

City of Timmins
Downtown Community Improvement Plan



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1 INTRODUCTION

1.1 BACKGROUND

Community Improvement Plans (CIPs) are a planning and financing development tool available to municipalities in order to use, reuse and restore lands, buildings and infrastructure through the implementation of municipal incentive programs. As permitted by the Planning Act, the incentive programs can facilitate and encourage community change by stimulating private investment. CIPs target areas that are in transition or need of repair, rehabilitation or redevelopment. General strategies can include grants, loans, tax assistance programs and other incentive programs. CIPs are intended to encourage rehabilitation initiatives and/or stimulate development in a defined area or areas.

In 2005, the City of Timmins began the process of creating the Downtown Community Improvement Plan. It realized the need to support the downtown cores as vital commercial and community areas intrinsic to the quality of life of the municipality. In 2007, Council approved the Downtown CIP as a proactive approach to ensure the vibrancy and sustainability of the downtown cores of Timmins, Schumacher and South Porcupine. Through various incentive programs, the Downtown CIP has been instrumental in promoting redevelopment.

In 2019, as the plan has been in existence for twelve years, there was a desire on behalf of Timmins City Council to review the Downtown CIP and expand the boundary areas. This new Downtown CIP document shall replace the 2007 Downtown CIP.

1.2 PLAN JUSTIFICATION

Without improvements, the number of downtown vacancies is expected to increase. Vacant properties present lost tax revenue, lost residential and commercial space, under-utilized infrastructure and lost employment opportunities. Additionally, if businesses move away from the core commercial areas towards undeveloped Greenfield lands, there is additional pressure placed on the municipality to extend infrastructure and services.

The intent of the Downtown CIP is not to create unnecessary limits on municipal assistance, but to provide programs and financial incentives to property owners and organizations within the designated downtown areas to stimulate private investment for property maintenance and redevelopment.

1.3 CONSULTATION AND RESEARCH

Planning staff researched, reviewed and contacted various municipalities regarding their respective downtown community improvement plans. The purpose of this research and review process was to secure a better idea of best practice approaches and plan details. In addition to the 2007 Downtown CIP, community improvement plans for Sudbury, Guelph, North Bay, Cornwall, Thunder Bay and Sault Ste. Marie were reviewed and used as a basis for the development of this plan.



Consultation was also carried out with various stakeholders in order to gauge opinion and input for the proposed community improvement plan. These stakeholders include Downtown Timmins Business Improvement Area (BIA), the Venture Centre, Timmins Economic Development Corporation and the Timmins Chamber of Commerce.

A draft plan of the proposed Downtown CIP was submitted to the Ministry of Municipal Affairs and Housing for its review. While Ministry approval is not required, the *Planning Act* does require Ministry consultation. The Ministry provided its comments on June 29, 2020 and those comments were included within the document.

Due to the COVID-19 pandemic, the public was provided various opportunities to comment on the proposed Downtown CIP. These opportunities included: email, regular mail, verbal comments to staff, and calling in to the public meeting, which was held on June 15, 2020.

1.4 PLAN BENEFITS

The benefits of implementing the Downtown CIP include:

- Create new jobs and attract additional investment to the City;
- Promote the downtown cores as a place to work and live;
- Improve the overall appearance of the main corridor through the City;
- Provide a more efficient use of existing infrastructure, services and facilities;
- Increase property values resulting in an increase in property tax revenues while protecting existing property values of neighbouring properties;
- Redevelop vacant, derelict or underutilized lands; and
- Preserve rural land and reduce urban sprawl by encouraging urban renewal efforts

2 LEGISLATIVE AND POLICY CONTEXT

2.1 PLANNING ACT

Section 28 of the *Planning Act*, “Community Improvement” allows municipalities that have enabling policies in their Official Plan the ability to prepare a community improvement plan (CIP) and designate a community improvement project area.

Section 28.1 of the *Planning Act* defines Community Improvement as

the planning or replanning, design or redesign, resubdivision, clearance, development or redevelopment, construction, reconstruction and rehabilitation, improvement of energy efficiency, or any of them, of a community improvement project area, and the provision of such residential, commercial, industrial, public, recreational, institutional, religious, charitable or



other uses, buildings, structures, works, improvements or facilities, or spaces therefore, as may be appropriate or necessary.

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 age, dilapidation, overcrowding, faulty arrangement, unsuitability of buildings or for any other environmental, societal or community economic development reason.

Through an implementing by-law, Council may designate the whole or any part of an area covered by the Official Plan as a CIP area. When a by-law designating a CIP area has been passed by Council, the City may:

- i. Acquire land and hold land within the CIP area;
- ii. Clear, grade or otherwise prepare the land for community improvement;
- iii. Construct, repair, rehabilitate or improve buildings on land acquired or held by it within the CIP area in conformity with the CIP, and lease, sell or otherwise dispose of any such buildings and the land appurtenant thereto;
- iv. Sell, lease or otherwise dispose of any land acquired or held by it in the CIP area to any person or governmental authority for use in conformity with the CIP; and
- v. Make grants or loans, in conformity with the CIP, to registered owners, assessed owners and tenants of lands and buildings with the CIP area, and to any person to whom such an owner or tenant has assigned the right to receive such a grant or loan, to pay for the whole or any part of the eligible costs of the CIP.

Once a CIP is adopted by a municipality and placed into effect, the municipality may offer incentives to encourage private sector investment as well as other actions to carry out community improvement. Plans may be prepared and adopted to:

- i. Facilitate the renovation, repair, rehabilitation, remediation, redevelopment or other improvement of lands and/or buildings;
- ii. Facilitate the development of mixed-use buildings, or the introduction of a wider mix of uses;
- iii. Facilitate the restoration, maintenance, improvement and protection of natural habitat, parks, open space and recreational amenities;
- iv. Facilitate residential and other types of infill and intensification;
- v. Contribute to the ongoing viability and revitalization of downtown areas and other areas that may require community improvement;
- vi. Improve environmental and energy consumption conditions;
- vii. Promote cultural development;
- viii. Facilitate community economic development; and
- ix. Improve community quality, safety and stability.



Section 28 (7) of the *Planning Act* permits municipalities to make grants or loans available to registered owners, assessed owners and tenants of lands and buildings within the community improvement project area, for the purpose of carrying out the community improvement plan. Section 28 (7.1) states that the eligible costs may include costs related to environmental 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.

Section 28(7.3) states that the total of the grants and loans made in respect of particular lands and buildings under subsections (7) and (7.2) and the tax assistance as defined in section 365.1 of the *Municipal Act, 2001*, in respect of the lands and buildings shall not exceed the eligible cost of the community improvement plan with respect to those lands and buildings.

Section 28(11) permits the municipality to register an agreement concerning a grant or loan made under subsection (7) or an agreement entered into under subsection (10) against the land to which it applies and the municipality shall be entitled to enforce the provisions thereof against any party to the agreement and, subject to the provisions of the *Registry Act* and the *Land Titles Act*, against any and all subsequent owners or tenants of the land.

2.2 MUNICIPAL ACT

Section 106(1) and (2) of the *Municipal Act, 2001* prohibits municipalities from directly or indirectly assisting any manufacturing business or other industrial or commercial enterprise through the granting of certain financial incentives. Known as bonuses, prohibitive actions include:

- Giving or lending money or municipal property;
- Guaranteeing borrowing;
- Leasing or selling any municipal property at below fair market value; and
- Giving a total or partial exemption from any levy, charge or fee.

This prohibition is generally known as the “bonusing rule”. Section 106(3) of the *Municipal Act, 2001*, provides an exception to the bonusing rule for municipalities exercising powers under Section 28 of the *Planning Act*. It is the exception under Section 28 that allows municipalities with enabling provisions within their Official Plans to prepare and adopt community improvement plans (CIPs). CIPs provide municipalities with a comprehensive framework for the planning and provision of economic development incentives in area requiring community improvement.

2.3 PROVINCIAL POLICY STATEMENT, 2020

The *Provincial Policy Statement, 2020*, provides policy direction on matters of provincial interest related to land use planning and development and sets the policy foundation for regulating the development and use of land. It also supports the provincial goal to enhance the quality of life for all Ontarians.



The *Provincial Policy Statement 2020*, Policy 1.0, Building Strong Healthy Communities states that efficient land use and development patterns support sustainability by promoting strong, liveable, healthy and resilient communities, protecting the environment and public health and safety, and facilitating economic growth. The Downtown CIP works towards building a stronger community and is consistent with the following inter-related policies:

- Policy 1.1.1 Healthy, liveable and safe communities are sustained by:
 - e) Promoting the integration of land use planning, growth management, transit supportive development, intensification and infrastructure planning to achieve cost-effective development patterns, optimization of transit investments, and standards to minimize land consumption and servicing costs.
- Policy 1.1.3.3 Planning authorities shall identify appropriate locations and promote opportunities for transit supportive development, accommodating a significant supply and range of housing options through intensification and redevelopment where this can be accommodated taking into account existing building stock or areas, including brownfield sites, and the availability of suitable existing or planned infrastructure and public service facilities required to accommodate projected needs.
- Policy 1.6.3 Before consideration is given to developing new infrastructure and public service facilities:
 - a) The use of existing infrastructure and public service facilities should be optimized; and
 - b) Opportunities for adaptive re-use should be considered, wherever feasible.
- Policy 1.7.1 Long-term economic prosperity should be supported by:
 - a) Promoting opportunities for economic development and community investment-readiness;
 - d) Maintaining, and, where possible, enhancing the vitality and viability of downtowns and main streets.

2.4 CITY OF TIMMINS OFFICIAL PLAN

The City of Timmins Official Plan came into force on August 10, 2010. The Official Plan's vision seeks to "realize a strong, safe, and sustainable City". Within the City's Official Plan there are policies relating to Community Improvement (Section 4.12). The Downtown CIP will help to work towards realizing the City's Official Plan's vision and be consistent with its policies.

The Community Improvement section of the Official Plan sets out provisions that enable council to designate by By-law a Community Improvement Project Area(s), the boundary of which may be part or all of the urban community within the City, for the purpose of preparing, adopting, and implementing a community improvement plan for urban community improvements. Such improvements include:

- i. Buildings, building facades and/or property (including buildings, structures and lands of heritage and/or architectural significance) in need of preservation, restoration, repair, rehabilitation, energy efficiency or renewable energy improvements, or redevelopment.



- ii. Vacant lots and underutilized properties and buildings having the potential for infill, redevelopment or expansion to better utilize the land base or public infrastructure.
- iii. Deficiencies in physical infrastructure including but not limited to the sanitary sewer system, storm sewer system, and/or water main system, streetscapes and/or street lighting, municipal parking facilities, sidewalks, curbs, or road state of repair.
- iv. A concentration of obsolete or aging low density land uses, vacant lots surface parking lots and/or abandoned buildings.

In part, the Official Plan states that community improvement plans may be prepared and adopted to:

- i. Facilitate the renovation, repair, rehabilitation, remediation, redevelopment or other improvement of lands and/or buildings;
- ii. Facilitate the development of mixed use buildings, or the introduction of a wider mix of uses;
- iii. Facilitate residential and other types of infill and intensification;
- iv. Contribute to the ongoing viability and revitalization of downtown areas and other areas that may require community improvement;
- v. Facilitate and promote community economic development; and
- vi. Improve community quality, safety and stability.

The Official Plan states that all developments participating in programs and activities contained within CIPs shall conform to the policies contained within the Official Plan, applicable Community Design Plans, the Zoning By-Law, Property Standards By-laws and all other related City policies and by-laws. Lastly, the City shall be satisfied that its participation in community improvement activities will be within its financial capabilities.

2.5 CONSULTATION AND APPROVALS PROCESS

The *Planning Act* requires a public statutory meeting prior to passing a community improvement plan. Public notice was published on the Municipal Page in the local newspaper, on the City's website, and in social media requesting public comment regarding the proposed Downtown CIP. Due to the COVID-19 pandemic, the public was provided various opportunities to comment on the proposed Downtown CIP. These opportunities included: email, regular mail, verbal comments to staff, and calling in to the public meeting, which was held on June 15, 2020.

The Ministry of Municipal Affairs and Housing provided comments on the proposed Downtown CIP to staff on June 29, 2020. While the *Planning Act* does not require Ministry approval, its comments were incorporated into the document.

As required by Section 28(4) of the *Planning Act*, Council shall be required to approve two by-laws: one by-law designating the community improvement project area and a second by-law adopting the Downtown CIP. As a part of the two implementing by-laws, Council shall also rescind the two previous by-laws which had previously designated the community improvement project area and adopted the 2007 Downtown CIP.



3 COMMUNITY IMPROVEMENT PROJECT AREA AND PLAN APPROACH

3.1 PROJECT AREA

The City of Timmins is a regional centre serving several small outlying communities in northeastern Ontario. It has a large physical area covering approximately 3,200 square kilometers as a result of the 1973 amalgamation of the Town of Timmins, Townships of Mountjoy, Tisdale and Whitney and unorganized townships and former communities.

Timmins is partially located along the Mattagami River, a traditional aboriginal transportation route and fur-trading route in the 1600s. In 1907, when gold was discovered, prospectors and developers flocked to the region. In the 1960s, when base metals were discovered, the community boomed. Today the community's economy is based on mining, forestry and it functions as a regional retail, commercial and service centre.

Today the five pre-amalgamation communities (Timmins, Porcupine, South Porcupine, Mountjoy, and Schumacher) still exist informally. Two communities have retained their commercial downtown centres and comprise the two urban community improvement areas identified in this CIP: Downtown Timmins and Downtown South Porcupine. Additionally, there is a transition zone in Schumacher which includes both commercial and residential uses and is included the Downtown CIP area.

Although the Downtown CIP has been in existence for twelve years, there is still a need to revitalize the downtown cores. There are many commercial properties within the CIP area which have building facades in need of improvement, are vacant or have underutilized buildings. There is the potential for infill, redevelopment, or expansion to better utilize the land and existing physical infrastructure.

Timmins CIP Project Area

The Timmins CIP project area is an urban and commercial area and is generally located within the boundaries indicated below:

- Spruce Street from the south side of Fifth Avenue to the north side of First Avenue
- Pine Street from the south side of Fifth Avenue to the north side of First Avenue
- Second Avenue from Spruce Street to Birch Street
- Third Avenue from Spruce Street to Mountjoy Street
- Algonquin Blvd. from Mattagami Boulevard to McIntyre Road
- Wilson Avenue from Mattagami Boulevard to Mountjoy Street
- Elm Street and Maple Street between Algonquin Blvd. and Third Avenue, and
- Birch Street, Balsam Street, and Cedar Street between Algonquin Blvd. and Second Avenue.

In the 2007 Downtown CIP, there was a one-block radius (approximately 70 metres) around the Downtown CIP area which was considered a secondary node area. This secondary node area is included within the Timmins CIP area in the new Downtown CIP project area and explains the extensions beyond the boundaries indicated above. The intent is not to reduce the boundary areas by eliminating the former secondary node, but rather include it within the Timmins CIP project area.



Please refer to Schedule “A” for the boundaries of the Timmins CIP project area west of Spruce Street and Schedule “B” for the boundary east of Spruce Street.

Schumacher CIP Project Area

Originally a secondary node area in the 2007 Downtown CIP, Schumacher’s project area can be viewed in Schedule “C”. The general physical description of the area is:

- The block along Father Costello Drive and bound by Algonquin Boulevard East, and Battocchio Street and Highway 101
- Highway 101 from Battocchio Street to Father Costello Drive’s western entrance

Downtown South Porcupine CIP Project Area

The South Porcupine CIP project area can be viewed in Schedule “D”. The general physical description of the area is indicated below:

- Main Street from Shamrock Street to Golden Avenue
- Crawford Street from Bloor Street to Golden Avenue
- Bruce Street from Moore Street to Porcupine Lake
- Golden Avenue from Moore Street to Crawford Street

As with the Timmins CIP, there is a one-block radius (approximately 70 metres) which was considered the secondary node area in the previous Downtown CIP and is now included within the Downtown South Porcupine CIP project area.

The CIP financial incentive programs will apply to the commercial and mixed use properties in the CIP project areas indicated above.

3.2 EXISTING LAND USES

With exceptions, City of Timmins Zoning By-Law 2011-7100 zones the Timmins CIP area from Spruce Street west to Mattagami Boulevard as General Commercial (EA-CG), and are typically characterized with street commercial development and upper storey residential uses. Properties east of Spruce Street to the eastern limit at McIntyre Road are typically zoned Highway Commercial (EA-CH) with predominantly commercial uses. Accessory residential uses are not permitted within the Highway Commercial (EA-CH) designation.

The Downtown South Porcupine CIP area and the Schumacher CIP area are similarly zoned General Commercial (EA-CG) where commercial uses are the predominant main use and residential is a permitted subordinate use.



3.3 EXISTING SERVICES AND COMMUNITY FACILITIES

As the original commercial centres, the CIP areas have roads, sidewalks, water, sanitary, storm sewer, street lighting and other related municipal infrastructure as well as private utilities such as hydro, telephone, and gas.

Much of the wiring and services are presently above ground and presents an unappealing view for residents and visitors. Where possible, the City will work with utilities and other service providers toward burying service wires to improve the appearance of the downtown core areas.

Timmins CIP Project Area

The Timmins CIP project area has a large number of commercial/retail operations including restaurants, hotels, clothing stores, jewelers, hardware stores and other retailers offer services. Additionally, there are a large number of professional services including medical, legal, banking and financial services. There is also a senior's residence located within the Timmins CIP area.

Municipal services in the Timmins CIP area include a senior's community centre, the Timmins Economic Development Corporation, District Social Services, Timmins Transit, a combined library, health, and social services building, and Municipal offices. Ontario Northland provides inter-city bus services out of the former train station.

South Porcupine CIP Project Area

In addition to existing residential units and commercial operations, the downtown South Porcupine CIP project area includes an assisted seniors' living facility, social housing, a post office, soccer fields, a legion hall, and an arena.

Schumacher CIP Project Area

Schumacher is largely a residential community with some businesses along Father Costello Drive that back onto the main highway running through the City. Several parkettes boast sculptures depicting the mining heritage of Timmins. The well-known McIntyre arena and headframe are located in Schumacher as is the Timmins Chamber of Commerce and their Tourism Information Centre.

3.4 PLAN APPROACH

At the discretion of Timmins City Council through the Downtown CIP, the City of Timmins will offer a range of grant and rebate programs as incentives to revitalize the CIP areas. The Downtown CIP will operate yearly pending the allocation of annual budgetary funding provided by Council. The City may discontinue any of the programs at any time without amendment of the Downtown CIP, but applicants with approved grants and/or tax assistance will still receive said grant and/or tax assistance, subject to meeting the general and program specific requirements.

CIP plan programs will only be available for businesses and building owners operating within a CIP area.



In instances where the Downtown CIP and the Commercial and Industrial CIP program areas overlap, the site may be eligible for grant applications from each CIP where the grant types are different. For example, an applicant may be eligible for the Environmental Study Grant from the Commercial and Industrial CIP and the Building Improvement Grant from the Downtown CIP; however, an applicant cannot request a tax increment rebate or municipal fee rebate through both the Downtown CIP and the Commercial and Industrial CIP.

All projects shall complete construction within one year of formal notification of approval under the program. If the proposed work cannot be completed within one year due to unforeseen circumstances, a written request shall be made by the applicant to the City requesting an extension explaining the reason for the request.

Complete and eligible applications will be evaluated for approval by the City's Community and Development Services Department. To simplify the grant application process, there will be one common grant application form for all grant programs. A grant application which is considered complete shall be reviewed and a decision rendered within ten business days of its receipt.

As grant value and its approval may have a direct impact on whether a project may or may not occur, conditionally approved applicants will have one month from the time of conditional approval to obtain a building permit. An extension may be provided due to circumstances that result in a delay in the building permit issuance. Approved applicants shall be required to enter into a legal agreement with the City and shall include the City of Timmins as an additional insured and have \$2 million liability insurance for the purposes of liability protection.

Not all programs shall be immediately available. The following programs shall be deferred until 2021:

- Parking Requirement Exemption Program
- Public Art Grant; and
- Sidewalk Patio Grant

In order to eliminate the parking space requirement for upper storey residential units as indicated in the Parking Requirement Exemption Program, City of Timmins Zoning By-Law 2011-7100 shall require an amendment. Zoning By-Law 2011-7100 is currently under review.

The Public Art Grant shall be implemented in 2021 once a review committee has been appointed by the City. The purpose of the committee will be approve any public art for which a grant application has been submitted.

Lastly, the Sidewalk Patio Grant shall also be deferred until 2021 due to 2020 funding opportunities for outdoor patios provided by a corporate community partner.



4 INCENTIVE PROGRAMS

The Downtown CIP will have eight incentive programs:

- Building Improvement Grant;
- Façade Improvement Grant;
- Municipal Fee Rebate Grant;
- Parking and Transit Fee Grant;
- Parking Requirement Exemption Program;
- Public Art Grant;
- Safety Improvement Grant;
- Sidewalk Patio Grant; and
- Tax Increment Rebate Grant

A brief overview of each grant is provided in the table below:

Program Name	Eligible Percentage	Maximum Amount
Building Improvement Grant	Up to 50% of approved improvements	\$30,000
Façade Improvement Grant	Up to 50% of approved improvements	\$15,000
Municipal Fee Rebate Grant	100%	100%
	Up to 50% towards tipping fees	\$5,000
Parking Fee and Transit Grant	50% reduction in parking fees in municipal parking lots and 50% reduction in transit fees for one year	
Parking Requirement Exemption Program	Not Applicable – eliminate parking requirements for the creation of upper storey residential units in the General Commercial (EA-CG) zone	Not Applicable
Public Art Grant	50% grant for eligible art pieces	\$2,500
Safety Improvement Grant	Up to 50% of approved improvements	\$5,000
Sidewalk Patio Grant	100% towards patio construction costs	\$1,000
Tax Increment Rebate	5 year incremental “phasing in” of municipal portion of the tax increase	Rebate will be up to a maximum value of the work done on property

4.1 GENERAL ELIGIBILITY REQUIREMENTS

All of the incentive programs are subject to the following general requirements as well as individual requirements included within each program description. The general and specific requirements are not necessarily exhaustive, and the City reserves the right to include other requirements and conditions as deemed necessary on a property specific basis.



- i. Any application for any financial incentive program within the Downtown CIP shall:
 - a. Include lands and buildings that are non-residential (i.e. office, retail, commercial, industrial or institutional) and mixed-use (combination of office, retail, commercial, industrial or institutional uses or residential uses managed as a unit) and be located within the CIP area;
 - b. Be submitted to the City prior to the commencement of any works to which the incentive program will apply. Any works commenced prior to the grant approval or without a building permit (where required) shall be ineligible for funding.
 - c. Include plans, drawings, photographs (where required), and two estimates by an approved contractor with respect to project eligibility and conformity with the Downtown CIP.
 - d. Be completed by the property owner. Where the applicant is not the property owner, the applicant shall provide written consent from the property owner to make the application.
- ii. Review and evaluation of the application and supporting materials regarding program eligibility requirements shall be completed by Community and Development Service staff, which act as a delegate authority for City Council. City staff shall make the decision to approve, deny or defer the application.
- iii. Grant eligibility shall be based on the allocation of funds to the Downtown CIP by Timmins City Council. Applications will be dealt with on a “first come, first served” basis. Applicants may receive partial funding if the remaining funds cannot meet the request of the applicant.
- iv. The subject property shall not be in a position of property tax and/or water arrears or have any municipal orders from the Building, By-Law or Fire Departments.
- v. If conditionally approved for a grant, the applicant shall have one month from the conditional approval date to obtain a building permit (if required). If a building permit is not obtained within one month, the conditional approval is rescinded.
- vi. As a condition of approval, the applicant may be required to enter into a legally binding agreement with the City to acknowledge and agree to the City’s terms and conditions to ensure the applicant complies with all City rules and regulations.
- vii. The City is not responsible for any costs incurred by the applicant in relation to any of the grants, including without limitation, costs incurred in anticipation of a grant.
- viii. If the applicant is in default of any of the general or grant specific requirements, or any other requirements of the City, the approved grant may be delayed, reduced or cancelled.
- ix. The grant commitment shall lapse if the proposed work is not completed within twelve months of the signing of the legally binding agreement. An extension may be approved if a written request is submitted prior to the end of the twelve-month period explaining the reasons for the extension and providing a new date of completion.



- x. The City may discontinue any of the incentive programs at any time, but applicants with approved grants shall still receive said grant, subject to meeting the general and specific grant requirements within the allotted time.
- xi. All construction and improvements made to buildings and/or land shall be made pursuant to a Building Permit, and/or other required permits, and constructed in accordance with the Ontario Building Code and all applicable zoning requirements and planning approvals.
- xii. All grants shall be forfeited by the applicant if the buildings and/or structures are demolished before the grant payment is made.
- xiii. If the subject property is sold before the grant payment is made, the City may, at its discretion, continue with the grant process or rescind the grant.
- xiv. City staff, officials and/or agents of the City may inspect any property that is the subject of an application for any of the incentive programs offered by the City.
- xv. The total of all grants provided in respect of the particular lands and buildings for which an applicant is making the application under programs contained in the Downtown CIP or any other applicable CIP shall not exceed the eligible costs of the improvements.
- xvi. In instances where the Downtown CIP and the Commercial and Industrial CIP incentive programs overlap, the site shall only be eligible for one of the programs, and the applicant shall identify which program is being applied for during the application phase.
- xvii. An approved application permits the City staff, officials and/or agents of the City the right to announce approved financial grants once the work has commenced or as agreed upon by the City and the applicant.
- xviii. Grant payment shall be made to the applicant once:
 - All improvement work is completed and the building permit is finalized and verified by City inspection from the Building Division;
 - Paid invoices are submitted to the City; and
 - The property is not in a position of property tax and/or water arrears or have any municipal orders from the Building, By-Law or Fire Departments.
- xix. Applicants shall not be involved in litigation with the City.

4.2 BUILDING IMPROVEMENT GRANT

The Building Improvement Grant shall support capital projects that will allow for the establishment of new businesses, enhancement of existing businesses or the creation of new residential units. The program shall provide a 50% grant up to \$30,000 towards new commercial space through the



construction of an addition to an existing building or the construction of new upper storey residential units or conversions.

The following costs are eligible to receive up to 50% grant to a maximum of \$30,000:

- Construction materials and construction costs directly related to new commercial space through the construction of a building addition or the construction of new upper storey residential units or conversions.

The following cost are not eligible for funding under the Building Improvement Grant:

- Any costs incurred prior to the written approval of the Building Improvement Grant;
- Costs associated to the development of a business plan or feasibility study;
- General maintenance costs;
- Capital Costs;
- Land acquisition costs and expenses;
- Operating expenses;
- Administration costs;
- In-kind labour costs;
- General maintenance of the façade, including window and door replacement unless part of a larger façade project;
- Employee wages;
- Equipment related to the normal operation of a business;
- Refinancing and Bank charges;
- Costs associated to the development of a Business Plan; and
- Insurance premiums.

The list above is not intended to be inclusive. Applicants should confirm the eligibility of any costs not identified above with City staff.

4.3 FAÇADE IMPROVEMENT GRANT

The Façade Improvement Grant will assist in improving the exterior of buildings within the Downtown CIP project areas and foster a unique and coherent atmosphere.

Funding will be available on a “first come, first served” basis. The maximum grant amount will be 50% of the eligible costs of façade improvements to a maximum of \$15,000 per property when upgrading facades that meet the general intent of this program. The value of the project shall be at least \$2,000 in order that financial assistance may amount to a minimum of \$1,000. HST shall be included in the improvement costs.

Financial assistance through the Façade Improvement Grant can be applied for on multiple occasions during the lifetime of the program, provided that the total value of all the approved grants does not exceed \$15,000. Once the \$15,000 cap is reached, the owner or applicant are ineligible for façade



grant funding for a period of ten years. If the property changes ownership or there is a new tenant, the \$15,000 grant cap shall be reset. In the event of multiple grants totaling \$15,000, the ten year period shall commence from the date of the latest grant payment.

Eligible façades are those adjacent to or easily visible from a public street or area as determined by City staff.

Examples of façade improvement work includes:

- Masonry cleaning and restoration;
- New storefronts including the installation of siding or stucco;
- New signage and/or awnings;
- Replacement or repair of cornices, parapets and other architectural features.

The following costs are eligible to receive up to 50% grant to a maximum of \$15,000:

- Construction materials and construction costs directly related to the façade improvement.

The following cost are not eligible for funding under the Façade Improvement Grant:

- Any costs incurred prior to the written approval of the Façade Improvement Grant;
- Costs associated to the development of a business plan or feasibility study;
- General maintenance costs;
- Capital Costs;
- Land acquisition costs and expenses;
- Operating expenses;
- Administration costs;
- In-kind labour costs;
- General maintenance of the façade, including window and door replacement unless part of a larger façade project;
- Employee wages;
- Equipment related to the normal operation of a business;
- Refinancing and Bank charges;
- Costs associated to the development of a Business Plan; and
- Insurance premiums.

The list above is not intended to be inclusive. Applicants should confirm the eligibility of any costs not identified above with City staff.



4.4 MUNICIPAL FEE REBATE GRANT

The municipal fee rebate grant shall promote development by further reducing costs related to municipal planning and building fees. The municipal fee rebate grant shall provide a 100% refund for the following municipal fees related to the development:

- Building Permit application fees
- Official Plan and Zoning By-Law Amendments
- Minor Variances
- Consents
- Site Plan Control Agreements
- Deeming By-Laws
- Part Lot Control By-laws
- Street Occupancy Permits related to grants defined within this Community Improvement Plan

The City shall also provide a Tipping Fees rebate within the Municipal Fee Rebate Grant. Unlike the other municipal fee rebate grants, the tipping fee rebate shall be limited to 50% repayment on tipping fees at a City landfill site to a maximum of \$5,000. The tipping fee rebate shall only be approved where the demolition is a part of site redevelopment. The tipping fee rebate shall not include work related to façade improvements, interior demolition, or building demolition where there is no proposed new development. Tipping fee receipts shall be provided to the City prior to rebate payment.

In addition to the general eligibility requirements, the applicant shall meet the following requirements:

- i. All fees shall be paid in full at the application stage. Where applicable, once the work is completed to the satisfaction of the City and the building permit is finalized, the fees shall be refunded to the applicant.
- ii. This grant does not apply to any required performance securities (i.e. Letters of Credit) posted by the applicant, required professional studies, or to expenses incurred by the applicant because of a Land Planning Appeal Tribunal or Court proceedings. The cost of any newspaper notices would also not be included.
- iii. Legal fees incurred due to the registration of any agreement or by-law are not eligible for a grant refund.

4.5 PARKING AND TRANSIT FEE GRANT

The Parking Fee and Transit Grant shall promote development by providing grants for new businesses and new upper storey residential units. The grant will provide employees of new businesses with a 50% reduction in monthly parking passes in municipal parking lots and a 50% reduction in transit fees for monthly transit passes. Each grant opportunity shall be for a period of up to one-year and is not renewable. New business owners shall provide proof regarding the number of employees in order to receive the Parking Fee and Transit Grant.



Residents in new upper storey residential units shall be eligible for a 50% reduction in transit fees for monthly transit passes, for a period of up to one year and the grant opportunity is not renewable. Property owners of new upper storey residential units shall provide proof regarding the number of residents in the new units. There shall be a maximum of two transit fee grants per new residential unit.

Eligible costs include monthly parking passes and monthly transit pass fees. Parking fees in private parking lots or transportation fees through private companies are not eligible for the grant.

4.6 PARKING REQUIREMENT EXEMPTION PROGRAM

The Parking Requirement Exemption Program shall promote development within the Downtown CIP area by eliminating parking requirements for new upper storey residential units. With exceptions, City of Timmins Zoning By-Law 2011-7100 waives parking requirements for commercial uses within the General Commercial (EA-CG) zone. However, upper storey residential units in the General Commercial (EA-CG) zone do require parking spaces. In order to promote upper storey residential development within the Downtown CIP area, the provision for parking spaces shall be waived in the General Commercial (EA-CG) zone.

Applicants shall meet the general eligibility requirements and the program is limited to the creation of upper storey residential units over commercial uses within the General Commercial (EA-CG) zone.

4.7 PUBLIC ART GRANT

The Public Art Grant shall promote uniqueness, sense of place, community spirit and vibrancy within the Downtown CIP area through the provisions of public art in both public and private spaces. The program shall provide a maximum grant of 50% to a maximum value of \$2,500 for eligible art pieces and displays on public and private property that are clearly visible to the public. There is a maximum of one grant approval every five years per property. In order to be eligible for the grant, art pieces in both public and private spaces shall be approved by a committee appointed by the City.

In addition to the general eligibility requirements indicated in Section 4.1, the following conditions shall also apply:

- i. All art pieces shall be approved by a committee prior to its installation and grant approval; and
- ii. All outdoor public and private art pieces shall be durable and capable of withstanding the elements.

The types of art pieces which are eligible to receive 50% funding up to \$2,500 through the Public Art Grant include:

- Paintings;
- Murals;
- Sculptures;



- Local heritage based art pieces and displays;
- Interactive art pieces and displays; and
- Any other art piece approved by the City.

The following costs are also eligible for grant funding under the program:

- Materials
- Installation; and
- Lighting and landscaping that highlights the public art;

The following costs are not eligible for funding under the Public Art Grant:

- Art installations that have not been approved by the City;
- Any costs incurred prior to the submission of a formal application; and
- General maintenance of public art.

The list above is not intended to be inclusive. Applicants should confirm the eligibility of any costs not identified above with City staff.

4.8 SAFETY IMPROVEMENT GRANT

The Safety Improvement Grant shall promote safety and security within the Downtown CIP area by providing a grant towards the purchase of security measures for downtown businesses. The one-time only grant opportunity shall provide a maximum grant of 50% to a maximum of \$5,000 per property towards the purchase of such items as security gates, security camera systems and motion sensor lighting. Security gates will be beneficial in that it can act as a deterrent against crime. Security cameras will also act as a deterrent while assisting police when a crime does occur. Motion sensor lights will also improve night safety.

The grant opportunity shall conform to the general eligibility requirements as presented in Section 4.1.

The following costs are eligible to receive 50% funding up to \$5,000 through the Safety Improvement Grant:

- The materials and installation of security gates, exterior security camera systems and exterior motion sensor lighting.

The following costs are not eligible for grant funding under the program:

- Any costs incurred prior to the submission of a formal application; and
- General maintenance costs.

The list above is not intended to be inclusive. Applicants should confirm the eligibility of any costs not identified above with City staff.



4.9 SIDEWALK PATIO GRANT

The Sidewalk Patio Grant shall provide businesses in the Downtown CIP area with the opportunity to utilize publicly owned sidewalks and on-street parking spaces in order to permit sidewalk patios. In order to use the publicly owned sidewalk, the applicant shall be required to construct a walkway around the sidewalk patio in the parking lane of the abutting street. This walkway will act as the sidewalk and permit the public to divert around the business's patio. The Downtown Timmins Business Improvement Association (BIA) has paid for construction plans and will provide them to construct the walkway.

The intent of the one-time only grant will be to provide a 100% grant opportunity to a maximum of \$1,000 towards eligible construction costs and patio purchase costs for mobile outdoor street patios. When the sidewalk patio is licensed with the City, the street occupancy permit fees (if applicable) shall be waived.

In addition to the eligibility requirements indicated in Section 4.1, successful applicants shall provide:

- i. A certificate of insurance for public liability (personal injury and property damage insurance) in the minimum amount of five million dollars (\$5,000,000) naming the Corporation of the City of Timmins as an additional insured;
- ii. A certificate issued by the Workplace Safety and Insurance Board; and
- iii. A licensing fee with the City of \$100 per month that the patio is installed.

While the Sidewalk Patio Grant does cover up to 100% to a maximum of \$1,000 towards eligible construction or patio purchase costs, the following costs are ineligible:

- Operating expenses;
- General maintenance expenses;
- Administration costs;
- Employee wages;
- Refinancing and bank charges;
- Tools and equipment;
- Consultation fees; and
- Any costs incurred prior to the submission of a formal CIP application

The list above is not intended to be inclusive. Applicants should confirm the eligibility of any costs not identified above with City staff.

4.10 TAX INCREMENT REBATE GRANT

The Tax Increment Rebate Grant (TIR) will provide a grant to eligible individuals who undertake significant redevelopment that will result in an increased property assessment. The grant shall be based on the incremental tax value based on the pre- and post-redevelopment assessment values as determined by the Municipal Property Assessment Corporation (MPAC). Based on the difference in



assessment, the City will reimburse the municipal portion only of the incremental increase in property taxes. Redevelopment project or new development shall meet a minimum \$500,000 threshold to apply.

This grant represents forgone income to the City. This temporary tax-based grant shall leverage significant private investment into a long-term increase in property assessment. Site redevelopment will defer tax income over a period of four years, with the grant not exceeding 100% of the municipal tax increase during the first year, 75% in year two, 50% in year three, 25% in year four, and 0% in year five, with the City retaining 100% of the property tax increase for developed sites. Please see Table 1 for the grant breakdown.

Table 1: Downtown CIP Tax Increment Rebate Grant

Year	1	100% grant of municipal realty tax increase
Year	2	75% grant of municipal realty tax increase
Year	3	50% grant of municipal realty tax increase
Year	4	25% grant of municipal realty tax increase
Year	5	No grant of municipal realty tax increase

The applicant shall apply for the TIR prior to commencing any work. The applicant shall provide a copy of the property's pre-development assessment value as determined by MPAC. Once a final building inspection has taken place and the building permit closed, MPAC the municipal taxes to be paid as a result of the reassessment by MPAC will be calculated. The difference between the assessed value for municipal taxes prior to the issuance of a building permit and the reassessed value for municipal taxes after the building permit is finalized will be the portion eligible for a rebate under this program. The grant will be limited to the municipal portion of the increased assessment and will not include the educational portion.

The post-development assessment value provided by MPAC when the building permit is finalized shall be used for the entire grant term. This value shall be used by City staff to determine the grant amount. If the assessment value decreases, or the amount of property taxes decreases due to a change in use, the applicant is not eligible for a grant. The applicant shall pay the property taxes in full and receive a refund on the difference of municipal tax portion at the beginning of the next calendar year, provided that the subject property shall not be in a position of property tax and/or water arrears or have any municipal orders from the Building, By-Law or Fire Departments. *In no case will the total amount of all financial assistance provided under the tax increment rebate grant exceed the total eligible costs.*

The applicant is required to provide proof of the actual costs when the building permit is finalized in order to determine the TIR amount.

If the total of the property's four years of TIR grant equals the total of all eligible costs or the grant period expires, the TIR will terminate and the applicant will be responsible for the full property tax payment.



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This program shall not exempt property owners from an increase in municipal taxes due to a general tax rate increase or a change in assessment for any other reason after the property has been improved, except by reason of an assessment appeal.

In addition to the general requirements, the following conditions shall be met:

- i. Development shall be commercial, industrial, institutional or multi-residential, exceeding six residential units.
- ii. The pre-development assessment as determined by MPAC shall be based on the assessment value at the time of building permit application. The post-development assessment shall be determined by MPAC once the building permit is finalized. Site development shall result in an increased property assessment. If the property assessment decreases, or the payable tax is reduced due to a change in use, the applicant is not eligible for the grant.
- iii. The total grant amount shall be based on the difference between the pre-development and post-development assessed property values as prepared by MPAC. The City reimburses the applicant by way of an annual grant equivalent to the percentage of the municipal portion of the incremental property tax increase over the MPAC pre-development assessment.
- iv. The total amount of the grant shall not exceed the value of work completed.
- v. The applicant shall not appeal the property assessment value as determined by MPAC during the grant term. If the applicant does appeal the property assessment, the grant may be voided by the City at its discretion.
- vi. The grant shall be forfeited by the owner and the entire grant amount shall be repaid to the City if the buildings and/or structures are demolished before the agreement period elapses.
- vii. If the subject property is sold before the agreement period elapses, the City may, at its discretion, continue the program for the prescribed timeframe and/or accept a new application from any subsequent owners of the property for additional works to be undertaken.
- viii. The applicant is only eligible for one tax increment rebate grant per property, including the Commercial and Industrial CIP. The applicant shall inform the City at the time of grant application which TIR grant is being applied for.
- ix. The property shall not be eligible for a vacancy rebate during the program.
- x. If the property becomes tax registered or there is a default in tax payments, the TIR shall be terminated. To accommodate special circumstances, the property owner shall be notified via written correspondence before the TIR is terminated.

In determining the minimum \$500,000 construction value for the TIR, the following costs are eligible:

- Demolition of existing structures and services.
- *Capital costs* including, but not limited to, the cost of buildings and construction.
- All studies related to the proposed development.

The following costs are not eligible:

- Any costs incurred prior to the written approval of the grant application.
- General maintenance costs.



- Land acquisition.
- Operating expenses.
- Administration costs.
- Permit or other related fees.
- In-kind labour costs.
- Employee wages.
- Refinancing and Bank charges.
- Costs associated to the development of a Business Plan.
- Insurance premiums.

5 PLAN MONITORING AND UPDATES

The purpose of the Monitoring Program is to monitor the performance and impact of the incentive programs and to utilize this information to make adjustments to the incentive programs in order to help ensure that the goals of the Downtown CIP are successfully accomplished.

The Community Development Planner will evaluate the use and effectiveness of the CIP grant programs through a number of measures and indicators. Monitoring of the implementation of the CIP should seek to:

- i. Provide an annual report to Council in December of each year documenting the nature and extent of projects for which applications are made under each program. This will include the number and type of applications or studies, the value of private sector investment leveraged and value of municipal investment leveraged.
- ii. Receive and monitor feedback from applicants to the incentive programs so that adjustments can be made to the incentive programs, as required. The Community Development Planner shall send out evaluation forms annually to all applicants to seek feedback on the programs, program application processes, marketing materials and staff support for applicants.
- iii. An annual staff report to Council should document funding by program and anticipated benefits including non-financial benefits to the community.

In Year five (5) of the program, a full review of the success of the CIP will be undertaken. Based on the review, staff will make recommendations to Council regarding the continuation, adjustment, amendment or discontinuance of part or the entire CIP at the end of the current plan period.

The City may review and make minor adjustments to any of the terms of any of the programs prescribed in the Downtown CIP and their application to specific target areas, make minor modifications to the boundaries of the target areas without amendment to the Plan, provided that the general intent of the Plan is maintained.

The City reserves the right to review any and all aspects of the Downtown CIP and make changes, including the purpose, form, method of application, evaluation and amount of funding in the Downtown CIP, from time to time, for any reason, and at the sole discretion of the City. As necessary,



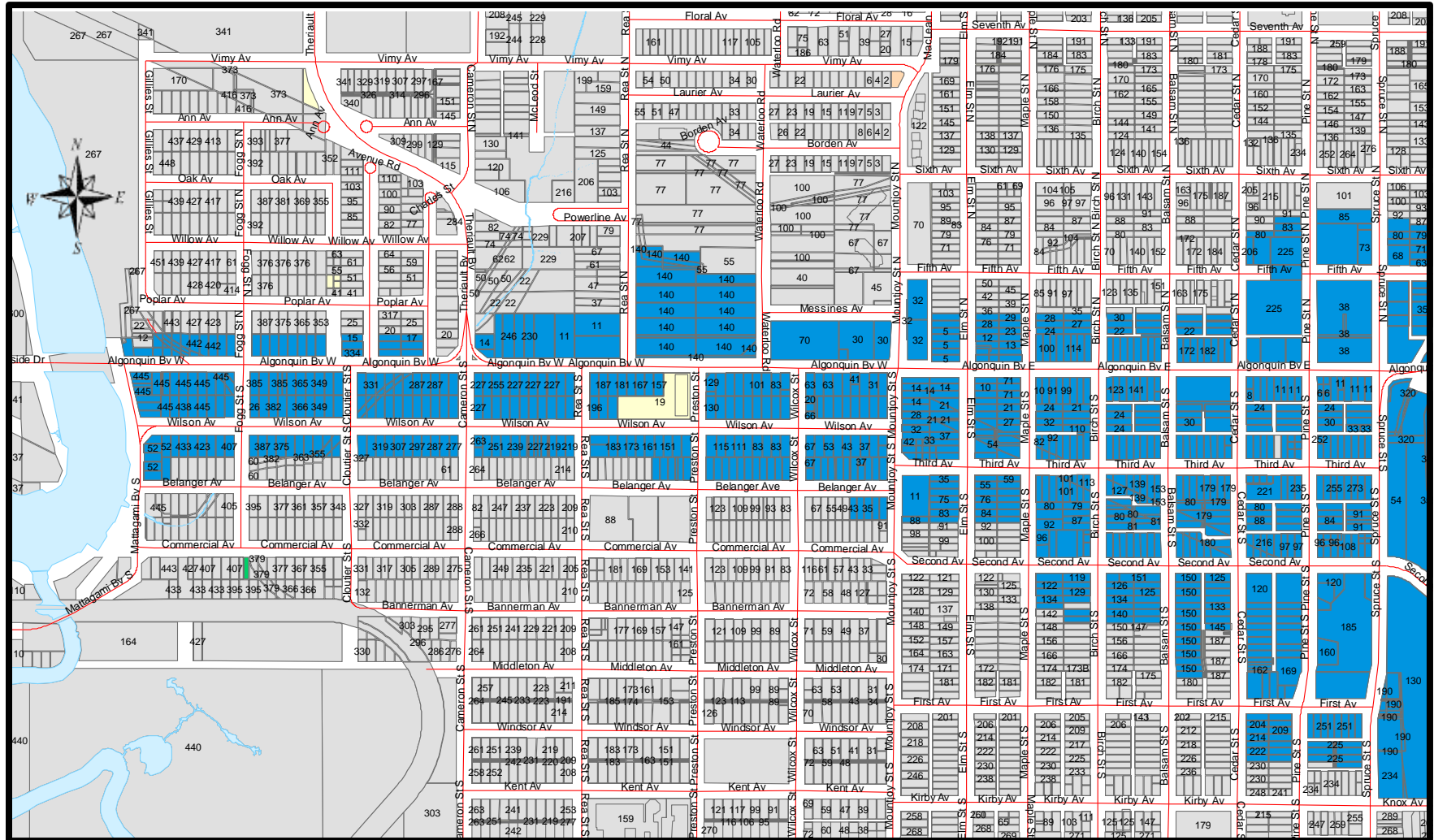
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the City may add or adjust the application and approval protocols associated with the CIP. The City may refuse any application for any reason, at the City's discretion.

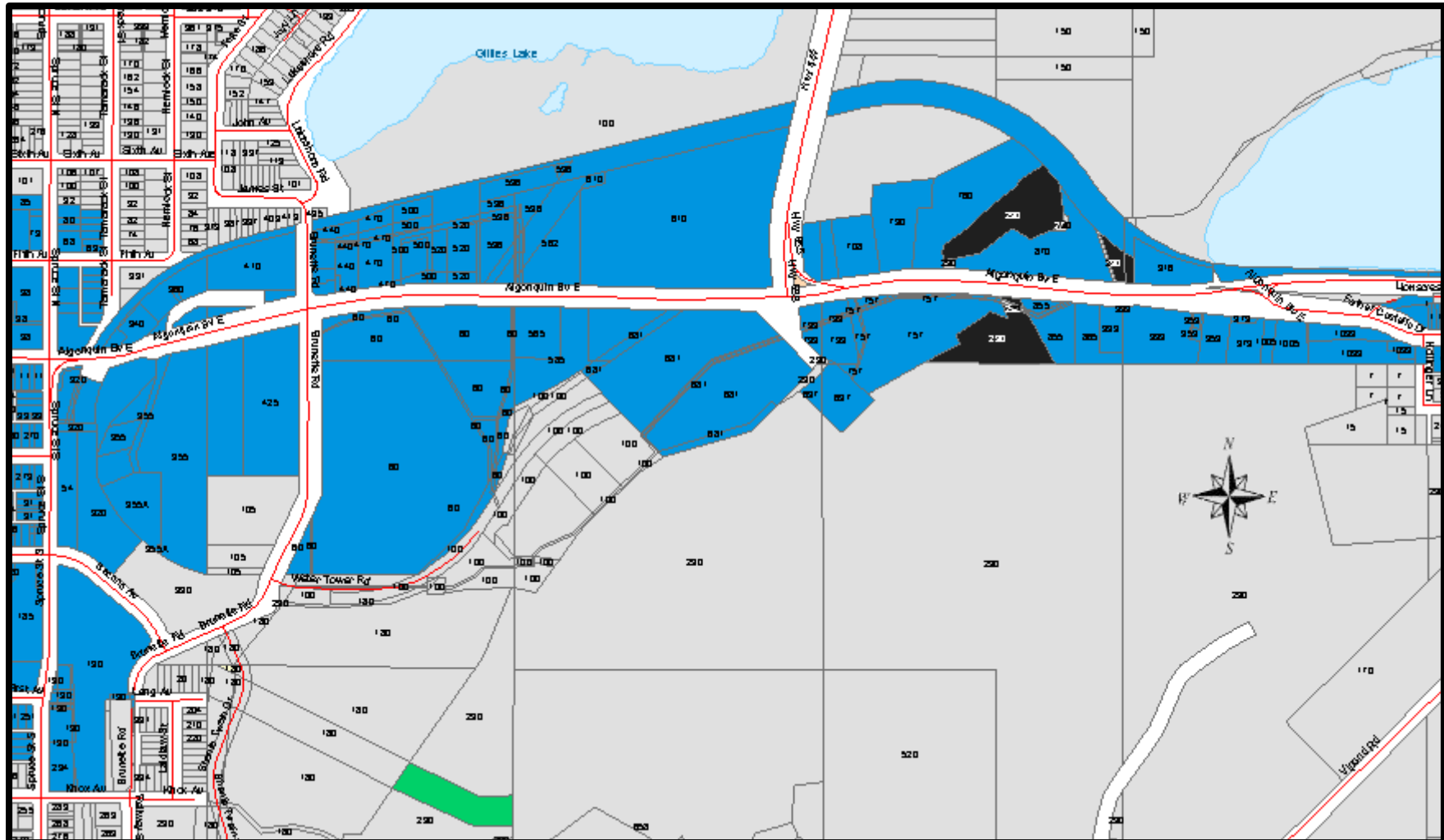
Schedule "A" - Downtown Timmins CIP Project Area – Spruce Street to Mattagami Boulevard

Eligible CIP Area 



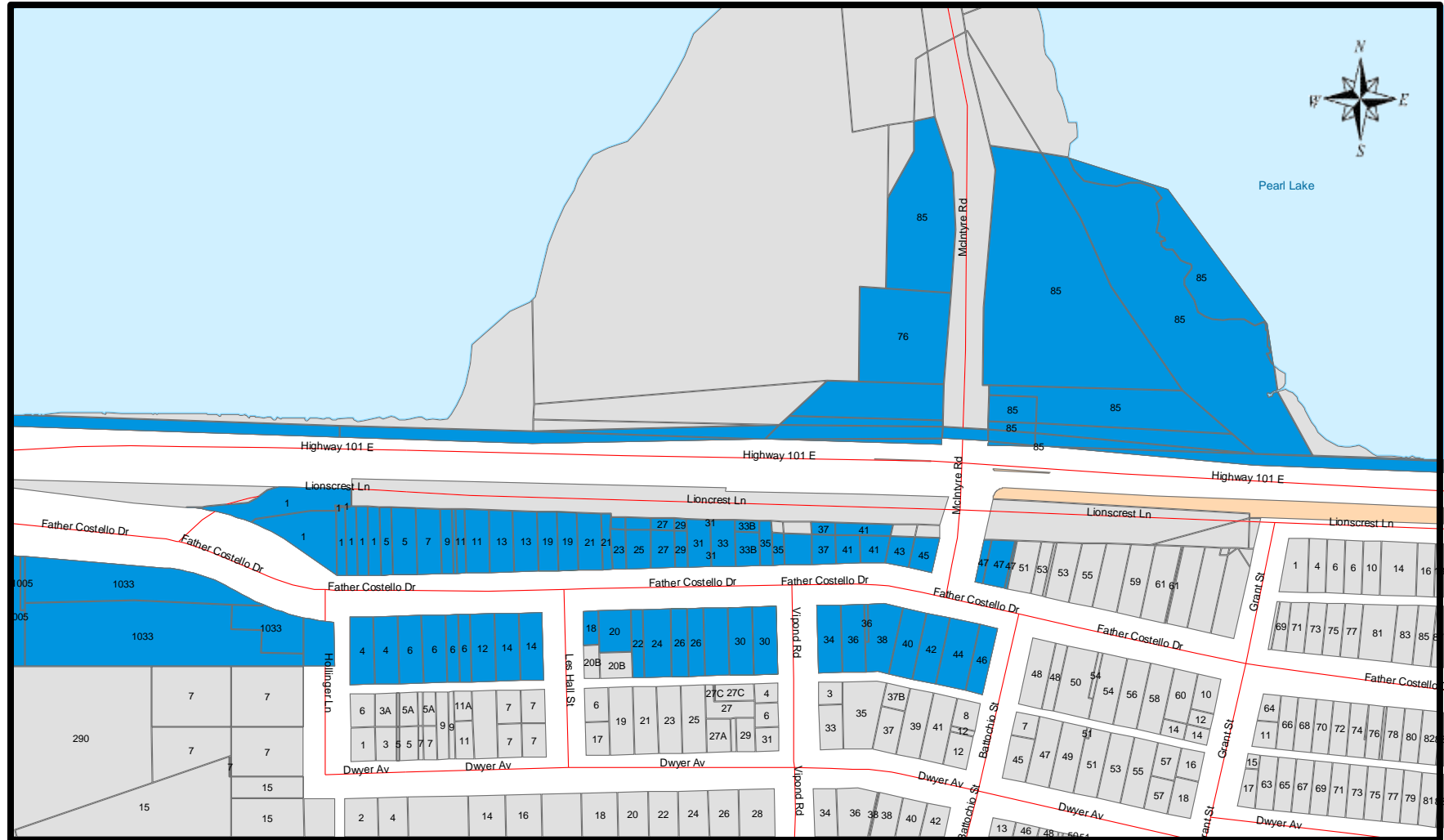
Schedule “B” – Downtown Timmins CIP Project Area – Spruce Street to Father Costello Drive

Eligible CIP Area



Schedule "C" – Schumacher CIP Project Area

Eligible CIP Area 



Schedule "D" – South Porcupine CIP Project Area

Eligible CIP Area 

