

City of Pembroke



Community Improvement Plan Summary of Available Grants

This package includes a 1-page summary of all grants available through the City of Pembroke's Community Improvement Plan.

A Community Improvement Plan is a tool used by a municipality to assist in community revitalization and in achieving economic, community planning and urban development goals through encouraging private-sector investment.

There are a variety of grants available for commercial, industrial and mixed-use properties. Grants are open to property owners and businesses. If you are interested in learning more about one of the grants please contact Heather to discuss your application.

Have Questions?

Contact Heather Salovaara
Economic Development Officer
613-735-6821 ext. 1500
hsalovaara@pembroke.ca



Mayor's Address

Dear Ratepayers:

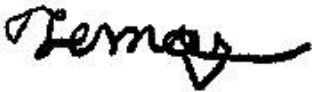
This Community Improvement Plan is a valuable tool that will help Pembroke attract, retain and expand local businesses. This plan will aid the City in being aggressive to seek out industrial and commercial growth. The plan will target areas in need of redevelopment and stimulate private sector investments.

The City will continue to build a healthy business community that maximizes its strengths. Pembroke actively strives to provide a business friendly environment.

Appropriate incentives are needed to attract new business entrepreneurs to make significant investment in our community. This Community Improvement Plan will also permit the City to support existing businesses to expand.

The City must grow its assessment base to help maintain and increase service levels, while keeping property taxes as low as possible. We believe this Community Improvement Plan will help the City achieve that goal and encourage those that require additional information to contact us directly.

Yours Truly,



Michael LeMay
Mayor, City of Pembroke



City of Pembroke



Community Improvement Plan Summary of General Program Requirements

While each grant has its own requirements, all grants in the Community Improvement Plan have a few common requirements. They are as follows:

- Work being applied for must not begin until after the grant has been applied for and approved
 - Applicants must submit 2 quotes for any work being done under the grants
 - Applicants must not be in tax arrears or have any orders against their property from the fire or building departments in order to be eligible
 - All applicants are first approved by the Community Improvement Panel and then City Council
 - All expenses must be paid in full and receipts submitted prior to applicants being reimbursed
 - If the applicant is not the property owner the applicant must have written consent from the owner to apply
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Community Improvement Plan Summary of General Program Requirements Continued

Continued:

- Applicants can apply to multiple grants for 1 property excluding the Tax Increment Equivalent Grant which can not be combined with any other grant

Entering into an agreement with the City is required

- As a condition of application approval, the applicant may be required to enter into an agreement with the City

Grants will only be paid out when the work has been completed and paid invoices are submitted to

- the City
- The subject property must be located in the CIP Project Area
- A site visit may be required as part of the application and approval process

For a full list of program requirements check the full Community Improvement Plan on the City's website.

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Accessibility Grant

The Accessibility Grant is designed to assist businesses in improving the accessibility of their buildings in accordance with the Accessibility for Ontarians with Disabilities Act, 2005.

Eligible Costs

1. Installation of automatic doors
2. Installation of wheelchair accessible ramps
3. Widening of public entranceways
4. Levelling or repairs to pathways/accessible stairs
5. Any combination of the above
6. Other improvements to improve accessibility

Eligible Criteria

1. Only the commercial area of the property is eligible
2. Improvements must comply with design guidelines
3. Accessibility improvements shall be above and beyond the requirements of the Ontario Building Code

Financial Details

A grant of up to 50% to a maximum of \$2,500

City of Pembroke

COVID-19 Business Support Grant

This grant is designed to provide financial assistance to aide businesses in adapting to the COVID-19 environment and adherence to public health and safety requirements.

Eligible Costs

1. Renovation or constriction costs related to meeting new health and safety requirements and/or recommendations due to COVID-19.
2. Signage costs related to COVID-19.

Eligible Criteria

1. Business expenses related to eligible costs that were incurred after March 17, 2020 are eligible with supporting receipts/documentation.
2. Only one cost estimate or receipt is required for eligible work, however, the City can request that a second quote be obtained.
3. Business must have begun operations prior to March 17, 2020 to be eligible.

Financial Details

A grant of up to 50% to a maximum of \$2,500

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Affordable Housing Study Grant

The Affordable Housing Study Grant promotes the development of new affordable living in Pembroke through the funding of background studies.

Eligible Costs

1. Studies to support an affordable housing development of 4 or more units in the CIP project area. Examples of studies could include hydrogeological and terrain analyses, environmental reports, architectural drawings including site plans/landscape drawings, and business plans

Eligible Criteria

1. Eligible projects featuring housing that is affordable to those households earning the median income in Pembroke or less per year, as defined by Statistics Canada

Financial Details

A grant of up to 50% to a maximum of \$5,000

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Downtown Housing Grant

The Downtown Housing Grant is intended to encourage the creation of new residential units in Downtown Pembroke and improve the condition of existing upper-storey residential units.

Eligible Costs

1. Creation of new residential units in the upper storey(s) of a mixed-use building in the PBI
2. Significant improvements in the quality of one or more units which improve the quality of life for occupants, increase the value of the unit(s), or make the unit(s) habitable where the unit(s) are currently considered inhabitable

Eligible Criteria

1. Improvements shall comply with design guidelines
2. Priority may be given to the conversion of upper storey space to new residential unit(s) and for the rehabilitation of affordable housing and rental units over other housing projects
3. Ground floor/at grade residential space is not eligible

Financial Details

Grants will be equal to 50% of the construction cost of each unit to a maximum of \$5,000 per unit to a maximum of 2 units per address

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Project Feasibility Study Rebate

The Project Feasibility Study Rebate is designed to encourage potential business owners to explore the feasibility of building reuse, rehabilitation, or development/redevelopment of land.

Eligible Costs

1. Large and small-scale development studies
2. Redevelopment studies
3. Studies examining the construction and reconstruction of lands and buildings for rehabilitation purposes or for the provision of energy efficient uses
4. Studies examining new buildings, structures or works
5. Facility improvement studies

Eligible Criteria

No additional criteria other than general criteria.

Financial Details

A rebate equivalent to 50% of the cost of undertaking an eligibility study to a maximum of \$5,000. Rebates will be awarded once lease is signed or upon issuance of a building permit.

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Façade Improvement Grant

The Façade Improvement Grant is designed to encourage aesthetic improvements to buildings and properties. This grant is for properties that are not located within the PBIA. Those within the PBIA can apply to the Downtown Heritage Façade Improvement Grant.

Eligible Costs

The following is a list of eligible improvements that apply only to the front or exterior façades on a public street:

- brickwork, masonry, wood and metal cladding
- entablature, eaves, and other architectural details
- windows and doors
- signage in accordance with by-law
- exterior lighting
- awnings, marquees and canopies
- professional fees
- replacement of historical elements

Eligible Criteria

1. Improvements shall comply with design guidelines

Financial Details

Up to 50% of the construction costs to a maximum of \$5,000

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Downtown Heritage Façade Improvement Grant

This grant is designed to encourage aesthetic improvements to buildings and properties. This grant is for properties that are located within the PBIA. Those outside of the PBIA can apply to the Façade Improvement Grant.

Eligible Costs

Improvements must contain a heritage component. The following is a list of eligible improvements that apply only to the front or exterior façades on a public street:

- brickwork, masonry, wood and metal cladding
- entablature, eaves, and other architectural details
- windows and doors
- signage in accordance with by-law
- exterior lighting
- awnings, marquees and canopies
- professional fees

Eligible Criteria

1. The application must incorporate heritage elements
2. Improvements shall comply with the heritage design colour scheme. Contact the City for approved colour scheme
3. If property is under the Ontario Heritage Act, the improvements shall not compromise the reason for designation

Financial Details

Up to 50% of the construction costs to a maximum of \$5,000

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Planning and Building Permit Fee Grant

The Planning and Building Permit Fee Grant is intended to encourage sensitive, attractive and desirable infill development and redevelopment by reducing the costs involved with making improvements to private property.

Eligible Costs

1. Development of a property for commercial, office or mixed-use
2. Major additions to a commercial or mixed use property
3. Infrastructure work including the improvement or reconstruction of existing on-site public infrastructure
4. Conversion of upper-storey space in a mixed-use or commercial building to residential units
5. Professional services by an engineer, architect or planner
6. In general, any projects which are eligible for other incentives are eligible

Eligible Criteria

1. Must be applying to another grant in the Community Improvement Plan

Financial Details

Planning Fee: A grant to a maximum of \$2,500

Building Permit Fee: A grant to a maximum of \$2,500

Grants can cover the cost of City fees up to 100%

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Environmental Site Assessment (ESA) Grant

The ESA Grant is intended to promote the undertaking of environmental studies to better understand the type of contamination of potential remediation costs for brownfield sites.

Eligible Costs

1. Confirming and describing contamination at the site
2. Surveying designated substances and hazardous materials at the site
3. Developing a plan to remove, treat, or otherwise manage contamination found on the site

Eligible Criteria

1. Must submit to the City a Phase 1 ESA that demonstrates that site contamination is likely
2. Application will include: A detailed study work plan; a cost estimate for the study; and a description of the planned redevelopment
3. All environmental studies should be completed by a 'qualified person' as defined by Ontario regulation 153/04

Financial Details

A grant equivalent to a maximum of 50% of the cost to a maximum of \$3,000 per study; 2 studies per property/project; and \$6,000 per property/project

City of Pembroke

Brownfield Property Tax Assistance Program

The purpose of this program is to encourage the mediation and rehabilitation of brownfield sites by providing a cancellation of part or all of the property tax increases on a property that is undergoing remediation.

Eligible Costs

1. Environmental remediation costs, including any action taken to reduce the concentration of contaminants on, in or under the property to permit a Record of Site Condition to be filed in the Environmental Site Registry
2. Placing clean fill and related grading
3. Environmental insurance permits

Eligible Criteria

1. The preparation of a business plan or feasibility study may be required
2. Application of provincial tax assistance shall be at the discretion of the City
Application must demonstrate that the subject property is a brownfield site
3. Applicants may also be eligible for other financial incentives if the total value does not exceed the total eligible costs

Financial Details

The City may pass by-laws to provide a deferral or cancellation of all or a part of the municipal taxes on a brownfield site during the rehabilitation and development period. The City may also apply for provincial funding on behalf of the owner to cancel or freeze the education component of property taxes.

City of Pembroke

Tax Increment Equivalent Grant

The Tax Increment Equivalent Grant is intended to encourage desirable and attractive infill development and redevelopment in the City. This grant can not be combined with any other grant in this plan.

Eligible Costs

1. Development or redevelopment of a vacant property for commercial, retail, office, industrial or mixed use
2. Adaptive reuse of a property to suit a new commercial, retail, office, industrial or a mix of uses
3. Major additions or a commercial or mixed-use property involving an increase of 25%+ of the floor area
4. Conversion of upper-storey space in a mixed-use or commercial building to residential

Eligible Criteria

1. The City may require the submission of a business plan
2. Property improvements must result in an increase in the assessed value of the property by 10%+ or involve 25%+ of the existing gross floor area
3. Applicants may be required to estimate the total potential value of tax increment prior to application

Financial Details

Grants will be equal to a percentage of the municipal tax increase resulting from the improvements and will be paid to the owner each year for a maximum of 10 years at the sole discretion of the City.

****Please see the full Community Improvement Plan for full details.**

City of Pembroke

Community Improvement Plan Application Process

The application process for the Community Improvement Plan is as follows:

1. Meet with the Economic Development Officer to discuss your application
 2. Have a site visit or meeting with the Building Inspector regarding your improvements if required
 3. Submit application electronically or at City Hall and include all required attachments
 4. Attend a Community Improvement Panel meeting where your application will be reviewed and the Panel will make a recommendation to be brought to Council
 5. Your application will be brought to Council by the Economic Development Officer. Council meets on the first and third Tuesday of each month
 6. The Economic Development Officer will notify you if your application received final approval, if it did then you can commence work
 7. Submit all receipts and have a final inspection once all work is complete
 8. Your application will be brought to Council by the Economic Development Officer to receive approval to issue a cheque for the grant amount
 9. You will receive the grant funding
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Have Questions?
Contact Heather Salovaara
Economic Development Officer
613-735-6821 ext. 1500
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