



STAFF REPORT TO COUNCIL

Report No. 37-2024

Date: June 3, 2024

From: Matthew Armstrong, Chief Administrative Officer & Treasurer

Re: Community Improvement Plan – Status Report

Recommendation:

For information.

Background/Analysis:

The purpose of this report is to provide Council with the status of the Community Improvement Plan.

Prior to 2018, the Community Improvement Plan was limited to grants in the Downtown Area. In 2018, the plan was significantly revamped and expanded to include the following areas.

- Riverwalk District & Historical Downtown Core Area
- Employment Area
- Designated Heritage Buildings Area
- Brownfields Area

The plan was reviewed, and further changes and enhancements were incorporated into the 2023 version. The following areas are included in the current Community Improvement Plan.

- Downtown Core & RiverWalk District – Expanded area and enhanced grants and loans
- Employment Area – Expanded to include all commercial/industrial properties except the Downtown Core & Riverwalk District, enhanced grants and loans
- Heritage Conservation Area – enhanced grants and loans
- Brownfield Area – Minor improvements
- New – Residential Development – Affordable Housing



Application Approval Process

- Application are submitted using the appropriate forms to the Economic Development Department.
- The eligibility criteria are reviewed for the specific program area for grants or loans being applied for.
- A checklist is used to determine the completeness of the application.
 - o If the application is not complete a discussion occurs with the applicant and further information is requested.
- Once complete, the application is reviewed and measured against the program area guidelines.
 - o Any outstanding questions and clarifications must be addressed by the applicant and adjustments made as required.
- The Economic Development Officer submits the application and analysis to the Chief Administrative Officer & Treasure for review.
 - o Any outstanding questions and clarifications must be addressed by the applicant and adjustments made as required.
- A recommendation for the application is made to the Planning Advisory Committee.
- The Planning Advisory Committee reviews and considers the application.
 - o The Planning Advisory Committee asks questions and seeks clarifications as required.
- The application is approved or declined by the Planning Advisory Committee.
 - o The decision was made by Council in 2018 that the Planning Advisory Committee would be the approval body for all Community Improvement Plan applications. Prior to 2018, the approval of applications was at the Staff level.
- The Applicant is informed of the Planning Advisory Committee's decision.
- Agreements are created for approved grants and or loans.
 - o The property is used as collateral for loans and if a default were to occur the outstanding loan amount would be transferred to the property tax account. If payment still does not occur, then a tax sale process is undertaken to recover the outstanding loan amount.

Payment Processing

- Invoices are submitted to the Town on a periodic basis.
- The invoices are reviewed by the Economic Development Department, ensuring payment has occurred for each invoice and that they are for eligible expenses.
- If the invoices pertain to grant funds, then 50% of the eligible amount is paid up to the maximum amount.



- If the invoices pertain to loan funds, 50% of the eligible amount is paid up to the maximum amount.
- Payment requisitions are submitted to Accounts Payable and the Chief Administrative Officer and Treasurer for review.
- Approved payments are issued through the next payment cycle.

Project Tracking

- The Economic Development Department is in regular contact with each approved applicant and the Building Department to keep apprised of the project progress.
- The Economic Development Department addresses any questions or concerns with each approved application throughout the course of the project.
- A Community Improvement Plan and project status update is presented to the Planning Advisory Committee for review at each meeting where Community Improvement Plan applications are being considered.

Alternatives:

None.

Financial Implications:

Attached is the Community Improvement Plan financial record and status report as of May 15, 2024.

Environmental Implications:

None.

Attachments:

- Community Improvement Plan Grant Summary – May 15, 2024

Submitted by:

Matthew Armstrong,
Chief Administrative Officer & Treasurer