



Town of Ingersoll

Community Improvement Plan

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Part I: Introduction

What is a Community Improvement Plan?

A Community Improvement Plan is a document that provides the framework to guide the re-development and improvements within a defined area of need. The CIP is an important tool, as it allows the municipality to direct funds and implement policy initiatives, acquire, rehabilitate and dispose of land and provide grants and loans to owners and tenants that would normally be unavailable for a specifically defined area, as well as, to undertake infrastructure and public space improvements.

1.0 Purpose

It is the Town of Ingersoll's intent to develop a comprehensive policy called a Community Improvement Plan (CIP) in order to upgrade, redevelop and rehabilitate the physical environment of the central business district and other areas as described. The policies are designed to co-ordinate and guide both private and public community improvement activities in the designated community improvement projects area.

1.1. Community Improvement Project Area

All community improvement plans start by setting the boundary of the community that is being studied for improvement. This is called the "Project Area". It keeps the study focused within a certain territory and can be one way of specifying where any financial incentives that appear in a Community Improvement Plan may be spent

Communities are very complex and dynamic social and economic systems with many integrated pieces. Just as communities are dynamic and evolve over time, so do their downtowns. Downtowns are the functional and symbolic heart of a community.

A healthy, viable downtown is important to the economic health, civic pride and history of a community. A strong downtown increases the options and opportunities for residents to obtain goods and services. A strong and vibrant downtown is also a symbol of a city which is caring and concerned about its health and its desire to create a high quality of life. The health of the downtown is in some ways a reflection on the community and can serve to influence business decisions in a community.

The Project Area is defined by the Town of Ingersoll municipal boundary as outlined in Schedule A of this document. The program types will define certain areas which will include the

Town's Business Improvement Area (BIA) as outlined in Schedule B of this document.

1.2. Background

The following reports are background material for the development of the CIP, and can be found on the Town of Ingersoll's website at www.ingersoll.ca:

- Ingersoll Downtown Revitalization Plan 2004
- Ingersoll Community Strategic Plan 2004-2009
- First Impressions 2005 with Alliston and Leamington
- Ingersoll Cultural Strategic Plan 2006- Arts Ingersoll
- Ingersoll Business Retention and Expansion Survey 2009
- Ingersoll Community Strategic Plan (revisiting & realignment) 2009-2014

A CIP Steering Committee was struck on February 23, 2010 and is comprised of representation from Town Staff, the Oxford County Planning Department, the BIA, the Chamber of Commerce and business. The Steering Committee also met with representation from the Ministry of Municipal Affairs and Housing who also provided input and guidance on the creation of the CIP.

A Public Meeting was held in Council Chambers at the Town Centre on Wednesday March 31, 2010 to discuss downtown issues and improvement possibilities. Invitations were extended to the BIA, Chamber of Commerce, volunteers involved with the Community Strategic Plan process, the general public and Council. This public meeting was advertised in the Ingersoll Times. At the Public Meeting all were welcomed and a brief overview was given of the Business Retention and Expansion Survey 2009 and the Community Strategic Plan 2009-2014, an overview of what a Community Improvement Plan is and what it can include. An open discussion was held relating to questions, scope, goals and objectives, suggestions and ideas towards the development of the CIP Plan for the Town of Ingersoll.

Ingersoll Town Council on August 9, 2010 received report No.D-131/10 being a report on the Community Improvement Plan, and authorized Town Staff to prepare a Community Improvement Plan for the Town of Ingersoll and on August 23,

2010 passed By-law 10-4577 being a by-law to designate the entire Town of Ingersoll as a Community Improvement Project Area, and on [REDACTED], 2010 passed By-law No. [REDACTED] being a By-Law to adopt a Community Improvement Plan in the Town of Ingersoll.

1.3. Public Benefit Rationale

Community Improvement planning activities are shaped by local need, priorities and circumstances. Through community improvement plans, municipalities can:

- focus public attention on local priorities and municipal initiatives
- target areas in transition or in need of repair, rehabilitation and redevelopment
- facilitate and encourage community change in a coordinated manner
- stimulate private sector investment through municipal incentive-based programs.

A community improvement approach is a flexible, comprehensive, coordinated and strategic framework dealing with lands and buildings, which can address many physical, social, economic or environmental matters.

Part II: Community Improvement Plan Policies and Programs

2.0 The Legislative Authority and Policy Basis

Community improvement activities are intended to achieve positive change to the existing physical landscape, either through municipally driven or incentive-based programs. Section 28 of the Planning Act and sections 106 and 365.1 of the *Municipal Act, 2001* provide the legislative basis for community improvement planning.

When a municipality has an official plan that contains provisions relating to community improvement Section 28 of the Planning Act gives that municipality the ability to designate by by-law, areas of their municipality as “Community Improvement Project

Area” and to provide for a “Community Improvement Plan” for those areas.

A Community Improvement Plan provides the municipality a number of powers relating to the acquisition, rehabilitation, construction, reconstruction and disposal of land and buildings and allows municipalities to make grants or loans to eligible applicants to assist in covering the cost of rehabilitating their lands and buildings, as per the limitations set out in Section 106 of the *Municipal Act*.

Section 365.1 of the *Municipal Act 2001*, encourages municipalities to clean up the contaminated lands, through such things as providing property tax assistance to eligible properties, deferment of municipal portions of property taxes on eligible properties upon application, and through the provinces Brownfield Financial Tax Incentive Program.

2.1. Budget and Program Guidelines

On an annual basis, the municipal Council will consider the monies to be made available to the financial incentive program(s) outlines in the Community Improvement Plan. Council reserves the right, where project numbers exceed expectations, to offer financial incentives to eligible projects on a “first come first served” basis.

The incentive received on any project will be limited to the amount of incentive approved by Council or the total cost of rehabilitating the land/and or buildings, whichever of the lesser. Interested parties (ie. owners and assessed tenants) may apply using the Town’s application form and providing appropriate supporting information. Town administration staff will prepare a report on each application addressing the merits of the proposal. Bases on the application meeting the goals and objectives of the Community Improvement Plan, the staff report and its own assessment, Council will approve, not approve, or defer each application. The Town will advise the applicant of the decision and the reasons for the decision.

If a property is rehabilitated or redeveloped or otherwise approves with the support of a Town financial incentive and the building is subsequently changed, renovated or demolished contrary to the approved project, any incentive provided may be forfeited or recovered by the municipality. The Town reserves the right to register documents on title, including liens, when determined necessary.

2.2.Goals and Objectives

Ingersoll is a community with a Heritage and a Future. A heritage rooted deep in the work ethics of its early founders and settlers. A future, grounded in the ethics, committed to a progressive approach to provide a secure, prosperous environment for the personal and business development of all its residents.

Community improvement planning activities are shaped by local needs, priorities and circumstances. Through community improvement plans, municipalities can:

- focus public attention on local priorities and municipal initiatives
- target areas in transition or in need of repair, rehabilitation and redevelopment
- facilitate and encourage community change in a coordinated manner
- stimulate private sector investment through municipal incentive-based programs.

A community improvement approach is a flexible, comprehensive, coordinated and strategic framework for dealing with lands and buildings, which can address many physical, social, economic or environmental matters.

The goal of the Town of Ingersoll Community Improvement Plan is to achieve the Town's mission for community planning through recognizing the downtown as the heart of the community and to promote the downtown area as a people place in order to maintain its role as the focal part of our community for residents as well as to keep and attract new businesses. Additional focus areas are included with investment and heritage in mind.

The Ingersoll Community Improvement Plan focuses on preserving the uniqueness, authenticity and heritage of our commercial districts. This important effort is a key component of our community sustainability efforts that focus on economic, social, environmental and cultural development. The success of our commercial districts reflects the success of our community by maintaining our quality of place.

2.3. Community Improvement Programs

2.3.1. Façade Program

What is it?

- A Town of Ingersoll façade improvement program.
- The purpose of this program is to improve the retail marketplace and to encourage the preservation and rehabilitation of historically significant structures in the Town of Ingersoll. The program is a combination of interest free loans and grants.

What buildings are eligible?

- All buildings within the BIA as defined in By-law 87-3314 and described in Schedule B of this document, and other areas.

What improvements are eligible?

- Front rear and side facades if visible from adjoining streets are eligible.
- Building façade improvements, awnings and sign are eligible; however, applications for signs must be submitted separately.

Who qualifies for assistance?

- Registered property owners or tenants of the building are eligible to apply and must have their property taxes in good standing, and have no previous default history on the building in question or outstanding debts to the Town of Ingersoll.
- If a tenant applies for assistance, he/she must provide written proof that the building owner has authorized the proposed improvements.
- All applicants must complete an application and provide all requested information to be considered, including two written quotations from licensed contractors.
- An owner or tenant with multiple buildings can apply for assistance for more than one building, but must submit an application for each building and each application has to stand on its own merit.

Where do I apply?

- Application Forms and Guidelines may be picked up at the Town Centre:

The Town of Ingersoll
Economic Development Department
130 Oxford St., 2nd Floor
Ingersoll, ON N5C 2V5

- Application Forms and Guidelines may also be retrieved from the Town website at www.ingersoll.ca under Economic Development/ Economic Development Programs.

When would I receive the loan?

- Upon approval the applicant will be reimbursed when copies of paid invoices are submitted.

When do I begin repaying the loan?

- Loans are to be repaid in four equal annual payments, unless alternate arrangements are made that are acceptable to the committee.
- If the first three payments are made on time and without default then the fourth payment will be recognized as a grant and forgiven.
- If any payments are not made as agreed, then at the discretion of the committee all amounts outstanding will become due and payable.

2.3.2. Tax Increment Equivalent Grants

What is it?

- Grants to property owners for a set period of time who undertake projects that result in a reassessment and a subsequent municipal tax increase.

What buildings are eligible?

- All buildings in the BIA as defined in By-law 87-3314 and Schedule B of this document and other areas.

What improvements are eligible?

- Examples include but are not limited to: Signage, Façade, Outside Lighting, Design Costs, and Painting.

Who qualifies for assistance?

- The registered property owner and must have their property taxes in good standing, have no previous default history on the building in question or outstanding debts to the Town of Ingersoll.

Where do I apply?

The Town of Ingersoll
Economic Development Department
130 Oxford St., 2nd Floor
Ingersoll, ON N5C 2V5

When would I receive the grant?

- The grant would be received when the grant agreement has been signed;
- Improvements have been completed; and
- an inspection has been carried out by Town staff.

2.3.3. Municipal Fee Grant Program

What is it?

- The Municipal Fee Rebate Program reimburses the applicant for a number of permit charges or service fees.

What buildings are eligible?

- All buildings in the BIA as defined in By-law 87-3314 and Schedule B of this document and other areas.

What permit charges or fees are included?

- Demolition Permit;
- Building Permit (including occupancy permits-up to a maximum value of \$100,000);
- Zoning By-law amendments;
- Plans of Subdivision and Condominium;
- Minor Variances;
- Consents to Sever; and
- Site Plan Control Agreement Preparation.

Who qualifies for assistance?

- The registered property owner who must have their property taxes in good standing, have no previous default history on the building in question or outstanding debts to the Town of Ingersoll.

Where do I apply?

The Town of Ingersoll
Economic Development Department
130 Oxford St., 2nd Floor
Ingersoll, ON N5C 2V5

When would I receive the reimbursement?

- The reimbursement would be received when the rebate agreement has been signed, Improvements have been completed; and an inspection has been carried out by Town staff.

2.3.4. Brownfield Financial Tax Incentive Program

What is it?

- The Ingersoll Brownfield Financial Tax Incentive Program provides tax assistance to private developers for the rehabilitation and redevelopment of environmentally contaminated properties. The goal of this program is to work with developers by providing financial tax assistance for the re-development of Brownfield properties.

What properties are eligible?

- Any properties in the BIA as defined in By-law 87-3314 and Schedule B of this document and other areas that fall under the definition of a Brownfield property.

What is eligible?

- Phase I and Phase II A Studies
- Site Specific Risk Assessment Plans
- Record of site condition Studies

Who qualifies for assistance?

- The registered property owner who must have their property taxes in good standing, have no previous default history on the property in question or outstanding debts to the Town of Ingersoll.

Where do I apply?

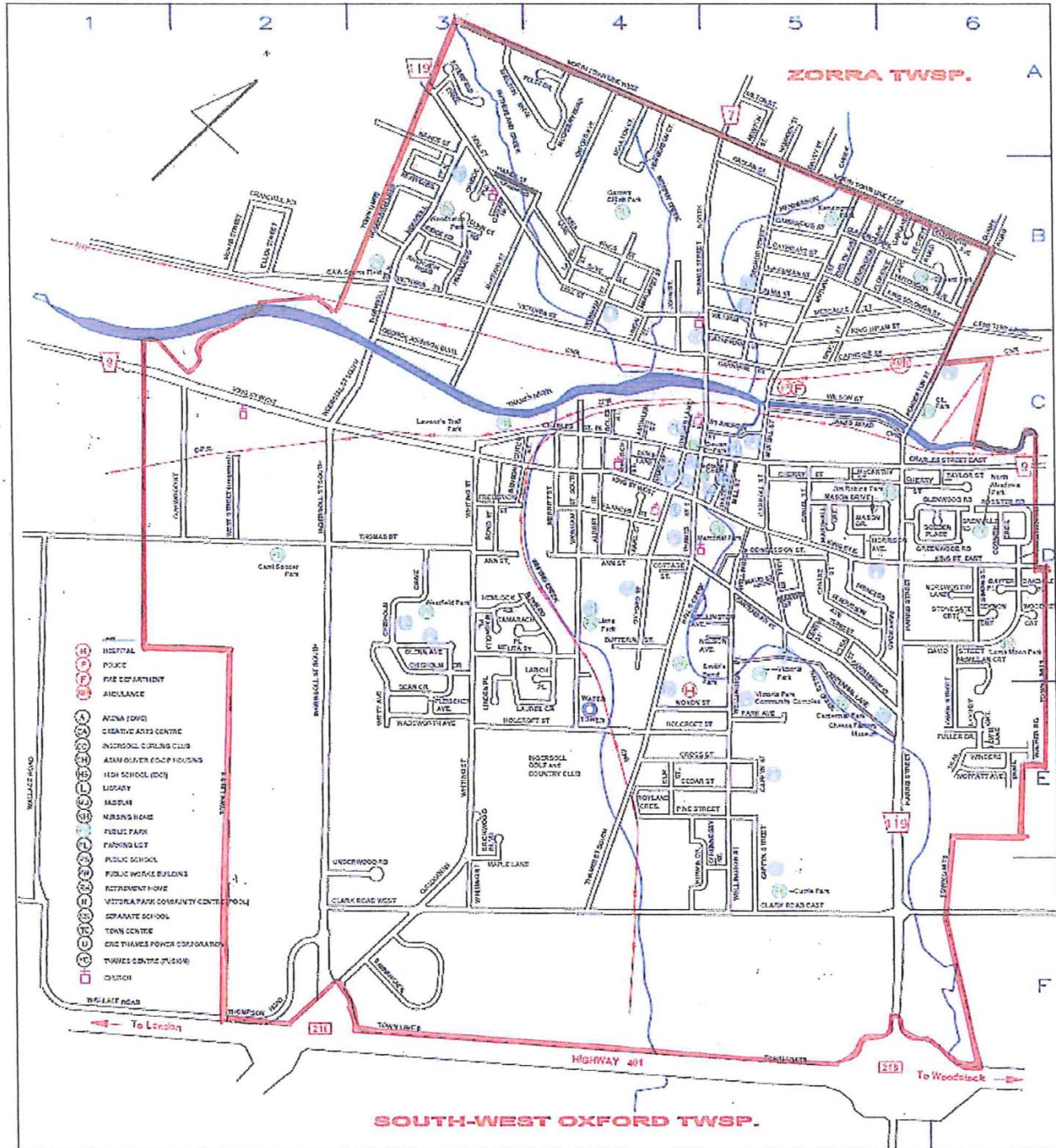
The Town of Ingersoll
Economic Development Department
130 Oxford St., 2nd Floor
Ingersoll, ON N5C 2V5

When would I receive the assistance?

- The amount of municipal taxes paid would be determined and, upon completion of the works, the municipal taxes to be paid as a result of reassessment by the Municipal Property Assessment Corporation would be calculated.
- The difference between the municipal taxes prior to the works being undertaken and the municipal taxes after completion of the works would be the portion eligible for a grant under this program.

Schedule A- Town of Ingersoll Map

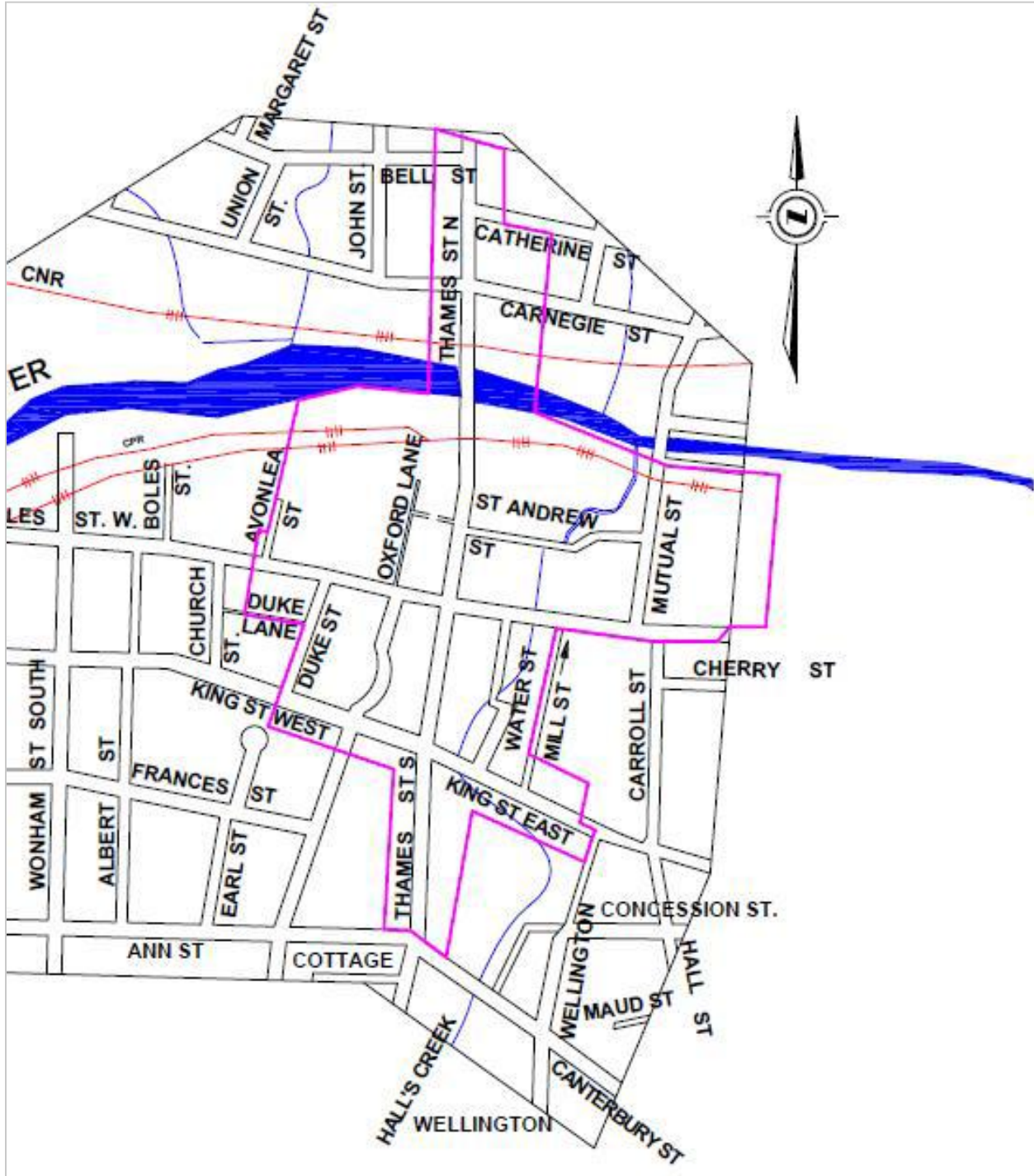
TOWN OF INGERSOLL



Town of Ingersoll boundary is outlined in red.

Schedule B- Business Improvement Area Map

BUSINESS IMPROVEMENT AREA



BIA boundary is outlined in red