



## Community Improvement Plan Application Form

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The Town of Tillsonburg is pleased to offer a comprehensive Community Improvement Plan (CIP). The CIP provides a means of planning and financing development activities that assist in the redevelopment of lands, buildings and infrastructure through various financial incentives.

In order to ensure the application for the Community Improvement Plan is complete, please refer to the checklist below.

### **Mandatory Requirements**

- Completed application with relevant signatures
- Applicant's and owner's full name and contact information
- Cost estimates from two (2) contactors
- Project name and municipal address and legal description (Lot and Plan number)

### **Additional Requirements (if required)**

- Building plans
  - Include elevations
  - Site renderings
  - Site plans
- Environmental Site Assessment
  - Reports and Record of Site Condition
- Copy of business plan
- Copy of financial statements
- Engineering reports and related drawings
- Cultural built or natural heritage studies and reports
- Feasibility study
- Description of business
- Background on ownership and/or partners

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For Community Improvement Programs, please forward the completed application to the Development Commissioner at the Town of Tillsonburg's Economic Development & Marketing Department.

A separate application is required for the Façade Improvement Programs. The Façade Improvement application can be requested from the Development Technician at the Town of Tillsonburg Building, Planning and Bylaw Department.

Economic Development and Marketing  
 Town of Tillsonburg  
 200 Broadway, Suite 204  
 Tillsonburg, Ontario N4G 5A7  
 Telephone: 519-688-3009 x3250  
 Fax: 519-842-9431

<p><b>Registered Owner:</b></p> <p>Name: <u>United Way of Oxford</u></p> <p>Business Name: <u>United Way Oxford</u></p> <p>Address: <u>447 Hunter St., Woodstock, ON</u></p> <p>Postal Code: <u>N4S 4G7</u></p> <p>Home Phone: _____</p> <p>Work Phone: <u>1-877-280-1391</u></p> <p>Email Address: <u>info@unitedwayoxford.ca</u></p> <p>Fax Number: <u>n/a</u></p>	<p><b>Applicant:</b>  <i>(If different from registered owner)</i></p> <p>Name: <u>Kelly Gilson</u></p> <p>Business Name: <u>United Way Oxford</u></p> <p>Address: <u>447 Hunter St., Woodstock, ON</u></p> <p>Postal Code: <u>N4S 4G7</u></p> <p>Home Phone: <u>(519) 532-5590</u></p> <p>Work Phone: <u>(519) 539-3851 x301</u></p> <p>Email Address: <u>kelly@unitedwayoxford.ca</u></p> <p>Fax Number: <u>n/a</u></p>
<p><b>Property Description:</b></p> <p>Address: <u>[REDACTED]</u></p> <p>Building to be redeveloped: _____</p>	

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<b>Current Use of the Property?</b>
Residential
<b>Future Use of the Property?</b>
Transitional housing will provide safe and affordable housing and supports for 7 adults who are homeless or precariously housed to help them move forward to stable and independent housing.
<b>Description of the Proposed Redevelopment</b>
<p>United Way Oxford, the largest non-government funder of social human services in Oxford County, has purchased a house to be utilized as a Transitional Living Home in Tillsonburg. Recognizing the growing need to have local solutions to the homelessness/mental health/addictions crisis, United Way has purchased a residential property utilizing funding from our reserves and donor contributions. We have been funding the same programming at a transition house in Woodstock since 2020, and based on the success of that program, we are confident that individuals whose applications are approved for the Tillsonburg Home will be well positioned for successful transition to independent living following their stay. The Tillsonburg Transition House will be able to accommodate 7 individuals at a time. In addition to paying for the purchase and operational costs, United Way is also funding the Oxford County Community Health Centre (OCCHC) Housing Support Staff to be there 5 days/week to provide wrap-around and life-skills development supports for the residents. Individuals will have private bedrooms and share common space. Participants can live at the house for up to 364 days and they must be willing to sign a code of conduct agreement, follow the rules, and participate in the programming. The OCCHC staff will also work with the participants to ensure that they are connected to any other health and well-being supports required by the individual.</p> <p>The house requires some renovations (i.e. 2 new bedrooms, egress windows, new flooring, new heating/cooling, redesigned access to bathroom, etc.) to adequately meet the requirements of this program as well as all health and safety requirements. Given the community need in Tillsonburg, and the fact that we have already secured 2 Tillsonburg citizens as tenants, we are working quickly to ensure a May 1st opening date. Thankfully, the tremendous support from the Tillsonburg business, government and social service sectors has helped move this initiative forward in a timely and efficient manner, for which we are grateful.</p>
<b>Cost of Proposed Repairs (please provide two (2) contractor's estimates. If it is not possible to provide two estimates, please explain why.)</b>
We are working with Cedric Tomico, an experienced local developer, to manage the renovations and he has been instrumental to connect us with local Tillsonburg trades and suppliers - the willingness to support, donate or otherwise assist has been incredible. Due to the tight turn-around from purchase date to welcoming tenants, we are relying on those work recommendations as we know that the work will be done well and on time. Additionally, we are working with some of our workplace partners to who are interested in providing staff to help with tasks such as painting, who will work alongside some of our volunteers. A complete cost estimate of the renovations is not yet available.

## Type of Investment Requested:

Please Choose	Program	Eligibility Criteria
<input checked="" type="checkbox"/>	Accessibility Renovation Grant	<p>The grant, of up to \$3000 in 50/50 matching funds is intended to assist owners or tenants, particularly older buildings in the central area, with accessibility improvements to improve the accessibility of the central area and commercial buildings throughout the Town. Grant can be used for the following types of projects:</p> <ul style="list-style-type: none"> <li>• Power assist door operators</li> <li>• Renovation of building entrances</li> <li>• Upgrading of doors</li> <li>• Installation of ramps</li> <li>• Installation of elevating devices</li> <li>• Renovations to create accessible washrooms</li> </ul>
<input type="checkbox"/>	Façade Improvement Grant: Street Facing	A grant for exterior renovations within the central area. Improvements may consist of repairs to facades, including signage, lighting, entrances and display windows. Interior renovations will not be eligible.

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		<ul style="list-style-type: none"> <li>• 50/50 Matching Funds</li> <li>• Maximum of \$10,000 per façade</li> <li>• Commercial properties in the central area are eligible</li> <li>• Other commercial properties outside of the central area may be eligible at prominent locations. These projects will not be eligible for the matching BIA funds.</li> <li>• Project shall conform with the design principles contained within the Town's central area design study.</li> </ul> <p><b>A separate application from the Building department is needed.</b></p>
<input type="checkbox"/>	<p>Façade Improvement Grant: Alleyway</p>	<p>Grant for alleyway building façade improvements for properties in the central area.</p> <ul style="list-style-type: none"> <li>• 50/50 Matching Funds</li> <li>• Maximum of \$10,000 per project.</li> <li>• Commercial properties in the central area are eligible</li> <li>• Projects that meet energy conservation and efficiency goals shall be given a higher score.</li> </ul> <p><b>A separate application from the Building department is needed.</b></p>
<input checked="" type="checkbox"/>	<p>Tax Increment Equivalent Grant Back Program</p>	<p>Grant to rebate increases of Town portion of property taxes resulting from improvements of lands and buildings, for properties in the central area. Projects must meet the following criteria:</p> <ul style="list-style-type: none"> <li>• An increase in the assessed value of the property</li> <li>• Supporting Town objectives of increased density, retail, business services and industrial diversity.</li> <li>• Conform to the principles of the Town's Central Area Design Study (where applicable)</li> <li>• Additional criteria of having front of building comprised of 75% glass, brick or stone. Preference will be given to projects that use the heritage yellow brick evidenced throughout the downtown.</li> <li>• Projects that meet energy conservation and efficiency goals shall be given a higher score.</li> <li>• Projects that meet water conservation and re-use goals shall also be given a higher score.</li> </ul>
<input type="checkbox"/>	<p>Architectural Design Grant</p>	<p>Grant to offset cost of retaining professionals to provide acceptable design(s), in accordance with the Central Area Design Study for eligible properties in the central area.</p>

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		<ul style="list-style-type: none"> <li>• 50/50 matching funds</li> <li>• Maximum of \$2500 per project</li> <li>• Commercial properties in the central area are eligible</li> </ul>
<input type="checkbox"/>	Brownfield Redevelopment Incentive	<p>Grant to cover up to 50% of the cost of a Phase II Environmental Site Assessment, designated substances and hazardous materials survey, remedial work plan or site assessment.</p> <ul style="list-style-type: none"> <li>• 50/50 matching funds</li> <li>• Maximum of \$5000 per project</li> <li>• Applicant must provide a copy of the ESA</li> </ul>
<input type="checkbox"/>	Legal and Registration Grant	<p>Grant to reimburse legal costs and costs associated with the registration of agreements associated with the above programs.</p> <ul style="list-style-type: none"> <li>• This may take the form of Town staff registering applicable agreements on title, or a grant to a maximum of \$200 to reimburse legal costs of having a solicitor register the applicable agreements on title.</li> </ul>
<input checked="" type="checkbox"/>	Permit Fee Grant Back Program	<p>Grant to rebate the cost of fees for Building Permits for commercial and industrial properties in the CIP area. Commercial Properties outside of the central area are not eligible for building permit grants.</p> <p><b>Industrial – Small</b></p> <ul style="list-style-type: none"> <li>• Minimum project value of \$150,000 and maximum project value of \$500,000</li> <li>• Grant of 100% of the applicable building permit fees offered as a rebate once completed.</li> </ul> <p><b>Industrial – Large</b></p> <ul style="list-style-type: none"> <li>• Grant of 50% of the applicable building permit fees offered as a rebate once completed.</li> </ul> <p><b>Commercial (Central Area)</b></p> <ul style="list-style-type: none"> <li>• Minimum project value of \$150,000</li> <li>• Grant of the building permit fee will be offered as follows:             <ul style="list-style-type: none"> <li>○ 25% rebate – General renovations</li> <li>○ 50% rebate – Projects that will improve the overall attractiveness of the streetscape.</li> <li>○ 75% rebate – Projects that meet above criteria and provide exemplary attention to detail and a high level of design.</li> </ul> </li> </ul>



**How will the proposed redevelopment fit in with or improve the existing streetscape?**

This initiative will see improvements predominantly to the interior of the property. However, with this initiative providing supportive housing along with health and social supports for 7 individuals who are experiencing homelessness or housing instability at a time, we will positively impact the Town of Tillsonburg overall, and in particular the Downtown BIA area. When people have a safe roof over their head, and the wrap-around supports they need to become stable and put plans in place for a better future. As some individuals move away from homelessness, often particularly visible and possibly disruptive in the core area, and into appropriate housing then citizens and business owners may experience an increased sense of security and overall downtown cleanliness. The same is also true when vulnerable people living precariously are able to secure a safe, welcoming space where they can develop a sense of belonging - this Transition House will be that safe place for the residents as they work to move forward with their lives.

**What is the proposed timeline (start date and completion date)?**

The sale of the property was finalized as of March 17, 2023. The renovation work needs to begin immediately as the house is required to be open for tenants as of May 1, 2023.

**Please attach any original drawings or photos of the property along with any drawing showing the proposed redevelopment.**

[Empty space for attachments]

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The Town of Tillsonburg is subject to Ontario Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) and other privacy legislation.

Applicants should be aware that personal and other information contained in this application are subject to Municipal Freedom of Information and Protection of Privacy Act and may be deemed releasable under this legislation, and that the anonymity or confidentiality of the applicant and any information contained within the application cannot be guaranteed.

The Government of Ontario maintains a website with free access to Municipal Freedom of Information and Protection of Privacy Act and other legislation on their e-laws website.

The applicant also consents to the use of his or her name, business name and business address in connection with any program funding announcements.

Date: March 27 23 Signature of Registered Owner: [Signature] for United Way Oxford

Date: March 27 23 Signature of Applicant: [Signature]

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**For Office Use Only:**

Current Assessment: \_\_\_\_\_  
Building Permit Calculation: \_\_\_\_\_  
Development Charges Calculation: \_\_\_\_\_

