

# Community Improvement Plan — *Red Lake*

## Financial Incentives Package



# Red Lake CIP:

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# Red Lake CIP:

## General Information

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The Municipality of Red Lake Community Improvement Plan (CIP) was prepared to demonstrate that Red Lake is serious about its future and committed to improving Red Lake, investing in the community, and providing support to private landowners. This CIP will help to stimulate business development within the community, provide a range of housing types to residents and overall enhance the quality of life in Red Lake.

The following Goal Statement and Objectives have been developed for the Red Lake CIP:

### Goal Statement

To advance the beautification, revitalization, and economic development of Red Lake's serviced townsites and encourage a more attractive, prosperous, and complete community.

### Objectives

1. Renew and restore buildings and properties;
2. Invest in public property, streetscapes and infrastructure;
3. Expand local business activity;
4. Attract new investment, partnerships, and funding;
5. Increase the non-residential municipal tax base;
6. Promote Red Lake's heritage and character;
7. Reduce vacant commercial buildings and properties; and
8. Increase the availability of affordable housing options.

Questions and completed applications can be submitted to the CIP Implementation Committee:

CIP Implementation Committee  
c/o Kristina Grondin  
2 Fifth Street  
P.O. Box 1000  
Balmertown, Ontario  
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Phone: 807-735-2096 ext. 234  
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# Primary Community Improvement Plan Areas

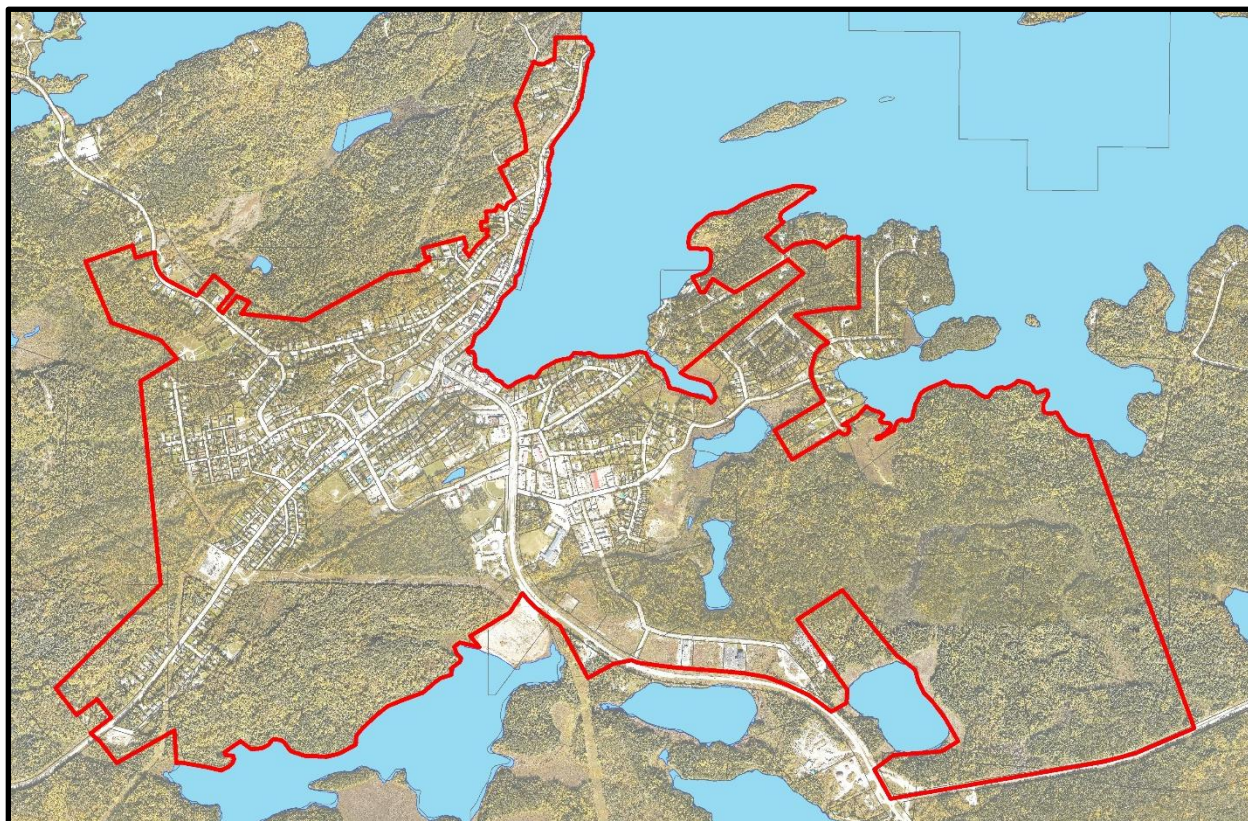
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Two Community Improvement Plan Areas (CIPAs) have been identified based on community improvement needs and opportunities present within each of the serviced townsites. By identifying the two CIPAs, the Municipality intends to phase in improvements based on priority.

The Municipality's Primary CIPAs include the downtown or core business areas of Red Lake and Balmertown. As Primary CIPAs, Red Lake and Balmertown will be prioritized in terms of the implementation of Municipal Programs and the availability of Financial Incentives.

The Municipality's Secondary CIPAs include the remaining serviced communities of Madsen, Cochenour, and McKenzie Island. As Secondary CIPAs, Madsen, Cochenour, and McKenzie Island will not be prioritized in terms of the availability of Municipal Programs or Financial Incentives until significant improvements have been realized in the Primary CIPAs.

## Primary CIPA (Red Lake)

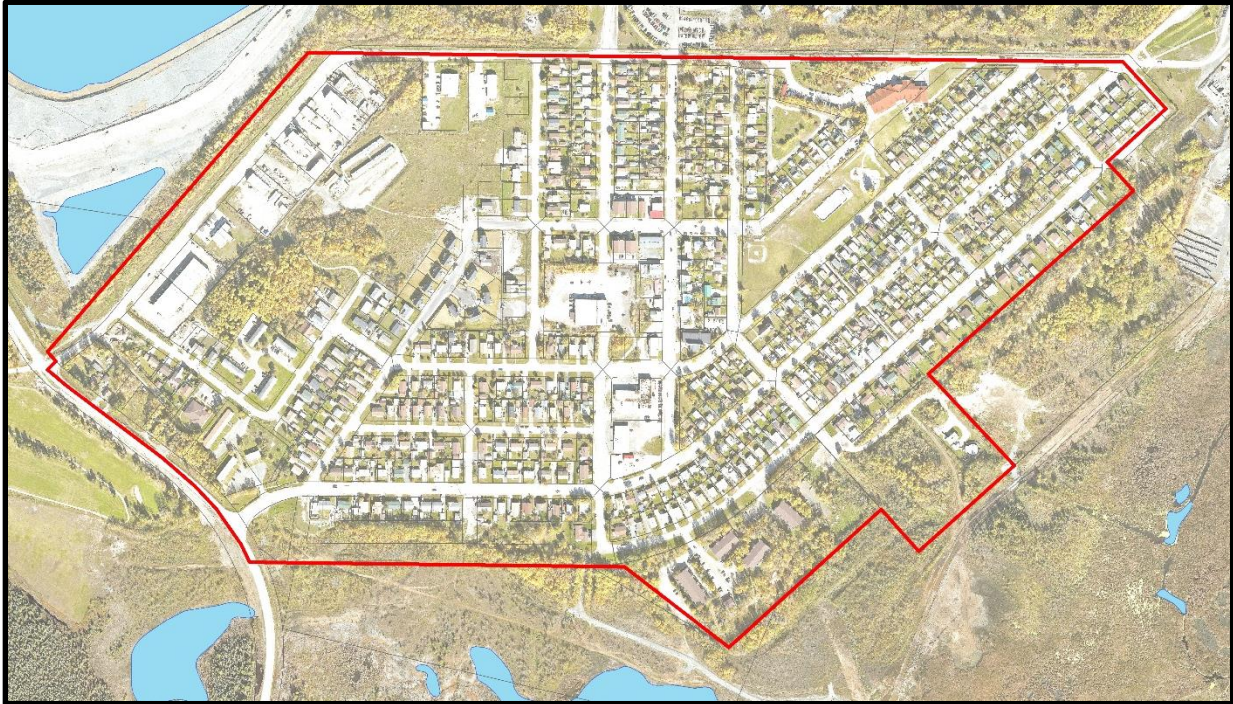




## Community Improvement Plan Areas - Continued

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### Primary CIPA (Balmertown)



The Secondary CIPAs (Madsen, Cochenour, and McKenzie Island) are identified on Schedule A2 and A4 of the Official Plan.

# Availability

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The purpose of the two CIPAs is to respond to unique needs, issues, and opportunities in certain areas of the Municipality. As such, not all CIPAs identified will be eligible for the various Financial Incentive Programs.

The table below will generally be used as a guide for determining how each of the incentives will be made available in each CIPA. However, at the sole discretion of Municipal Council, some flexibility may be applied to support the broader goals and objectives of the CIP.

## Incentive Program Availability

Incentive Program	Primary CIPA	Secondary CIPA
Design and Study Grant	•	•
Planning Application and Building Permit Fees Grant	•	•
Façade, Signage, and Landscape Improvement Grant	•	•
Parking Optimization Grant	•	
Building and Accessibility Improvement Grant	•	•
Commercial and Rental Housing conversion and Expansion Grant	•	
Tax Increment Equivalent Grant	•	
Brownfield Tax Assistance Grant	•	

# Financial Incentives Programs:

## General Eligibility Criteria

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To be eligible for any of the Financial Incentive Programs that may be offered by the Municipality, the following General Eligibility Criteria must be met:

- a) The lands and buildings subject to an application must be located within a CIPA designated by by-law for this CIP. (see Pages 2&3)
- b) Only certain types of existing or proposed uses in each of the CIPAs will be eligible for Financial Incentives (in accordance with the uses permitted by the Municipal Official Plan and Zoning By-law). Unless otherwise stated in the Program Specific Eligibility Criteria, Table 1 below will be used as a guide for determining the eligible uses within each CIPA:

Table 1: Eligible Uses

CIPA	Eligible Uses (Existing or Proposed)
Primary	<ul style="list-style-type: none"><li>• Commercial</li><li>• Industrial</li><li>• <i>Mixed-use</i></li><li>• Housing that is designed and marketed to be <i>affordable</i></li></ul>
Secondary	<ul style="list-style-type: none"><li>• Existing commercial uses</li><li>• New commercial uses (Cochenour)</li><li>• New retail convenience commercial uses (McKenzie Island and Madsen)</li></ul>

- c) All projects must contribute to achieving one or more community improvement objectives.
- d) All projects should generally comply with the applicable design guidelines.
- e) All proposed projects must result in some level of improvement or rehabilitation over the existing conditions and will not simply represent a life cycle replacement.

## General Eligibility Criteria - Continued

- f) Unless otherwise specified, registered owners, assessed owners, and tenants (with written consent of the owner) of private land or buildings may be eligible for Financial Incentives.
- g) The total value of all grants provided to an owner/tenant shall in no case exceed the total value of *Eligible costs* associated with the community improvement project.
- h) Unless otherwise specified in the Program Specific Eligibility Criteria (see pages 7-23), an applicant may be eligible for multiple grants during the term of this CIP; however, the total combined value of grants provided by the Municipality in any 24-month period shall not exceed \$7,500 per project and/or property (or the total value of *eligible costs*, whichever is less).
- i) Financial incentives will not be applied retroactively to works started prior to approval of applications and any application for costs incurred prior to the adoption of this CIP will not be considered eligible.
- j) The property owner must have no outstanding property tax arrears or any other outstanding Municipal obligation on the subject property at the time of application or during the term of the grant.
- k) Applicants will be required to disclose all other funding sources, including governmental, private, or not-for-profit funding to support the project. These shall be taken into consideration in the review of applications and the value of incentives provided by the Municipality may be reduced, at the sole discretion of Council.
- l) The proposed works will conform with all applicable policies, standards, and procedures, including (but not limited to) the Official Plan and Zoning By-law, in addition to being subject to a review and the issuance of necessary planning and development approvals and building permits pursuant to the Ontario Building Code. In addition to these General Eligibility Criteria, a set of Program Specific Eligibility Criteria must also be met, which are outlined in the description of Financial Incentives.



# Design and Study Grant

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## Purpose and Anticipated Benefits

- a) The Design and Study Grant may be available to eligible applicants for the completion of studies, plans, or designs that will investigate the site-specific potential of an improvement project.
- b) This grant is intended to aid with initial background planning and design in support of improvement projects on eligible properties.

## Value of Grant

- a) Where all eligibility requirements are fulfilled, a Design and Study Grant may be provided for up to 50% of the total cost to complete eligible studies, plans, or designs.
- b) The Municipality will provide a maximum of \$1,500 per project and/or property as part of a Design and Study Grant.

## Eligibility Criteria

- a) Properties will be eligible for the Design and Study Grant if the proposed or potential use being investigated is in accordance with the table of eligible uses. (see page 5).
- b) All other general eligibility criteria set out in the CIP must be met. (see pages 5&6)
- c) The studies, plans, or designs must provide new site specific information in support of a potential improvement project.

## Eligible Costs

- a) The cost to complete any of the following types of studies, plans, or designs may be eligible for the Design and Study Grant:
  - i. Concept plans;
  - ii. Site plan drawings;
  - iii. Environmental studies;
  - iv. Structural analysis;

## Eligible Costs - Continued

- v. Evaluation of existing and proposed mechanical, electrical, and other building systems;
  - vi. Traffic Impact Assessments;
  - vii. Other site-specific studies or plans which may be required by the Municipality at the time of pre-consultation or site plan approval and as approved by the CIP Implementation Committee; and
  - viii. Any combination of the above.
- b) Eligible studies, plans, or designs must be completed by licensed and/or qualified professionals as deemed by the Municipality.
  - c) The applicant must provide at least two quotes for the completion of the eligible studies, plans, or designs at the time of a financial incentive application, or the applicant must provide an explanation as to why two quotes is not possible.

## Payment

- a) All completed studies, plans, or designs must comply with the description as provided in the grant application form.
- b) The grant will be provided upon successful completion of the approved study, plan, or design. The grant will be paid in a lump sum as a reimbursement of costs incurred.
- c) One electronic and one hard copy of the completed studies, plans, or designs shall be submitted to the Municipality for its review and retention.
- d) All completed studies will become the shared property of the Municipality and the successful applicant.

# Planning Application & Building Permit Fee Grant

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## Purpose and Anticipated Benefits

- a) The Planning Application and Building Permit Fee Grant may be available to eligible applicants to offset the planning and building fees required by the Municipality.

## Value of Rebate

- a) Where all eligibility requirements are fulfilled, a Planning Application and Building Permit Fee Grant may be provided to cover 50% of the eligible fees required by the Municipality in relation to a proposed project and/or property.
- b) The Municipality will provide a maximum of \$1,000 per project and/or property as part of a Planning Application and Building Permit Fee Grant.

## Eligibility Criteria

- a) Properties will be eligible for the Planning Application and Building Permit Fee Grant if the proposed or existing use is in accordance with the table of eligible uses. (see page 5).
- b) All other general eligibility criteria in the CIP must be met. (see pages 5 & 6)

## Eligible Costs

- a) Costs associated with the following may be eligible:
  - i. Planning application fees required by the Municipality, including minor variances, minor or major site plan approval, severances, Zoning By-Law and Official Plan amendments; and
  - ii. Building or demolition permit fees required by the Municipality.
- b) Costs (i.e., hourly fees) associated with the processing of planning applications will not be eligible.

## Payment

- a) All completed projects must comply with the description as provided in the grant application form.
- b) The grant will be provided upon successful completion of the project. The grant will be paid in a lump sum as a reimbursement of costs incurred.

# Façade, Signage and Landscape Improvement Grant

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## Purpose and Anticipated Benefits

- a) The Façade, Signage, and Landscape Improvement Grant may be available to eligible applicants to assist with the financing of improvements to an existing building's façade or signage, or to assist with other eligible improvements to private property (i.e., landscaping).
- b) This grant is intended to promote aesthetic and functional improvements to buildings and properties, which otherwise may not occur due to cost premiums associated with these improvements.

## Value of Grant

- a) Where all eligibility requirements are fulfilled, a Façade, Signage, and Landscape Improvement Grant may be provided for up to 50% of the Eligible costs of façade, signage, and/or property improvements, or any combination thereof.
- b) The Municipality will provide a maximum of \$3,000 per project and/or property as part of a Façade, Signage, and Landscape Improvement Grant.
- c) The Municipality may provide a maximum of \$5,000 per project and/or property when one or more of the following criteria are met:
  - i. The subject building has multiple storefronts or street addresses or is located on a corner lot, where façade improvements are proposed on both frontages;
  - ii. The subject building or property is located adjacent to or is visible from Howey Bay, or (in the opinion of the Municipality) has a façade with a significant public view; or
  - iii. An applicant has demonstrated to the satisfaction of the Municipality that the original heritage features of a building are to be restored.

## Eligibility Criteria

- a) Properties will be eligible for the Façade, Signage, and Landscape Improvement Grant if the existing use is in accordance with the table of eligible uses. (see page 5)
- b) All other general eligibility criteria in the CIP must be met. (see page 5 & 6)

## Eligible Costs

- a) For a **façade improvement project**, improvements to the main façade of buildings are eligible.
- b) Façade improvements to a side and/or rear wall may also be eligible where the subject building or property is located adjacent to or is visible from Howey Bay, or (in the opinion of the Municipality) has a façade with a significant public view.
- c) Eligible costs for a façade improvement include the following:
  - i. Restoration or replacement of exterior building treatments, such as brickwork/cladding/siding;
  - ii. Restoration or replacement of cornices, eaves, and parapets;
  - iii. Restoration or replacement of windows, doors, and awnings;
  - iv. Restoration or replacement of exterior lighting;
  - v. Exterior painting;
  - vi. Chemical or another façade cleaning;
  - vii. Redesign of storefront or entrance modifications, including provisions to improve accessibility; and
  - viii. Such other similar improvements and repairs that may be necessary to improve the appearance of a building façade exterior.
- d) Façade restoration of the existing materials is preferred over replacement of materials and/or parts for historic buildings. Where roof lines are visible from the street or public spaces, consideration for authentic materials to be used for repair or restoration of roof and chimneys of historic buildings.
- e) For a **signage improvement project**, improvements to/replacement of the main storefront sign of buildings are eligible.
- f) For a **landscape improvement project**, improvements to the front yard of properties are eligible.
- g) Landscape improvements to the rear yard and/or side yard may also be eligible where the subject building or property is located adjacent to or is visible from Howey Bay, or (in the opinion of the Municipality) has a façade with a significant public view.



## Eligible Costs - Continued

- h) Eligible costs for a landscape improvement include the following:
  - i. Addition of landscaping features (plants/green space, including sod, trees, vegetation, etc.);
  - ii. Addition of permanent landscaping elements such as fencing, benches, planters, and lighting;
  - iii. Improvements to/creation of cafes and patio spaces;
  - iv. Addition of walkways; and
  - v. Such other similar improvements and repairs that may be necessary to improve a property.
- i) For façade, signage, or landscape improvements, the services of a professional engineer, architect, or planner to design and implement the project will also be considered *eligible costs*; however, the maximum amount of a grant for such services shall not exceed 15%.

## Payment

- a) All completed projects must comply with the description as provided in the grant application form.
- b) The grant will be provided upon successful completion of the approved project. The grant will be paid in a lump sum as a reimbursement of the cost incurred.

# Parking Optimization Grant

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## Purpose and Anticipated Benefits

- a) To assist eligible applicants with improvements to private property, which will optimize the amount and quality of off-street parking.
- b) To encourage the creation of new private parking spaces within the CIPAs.

## Value of Grant

- a) Where all eligibility requirements are fulfilled, a Parking Optimization Grant may be provided for up to 50% of the Eligible costs of improvements.
- b) The Municipality will provide a maximum of \$1,000 per project and/or property as part of a Parking Optimization Grant.

## Eligibility Criteria

- a) Properties will be eligible for the Parking and Optimization Grant if the proposed or existing use is in accordance with the table of eligible uses (see page 5).
- b) All general eligibility criteria in the CIP must be met. (see pages 5 & 6)

## Eligible Projects and Costs:

- a) For a **bicycle parking improvement** project, Eligible costs include the installation or replacement of new outdoor bicycle parking racks which are publicly accessible and not fully enclosed.
- b) For a **motor vehicle parking improvement** project, Eligible costs include the following:
  - i. Improvements to rear or side yard parking areas that result in an increased supply of parking spaces, in accordance with a site plan (as may be required);
  - ii. Repairs, improvements, expansions, repainting and repaving of existing driveways and motor vehicle parking areas provided that the project results in an improvement over the existing condition (i.e., gravel to paved); and
  - iii. Proper signage and markings to clearly designate reserved parking for clients or employees.

## Eligible Projects and Costs – Continued

- c) The services of a professional engineer, architect, or planner to design and implement the project will also be considered eligible costs; however, the maximum amount of a grant for such services shall not exceed 15% of the grant.

## Payment:

- a) All completed projects must comply with the description as provided in the grant application form.
- b) The grant will be provided upon successful completion of the approved project. The grant will be paid in a lump sum as a reimbursement of costs incurred.

# Building & Accessibility Improvement Grant

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## Purpose and Anticipated Benefits:

- a) The Building & Accessibility Improvement Grant may be available to *eligible applicants* to assist with improvements to existing buildings, such as the removal of barriers to increase accessibility for people with disabilities, that may otherwise be considered cost prohibitive.
- b) This program is intended to support improvements to private property to meet the current Building Code and Ontario's accessibility laws and standards in order to provide for safe and usable eligible uses.

## Value of Grant:

- a) Where all eligibility requirements are fulfilled, a Building and Accessibility Improvement Grant may be provided for up to 50% of the Eligible costs of improvements.
- b) The Municipality will provide a maximum of \$3,000 per project and/or property as part of a Building Improvement Grant.
- c) The Municipality may provide a maximum of \$5,000 per project and/or property when it is demonstrated to the Municipality that a building has been continuously vacant for greater than nine months.

## Eligibility Criteria:

- a) Properties will be eligible for the Building and Accessibility Improvement Grant if the proposed or existing use is in accordance with the table of eligible uses. (See page 5)
- b) All general eligibility criteria in the CIP must be met. (see pages 5 & 6)

## Eligible Projects and Costs:

- a) For a **building improvement** project, improvements to the front, rear, and side of building(s) are eligible. Eligible costs include the following:
  - i. Structural repairs to walls, ceilings, floors, and foundations;
  - ii. Interior restoration and design;
  - iii. Repair/replacement/installation of building infrastructure, such as roofing, windows, and doors;
  - iv. Repair/replacement/installation of plumbing, electrical, HVAC, and fire protection systems;
  - v. Weatherproofing; and
  - vi. Any other improvements that may bring a building up to code or address health and safety concerns, as approved by the Municipality.
- b) For an **accessibility improvement** project, improvements to the front, rear, and side of building(s) are eligible. Eligible costs include the following:
  - i. Installation of ramps, elevators, lifts, and/or automatic door openers; and
  - ii. Any other improvements that may bring a building up to code, address health and safety concerns, or improve accessibility and removal of barriers, as approved by the Municipality.
- c) The services of a professional engineer, architect, or planner to design and implement the project will also be considered eligible costs; however, the maximum amount of a grant for such services shall not exceed 15% of the grant.

## Payment:

- a) All completed projects must comply with the description as provided in the grant application form.
- b) The grant will be provided upon successful completion of the approved project. The grant will be paid in a lump sum as a reimbursement of costs incurred.



# Commercial & Rental Housing Conversion & Expansion Grant

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## Purpose and Anticipated Benefits

- a) The Commercial and Rental Housing Conversion and Expansion Grant may be available to eligible applicants to assist in the small-scale conversion of existing vacant space (or underused space) into new commercial, rental housing, Mixed-use and other eligible uses.
- b) The purpose of this program is to support growing businesses and increase the number of affordable housing units in Red Lake.

## Value of Grant

- a) Where general eligibility requirements (see page 5 & 6) are fulfilled, a Commercial and Rental Housing Conversion and Expansion Grant may be provided for up to \$20 per square foot of converted or expanded floor space.
- b) The Municipality will provide a maximum of \$5,000 per project and/or property as part of a Commercial and Rental Housing Conversion and Expansion Grant.

## Eligibility Criteria

- a) Properties will be eligible for the Commercial and Rental Housing Conversion and Expansion Grant if the proposed or potential use being investigated is in accordance with the table of eligible uses. (see page 5).
- b) All general eligibility criteria in the CIP must be met. (see pages 5 & 6)

## Eligible Costs

- a) The Commercial and Rental Housing Conversion and Expansion Grant may be provided for the construction and renovation costs related to the following types of projects:
  - i. Conversion of non-commercial or vacant building space into new commercial, rental housing, Mixed-use, secondary uses, and other eligible uses;
  - ii. Conversion of upper storey space (whether vacant, office, commercial or other nonresidential use) into new affordable residential units;

## Eligible Costs - Continued

- iii. Conversion of existing ground floor commercial space to better suit a new commercial use (e.g., retail to restaurant); and
  - iv. Expansion of existing eligible uses to increase the gross floor area.
- b) The Grant will also apply to the adaptive re-use of derelict structures.
- c) The services of a professional engineer, architect, or planner to design and implement the project will also be considered eligible costs; however, the maximum amount for such services shall not exceed 15% of the grant.

## Payment

- a) All completed projects must comply with the description as provided in the grant application form.
- b) The grant will be provided upon successful completion of the approved project. The grant will be paid in a lump sum as a reimbursement of costs incurred.

# Tax Increment Equivalent Grant (TIEG)

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## Purpose and Anticipated Benefits:

- a) The TIEG program will provide a grant to eligible applicants, which is equivalent to a percentage of the Municipal portion of a property Tax Increment that is incurred because of an improvement project.
- b) The purpose of the TIEG is to stimulate investment by effectively deferring part of the increase in property taxation because of adaptive reuse, building rehabilitation, and retrofit works.

## Value of Grant:

- a) Where a proposed project satisfies the eligibility requirements, a TIEG may be provided on approved applications as follows:
  - i. Grants will be provided for a period of 5 years;
  - ii. In year one, a grant that is equivalent to 100% of the Municipal portion of the Tax Increment will be provided to a property owner;
  - iii. In year two, a grant that is equivalent to 80% of the Municipal portion of the Tax Increment will be provided to a property owner;
  - iv. In year three, a grant that is equivalent to 60% of the Municipal portion of the Tax Increment will be provided to a property owner;
  - v. In year four, a grant that is equivalent to 40% of the Municipal portion of the Tax Increment will be provided to a property owner; and
  - vi. In year five, a grant that is equivalent to 20% of the Municipal portion of the Tax Increment will be provided to a property owner.
- b) To determine the suitability of the TIEG, the Municipality will attempt to estimate the total potential value of the grant prior to submitting an application for the program.
- c) The estimate will consider current assessment value, total anticipated investment, and the potential reassessment based on completing the approved community improvement works.
- d) Applicants should refer to the definition for Tax Increment provided in the Glossary of this CIP to further understand how grant values will be calculated.

## Eligibility Criteria:

- a) Eligible applicants will only include the registered owner/assessed owner of the subject property. Tenants will not be eligible for the TIEG.
- b) Only those projects that are anticipated to generate an increase in assessment will be eligible.
- c) Properties will be eligible for the TIEG if the proposed use is in accordance with the table of eligible uses. (See page 5).
- d) All other general eligibility criteria in the CIP must be met. (see pages 5 & 6)
- e) Applicants receiving the TIEG will not be eligible for additional incentive programs offered through this Plan.

## Eligible Projects and Costs:

- a) For a TIEG, the following types of costs will be eligible:
  - i. Demolishing buildings;
  - ii. Adaptive reuse, building rehabilitation, and retrofit works;
  - iii. Upgrading on-site infrastructure including water services, sanitary sewers, and storm water management facilities;
  - iv. Constructing/upgrading of any off-site improvement that is required to fulfill any condition Site Plan Control for the development, redevelopment, adaptive reuse or rehabilitation of the building and/or property; and
  - v. Such other similar costs that may be necessary for the redevelopment, adaptive reuse or rehabilitation of the building and/or property.
  - vi. Proposals for new development on vacant properties will not be eligible.

## Payment:

- a) All completed projects must comply with the description as provided in the grant application form.
- b) Grants may be provided in accordance with a Financial Assistance Agreement made between the Municipality and the owner(s) upon successful completion of the approved project, to the satisfaction of the Municipality, and payment of the full reassessed value of Municipal taxes.
- c) If a property is sold, in whole or in part, before the grant period lapses, the original owner is not entitled to receive the remaining grant payments. However, if a grant agreement is registered on the title of the subject property, the new owner may be entitled to receive the remaining grant payments.

# Brownfield Financial Tax Incentive Program

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## Purpose and Anticipated Benefits:

- a) The Brownfield Financial Tax Incentive Program provides tax assistance to eligible applicants whose properties require environmental remediation and/or risk assessment/management prior to redevelopment, in accordance with the Municipal Act, 2001.
- b) Municipal property tax incentives are provided by the Municipality of Red Lake through this grant. This grant also provides the opportunity for education tax assistance through the Brownfield Financial Tax Incentive - a program administered by the Province, which requires a separate application and is subject to approval by the Minister of Finance on a case-by-case basis.
- c) The purpose of the program is to:
  - i. encourage the remediation and rehabilitation of brownfield sites (where actual contamination has been demonstrated) by providing tax assistance at the beginning of the clean-up process and also during the redevelopment stage. The program will also promote improvement of the physical and environmental condition of private property;
  - ii. increase the supply of serviced residential and commercial land by redeveloping existing brownfield sites for the purpose of these uses; and promote infill development on previously undevelopable lands.

## Value of Grant:

- a) The Brownfield Financial Tax Incentive Program will provide a cancellation of all or part of the Municipal and education taxes on a brownfield site during the rehabilitation period and development period, as defined in the Municipal Act, 2001.
- b) The value of the Municipal portion of the tax cancellation will be determined by the Municipality upon approval of a financial incentive application.
- c) Through the Provincial Brownfield Financial Tax Incentive Program, the Minister of Finance may match property tax assistance for a maximum of three (3) years. An extension prior to the termination of tax assistance may be possible.



## Eligibility Criteria:

- a) Properties will only be eligible for the Brownfield Financial Tax Incentive Program if:
  - i. the property is designated 'Hazard Lands' by Schedule A1F of the Municipality of Red Lake Official Plan, located within the Primary CIPA, and identified in the Community Improvement Concept in Appendix B of this CIP; or, the property is subject to the 'Balmertown Residential Overlay' on Schedule A3 of the Official Plan, located within the Primary CIPA and identified in the Community Improvement Concept in Appendix B of this CIP; and
  - ii. a Phase II Environmental Site Assessment (ESA) has been conducted, and that as of the date the Phase II ESA was completed, did not meet the required standards under subparagraph 4i of Section 168.4(1) of the Environmental Protection Act to permit a Record of Site Condition (RSC) for the proposed use to be filed in the Environmental Site Registry.
- b) Eligible applicants will only include the registered owner/assessed owner of the subject property. Tenants will not be eligible for the Brownfield Financial Tax Incentive Grant.
- c) All other general eligibility criteria in the CIP must be met. (see page 5 & 6)
- d) Applicants receiving the Brownfield Financial Tax Incentive Grant will not be eligible for additional incentive programs offered through this Plan.

## Eligible Projects and Costs:

- a) Eligible costs include the following:
  - i. Environmental Site Assessments (Phase I and II ESAs and Risk Assessment);
  - ii. Environmental remediation activities;
  - iii. Costs of preparing a RSC, including subsequent subsurface characterization work required to support RSC filing;
  - iv. Placing clean fill and grading;
  - v. Installing environmental and/or engineering controls/works as specified in a Risk Assessment completed for the property;

## Eligible Projects and Costs:

- vi. Monitoring, maintaining and operating environmental and engineering controls/works; and
  - vii. Environmental insurance premiums.
- b) For all eligible projects, the property shall be improved such that the amount of work undertaken is sufficient to, at minimum, result in an increase in the assessed value of the property.
- c) An application must be accompanied by, at a minimum, a Phase II ESA (but likely also a Phase III ESA, or Risk Assessment Plan) prepared by a qualified person (as defined by the Environmental Protection Act) that contains:
- i. an estimate of the cost of actions that will be required to reduce the concentration of contaminants on, in, or under the property to permit a RSC to be filed in the Environmental Site Registry under Section 168.4 of the Environmental Protection Act; and
  - ii. a work plan and budget for environmental remediation, and/or risk management actions.

## Payment:

- a) All completed projects must comply with the description as provided in the grant application form.
- b) The grant will be provided upon successful completion of the approved project. The grant will be paid in a lump sum as a reimbursement of costs incurred.

# Red Lake CIP:

## Design Guidelines

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### Purpose

The Municipality of Red Lake prides itself on its natural beauty, recreational opportunities, entrepreneurial spirit, character, and rich local mining/industrial history. Building on this identity, the Design Guidelines for the Red Lake CIP were prepared to guide the design of improvements to existing building stock, new developments, and the built environment. Though primarily directed towards the private sector, these guidelines may also be considered and/or adopted for public realm improvements so that there can be a consistency in style, form, materials etc. with private realm initiatives and especially coordination within the public-private interface areas.

These Design Guidelines are meant to help guide architectural, landscape, and general improvements to buildings, properties, and streets within the CIPAs and aim to enhance the desired local character and aesthetics of each serviced community. The Design Guidelines are intended to complement and assist the Financial Incentive Programs enabled by this CIP as a flexible guide for design and development.

The purpose of the guidelines is to help support well designed projects that are small in scale and pedestrian orientated.

### Application

The Design Guidelines are intended to be used by all participants involved in the planning and design process. These participants include:

- a) property owners and developers when planning and designing their projects and developments;
- b) the Municipality when reviewing applications for planning and development approvals;
- c) property and business owners when preparing applications for Financial Incentive Programs available under the CIP;
- d) the Municipality when evaluating, applications for Financial Incentive Programs; and
- e) the Municipality when undertaking streetscape improvement projects and other public realm improvement projects throughout the CIPAs.

## Application - Continued

The Design Guidelines are meant to provide design guidance, with the understanding that they are to be applied on a case by-case basis and are not meant to be a “checklist”. While their application is flexible, all new developments and all improvements to existing properties and buildings are to be consistent with all the design principles. The Design Guidelines are not meant to be read as “policies” or “regulations”, but rather are to be used as a flexible guidance tool during the planning and design process and will be applied in a flexible fashion to not restrict creativity in design.

## Design Principles

A set of design principles form the foundation of the design guidance. These design principles are meant to be the general, higher level guidance to new developments and property and building improvements, while forming the foundation for the more specific design guidelines. The design principles for new developments and improvements to properties and buildings within the CIP are as follows:

1. **Scale:** new developments and improvements to existing buildings that reinforce and complement the existing scale of buildings in terms of building size, while maintaining historic views, such as the view of Howey Bay;
2. **Safe and Connected:** new developments and site improvements that are designed to be safely connected with the surrounding community in terms of pedestrian and vehicle linkages, main street linkages, linkages to amenities, and waterfront linkages;
3. **Green:** new developments and site improvements that enhance the “greenness” of the community through landscape additions that complement the natural environment and existing plantings;
4. **Complementary:** new developments and improvements to existing buildings that are designed to complement the existing architectural styles and natural settings within and adjacent to the CIPAs and not overshadow the existing character of the area;
5. **Character:** new developments and improvements to existing buildings that are designed to be in keeping with the intended character of the particular CIPA, whether a residential form, commercial form or Mixed-use;
6. **Precedent:** new buildings and improvements to existing buildings that are designed using the best built form and architecture examples within the particular CIPA; and
7. **Sustainable:** new building and site developments and improvements that are designed to incorporate sustainable practices and initiatives through the design of buildings and the layout of sites.

## Guidelines

The following section provides guidelines for:

- Streetscapes;
- Built Environment;
- Façades;
- Parking Areas and Driveways;
- Directional Signage; and
- Public/Private Domain Partnership.

### Streetscape Guidelines

**Objective: to create accessible, safe, vibrant, and pedestrian friendly streets.**

1. Provide barrier-free building entrances, sidewalks, and crosswalks;
2. Implement crosswalks at key intersections as outlined in the Community Improvement Concepts (Appendix B) to facilitate safe pedestrian crossing;
3. Signage and wayfinding should be similar to the overall theme of the streetscape and architectural character;
4. Streetscape elements, such as street furniture, refuse and recycling containers, newspaper boxes, should be coordinated, clustered, and not impede paths of travel;
5. Existing street trees and planting beds should be retained and maintained where possible;
6. Design all sidewalks to a minimum width of 1.5 metres, preferably 2.0 m;
7. Maintain a uniform walking surface on pedestrian sidewalks. Variations in pavement material and texture should be complimentary to the architecture, uniform in surface to the sidewalk, and may be used to differentiate building entrances from the public right of way. Examples include coloured or stamped concrete and interlocking concrete pavers;
8. Upgrade and maintain existing light fixtures. Use decorative lighting to enhance the streetscape experience;
9. Install and maintain hanging baskets and seasonal planters;
10. Feature public art in permanent or temporary installations; and
11. Create a mural and banner program with local artists where artwork is profiled free of sponsorship logos.



## Built Environment Guidelines

**Objective: to develop and enhance the built environment while encouraging pedestrian activity and respecting local character and history.**

1. Building heights should be compatible with and not exceed neighboring building heights;
2. Main building entrances should face the street;
3. In the core business areas of Red Lake and Balmertown, building façades should be continuous;
4. Spaces between buildings (such as alleyways) should be well lit and the sides of buildings may be considered as signage and mural locations. The aesthetics of building sides can be improved with creative lighting techniques and as well as designed finishes and material/colour selection;
5. Front entrances of stores, offices, etc. should permit universal accessibility, including both visual and physical accessibility; and
6. Building frontages should not be visually obscured (per the principles of Crime Prevention Through Environmental Design).

## Façade Improvement Guidelines

**Objective: to celebrate local history and respect historic character, provide visual harmony, create distinctive “districts” within the CIPAs and create a vibrant and friendly atmosphere for residents and visitors.**

1. Existing facades should be repaired, restored and maintained. Original stonework and brickwork should be preserved wherever possible;
2. Diversity in storefront signage should be encouraged while being in proportion with the building and outside of the pedestrian right of way;
3. Signs hanging perpendicular to the building façade are encouraged;
4. A combination of building signage, awnings, natural shading (trees), sandwich board signage, signage painted on building windows, etc. is encouraged to create vibrancy and interest; and
5. Creative exterior lighting is encouraged to promote vibrant streetscape at night, promote pedestrian traffic and enhance the safety of the pedestrian experience.

## Parking and Driveway Guidelines

**Objective: provide suitable parking and driveway options in the CIP area while reducing traffic speed and visual dominance.**

1. New front street parking and driveways are discouraged;
2. Rear yard parking, or encouraging patrons to park in designated parking lots is preferred; and
3. Side yard parking may be considered where site constraints are significant but is discouraged.

## Directional Signage

**Objective: improve accessibility and wayfinding for both residents and visitors.**

1. Sign colour, font colour, font size and style must be legible. Designers should consult local by-laws and provincial regulations for further information and requirements;
2. Signage clarity, visibility and creativity are encouraged;
3. Signs should not be blocked by vegetation;
4. Signage placement should anticipate snow pile up in the winter months and be located to be legible where possible on an annual basis; and
5. Signage style and design should reflect the local character of the community, including local site specific history.

## The Public Private Domain Partnership

**Objective: to unify the efforts between the public and private domains in key areas where a working partnership is ideal.**

1. Create a choice of comfortable outdoor spaces for pedestrians for walking, sitting or outdoor eating;
2. Define seating areas day and night with design elements such as ornamental fencing, unique paving and/or lit bollards;
3. Encourage social interactions with face to face seating, and public surveillances of businesses;
4. Create relaxed and shaded outdoor dining spaces for shops and restaurants; and

5. Promote a safe pedestrian experience at all hours with appropriately scaled lighting. Key design areas between the public and private domain typically deal with the connections between commercial properties and the streetscapes that typically include roads, sidewalks, trails and bicycle paths. In Red Lake, the waterfront and water transportation must also be considered. Eligible applicants should be encouraged to work with the Municipality to coordinate efforts to improve the exterior appearance of their property with any municipal improvement plan.