the south side of river adjacent to Generating Station and Falls.

These capital projects are within the intent of the noted CIP policy of the Official Plan and are integral initiatives to the Community Improvement Plan. When budgeting and planning for the feasibility of these projects, the Municipality will access all senior government funding programs.

It is understood that these projects will take time to implement, however the purpose of this plan is to set out short and long term objectives. The CIP can be amended by Council at any time to recognize fiscal realities and new priorities.





# APPENDICES

**The Corporation of the Village of Burk's Falls**

**By-law No. 2018-**

**A By-law to Adopt a Community Improvement Plan  
for the Downtown/Waterfront Community Improvement Project Area**

**WHEREAS** there is an Official Plan in effect in the Village of Burk's Falls that contains provisions relating to community improvement in the Town of Burk's Falls;

**AND WHEREAS** the Council of The Corporation of the Village of Burk's Falls has designated certain lands as a Community Improvement Project Area by By-law No. \_\_\_\_\_ passed pursuant to Subsection 2 of Section 28 of the Planning Act, R.S.O. 1990, as amended on the \_\_\_\_\_;

**AND WHEREAS** the Downtown/Waterfront Community Improvement Plan conforms with the Official Plan, as amended, of the Village of Burk's Falls;

**AND WHEREAS** the Downtown/Waterfront Community Improvement Plan contemplates grants or loans under Section 28(7) which would be otherwise prohibited by Section 11 (1) of the Municipal Act, unless the Minister of Municipal Affairs and Housing approves the exercise of such power or authority;

**AND WHEREAS** the Downtown/Waterfront Community Improvement Plan was developed in conjunction with, and is a significant component of the Town's "Road to Revitalization Master Plan"

**AND WHEREAS** the Council now deems it desirable to adopt the said Community Improvement Plan.

**Now therefore the Council of The Corporation of the Village of Burk's Falls, pursuant to Subsection 4 of Section 28 of the Planning Act, R.S.O. 1990, enacts as follows:**

1. The Downtown/Waterfront Community Improvement Plan consisting of the attached maps and schedules and explanatory text, is hereby adopted provided, however, that the Appendices thereto do not form part of the said Plan.
2. This by-law shall come into force and take effect on the day upon being finally passed.

**Read a First Time in Open Council the \_\_\_\_\_.**

**Read a Second Time in Open Council the \_\_\_\_\_.**

**Read a Third Time in Open Council and Passed \_\_\_\_\_.**

\_\_\_\_\_  
**Mayor**

\_\_\_\_\_  
**Clerk**

# THE CORPORATION OF THE VILLAGE OF BURK'S FALLS

## BY-LAW NUMBER \_\_\_\_\_

A by-law to designate the Main Street district of the downtown core character area as a community improvement project area.

**WHEREAS** pursuant to Section 28 of the *Planning Act*, R.S.O. 1990, c.P. 13, as amended (the "Act") a municipality may designate an area as a community improvement project area ("CIP"), and may put in place a community improvement plan identifying measures that the municipality may take to facilitate and accelerate development within the community improvement project area;

**AND WHEREAS** on \_\_\_\_\_ 2018, Council considered a report "Road to Revitalization Master Plan" that outlined various planning tools the City could utilize as it revitalizes Burk's Falls Downtown and Waterfront, including the use of a CIP;

**AND WHEREAS** Section 7.12.3.1 the Village of Burk's Falls Official Plan sets out policy for the designation of a community improvement project area ("CIP");

**AND WHEREAS** the Village of Burk's Falls Downtown and Waterfront has been identified in the "Downtown/Waterfront Community Improvement Plan" and is envisioned to be a catalyst for investment in the downtown core and waterfront by businesses and senior level of governments;

**AND WHEREAS** before a by-law adopting a community improvement plan can be adopted, the community improvement project area ("CIP") are must be designated, appropriate programs and financial tools must be identified and a public meeting to consider the proposed CIP be held;

**NOW THEREFORE** the Council of the Corporation of the Village of Burk's Falls **ENACTS** as follows:



1. **THAT** the area shown in Schedule “A” attached hereto is designated as a community improvement project area pursuant to Section 28 of the *Planning Act*, as amended.

2. **THAT** Schedule “A” forms an integral part of this by-law.

**ENACTED AND PASSED** this \_\_\_\_ day of \_\_\_\_\_,  
2018

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

**NOTICE OF PUBLIC MEETING IN THE MATTER  
OF A PROPOSED  
ADOPTION OF A DOWNTOWN/WATERFRONT COMMUNITY IMPROVEMENT PLAN**

**AND IN THE MATTER OF THE *PLANNING ACT*  
Section 17 and 28, Chap. P.13, R.S.O., 1990, as amended**

**TAKE NOTICE THAT** the Council of The Village of Burk's Falls will hold a Public Meeting on \_\_\_\_\_ at the \_\_\_\_\_, Burk's Falls, to consider the adoption of a Downtown/Waterfront Community Improvement Plan, under Section 28 of the *Planning Act*, Chap. P.13, R.S.O., 1990, as amended.

The Village of Burk's Falls is undertaking the preparation of a Community Improvement Plan for the lands identified on Schedule A attached hereto. The purpose of the Community Improvement Plan is to provide financial incentives for the implementation of community improvement initiatives within the defined area. The plan will be used as a mechanism to coordinate municipal efforts to create and revitalize investment in lands in the Downtown and Waterfront. Through the plan, a variety of programs may be established to stimulate private sector investment and renewal in the Downtown/Waterfront Area.

**ANY PERSON** may attend the Public Meeting and/or make written or oral representation either in support of or in opposition to the proposed amendments.

**AND TAKE NOTICE THAT** any written submissions and material in support of or in opposition to the proposed Community Improvement Plan will be received by the Clerk on or before the meeting.

**AND TAKE NOTICE THAT** if a person or public body does not make oral submissions at a public meeting or make written submissions to the Clerk of the City of the Village of Burk's Falls, before the Community Improvement Plan is adopted, the person or public body is not entitled to appeal the decision of the Council of the Village of Burk's Falls to the Ontario Municipal Board.

**AND TAKE NOTICE THAT** if a person or public body does not make oral submissions at a public meeting, or make written submissions to the Clerk of the Village of Burk's Falls before the proposed Community Improvement Plan is adopted, the person or public body may not be added as a party to the hearing of an appeal before the Ontario Municipal Board unless, in the opinion of the Board, there are reasonable grounds to add the person or public body as a party

**AND TAKE NOTICE THAT** if you wish to be notified of the adoption of the proposed Community Improvement Plan or of the refusal to adopt the Community Improvement Plan, you must make a written request to the Clerk of the Village of Burk's Falls.

**ADDITIONAL INFORMATION** relating to the proposed Improvement Plan is available for inspection at my office during regular office hours.

Dated at the Village of Burk's Falls this \_\_\_\_\_ day of \_\_\_\_\_ 2018.

Ms. Nicky Kunkel, Clerk.  
Village of Burk's Falls







Village of Burk's Falls

[www.burksfalls.net](http://www.burksfalls.net)