

## **Appendix B – Draft Appendix A - Commercial Property Improvement Grant Program (CPIG)**

### **Program Description**

The Commercial Property Improvement Grant Program is intended to provide financial assistance for commercial property owners/authorized tenants within the Core Areas as identified within the Official Plan. The Program aims to improve upon the appearance of commercial properties, support commercial property/business owners with limited rehabilitation of interior space and assist in creating a barrier free and accessible environment. It is understood that smaller scale commercial activities contribute greatly to the economic vitality and health of the commercial sector within the City of Cambridge. This Program seeks to build upon these successes, resulting in long lasting physical improvements to the assets of commercial property owners/authorized tenants, to assist business development within the commercial areas as defined by the Core Areas, and to broadly improve commerce within the entire City.

### **Program Terms**

Applicants are eligible to apply for funding under this program, subject to meeting the general program requirements, the following program specific requirements, subject to the availability of funding and discretion of the City of Cambridge:

1. Commercial property owners/authorized tenants are eligible for a maximum grant per property during a five-year period (i.e. multiple applications or one application could be submitted, however the sum of the grant amounts approved will be no more than the maximum amount allowed for each property). Exceptions may be made if a new tenant/owner is occupying the property and applies for new signage.
2. Buildings that have a linear foot street frontage of 25 feet or less (25'), grants will be paid on a matching basis to a maximum of \$15,000 for eligible work under the Program.
3. Buildings that have a linear foot street frontage greater than twenty-five feet (25'), grants will be paid on a matching basis of \$600 per linear foot of street frontage up to a maximum of \$25,000 for eligible work under the Program.
4. As a further incentive for corner properties the City will increase the maximum grant amount on a similar matching basis for eligible work under the Program to recognize the importance of flankage facades. The grant amount will be determined

by the measurement of the street frontage and the measurement of the corner/exposed wall multiplied by \$600 per linear foot to a maximum of \$30,000.

5. An additional \$5,000 may be added to the maximum funding for each item listed below:
  - Heritage listed – additional \$5,000
  - River frontage – additional \$5,000
  - Accessibility feature – additional \$5,000

This brings a maximum funding amount of any property to \$45,000.

6. Commercial properties are to be identified by municipal address to identify multiple and separate commercial units with separate ground floor street entrances.
7. Commercial uses must be in conformity with applicable policy documents of the City including but not limited to Official Plans, the provisions of the applicable Zoning By-law and any other applicable City by-laws.
8. Performance measures are to be applied to the payment of grants.
9. Eligibility requirements for the Program relating to the work to be funded will be specifically identified. Two separate cost estimates for the work are to be provided.
  - Grants will be calculated based upon lowest cost estimate.
  - An owner who is proposing to undertake the work and not hire a contractor may present an estimate based on material only.
  - In the case where the applicant is the owner of a contracting company and wishes to utilize their company to undertake the improvements on their property, one (1) cost estimate from an arms-length contractor will also be required.

A City of Cambridge Staff member will review all estimates provided for the purpose of ensuring competitiveness.

10. Restoration/conservation of identified cultural heritage attributes on commercial properties designated under the Ontario Heritage Act are eligible under this grant program. However, improvements other than those on cultural heritage attributes not identified in the property's designation by-law, or Heritage Conservation District Plan, may be eligible subject to the approval of the City of Cambridge Senior Planner - Heritage. Restoration/conservation of some identified cultural heritage attributes may require Council permission.

Economic Development staff will work closely with Heritage Planning staff on all applications received that are designated or properties of interest under the Ontario Heritage Act

11. Relative to the proposed improvements, a building inspector and/or heritage planner will perform an initial and final inspection/investigation to confirm compliance with various Acts, Regulations and City By-laws including the Ontario Building Code, Ontario Heritage Act, Property Standards By-Law, Sign By-law, etc.
12. Approval of the grant is at the sole discretion of City Council and subject to the availability of funds.
13. Proposed improvements to be completed within one year to be eligible for payment. A one year extension may be authorized by the Director of Economic Development if an applicant has extenuating circumstances which would warrant an extension.
14. Work completed must be consistent with estimates, and work proposed and identified within the application unless previously discussed and approved by the Economic Development Division. Copies of invoices and proof of payment must be submitted upon completion of the works prior to the City releasing any funds.
15. At the sole discretion of the Director of Economic Development, partial payments for works completed can be processed consistent with the payment process described above.
16. At the sole discretion of the Director of Economic Development, the grant cheque can be made jointly payable to the applicant and the contractor if such a request has been received from the applicant.
17. Without limiting the discretion as set out in paragraph 11 herein, the City or Council, may reject any application received from an applicant, whether or not an Applicant satisfies the requirements of the Program, where, in the opinion of the City or Council, the commercial relationship between the City and the Applicant has been impaired by, but not limited to, the applicant being involved in litigation with the City. Applicants shall include but not be limited to the following:
  - The Applicant identified on the application form; if a corporation, any person or entity with an interest in the corporation as determined by the City in its sole, absolute and unfettered discretion.

18. Without limiting the discretion as set out in paragraph 11 herein, the City or Council, whether or not an Applicant satisfies the requirements of the Program, may reject any application received from an applicant where there are property tax arrears owed on the subject property or on other properties owned by the Applicant within the City of Cambridge.
19. Additional funding may be provided to an applicant, at the discretion of Council or delegated authority. Funding will be considered based on efforts to add preventative measures for future damages related to flooding. This additional funding will be considered on a case-by-case basis subject to the availability of funds and the complexity of work required but will not exceed \$70,000 in additional funding per applicant. This additional funding may be used retroactively for renovations performed on or after June 21, 2021 for properties that are at risk of damage from flooding, at the discretion of council or delegated authority.
20. Works commenced prior to submitting an application are ineligible for funding under the Program. Works commenced after submitting an application but prior to approval of an application may be eligible for funding under the Program and eligibility will be determined by the Director in their sole, absolute and unfettered discretion. An applicant shall assume the risk of paying for work commenced after an application has been submitted but prior to approval.
21. A successful applicant will enter into an agreement with the City containing the terms and conditions (but not limited to) set out in the program description.
22. The grant shall exclude any damage that is caused by the property owner or occupant (i.e. a tenant) of that property. For example, costs incurred because of self-inflicted damage such as vandalism or arson would not be covered by this Program.

A refund of any grant under this Program to the City of Cambridge would be required if it is determined after the grant has been paid that the damage was caused by the property owner and/or the tenant(s) of the property.

23. The grant cannot be used to pay the costs resulting from any damage or vandalism where those costs are also reimbursed to the tenant or owner because such costs are covered under any insurance policy. A refund of any grant under this Program to the City of Cambridge would be required if it is determined after the grant has been paid that such a reimbursement has been received.

### **Eligibility Requirements**

- Property owners and authorized tenants are eligible;
- Property taxes must be paid current;
- The proposed work to be pre-inspected by City of Cambridge Staff;
- The improvements shall be in accordance with Property Standards and the Ontario Building Code and in compliance with all applicable City by-laws, official plans, zoning regulations, design guidelines and site plan approvals;
- Commercial properties must be located within one of the corresponding Community Improvement Project Areas; and
- Existing use must be in conformity with the applicable Zoning By-law regulations, and other relevant planning controls.

### **Eligible Improvements**

- Replacement or repairing of storefronts;
- Improvements/replacement to doors, cornices, parapets, soffit, fascia;
- Addition of new lighting and upgrading of existing fixtures, on exterior of the façade and within the storefront area normally associated with the display area;
- Awning replacements and/or additions;
- Brick repairs and/or pointing;
- Painting and façade treatments;
- Installation or improvement of signage (Signage must comply with Sign By-law 191-03 or its successor);
- Barrier free entrance to property (ramps, doors and automatic door openers);
- Permanent landscape features only such as flagstone and natural stones/rocks, statuary, irrigation, containers;
- Permanent fencing; and,
- Front-yard decks/patios or side yard decks/patios that abut a street;

### **Ineligible Improvements (this list is not intended to be exclusive)**

- Any works completed prior to the submission of the application;
- Labour costs where the applicant has completed the works independently of a contractor;
- Trees, shrubbery, perennials, annuals, soil, mulch, grass;
- Roofing (apart from mansard roofs above the eligible frontage);
- Sandblasting;
- Paving of parking lots;
- Interior furniture, display cases, equipment;
- Outdoor patio furniture; and,

- Tools.