



Town of Arnprior

Community Development Advisory Committee Agenda

Date: Tuesday, April 19, 2022

Time: 6:30 p.m.

Location: Via Electronic Participation

- 1. Call to Order**
- 2. Roll Call**
- 3. Land Acknowledgement Statement**
- 4. Adoption of Agenda (Additions/ Deletions)**
- 5. Disclosures of Pecuniary Interest**
- 6. Adoption of Minutes of Previous Meeting(s)**
 - a) **February 22, 2022** (Page 1-4)
- 7. Presentations/ Delegations**
 - a) **Summer Events 2022**, Director of Recreation (Page 5-15)
 - b) **Museum Update**, Museum Curator (Page 16-27)
 - c) **Community Improvement Plan Financial Incentive Programs**, CAO (Page 28-53)
- 8. Matters Tabled/ Deferred/ Unfinished Business**
- 9. Staff Reports**
- 10. New Business**

11. Adjournment

Please note: Town Hall is following social distancing protocols that have been recommended by the federal and provincial governments to help protect the health and well-being of our community. Please see the Town's [Website](#) to view the live stream. The meeting will be uploaded to YouTube for future viewing.

The agenda is made available in the Clerk's Office at the Town Hall, 105 Elgin Street West, Arnprior and on the Town's [Website](#). Persons wishing to receive a print item on the agenda by email, fax, or picked up by hand may request a copy by contacting the Clerk's Office at 613-623-4231 ext. 1818. The Agenda and Agenda items will be prepared in an accessible format upon request.

Full Distribution: Council, C.A.O., Managers and Town Administrative Staff

E-mail to: Cogeco; Metroland Media; Oldies 107.7/My Broadcasting Corporation; Valley Heritage Radio; Ottawa Valley Business



**Minutes of Community Development Advisory Committee Meeting
February 22, 2022
6:30 PM
Electronic Participation – Via Zoom**

Committee and Staff Attendance

Committee Members Present:

Chair, Lynn Grinstead
Vice Chair, Tom Burnette
Citizen Member, Peter Anas
Citizen Member, Guy Bahm
Citizen Member, Dennis Turpin
Citizen Member, Neil Caldwell

Committee Members Absent:

Citizen Member, Seth Malina

Town Staff Present:

Robin Paquette, CAO
Jacques Benoit, CBO
Graeme Ivory, Director of Recreation
Maureen Spratt, Town Clerk

1. Call to Order

Chair Lynn Grinstead called the Community Development Advisory Committee meeting to order at 6:30 PM and welcomed those present.

2. Roll Call

The roll was called with all Members of the Committee being present except committee member Seth Malina.

3. Land acknowledgement statement

Chair Grinstead asked everyone to take a moment to acknowledge and show respect for the Indigenous Peoples as traditional stewards of the land we operate on, by stating:

“I would like to begin by acknowledging that the land on which we work and gather is the traditional unceded territory of the Anishinaabe People. This Algonquin Nation have lived on this land for thousands of years, long before the arrival of the European settlers, and we are grateful to have the opportunity to be present in this territory.”

4. Adoption of Agenda

Resolution Number 01-22
Moved by Guy Bahm
Seconded by Dennis Turpin

Be It Resolved That the agenda for the Community Development Advisory Committee Meeting of dated Tuesday, February 22, 2022 be adopted.

Resolution Carried

5. Disclosures of Pecuniary Interest

None

6. Adoption of Minutes of Previous Meeting(s)

Resolution Number 02-22

Moved by Guy Bahm

Seconded by Tom Burnette

That the Community Development Advisory Committee Minutes of October 18, 2021 be adopted.

Resolution Carried

7. Presentations/ Delegations

a) Parks Project - 2022, Graeme Ivory, Director of Recreation

The Director of Recreation provided a PowerPoint presentation on the Parks Project, attached as Appendix A and forming part of these minutes. The Director of Recreation highlighted the 2022 budget features more than \$418,000 of capital investment in the municipality. Following the presentation, the following question was asked:

- Is there a possibility of utilizing some of the parkland funding earmarked for Marshalls Bay Meadows to integrate the MacNamara Trail?
 - In response, the Director Recreation advised he will reach out to the MacNamara Field Naturalists Club to discuss.

8. Matters Tabled/ Deferred/ Unfinished Business

None

9. Staff Reports

a) 2021 Building Activity, Director of Recreation

Resolution Number 003-22

Moved by Guy Bahm

Seconded by Peter Anas

That the Committee receives report number CDC-2022-02-22-01 as information.

Resolution Carried

The Chief Building Official provided an overview of the report and responded to questions.

b) Annual Museum Update, Museum Curator

Resolution Number 004-22

Moved by Dennis Turpin
Seconded by Tom Burnette

That the Committee receives report number 22-02-22-02 as information.

Resolution Carried

The Museum Curator provided an overview of the staff report, highlighting the following:

- successful grant writing resulted in grant funding of \$84,036;
- activities with tourism partners;
- 2020 summer programming,
- monthly museum board meetings;
- museum building collaborative use with the Opportunity shop;
- meetings of the Arnprior and District Historical Society (speaker series);
- reduction of volunteers (the lifeblood of the museum) from 65 to 20;
- use of social media platforms including Google My Business, Instagram, and Facebook;
- the museum collection in storage was consolidated, moved and rehoused, with many large and damage artefacts deaccessioned;
- Unravelling the Yarn Exhibit (depicting the textile industry in Arnprior) launched on Family Day;
- planning for a new exhibit "Found in Arnprior"; and
- visitor tracking statistics between 2014 and 2021 and weekend visitor tracking between 2017 and 2021

c) Planning Department Activity and Application Status, CAO

Resolution Number 005-22

Moved by Guy Bahm
Seconded by Peter Anas

That the Committee receives report number 22-02-22-03 as information.

Resolution Carried

The Junior Planner provided a PowerPoint presentation attached as Appendix B, and forming part of these minutes and she and the CAO responded to questions.

- What is the general appeal on the Tartan property?
 - The official plan amendment was approved at the municipal level, however the County of Renfrew acts as the approval authority for the province, therefore the appeal is in their hands, and the County has not yet shared the details of the appeal.
- There is incredible growth in the municipality, is the municipality able to sustain that growth?
 - The municipality is in the process of hiring a full time building inspector to assist with the increase in growth.
 - The municipality has made the County of Renfrew aware of ways in which the County can financially support development local improvements; specifically with regards to County Roads
 - The municipality anticipates its Growth Management Study will be available in the Spring

10. New Business

None

11. Adjournment

Resolution Number 006-22

Moved by Guy Bahm

Seconded by Dennis Turpin

That this meeting of the Community Development Advisory Committee be adjourned at 7:29 p.m.

Resolution Carried



Summer Events - 2022

Graeme Ivory, Director of Recreation
Community Development Advisory Committee
18 April 2022

Background

- Historically, the Town of Arnprior hosts several marquee events throughout the summer, most of which are based at Robert Simpson Park.
- Due to the COVID-19 pandemic, many of these events we moved to a virtual setup in 2020 and 2021.
- With key public health indicators improving and a change in several restrictions that pertained to recreation and public events, the Town of Arnprior expects all events to return this summer along with new events being added to the calendar.

Calendar of Events

- June

- Recreation and Parks Month
 - ParticipACTION Community Better Challenge
- Priorpalooza (June 4)
- Concerts in the Park (June 12, 19, 26)

- July

- Canada Day (July 1)
- Concerts in the Park (July 3, 10, 17, 24, 31)
- Dragon Boat Festival (July 16)

- August

- Concerts in the Park (August 7, 14)
- Cultural Night Market (August 27)

Recreation & Parks Month

- June is Recreation & Parks Month
 - A movement that promotes the benefits of recreation and parks for physical, social, and environmental health.
 - Promote local programs and events, parks and facilities that are available for all citizens to enjoy.
 - Raise awareness for the role recreation programs and park spaces play as a pathway to individual, community, and environmental well-being.



Recreation & Parks Month

- ParticipACTION Community Better Challenge
 - Town of Arnprior received a grant through ParticipACTION in the amount of \$1,490
 - Offering barrier free recreation activities for all to participate
 - Recreation & Parks Month Activity Passport
 - Track your personal physical activity minutes on the ParticipACTION App and join the Town of Arnprior team giving the municipality the chance to be crowned Canada's most active community and win \$100,000. In addition to the national winner, there will be prizes for the most active community in each Province and Territory.



Priorpalooza

- Saturday, June 4
 - Musical Performances
 - Family Entertainment
 - Bouncy Castles
 - Food Trucks
 - Vendors
 - Celebrating Arnprior's 160th Birthday
 - Train Show (Nick Smith Centre) – June 4 & 5
 - Sunday Market returns to downtown on June 5



Concerts in the Park

- The sound of music returns to Robert Simpson Park this summer
 - June 12 – August 14
 - 10 different performances throughout the summer
 - Every Sunday from 2-4pm at Robert Simpson Park
 - Watch for announcements on all our performers on May 12



Canada Day

- Musical Guests
- Family Entertainment
- Canada Day Cake
- Food Vendors
- Fireworks Display



Dragon Boat Festival

- 6th Annual Dragon Boat Festival Returns in 2022
 - Saturday, July 16
 - Robert Simpson Park
 - Expecting over 450 participants and more than 500 spectators





Cultural Night Market

- Grant
 - The Town of Arnprior was recently named a successful recipient of a My Main Street Community Activator Program grant provided by Canadian Urban Institute in the amount of \$38,350.00.
 - The application was to host a Cultural Night Market
- Event Info
 - Saturday, August 27 from 4:00-11:00pm
 - Downtown Arnprior (John Street between Elgin and Rock Lane)
 - The Night Market will feature food vendors and artisans from various ethnicities; an opportunity for attendees to become more acquainted with neighbours and the diverse cultural backgrounds they come from.

Questions?



• WHERE THE RIVERS MEET •



Museum Update

Janet Carlile, Museum Curator

Meeting Date: April 19, 2022

National Historic Site Designation

- The Historic Sites and Monuments Board have been in touch with the curator to ask some additional questions about the history of the building and any changes which have been made to the exterior of the building since 1898.
- A recent email has the National Historic Site designation process delayed until 2023.



Student Programming

- For the first time, the museum ran both morning and afternoon programming sessions for students during March Break.
- This was due to a full-time Young Canada Works intern and 20 volunteers working together to facilitate this program over a period of 5 days.
- 151 children attended.
- To date, the museum has hosted 6 classes and one research project.



Young Canada Works

- Three Young Canada Works grant applications were submitted and two have been successful to date. Young Canada Works is a federal funding agency.
 - The children's program coordinator job for 68% and
 - the Collection's Assistant for 75%.
- We have hired 3 summer staff and interviewed for two weekend staff. Some job offers have been made.



Canadian Museum of History

- The Canadian Museum of History (CMH) has requested the Arnprior and District Museum partner with it and the By-town Museum in a virtual 3-D exhibit about the lumber industry.
- This is the first of its kind.



Digital Access to Heritage Grant

- The Museum has applied to Canadian Heritage for a Digitization Access to Heritage – Museum Assistance Program grant worth \$249,500 (70% of total budget) that will finance the digitization of the museum collection.
- The project would involve the work of 2 full-time consultants and 2 part-time assistants over a period of two years.
- A staff report can be found at: [Council Meeting Agenda - Feb 28 2022](#)

Prince of Wales Oak Tree

- The oak tree planted by the Prince of Wales located at the Galilee Centre was cut down amidst concerns about public safety.
- The Museum is the recipient of two large pieces, which will be planked.
- The curator is arranging for a further piece to be carved into some Prince of Wales feathers which will go on permanent exhibition.

Historical Society

Speaker's Nights held at the Museum:

- In November, Dr. David Morrison spoke about trapping in Canada pre-1850.
- In February, Amanda Gould and Jeff Noakes spoke about the Bluenose blueprints.
- In March, Dennis Mills spoke about 19th century textiles
- In April, David Reid, the Arctic Antarctic Explorer spoke about Dr. John Rae and his discovery of the missing link in the Northwest Passage.



Unravelling the Yarn Exhibit

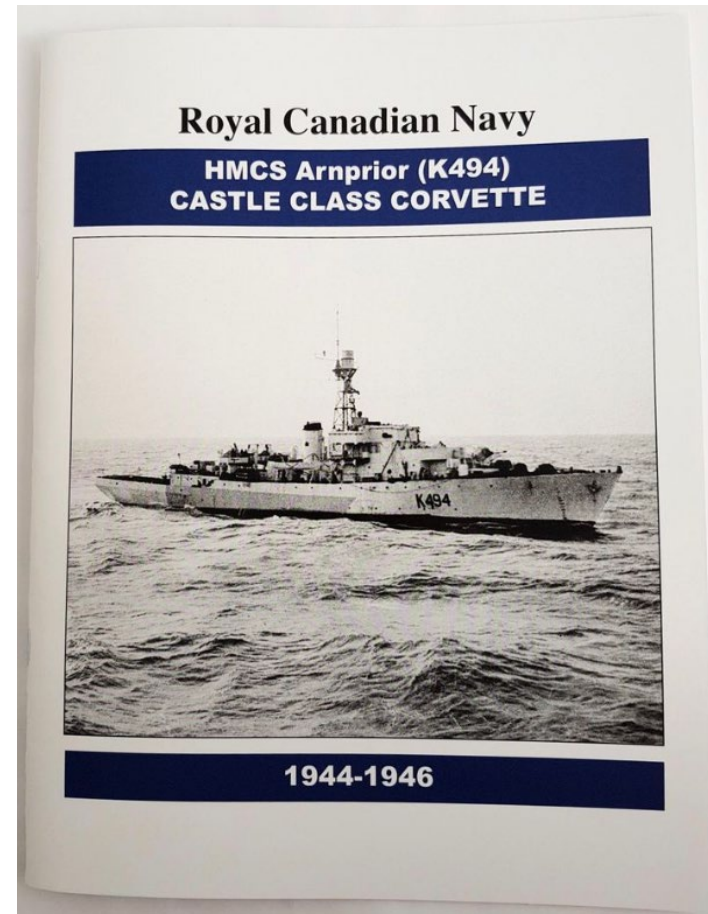
- Share in Arnprior's legacy and witness the growth of a town with the launch of a new virtual exhibit created in association with Digital Museums Canada and our amazing artefact collection.
- The community introduction to Unravelling the Yarn took place February 14th.
- This digital project has now been fully translated and the Museum waits word of on-line publication.



Of Note

- The museum is collaborating with the Mississippi Valley Textile Museum with regard to a sign in Pakenham commemorating the General Store. The Museum holds the 19th century “books” from the shop in its collection.
- The three Museum staff are virtually attending the Canadian Museum Association (CMA) annual conference “**Dismantling Foundations to Build a Better Tomorrow**” at the end of April.

HMCS Arnprior book
published and given to the
Museum by the author
Gary King.



Questions?



• WHERE THE RIVERS MEET •



Community Improvement Plan Financial Incentive Programs

Robin Paquette, CAO
Meeting Date: April 19, 2022

Background

- In March 2014 the Town received its first application for CIP funding. Between March 2014 and July 2021, the Town received 52 applications.
- The most popular financial incentive programs:
 - Façade and Property Improvements Program
 - 29 Grants Awarded
 - Application and Building Fee Permit Program
 - 11 Grants Awarded
- In total, the Town has issued \$85,194 in funding across 50 separate grants with a total estimated project costs of \$1,015,682.

Background

- On March 14th, 2022 Council adopted two by-laws:
 - By-law 7274-22 – Community Improvement Project Area
 - The entire Town is included in the CIP Area as opposed to the previous plan which established ‘districts’ where funding would be available
 - By-law 7275-22 – Community Improvement Plan
 - Establishes the Town-led Initiatives, as well as Financial Incentive Programs and defines the areas to which the different CIP financial incentives apply based on land use or zoning category (ie. Heritage Property Improvements apply to lands designated Part IV of the Heritage Act or located in the Heritage Conservation District, and designated under Part V of the Heritage Act)

Background



Financial Incentive Programs

Financial Incentive Program		Maximum Grant Value
1	Accessibility Improvements Program	50% of project costs up to \$2,500
2	Application and Building Permit Fees Refund Program	50% of Town application fees up to \$5,000
3	Business Location, Expansion and Start-Up Program	50% of project and study costs up to \$5,000
4	Brownfield Remediation Tax Assistance Program (BRTAP)	Calculated on a case-by-case basis
5	Façade and Property Improvement Program	50% of project costs up to \$5,000
6	Heritage Property Improvement Program	50% of project costs up to \$7,500
7	Parking Area and Landscaping Improvement Program	50% of project costs up to \$5,000
8	Sidewalk Café Grant Program	50% of project costs up to \$2,500
9	Signage Improvement Grant Program	50% of project costs up to \$500

New Programs

Accessibility Improvements Program

- **Purpose:** To assist businesses with improving the accessibility of their buildings in accordance with the Accessibility for Ontarians with Disabilities Act, 2005.
- **Grant Value:** 50% of fees, up to a maximum of \$2,500.
- **Example Eligible Costs:** Automatic doors, entryway widenings, accessible washroom installation, repairs to ramps.

Business Location, Expansion and Start-Up Program

- **Purpose:** To encourage new and existing businesses to expand and locate within Arnprior.
- **Grant Value:** 50% of eligible costs, up to a maximum of \$5,000.
- **Example Eligible Costs:** Moving expenses, equipment set up, temporary storage, exterior signage and exterior facades.

New Programs

Sidewalk Café Program

- **Purpose:** To assist business owners and authorized tenants with the financial costs associated with designing and constructing a temporary patio within the right-of-way.
- **Grant Value:** 50% of eligible costs, up to a maximum of \$2,500.
- **Example Eligible Costs:** Design and construction costs associated with the sidewalk café such as designers and patio overhangs.
- Sidewalk Cafes will be required to be in accordance with the Town's Sidewalk Patio Café Licencing By-law.



New Programs

Parking Area and Landscaping Improvements Program

- **Purpose:** To assist with optimizing the quality of off-street parking and promoting a greener and more aesthetically pleasing public realm.
- **Grant Value:** 50% of eligible costs, up to a maximum of \$5,000.
- **Example Eligible Costs:**
 - Driveway repair and replacement, parking signage installment, stormwater management systems and sod replacement.

Signage Improvements Program

- **Purpose:** To encourage and facilitate the improvement of signage in the Town.
- **Grant Value:** 50% of eligible costs, up to a maximum of \$500.
- **Example Eligible Costs:** Repair, replacement and installation of signage, standalone permanent signage and temporary sign removal.

Financial Considerations

- Council has budgeted in the 2022 Operating Budget up to \$15,000.
- Are there any areas where Council should focus its funding in 2022-2023?

Financial Incentive Program		Maximum Grant Value
1	Accessibility Improvements Program	50% of project costs up to \$2,500
2	Application and Building Permit Fees Refund Program	50% of Town application fees up to \$5,000
3	Business Location, Expansion and Start-Up Program	50% of project and study costs up to \$5,000
4	Brownfield Remediation Tax Assistance Program (BRTAP)	Calculated on a case-by-case basis
5	Façade and Property Improvement Program	50% of project costs up to \$5,000
6	Heritage Property Improvement Program	50% of project costs up to \$7,500
7	Parking Area and Landscaping Improvement Program	50% of project costs up to \$5,000
8	Sidewalk Café Grant Program	50% of project costs up to \$2,500
9	Signage Improvement Grant Program	50% of project costs up to \$500



Marketing/Application

- Any comments on the proposed brochure?
- Any comments on the proposed application form appended to the Agenda?

Are you interested in developing, redeveloping, or improving a property in Arnprior?

The Community Improvement Plan (CIP) is a Town-wide economic development and community revitalization tool.

The CIP offers a wide range of Financial Incentive Programs - including grants, tax assistance and land disposition programs - to encourage private property investments, assist with improvement costs, and help you realize your project.



To learn more about the Community Improvement Plan, determine if your project is eligible, and apply for a Financial Incentive Program, please contact the **Town of Arnprior**:

Erin Coyle,
613-623-4231 ext. 1829
ecoyle@arnprior.ca

Town of Arnprior

105 Elgin Street West
Arnprior, ON
K7S 0A8



ARNPRIOR
• WHERE THE RIVERS MEET •

Town of Arnprior Community Improvement Plan



Who Can Apply?

The Financial Incentive Programs are available to property owners and tenants within the Community Improvement Project Area that meet the general and program-specific eligibility requirements. There is no cost to apply.

Can I Apply for More than One Program?

Yes – projects may be eligible for more than one program.

How Do I Apply?

STEP 1 | Pre-application Consultation & Application: Schedule a meeting with the CIP Administrator to review your proposed project and eligible works, then submit a completed application form and supporting materials.

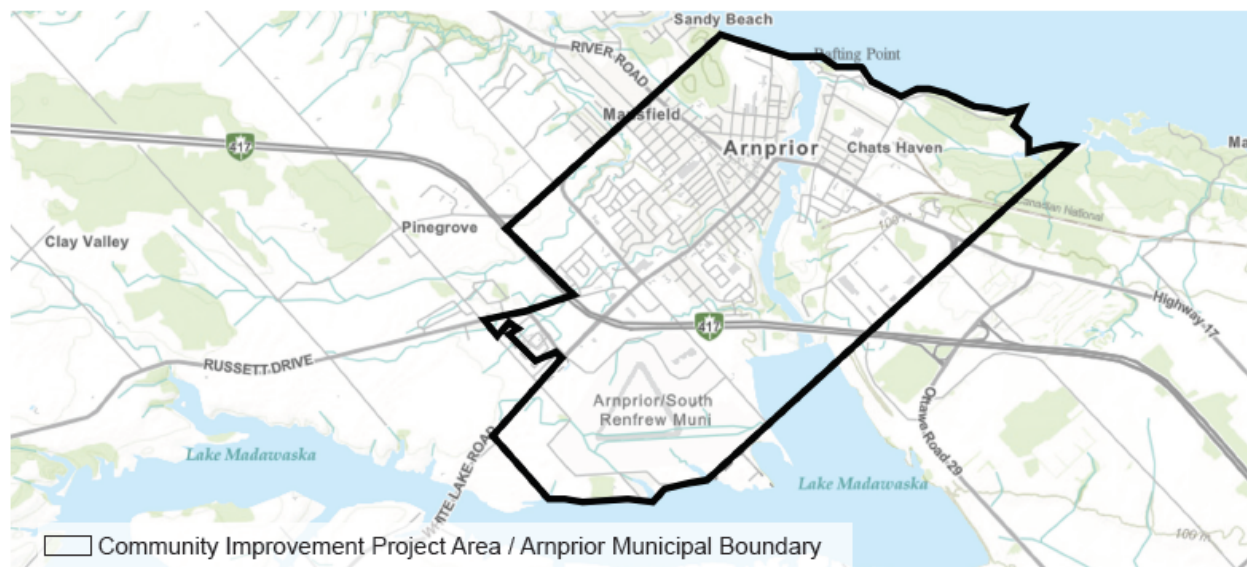
STEP 2 | Application Review & Evaluation: The CIP Review Panel will review your application against the CIP vision, goals and eligibility criteria and make a recommendation to Council regarding approval of the application.

STEP 3 | Application Approval & Agreement: If your application is approved, an Agreement will be entered into with the Town and work may begin on your project.

STEP 4 | Completion of Works & Payment: Once the approved works have been completed per the Agreement, the Town will issue the Financial Incentive Program payment.

Available Financial Incentive Programs

Financial Incentive Program	Grant Value
1. Accessibility Improvements Grant	50% of project costs up to \$2,500
2. Application and Building Permit Fees Refund Grant	50% of Town application fees up to \$5,000
3. Business Location, Expansion and Start-Up Grant	50% of project and study costs up to \$5,000
4. Brownfield Remediation Tax Assistance Program (BRTAP)	Calculated on a case-by-case basis
5. Façade and Property Improvement Grant	50% of project costs up to \$5,000
6. Heritage Property Improvement Grant	50% of project costs up to \$7,500
7. Parking Area and Landscaping Improvement Grant	50% of project costs up to \$5,000
8. Sidewalk Café Grant	50% of project costs up to \$2,500
9. Signage Improvement Grant	50% of project costs up to \$500



Questions?



• WHERE THE RIVERS MEET •

Town of Arnprior

2022 Community Improvement Plan

Financial Incentive Program Application

OFFICE USE ONLY

Application Number: _____

Date Received: _____

Recommendation: _____

Decision: _____

A: Applicant's Information

(1) Registered Property Owner(s)

Name: _____

Mailing Address: _____

Phone No.: _____

Postal Code: _____

Email Address: _____

(2) Applicant (if different from Registered Property Owner):

Name: _____

Mailing Address: _____

Phone No.: _____

Postal Code: _____

Email Address: _____

(4) If known, please describe any other encumbrances, charges or other holders of mortgages on the lands. Please provide the names of the individuals.

(5) Indicate to whom correspondence regarding this application should be sent:

☐ Registered Property Owner ☐ Applicant ☐ Authorized Agent

Please Note:

If the applicant is not the registered property owner, please ensure that the required authorization is completed and signed by the registered property owner as provided in Section H of this application form. In absence of the Authorization of Owner, no further consideration of the application will be made.

A pre-application consultation meeting is required before your application can be accepted by the Town. The Town will help you complete this application and advise you of your eligibility for the available financial incentive programs. The Town will also indicate which supporting materials are required for your application (Section G).

A pre-application consultation meeting is required before your application can be accepted by the Town. The Town will help you complete the application and advise you of your eligibility of programs. The Town will also indicate which supporting materials are required for your application (Section G).

Please contact us with questions, or to arrange a meeting to discuss your application, or to submit your application:

Erin Coyle, Acting Economic Development Officer
Town of Arnprior
105 Elgin St. West
Arnprior, ON K7S 0A8
Phone: 613-623-4231 Ext. 1821
Email: ecoyle@arnprior.ca

B: Description of the Property

(1) Please indicate the location of the property or unit subject to this application.

Street Address: _____

Municipality: _____

Legal Description: _____

Roll Number: _____

(2) Describe the existing use(s) on the subject property. Please list the buildings and structures located on the property, and describe their condition.

(3) Please indicate if there is any known municipal heritage designation that is applicable to the subject property (i.e., designation under the Ontario Heritage Act).

(4) Is the subject property a corner lot (located at an intersection of two roads)?

☐ Yes

☐ No

If **Yes**, please indicate the names of the two streets that the subject property fronts onto:

C: Description of the Project

(1) Please describe the proposed improvement project.

DRAFT

(2) Have any improvement works been recently completed or started on the subject property? Please describe any recent work that was completed or is underway.

DRAFT

D: Eligibility Considerations

(1) Have you discussed your application with the Town (i.e., have you arranged for a pre-application consultation meeting?)

☐ Yes

☐ No

If **Yes**, please indicate the date and the name of the person(s) you met with:

(2) Is the subject property or unit located within the currently designated Community Improvement Project Area (i.e. within the Town of Arnprior municipal boundary)?

Note: The subject property must be within the current Community Improvement Project Area in order to be eligible for financial incentives.

☐ Yes

☐ No

(3) Does the subject property have any outstanding tax arrears, area rates or other charges?

Note: The subject property must not have any outstanding tax arrears in order to be eligible (even if you are a tenant).

☐ Yes

☐ No

(4) Have you previously applied for a financial incentive program through the 2022 Community Improvement Plan?

☐ Yes

☐ No

(5) If you answered “yes” to (4) above, please explain your previous financial incentive program application and how it relates to this current application.

(6) Are any other approvals required in relation to the project? For example, is an Official Plan Amendment, Zoning By-Law Amendment, minor variance, Site Plan, or building permit required?

☐ Yes

☐ No

(7) If you answered “yes” to (6), please list the required approvals for the project using the space below. Please indicate the status of the approvals (for example, “application submitted”, “not submitted”, or “approval received”).

(8) Have you secured, do you intend to apply for, or do you anticipate receiving funding from other government bodies and/or non-profit organizations for the project?

☐ Yes

☐ No

(9) If you answered “yes” to (8), please list the funding sources. Please indicate the status of their approvals (for example, “application submitted”, “not submitted”, or “approval received”).

E: Financial Incentive Programs

(1) Please check which programs you are applying for. Each program is associated with specific eligibility criteria in Sections 4.2.1 to 4.2.9 of the CIP. Applications must also meet the General Eligibility Criteria specified in Section 6.7 of the CIP. Applicants are encouraged to apply for more than one program if they are eligible to do so. The Brownfield Remediation Tax Assistance program cannot be combined with any other financial incentive program.

Accessibility Improvements Program	<input type="checkbox"/> I want to apply for a grant of 50% of the eligible costs, to a maximum of \$2,500, for an accessibility improvement project.
Application and Building Permit Fees Refund Program	<input type="checkbox"/> The project requires a building permit and/or planning approval(s), and I want to apply for a rebate on the fees that are required: 100% of Town fees, to a maximum of \$5,000.
Business Location, Expansion and Start-Up Program	<input type="checkbox"/> I want to apply for a grant of 50% of the eligible costs, to maximum of \$5,000, for a business location, expansion and/or start-up program.
Brownfield Remediation Tax Assistance Program (BRTAP)	<input type="checkbox"/> The project requires contamination remediation and I want to apply to be considered for the cancellation or deferment of a portion of the municipal property taxes during the period in which in which the brownfield site is being cleaned up or redeveloped.
Façade and Property Improvement Program	<input type="checkbox"/> I want to apply for a grant of 50% of the eligible costs, to maximum of \$5,000, for a façade and property improvement project.
Heritage Property Improvement Program	<input type="checkbox"/> I want to apply for a grant of 50% of the eligible costs, to a maximum of \$7,500, to undertake a heritage property improvement project.
Parking Area and Landscaping Improvement Program	<input type="checkbox"/> I want to apply for a grant of 50% of the eligible costs, to maximum of \$5,000, for a parking area and landscaping improvement project.
Sidewalk Café Grant Program	<input type="checkbox"/> I want to apply for a grant of 50% of the eligible costs, to maximum of \$2,500, for a sidewalk café project.
Signage Improvement Program	<input type="checkbox"/> I want to apply for a grant of 50% of the eligible costs, to maximum of \$2,500, for a signage improvement project.

F: Project Costs and Timing

Please detail all eligible project costs (in \$CDN) using the following table. The estimated project costs should be based on quotes from contractors and vendors. Applicants are generally required to obtain at least two (2) quotes.

Community Improvement Task/Item	Cost – Low Quote	Cost – High Quote
Example: Replacement of storefront sign	\$ 1,800 from Signs Inc.	\$2,200 from Custom Signs Ltd.
1.	\$	\$
2.	\$	\$
3.	\$	\$
4.	\$	\$
5.	\$	\$
6.	\$	\$
7.	\$	\$
Total:		

G: Supporting Materials

(1) Please complete the following table in consultation with the Town.

Required Supporting Materials	Completed and Attached (To be checked by Applicant)	Required to be Attached with Completed Application (To be checked by the Town)
Photographs of the existing building or property condition	<input type="checkbox"/>	<input type="checkbox"/>
Historical photographs or documentation	<input type="checkbox"/>	<input type="checkbox"/>
Professional or conceptual drawings and/or plans, including drawings or plans prepared by a professional architect, planner, engineer or landscape architect licensed in the Province of Ontario	<input type="checkbox"/>	<input type="checkbox"/>
A site plan or landscape plan	<input type="checkbox"/>	<input type="checkbox"/>
Specifications of the proposed works, including a work plan for the improvements	<input type="checkbox"/>	<input type="checkbox"/>
Two (2) cost estimates for eligible work and/or materials	<input type="checkbox"/>	<input type="checkbox"/>
Any other materials as may be required for specific programs	<input type="checkbox"/>	<input type="checkbox"/>
Other required materials (Town to specify at pre-application consultation meeting, using the space below)		
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

H. Declaration of Applicant

I, _____ declare that:
(print name)

1. The information contained in this application, attached supporting materials and documentation, is true to the best of my knowledge.
2. If the Registered Property Owner ("Owner") is a corporation or partnership, I have the authority to bind the corporation or partnership.

Date Signature of Applicant

If the applicant is not the Registered Property Owner, the Owner must also sign this application:

Date Signature of Registered Property Owner

Date Signature of Registered Property Owner

I. Submission and Contact

Your completed application, with all required supporting materials (see Section G), may be submitted in person at the Town office or mailed/couriered to the address below. Since original signatures are required, faxed or emailed submissions will not be accepted.

Erin Coyle, Acting Economic Development Officer
Town of Arnprior
105 Elgin St. West
Arnprior, ON K7S 0A8
Phone: 613-623-4231 Ext. 1821
Email: ecoyle@arnprior.ca

Office Use Only – Evaluation Form – Page 1 of 3

1. Application Completeness

☐ The application is complete, including all required supporting documentation.

☐ The application is incomplete.

If determined to be incomplete, specify reasons:

2. Application Evaluation

☐ The application meets all General Eligibility Criteria (Section 6.7 of the Community Improvement Plan)

☐ The application does not meet all General Eligibility Criteria.

If not, specify reasons:

☐ The application meets all program-specific criteria (Sections 4.2.1 to 4.2.9 of the Community Improvement Plan).

☐ The application does not meet all program-specific criteria.

If not, specify reasons:

Office Use Only – Evaluation Form – Page 2 of 3

☐ The application is desirable for the community, is in the public interest, and represents good design according to the Community Improvement Plan.

☐ The application is not desirable for the community, is not in the public interest, or does not contribute to the vision and goals of the Community Improvement Plan.

Specify reasons why the project is or is not desirable or is not in the public interest:

Does the property have any outstanding tax arrears, area rates or other charges?

☐ Yes

☐ No

If yes, indicate outstanding taxes/charges.

Are there any outstanding work orders from the Town's Fire Department or the Building Department that must be addressed prior to grant approval?

☐ Yes

☐ No

If yes, indicate outstanding work orders.

Office Use Only – Evaluation Form – Page 3 of 3

3. Application Recommendation

☐ The CIP Administrator recommends this application for approval.

☐ The CIP Administrator does not recommend this application for approval

If not recommended for approval, specify reasons:

4. Application Decision

☐ The application was approved.

☐ The application was not approved.

If not approved, specify the reasons as determined by the approval authority: