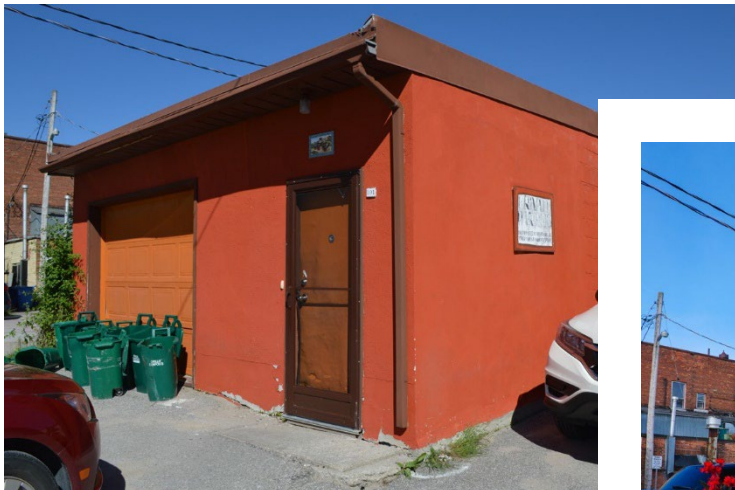




DOWNTOWN TOMORROW

COMMUNITY IMPROVEMENT PLAN (CIP)



The City of Orillia is taking innovative steps to encourage growth in and around the Downtown core through the development of incentives aimed at local and out of town investors. The Downtown Tomorrow Community Improvement Plan, or DTCIP, will put Orillia at the leading edge of providing incentives to developers in an effort to stimulate development in the downtown core.

Over time, the DTCIP is expected to increase tax assessment, employment opportunities and housing options in the City's core as part of a longer term plan to revitalize the downtown and link it more closely to Orillia's waterfront.

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FREQUENTLY ASKED QUESTIONS



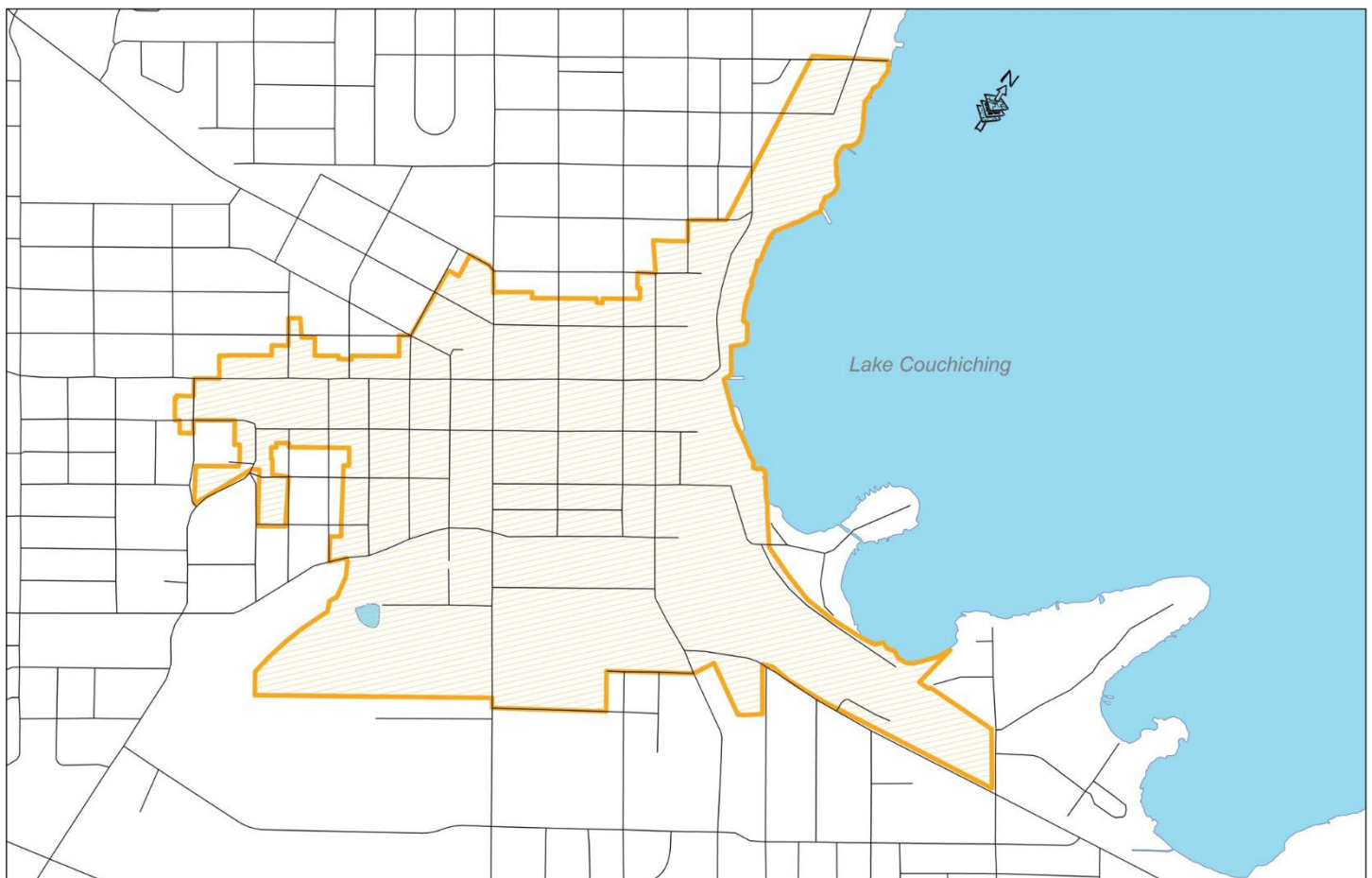
1) WHERE CAN I LEARN ABOUT THE DTCIP PROGRAM DETAILS?

General Program Requirements for the DTCIP Program, including eligibility, can be found in Section 8 of the Downtown Tomorrow Community Improvement Plan. All applicants are required to read this document in full and acknowledge understanding of this document within the application form. This document can be found on the project webpage at orillia.ca/downtownCIP.

2) WHO CAN APPLY TO THE DTCIP PROGRAM?

Any eligible property owner or tenant within the Downtown Tomorrow Community Improvement Planning project area may apply for the DTCIP Programs, except the Residential Grant Program which is eligible only to property owners. If the applicant is not the owner of the property, the applicant must provide written consent from the owner of the property to make the application. There is no fee to apply to the DTCIP Program.

DTCIP PROJECT AREA



FREQUENTLY ASKED QUESTIONS



3) WHEN SHOULD I APPLY?

All applications must be submitted to the City prior to the commencement of any works or studies to which the financial incentive program will apply and prior to application for building permit.

The Fees Grant does not require a separate application. Fees Grants may be requested upon completion of a project that received a grant through the DTCIP program. **Please note that the Fees Grant is not currently funded.**

Applications for the Façade Improvement Grant Program, Building Improvement Grant Program and Residential Grant Program will be evaluated and reviewed following the intake deadline dates (visit orillia.ca/downtownCIP for intake deadline dates). Feasibility/Design Study Grant programs are awarded on a first-come-first-served basis and are not subject to the intake deadlines.

4) AM I ELIGIBLE FOR FUNDING FROM MORE THAN ONE CIP INCENTIVE PROGRAM?

DTCIP Programs are stackable, and therefore applicants can apply to one or more programs. Please note that each grant has a maximum grant allocation. Applicants are eligible to receive a grant once per year (from the date of grant approval) to a maximum of two grants for any five year period for Tier 1 and 2 financial incentive programs.

5) HOW DO I APPLY FOR A GRANT?

Applicants will be required to attend a pre-application consultation with City staff in order to determine program eligibility, proposed scope of work, and project timing, among other details. Staff may perform an initial site visit(s) and inspection(s) of the building/property (as necessary). Before accepting an application, City staff will screen the proposal and application. If the application is not within the Community Improvement Project Area, or if it is clear that the application does not meet the program eligibility criteria, the application will not be accepted. If City staff determines that the application is not acceptable the application will be returned to the applicant with a letter explaining the reason for not accepting the application. Acceptance of the application by the City in no way implies program approval.

6) WHAT ELSE WILL I BE REQUIRED TO SUBMIT WITH MY APPLICATION?

Staff have the discretion to request a range of background materials and/or studies based on the proposed scope of work, and/or funding program. This may include;

- a) a work plan and cost estimate for the feasibility study, design study and/or architectural/design drawings, prepared by a qualified professional as determined by the City;
- b) a description of the planned project, including reference to any planning applications that have been submitted/approved;
- c) other documents as outlined for particular programs.

FREQUENTLY ASKED QUESTIONS



7) HOW WILL I KNOW IF I'M APPROVED?

If your application is approved you will receive formal written notice and a grant agreement will be executed (signed and dated) by City staff. A copy will be provided to the applicant with a letter which outlines the terms and conditions and the amount of the grant. If the application is not approved, you will also be advised by letter. Decisions will be made for the Feasibility/Design Study, Façade Improvement, Building Improvement and Residential Grant Programs within three (3) weeks following the application deadline.

8) WILL I NEED TO ENTER INTO A GRANT AGREEMENT?

All applicants will have the opportunity to review the standard grant agreement. Before work granted through the DTCIP can commence, applicants will need to agree to all terms and conditions and sign the legal agreement. This agreement will contain conditions to ensure that the project is initiated and completed in a timely fashion, and will protect the City in the event that the project is not completed, and/or in the event that the terms of the agreement are not satisfied.

9) WHEN WILL I RECEIVE THE GRANT FUNDS?

Payment of the grant shall not take place until:

- The grant agreement has been executed by the applicant and the City;
- Construction of the eligible works is completed;
- City staff have inspected the completed works (as necessary) to ensure that the project has been completed in Accordance with the program application and grant agreement;
- Invoices clearly showing the amount paid for all eligible works and project completion survey have been submitted;
- Written verification that all contractors have been paid in full has been provided; and,
- City staff are satisfied with all reports and documentation submitted.

Prior to issuance of the grant payment, City staff will check to ensure that all program requirements (general and program specific) and grant agreement requirements have been met. The actual amount of the grant will be calculated to reflect the actual costs of the improvement (as demonstrated through proof of payment).

If all program requirements and grant agreement requirements have been met to the City's satisfaction, then the City will issue payment of the approved grant in conformity with the grant agreement.

Staff will monitor the project to ensure compliance with the grant agreement requirements. Staff will take appropriate remedies as specified in the grant agreement if the applicant defaults on the agreement.

FREQUENTLY ASKED QUESTIONS



10) IF I MEET THE ELIGIBILITY CRITERIA, WILL I AUTOMATICALLY RECEIVE A GRANT?

All grant applications will be reviewed through a competitive/evaluative process, and eligible projects are not guaranteed to receive a grant. Projects will be evaluated on their capability to meet the intent of the Community Improvement Program, and may receive additional evaluation points if the project has the potential to stimulate additional spin-off economic activity, enhance the visitor experience, and/or increase the capacity for people to live and work downtown.

Applicants are also required to review Section 7 of the DTCIP, which outlines Design Principles. Evaluation Criteria can be found on the DTCIP Project webpage at orillia.ca/downtownCIP.

11) WHAT IS A HERITAGE IMPACT STATEMENT?

A Heritage Impact Statement is a study to determine the impacts to known and potential cultural heritage resources within an area proposed for future development. The study would include an inventory of all cultural heritage resources on-site and adjacent to the planning application area. The study would also include an evaluation of the significance of the identified cultural heritage resources and would provide an overview of how the proposed development will impact the identified cultural heritage resources and neighbouring properties. The study would assess alternative development options, conservation measures, site alteration approaches and mitigation measures to conserve the cultural heritage resources. The study must also include an evaluation of potential cultural heritage resources identified, including a recommendation as to whether or not the subject property is of cultural heritage value or significance and therefore is eligible for heritage designation.

12) I WOULD LIKE TO INCLUDE A MURAL IN MY PROJECT, HOW DO I GET APPROVED?

All murals must be approved by Council prior to installation. Public Art projects are subject to the City of Orillia's Art in Public Places Policy 1.12.6.1. and require a written proposal prior to being forwarded to Council for approval.

We encourage applicants to contact staff before completing the Public Art Proposal Checklist found at orillia.ca/publicart to ensure we have all of the necessary information to assess your proposal. Questions regarding the mural approval process can be directed to Jacqueline Surette, Manager of Culture, at 705-325-4530 or jsurette@orillia.ca. For more information on the design guidelines for murals, see Principle 14 of the Orillia Downtown Tomorrow Community Improvement Plan.

13) WHAT IS THE DIFFERENCE BETWEEN REPAIR AND IMPROVEMENT?

The DTCIP Grant Program favours improvement projects that go above and beyond regular maintenance and repair to a property. Repairs and maintenance relate directly to wear and tear or damage or maintenance of property. Example: Replacement of a part of a fence due to a fallen tree.

An improvement makes something better than it was originally or provides something in a new and more valuable form. Example: Replacing a worn chain-link fence with a high-quality wooden fence goes beyond simply repairing a portion of the damaged fence.

APPLICATION PROCESS



STEP 1

Mandatory Preconsultation

Pre-consultation meeting between City/DOMB staff and applicant



Applicant is provided with relevant DTCIP program materials, guides & resources



STEP 2

Application Submission

Applicant submits DTCIP application including required supporting documentation*

Visit orillia.ca/downtownCIP for submission instructions



STEP 3

Application Review & Evaluation

Applicant submits DTCIP application including required supporting documentation



Staff screen application to ensure conformity with all program requirements



If deemed complete/acceptable, staff review application and prepare Application Review Package for DTCIP Review Panel



Application reviewed by DTCIP Review Panel, and decision is made



Applicant is informed of decision within 3 weeks of the intake deadline date

STEP 4

Agreement

If approved, a pre-project site inspection is conducted, "before photos" are taken (if applicable), and applicant is provided DTCIP required promotional window sign



City completes preliminary internal compliance checks



Legal agreement is executed, and required insurance and WSIB documents are submitted to the City



Applicant obtains any required permits/approvals necessary to complete the project



Project begins



STEP 5

Project Completion

Applicant notifies City when project is complete and submits invoices and proof of payment made to contractors/consultants



A final project inspection is conducted to ensure all program and grant agreement requirements have been met, and "after photos" are taken (if applicable)



City completes final internal compliance checks



Payment is made



FEES GRANT (This program is not currently funded)



PROGRAM DESCRIPTION

The Fees Grant Program complements the other financial incentive programs offered within the Downtown Tomorrow Community Improvement Plan. This program is designed to facilitate and encourage adaptive re-use, infill development, intensification, and redevelopment through the provision of an additional financial incentive program, which will complement and augment the other incentive programs within the CIP.

WHAT IS THE MAXIMUM GRANT AMOUNT?

The Fees Grant Program will provide a grant equal to 50% of the fees paid on specified planning and development applications, demolition and building permits and sign permits approved under any of the other incentive programs in the DTCIP, with the exception of the Feasibility/Design Study Grant Program.

WHAT TYPES OF PERMITS ARE ELIGIBLE FOR A GRANT?

The following types of planning and development applications and building permits are considered eligible for this program:

- Official Plan Amendment;
- Zoning By-law Amendment;
- Minor Variance;
- Consent to Sever;
- Site Plan Control and Development Agreements;
- Plan of Subdivision/Condominium;
- Sidewalk Café Permit;
- Encroachment Agreement;
- Demolition Permit;
- Building Permit, and
- Other permits issued by the City that are not listed above, but which advise the purpose of this program, may be considered.
- Sign Permit.

HOW DO I APPLY FOR A GRANT?

As the Fees Grant Program is conditional upon the successful application of any other financial incentive program offered in the DTCIP, separate application for the Fees Grant Program is not required. A Fees Grant may be requested upon completion of an eligible and approved DTCIP project. Approval of the Fees Grant will be dependent on funds available for the program.

ARE THERE ADDITIONAL CONDITIONS TO BE MET TO BE ELIGIBLE FOR A GRANT?

The Fees Grant Program must be tied to a community improvement project that has been approved through any other DTCIP Incentive Program (with the exception of the Feasibility Study Grant Program).

WHEN WILL THE GRANT FUNDS BE ADVANCED?

The Grant will be advanced in full when the construction of the eligible works have been completed in accordance with the program application.

FEASIBILITY/DESIGN STUDY GRANT



PROGRAM DESCRIPTION

The Feasibility/Design Study Grant can be used to help offset the costs associated with the preparation of professional studies and drawings undertaken to determine the feasibility of adaptively reusing, rehabilitating, retrofitting, converting, redeveloping or developing commercial, residential and mixed use buildings. These studies and drawing ensure that professional urban design studies and architectural/design drawings meet the CIP's Design Principles and Guidelines and all other applicable City Guidelines.

WHAT IS THE MAXIMUM GRANT AMOUNT?

The program will provide a matching grant of 50% of the cost of professional urban design studies and/or architectural/design drawings required by the City, and/or eligible feasibility studies, to a maximum grant per property/project of \$5,000. An application for a property/project can be for up to two eligible studies, subject to a maximum grant per property/project (regardless of the number of studies) of \$5,000. The grant amount will be based on 50% of the estimated cost of the study (excluding taxes) or 50% of the actual cost of the study (excluding taxes), whichever is less.

WHAT TYPES OF STUDIES OR DRAWINGS ARE ELIGIBLE FOR A GRANT?

Eligible feasibility studies include but are not limited to:

- Environmental studies including phase II environmental site assessments, designated substances and hazardous materials surveys, risk assessments, and remedial work plans;
- Planning feasibility studies;
- Heritage impact statements;
- Archaeological assessments;
- Geotechnical studies;
- Building foundation analyses/studies and structural analyses;
- Evaluation of existing and proposed mechanical, electrical and other building systems;
- Concept plans;
- Market analyses; and,
- Any other feasibility study as approved by the City

WHAT ADDITIONAL INFORMATION NEEDS TO BE INCLUDED WITH THE APPLICATION?

An application for the Feasibility/Design Study Grant must include estimates, contracts, reports, or other details as required to satisfy the City with respect to costs associated with the preparation of the studies and/or drawings and conformity of the project with the CIP.

All urban design studies/drawings, architectural/design drawings and feasibility studies must:

- Be submitted to the City in electronic and/or hard copy format for the City's review and retention;
- Be to the satisfaction of the City; and,
- Meet the City's Design Principles and Guidelines any other applicable City guidelines, by-laws, policies, procedures, and standards.

In the case of eligible environmental studies (8.3.2 "a" above):

- Applicants must complete and submit to the City for review a Phase I ESA that demonstrates that site contamination is likely;
- All environmental studies shall be completed by a "qualified person" as defined by Ontario Regulation 153/04.

FAÇADE IMPROVEMENT GRANT



PROGRAM DESCRIPTION

The Façade Improvement Grant Program promotes the rehabilitation, restoration and improvement of the front, side and rear facades of commercial, institutional, residential and mixed use buildings, including retail storefront display areas and signage.

WHAT IS THE MAXIMUM GRANT AMOUNT?

This program will provide a grant equal to 50% of the cost of eligible front, side and rear facade improvement and restoration works to commercial, institutional, residential and mixed use buildings up to a maximum grant per property of \$5,000.

The maximum total Façade Improvement Grant can be increased by up to \$2,000 per property

(on a matching 50/50 basis) for properties that are designated under Part IV of the Ontario Heritage Act.

The City may consider applications for phased façade improvements on a property subject to the maximum grant amounts noted above.

The grant amount will be based on 50% of the estimated cost of the improvement (excluding taxes) or 50% of the actual cost of the improvement (excluding taxes), whichever is less.

WHAT TYPES OF FAÇADE IMPROVEMENTS ARE ELIGIBLE FOR A GRANT?

Eligible façade improvements include but are not limited to:

- Repair or replacement of storefront/office /institutional/residential facade, including repair or replacement of doors and windows;
- Exterior and entrance modifications to provide barrier free accessibility, repair or repointing of facade masonry and brickwork;
- Repair or replacement of cornices, parapets, eaves, soffits and other architectural details;
- Repair or replacement of awnings or canopies;
- Façade painting, cleaning, treatments, and refinishing as acceptable to the City;
- Addition of new lighting/upgrading of existing fixtures on exterior facade and in entrance and storefront display areas;
- Installation/improvement of signage (as permitted by the Sign By-law);
- Landscaping, including plant materials (to a maximum of 15% of the approved grant amount);
- Architectural/design fees required for eligible works (to a maximum of 10% of the approved grant amount); and,
- Other similar repairs/improvements as may be approved.

In addition to the eligible costs specified above, the following types of building façade restoration and improvement works on commercial, institutional, residential and mixed use buildings designated under the Ontario Heritage Act are also considered eligible for a grant under this program:

- Works that conserve or enhance elements specified in the Reasons for Designation accompanying the designating by-law under the Ontario Heritage Act;

FAÇADE IMPROVEMENT GRANT



- Original siding and roofing materials including repair and replacement where necessary of wood clapboard or board-and-batten, repair and repointing of masonry buildings, stucco repair, repair or replacement of original roofing materials (slate, wood shingles, tile, etc.);
- Removal of modern materials and replacement with documented original materials;
- Reconstruction or construction of former and significant architectural features for which the appearance can be clearly determined from documentary sources (photographs, drawings, etc.);
- Cleaning of masonry buildings if it is necessary for the building's preservation;
- All final finishes, such as paint and masonry are eligible for funding subject to approval; and
- Works required to maintain or preserve significant architectural features.

For commercial, institutional, residential and mixed use buildings designated under the Ontario Heritage Act, the facade restoration and improvement works must be supported by a Heritage Impact Statement.

WHAT ADDITIONAL INFORMATION NEEDS TO BE INCLUDED WITH THE APPLICATION?

An application for the Façade Improvement Grant Program must include a minimum of two cost estimates and other documentation as required to satisfy the City with respect to the costs associated with the proposed works and conformity of the project with the CIP.

The City may request that applications for this program be accompanied by supporting documentation, including but not necessarily limited to:

- Electronic and printed photographs of the existing building facade;
- Historical photographs and/or drawings;
- A site plan and/or professional design study/architectural drawings;
- Specifications of the proposed works, including a work plan for the improvements to be completed and construction drawings;
- A minimum of two (2) cost estimates for eligible work provided by a qualified contractor (the City's grant contribution will be based on the lowest cost estimate).
- For buildings designated under the Ontario Heritage Act, the façade restoration and improvement works shall be supported by a Heritage Impact Statement.

BUILDING IMPROVEMENT GRANT



PROGRAM DESCRIPTION

The Building Improvement Grant Program promotes the maintenance and physical improvement of existing commercial, institutional and mixed use buildings and properties, in order to improve the attractiveness of the Project Area and provide safe and usable commercial, residential and mixed use space.

WHAT IS THE MAXIMUM GRANT AMOUNT?

This program will provide a grant equal to 50% of the cost of eligible interior and exterior building and maintenance improvement works to commercial, institutional and mixed use buildings up to a maximum grant per property of up to \$25,000 (Minimum project value of \$20,000).

The grant amount will be based on 50% of the estimated cost of the improvement/project (excluding taxes) or 50% of the actual cost of the improvement/project (excluding taxes), whichever is less.

WHAT TYPES OF BUILDING IMPROVEMENTS ARE ELIGIBLE FOR A GRANT?

The following types of building maintenance and improvement works on commercial, institutional and mixed use buildings are considered eligible for a grant under this program:

- Exterior and interior modifications to provide barrier-free accessibility;
- Installation/upgrading of fire protection systems;
- Repair/replacement of roof;
- Structural repairs to walls, ceilings, floors and foundations;
- Water/flood/weatherproofing;
- Repair/replacement of windows and doors;
- Extension/upgrading of plumbing and electrical services for the creation of retail, office or residential space;
- Installation/alteration of required window openings to residential spaces;
- Required improvements to heating and ventilation systems;
- Construction/improvement of pedestrian infrastructure such as walking paths and alleyways;
- Construction/improvement of public gathering spaces such as patios and squares, and
- Other similar repairs/improvements related to health and safety issues, as may be approved.

WHAT ADDITIONAL INFORMATION NEEDS TO BE INCLUDED WITH THE APPLICATION?

An application for the Building Improvement Grant Program must include a minimum of two cost estimates and other documentation as required to satisfy the City with respect to the costs associated with the proposed works and conformity of the project with the CIP.

The City may request that applications for this program be accompanied by supporting documentation, including but not necessarily limited to:

- Electronic and printed photographs of the existing building facade;
- Historical photographs and/or drawings;
- A site plan and/or professional design study/architectural drawings;
- Specifications of the proposed works, including a work plan for the improvements to be completed and construction drawings;
- A minimum of two (2) cost estimates for eligible work provided by a licensed contractor.
- If the application is approved, and the applicant elects to engage the contractor who provided the highest cost estimate, the City's grant contribution will be based on the lowest cost estimate.

For buildings designated under the Ontario Heritage Act, the façade restoration and improvement works shall be supported by documentation in the form of historic photographs or drawings clearly showing the feature(s) to be restored or reconstructed. A Heritage Impact Statement may also be required.

RESIDENTIAL GRANT



PROGRAM DESCRIPTION

The Residential Grant Program promotes the renovation of existing residential units and the construction of new residential units through:

- Renovations to existing residential units in mixed use buildings to bring these units into compliance with the Building Code, Property Standards By-law and the Fire Code; or,
- Conversion of excess commercial and/or vacant space on upper/lower storeys of commercial and mixed use buildings to one or more net residential units; or,
- The infilling of vacant lots with two or more net residential units.

The Residential Grant Program can be used for rental or ownership units. If used for ownership units, the grant may apply to buildings that fall under the Condominium Act. Preference for funding under this program will be given to multi-unit applications.

WHAT IS THE MAXIMUM GRANT AMOUNT?

This program will provide a grant equal to 100% of the cost for eligible improvements required for upper/lower storey access, Fire Code compliance and/or accessibility up to a maximum grant of \$30,000 per property. All other eligible interior and exterior building and maintenance improvement works to commercial, institutional and mixed use buildings will be provided a grant equal to 50% up to a maximum total grant per property of \$30,000. The grant amount will be based on the estimated cost of the improvement/project (excluding taxes), or the actual cost of the improvement/project (excluding taxes), whichever is less.

WHAT TYPES OF RESIDENTIAL PROJECTS ARE ELIGIBLE FOR A GRANT?

The following types of projects are considered eligible for a grant under this program:

- Renovations to existing residential units in a mixed use building to bring these units into compliance with the Building Code, Property Standards By-law and the Fire Code;
- Conversion of excess commercial and/or vacant space on upper stories of commercial and mixed use building to one or more net residential units; and,
- Vacant lots (including parking lots) converting to mixed use or residential use where two or more net residential units are created.

WHAT ADDITIONAL INFORMATION NEEDS TO BE INCLUDED WITH THE APPLICATION?

An application for the Residential Grant Program must include a minimum of two cost estimates and other documentation as required to satisfy the City with respect to the costs associated with the proposed works and conformity of the project with the CIP. The City may request that applications for this program be accompanied by supporting documentation, including but not necessarily limited to:

- Electronic and printed photographs of the existing building facade;
- Historical photographs and/or drawings;
- A site plan and/or professional design study/architectural drawings;
- Specifications of the proposed works, including a work plan for the improvements to be completed and construction drawings;
- A minimum of two (2) cost estimates for eligible work provided by a licensed contractor.
- If the application is approved, and the applicant elects to engage the contractor who provided the highest cost estimate, the City's grant contribution will be based on the lowest cost estimate.
- For buildings designated under the Ontario Heritage Act, the façade restoration and improvement works shall be supported by documentation in the form of historic photographs or drawings clearly showing the feature(s) to be restored or reconstructed.

The City may require the applicant to submit for approval impact studies such as traffic studies and studies of microclimatic conditions (sun, shadow, wind).