



Appendix C

Downtown Whitby Community Improvement Plan

Implementation Guidelines for:

Development Charge Full or Partial Exemption

Cash-in-Lieu of Parking

Tax Increment Equivalent Grant

Façade Improvement Grant / Design Grant

Sign Grant

Interior Heritage Building Grant

1.0 Introduction

These Implementation Guidelines activate and provide further details on all available incentive programs within the “toolbox” of incentives in the CIP, namely:

- Development Charge (DC) Full or Partial Exemption;
- Cash-in-Lieu (CIL) of Parking;
- Tax Increment Equivalent Grant (TIEG);
- Façade Improvement Grant / Design Grant;
- Sign Grant; and
- Interior Heritage Building Grant.

2.0 Development Charge (DC) Full or Partial Exemption

The following Development Charge Full or Partial Exemptions (grant-in-lieu) apply to high density residential development, mixed use development and commercial and office development in the Downtown Whitby Community Improvement Project Area (CIPA) for local (Town of Whitby) Development Charges:

2.1 DC Partial Exemption for High Density Residential and Residential Mixed Use Development:

A 75% DC exemption for high density residential developments and the residential component of mixed use developments within the Historic Downtown Whitby Priority Area.

A 50% Development Charge exemption for high density residential and the residential component of mixed use developments outside the Historic Downtown Whitby Priority Area.

2.2 DC Full Exemption for Retail Commercial and Office Expansion Development:

Within the Historic Downtown Whitby Priority Area, a 100% DC exemption is provided for existing retail commercial and office buildings which are enlarged by up to 50% of the existing Gross Floor Area (GFA), up to a maximum of 929 square metres (10,000 square feet).

Outside of the Historic Downtown Whitby Priority Area, a 100% DC exemption is provided for existing retail commercial and office buildings enlarged by up to 50% of the existing GFA, up to a maximum of 464 square metres (5,000 square feet).

2.3 DC Partial Exemption for New Office Development:

Where the gross floor area of a new office (not including a medical office) development exceeds 90 square metres (968 square feet), the exemption shall be either:

- a) 75% DC exemption in the Historic Downtown Whitby Priority Area; or
- b) 50% DC exemption outside of the Historic Downtown Whitby Priority Area.

2.4 Eligibility

This program applies to:

- New high density residential developments and residential components of mixed use developments in the Historic Downtown Whitby Priority Area;
- Expanded retail, commercial and office uses in the Downtown Whitby CIPA; and
- New office development in the Downtown Whitby CIPA.

2.5 Municipal Investment

Development Charge Partial Exemption provided through the CIP Incentive for the High Density Residential and Residential Mixed Use Development, as described above, includes a municipal investment that shall not exceed \$2,598,010 for all qualifying residential developments in the Downtown Whitby Community Improvement Project Area over the life of the CIP by-law.

The municipal investment for Development Charge Full Exemption for Retail Commercial and Office Expansion Development and Development Charge Partial Exemption for New Office Development has been reallocated to another program in the CIP and therefore no budget is currently available for these programs.

The scope, municipal investment and benefits of the incentive can be examined and re-evaluated regularly.

2.6 Administration

The application process for the Development Charge (DC) Full or Partial Exemption Program is as follows:

- a) The owner of the property submits a completed application at the time of Site Plan submission. The application must include information with the exact number and type of units, GFA of retail commercial and office uses, timeline and commitment to proceed to building permit.
- b) Approval of Development Charge Full or Partial Exemptions would be delegated to a Senior Leadership Team comprised of the Commissioners of Planning and Development, Financial Services/Treasurer and the Director of Strategic Initiatives. The Application Review Team confirms eligibility, complete application and provides a summary of application to the Senior Leadership Team for approval.
- c) A letter is provided to the owner confirming eligibility is met and providing a maximum approved grant amount for the DC full or partial exemption.
- d) Just prior to Building Permit issuance, the payable DC amount is calculated accordingly, net of the application grant amount.
- e) The Development Charge Full or Partial exemption is based on the applicable percentage of the Development Charges required in accordance with the Development Charge By-law in effect at the time the CIP application is approved. Upon application for a Building Permit, should:
 - Increased development charge rates apply to the development, the grant amount will not exceed the maximum grant identified in the approval letter;
 - The development proposal change (i.e. development type, the residential units (number/ type) or non-residential GFA), the Development Charge Full or Partial Exemption will be recalculated accordingly, and will not exceed the previous approved maximum in the CIP application; and

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- New legislation on Development Charges come into effect that reduces the Development Charge from the time of the CIP application, the Development Charge Full or Partial Exemption will be recalculated accordingly and the applicable grant shall not exceed the identified CIP program's maximum contribution.
- f) The Development Charge exemption/reduction grant payment will be charged to the Community Improvement Plan capital project and credited to the applicable Development Charge reserve funds.
- g) In cases where the total approved municipal investment in these programs has been reached, applicants will be contacted and invited to re-submit an application if and when the municipal investment is increased by Council.
- h) A Building Permit must be issued and Development Charges paid within 1 year from the date the Development Charge CIP application was approved. Extensions may be granted at the discretion of the CIP Senior Leadership Team through a written request outlining the reasons for the extension.

2.7 Evaluation Criteria

- a) The proposed development/redevelopment will provide additional, commercial, office and/or residential space in Downtown Whitby.
- b) The proposed development/redevelopment will result in additional tax revenue;
- c) The proposed development/redevelopment will result in a more complete streetscape;
- d) The proposed development/redevelopment will maximize the impact of the funding in terms of representing a comprehensive development or redevelopment of a building/property;
- e) The proposed development/redevelopment will meet requirements of the designation by-law if the building/property is designated under the Ontario Heritage Act;
- f) The owner/developer has experience in the field with similar size developments/redevelopments;
- g) The owner/developer has financial ability to complete the identified work; and
- h) The proposed improvement are in accordance with all applicable policies, by-laws and building code requirements.

3.0 Cash-in-Lieu (CIL) of Parking

3.1 Cash-in-lieu of Parking Rate Reduction

The Town's cash-in-lieu of parking rate is \$7,500 per surface parking space or the amount determined by any future Parking Master Plan for non-residential development. This amount excludes the cost of land, and is not available for accessible parking spaces.

For qualifying developments, the Town may provide a 50% discounted cash-in-lieu of surface parking rate of \$3,750 per space ($\$7,500 * 50\% = \$3,750$ taxes excluded).

3.2 Eligibility

The following eligibility criteria are used to evaluate a request for cash-in-lieu of parking in the Downtown Whitby CIPA:

- Development proposal is non-residential (i.e. retail, commercial, and office);
- Development is not able to provide/secure off-site parking within an acceptable walking distance of the site;
- It is not financially feasible to provide parking on site as part the development; and
- The addition of parking on site is determined to have negative urban design impacts.

3.3 Municipal Investment

The municipal investment for cash-in-lieu of parking has been reallocated to other programs in the CIP and therefore no budget is currently available for this program.

3.4 Administration

The application process for the Cash-in-lieu of Parking Program is as follows:

- a) Through the Site Plan submission, an owner/applicant requests to use the cash-in-lieu of parking provision.
- b) The owner/applicant provides a summary outlining how the development proposal qualifies/meets the eligibility criteria listed above. This can be submitted in conjunction with the Parking Study or as a separate document.
- c) Staff evaluates the request and confirms eligibility and complete application.
- d) Staff prepares the Site Plan Agreement including the cash-in-lieu of parking requirements and any associated conditions.
- e) The owner/applicant pays the required cash-in-lieu at the time the Site Plan Agreement is registered.
- f) Construction must be started within 1 year for which the Cash-in-Lieu of Parking CIP application was approved. Extensions may be granted at the

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discretion of the CIP Senior Leadership Team through a written request outlining the reasons for the extension.

4.0 Tax Increment Equivalent Grant (TIEG)

4.1 Tax Increment Equivalent Grant (TIEG)

Within the Historic Downtown Whitby Priority Area, an overall 45% rebate on a declining basis over a five year period on the municipal tax increment for eligible non-residential (commercial and office) development or redevelopment is provided.

4.2 Eligibility

This program is limited to non-residential (commercial and office) development or redevelopment within the Historic Downtown Whitby Priority Area. In the case of a mixed use development, the grant only applies to the increase in assessment related to eligible uses. The TIEG only cover costs related to the Town's portion of the property tax increment. Eligible projects must include:

- A minimum new development or expansion of an existing building of 232 square metres (2,500 square feet).
- New development may include reconstruction of a building that was demolished or lost more than 3 years.

If there is minimal uptake within the Historic Downtown Whitby Priority Area within the first two years of the CIP By-law, the program may be expanded to the entire CIPA through a technical by-law amendment to the Implementation Guidelines.

The following limitations apply:

- Only the property owner is eligible for the rebate.
- The program does not exempt property owners from an increase/decrease in municipal taxes due to a general tax rate increase/decrease or changes in tax legislation.
- The annual rebate is not based upon occupancy or changes in occupancy.
- All annual rebates are retroactively adjusted to reflect any assessment valuation changes resulting from assessment appeals, requests for reconsideration or other similar adjustment to the assessment value.
- Rebate payments will cease once the total rebate along with all other grants provided equals the eligible costs or after five years, whichever comes first.
- All levies related to the Downtown Whitby Business Improvement Area (BIA) or other similar levies are excluded from the calculation to determine the eligible amount of taxation.
- Where properties that are not previously subject to taxes are redeveloped, the base tax shall be based on the tax that would be applied to the land and building based on the current use.

4.3 Evaluation Criteria

The following criteria are used when reviewing and evaluating applications for the Tax Increment Equivalent Grant Program:

- a) The proposed development/redevelopment will provide additional commercial and/or office space in Downtown Whitby;
- b) The proposed development/redevelopment will result in additional tax revenue;
- c) The proposed development/redevelopment will result in a more complete streetscape;
- d) The proposed development/redevelopment will maximize the impact of the funding in terms of representing a comprehensive development or redevelopment of a building/property;
- e) The proposed development/redevelopment will meet requirements of the designation by-law if the building/property is designated under the Ontario Heritage Act;
- f) The owner/developer has experience in the field with similar size developments/redevelopments;
- g) The owner/developer has the financial ability to complete the identified work; and
- h) The proposed improvements are in accordance with all applicable policies, by-laws and building code requirements.

4.4 Municipal Investment

The TIEG incentive program is limited to a municipal investment that shall not exceed \$41,865 for all qualifying non-residential (commercial and office) developments in the Historic Downtown Whitby Priority Area over the life of the CIP By-law. This will be monitored through the Site Plan Application process to track eligible development applications. The program ceases once the municipal investment is exhausted or the CIP program expires.

The total value of grants and other incentives cannot exceed eligible costs of the development/redevelopment as per the requirements of the Planning Act.

4.5 Administration

The application process for the TIEG Program is as follows:

- a) Consult with the Application Review Team regarding the proposed project to ensure eligibility.
- b) The owner submits a completed application form at the time of Site Plan. The application must include the following information:
 - Professional drawings/plans that provide sufficient detail to describe the proposed work including number, size, tenure and

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projected unit sale prices and/or rental rates of units to be constructed and construction drawings.

- If the scope of work requires additional approvals such as a Building Permit, more detailed drawings may be required, specific to the approval department or external agency.
 - A written estimate of project construction costs, including a breakdown of said costs, from a qualified architect or contractor.
- c) The Application Review Team confirms eligibility, complete application and provides report to Council for approval for all development proposals.
 - d) Pre-project municipal taxes are determined by the Town before commencement of the project at the time the application is reviewed. These base municipal property taxes are adjusted to reflect the actual property taxes for the year in which the work is completed.
 - e) A letter is provided to the owner confirming eligibility is met.
 - f) Applicable development approvals such as Site Plan, Building Permit, Heritage Permit or other requirements as necessary, must be obtained as part of the application.
 - g) The owner is required to enter into a TIEG Agreement with the Town outlining any conditions as part of the application. In the event of sale, conveyance, transfer or entering into of any agreement of sale or transfer of the title of the Property, any future Grants will be terminated unless otherwise approved by Council.
 - h) Any proposed deviations/changes from the approved drawings by the owner shall be discussed and approved by Town staff prior to undertaking the associated works. Any works completed that are not consistent with the approved drawings, without agreement from Town staff, are at risk of not receiving funding.
 - i) Construction must be started within the 1 year from the date the TIEG application was approved.
 - j) Extensions may be granted at the discretion of the Town through a written request outlining the reasons for the extension.
 - k) The owner shall co-operate with MPAC to facilitate a post-improvement assessment of the property following completion of an eligible project.
 - l) The Town determines the difference between the amount of Town taxes prior to the improvement and post-improvement. This difference is known as the “municipal tax increment” and shall be the portion eligible for a partial rebate under this program
 - m) Rebates are issued over a 5 year period. This 5 year period is calculated effective for the first 60 months after MPAC has issued the supplemental/omitted assessment valuation, and is effective as of the date used by MPAC to reflect the increased assessment.

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- n) All TIEG rebates are applied to the property tax account for tracking purposes. Property owners receive a written notification when the rebate has been processed. If property taxes are paid in full, the owner has the option to request a refund or leave the credit on their tax account to be used again future property taxes.
- o) Rebates are calculated and applied to the tax accounts within 120 days of the initial supplemental/omitted tax bill being issued and within 60 days of the final tax billing in each subsequent year.
- p) The rebate program does not reward poor stewardship. As a result, the Town of Whitby reserves the right to withhold payment of a grant to work/projects that are substandard or completed poorly; and/or inconsistent with the TIEG Agreement.

5.0 Façade Improvement Grant

5.1 Façade Improvement Grant in Historic Downtown Whitby Priority Area

A Façade Improvement Grant equal to 50% of the costs of external improvements, up to a maximum of \$10,000 per municipal street address, storefront or commercial unit, whichever is less, subject to an overall maximum of \$30,000 per property for a building with multiple street addresses, storefronts or commercial units.

5.2 Façade Improvement Grant outside Priority Area

A Façade Improvement Grant equal to 50% of the costs of external improvements, up to a maximum of \$7,500 per municipal street address, storefront or commercial unit, whichever is less, subject to an overall maximum of \$22,500 per property for a building with multiple street addresses, storefronts or commercial units.

Designated (Part IV or Part V) heritage properties outside of the Historic Downtown Whitby Priority Area in the CIPA are eligible for a grant equal to 50% of the costs up to a maximum of \$10,000 per municipal street address, storefront or commercial unit, subject to an overall maximum of \$30,000 per property for a building with multiple street addresses, storefronts or commercial units.

5.3 Design Grant

A Design Grant equal to 50% of the costs for professional design fees associated with a Façade Improvement Grant, Sign Grant and/or Interior Heritage Building Grant project up to a maximum of \$2,000 per municipal street address, storefront or commercial unit for properties within the CIPA. This grant is provided in addition to the grants available as part of the Façade Grant, Sign Grant and/or Interior Heritage Building Grant.

5.4 Eligibility

These grants are available for existing buildings that are commercially or institutionally zoned properties in the CIPA. Grants apply to eligible building improvements to the front and side facades visible from the street. Eligible projects include:

- Structural/safety replacement and repair for exterior facade;
- Repair/replacement of windows, doors, storefronts, awnings, canopies, cornices, eaves, parapets and other architectural features;
- Installation or repair of exterior lighting;
- Cleaning/painting of facades visible from adjacent streets and public walkways;
- Repair/restore historic masonry;
- Entrance modifications, including the installation of ramps for accessibility purposes;

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- Repair of facades visible from adjacent streets and public walkways;
- Landscaping such as walkways, planters and permanent plantings;
- Exterior fire safety upgrades to code;
- Water/flood/weather proofing;
- Structural repairs to exterior walls and foundations;
- Installation, repair or reinstall of cable, telephone, fibre and other service-specific installations to support business development and growth to the Historic Downtown Whitby Priority Area; and,
- Other capital improvements which the Town, in its sole discretion, determines are important to incorporate as an integral part of the total façade improvement design.

The following types of projects are ineligible:

- New construction (unless signage see Section 6);
- Roof repairs / replacement (unless considered a decorative element) at the discretion of the Town;
- General maintenance and repairs at the discretion of the Town;
- Security systems;
- Insulation;
- Sandblasting and high-pressure water blasting of brick;
- Painting historic masonry;
- Driveway paving / widening for parking areas;
- Manufacturing of commemorative plaques; and
- Interior window coverings.

The following limitations apply:

- A property owner/tenant of a given property may only apply for a façade improvement and design grant once every five years.
- Funds may be advanced prior to the five year timeline at the discretion of the Town if the application uptake is low for a particular year. This will be reviewed in September of each calendar year.
- Eligible grant amount(s) are based on costs exclusive of HST.

5.5 Evaluation Criteria

The following criteria are used when reviewing and evaluating applications for building improvements:

- a) The improvement is sensitive to existing streetscape with respect to proportions, materials, colour, signage and architectural detail;

- b) The improvement meets requirements of the designation by-law if the building is designated under the Ontario Heritage Act;
- c) The improvement results in a comprehensive renovation of the façade leading to significant overall positive impact to the aesthetic qualities of the area;
- d) The improvement results in restoration/preservation of original façade features (i.e. glazing, storefronts, doorways);
- e) The improvement uses original or similar materials and historic colours where feasible;
- f) The improvement represents a significant restoration of a key heritage building (listed or designated);
- g) The contractor(s) has experience working on heritage facades and ability to complete the identified work(s); and
- h) The proposed improvements are in accordance with identified design policies, by-laws and building code requirements.

5.6 Municipal Investment

A joint fund is provided for the Façade Improvement Grant, Design Grant, Sign Grant, and Interior Heritage Building Grant Programs.

The total municipal investment allocated to the Façade Improvement Grant, Design Grant, Sign Grant and Interior Heritage Building Grant is \$45,000 per year plus \$113,838 carried-over from the prior CIP program (\$293,838 over the four year duration of the CIP program).

5.7 Administration

Applications are received on a first-come, first-serve basis until the total municipal investment has been reached. In cases where the municipal investment has been reached, applicants may be contacted and invited to re-submit an application if and when the municipal investment is increased by Council.

The application process for the Façade Improvement and Design Grant Programs is as follows:

- a) Consult with Staff regarding the proposed project to ensure eligibility prior to submitting the application.
- b) The applicant submits a completed application form prior to any work being undertaken. The application must include the following information:
 - A photograph of the existing façade.
 - Two quotes for the estimated work(s) from qualified contractor(s). The cost estimate(s) should break out the cost for labour and material by type of improvement in order for staff to fully understand the scope of work and the costs involved. (Note: that if the applicant is the contractor, a second estimate is still required).

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- One quote for the design professional engaged to provide design services where applicable.
 - Attach drawings/sketches, manufacturer information, building product information of proposed improvements. Drawings/sketches must indicate what areas of the facade are to be cleaned, repaired, painted, rebuilt, resurfaced, replaced, etc., or what new features will be installed.
- c) Staff confirms eligibility and complete application.
- d) A letter is provided to the owner/applicant confirming eligibility is met and outlining an estimate of the eligible grant(s).
- e) Applicable development approvals such as Building Permit, Heritage Permit, Road Occupancy Permit or other requirements as necessary, must be obtained as part of the application.
- f) Any proposed deviations/changes from the approved drawings by the applicant shall be discussed and approved by Town staff prior to undertaking the associated works. Any works completed that are not consistent with the approved drawings, without agreement from Town staff, are at risk of not receiving funding.
- g) Construction must be completed within the calendar year (i.e. before December 31) from the date the application was approved.
- h) Extensions may be granted at the discretion of the Town through a written request outlining the reasons for the extension beyond December 31.
- i) The approved grant cheque amount for construction costs are issued to the applicant when construction is completed, contractors have been paid, invoices submitted to the Town and a site inspection has occurred to confirm the work was completed in accordance with the approved application.
- j) The grant program does not reward poor stewardship. As a result, the Town of Whitby reserves the right to withhold payment of a grant to work/projects that are substandard or completed poorly; inconsistent with the Façade Grant Application; or that requires a building permit and inspections have not been conducted.

6.0 Sign Grant

6.1 Sign Grant in CIPA

For projects that meet the Town's Permanent Sign By-law and associated heritage sign guidelines, a grant equal to 50% of the cost of signage and associated lighting is provided, up to a maximum of \$2,000.

6.2 Eligibility

This grant is available for existing and new buildings that are commercially or institutionally zoned properties in the CIPA. Eligible projects include:

- Construction and Installation of new signage including the use of frosted glass, projecting signs and/or appropriate window signs;
- Refurbishment of existing signage; and
- Decorative lighting improvements associated with signage.

The following types of signs are ineligible:

- Internally illuminated signs;
- "Open" signs (electronic);
- Hours of Operation signs (electronic);
- Digital signs; and
- Temporary signs.

The following limitations apply:

- An owner or tenant of a given property may only apply for a Sign Grant once every five years, unless ownership or tenancy changes. In this instance, within the five-year period the new owner or tenant may be eligible for a Sign Grant equal to 50% of the costs of the improvements, up to a maximum of \$1,000.
- Eligible grant amount(s) are based on costs exclusive of HST.

6.3 Evaluation Criteria

The following criteria are used when reviewing and evaluating applications for signage:

- a) The sign is sensitive to the existing building and streetscape with respect to scale, proportions, and architectural detail;
- b) The sign is placed in a traditional location such as above the storefront or a ground sign;
- c) The sign uses traditional/authentic materials, historic colours and appropriate font or letter styles where feasible;
- d) The sign meets requirements of the designation by-law if the building is designated under the Ontario Heritage Act;

- e) The sign is in accordance with provisions in the Sign By-law and heritage sign guidelines.

6.4 Municipal Investment

A joint fund is provided for the Façade Improvement Grant, Design Grant, Sign Grant, and Interior Heritage Building Grant.

The total municipal investment allocated to the Façade Improvement Grant, Design Grant, Sign Grant and Interior Heritage Building Grant is \$45,000 per year plus \$113,838 carried-over from the prior CIP program (\$293,838 over the four year duration of the CIP program).

6.5 Administration

Applications are received on a first-come, first-serve basis until the total municipal investment has been reached. In cases where the municipal investment has been reached, applicants may be contacted and invited to re-submit an application if and when the municipal investment is increased by Council.

The application process for the Sign Grant Program is as follows:

- a) Consult with Staff regarding the proposed project to ensure eligibility prior to submitting the application.
- b) The applicant submits a completed application form prior to any work being undertaken. The application must include the following information:
 - A photograph of the existing sign (if applicable) and/or building façade where the sign will be installed;
 - Two quotes for the estimated work from the sign company and/or lighting contractor;
 - Attach drawings/sketches, manufacturer information, product information of proposed sign/lighting. Drawings/sketches must indicate sign/lighting placement on building, dimensions, colours etc. or how the existing sign will be refurbished.
- c) Staff confirms eligibility and complete application.
- d) A letter is provided to the owner/applicant confirming eligibility is met and outlining an estimate of the eligible grant.
- e) Applicable development approvals such as Building Permit (sign permit), Heritage Permit, Road Occupancy Permit or other requirements as necessary, must be obtained as part of the application.
- f) Any proposed deviations/changes from the approved drawings by the applicant shall be discussed and approved by Town staff prior to undertaking the associated works. Any works completed that are not consistent with the approved drawings, without agreement from Town staff, are at risk of not receiving funding.

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- g) Construction must be completed within the calendar year (i.e. before December 31) from the date the application was approved.
- h) Extensions may be granted at the discretion of the Town through a written request outlining the reasons for the extension beyond December 31.
- i) The approved grant cheque amount for signage are issued to the applicant when the sign/lighting is installed, contractors have been paid, invoices submitted to the Town and a site inspection has occurred to confirm the work was completed in accordance with the approved application.
- j) The grant program does not reward poor stewardship. As a result, the Town of Whitby reserves the right to withhold payment of a grant to work/projects that are substandard or completed poorly; inconsistent with the Sign Grant Application; or that requires a building permit and inspections have not been conducted.

7.0 Interior Heritage Building Grant

7.1 Interior Heritage Building Grant

The Interior Heritage Building Grant covers 50% of the costs of internal improvements, to a maximum of \$10,000 for listed or designated heritage properties within the Historic Downtown Whitby Priority Area as well as designated heritage properties outside the Priority Area within the larger CIPA.

7.2 Eligibility

This grant is limited to designated and/or listed heritage properties (as per the Ontario Heritage Act) within the Historic Downtown Whitby Priority Area and designated properties in the larger CIPA that are commercially or institutionally zoned. The grant also applies to the residential portion of a mixed use commercially zoned property. Eligible projects include:

- Interior modifications to provide barrier-free accessibility;
- Installation/upgrading of fire protection systems;
- Structural repairs to walls, ceilings, floors and foundations;
- Water, flood, weatherproofing;
- Extension/upgrading of plumbing and electrical services for the creation of retail and office spaces;
- Required improvements to heating and ventilations systems;
- Interior works specifically referred to in the Reasons for Designation of a designated property, including but not limited to: woodwork, plasterwork, wall or ceiling murals, or metal work and other decorative features;
- Comprehensive improvements to building systems for the purpose of activating previously unused space or to make the buildings more attractive to potential leasers; and
- Other similar repairs/improvements related to health and safety issues, as may be approved by the Town.

The following types of projects/works are ineligible:

- General maintenance and repair;
- Security systems; and
- New additions or construction.

The following limitations apply:

- Proposed works under \$1,000 per property are not eligible.
- An owner of a given property may only apply for an Interior Heritage Building Grant once every five years.

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- Funds may be advanced prior to the five year timeline at the discretion of the Town if the application uptake is low for a particular year. This will be reviewed in September of each calendar year.
- If cost estimates appear unreasonable or incomplete, staff may require further documentation or a new cost estimate.
- Eligible grant amount(s) are based on costs exclusive of HST.

7.3 Evaluation Criteria

The following criteria are used when reviewing and evaluating applications for the Interior Heritage Building Grant Program:

- a) The proposed eligible improvements maximize the impact of the funding in terms of representing a comprehensive renewal of a building, its systems and interior space;
- b) The project includes more than one of the eligible items as part of the renovation;
- c) The project represents a significant restoration of a key heritage building (listed or designated);
- d) The improvements meet requirements of the designation by-law if the building is designated under the Ontario Heritage Act;
- e) The contractor(s) has experience working on heritage buildings and ability to complete the identified work(s); and
- f) The improvements are in accordance with all applicable by-laws and building code/fire code requirements.

7.4 Municipal Investment

A joint fund is provided for the Façade Improvement Grant, Design Grant, Sign Grant, and Interior Heritage Building Grant.

The total municipal investment allocated to the Façade Improvement Grant, Design Grant, Sign Grant and Interior Heritage Building Grant is \$45,000 per year plus \$113,838 carried-over from the prior CIP program (\$293,838 over the four year duration of the CIP program).

7.5 Administration

Applications are received on a first-come, first-serve basis until the total municipal investment has been reached. In cases where the municipal investment has been reached, applicants may be contacted and invited to re-submit an application if and when the municipal investment is increased by Council.

The application process for the Interior Heritage Building Grant Program is as follows:

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- a) Consult with Staff regarding the proposed project to ensure eligibility and whether any necessary permits or other approvals are required prior to submitting the application.
- b) The applicant submits a completed application form prior to any work being undertaken. The application must include the following information:
 - Photograph documentation of area of work for the proposed project.
 - Two quotes for the estimated work(s) from a qualified contractor(s). The cost estimate(s) should break out the cost for labour and material by type of improvement in order for staff to fully understand the scope of work and the costs involved. (Note: that if the applicant is the contractor, a second estimate is still required).
 - Professional drawings/plans that provide sufficient detail to describe the proposed work. (Note: If the scope of work requires additional approvals such as a Building Permit, more detailed drawings may be required, specific to the approval department or external agency).
- c) If cost estimate appears unreasonable or incomplete, staff may require further documentation or a new cost estimate. With respect to heritage resources, the applicant is strongly encouraged to utilize a contractor that has expertise and experience with heritage buildings.
- d) The Application Review Team confirms eligibility and complete application.
- e) A letter is provided to the owner/applicant confirming eligibility is met and outlining an estimate of the eligible grant.
- f) Applicable development approvals such as Building Permit, Heritage Permit, Road Occupancy Permit or other requirements as necessary, must be obtained as part of the application.
- g) Any proposed deviations/changes from the approved drawings by the applicant shall be discussed and approved by Town staff prior to undertaking the associated works. Any works completed that are not consistent with the approved drawings, without agreement from Town staff, are at risk of not receiving funding.
- h) Construction must be completed within the calendar year (i.e. before December 31) from the date the application was approved.
- i) Extensions may be granted at the discretion of the Town through a written request outlining the reasons for the extension beyond December 31.
- j) The approved grant cheque amount for construction costs are issued to the applicant when construction is completed, contractors have been paid, invoices submitted to the Town and a site inspection has occurred to confirm the work was completed in accordance with the approved application and/or permits.

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- k) The grant program does not reward poor stewardship. As a result, the Town of Whitby reserves the right to withhold payment of a grant to work/projects that are substandard or completed poorly; inconsistent with the Interior Heritage Building Grant Application; or that requires a building permit and inspections have not been conducted.