

Harrowsmith Community Improvement Plan

SOUTH FRONTENAC

REID SHEPHERD/ANNE MARIE YOUNG

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1 SECTION 1 - BACKGROUND

1.1 PURPOSE

Community Improvement Plans (CIP) are one of the many sustainable community planning tools found in the *Planning Act*. They are intended to help communities set out the tools and strategies for improving the built, economic and social environment in designated areas within a municipality. These tools provide a means of planning and financing development activities that can assist in the use, reuse and restoration of lands, buildings and infrastructure.

A CIP is a document that identifies an area or areas of a municipality where, in the opinion of a Municipal Council, improvement is desirable because of age, dilapidation, overcrowding, faulty arrangement, unsuitability of buildings or for any other environmental, social or community economic development reason (Section 28 (1) of the *Planning Act*). For a municipality to have the ability to approve a CIP, it must have policies in its Official Plan that set out where, what, and how these plans should be used. The South Frontenac Official Plan contains policies that enable a CIP to be implemented in the community of Harrowsmith.

After a detailed evaluation process comparing several settlement areas within the County of Frontenac, the community of Harrowsmith was chosen for this CIP. This initiative follows a number of other successful plans put in place within the County of Frontenac including Verona, Sharbot Lake, Marysville and North Frontenac.

A CIP allows municipalities to provide incentives in the form of financial assistance to property owners in defined areas to overcome shortfalls and barriers to improvement of these areas. Normally, Section 106 of the *Municipal Act* prohibits municipalities from directly or indirectly assisting local businesses by giving or lending money. Having a CIP in place legally allows a municipality to financially assist businesses and property owners in making improvements to private properties.

A CIP also allows a municipality to acquire, rehabilitate and dispose of land and to provide grants and loans to owners and tenants, as well as to undertake infrastructure and public space improvements. CIPs are not a new tool and have been proven as an effective option for encouraging change and improvement using a focused approach that allows a municipality to be a partner with private sector property owners.



1.2 THE COMMUNITY VISION

As a guiding framework and basis for this CIP, a vision statement has been developed based on consultation processes which occurred throughout the planning process. Input from County and Township Council members and staff, business owners, home owners, and community organizations was integrated to create the vision statement. To reflect the objectives of the CIP, the visioning process originated from the central themes of *community safety, community appearance and amenities, and building condition improvement and land use*. The following vision statement integrates these themes and adopts the unique goals and objectives highlighted throughout the consultation processes:

“Harrowsmith will continue to build upon its strengths as an active and engaged community that has pride in its sense of community. As a group it values community safety, the importance of schools, recreation and businesses, active transportation and projecting welcoming image for travellers. The village will continue to provide the day-to-day needs of residents and visitors; improvements to the main North- South and East-West corridors will improve safety for pedestrians. Private property owners will be encouraged to maintain and improve the visual appearance of buildings and properties to support the development of a unique character for the community.”



1.3 PROJECT AREA INFORMATION

The *Planning Act* requires the designation of a community improvement project area through the Official Plan and a separate by-law. Both the Official Plan policies concerning CIPs and the designating by-law can be site-specific or include the entire municipality. Based on direction from Township Council, CIPs within the Township are to be limited to settlement areas in order to direct incentives where improvement will be most beneficial to the community as a whole. Accordingly, the planning area boundaries for the Harrowsmith CIP are consistent with the settlement area boundaries as established within the Official Plan (see Figure 1)

1.3.1 Transportation Networks

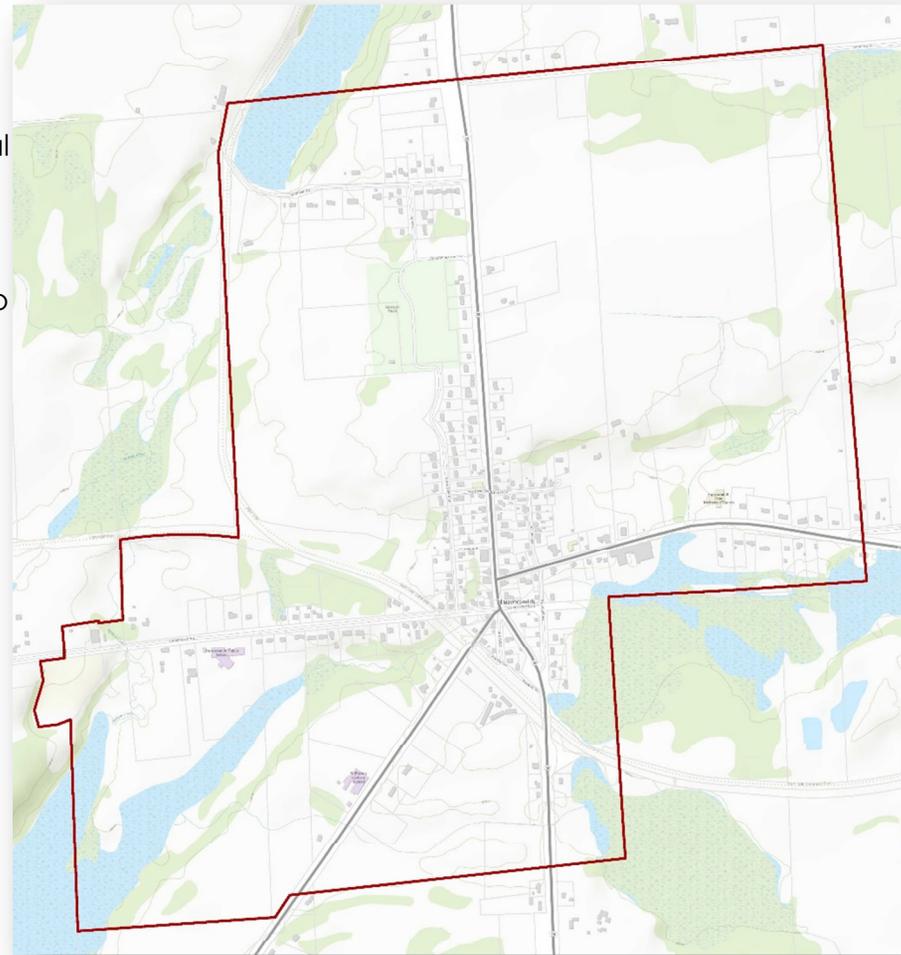
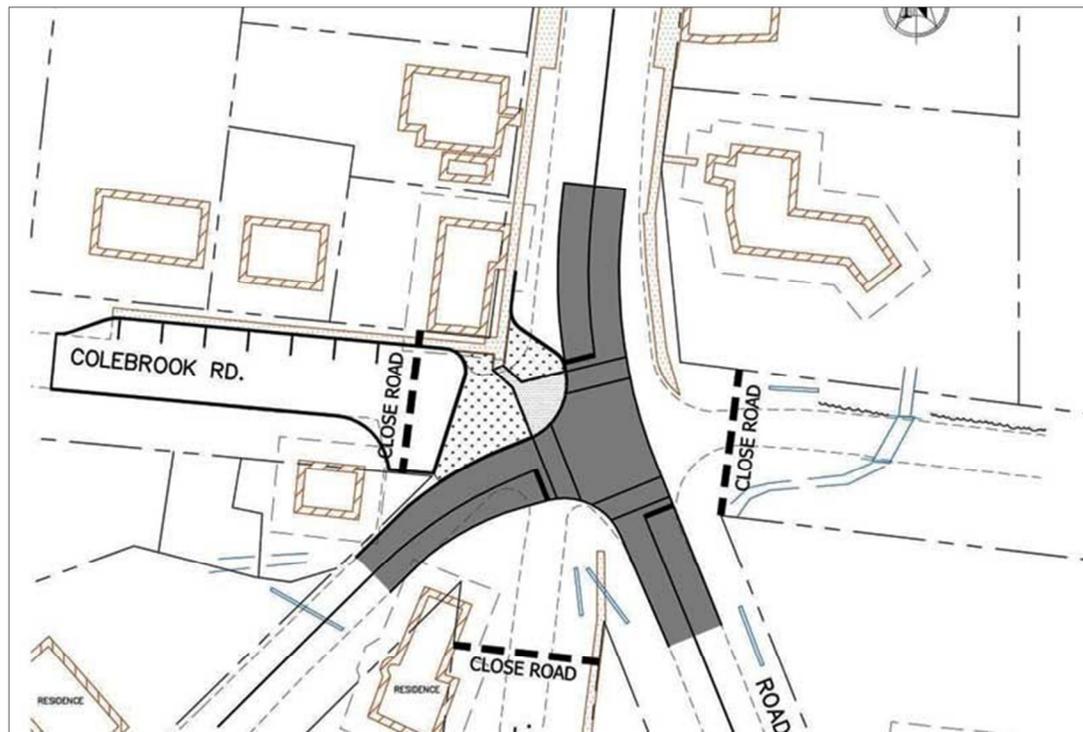


Figure 1: CIP Project Area



Harrowsmith is strategically located along a major north-south thoroughfare named Road 38. Road 38 passes north/south through the community and defines the main street, while Harrowsmith Road, Wilton Road and Colebrook Road all intersect Road 38 at a junction near the southern end of the community. This intersection has proven to be dangerous and difficult to navigate due to the number of roads converging, the topography and the high volume of traffic traveling along Road 38. The Township of South Frontenac will be undertaking a major construction project to improve this area.



Recommendations have included closing off multiple roads and the addition of a signalized intersection (see Figure 2).

Harrowsmith is also located close to the City of Kingston. Downtown Kingston is less than 30 minutes from Harrowsmith and many residents commute into the city for work. Meanwhile, the community occupies a strategic location as the first settlement community along Road 38 heading north from Highway 401. Many drivers heading north to other communities, cottages and businesses pass through Harrowsmith on their route. Gateway signs to the community currently read "Harrowsmith: Gateway to the Canadian Shield".



1.3.2 Trails Junction

Harrowsmith has traditionally been a hub community due to its strategic location at the junction of two former rail lines: the Kingston and Pembroke (K&P) Railway and the Bay of Quinte Railway (BQR). Today, both former rail lines have been converted into recreational trails, with the Cataraqui Trail traveling through Harrowsmith on an east-west route from Strathcona to Smiths Falls, while the County-owned K&P Trail intersects in Harrowsmith on a north-south route from Kingston to Tichborne.

Sections of the former K&P line located north of Tichborne are currently undergoing development to expand the trail further north. Communities including Sharbot Lake (another trail crossroad) and eventually, Pembroke, will be connected by this trail. Further development of the trail networks and the strategic location of Harrowsmith at the junction of the two trails presents an opportunity for the community to capitalize on the growing use of these trails by users including hikers, cyclists, ATV riders, snowmobilers, horseback riders and more.

Figure 2: Recommended improvements to Road 38 intersection.

1.3.3 Land Use

Harrowsmith is an established settlement area consisting primarily of residential uses, with some commercial, institutional and municipal uses interspersed throughout the community. Road 38 passes north/south through the village and defines the main street area.

The majority of the commercial outlets within the community front onto Road 38, scattered with some single detached residential dwellings and institutional buildings. A number of highly-visible vacant commercial buildings are evident along Road 38, focused around the main intersection at Harrowsmith Road. Some independent businesses also operate in this area as well, providing services, retail and a take-out restaurant.

North of the traditional main street area, a new plaza development along the east side of Road 38 features a number of small businesses offering sales, services and foods.

An abandoned industrial site which once was occupied by a cheese factory is located on Harrowsmith Road and has been recently rezoned for commercial use.



1.3.4 Community

The people of Harrowsmith see their community as a desirable place to live and work. It is a place for young families to locate who desire to bring up their families in a rural environment. Clubs in Harrowsmith are well- established. The Harrowsmith Social & Athletic Club (S&A) serves the community for recreational programs and events through-out the year. The S&A facility hosts a Canadian Black Belt Centre and is also available for rent for other meetings and social events.

The Golden Links Hall is available for rent and can accommodate large functions. Centennial Park is a focal point for baseball, soccer and festivals and events.

There are two elementary schools located near the village: Harrowsmith Public School and Saint Patrick Catholic School.

1.4 BACKGROUND

As a preliminary stage of the CIP process, existing settlement areas within the County of Frontenac were evaluated in terms of their appropriateness to implement a CIP. The intent of this initial CIP phase was to select one community that would act as a pilot project for the County. Verona, located just north of Harrowsmith, was selected as the pilot community. Subsequent CIPs for other areas have since benefitted from the successes and knowledge gained from this initial pilot project.

Criteria have been developed to evaluate each community's appropriateness for CIP implementation including:

1. Having existing Official Plan policies in place which would support the development of a CIP. The intent of this criterion was to reduce the policy amendments required and associated time frames to implement the CIP.
2. An established land use pattern reflecting a defined commercial core area which would allow for the most likely uptake of CIP programs.
3. A community of sufficient size both in terms of population and existing businesses. A community of appropriate size would be more likely to access program funding.



4. Existing public amenities including recreation facilities, open spaces, and community events as the existence of these features encourages development of private business opportunities and improvements.
5. Support from the existing business community which was assessed through communication with local business owners.

Based on a review of the defined settlement areas within the County of Frontenac, the community of Harrowsmith was determined to become the recipient of the next Community Improvement Plan.

1.5 PUBLIC/COMMUNITY BENEFIT

The County of Frontenac has implemented an Integrated Community Sustainability Plan (ICSP) which seeks to ensure future growth and development of the County occurs in a sustainable manner respecting the natural environment while ensuring economic and social prosperity. The ICSP includes action items to pursue a sustainable future, of which one of the recommendations is to develop CIPs to promote revitalization within the County. As a tool to achieve sustainability objectives, municipalities can utilize CIPs to provide funding to stimulate improvement of privately owned properties. As an initial implementation phase of the ICSP objective, the County is using this current CIP process to establish a framework for promoting economic stimulation and regeneration across the County.

At the local level, the County CIP program is intended to achieve improvements of privately-owned properties in established communities. On a broader scale, the cumulative impacts of improvement across the County will provide benefits to local residents and visitors alike. The CIP program coupled with municipal capital improvements across the County allow for overall improvement within the region and assist in achieving sustainability objectives.

1.6 PUBLIC ENGAGEMENT

The Harrowsmith Community Improvement Plan has been developed in consultation with the local community. Input from residents, business owners and community groups has helped shape the objectives of the community.



In order to ensure the CIP was developed in a manner that responds to and reflects the needs of the community, a consultation program was implemented that sought input from the broadest spectrum of stakeholders. Township and County and Township elected officials and staff, home owners, business owners, and community organization representatives were invited to attend two consultation sessions to provide input to direct the development of the CIP. The sessions allowed participants to identify areas of the community requiring improvement and where efforts should be focused. Feedback was received from the participants regarding the existing character of the community and what features should be promoted and encouraged through the CIP. A statutory public meeting will be held in accordance with the *Planning Act* to present the recommended draft CIP and the associated Official Plan Amendment and implementing by-law to the Township Council.

A summary of the feedback from the consultation processes can be found in Appendix A.

1.6.1 Summary of Suggestions

Based on this review of the feedback received from the consultation programming, the following summary comments are provided with respect to the aspects of the community that are seen as strengths which should be promoted and encouraged within Harrowsmith:

- a. The residents of Harrowsmith value the recreational opportunities the natural environment provides including Centennial Park and local walking trails.
- b. Residents of Harrowsmith are actively engaged in community life and continue to promote its development through a number of community/cultural events.
- c. Harrowsmith provides a moderate range of goods and service retailing meeting some day-to-day needs of residents.
- d. In association with the mix of commercial outlets, the presence of two elementary school and religious institutions contributes to the development of a complete community.

The results of the consultation program provide the following summary comments as areas/characteristics of the community the CIP should seek to improve:



- a. The main street area is occupied by some residential buildings that are unappealing as a result of their unkempt appearance and lack of general maintenance. The appearance of these buildings should be improved to enhance the appearance of the main street area as a gateway to the community.
- b. The commercial character of the main street area should be expanded and promoted.
- c. Improvements to the streetscape should address aesthetics and safety concerns. Improvements could include the provision of street furnishings, traffic calming measures, streetlights, landscaping, garbage receptacles, and signage.
- d. Beautification of village should present a consistent theme which would highlight the community and contribute to the development of a unique character.
- e. Municipal investment in safe pathways, connections to trails, schools and the park and incorporate benches, bike racks and garbage receptacles.
- f. Youth oriented facilities should be developed which could include a day care and recreational facilities.

The consultation programming sought to provide participants with an opportunity to identify the specific locations where improvement is required to address the issues they had previously identified. Based on the feedback, the participants felt the community improvement programming should be focused within the two main corridors areas in defining the Community Improvement Project Area. In doing so, incentives for Harrowsmith will be focused largely on the improvement of the settlement area to provide the most benefit to the community and the Township as a whole.

2 SECTION 2 – LEGISLATIVE CONTEXT

Community improvement planning is intended to provide opportunities for municipalities to contribute financial incentives to private development projects which provide broader community benefits. The Provincial Policy Statement, *Municipal Act*, and *Planning Act* include provisions that work together to enable municipalities to direct financial incentives towards specific improvement projects. The following provides a review of the policy framework and enabling legislation for the allocation of municipal funds to support and encourage private community improvement projects.



2.1 PROVINCIAL POLICY STATEMENT, 2014

The Provincial Policy Statement (PPS) provides policy direction on matters of public interest related to land use and development. It attempts to strike a balance between the Province's economic, social and environmental interests. In terms of the development of the CIP for North Frontenac, the PPS provides the following direction:

Healthy, integrated and viable rural areas should be supported by: a) building upon rural character, and leveraging rural amenities and assets; b) promoting regeneration, including the redevelopment of brownfield sites; and f) promoting diversification of the economic base and employment opportunities through goods and services, including value-added products and the sustainable management or use of resources; (Section 1.1.4.1)

Recreational, tourism and other economic opportunities should be promoted. (Section 1.1.5.3)

Planning authorities shall promote economic development and competitiveness by providing opportunities for a diversified economic base, including maintaining a range and choice of suitable sites for employment uses which support a wide range of economic activities and ancillary uses, and take into account the needs of existing and future businesses; (Section 1.3.1 b)

Based on these policies, the development of this CIP which seeks to enhance the quality and appearance of North Frontenac and provide new business opportunities is consistent with directions established within the PPS.

2.2 MUNICIPAL ACT

The *Municipal Act* provides rules to regulate the provision of financial or other similar incentives to private business operations, a practice known as 'bonusing'. The purpose of the regulation is to ensure public finances are accounted for and distributed in a transparent manner. Section 106 of the *Municipal Act* prohibits municipalities from assisting "...directly or indirectly any manufacturing business other industrial or commercial enterprise through the granting of bonuses for that purpose" (Section 106(1)).

Such prohibited actions include:



1. Giving or lending any property of the municipality, including money;
2. Guaranteeing borrowing;
3. Leasing or selling any property of the municipality at below fair market value; or
4. Giving a total or partial exemption from any levy, charge or fee.

The *Municipal Act* S. 106 (3) does provide exceptions to these regulations and allows municipalities to make grants and loans for the purposes of carrying out a CIP that has come into effect in accordance with S. 28 (6), (7) and (7.2) of the *Planning Act*. Exceptions are also provided under S. 365.1 of the *Municipal Act*, permitting municipalities to offer tax relief to properties for which a phase two environmental site assessment has been conducted, and which is located within a CIP. The rationale for this form of tax relief is that an improved property will lead to an increased tax assessment in turn providing future increased tax revenue while at the same time remediating and/or redeveloping deteriorated sites.

2.3 PLANNING ACT

Section 28 of the *Planning Act* provides the enabling legislation for a municipality to implement a Community Improvement Plan. Community improvement is defined as “the planning or replanning, design or redesign, resubdivision, clearance, development or redevelopment, reconstruction and rehabilitation, or any of them, of a community improvement project area, and the provision of such residential, commercial, industrial, public, recreational, institutional, religious, charitable, or other uses, buildings, works improvements or facilities, or spaces therefore, as may be appropriate or necessary” (Section 28 (1)).

In order to create a Community Improvement Plan and allocate funds accordingly, a municipality must identify a community improvement project area which is defined as “a municipality or an area within a municipality, the community improvement of which in the opinion of the Council is desirable because of age, dilapidation, overcrowding, faulty arrangement, unsuitability of buildings or for any other environmental, social or community economic development reason” (Section 28 (1)).

Once a community improvement project area is defined in the Official Plan and through a by-law, a municipality may prepare and implement a Community Improvement Plan. Through the *Planning Act* a municipality may:

1. Acquire, grade, clear, hold or otherwise prepare the land for community improvement (Section 28(3));



2. Construct, repair, rehabilitate or improve buildings on land acquired or held by it in conformity with the CIP (Section 28(6a));
3. Sell, lease or otherwise dispose of any land acquired or held by it in the community improvement project area to any person or governmental authority for use in conformity with the CIP (Section 28(6b)); and
4. Make grants, in conformity with the CIP, to registered owners, assessed owners and tenants of lands and buildings.

Section 28 (7.1) identifies costs eligible for CIP financing including: “costs related to the environmental site assessment, environmental remediation, development, redevelopment, construction and reconstruction of lands and buildings for rehabilitation purposes or for the provision of energy efficient uses, buildings, structures, works, improvements or facilities.”

Section 69 (1) and (2) of the *Planning Act* allow a municipality to establish a tariff of fees for the processing of planning matters, which are intended to meet the anticipated cost of processing planning applications. This section also permits a municipality to waive or reduce these fees if it is satisfied that it would be “unreasonable to require payment”. This provision can be incorporated into a CIP as an incentive program to encourage economic growth.

2.4 COUNTY OF FRONTENAC INTEGRATED COMMUNITY SUSTAINABILITY PLAN (ICSP)

The County of Frontenac’s Integrated Community Sustainability Plan (ICSP) was approved in 2009. Two primary documents make up the ICSP, “Directions for our Future” and “Sustainable Actions”. Directions for Our Future documents a County-wide vision towards a sustainable future in Frontenac County while the purpose of the Sustainable Actions component of the ICSP is to ensure ongoing implementation of the Plan through projects, policies and actions that support sustainability. The Plan provides vision for thirteen focus areas, of which community improvement planning touches on Land Use Planning, Economic Development and Infrastructure. As a result, the Plan recommends the development of a Community Improvement Plan pilot project.

The Plan has recognized Community Improvement Plans as an important priority throughout its annual versions. The approach is to be coordinated, with the County acting as a facilitator to ensure consistency between this CIP and future plans for other local areas.



The ICSP requires responsible and proactive decision making. The North Frontenac CIP process will utilize the direction of the ICSP to develop a plan that emphasizes both the Council of the Township of North Frontenac and the community's desired approach and direction.

2.5 TOWNSHIP OF SOUTH FRONTENAC OFFICIAL PLAN, 2003

The Official Plan for the Township of South Frontenac is intended to provide direction for future decision making to guide the growth and development of the community with regard given to social, economic, and environmental issues. The Plan seeks to support and encourage development that is efficiently serviced with municipal infrastructure while promoting convenience, health, and economic viability for residents.

The Official Plan includes policies to promote community revitalization and redevelopment. Section 4 establishes high level goals and objectives that are implemented through more detailed land use designations and general policies.

- a. "To provide adequate and up-to-date physical and community services especially in built-up areas. Such services may include paving, street lighting, storm-water drainage as well as libraries, community meeting spaces, recreation parks, etc."
- b. "To attempt to resolve any problem resulting from existing incompatible land uses in the developed communities, and to ensure that buildings and properties are maintained to an acceptable standard. "

The implementation of a CIP often occurs in concert with municipal investment in physical capital projects including projects that improve the aesthetic and functionality of the streetscape or improvement of services. The Harrowsmith CIP is intended to provide financial incentives to encourage and assist private property owners, including commercial and residential uses, to restore, renovate, or rehabilitate the existing building stock to improve the appearance and quality of the community.

Section 6 of the Official Plan provides general policies that apply to all areas of the Township. Section 6.18 recognizes the importance of revitalizing the settlement areas. This recognition includes the potential need for future upgrades such as physical infrastructure, building improvements, recreation facilities and/or the arrangement of existing land uses including



the remediation of brownfields. All areas in the Township that are designated as 'Settlement Areas' are also identified as 'Community Improvement Areas'. The policies provide criteria for developing Community Improvement Plans and they specify objectives and implementation requirements. The policies allow the provision of financial assistance for improvements in accordance with the *Planning Act*.

3 SECTION 3 – COMMUNITY IMPROVEMENT PLAN PROGRAMMING

3.1 GOALS AND OBJECTIVES

The goals and objectives for the Harrowsmith CIP were developed through consultation processes held over the course of the project. Based on the consultation sessions, three broad goals were developed: community safety; community appearance and amenities; and, building condition improvement and land use. Within these goals, specific objectives were developed and are highlighted in the following table:

Goals	Objectives
To encourage safety in the community	<ul style="list-style-type: none">- The lower speed limit will be introduced earlier on the approach to the perimeter of the village.- Walkways, pathways and trails will be fitted with lights in areas that will ensure safe conditions to promote active transportation.- Parking is safe and readily available.
To create aesthetically pleasing core areas that promote business and resident growth	<ul style="list-style-type: none">- Signage will be provided identifying the gateways to the community and local amenities.- The main street area will highlight and provide a visual connection to the trails.- Private properties in the village area will be visually attractive and maintained to a satisfactory level.- A diverse mix of businesses will contribute to an



Goals	Objectives
	animated streetscape and promote the local economy. - The post office boxes are once again located in the main core of the village - The scale of development will remain appropriate for the village.
To improve building condition and land use	- Harrowsmith will continue to include a mix of uses that attracts residents and visitors to the village and its amenities. - Vacant and underutilized properties (old cheese factory site) are top priorities for redevelopment into compatible commercial, institutional and residential uses. - Buildings are visually attractive and accessible. - Where appropriate, properties will be intensified with a mix of uses such as upper floor residential units.

3.2 FINANCIAL PROGRAMS

3.2.1 General Program Requirements

All of the financial incentive programs contained within this CIP are subject to general program requirements as well as the individual requirements of each selected program. The following general conditions guide the administrative implementation of the CIP:



- a. An application for any financial incentive program contained in the CIP must be submitted to the Township of South Frontenac prior to the commencement of any works to which the financial incentive program will apply and prior to application for building permit;
- b. If the applicant is not the owner of the property, the applicant must provide written consent from the owner of the property to make the application;
- c. An application for any financial incentive program contained in the CIP must include plans, estimates, contracts, reports and other details as required by the Township to satisfy the program overseers with respect to costs of the project and must conform to the CIP as well as all municipal by-laws, policies, procedures, standards and guidelines, including applicable Official Plan and Zoning By-law requirements and approvals;
- d. Review and evaluation of an application and supporting materials against program eligibility requirements will be done by staff, who will then make a recommendation to the Township CAO for approval. The application is subject to approval by Township CAO. Further, if the applicant is concerned with the decision of the approval authority, the applicant will be afforded an opportunity to appeal the decision to Council;
- e. As a condition of application approval, the applicant may be required to enter into a loan or grant agreement with the Township. This agreement will specify the terms, duration and default provisions of the incentive to be provided;
- f. Where other sources of government and/or non-profit organization funding (Federal, Provincial, etc.) that can be applied against the eligible costs are anticipated or have been secured, these must be declared as part of the application. Accordingly, the loan/grant may be reduced on a pro-rated basis;
- g. Reimbursement will require original receipts.
- h. The Township reserves the right to audit the cost of any and all works that have been approved under any of the financial incentive programs, at the expense of the applicant;
- i. The Township is not responsible for any costs incurred by an applicant in relation to any of the programs, including without limitation, costs incurred in anticipation of a grant and/or loan;



- j. If the applicant is in default of any of the general or program specific requirements (i.e. outstanding property tax payments), or any other requirements of the Township, the program overseers may delay, reduce or cancel the approved grant and/or loan, and require repayment of the approved grant and/or loan;
- k. The Township may discontinue any of the programs contained in the CIP at any time, but applicants with approved grants and/or loans will still receive said grant and/or loan, subject to meeting the general and program specific requirements, and applicants with approved loans will still be required to repay their loans in full;
- l. Township staff, officials, and/or agents of the Township may inspect any property that is the subject of an application for any of the financial incentive programs offered by the Township;
- m. Eligible applicants can apply for any two of the following incentive programs: Façade Improvement Program, Commercial Building Improvement Grant, or Accessibility Enhancements in an amount not to exceed 3000 for residences and 4000 for business. Of the three noted programs, funds provided are not to be used to pay for the same eligible cost. In addition, an applicant can also apply for the Community Improvement Loan Program to a maximum of \$7500 and for a one time grant of \$2000 as part of the relief provided for in the Municipal Fees Grant Program. Also, the total of all grants and loans provided in respect of the subject property for which an applicant is making application under the programs contained in the CIP shall not exceed the eligible cost of the improvements to that property;
- n. None of the financial incentive programs will be offered retroactively to improvement projects occurring prior to the implementation of this CIP; and
- o. Eligible properties that are in tax arrears shall pay all taxes owing prior to the disbursement of any grants or loan funding.

3.2.2 Incentive Programs

The financial incentive programs described in this section have been included to specifically target revitalization and rehabilitation efforts appropriate for Harrowsmith. These incentive programs can be used individually or in combination by the landowner/applicant, with certain restrictions on the maximum amount of funding available. For each of the possible funding programs, a rationale is established for their inclusion in the CIP. It is important to note that these municipal financial incentive programs could be augmented with other federal, provincial, municipal and private sector financial



tools and programs. The total budget for this Community Improvement Plan is \$70,000 contributed from the County of Frontenac along with the anticipation of \$10,000 per year for the next three years from the Township. Funds will be available for the duration of four years from the approval of the program and will be dedicated to both the incentive programs listed as well as municipally initiated projects.

1. Façade Improvement Program

Purpose: The character and quality of the village is partially reflected in the aesthetic appeal of the main street areas and the buildings which front onto prominent streets. A Façade Improvement Program is intended to improve the appearance of commercial and residential buildings in order to improve the overall aesthetics and character of the community. The format of such a program would consist of a grant for a portion of the defined eligible costs. Eligible improvements could include restoration of brick and cladding work, replacement of architectural details (cornices, eaves, etc.), window and door repair, façade chemical cleaning, entranceway modifications, lighting, sign improvements etc.

Description: A onetime grant of 50% to a maximum of \$2,000 for residential or \$3,500 for commercial of eligible project costs in order to improve exterior building features. Residential projects must front onto Road 38, Harrowsmith Road or Colebrooke Road. Commercial projects must be for properties zoned commercial.

Requirements: The following renovation/restoration projects will be considered to be eligible projects under this program:

- a. repair or replacement of exterior facades including cladding materials, windows, and doors;
- b. repair or repointing of façade masonry and brickwork;
- c. installation, repair or replacement of architectural details and features;
- d. installation, repair or replacement of awnings or canopies;
- e. façade restoration, including painting and cleaning;
- f. installation or repair of signage;
- g. installation of lighting;



- h. installation of landscaping;
- i. professional design services required to complete eligible work; and
- j. other similar improvement projects may be approved that demonstrate improvement to the quality of the property.

Grants are provided once the work has been completed in accordance with the agreement with the Township.

2. Commercial Building Improvement Grant

Purpose: To a large degree commercial building defines the village area streetscape. The quality of the commercial component of the street plays an important role in establishing the character of the area. The Commercial Building Improvement Grant program seeks to restore the existing building stock and relates to projects that are beyond basic Façade Improvement and are focused inside the commercial unit.

Description: A onetime grant of 50% to a maximum of \$3,500 of eligible project costs for projects that improve the commercial building stock within the CIP area. The intent of this program is complement the Façade Improvement Program noted above but specifically tailored to businesses.

Requirements: Eligible projects can include projects that improve the quality of the commercial building stock within the CIP area.

3. Accessibility Enhancements

Purpose: The purpose of the Accessibility for Ontarians with Disabilities Act, 2005 is to achieve accessibility for people with disabilities to services, facilities, employment, and buildings. The historic development of communities and buildings did not necessarily recognize the importance of accessible design as we consider it today. CIP funding is available to encourage commercial property owners to retrofit entranceways and other access points to ensure facilities and commercial outlets are accessible to all members of the community.

Description: A onetime grant of 50% to a maximum of \$3,500 of eligible project costs in order to improve accessibility for commercial properties.



Requirements: Eligible projects must demonstrate to the degree possible conformity with the Ontario Building Code with respect to accessible design. Grants are provided once the work has been completed in accordance with the agreement with the Township.

4. Community Improvement Loan Program

Purpose: In addition to the grant programs, the Community Improvement Loan Program provides preferential financing for eligible projects. Eligible projects are those projects approved under the prior noted Grant Programs but excludes the Municipal Fees Grant Program.

Description: An interest free loan to a maximum of \$7,500 amortized over five years is available to assist property owners in addition to the grant programs. Loan financing will be made available upon project approval by the Township CAO.

Requirement: All eligible projects receiving grant funding are eligible to access the loan program.

5. Municipal Fees Rebate Program

In order to encourage development and rehabilitation of the existing building stock, the Municipal Fees Grant Program is intended to reduce the costs of development and/or rehabilitation that contribute to the quality of the community.

Description: A onetime grant equal to the total application costs or \$2000, whichever is the lesser. Application fees must be for improvement projects for commercial or residential properties fronting onto Road 38, Harrowsmith Road or Colebrooke Road.

Requirements: Eligible municipal application fees include:

- a. Official Plan Amendments;
- b. Zoning By-Law Amendments;
- c. Committee of Adjustment applications;



- d. Site Plan Approval;
- e. Demolition Permits; and
- f. Building Permits.

Under this program, all fees are paid upfront by the applicant. Grants are provided once the work has been completed in accordance with the agreement with the Township.

3.2.3 Other Economic Development Programs

The Frontenac Community Futures Development Corporation (FCFDC) is a non-profit organization funded by the Federal Government that provides a variety of programs and services to support community economic development and small business growth. The Frontenac FCFDC's Access to Capital Program provides interest free loans for the development of vacant or under-utilized commercial properties, façade improvements and for the purchase and installation of renewable energy where the energy is used for the operation of the business; subject to available funds. The Frontenac FCFDC will be delivering the Eastern Ontario Development Program should it be renewed by the federal government and businesses and non-profit organizations are encouraged to check the FCFDC's website for updates. For more information on the Frontenac FCFDC and the services they offer, please visit www.frontenaccfdc.com.

Other external funding sources may also be available from time to time to assist with community improvement.

3.3 PROGRAM IMPLEMENTATION

Prior to submitting an application under Section 3.2.2, all applicants will be required to have a pre-application consultation meeting with Township staff to evaluate the project's eligibility to access the financial programs. At this meeting the applicant should present the details of the work to be completed, an estimate of the associated costs to complete the work, a timeline for completion, and plans or drawings illustrating the details of the project. Subsequent to the meeting Township staff will provide comments with respect to whether the project (or which components of the work) meets the objectives of the CIP and which incentive programs could be accessed. If a project is determined to be eligible, an application will be accepted by Township staff. It should be noted that acceptance of the application does not necessarily mean program approval.



Application submission materials will generally include a detailed work plan and estimated costs to complete the eligible work. However, at the discretion of Township staff, additional submission materials may be required to assist in the review of the application. Applications that are determined to meet the objectives of the CIP will be recommended for approval by Township staff. A recommending report will be prepared by Township staff and submitted to the CAO for review and consideration. Upon approval an agreement will be enacted between the Township and the applicant outlining the nature of the works to be completed and the details of the financial incentive and timeframe. Generally the payments of grants will occur once the work has been completed as outlined in the agreement to the satisfaction of Township staff. Figure 3 illustrates the administrative steps involved in accessing the CIP program.

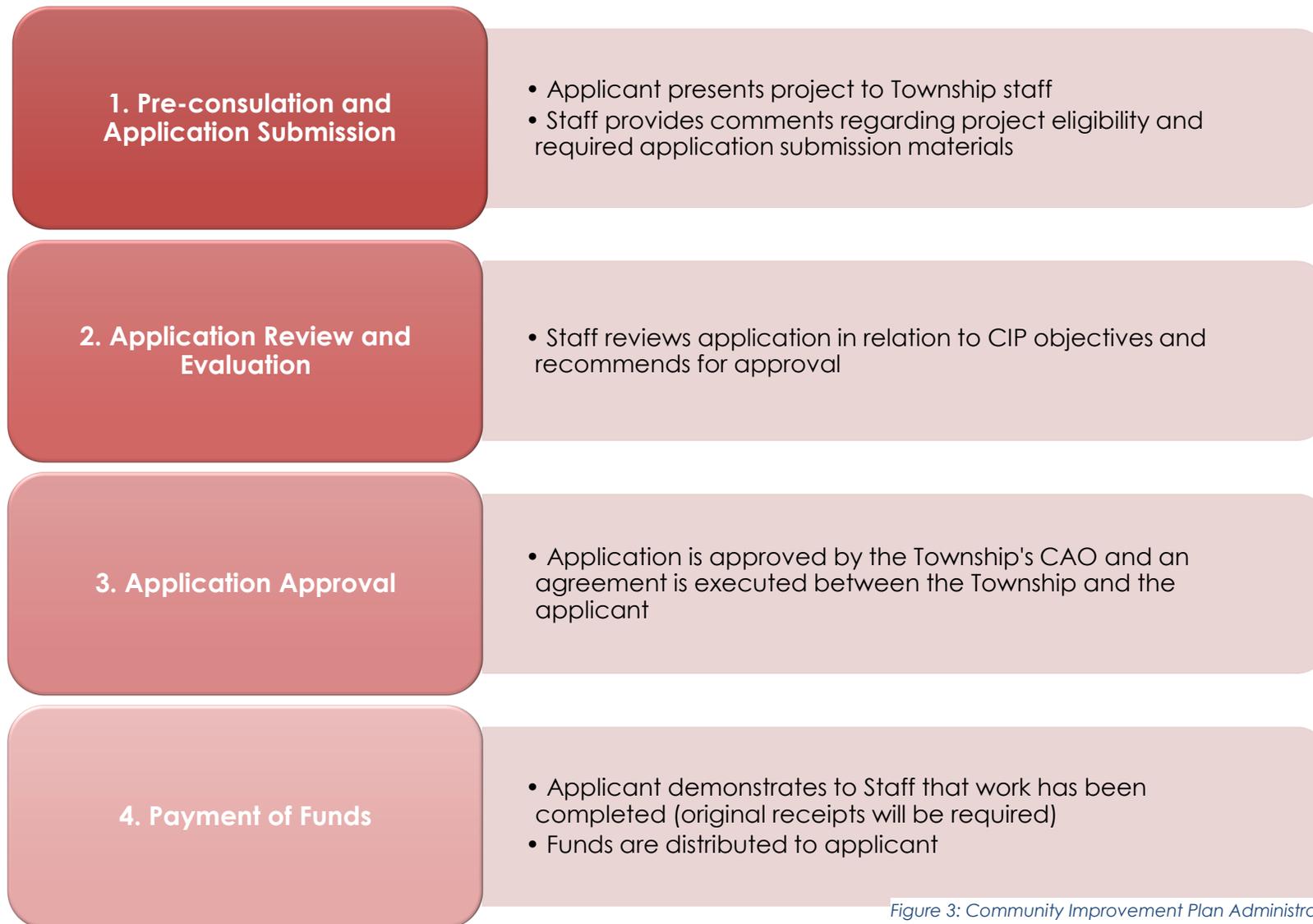


Figure 3: Community Improvement Plan Administrative Process



3.4 MUNICIPALLY INITIATED PROJECTS

Capital works improvements will see the improvement of the Harrowsmith intersection as part of the Township's capital budget.

Over time more projects will be considered to compliment the private investment in the village as budget permits. These projects could include:

- a. Signage improvements, to help identify the gateways to the community and local amenities.
- b. Utilize signage to assist with the provision of a visual connection to the K&P Trail and Centennial Park.
- c. Ensure the ongoing trial improvements are linked and appropriately signed to the main street area.
- d. Provide street furniture and street lighting
- e. Reduce speed limit
- f. The provision of additional public parking
- g. The provision of courtesy crosswalks

Although many of these initiatives can be fulfilled with little or no cost they will be subject to the availability of funds. Applications should be made to other alternately available funds to assist with the implementation of larger projects.

3.5 AMENDMENTS TO THE CIP

As the CIP is implemented, the Plan may be refined to best achieve the objectives of the Plan. The individual financial incentive programs contained within this CIP can be altered at any time by Council without amendment to the Plan. An expansion of the CIP area or an increase to the value of the financial programs would require amendment of the Plan in accordance with Section 28 of the *Planning Act*.

3.6 MARKETING THE CIP

The successful implementation of the CIP depends on the ability of the initiatives and funding opportunities to be effectively communicated to property owners, business owners, and community organizations. The Township and County will work together to ensure the success of the plan.



3.7 MONITORING THE PLAN

This CIP is intended to provide a proactive approach to the revitalization of the village of Harrowsmith's main street area. As such the success of the program will be measured by the adoption of the programs by private property owners. In order to best meet the needs of potential program participants, the CIP is a flexible document responding to the needs of the participants and changing market conditions. Accordingly, a monitoring program is essential to receive feedback and refine elements of the Plan that would best achieve the objectives of the CIP. The following list provides qualitative and quantitative measures the Township should track to monitor the effectiveness of the program and provide a basis for future amendments.

- a. Monitor the number of approved applications by financial program type.
- b. Monitor the number of unsuccessful applications and determine the reason for project ineligibility.
- c. Monitor the total value of funding allocated by financial program type.
- d. Monitor the additional square footage of commercial spaces created through the programs.
- e. Monitor the improvement of the visual appearance of the community as result of projects accessing the funding programs.
- f. Encourage program participants to submit comments based on their experiences accessing program funding.
- g. Annually report on the success of the Plan.

Based on information from these monitoring procedures, required revisions to the CIP may become evident over time. Refinements to the Plan can occur without amendment to the Plan.

3.8 CONCLUSION

This CIP is a comprehensive framework specifically designed for the community of Harrowsmith to improve and provide economic and visual improvements to the village. This plan reflects the vision of Council and the community for the community improvement project area. The Plan establishes revitalization goals and priorities for action. Along with



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Township initiated project, it is anticipated that this Plan will provide a tool to stimulate private investment in revitalization efforts.

The approval of this Plan will provide the legislative basis and context for this comprehensive set of programs.

This project was made possible through funding provided by the County of Frontenac as part of Directions for Our Future.



4 SECTION 4 – APPENDICES

4.1 APPENDIX A – COMMUNITY INPUT FROM CONSULTATIONS

The following themes reflect the input provided by the participants who attended consultation sessions:

4.1.1 What do you like most about Harrowsmith?

- The people (x3)
- Growth of younger families
- Sense of community, tight-knit (x3)
- Friendly
- Rural (x2)
- Rich history (x2)
- Schools are good (x3)
- Parks (x3)
- K&P and Cataraqui Trails (x3)
- Service clubs/halls are an asset (x2)
 - S&A and Golden Links
- Good events
 - Parades and Canada Day
- Shops here are great
 - Gilmour's meats
 - Pizza Place
- Huge potential (x3)
 - Products and services (cheese factory, food services, light industry, clean manufacturing)
 - Possible for child care business



- A lot of developable land in good condition
- Neighbouring areas can come to the township for work
- On or near main transportation routes (x3)
 - (Rd. 38 and 401)
- Close to Kingston and other communities (x2)
- Cheap land (x2)

4.1.2 What needs improvement in Harrowsmith?

- Needs more businesses (x3)
- More restaurants (x3)
- More light industry and manufacturing
- More economic activity in the main core of the village
- Fill the vacant properties
- Needs investment
- Use the land for development
- Clean up the old cheese factory site
- The community looks “old”, buildings are in need of repair
- People need to buy local and be encouraged to buy local
- Better transportation services (x2)
- More government services (x2)
 - Eg. Provincial offices
- Child care (x3)
- Affordable housing
- Seniors housing
- There is nothing here
- More community activities (x2)
- Exercise classes, lunches, social gatherings, etc.
- Water and sewer infrastructure to accommodate businesses
- Add colour, banners, flower pots, planters on streets



- Increased community involvement through events and volunteering
- Improve access to daily destinations
- Groceries
- Coffee shops
- Pavilion at the trail head (x2)
- Hold the farmers market on a better day and time
- Better community gathering places

4.1.3 What is your vision of Harrowsmith in 5 or 10 years?

- Revitalized like Picton, Westport or Napanee
- More businesses (x3)
- Restaurants (x3)
- Nothing new unless funding is allocated
- A variety of services
- Attractive village main street
- Skate park for older kids at the park
- Outdoor ice rink
- Repurposed cheese factory site
- K&P Trail connection to the park
- Seniors home in the village
- Child care centre
- Coffee shop
- Wine and beer store
- Ice cream shop, places to go after sports games at the park
- Painted buildings, hanging flower pots
- Improved health, biking on the trail
- Bike repair shop
- Fixed up buildings along 38



- More support for community clubs
- Stream restoration of Wilton Creek on Colebrook Road- bring back trout
- Equestrian community, accessible to horses (x2)
- Drawing on Hartington
- Major attraction at Centennial Park
- Festivals and markets
- Well-developed trail head
- Safe, accessible walking routes to village destinations

4.1.4 What kind of incentive programs would be best for Harrowsmith?

- Façade improvements (x5)
- New business incentives/start-up funding (x4)
- Affordable housing for seniors (x3)
- Municipal investment in safe pathways, routes to destinations (x2)
- Beautification of village (x2)
- Benches, bike racks, connections to trails (x2)
- Municipal investment
- County investment in social programs for older adults
- Pavilion at the trail head
- Skating area and pool at old cheese factory site
- Financial incentives to start businesses throughout the whole community
- Funding to improve residential properties

4.1.5 What kind of projects should the township work on?

- Accessible walking and cycling infrastructure
- Parks and recreation facilities for youth
- Design guidelines for new commercial developments to include active transportation
- Safe routes to schools and community destinations



- Social/community centre
- Look for businesses to invest in the community
- Lower the cost of land
- Raise the profile of Harrowsmith
- More community events
- Promote the parks and trails
- Improve accessibility for clubs and local businesses
- Illumination of 38 and Centennial Park Rd.
- Fill in the gaps in the sidewalks, include curbs and paving
- Fix the decorative sign on 38 near Centennial Park- it blocks vision
- Connection between the trail and Centennial Park
- Trail pavilion/centre
- Complete the Environmental Assessment on the cheese factory site to make it more attractive to developers
- Deal with derelict buildings (x2)
- Put in turning lane at Wilton and 38

4.1.6 Where should the plan apply?

- Throughout the whole community (x2)
- Expand it to include the cemetery
- Include the Golden Links Hall (x2)
- Peters Rd to the East
- Harrowsmith Rental to the South
- North side of Alton Rd to the North
- Draw boundaries according to incentives
 - Centennial park + 38 corridor: façade improvements
 - Focus on Wilton and 38 intersection and dilapidated buildings there
- Mostly Main St