

Bolton Community Improvement Plan

2023



How do I use the Bolton Community Improvement Plan?

A Community Improvement Plan is a revitalization and economic development tool used to promote and facilitate investment in desirable community improvement works.

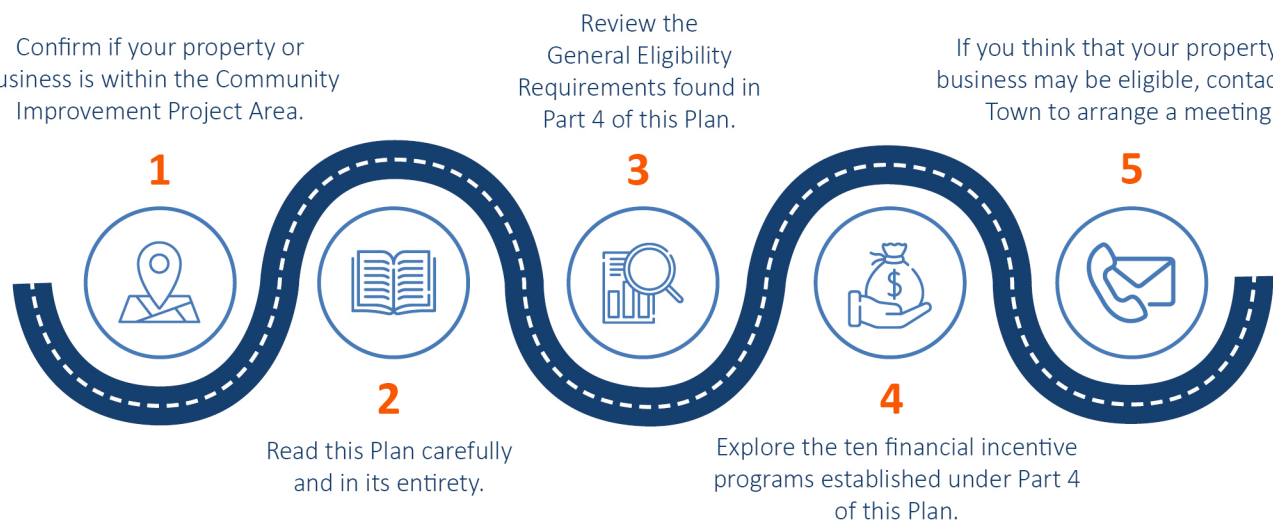


The Purpose of this Plan

The purpose of this Plan is to promote and facilitate the ongoing revitalization and enhancement of Bolton. It establishes a range of financial incentive programs available to eligible applicants, as well as identifies municipal led initiatives to provide pro-active and visible leadership to achieve the overall revitalization objectives of this Plan.

Using this Plan

The following preliminary steps should be undertaken before contacting the Town to discuss making an application:



Structure of the Plan

Part One	Part Two	Part Three	Part Four	Part Five
Offers an overview of this Plan, including its purpose and structure.	Establishes the revitalization vision, goals and objectives of this Plan.	Identifies detailed action items to support the goals and objectives of this Plan.	Establishes the financial incentive programs of this Plan, including general eligibility requirements.	Reviews additional eligibility requirements for making an application and establishes the application process.

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Introduction





1. Introduction

1.1 Overview

A Community Improvement Plan (“CIP” or “Plan”) is a revitalization and economic development tool used to promote and facilitate investment in desirable community improvement works. This is principally achieved through the administration of financial incentives that are granted by a municipality to eligible landowners and businesses. It is also achieved through complementary initiatives that are municipal led and that work to further support the community improvement vision, goals, and objectives of this Plan.

The Town of Caledon (“Town”) administers several CIPs, including this one. Each Plan represents a broad revitalization framework that is individually responsive to the challenges and opportunities that are unique to

communities within the Town or that focus on specific community improvement goals that may have broader applicability. This Plan therefore establishes a range of financial incentive programs and municipal led initiatives that are responsive to the revitalization needs of Bolton, while recognizing the benefit of streamlined administrative provisions that are generally consistent with the Town’s other CIPs.

This Plan has been prepared for the historic core, commercial areas and industrial areas of Bolton. It is largely informed by the Strategic Directions Report and Project Area Analysis (“Report”). The Report does not form an operative part of this Plan but serves as an important foundation of work that identifies how this Plan has been developed. It is recognized as a valuable resource for users of this Plan and should be considered in any future review, update, or modification of this Plan.



1.2 Background

The Town first adopted a CIP for the community of Bolton in 2009 (“2009 Bolton CIP”). The 2009 Bolton CIP was subsequently subject to minor amendments in 2011 and again in 2014. In August 2021, the Town initiated a comprehensive review and update of the 2009 Bolton CIP on the following basis:

- The Plan was expressly contemplated as a ten year revitalization strategy. It had since reached its intended conclusion;
- Since 2009, the Town’s land use planning framework has substantially evolved; and
- The 2020 Economic Development Strategy and the 2021 Downtown Bolton Revitalization Plan identifies an update of the 2009 Bolton CIP as a key priority for Bolton.

This Plan therefore represents work undertaken to comprehensively review and critically evaluate the 2009 Bolton CIP. This background work is detailed through the Report. It broadly included critical observations regarding existing revitalization opportunities and constraints within Bolton, performance and success of the 2009 CIP, and a review of more contemporary community improvement planning practices with a focus on financial incentive programs and administrative policy. Specific consideration was also given to the Community Improvement Project Area (“CIPA”).

As an outcome of the background work, this Plan is largely represented by a new community improvement vision, a refined municipal leadership strategy, ten financial incentive programs, and a revised marketing and communications plan. A modified CIPA was also prepared through this update. The in-effect CIPA is administered through a separate Town By-law and does not form an operative part of this document.

1.3 Purpose of this Plan

The purpose of this Plan is to establish a realistic and forward looking strategy that is responsive to existing and emerging revitalization constraints and

opportunities within Bolton. It establishes a range of financial incentive programs that are intended to promote works that result in community improvement while similarly supporting landowners and local businesses. It also identifies specific programs and supporting actions that are municipal led and intended to be undertaken by the Town to further support the ongoing improvement and revitalization of Bolton.

The Plan has also been developed in consideration of Bolton’s unique history, heritage and geography and is responsive to the Town’s in-effect land use planning framework. For example, community improvement works identified under this Plan recognize the Bolton Heritage Conservation District, and the desire to both preserve and conserve this rich heritage and character. In other areas of the Town, this CIP contemplates an opportunity to advance the vision of the Town’s Official Plan for a more compact, active transportation oriented and transit supportive built form.

This Plan has also been developed through a broad consultation and engagement program. Residents, landowners, businesses, agencies, elected representatives, and Town staff have provided meaningful input to the community improvement vision of this Plan and its components. In this way, a purpose of this Plan is to both reflect and advance the revitalization aspirations and vision for Bolton as expressed by the community. It identifies specific programs and actions that may be undertaken by the Town to support the ongoing revitalization of Bolton, as detailed in the Municipal Leadership Strategy.

This CIP must also be monitored and evaluated on a regular basis to ensure the components remain relevant and responsive to Bolton’s emerging revitalization needs and opportunities. A monitoring framework is therefore established to inform the ongoing evaluation of its success and includes the identification of key performance metrics that should be regularly documented by the Town.

Lastly, the contribution of this Plan to the ongoing revitalization of Bolton necessarily relies on the Town to actively support its uptake through meaningful



marketing and communication initiatives. To this end, the Plan identifies a marketing and communication framework that has been developed in consultation with Town staff.

1.4 Legislative Authority

The authority for preparing this Plan is under Section 28 of the *Planning Act*. Under the *Planning Act*, the Town may issue grants and loans to property owners and tenants within a designated Community Improvement Project Area, and where a Community Improvement Plan has been prepared. It is a requirement of the *Planning Act* that the Town's Official Plan have policies in place, which will guide the selection of Community Improvement Project Areas and the preparation of Community Improvement Plans.

Authority to adopt and administer this Plan is also granted under Section 106 of the *Municipal Act*, 2001, which generally prohibits municipalities from directly or indirectly assisting manufacturing, business or other industrial or commercial enterprises. An exception to Section 106 is made under Section 106(3) for municipalities exercising powers under Section 28 (6) or (7) of the *Planning Act*, being to adopt a CIPA and CIP.

This Plan is consistent with the policies of the Provincial Policy Statement, 2020 ("PPS, 2020"). Generally, the Provincial Policy Statement promotes the vitality and regeneration of existing settlement areas (Section 1.1.3.1) and is in principle supportive of the intent of this Plan. Since this Plan focuses on the revitalization of existing built-up communities, the Provincial Plans do not have direct implications or directly relevant policies pertaining to Community Improvement Plans.

This Plan has been prepared to conform to the policies of the Town of Caledon's Official Plan. The Town of Caledon's Official Plan designates Bolton as an eligible community improvement area.

Under this Plan, all programs are required to conform to the policies of the Official Plan as well as the Town's Zoning By-law. The programs under this Plan do not supersede other by-laws, regulations, laws or policy

documents as currently in-force and effect, or that may do so over the 10-year horizon of this Plan.

1.5 Components of this Plan

This Plan provides a comprehensive framework that guides community improvement in Bolton. It is comprised of three components that collectively represent the CIP, as follows:

1. This document is one component. It establishes the community improvement vision, goals and objectives, the Municipal Leadership Strategy, and the financial incentive programs and their financial values. It also contains detailed eligibility criteria and administrative policies, including a marketing and communication plan.
2. The second component of this Plan is the CIPA. The CIPA is required under the *Planning Act* and delineates which areas of Bolton this Plan applies to, including the financial incentive programs. The CIPA is adopted as a separate By-law by the Town and does not form an operative part of this document. However, a map of the CIPA is shown in Figure 1 for reference purposes only. It is subject to change by a decision of Council, as noted above. Consultation with Town staff is always required to confirm if a property or business is within the CIPA.
3. The third component of this Plan are the companion Urban Design Guidelines. The Guidelines provide additional guidance for community improvement by identifying design principles and guidelines with respect to built form, facades, streetscape, and open spaces, for example.

Users of this Plan should refer to each of the three components for interpretation and administration purposes.

1.6 Structure of this Plan

This Plan is organized into five parts, as follows:

- Part 1 of this Plan offers an introduction to the CIP, including relevant background information as well as its purpose and legislative authority. Part 1 does not form an operative component of this Plan.



TOWN OF CALEDON

- Part 2 establishes the revitalization vision, goals and objectives of this Plan. These considerations guide the long-term implementation of this Plan.
- Part 3 identifies a Municipal Leadership Strategy and includes detailed action items that may be undertaken by the Town to support the goals and objectives of this Plan.
- Part 4 establishes the financial incentive programs of this Plan, including the purpose, community benefit, value and eligibility criteria of the programs.
- Part 5 establishes detailed implementation policies that inform how this Plan is administered and funded, requirements and process for applying to the financial incentive programs, a marketing strategy, Plan monitoring and evaluation, and a glossary of terms to assist with interpretation.



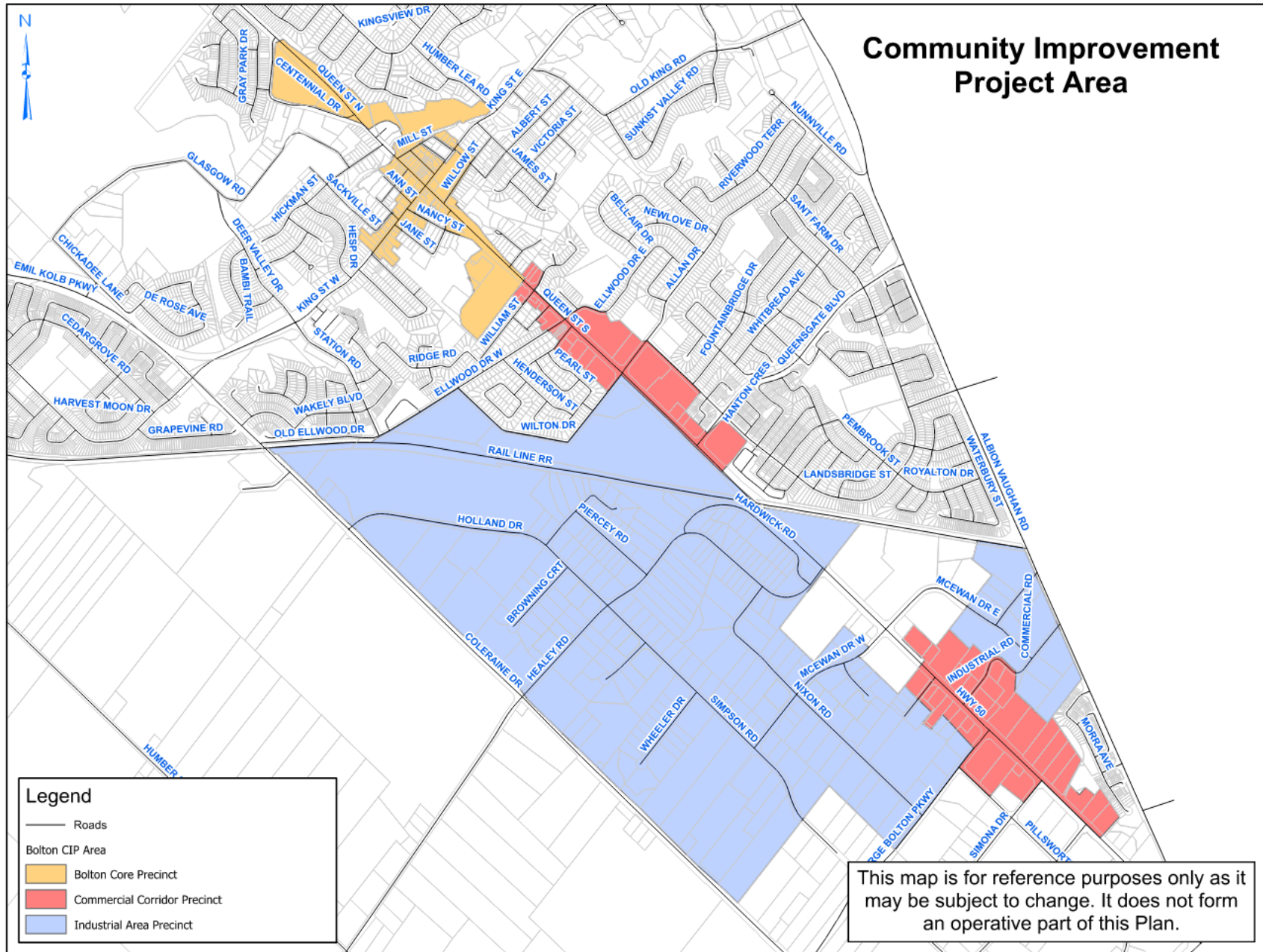


Figure 1: Bolton Community Improvement Project Area (December 2022)

Goals and Objectives





2. Goals and Objectives

This Part of the CIP establishes the community improvement goals and objectives for Bolton. Specific goals and objectives can be used to guide implementation of the Plan and measure its success. To this end, the goals and objectives form an important component of the Plan’s monitoring and evaluation framework.

Implementation of this Plan should have regular regard for the goals and objectives as established through this Part. Proposed community improvement works should not only be consistent with these aspirations, but also seek to advance revitalization priorities of Bolton as identified by the goals and objectives.

The goals and objectives of this Plan are intended to support and advance the Town’s land use planning


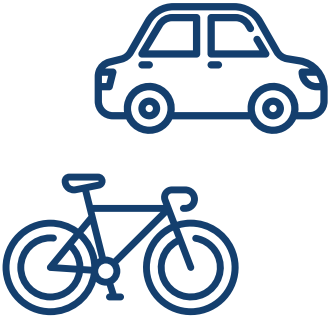
framework, including the Official Plan, Zoning By-law, and the Bolton Heritage Conservation District, as well other complementary municipal initiatives that support the continued revitalization and improvement of the community.



2.1 Goals and Objectives

Table 1 identifies the specific goals and objectives to support the revitalization vision for the community of Bolton.

Table 1: Bolton CIP Revitalization Goals and Objectives

Goals	Objectives
<p>1. Bolton celebrates its rich history and heritage, while embracing its aspirations for the future.</p> 	<p>Properties, buildings and facades will be rehabilitated, restored or preserved in a manner that respects the unique heritage and character of the Bolton Core, while complying with the Heritage Conservation District Plan.</p> <p>Vacant buildings will be meaningfully utilized by new uses that contribute to the vibrancy and vitality of the Bolton Core.</p> <p>New signage and exterior lighting will contribute to a unique sense of place and comply with the Heritage Conservation District Plan design guidelines.</p> <p>Redevelopment represents an important opportunity for Bolton and the Town to advance the policy vision of the Official Plan.</p>
<p>2. Bolton is a safe, accessible and connected community that encourages multi-modal transportation.</p> 	<p>Multi-modal transportation is supported by a well connected and coordinated network of trails, routes, and lanes, as well as related infrastructure such as bicycle parking.</p> <p>Pedestrians feel safe and are encouraged to move throughout the community via a consistent network of sidewalks, trails, lighting and pedestrian amenities including rest areas and benches.</p> <p>New pedestrian crossings are signalized and controlled in a manner that contributes to traffic calming and pedestrian safety, particularly along Queen Street.</p> <p>Community improvement works are undertaken in accordance with the principles of universal design.</p> <p>Community participation is enhanced by ensuring equal and equitable access to all areas of Bolton.</p>
<p>3. Queen Street is a strategic corridor that contributes to</p>	<p>Queen Street is an important gateway to Bolton and is a vibrant, engaging and visually attractive area within the community.</p>



Goals	Objectives
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Bolton’s long-term revitalization vision.



Community improvement works contribute to the aesthetic quality and visual appearance of the public realm.

Redevelopment seeks to implement design principles that result in a consistent and coordinated built form, streetscape, landscape and architecture.

Queen Street is a safe and enjoyable corridor for multi-modal movement within the community.

4. Bolton is a climate resilient community.



Bolton seeks to be a climate neutral community by 2050 and is prepared for extreme weather.

The community meaningfully contributes to meeting the climate change mitigation and adaptation objectives of the Town.

Community improvement investment undertaken in the Bolton Core seeks to reduce flood risk from the Humber River and enhance stormwater management.

Works undertaken to support climate change resilience and carbon reduction are valued for their contribution to new economic opportunities within the community and the Town.

5. Bolton is vibrant, fun and inviting destination for people to live, work and play.



The economy is supported by a broad range of uses that contribute to overall economic resiliency and vitality.

Lands in the vicinity of and adjacent to the Humber River are a focal point of recreational opportunity and leisure activity that are broadly accessible from all areas of the community.

It consists of unique shopping, cultural and recreational experiences that attract people from within the Town and further abroad.

The Bolton Core is actively programmed and makes the best use of available public spaces and underutilized lands for gatherings and events.

Tourists are drawn to Bolton for its unique sense of place, heritage characteristics, proximity to recreational and leisure opportunity, and activities and events.



Municipal Leadership Strategy





3. Municipal Leadership Strategy

3.1 Purpose

The 2009 Bolton Community Improvement Plan included a Municipal Leadership Strategy that was focused on facilitating community improvement in Bolton. As part of the 2022 update, this Plan outlines additional municipal-led initiatives that enable the Town of Caledon to continue to provide proactive and visible leadership, coordination, and support for the revitalization, redevelopment, and enhancement of Bolton.

The Municipal Leadership Strategy described in the following section represents short to long-term strategies that are intended to be undertaken by the Town over the Plan’s horizon. This is intended to

principally occur through focused efforts and the commitment of financial resources on public sector investments and actions. The Municipal Leadership Strategy is designed to act as a catalyst to further encourage private sector investment in the designated Bolton Community Improvement Project Area.

The Town may engage in any of the initiatives outlined below as part of the implementation of the CIP, subject to the Town’s capital budget and the availability of resources. An indication of the anticipated timing, as identified by this Plan, is provided to inform the prioritization of these actions and as a target for implementation.

3.2 Administration of Municipal Leadership Strategy

The Municipal Leadership Strategy of this Plan will be administered by the Town. The role of this Plan is to




identify opportunities that will support the revitalization of Bolton and help to achieve the near and long-term revitalization priorities of the community. The municipal led initiatives are further contemplated as strategic opportunities to advance the revitalization vision, goals and objectives of Bolton, as identified by this Plan.

Implementation of the Municipal Leadership Strategy will be dependent on the commitment of the Town to contribute to, motivate, and assist in community improvement activities and undertakings, in addition to available budget, and Council approval. Council may

establish an annual budget related the Municipal Leadership Strategy, or prioritize certain initiatives based on the outcomes of the Plan Monitoring and Evaluation framework, as detailed under Part 5 of this Plan. The Municipal Leadership Strategy is shown in Table 2, below.

Table 2: Bolton CIP Municipal Leadership Strategy

Goals	Strategy and Objectives	Priority
<p>1. Public Realm and Wayfinding Improvements</p> 	<ol style="list-style-type: none"> 1. The Town may continue to prioritize streetscape and other public realm improvements that seek to further enhance and beautify the public realm, create a more accessible environment, and develop infrastructure that will meet both the near-term and long-term needs of the community. 2. The Town may undertake an urban design/streetscape study to establish a unified framework for contextual fit of public realm improvements that ensures harmony with the unique architectural character and history of Bolton, reinforcing the sense of place and advancing the revitalization of the downtown and intensification in accordance with the Town’s Official Plan. 3. Works undertaken within the public realm should recognize and reflect the principles of universal design, while having regard for the climate change resiliency priorities of the Town. 4. The Town may invest in the following improvements within the CIPA at minimum: <ol style="list-style-type: none"> a. Development of a continuous sidewalk network; b. Use consistent sidewalk materials and dimensions; c. Implement principles of barrier-free design/universal access; and d. Implement and encourage additional street furniture and amenities such as benches, lighting, street signs, banners, trees, bicycle parking and decorative planters. 	<p>Recommended as a high priority, long-term initiative, with on-going implementation from 2022 to 2032.</p>



Goals	Strategy and Objectives	Priority
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	<ul style="list-style-type: none"> e. The Town may coordinate with the Bolton Business Improvement Area and Caledon Chamber of Commerce to implement these improvements, where appropriate. 5. The Town may consider an opportunity to undertake a wayfinding strategy to improve navigation and orientation within the Community Improvement Project Area, particularly within the Bolton Core and Commercial Corridor Precincts. This could include consideration for signage, names, landmarks, maps, interactive media, and historic plaques that utilize consistent and standard design principles. 6. Advancing revitalization of the downtown core and intensification of the CIP area in accordance with the Town’s Official Plan. 7. Identify priority public realm improvements and give consideration to these through annual capital budgeting exercises. 8. Where improvements under this Program are contemplated on Queen Street or King Street, collaboration and partnership should be sought with the Region of Peel. 	
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2. Climate Change Action



1. The Town shall recognize its commitment to the climate change emergency by reducing greenhouse gas emissions and adapting to extreme weather by implementing the actions as outlined in Resilient Caledon, Community Climate Change Action Plan.
2. Meaningfully fund the Energy and Carbon Reduction Program of this Plan to advance and align businesses with the climate change priorities of the Town.
3. Public realm improvements shall consider opportunities to reduce climate change impacts and the impact of extreme weather to enhance the resiliency of the community.
4. Seek additional funding opportunities to promote and support the revitalization vision, goals and objectives of this Plan within the context of addressing climate change.

Recommended as a high priority, long-term initiative, with on-going implementation from 2022 to 2032.

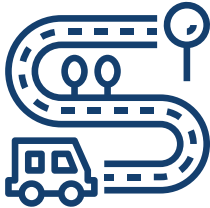
3. Administration of the Plan



1. The Town should continue to administer the CIP and commit the Town’s resources to ensure the ongoing implementation and long-term success of this Plan.
2. Regularly consult Town Council, key stakeholders and members of the community to evaluate the performance of

Recommended as a high priority, long-term initiative, with on-going implementation



Goals	Strategy and Objectives	Priority
	<p>this Plan, as contemplated under the Plan Monitoring and Evaluation in Part 5.</p> <ol style="list-style-type: none"> 3. Support the Administrator of this Plan and provide the necessary resources for that individual to successfully fulfill the responsibilities of that role, as contemplated under Part 5 of this Plan. 4. Recognize the role of the existing Review Panel in application review, evaluation and processing to ensure that a variety of interests are considered when evaluating applications. 5. Commit the Town’s resources to ensure continued service excellence in the implementation of this Plan and the delivery of the financial incentive programs to eligible applicants. 	<p>from 2022 to 2032.</p>
<p>4. Improve the Local and Regional Transportation Network</p> 	<ol style="list-style-type: none"> 1. The Town may consider improving the multi-modal network within Bolton itself, as well as with other communities of the Town and the Region to better support the local economy and improve the movement of people and goods. 2. Enhancements to the multi-modal network should focus on reducing motor vehicle dependency and emissions by seeking opportunities that create better active transportation connections and infrastructure, as well as improved local and regional public transit connections. 3. The Town may invest in the following improvements within the CIPA in order to implement the recommendations of this Plan: <ol style="list-style-type: none"> a. Add cycling facilities to the road cross-section; b. Reduce lane widths and introduce medians along Queen Street and south of the Bolton Core to calm traffic and facilitate a more pedestrian friendly and safe built form; c. Implement marked and signalled crossings (painted walkways/cobblestone); and d. Implement crossing signals, particularly within the Queen Street corridor and the industrial area of Bolton. 4. With respect to Queen Street specifically, the Town may, in partnership, or with assistance from, the Region of Peel, explore or implement the following improvements: <ol style="list-style-type: none"> a. Continue to address opportunities for on-street parking; 	<p>Recommended as a high priority, long-term initiative, with on-going implementation from 2022 to 2032.</p>



Goals	Strategy and Objectives	Priority
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- b. Reduce lane widths and introduce median to calm traffic and provide room for pedestrians and active transportation modes;
- c. Improve pedestrian and active transportation amenities; and
- d. Establish a more robust public transit network that will better link Bolton to the broader Town and Region.

5. Marketing and Branding Strategy



1. The Town may continue to promote this Plan and its financial incentive programs through a Marketing Strategy, as described under Part 5 of this Plan.
2. The Strategy may be targeted to local businesses and organizations within the CIPA in order to educate eligible property and business owners about the opportunities available through this Plan.
3. As part of the Marketing Strategy, the Town may implement a robust communication and education programs to facilitate broad interest, support and uptake of the CIP.
4. The Town may establish branding material for this Plan and the financial incentive programs to support advertising and communication initiatives and raise awareness of the revitalization efforts and opportunities that are contemplated for Bolton by this Plan.

Recommended as a medium priority, long-term initiative, with implementation from 2022 to 2032.





6. Celebrate Success



1. The Town may explore opportunities to celebrate the positive contributions of this Plan by highlighting successful projects and recognizing local champions who have undertaken exemplary community improvement works within Bolton.
2. Individuals or businesses who are identified as champions may also be recognized as local “leaders” who have meaningfully invested in the long-term revitalization of their community.
3. Actively promote and share success stories through the Marketing Strategy as contemplated under Part 5 of this Plan.

Recommended as a medium priority, long-term initiative, with implementation from 2022 to 2032.



Goals	Strategy and Objectives	Priority
<p>7. Collaboration and Partnerships</p> 	<ol style="list-style-type: none"> 1. To ensure the long-term success of this Plan, the Town may collaborate with key partners from both the public and private sectors, as well as both locally and across jurisdictions. This includes the Region of Peel. 2. The Town should seek to leverage the strengths of its various partners to help achieve the revitalization vision, goals, and objectives this Plan. 	<p>Recommended as a medium priority, long-term initiative, with on-going implementation from 2022 to 2032.</p>
<p>8. Review Relevant Studies</p> 	<ol style="list-style-type: none"> 1. Certain studies identified as key inputs to this Project are approaching a decade since being undertaken. The Town should carefully review these documents to consider whether an update or refresh is appropriate or needed. For example, this could include the Tourism Strategy (2014), Trails Master Plan (2011) or updating the Parking Strategy Study. 2. The Town may consider undertaking additional studies where warranted or deemed appropriate to further support the vision, goals, and objectives of the CIP. 	<p>Recommended as a medium priority, long-term initiative, with implementation from 2022 to 2032.</p>
<p>9. Programming</p> 	<ol style="list-style-type: none"> 1. Greater activation of the historic core is identified as a key action that can contribute to the ongoing revitalization efforts of Bolton. 2. The Town may facilitate or organize public gatherings and events within the downtown core to encourage further activity and sense of place. 3. Actively engage and collaborate with local stakeholders, including community organizations, to share the responsibility for enhanced maintenance and festivals that activate and energize the community. 4. This program will benefit from continued partnership with local associations, such as the Bolton Business Improvement Area or the Caledon Chamber of Commerce. 	<p>Recommended as a high priority initiative, with on-going implementation in 2022 to 2032.</p>
<p>10. Strategic Land or Road Acquisition</p> 	<ol style="list-style-type: none"> 1. The Town may undertake municipal land acquisition to further facilitate or advance any of the objectives, goals and programs of this Plan in accordance with Section 28 of the <i>Planning Act</i>. Strategic land acquisition may take place on a case-by-case basis or through preparation of a comprehensive strategy. 2. Through the municipal acquisition of land or roads, the Town may prioritize those investments that complement 	<p>Recommended as a medium priority, long-term initiative, with implementation from 2022 to 2032.</p>



Goals	Strategy and Objectives	Priority
	<p>other municipal leadership programs, such as improved connectivity or people or streetscape improvements, for example.</p> <ol style="list-style-type: none"> a. In the industrial area where the existing road network is incomplete, the Town may acquire land in order to reconfigure the roadways and improve road connections and truck/car/cyclist/pedestrian movement; and b. In addition to the Town's existing plans for the development of parks and open spaces along the Humber River, there are opportunities for the acquisition of land to develop and link public open spaces. 	

3.2.1 Additional Considerations

The following additional considerations should inform the role of the Town with regards to the continued revitalization of Bolton and implementation of this Plan:

- An objective of this Plan is to increase the municipal tax assessment as a resource to be reinvested back into the community.
- Support existing local businesses while attracting new businesses and sectors that will contribute to the diversity and vitality of Bolton's economy.
- Promote Bolton as a tourism destination that benefits from a unique history and heritage, while being afforded significant opportunity for recreation and leisure. This will be further augmented through specific municipal led initiatives such as improvement of public spaces and programming.
- Recognize this Plan as an important economic development tool that has the potential to meaningfully contribute to the long-term revitalization of Bolton and the role of municipal investment in both the public realm as well as the financial incentive programs to achieve this.



Financial Incentive Programs





4. Financial Incentive Programs

4.1 Purpose

This Plan establishes a suite of financial incentive programs to advance the revitalization vision, goals and objectives of Bolton. The financial incentive programs contemplate a broad range of community improvement works that are intended to be responsive to the unique revitalization needs and opportunities of the community. They are also intended to augment complementary initiatives that may be undertaken by the Town over the intended 10-year horizon of this Plan.

4.2 Financial Incentive Programs

A total of eleven financial incentive programs are established under this Plan:

1. Building and Façade Improvement Grant Program;
2. Property Improvement Grant Program;
3. Energy and Carbon Reduction Grant Program;

4. Planning and Building Fee Grant Program;
5. Development Charge Grant Program;
6. Tax Increment Equivalent Grant Program;
7. Flood Mitigation and Protection Grant Program;
8. Privately Owned Public Space (POPS) and Public Art Grant Program;
9. Patio and Outdoor Café Grant Program;
10. Bolton Core Residential Conversion Grant Program; and
11. Priority Sites Revitalization Program.

4.3 Interpretation of the Programs

Each financial incentive program contains specific information that applicants shall have regard for when using and reading this Plan. These requirements vary between the programs but typically include:

- **Purpose:** Describes the purpose of the program and its intended outcome.



- **Community Benefit:** Describes how the program may benefit both the community and applicant.
- **Program Availability:** Identifies specific land uses and properties that are eligible for the program, based on the Community Improvement Project Area precincts.
- **Eligible Costs:** Lists which types of projects and community improvement works are eligible to be included in the calculation of a grant value.
- **Grant Value:** Identifies the maximum value of a grant based on a percentage of eligible costs, typically to a maximum absolute value.
- **Payment of Grant:** Provides details how and when the grant is to be paid out. For most programs, the grant is only paid upon completion of construction of the project
- **Eligibility Criteria:** To be eligible to apply and receive a grant, an application must satisfy applicable eligibility criteria. Some grants have program-specific eligibility criteria. In all cases, the general eligibility of Section 4.4 apply, and in some cases, the design criteria of the CIP Urban Design Guidelines or the Bolton Heritage Conservation District Plan also apply. A component of the general eligibility criteria is that all initiatives should contribute to achieving the revitalization vision, goals and objectives of this Plan.

4.4 General Eligibility Criteria

The following eligibility criteria apply to all financial incentive programs established by this Plan:

1. **Projects Must Advance the Revitalization Priorities of this Plan:** The financial incentive programs of this Plan are intended to advance the revitalization vision, goals and objectives of this Plan, at the discretion of the Town.
2. **Projects Must Comply with the Urban Design Guidelines:** All improvements works undertaken through the financial incentive programs of this Plan shall comply with the CIP Urban Design Guidelines.

If a property is located within the Bolton Heritage Conservation District Plan, the design guidelines of that plan shall apply.

3. **Financial Incentives are Not Retroactive:** An applicant shall not be eligible for an incentive for any works that have already been commenced or completed.
4. **Compliance with Applicable Laws, Policies and Regulations:** No project will be eligible for an incentive if the project does not comply with all applicable law and applicable policy, including but not limited to the applicable policies of the Official Plan and the Zoning By-law. Financial incentives may be conditional upon receiving approvals, such as planning and building approvals and permits from Provincial or Federal authorities or any government agency. Approval conditions will be indicated in the financial incentive program agreement.
5. **Authorization:** Where an application is made under this Plan by someone other than the landowner or business owner, the applicant shall be required to provide written authorization from the owner prior to applying and/or undertaking any eligible community improvement works.
6. **No Lifecycle Replacements:** Lifecycle replacements of eligible costs identified by this Plan shall not be eligible for a financial incentive.
7. **No Arrears:** A landowner shall not be eligible for a financial incentive if they are in arrears with regard to tax payments or accounts receivable at time of application or when the Town issues payment of a grant(s). This criterion will be included as a condition on the agreement.
8. **Total Value of Financial Incentives:** In no case shall the total amount of all grants exceed the total eligible costs of community improvement works benefiting from the financial incentive programs of this Plan.
9. **Permanent Improvements Only:** Except where otherwise permitted by this Plan, eligible costs must involve permanent improvements only.
10. **Opportunity for Heritage Conservation:** At its sole discretion, the Town may encourage or require the



conservation and improvement of properties or buildings that are perceived to have heritage characteristics or are formally recognized as having heritage value, where an application has been made on that subject property.

11. **Number of Applications:** Properties and businesses shall only be eligible for one application per financial incentive program over the horizon of this Plan. However, at its sole discretion, the Town may consider a subsequent application if the merit and community benefit of the proposed improvements can be clearly demonstrated to the satisfaction of the Administrator and Review Panel.
12. **Applications in Progress:** This Plan was adopted by Council in 2022. It is therefore recognized that some applications may have been prepared and submitted based on a previous plan. Where these applications were in progress at time of adoption of this Plan, they will be evaluated based on the policies and requirements of this Plan.
13. **Greenfield Development Shall Not be Eligible:** Greenfield projects shall not be eligible for the financial incentive programs of this Plan. For clarity, only projects involving revitalization, improvement or redevelopment of existing buildings or properties shall be considered eligible.
14. **Minimum Cost:** Proposed community improvement works worth less than \$1,000 shall not be eligible for the financial incentive programs of this Plan.
15. **Previous Grant Recipients/Applications:** Where a property has received one or more grants under this Plan in the past, the Town shall consider the property's grant application history in its decision-making. A property owner may apply for any grant even where there is a history of grant issuance. However, the Town shall not approve any grant that pertains to the same eligible costs that were previously subject to a grant under this Plan, unless the works were undertaken more than ten years ago and the proposed works represent an improvement over existing conditions. In its sole discretion the Town may reject an application on the basis that the application overlaps with previously completed works funded by this Plan.

4.5 Combining Financial Incentives

1. All financial incentive programs established by this Plan are eligible to be combined, with the exception of the Tax Increment Equivalent Grant Program. For clarity, applications made under the Tax Increment Equivalent Program shall not be eligible for any other financial incentive program of this Plan.
2. Any eligible costs shall only be counted under one grant program, and not duplicated in separate programs.
3. The Town administers a separate heritage grant program, which provides grants for properties designated under the *Ontario Heritage Act*. Applicants, recipients and past recipients of grants under that program shall be eligible for the financial incentive programs of this Plan. However, the Town may decline an application or reduce the approved grant amount on the basis of recent grants received under the programs enabled by the *Ontario Heritage Act*, such as the Heritage Property Tax Rebate, or where duplicate works are proposed.
4. Applicants are encouraged to seek other funding sources prior to pursuing funding from the Community Improvement Plan and to help manage limited resources. However, applicants are required to disclose other sources of funding to the Administrator on the application form.

4.6 Urban Design Guidelines

The CIP Urban Design Guidelines, which were originally prepared in 2009 and reviewed while preparing this Plan, are recognized as a companion document to this CIP. The Guidelines will be implemented in connection with the CIP financial incentive programs, and are intended to:

1. Identify design principles and guidelines with respect to built form, facades, streetscape, and open spaces, for example;
2. Educate property and business owners as to the Town's principles and guidelines for design;
3. Provide eligibility criteria for CIP's Financial Incentive Programs, with respect to design; and



4. Provide the Town with a tool for the review and evaluation of applications for Financial Incentive Programs and supporting materials.

The Town administers several urban design guidelines, the CIP Urban Design Guidelines provide applicants with a streamlined resource to understand and advance the design principles of the Town. They have been reviewed and updated to recognize the Bolton Heritage Conservation District Plan Design Guidelines, the Town-wide Urban Design Guidelines, and the Industrial Area Urban Design Guidelines.

4.7 Application Requirements and Process

Application requirements and process are established under Part 5 of this Plan. The application process is also shown visually in Appendix I. Applicants are encouraged to read this Plan, including the requirements and process, in their entirety before applying. Applicants are also strongly encouraged to contact the Administrator for additional clarification on matters established by this Plan.

4.8 Transition

This Plan was updated in 2022 and came into effect in 2023, meaning that the Town may have approved an application immediately prior to Council adoption of this Plan, or that there may be applications currently in process under the previous version of the Bolton CIP. On this basis, the following policies shall apply:

1. **Applications in process:** Any application currently in process under the previous Bolton CIP shall be evaluated and processed under this Plan.
2. **Applications approved on or after January 1st, 2022:** Where the grant value of a financial incentive program under this Plan is higher than that of the previous Bolton CIP, an application that was approved on or after January 1st, 2022 shall be eligible for a one time payment from the Town that is equal to the difference of said value, provided the approved community improvement works are recognized as eligible costs under this Plan, and that all other eligibility requirements of this Plan are satisfied.

For clarity, in both cases any eligible application received once this Plan comes into effect shall be fully evaluated and processed under the policies of this Plan.



4.9 Building and Façade Improvement Grant Program

4.9.1 Purpose

The Building and Façade Improvement Grant Program offers grants to eligible applicants to undertake desirable façade improvements that contribute to the Town’s unique character and identity, while improving the public realm aesthetic. This Program also focuses on promoting business signage that is attractive, and where applicable, complies with the Town’s Urban Design Guidelines.

4.9.2 Community Benefit

The program promotes aesthetic improvements to building facades on private property and meaningfully contributes to enhancing the public realm aesthetic. Applications shall be subject to the Town’s Urban Design Guidelines, including the Bolton Heritage Conservation District Plan, and therefore any improvements undertaken through this Program will advance the Town’s vision for the built form that recognizes Bolton’s unique character and identity.

4.9.3 Program Availability

Office, commercial, institutional and mixed-use properties and buildings within the Bolton Core and Commercial Corridor Precincts shall be eligible for this Program.

4.9.4 Eligible Costs

The potential value of a grant under this Program shall be calculated based on the following eligible costs:

1. Repair or replacement of storefront, rear or side doors and windows.
2. Repair, replacement or restoration of façade materials, such as masonry, brickwork, wood siding, plaster, metal shingles and/or architectural details.
3. Façade painting, or cleaning treatments or refurbishment of original facades, provided that:

- a. These works are undertaken as part of a larger improvement project as identified in this Program; or
 - b. Considered to be essential to the restoration of a building designated under the *Ontario Heritage Act* or listed by the Town of Caledon as having cultural heritage value, in accordance with the *Ontario Heritage Act*;
4. Repair or replacement of awnings or canopies.
 5. Replacement or installation of exterior lighting.
 6. Replacement, repair, improvement or installation of signage on building façades, including signage lighting.
 7. Services of a qualified professional.
 8. Other similar repairs or improvements to a building as may be approved by the Town.

4.9.5 Grant Value

The potential value of a grant under this program shall be calculated based on the following eligible costs:

1. Building and Façade Improvement with One Frontage: The maximum amount shall be \$14,500 or 50% of the eligible costs, whichever is less.
2. Building and Façade Improvement with Two Street Fronting Façades: The maximum amount of the façade or building improvement grant may be increased to \$19,500 or 50% of the eligible costs, whichever is less, for buildings with two street fronting façades, provided that the proposed improvements apply to both façades.
3. Signage: Grants for improvements to or restoration of building signage and associated lighting may be provided to eligible applicants for 50% of the construction costs to a maximum of \$5,000.

4.9.6 Payment of Grant

The grant is paid after the approved works (including construction) are completed, to the satisfaction of the Town.



4.9.7 Eligibility Criteria

1. The general eligibility criteria outlined in Section 4.4 shall apply.
2. Applications shall comply with the companion Urban Design Guidelines.
3. Only improvement projects that are visible from the street or public realm shall be eligible for this Program.
4. In the Bolton Core Precinct, applications for façade and signage improvements shall be consistent with the design guidelines of the Heritage Conservation District Plan.
5. In the Commercial Corridor Precinct, only those portions of a building or property located within 20.0 metres of the front or exterior side lot line shall be eligible for building and façade improvements under this Program. However, the Town shall consider an exception to this where the entirety of the building/façade is being improved.
6. In the Commercial Corridor Precinct, signage improvements may only be undertaken in conjunction where an eligible application under the Property Improvement Grant Program has been made.
7. Where applicable, proposals involving installation or improvements to signage shall comply with the Town's Sign By-law.
8. Where a property is designated under the *Ontario Heritage Act* or listed by the Town as having cultural heritage value, applicants may be required to submit historical research and documentation on the subject property in support of the grant application. The Town may be able to supplement this information based on its own information and records. Approval from the Town is required prior to starting any community improvement works.
9. Projects funded through this grant shall not be combined with the Town of Caledon's Designated Heritage Property Grant Program. The Designated Heritage Property Grant Program is funded separately by Town Council and is administered separately from this Plan.
10. All grants shall be subject to receiving any required approvals or permits, as required by Town by-laws and any applicable Provincial or Federal laws.



4.10 Property Improvement Grant Program

4.10.1 Purpose

The Property Improvement Grant Program offers grants to facilitate improvements that contribute to the aesthetic appearance and character of private non-residential property. This includes landscape considerations such as property landscaping, surface parking areas, pedestrian movement and connections, and more sustainable landscaping practices. This includes promoting landscaping practices using native and drought tolerant species, improving pedestrian amenities and connections, the naturalization and greening of surface parking areas, hardscaping with permeable material, stormwater management technologies, and low impact development, for example.

4.10.2 Community Benefit

This Program promotes the beautification and aesthetic improvement of private property elements that contribute to and enhance the public realm while promoting more sustainable landscaping practices. This Program also complements other programs of this Plan, such as the Building and Façade Improvement Program, to facilitate improvement works that meaningfully advance the revitalization goals and objectives of the community.

4.10.3 Program Availability

Commercial, office, mixed-use, institutional and industrial uses in the Bolton Core, Commercial Corridor and Industrial Area Precincts shall be eligible for this Program. Designated non-residential heritage properties within these precincts shall also be eligible for this Program.

4.10.4 Eligible Costs

The potential value of a grant under this program shall be calculated from the following eligible costs:

1. Replacement of sod with new sod or alternative ground cover treatments with native plant species and in accordance with the practice of xeriscaping.

2. Planting of trees, shrubs, plants and beds with native plant species and in accordance with the practice of xeriscaping.
3. Naturalization and greening of surface parking areas.
4. Installation of permanent benches, bicycle parking, rest areas and planters, provided they are located in a front or exterior side yard and are adjacent to and immediately accessible from the sidewalk.
5. Rehabilitation or construction of decorative front yard fences and low walls, including retaining walls.
6. Repair or construction of hardscaping, including walkways and paths, provided the hardscaping material is permeable and does not include solid asphalt or concrete.
7. Modifications to irrigation systems that results in the more efficient use of water.
8. Installation of storm water management technologies, such as bioswales, rain gardens, rainwater, harvesting and reuse systems, etc., which are considered to be, in the opinion of the Town, innovative and beyond minimum requirements or expectations for storm water management, and are consistent with the current version of the Toronto and Region Conservation Authority (TRCA)'s Low Impact Development Stormwater Management Planning and Design Guide.
9. Professional landscape services for construction, modification or installation purposes for any of the eligible works noted above.
10. Other similar improvements as may be approved by the Town.

4.10.5 Grant Value

1. Grants for property improvements with one frontage on a public street may be provided to eligible applicants for a total of 50% of the improvement costs to a maximum of \$7,500.
2. Grants for property improvements with two frontages on a public street may be provided to eligible applicants for a total of 50% of the improvement costs to a maximum of \$10,000.



4.10.6 Payment of Grant

The grant is paid after the approved works (including construction) are completed, to the satisfaction of the Town.

4.10.7 Eligibility Criteria

1. The general eligibility criteria outlined in Section 4.4 shall apply.
2. Applications shall comply with the companion Urban Design Guidelines, or the Heritage Conservation District Plan, as may be applicable.
3. In the Commercial Corridor Precinct, only those portions of a building or property located within 20.0 metres of the front or exterior side lot line shall be eligible for property improvements under this Program, with the exception of eligible works associated with the naturalization and greening of surface parking areas.
4. Properties that are visible from the public realm and that contribute to the streetscape will be considered eligible for Property Improvement Grant Program.
5. Prior to approval by the Town, applications for the Property Improvement Grant Program will be subject to review and input from the Town's Engineering Department.
6. Works related to lifecycle repair or installation of asphalt or other similar non-pervious surfaces shall not be eligible for this Program.



4.11 Energy and Carbon Reduction Grant Program

4.11.1 Purpose

The Energy and Carbon Reduction Grant Program offers grants to improve energy efficiency and reduce the carbon footprint of businesses within Bolton. This program is intended to support the Town in meeting its carbon reduction targets, of 36% below 2016 levels by 2030, and carbon neutrality by 2050.

4.11.2 Community Benefit

The community will benefit from a reduction of greenhouse gas emissions that contribute to the Town's overall carbon footprint. The Program reflects the Town's commitment to climate change resiliency and broader sustainability goals, while promoting greener economic opportunities.

4.11.3 Program Availability

Commercial, mixed-use, institutional or industrial properties and buildings within the Bolton Core, Commercial Corridor and Industrial Area Precincts shall be eligible for this Program. Designated non-residential heritage properties within these precincts shall also be eligible for this Program.

4.11.4 Eligible Costs

The potential value of a grant under this program shall be calculated from the following eligible costs, which are organized into three streams to assist with interpretation and administration:

1. Stream 1:

- a. Building energy and efficiency audits, recommissioning and energy retrofit feasibility studies;
- b. Basic building controls, including smart thermostat, roof top unit (RTU) controls, demand control ventilation, or other smart controls as approved by the Town, that result in energy savings;
- c. Building envelope improvements, including ENERGYSTAR certified windows, as well as

insulation, for facilities smaller than 15,000 square feet;

- d. Installation of an energy recovery ventilator (ERV), or heat recovery ventilator (HRV), or drain water heat recovery, where this technology did not previously exist or is improving in efficiency in replacement of an existing system;
- e. Installation of a level II electric vehicle charging station.

2. Stream 2:

All eligible costs under Stream 1, provided that one or more of the following eligible costs is also undertaken:

- a. Replacing existing heating systems and air conditioners with a more efficient condensing boilers or condensing furnaces, and air conditioners. Note: this measure does not apply for transitioning electricity systems to natural gas;
- b. Major works associated with HVAC system upgrades or retrofits that results in a switch from a carbon-based fuel system to an electricity-based system (such as heat pumps);
- c. Building automation system and controls and energy management information systems;
- d. Other building envelope improvements for facilities larger than 15,000 square feet.

3. Stream 3:

All eligible costs under Streams 1 and 2, provided that one or more of the following eligible costs is also undertaken:

- a. Eco-roofs, including green roofs, cool roofs, and blue roof systems, as well as any required structural analysis;
- b. Installation of ground or air source heat pumps;
- c. Industrial waste heat recovery that reduces the buildings energy (fossil-fueled source, such as natural gas) thermal consumption by 20%.



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- d. Installation of renewable energy systems (including solar thermal and solar photovoltaic systems);
- e. Level 3 electric vehicle charging station(s);
- f. Improvements to industrial process (excluding lighting and HVAC systems) that result in significant energy efficiencies and that do not utilize carbon-based fuels as an energy source.

4.11.5 Grant Value

The total value of the Energy and Carbon Reduction Grant Program shall be calculated on the following basis:

1. Stream 1 may be provided to eligible applicants for a total of 50% of eligible costs to a maximum of \$10,000.
2. Stream 2 may be provided to eligible applicants for a total of 50% of eligible costs, to a maximum of \$25,000.
3. Stream 3 may be provided to eligible applicants for a total of 50% of eligible costs, to a maximum of \$40,000.
4. Under no circumstance shall the grant values under Streams 1, 2 and 3 be combined.

4.11.6 Payment of Grant

1. The grant is paid after the approved works (including construction) are completed, to the satisfaction of the Town.
2. At the Town's discretion, additional criteria for payment of a grant may be requested, including a certified letter from a Professional Engineer or Certified Energy Professional (through CIET) outlining the works completed (including details of the base case equipment to prove an improvement in efficiency), and an outline of the estimated energy and emissions savings OR an energy audit report that details the energy conservation measure.

4.11.7 Eligibility Criteria

1. The general eligibility criteria outlined in Section 4.4 shall apply.

2. Lighting and doors (or similar exterior entrance features) shall not be eligible for this Program.
3. Applications shall comply with the companion Urban Design Guidelines, as well as the Bolton Heritage Conservation District Plan guidelines, where applicable.
4. Grant values offered through Streams 1 to 3 of this program shall not be combined.
5. Additional Eligibility/Verification Criteria for the Energy and Carbon Reduction Grant Program as outlined in Appendix II shall apply and be referenced through application submission.



4.12 Planning and Building Fee Grant Program

4.12.1 Purpose

The Planning and Building Fee Grant offers grants based on applicable fees for the Town's planning application fees and/or building permit fees related to redevelopment, reconstruction, rehabilitation, and/or other eligible works of this Plan. This Program is intended to be combined with other financial incentive programs of this Plan, except the Tax Increment Equivalent Grant Program.

4.12.2 Community Benefit

The community will benefit from an increased tax base through property redevelopment, as well as facilitating the creation of jobs and local economic activity associated with the community improvement works undertaken. This Program provides assistance to eligible applicants by reducing property improvement costs through the provision of a grant that offsets a portion of the cost of the Town's planning and building permit application fees.

4.12.3 Program Availability

Office, commercial, industrial and mixed-use properties and buildings within the Bolton Core, Commercial Corridor and Industrial Area Precincts shall be eligible for this Program. Designated non-residential heritage properties within these precincts shall also be eligible for this Program.

4.12.4 Eligible Costs

Applications to this Program shall only be deemed eligible when combined with another financial incentive program established by this Plan, except the Tax Increment Equivalent Grant Program. For clarity, to be eligible for this Program, an applicant must propose to be undertaking community improvement works that are deemed eligible by another financial incentive program(s).

4.12.5 Grant Value

The total value of the Planning and Building Permit Fee Grant Program shall be calculated on the following basis:

1. Planning Fee Grant: A grant may be made available equivalent to the cost of a minor variance, site plan or rezoning application associated with other eligible works of this Plan. The grant may equal 100% of the Town's fees, to a maximum of \$10,000.
2. Building Permit Fee Grant: A grant may be made available equivalent to the cost of a building permit fee(s) or demolition fee(s) associated with other eligible works of this Plan. The grant may equal 100% of the Town's fees, to a maximum of \$10,000.

4.12.6 Payment of Grant

Payment of the grant by the Town for an approved application shall be in accordance with the following:

1. Planning Fee Grant: The grant is paid after the works (including construction) are completed, to the satisfaction of the Town. This includes full payment of any applicable planning fees. The grant is intended to act as a rebate for these fees.
2. Building Permit Fee Grant: The grant is paid after the works (including construction) are completed, to the satisfaction of the Town. This includes full payment of any applicable building permit fees. The grant is intended to act as a rebate for these fees.

4.12.7 Eligibility Criteria

The following eligibility criteria shall apply:

1. The general eligibility criteria outlined in Section 6.7 shall apply.
2. Where applicable, proposals shall comply with the companion Urban Design Guidelines.
3. All grants shall be subject to receiving any required approvals or permits, as required by Town by-laws and any applicable Provincial or Federal laws.
4. Applicants must pay for all application and permit fees prior to undertaking the approved work. A grant for the approved amount of the application and permit fees will be provided to the applicant.
5. This program shall be combined with another program of this plan.



4.13 Development Charge Grant Program

4.13.1 Purpose

The Development Charge Grant Program offers grants to eligible applicants to offset the cost of the Town's portion of development charges related to the significant redevelopment or reconstruction of properties or buildings.

4.13.2 Community Benefit

The community will benefit from an increased tax base through property redevelopment, as well as facilitating the creation of jobs and local economic activity associated with the community improvement works undertaken. This Program provides assistance to eligible applicants by reducing property improvement costs through the provision of a grant that may be equal to a portion of the cost of the Town's development charges.

4.13.3 Program Availability

Office, commercial and mixed-use properties and buildings within the Bolton Core and Commercial Corridor Precincts shall be eligible for this Program.

4.13.4 Eligible Costs

The potential value of a grant under this program shall be calculated based on the following eligible costs:

1. Minor or major redevelopment, construction, reconstruction and rehabilitation where development charges apply.
2. Eligible projects as identified by this Plan and where a development charge may apply.

4.13.5 Grant Value

The maximum value of a grant shall be equal to 50% of the Town of Caledon portion of applicable development charges, or \$15,000, whichever is less.

4.13.6 Payment of Grant

The grant is paid after the approved works (including construction) are completed, to the satisfaction of the Town. Applicants must pay for all development charges prior to undertaking the approved work. The grant is

intended to offset the costs of applicable development charges.

4.13.7 Eligibility Criteria

The following eligibility criteria shall apply:

1. The general eligibility criteria outlined in Section 4.4 shall apply.
2. Where applicable, applications shall comply with the companion Urban Design Guidelines and the Bolton Heritage Conservation District Plan.
3. Applicants eligible for the exemptions provided through the Town's Development Charge By-law shall not be eligible for the Development Charge Grant Program.



4.14 Tax Increment Equivalent Grant Program

4.14.1 Purpose and Intended Outcomes

The Tax Increment-Equivalent Grant Program offers grants to land owners who experience a significantly heightened tax assessment due to major improvement or redevelopment of a property. Where major property improvement or redevelopment results in an increased tax assessment, an eligible applicant may receive a grant that is equal to a portion of the tax increase (known as the tax increment). This effectively defers the full increase in taxation associated with the reassessment through grants that are equivalent to a portion of the resulting property tax increase.

4.14.2 Community Benefit

The community will benefit from an increased tax base through major property improvement or redevelopment, create a more compact, transit supportive and complete community, as well as facilitating the creation of jobs and local economic activity associated with the community improvement works undertaken. The Program is also intended to assist owners by meaningfully offsetting increased tax assessment and therefore reducing a significant barrier to investment.

4.14.3 Program Availability

Properties designated for a mix of uses by the Town's Official Plan within the Commercial Corridor Precinct shall be eligible for this Program. Further, only eligible costs that result in an increased tax assessment shall be eligible.

4.14.4 Eligible Costs

The potential value of a grant under this Program shall be calculated based on the cost increase in assessed value due to the redevelopment of an existing commercial or office building or property for the purposes of a new mixed-use building, along with the following eligible costs:

1. Planning application fees, including zoning by-law amendments, site plans, minor variances, and sign permit fees.

2. Building permit fees, including change of use permits.
3. Major additions or renovations to an existing property or building that results in the creation of new residential units.
4. Improvements to energy efficiency, water efficiency, and other sustainable design considerations that are contemplated by this Plan.
5. Infrastructure work including the improvement or reconstruction of existing on-site public infrastructure (water services, sanitary and storm sewers).
6. The services of a qualified professional.

4.14.5 Grant Value

The total value of the Program shall be calculated on the following basis:

1. The value of a grant may be equal to 100% of the Town's portion of the tax increase as a result of the improvement.
2. In no case shall the total amount of all grants exceed 50% of the total eligible costs, to a maximum of \$250,000.

4.14.6 Payment of Grant

Payment of the grant shall be in accordance with the following:

1. Grants may be equal to up to 100% of the Town's portion of the tax increase in year one, decreasing by 10% in following years for a maximum of a ten year period.
2. At its sole discretion, the Town may consider an alternative grant period depending on the nature and merit of an application.
3. When an approved project is complete, a grant will be paid annually by the Town to the eligible applicant subsequent to payment of all property taxes.
4. The tax increment is calculated as the difference between pre-project Lower Tier Municipal Taxes and post-project Lower tier Municipal Taxes. The value of the grant will be determined by the Town upon approval of a financial incentive application.



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The value shall be subject to the confirmed reassessed value as determined by the Municipal Property Tax Assessment Corporation (MPAC).

4.14.7 Eligibility Criteria

1. The general eligibility criteria outlined in Section 4.4 shall apply.
2. Applications shall comply with the CIP Urban Design Guidelines.
3. The Tax Increment-Equivalent Grant program shall not be combined with any other financial incentive program of this Plan. It is intended that this program be a stand-alone incentive program and that the owners of a property does not accumulate incentives under the tax increment equivalent grant and another incentive program.
4. An application to this Plan shall conform to the Town's Official Plan and meaningfully advance the Town's vision for the applicable land use designations.
5. Properties and/or buildings shall be improved such that the amount of work undertaken is sufficient to result in a minimum of \$500,000 increase in the assessed value of the property.
6. The Town may, at its sole discretion, evaluate the merit of an application based on considerations such as achieving intensification targets, sustainable design elements, provision of affordable or attainable housing, contributions to streetscape improvements, or other similar criteria that complement the Town's land use planning policies, plans and/or studies.
7. Consultation with the Region of Peel may be required where there is applicable jurisdiction. Further, this Program does not contemplate any fees that may be applied by the Region of Peel as eligible costs.



4.15 Flood Mitigation and Protection Grant Program

4.15.1 Purpose

The Flood Mitigation and Protection Program offers grants to eligible applicants within the Bolton Core for improvements related to flood protection and mitigation. The grant will assist owners in offsetting the cost of design, engineering, construction or background studies associated with mitigation and protection against flooding from the Humber River.

4.15.2 Community Benefit

The community will benefit from increased flood protections and resiliency throughout the Bolton Core, resulting in greater preparedness for potential flooding events from the Humber River.

4.15.3 Program Availability

Commercial, and mixed-use properties within the Bolton Core Precinct shall be eligible for this Program.

4.15.4 Eligible Costs

The potential value of a grant under this program shall be calculated from the following eligible costs:

1. Installation or replacement of a backwater valve or alarm for a backwater valve.
2. Installation or replacement of a sump pump, alarm, or back-up power for a sump pump.
3. Relocation of electrical systems, including backup power generators, panels, and primary service equipment above the regulatory floodplain elevation. If not possible, floodproofing to the regulatory flood level through active, dry floodproofing measures (i.e., submarine watertight doors, etc.).
4. Retrofitting (elevating or floodproofing) plumbing and gas-fired equipment (i.e., pilot-light devices/burners) above the regulatory floodplain elevation.
5. Relocation of HVAC systems, ducts, central mechanical equipment to above the regulatory

floodplain elevation. If relocation is not possible, floodproofing to the regulatory floodplain elevation.

6. Retrofitting to areas below the regulatory flood level using flood-resistant materials.
7. Eliminating basements (fill in), basement windows or wet floodproofing of basements.
8. Elevating or protecting (i.e., permanent flood shields, submarine windows, etc.) building openings below regulatory flood level (i.e., windows, conduits, door openings, etc.).
9. Retrofitting of basements and structural walls of buildings to withstand flood loads and buoyancy. A structural engineer report shall be provided to the satisfaction of the Town.
10. This program may be combined with the Bolton Core Residential Conversion Grant Program to include flood mitigation or protection measures as part of the proposed residential conversion work.

4.15.5 Grant Value

The value of a grant may be equal to 50% of the total eligible costs, to a maximum of \$5,000, whichever is less.

4.15.6 Payment of Grant

1. The grant is paid after the approved works (including construction) are completed, to the satisfaction of the Town.
2. At its sole discretion, the Town may request formal written authorization from a qualified professional confirming the works have been completed in accordance with the agreement prior to payment being issued.

4.15.7 Eligibility Criteria

1. The general eligibility criteria outlined in Section 4.4 shall apply.
2. Where applicable, applications shall comply with the CIP Urban Design Guidelines and the Bolton Heritage Conservation District Plan.
3. Any retrofits that involve structural improvements proposed under this Program shall be evaluated and confirmed by a qualified engineer.



4.16 Privately Owned Public Space (POPS) and Public Art Grant Program

4.16.1 Purpose

The Privately Owned Public Spaces (POPS) and Public Art Program offers grants to eligible applicants for the physical improvement or rehabilitation of privately owned spaces that are regularly used by the community. This may include privately owned parks, parkettes, squares, plazas, walkways, alleyways, trails, or connections. The Program also offers grants to eligible applicants for the installation of new permanent art or rehabilitation of existing permanent art on private property that contributes to the public realm.

4.16.2 Community Benefit

The community will benefit from the creation of public gathering spaces and public art that encourages social activity, economic activity, and programming within the Bolton Core, as well as promoting civic pride and participation.

4.16.3 Program Availability

Office, commercial, institutional and mixed-use properties and buildings within the Bolton Core shall be eligible for this Program. Designated non-residential heritage properties shall also be eligible for this Program.

4.16.4 Eligible Costs

The potential value of a grant under this Program will be calculated based on the following eligible costs:

1. Privately Owned Public Spaces (POPS):
 - Installation or refurbishment of permanent seating or tables, including pedestrian benches;
 - Installation or refurbishment of decorative signage, lighting, or permanent landscaping features;
 - Installation of electrical outlets or infrastructure to support free public Wi-Fi;
 - Installation or replacement of permanent bicycle parking or bicycle maintenance stations;

- Paving or refurbishment of walkways with permeable hardscape material;
- Major repairs or rehabilitation, cleaning or updating of existing hardscaping or surfaces within POPS.

2. Permanent Public Art Installations:

- New permanent public art installations such as wall murals, commemorative plaques or displays, monuments, memorials, sculptures, custom works, or interactive digital art or displays;
- Lighting and landscaping costs to highlight or showcase the public art; and,
- Costs associated with commissioning, construction and installation, including labour and materials.

4.16.5 Grant Value

The value of a grant may be equal to 50% of the total eligible costs, to a maximum of \$3,500, whichever is less.

4.16.6 Payment of Grant

The grant is paid after the approved works (including construction) are completed, to the satisfaction of the Town.

4.16.7 Eligibility Criteria

1. The general eligibility criteria outlined in Section 4.4 shall apply.
2. Where applicable, approved works comply with the CIP Urban Design Guidelines and the Heritage Conservation District Plan.
3. Applicants must demonstrate to the Town's satisfaction that any work proposed under this Program provides broad community benefit, including economic and social benefit.
4. Applicants may be required to enter into an agreement with the Town outlining the responsibilities of the applicant and the Town as it relates to liability, insurance, maintenance and public usage of the proposed POPS or public art.



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5. At its sole discretion and to the Town's satisfaction, public art shall have sufficient exposure from the public realm.
6. At its sole discretion and to the Town's satisfaction, applications for public art shall demonstrate engagement with local businesses, seek community partnerships (such as financial or in-kind donations), undertake public consultation, or select artists through an open and transparent process, including any combination of the above.



4.17 Patio and Outdoor Café Grant Program

4.17.1 Purpose and Intended Outcomes

The Patio and Outdoor Café Program offers grants to eligible applicants for the installation or improvement of permanent sidewalk patios or outdoor cafés for commercial and mixed-use properties within the Bolton Core.

4.17.2 Community Benefit

The Program meaningfully contributes to the vitality of the Bolton Core by facilitating greater streetscape activity and programming, while offering eligible applicants an opportunity to realize heightened economic return to enhance the resiliency of the Town's businesses.

4.17.3 Program Availability

Only restaurants or similar uses located on commercial or mixed use properties within the Bolton Core Precinct shall be eligible for this Program.

4.17.4 Eligible Costs

The potential value of a grant under this Program shall be calculated based on the following eligible costs:

1. Permanent structural elements required for the patio or outdoor café area;
2. Permanent decorative fencing and/or barriers;
3. Permanent outdoor heaters;
4. Permanent awnings or similar cover;
5. Studies or reports prepared by a qualified professional, as may be required or requested by the Town in support of an application; and,
6. Temporary patio elements to be located in a public right-of-way or parking area, including structural elements, decorative fencing and barriers, and outdoor heaters are also eligible.

4.17.5 Grant Value

The value of a grant may be equal to 50% of the total eligible costs, to a maximum of \$5,000, whichever is less.

4.17.6 Payment of Grant

The grant is paid after the approved works (including construction) are completed, to the satisfaction of the Town.

4.17.7 Eligibility Criteria

1. The general eligibility criteria outlined in Section 4.4 shall apply.
2. Where applicable, approved works comply with the CIP Urban Design Guidelines and the Heritage Conservation District Plan.
3. Only patios or outdoor cafes that are visible from the street or public realm shall be eligible for this Program.
4. All grants shall be subject to receiving any required approvals or permits, as required by Municipal by-laws and any applicable Provincial or Federal laws.



4.18 Bolton Core Residential Conversion Grant Program

4.18.1 Purpose

The Bolton Core Residential Conversion Grant Program offers grants to eligible applicants for the conversion of upper storey non-residential space to residential units within existing buildings, as contemplated by the Town's Official Plan.

4.18.2 Community Benefit

This Program contributes to the continued revitalization of the Bolton Core by incentivizing the conversion of upper-storey non-residential space to residential units, thereby creating additional housing opportunities while contributing to the area's longer-term vibrancy and economic vitality.

4.18.3 Program Availability

Mixed-use properties within the Bolton Core Precinct shall be eligible for this Program.

4.18.4 Eligible Costs

The potential value of a grant under this program shall be calculated from the following eligible costs:

1. Conversion of upper-storey non-residential space to residential units in existing buildings.
2. Improvements to existing residential space that are undertaken to comply with the Ontario Building Code or Fire Code without a conversion of use, but only where these improvements are proposed within a heritage building and result in additional residential units.

4.18.5 Grant Value

The maximum value of a grant shall be equal to 50% of eligible costs, or \$5,000 per unit to a maximum of three units, whichever is less.

4.18.6 Payment of Grant

The grant is paid after the approved works (including construction) are completed, to the satisfaction of the Town.

4.18.7 Eligibility Criteria

1. The general eligibility criteria outlined in Section 6.7 shall apply.
2. The Bolton Core is subject to a Special Policy Area as established by the Town's Official Plan. Applications under this Program shall therefore conform to the applicable policies of the Town's Official Plan and the Special Policy Area, and more specifically, with regard to any application that contemplates additional residential units within lands subject to the Special Policy Area beyond that which is already contemplated through the policies of the Official Plan.
3. Applications shall conform to the Heritage Conservation District Plan, as applicable.
4. Residential units that are existing or proposed and are located at grade with frontage on a public road shall not be eligible for this Program.
5. At its sole discretion, the Town may prioritize applications that propose rental units under this Program.



4.19 Priority Sites Revitalization Program

4.19.1 Purpose

The Priority Sites Revitalization Program is a set of financial incentives aimed at encouraging the improvement of specific priority properties located in the Community Improvement Project Area. The eligible properties, referred to as Priority Sites in this Program, are identified in accordance with the policies of this Program.

This Program offers two types of incentives for identified priority sites:

1. The values of selected other incentives offered in this Plan are heightened for priority sites; and
2. A specialized tax increment equivalent grant program is offered for Priority Sites.

4.19.2 Community Benefit

This Program is intended to prioritize and expedite the revitalization of targeted properties in the Community Improvement Project Area. This will have an immediate and noticeable impact on the community, since the Program is intended to address particularly visible properties, properties that have been in long need of improvement, and other properties that have significant historic or community value.

4.19.3 Program Availability (Designation of Priority Sites)

Only properties that are identified as Priority Sites in accordance with the policies of this Program shall be eligible. Priority Sites shall be identified in accordance with the following policies:

1. The programs and policies of this Program shall only be applicable to properties currently identified as a Priority Site in Schedule B to the Community Improvement Project Area by-law, which is administered separately from this Plan.
2. The properties listed in Schedule B to the Community Improvement Project Area by-law may be added to or deleted by an amending by-law passed by Council to modify or replace the Community Improvement Project Area by-law. For

clarity, modifications to the list of Priority Sites shall not require an amendment to this Plan per the requirements of the *Planning Act*, but will require Council to pass a by-law to amend Schedule B in the Community Improvement Project Area by-law in accordance with the policies of this Program.

3. When Council is considering modifications to the list of Priority Sites, the following policies shall apply:
 - a. Priority Sites shall be located in the current Community Improvement Project Area.
 - b. The intent of the Priority Sites list is to identify a small number of specific properties that would benefit from more focused, short-term intervention by the Town to promote property investment. It is not anticipated that large areas or large numbers of properties will be included as this may exhaust the Town's financial resources to implement this Plan.
 - c. Priority Sites should primarily include properties which require heightened incentives or tools to promote investment, and where the Town is of the opinion that the Programs otherwise included in this Plan will not be successful in promoting improvement.
 - d. Priority Sites may include highly visible properties, such as properties at major intersections/crossroads, corner lots or properties located at the terminus of a view.
 - e. Priority Sites will generally include sites that are designated and planned for non-residential development and mixed-use development, such as ground floor commercial uses with upper storey residential uses.
 - f. Priority Sites may include properties which have been vacated or are in a state of disrepair or are underutilized, in the Town's opinion.
 - g. Priority Sites may include properties with special community or historical significance, such as connection to historically important events, activities or persons.



4. Any property owner in the Community Improvement Project Area may make a request to the Town to be considered for inclusion as a Priority Site; however, the ultimate decision to incorporate any property shall be at the Town's sole discretion, in accordance with the policies of this Program.

4.19.4 Increased Grant Values for Priority Sites

Notwithstanding the Program-specific policies of this Plan, for any property considered a Priority Site as per Schedule B to this Plan, the maximum dollar value of any grant as indicated in Sections 4.9 through 4.18 inclusive shall be doubled. For example, normally the maximum value of the Property Improvement Grant is \$7,500 for properties with one street frontage, per Section 4.10.5. For a Priority Site with one street frontage, the maximum grant is therefore \$15,000. However, in all cases, the maximum grant as a percentage of eligible costs shall be as indicated in the Program in Sections 4.9 through 4.18.

4.19.5 Priority Sites Tax Increment Equivalent Grant Program

The Tax Increment Equivalent Grant program under Section 4.14 shall be made available to Priority Sites. However, notwithstanding the requirements of Section 4.14, the following specific policies shall apply to the Tax Increment Equivalent Grant program where the subject property is a Priority Site:

1. As per Section 4.19.4, in no case shall the total amount of all grants exceed 50% of eligible costs, to a maximum of \$500,000.
2. Notwithstanding Section 4.14.6 (Payment of Grant), a Tax Increment Equivalent Grant may be paid up-front as a single payment, rather than an annual refund of paid property taxes at the Town's discretion and at the request of the applicant. However, where this is the case, the following shall apply:
 - a. The total grant may be equal to up to 100% of the tax increase resulting from the development over a period not exceeding ten years. The Town shall have discretion to establish the

specific terms for calculating the total grant on a case-by-case basis.

- b. In order to be eligible for payment, the Town shall require a proforma and shall be satisfied that the analysis provides an acceptable fiscal impact and that the development is financially beneficial to the Town in the long-term, in the Town's sole opinion.
 - c. The application shall be decided upon by Council.
 - d. Payment shall only be made upon completion of construction.
 - e. As the grant payment will initially be based upon an estimate of the tax increase, the value may need to be adjusted upon completion of property tax reassessment. All applicants shall enter into an incentive agreement with the Town to establish terms in this regard and any other terms as deemed desirable by the Town.
3. Except as modified herein, all other policies of Section 4.19 shall be applicable to the Tax Increment Equivalent Grant program for Priority Sites.
- #### 4.19.6 Eligibility Criteria
1. The general eligibility criteria outlined in Section 6.7 shall apply.



Implementation





5. Implementation

5.1 General

1. This Plan is intended to be implemented over a 10-year period, with an interim review of the CIP and CIPA undertaken after five years.
2. Notwithstanding the above, nothing shall prevent the implementation of this Plan for more than 10-years, provided an interim five year review is undertaken and funding is made available by a decision(s) of Council.
3. If Council, in consultation with Town staff, is satisfied that the revitalization vision, goals and objectives of this Plan have been realized, or if it is determined that the Plan or components of the Plan are no longer relevant, the Community Improvement Plan and Community Improvement Project Area may be dissolved, in which case a new CIP and/or CIPA may be prepared and adopted by a by-law(s) of Council.
4. Interpretation and administration of this Plan shall be at the sole and exclusive discretion of the Town,
5. the Administrator, the Review Panel, or Council, as the situation may dictate.
6. Nothing in this Plan shall absolve an individual from complying with all other applicable policies, by-laws, laws, guidelines or regulations of the Town, the Region of Peel, the Province of Ontario, the Government of Canada, and/or the Toronto and Region Conservation Authority, as applicable.
7. This Plan must be read, interpreted, and administered in its totality.

5.2 Community Improvement Project Area

1. The financial incentive programs of this Plan only apply to properties within the designated Community Improvement Project Area. For clarity, properties that are not within the designated Community Improvement Project Area are not eligible for the financial incentive programs of this Plan.
2. Where a portion of a lot is within the designated Community Improvement Project Area, it shall be interpreted that the entirety of the lot is within the designated Community Improvement Project Area



and is therefore eligible for the financial incentive programs of this Plan.

3. The Community Improvement Project Area is established separately from this Plan by a by-law of Council. On this basis, the Community Improvement Project Area may be amended separately from this Plan by a new by-law of Council.
4. The Community Improvement Project Area identifies several Precincts which are recognized through this Plan. The financial incentives shall be made available within each Precinct, in accordance with this Plan. Any change to the availability of certain financial incentive programs made available in each Precinct shall require an amendment to this Plan.
5. Consideration to modify a current Community Improvement Project Area should only be made based on a review and evaluation of this Plan as undertaken through the Plan Monitoring and Evaluation Strategy.

5.3 Plan Administration

5.3.1 Plan Administrator

1. By default, Council delegates approval authority to an Administrator on matters related to the implementation of this Plan, including decisions related to the approval of applications for financial incentives.
2. The Administrator shall oversee the day-to-day implementation of this Plan. The core responsibilities of the Administrator shall, at a minimum, include the following activities to support the Plan:
 - Meeting with potential applicants to review the plan within the context of proposed community improvement works and to confirm eligibility;
 - Act as a resource for eligible applicants and facilitate the submission of applications from eligible applicants.
 - Identify necessary submission materials, including any supporting documents, studies or reports, to deem an application complete;

- Coordinate the review and processing of eligible applications with the Review Panel and/or Council, as may be applicable;
- Facilitate execution of a financial incentive agreement between an eligible applicant and the Town, and coordinate payment of the financial incentive at the appropriate time, in accordance with the policies of this Plan;
- Supporting implementation of the Marketing and Communications Plan, and coordinating with other Town departments as may be necessary to achieve this;
- Commit the Town's resources to ensure the Plan appropriately monitored and evaluated as contemplated by this Plan.

5.3.2 Plan Review Panel

1. Staff from relevant Town departments will be assigned to take part on a Review Panel. The Review Panel will evaluate applications for financial incentives. The Administrator will facilitate this review process and coordination of the Review Panel on a case-by-case basis depending on the nature and scope of an application.
2. The Review Panel shall be responsible for reviewing financial incentive applications and commenting on the applications
3. The Review Panel may participate and provide input to the Plan Monitoring and Evaluation program, as requested by the Administrator.

5.3.3 Council Direction

From time to time, the Administrator may seek formal direction from Council on matters related to issuing a decision on applications for financial incentives on a case-by-case basis.

5.4 Financial Incentive Program Funding

1. On annual basis, Council may consider establishing a budget to fund the financial incentive programs of this Plan.



2. The budget may be combined with the budget established for implementing financial incentives under other Community Improvement Plans.
3. The budget to fund this Plan shall be at the sole discretion of Council and may be informed through consultation with Town staff and based upon the Plan Monitoring and Evaluation Strategy.
4. From time to time, Council may determine that changes to the value of the financial incentive programs are necessary. Any decision in this regard should be informed through the Plan Monitoring and Evaluation Strategy, and in consultation with the Administrator.
5. At its sole discretion, Council may allocate portions of the financial incentive budget to specific financial incentive programs of this Plan. Alternatively, Council may direct that certain financial incentive programs of this Plan are not allocated financial incentive budget and shall therefore be deemed inactive until such time that funding is made available by a decision of Council.
6. At its sole discretion, Council may direct portions of the financial incentive program budget to specific precincts of the Community Improvement Project Area. For clarity, Council is not obligated to fund all of the various precincts and the financial incentive programs established within, at any given time.
7. This Plan recognizes that funding of the financial incentive programs may be dependent on available municipal resources and evolving budget priorities, including other strategic priorities.
8. Annual funding of this Plan will be made at the sole discretion of Town Council, without an amendment to this Plan.
9. Nothing in this Plan is intended to commit the Region of Peel, the Province of Ontario or any other stakeholder to funding the projects and programs outlined in this Plan. Participation by any other stakeholder is subject to their independent budgeting and approvals processes.
10. Any unused portion of an allocated annual budget for this Plan may be carried over to the following year.

5.5 Application Process

This Plan contemplates an application process that may include a total of eleven steps. The process, including the steps, are detailed below and shown in Appendix A. Appendix A shall be read in association with this Section.

Step 1: Pre-application Meeting

1. Applicants are required to arrange and participate in a pre-application consultation meeting with the Administrator, in order to discuss and confirm application requirements, program eligibility, proposed scope of work, design expectations, project timing, supporting documentation requirements, etc. Relevant members of the Review Panel may participate in this meeting depending on the nature and scope of the application.

Step 2: Application Submission

2. The applicant shall be required to submit a complete application, which will include all of the required application forms, in addition to any supporting documentation, as identified or required by the Administrator or the Review Panel. Supporting material may include, for example, photographs, detailed plans, technical specifications, supporting studies, cost estimates, written authorization, among others.

Step 3: Application Completeness

3. The Administrator will review the application to ensure the submission requirements have been satisfied and if so, may deem the application complete. If the Administrator determines an application to be incomplete, it will be rejected and returned to the applicant.

Step 4: Application Circulation and Evaluation

4. Once an application has been deemed complete and is accepted by the Administrator, it will be circulated to the Review Panel for review and evaluation.
5. The application and supporting documentation will be reviewed by the Administrator and Review Panel against the incentive program eligibility



requirements (including both general and specific requirements), and design guidelines.

Step 5: Application Decision

6. Based on the proposal, application, supporting material, and fulfillment of eligibility requirements, the Administrator, in consultation with the Review Panel, will render a recommendation on the application. The Administrator may seek formal direction from Council regarding a decision depending on the nature and scope of an application.
7. If an application is refused, it will be returned to the applicant with a rationale for the decision. The applicant will then have an opportunity to resubmit an application provided the reapplication satisfies the reasons for refusal. Further, where the decision is rendered by the Administrator and Review Panel and an application is refused, the applicant shall have the right to appeal the decision to Council.

Step 6: Application Recommendation

8. If an application is recommended for approval, it will be forwarded to the Treasurer for approval. Notice of approval is then forwarded to Legal staff to prepare the financial incentive agreement, including applicable terms and conditions.

Step 7: Financial Incentive Agreement

9. Once the agreement is prepared, the agreement will be issued to the eligible applicant and the Treasurer for execution. The financial incentive program agreement will outline the terms and payment of the grant and conditions should an eligible applicant default on the agreement.

Step 8: Community Improvement Works

10. Once a financial incentive agreement is executed, an eligible applicant may initiate community improvement works in accordance with the agreement. It is the sole responsibility of an applicant to inform the Administrator when the community improvement works are complete.

Step 9: Inspection

11. To inform a decision to issue payment, the Administrator may conduct a site visit, or

alternatively, request photographs or similar evidence of the completed works from the applicant.

Step 10: Payment of Grant(s)

12. Payment of the financial incentive, in accordance with the agreement, will be issued upon successful completion of the approved work, to the satisfaction of Administrator and the Review Panel, as applicable.

Step 11: Default

13. Should the Administrator or Review Panel determine that the applicant defaulted on any of the eligibility requirements of this Plan or fail to meet the detailed requirements of each of the incentive programs or any other requirements of the Town, the Town may delay, reduce, or cancel the approved incentive program benefits, and may require repayment of any of the incentive program benefits, at the discretion of the Town.
14. Further, any program commitments may be cancelled if work does not commence within six months of approval of an application,

5.6 Marketing Strategy

In order to achieve the revitalization vision, goals, and objectives of this Plan, the Town must meaningfully and successfully market financial incentive programs of the CIP to the community, with a specific focus on engaging landowners, businesses and entrepreneurs. At a minimum, it is recommended that the Administrator, with full support of the Town, undertake the following marketing and communication activities:

- **Publications:** Promotion material, including hard copy informational handouts and brochures, as well as digital content, can be an effective means to distill the contents of this detailed Plan into a more accessible and concise format. Supplementary publications should be effectively used to help ensure the contents of this Plan are communicated in an easy-to-read and accessible format.
- **Service Excellence:** The long-term success of this Plan necessarily relies on the continued



customer-oriented focus of the Administrator. To this end, the Administrator will be available on an on-going basis to actively promote the Plan and engage potential applicants regarding its revitalization vision, goals and objectives, as well as the financial incentive programs. The Administrator, to the best of their ability, will also work to commit the Town's resources in an effort to ensure timely responses and follow-up to enquiries while also facilitating expedient application review and approval processes.

- **Celebrate Success:** The Town may seek opportunities to celebrate the positive contributions to community improvement that have been achieved within the context of this Plan. This may include opportunities to formally showcase, recognize or celebrate the efforts of landowners and businesses through initiatives such as annual awards, project highlights and storefront displays for those that have made positive contributions to the revitalization of Bolton through grants administered by this Plan.
- **Education:** The Town may wish to hold informational workshops, education sessions or create instructional videos to educate property owners, tenants, and other interested parties within the designated Community Improvement Project Area with respect to the financial incentive programs and available funding (values).
- **Website & Social Media:** Digital content is increasingly the most important, effective, and efficient means to communicate with the public. The Town's website, or a dedicated project webpage for this Plan, should be frequently updated with information related to this Plan and include clear descriptions of each of the incentive programs. The website should also be used to highlight previous CIP applications and success stories. Information and promotional materials related to this Plan should also be shared via the social media accounts of the Town and its partners.

- **Promotion:** The Town should look for opportunities to promote the CIP at conferences, local community events, meetings with business stakeholders or any other events where interested parties may be in attendance. The Town should also prepare a promotional display, information booth or other promotion materials for use at such events.
- **Branding:** The Town may consider an opportunity to brand this Plan, or certain financial incentive programs, to better market and communicate its contents. This may include, for example, renaming certain financial incentive programs, or advertising the Plan with a unique and distinctive design. Branding can be an effective means to demonstrate the unique proposition and benefits of this Plan, while appropriately differentiating it from other Town initiatives.

5.7 Plan Monitoring and Evaluation

5.7.1 Purpose

1. The Plan Monitoring and Evaluation framework established by this section of the Plan significantly contributes to its ongoing success. The intent of the framework is to offer meaningful inputs to the Town, and specifically the Administrator, to objectively understand how the Plan is being utilized, and that the financial incentive programs remain relevant and responsive to Bolton's evolving revitalization needs and opportunities.
2. The Administrator shall commit the Town's resources to undertake periodic reviews of this Plan in order to measure its ongoing success. Specifically, the purpose of the Monitoring and Evaluation Program is to determine if:
 - The programs are achieving the revitalization vision and intended goals and objectives as established by this Plan; and
 - Based on the above, if program adjustments, including eligible costs, program values or program availability, is required or warranted.



3. On this basis, the Plan Monitoring and Evaluation framework will inform the determination if adjustments or modifications of this Plan are required or warranted, and to provide information to Council in making decisions regarding its funding and implementation.

5.7.2 Consultation

The Administrator, at their discretion, may undertake consultation with the community to support and inform plan monitoring and evaluation. This could include, for example, specific consultation with the Downtown Bolton Task Force, Business Improvement Area, or the local Chamber of Commerce. It may also include broader engagement with the community through the use of surveys, questionnaires, public open houses, or other similar means and activities.

5.7.3 Establishing Baseline Conditions and Data

1. Upon adoption of this Plan, the Administrator shall collect baseline information and data regarding the Community Improvement Project Area and the precincts.
2. The Administrator shall also utilize the performance data associated with the 2009 Bolton CIP for the purpose of monitoring and evaluating this Plan.
3. Baseline conditions and data may include, but is not necessarily limited to, the following:
 - a. The number and types of businesses;
 - b. Vacancy rate of commercially and mixed-use zoned buildings;
 - c. Number of residential units in the Community Improvement Project Area;
 - d. Number of light posts, trees, benches, etc., within the Community Improvement Project Area, where the data is available;
 - e. Number of bicycle parking spaces and pedestrian amenities;
 - f. Number of off-street private commercial parking spaces; and

- g. Any statistics related to the number of visitors, the number of employees, etc., where the data is available.

5.7.4 On-going Monitoring

1. On an on-going basis, the Administrator shall record information about inquiries, including:
 - a. Number of inquiries made;
 - b. The subject property; and
 - a. The intent of the potential applicant, having consideration for the confidentiality of any inquiries.
2. The Administrator shall establish and continuously update a database for monitoring the applications for financial incentives. For each application, the Administrator should collect and enter into the database:
 - a. The type of project and the type of grant(s) being sought;
 - b. Value of the grant(s) being sought as well as the total value of construction;
 - c. Address, property, applicant and ownership information;
 - d. Increase in assessed value of property and municipal property taxes upon completion of project;
 - e. The names of contractor(s) and supplier(s), which can be used for future reference for interested applicants;
 - f. The type and quantity of improvements being made, as specific to the application (e.g., number of trees planted, number of bicycle parking spaces and pedestrian amenities created/improved, etc.);
 - g. If feasible, quantifiable measures associated with energy efficiency or carbon reduction;
 - h. Number of new residential units created or amount of non-residential floor area affected; and



- i. Subjective information about the reasons for the application (i.e., is the Plan responsible for encouraging the project?).
3. For applications that are approved, the Administrator should collect “after” photos and final values of construction and make other revisions to the originally entered statistics, as may be appropriate.
4. A brief survey may be distributed to a successful applicant to obtain feedback.
5. For applications that are denied, the Administrator shall record the reasons for denial.

5.7.5 Reporting

1. On an annual basis, the Administrator will report to Council on the successes and issues of the Plan, noting:
 - Any notable changes in the conditions based on the baseline data;
 - The total number of applications that are successful or not successful, the total value of grants issued and the total value of construction;
 - The amount of private investment leveraged by the Plan (i.e., as a ratio of dollars of public grants to dollars of private investment);
 - Where possible, before and after photos of successful applications should be appended to the report;
 - Any unintended outcomes of the programs, and measures for preventing unintended outcomes in the future;
 - The number of inquiries made and any notable outcomes from inquiries (respecting confidentiality of inquiries);
 - Any recommended adjustments to the Community Improvement Plan, or Community Improvement Project Area, or any issues and recommended amendments to the Programs;

- The progress on implementation of the Municipal Leadership Strategy (Section 3); and
- Recommendations for funding grant programs, including whether additional funding could be required, and which programs should be funded.

2. As noted, there may be a need to make adjustments to the Plan or the Community Improvement Project Area as an outcome of the review process. Appendix D summarizes which types of activities or changes to the Plan may require an amendment to this Plan.

5.8 Glossary of Terms

The following defines the terms used in this CIP:

“**Applicant**”, unless otherwise specified, means a registered owner, assessed owner or tenant of lands and buildings within the community improvement project area, and any person to whom a registered owner, assessed owner or tenant of lands and buildings within the community improvement project area has assigned the right to receive a grant or loan.

“**Bioswale**” means a landscape element that, as a result of its design and use of vegetation, removes pollutants and silt from surface water runoff prior to being released to the sewer system.

“**Community Improvement**”, unless otherwise specified, is as defined in accordance with its definition under Section 28 of the *Planning Act*.

“**Community Improvement Plan**”, unless otherwise specified, is as defined in accordance with its meaning under Section 28 of the *Planning Act*.

“**Community Improvement Project Area**”, unless otherwise specified, is as defined in accordance with its meaning under Section 28 of the *Planning Act*.

“**Council**” means the Council of the Town of Caledon.

“**Eligible Applicant**” means an applicant (as defined above) who meets all of the general and program specific requirements of the Financial Incentive Programs and prepares and applies for community



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improvement works that is in accordance with the definition of the *Planning Act* and the program specific requirements, as outlined in this Plan. The CIP Review Panel and/or Administrator reserves the right to determine whether or not an applicant is eligible for the CIP Financial Incentive Programs. Eligible Applicants may also be referred to as “eligible building owners” or “eligible property owners” throughout this Plan.

“ENERGYSTAR” means the program established by the U.S. Environment Protection Agency as a voluntary program for certifying energy efficient consumer products.

“Green Roof” is a roofing system that is partially or completely covered with vegetation in order to absorb rainwater and to provide insulation.

“Low Impact Development (LID)” refers to the stormwater management strategy that seeks to mitigate the impacts of increased urban runoff and stormwater pollution by managing it as close to its source as possible. It comprises a set of site design approaches and small scale stormwater management practices that promote the use of natural systems for infiltration and evapotranspiration, and rainwater harvesting.

“Mixed-use or mix of uses” means a building containing a combination of two or more of the following uses:

1. Retail uses/commercial services/restaurants;
2. Offices;
3. Institutional uses; and
4. Dwelling units located in the rear or upper storeys only.

“Permeable” means a paving surface that permits infiltration of rain water into the ground, in contrast with more commonly applied non-pervious paving surfaces such as asphalt.

“Qualified Professional” is a person who is a registered professional with an accredited institution, trade union, or recognized regulatory body.

“Review Panel” means, in the context of administering the financial incentive programs, the person or

person(s) assigned to evaluate and make a decision on applications for financial incentives.

“Town” means Town of Caledon.



Conclusion





6. Conclusion

The Town of Caledon Bolton Community Improvement Plan provides a framework that guides community improvement in the Town and builds upon the original 2009 Bolton CIP.

This Plan establishes a revitalization vision, goals, and objectives for community improvement in. It also includes a Municipal Leadership Strategy that enables the Town to continue to provide proactive and visible leadership, coordination, and support for the revitalization, redevelopment, and enhancement of Bolton.

The financial incentive programs contemplate a broad range of community improvement works that are intended to be responsive to the unique revitalization needs and opportunities of the community. They are also intended to augment complementary initiatives that

may be undertaken by the Town over the intended horizon of this Plan.

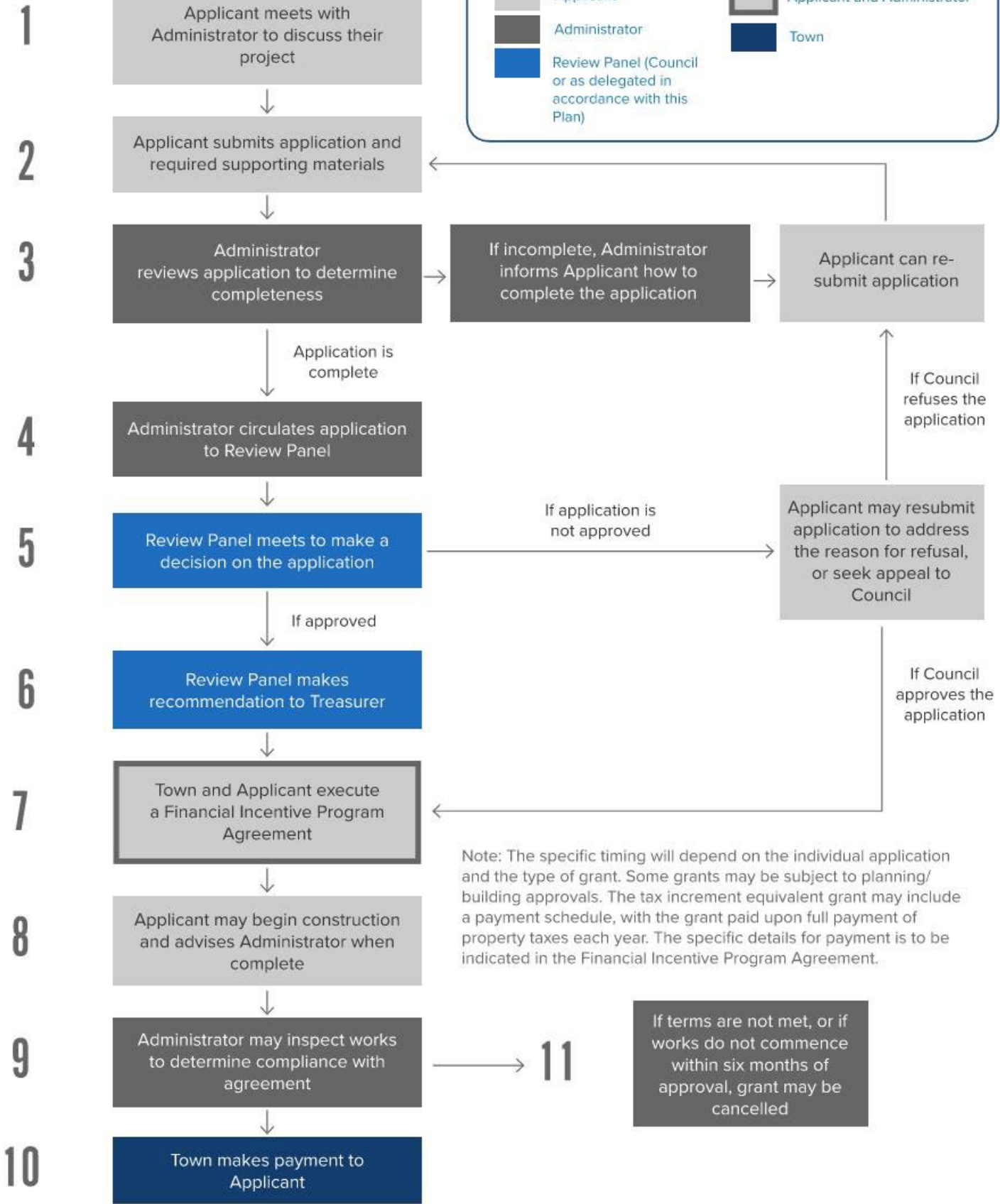
Implementation and monitoring of the program will be undertaken by the Town and led by the Administrator. It is anticipated that the CIP will be implemented over a 10-year period, with a five year interim review. Administration of this Plan will benefit from ongoing plan monitoring and evaluation, as well as a strong marketing strategy to promote and celebrate the Plan.



Appendix I:

CIP Application Process





Appendix II:

Energy and Carbon Reduction Grant Program Detail



Stream 1

Stream One: This Stream may be provided to eligible applicants for a total of 50% of eligible costs to a maximum of \$10,000.00

Eligible Cost	Eligibility / Verification Criteria
<p>Building energy and efficiency audits, recommissioning and energy retrofit feasibility studies.</p>	<p>Copy of paid invoice AND,</p> <ul style="list-style-type: none"> (1) Level II ASHRAE Energy Audit-clearly stating these guidelines were followed, including the following: <ul style="list-style-type: none"> a. Inclusion of low cost/no cost measures, modifications to system controls and building automation, operational changes and potential capital upgrades. These energy conservation measures should include the general expenses and overall performance metrics (energy, greenhouse gas and cost savings), and means (i.e. funding opportunities) for the Owner to evaluate the energy conservation measures; Or, (2) Final recommissioning report that outlines recommendations, business case and estimated energy savings, stamped by a Professional Engineer or Certified Energy Professional (through CIET). The Town highly recommends that the recommissioning process follows Natural Resource Canada's "Guide on Recommissioning for Building Owners and Managers"; Or, (3) Energy Retrofit and Renewable Energy feasibility report that clearly states and demonstrates a minimum of 25% energy savings and a minimum carbon reduction of 30%, stamped by a Professional Engineer. A cover letter must also be provided by a Professional Engineer or a certified energy professional (through CIET) certifying that the energy retrofit project is feasible. <p>*For renewable energy feasibility studies, the project must display a carbon reduction of 30% only.</p>
<p>Basic building controls, including smart thermostat, roof top unit (RTU) controls, demand control ventilation, or other smart controls as approved by the Town, that result in energy savings.</p>	<p>Copy of paid invoice AND,</p> <ul style="list-style-type: none"> (1) Proof and description of the controls installed and how they will save energy, including a photograph of the installed system.
<p>Building envelope improvements, including windows and insulation, for facilities smaller than 15,000 square feet.</p>	<p>Copy of the paid invoice AND,</p> <ul style="list-style-type: none"> (1) Invoice must include reference to ENERGY STAR windows and/or baseline insulation levels and confirmation of the new insulation levels; (2) Proof that windows are ENERGY STAR certified with photos of the window installed displaying the ENERGY STAR sticker; Or, (3) Photographs of the current insulation levels displaying the measurement of the insulation levels and post retrofit insulation levels showing the additional insulation added (i.e. R10-R34). If measurement isn't possible, contractor shall provide proof, as acceptable by the Town of the updated insulation levels.
<p>Installation of an energy recovery ventilator (ERV), or heat recovery ventilator (HRV), or drain water</p>	<p>Copy of paid invoice detailing supply and installation AND,</p> <ul style="list-style-type: none"> (1) Proof that the HRV/ERV has ENERGY STAR certification; Or,

Stream One: This Stream may be provided to eligible applicants for a total of 50% of eligible costs to a maximum of \$10,000.00

Eligible Cost	Eligibility / Verification Criteria
heat recovery, where this technology did not previously exist or is improving in effectiveness in replacement of an existing system.	<ul style="list-style-type: none"> (2) Proof that the Drain Water Heat Recovery Ventilator is found in Natural Resources Canada's product database; AND, (3) Photograph of the installed equipment; (4) Letter from a Certified Plumber or Certified Energy Professional (through CIET) that the equipment has been installed, that states the existing system effectiveness (if applicable), and the effectiveness of the installed system.
Installation of publically accessible Level II electric vehicle charging station(s).	Copy of the paid invoice AND, <ul style="list-style-type: none"> (1) ESA Certification; (2) Photo of the installed charging station.

Stream 2

Stream Two: This Stream may be provided to eligible applicants for a total of 50% of eligible costs, to a maximum of \$25,000.00.

Eligible Cost	Eligibility / Verification Criteria
Replacing existing heating systems and air conditioners with a more efficient condensing boiler or condensing furnace, and air conditioners Note: this measure does not apply for transitioning electricity systems to natural gas.	Copy of the paid invoice AND, <ul style="list-style-type: none"> (1) Proof that the condensing boiler or condensing furnace has a minimum efficiency rating of 90%, boiler make(s), model(s), and boiler input ratings(s) (MBH); Or, (2) Proof that the air conditioner has a minimum of an 18 SEER Rating AC and is equipped with demand or other smart controls.
Major works associated with HVAC system upgrades or retrofits that results in a switch from a carbon-based fuel system to an electricity-based system (such as heat pumps).	Copy of the paid invoice AND, <ul style="list-style-type: none"> (1) Certified letter from a Professional Engineer or Certified Energy Professional (through CIET) outlining the works completed, fuel source, and an outline of the estimated energy and emissions savings OR an energy feasibility study report that meets the requirements from Stream 1.
Building automation system and controls and energy management information systems.	Copy of the paid invoice AND, <ul style="list-style-type: none"> (1) Certified letter from a Professional Engineer, or Certified Energy Professional (through CIET) outlining the works completed, and an outline of the estimated energy and emissions savings OR an energy audit report that meets the requirements from Stream 1.
Building envelope improvements for facilities larger than 15,000 square feet.	Copy of the paid invoice AND, <ul style="list-style-type: none"> (1) Invoice must include reference to ENERGY STAR windows and/or baseline insulation levels and confirmation of the new insulation levels; AND,

Stream Two: This Stream may be provided to eligible applicants for a total of 50% of eligible costs, to a maximum of \$25,000.00.

Eligible Cost	Eligibility / Verification Criteria
	<p>(2) Proof that windows are ENERGY STAR certified with photos of the window installed displaying the ENERGY STAR sticker; Or,</p> <p>(3) Photographs of the current insulation levels with a measurement and retrofit post insulation picture of the additional insulation added (i.e., R10-R34). If measurement isn't possible, contractor shall provide proof, as acceptable by the Town of the updated insulation levels.</p> <ul style="list-style-type: none"> o A certified letter from a Professional Engineer or Certified Energy Professional (through CIET) outlining the works completed, and an outline of the estimated energy and emissions savings OR an energy audit report (that meets the requirements from Stream 1) that details the energy conservation measure.

Stream 3

Stream Three: This Stream may be provided to eligible applicants for a total of 50% of eligible costs, to a maximum of \$40,000.00

Eligible Cost	Eligibility / Verification Criteria
Eco-roofs, including green roofs, cool roofs, and blue roof systems, as well as any required structural analysis.	<p>Copy of the paid invoice AND,</p> <ul style="list-style-type: none"> (1) Photo of the installed roof. (2) Proof that the cool/white roof has an SRI of >82 (low slope) or SRI >39 (steep slope). (3) Any drawings detailing the landscape plan for a green roof.
Installation of ground or air source heat pumps.	<p>Copy of the paid invoice AND,</p> <ul style="list-style-type: none"> (1) Photo of the installed heat pump system; (2) Proof that the air source heat pump system is ENERGY STAR rated; Or, (3) For ground source only: Certified letter from a Professional Engineer or Certified Energy Professional (through CIET) or otherwise approved by the Town, outlining the works completed, fuel source, and an outline of the estimated energy and emissions savings OR an energy retrofit feasibility report that meets the requirements outlined in Stream 1.
Industrial waste heat recovery that reduces the buildings energy	<p>Copy of the paid invoice AND,</p>

Stream Three: This Stream may be provided to eligible applicants for a total of 50% of eligible costs, to a maximum of \$40,000.00

Eligible Cost	Eligibility / Verification Criteria
(fossil-fueled source) thermal consumption by 20%.	<p>(1) Certified letter from a Professional Engineer outlining the installed system and estimated energy and emissions savings and confirm that the system meets the minimum requirements of the grant OR an energy retrofit feasibility report that meets the requirements as outlined in Stream 1.</p>
Installation of renewable energy systems (including solar thermal and solar photovoltaic systems).	<p>Copy of the paid invoice AND,</p> <p>(1) Photo of the installed system.</p> <p>(2) Certified letter from a Professional Engineer outlining the size, and estimated energy produced/savings from the renewable energy system or an energy retrofit/renewable energy feasibility report that meets the requirements as outlined in Stream 1.</p>
Installation of publically accessible Level III electric vehicle charging station(s).	<p>Copy of the paid invoice AND,</p> <p>(1) Confirmation of electrical capacity or notification to Hydro One.</p> <p>(2) ESA Certification.</p> <p>(3) Photo of the installed charging station.</p>
Improvements to industrial process (excluding lighting and HVAC systems) that result in significant energy efficiencies and that do not utilize carbon-based fuels as an energy source.	<p>Copy of the paid invoice AND,</p> <p>(1) Certified letter from a Professional Engineer or Certified Energy Professional (through CIET) outlining the works completed (including details of the base case equipment to prove an improvement in efficiency), and an outline of the estimated energy and emissions savings OR an energy audit report or retrofit feasibility study (that meets the requirements outlined in Stream 1) that details the energy conservation measure.</p>

Appendix III:

Changes Requiring an Amendment to this Plan



Type of Plan Modification or Activity	Requires an Amendment to this Plan?
1 Remove or add “eligible costs” to a financial incentive program	Yes
2 Modify, remove or add to the “eligible properties” or any other eligibility criteria within each incentive program or the general eligibility criteria	Yes
3 Permanently remove a financial incentive program from this Plan	Yes
4 Insert a new financial incentive program	Yes
5 Modify the Community Improvement Project Area	No (requires a new Community Improvement Project Area By-law)
6 Discontinue funding to any program, or discontinue funding to all programs	No
7 Allocate funding to certain programs in any given year	No
8 Delegate the default authority for approving financial incentives to Council, a committee or individual	No
9 Discontinue implementation of the Plan	No (requires a By-law to dissolve the Community Improvement Project Areas)