

Planning and Environment Committee

Report

The 6th Meeting of the Planning and Environment Committee
April 19, 2021

PRESENT: Councillors P. Squire (Chair), S. Lewis, S. Lehman, A. Hopkins, S. Hillier, Mayor E. Holder

ALSO PRESENT: K. van Lammeren and B. Westlake-Power
Remote Attendance: A. Anderson, G. Bailey, G. Barrett, J. Dann, M. Fabro, M. Feldberg, K. Gonyou, P. Kokkoros, G. Kotsifas, H. Lysynski, J. MacKay, L. Marshall, S. Meksula, B. O'Hagan, C. Saunders, M. Schulthess, C. Smith and P. Yeoman

The meeting is called to order at 4:01 PM, with Councillor P. Squire in the Chair, Councillor S. Lewis present and all other Members participating by remote attendance.

1. Disclosures of Pecuniary Interest

That it BE NOTED that no pecuniary interests were disclosed.

2. Consent

Moved by: S. Lewis

Seconded by: S. Hillier

That Items 2.1, 2.3 and 2.4 BE APPROVED.

Yeas: (5): P. Squire, S. Lewis, S. Lehman, A. Hopkins, and S. Hillier

Absent: (1): E. Holder

Motion Passed (5 to 0)

2.1 3392 Wonderland Road South - Removal of Holding Provision h-17 (H-9298)

Moved by: S. Lewis

Seconded by: S. Hillier

That, on the recommendation of the Director, Development Services, based on the application by Wonderland Business Centre Inc. and Old Oak Properties, relating to the property located at 3392 Wonderland Road South, the proposed by-law appended to the staff report dated April 19, 2021 BE INTRODUCED at the Municipal Council meeting to be held on May 4, 2021 to amend Zoning By-law No. Z.-1, (in conformity with the Official Plan), to change the zoning of the subject lands FROM a Holding Light Industrial (h-17*LI1*LI7) Zone TO a Light Industrial (LI1*LI7) Zone to remove the h-17 holding provision.

Motion Passed

2.3 Annual Report on Building Permit Fees

Moved by: S. Lewis

Seconded by: S. Hillier

That, on the recommendation of the Managing Director, Development & Compliance Services & Chief Building Official, the staff report dated April 19, 2021 entitled "Annual Report on Building Permit Fees", with respect to building permit fees collected and costs of administration and enforcement

of the *Building Code Act* and regulations for the year 2020, BE RECEIVED for information.

Motion Passed

2.4 Building Division Monthly Report for February 2021

Moved by: S. Lewis
Seconded by: S. Hillier

That the Building Division Monthly Report for February 2021 BE RECEIVED for information. (2021-A23)

Motion Passed

2.2 Recovery Grant Program

Moved by: S. Lewis
Seconded by: S. Lehman

That, on the recommendation of the Director, Planning and City Planner, the following actions be taken with respect to the Recovery Grant Program:

a) the attached, revised, proposed by-law (Appendix "A") being "A by-law to amend C.P.-1467-175, as amended, being "A by-law to establish financial incentives for the Downtown Community Improvement Project Areas", by adding in its entirety Schedule 3 - The Recovery Grant Program Guidelines", BE INTRODUCED at the Municipal Council meeting to be held on May 4, 2021;

b) the attached, revised, proposed by-law (Appendix "B") being "A by-law to amend C.P.-1468-176, as amended, being "A by-law to establish financial incentives for the Old East Village Community Improvement Project Area", by adopting in its entirety Schedule 2 - The Recovery Grant Program Guidelines", BE INTRODUCED at the Municipal Council meeting to be held on May 4, 2021;

c) the attached, revised, proposed by-law (Appendix "C") being "A by-law to amend C.P.-1481-176, as amended, being "A by-law to establish financial incentives for the SoHo Community Improvement Project Area", by adopting in its entirety Schedule 2 - The Recovery Grant Program Guidelines", BE INTRODUCED at the Municipal Council meeting to be held on May 4, 2021;

d) the attached, revised, proposed by-law (Appendix "D") being "A by-law to amend C.P.-1527-248, as amended, being "A by-law to establish financial incentives for the Hamilton Road Area Community Improvement Project Area", by adopting in its entirety Schedule B - The Recovery Grant Program Guidelines", BE INTRODUCED at the Municipal Council meeting to be held on May 4, 2021;

e) the attached, revised, proposed by-law (Appendix "E") being "A by-law to amend C.P.-1539-220, as amended, being "A by-law to establish financial incentives for the Lambeth Area Community Improvement Project Area", by adopting in its entirety Schedule 2 - The Recovery Grant Program Guidelines", BE INTRODUCED at the Municipal Council meeting to be held on May 4, 2021;

f) the Civic Administration BE DIRECTED to transfer \$6,000 of the \$250,000 program funding to the Old East Village Business Improvement Area (BIA) to fund graffiti removal across multiple properties;

g) the Civic Administration BE DIRECTED to transfer \$5,000 of the \$250,000 program funding to the Hamilton Road Business Improvement Area (BIA) to fund graffiti removal across multiple properties;

h) the Civic Administration BE REQUESTED to accept retroactive applications commencing May 4, 2021 if immediate repairs to damage by vandalism are necessary for securing the premises; it being noted that the revised by-laws noted in a) through e) above, provide for retroactive applications to be submitted;

it being further noted that funding for the program is accommodated within the Economic Development Reserve Fund as approved by Municipal Council at its January 12, 2021 meeting.

Yeas: (6): P. Squire, S. Lewis, S. Lehman, A. Hopkins, S. Hillier, and E. Holder

Motion Passed (6 to 0)

Additional Votes:

Moved by: S. Lehman

Seconded by: S. Lewis

Motion to add a new part h), which reads as follows:

"the Civic Administration BE REQUESTED to accept retroactive applications commencing May 4, 2021 if immediate repairs to damage by vandalism are necessary for securing the premises; it being noted that noted that the revised by-laws noted in a) through e) above, provide for retroactive applications to be submitted;"

Yeas: (5): P. Squire, S. Lewis, S. Lehman, S. Hillier, and E. Holder

Nays: (1): A. Hopkins

Motion Passed (5 to 1)

3. Scheduled Items

3.1 Demolition Request for Dwelling on Heritage Listed Property at 88 Wellington Road

Moved by: A. Hopkins

Seconded by: S. Lewis

That, on the recommendation of the Director, City Planning and City Planner, with the advice of the Heritage Planner, the property located at 88 Wellington Road BE REMOVED from the Register of Cultural Heritage Resources; it being noted that the two stained glass windows pictured in Appendix B of the staff report dated April 19, 2021 should be salvaged prior to the building's demolition;

it being noted that no individuals spoke at the public participation meeting associated with this matter.

Yeas: (6): P. Squire, S. Lewis, S. Lehman, A. Hopkins, S. Hillier, and E. Holder

Motion Passed (6 to 0)

Additional Votes:

Moved by: A. Hopkins
Seconded by: S. Lehman

Motion to open the public participation meeting.

Yeas: (6): P. Squire, S. Lewis, S. Lehman, A. Hopkins, S. Hillier, and E. Holder

Motion Passed (6 to 0)

Moved by: S. Lewis
Seconded by: S. Lehman

Motion to close the public participation meeting.

Yeas: (6): P. Squire, S. Lewis, S. Lehman, A. Hopkins, S. Hillier, and E. Holder

Motion Passed (6 to 0)

3.2 Demolition Request for Dwelling on Heritage Listed Property at 92 Wellington Road

Moved by: S. Lewis
Seconded by: S. Lehman

That, on the recommendation of the Director, City Planning and City Planner, with the advice of the Heritage Planner, that the property located at 92 Wellington Road BE REMOVED from the Register of Cultural Heritage Resources;

it being noted that no individuals spoke at the public participation meeting associated with this matter.

Yeas: (6): P. Squire, S. Lewis, S. Lehman, A. Hopkins, S. Hillier, and E. Holder

Motion Passed (6 to 0)

Additional Votes:

Moved by: A. Hopkins
Seconded by: S. Lehman

Motion to open the public participation meeting.

Yeas: (6): P. Squire, S. Lewis, S. Lehman, A. Hopkins, S. Hillier, and E. Holder

Motion Passed (6 to 0)

Moved by: S. Lehman
Seconded by: S. Lewis

Motion to close the public participation meeting.

Yeas: (6): P. Squire, S. Lewis, S. Lehman, A. Hopkins, S. Hillier, and E. Holder

Motion Passed (6 to 0)

3.3 Kilally South, East Basin Environmentally Significant Area - 1918 to 2304 and 2005 to 2331 Kilally Road (OZ-9275)

Moved by: A. Hopkins
Seconded by: S. Lewis

That, on the recommendation of the Director, City Planning and City Planner, the following actions be taken with respect to the application of the City of London relating to the Kilally South, East Basin Environmentally Significant Area (1918 to 2304 and 2005 to 2331 Kilally Road, excluding 2065 Kilally Road):

- a) the attached, revised, proposed by-law (Appendix "A") BE INTRODUCED at the Municipal Council meeting to be held on May 4, 2021 to amend the Official Plan to:
- i) change Schedule "A" (Land Use) on the subject lands FROM Urban Reserve Community Growth, Multi Family Medium Density Residential and Environmental Review designations, TO an Open Space designation and FROM Low Density Residential TO an Environmental Review designation;
 - ii) change Map Schedule B1 (Flood Plain and Environmental Features) TO apply an Environmentally Significant Area delineation to the lands identified as the Kilally South, East Basin Environmentally Significant Area that are designated Open Space as amended above; and,
 - iii) change Map Schedule B1 (Flood Plain and Environmental Features) TO add Unevaluated Wetlands and Unevaluated Vegetation Patches that are designated Environmental Review as amended above.
- b) the attached, revised, proposed by-law (Appendix "B") BE INTRODUCED at a future meeting of Municipal Council after the London Plan maps are in force and effect following the Local Planning Appeals Tribunal Hearings;
- i) change the Place Types on Map 1 - Place Types - FROM Neighbourhoods and Environmental Review TO Green Space, and FROM Environmental Review TO Neighbourhood to align with the limits of the Kilally South, East Basin Environmentally Significant Area;
 - ii) change the Place Types on Map 1-Place Types- FROM Neighbourhood TO Environmental Review; and
 - iii) change Map 5 - Natural Heritage - FROM Potential Environmentally Significant Area, Unevaluated Vegetation Patch TO Environmentally Significant Area; and,
 - iv) change Map 5- Natural Heritage TO add Unevaluated Wetlands and Unevaluated Vegetation Patches;
- c) the attached, revised, proposed by-law (Appendix "C") BE INTRODUCED at the Municipal Council meeting to be held on May 4, 2021 to amend Zoning By-law No. Z.-1, (in conformity with the Official Plan as amended in part a) above), to change the zoning of the subject property FROM an Urban Reserve (UR3) Zone TO an Open Space (OS5) Zone and FROM an Urban Reserve (UR2) Zone and Urban Reserve (UR3) Zone, TO an Environmental Review (ER) Zone; it being noted that the proposed Official Plan and Zoning By-law amendment for the lands located at 2065 Kilally Road will be returned to the Planning and Environment Committee for consideration no later than July 1, 2021;

it being pointed out that the Planning and Environment Committee reviewed and received communications dated April 15, 2021 and April 16, 2021, from S. Stapleton, Auburn Developments, with respect to these matters;

it being noted that no individuals spoke at the public participation meeting associated with this matter;

it being further noted that the Municipal Council approves these applications for the following reasons:

- the proposed amendments are consistent with the Provincial Policy Statement 2020 as diversity and connectivity of natural features in an area, and the long-term ecological function and biodiversity of natural heritage systems, should be maintained, restored or, where possible, improved, recognizing linkages between and among natural heritage features and areas, surface water features and ground water features;
- the proposed amendments conform to the policies of the 1989 Official Plan; and
- the proposed amendments conform to the policies of The London Plan.

Yeas: (6): P. Squire, S. Lewis, S. Lehman, A. Hopkins, S. Hillier, and E. Holder

Motion Passed (6 to 0)

Additional Votes:

Moved by: A. Hopkins

Seconded by: E. Holder

Motion to open the public participation meeting.

Yeas: (6): P. Squire, S. Lewis, S. Lehman, A. Hopkins, S. Hillier, and E. Holder

Motion Passed (6 to 0)

Moved by: S. Lehman

Seconded by: E. Holder

Motion to close the public participation meeting.

Yeas: (6): P. Squire, S. Lewis, S. Lehman, A. Hopkins, S. Hillier, and E. Holder

Motion Passed (6 to 0)

4. Items for Direction

4.1 2nd Report of the Trees and Forests Advisory Committee

Moved by: A. Hopkins

Seconded by: S. Lehman

That, the following actions be taken with respect to the 2nd Report of the Trees and Forests Advisory Committee from its meeting held on March 24, 2021:

a) the following actions be taken with respect to the Notice of Planning Application, dated February 10, 2021, from S. Meksula, Senior Planner, related to a Draft Plan of Subdivision Official Plan and Zoning By-law Amendment applications for the properties located at 14 Gideon Drive and 2012 Oxford Street West:

i) the Civic Administration BE REQUESTED to provide the Trees and Forests Advisory Committee (TFAC) with the Tree Preservation Plans for the following properties:

- 1478 Westdel Bourne; and,
 - 3095 and 3105 Bostwick Avenue;
- ii) the Civic Administration BE REQUESTED to provide TFAC with the Tree Preservation Plans for any Notice of Planning Application that is sent to the Committee;
- iii) that Civic Administration BE REQUESTED to clarify with the applicant for the above-noted Notice the status of the woodlot located to the east of the turning circle, as illustrated on the Notice;
- iv) the above-noted notice, with respect to this matter, BE RECEIVED;
- b) the following actions be taken with respect to the Neighbourhood Street Renewal Program:
- i) the item BE DEFERRED to the next Trees and Forests Advisory Committee (TFAC) meeting; and,
- ii) D. MacRae, Director, Roads and Transportation, BE INVITED to attend the next TFAC meeting, to provide information regarding the program; and,
- c) clauses 1.1, 3.1, 3.3, 5.1 and 5.2 BE RECEIVED for information.

Yeas: (6): P. Squire, S. Lewis, S. Lehman, A. Hopkins, S. Hillier, and E. Holder

Motion Passed (6 to 0)

4.2 3rd Report of the Advisory Committee on the Environment

Moved by: S. Lewis

Seconded by: A. Hopkins

That, the following actions be taken with respect to the 3rd Report of the Advisory Committee on the Environment from its meeting held on April 7, 2021:

- a) the following actions be taken with respect to the National Earth Day Event and the 2040 Film:
- i) Asha Hodura, London Chapter of the International Circular Economy Club, BE INVITED to a future meeting of the Advisory Committee on the Environment to speak to the above-noted film and the activities of the International Circular Economy Club; and,
- ii) the communication, movie poster and discussion questions, as appended to the agenda, BE RECEIVED
- b) a representative of the London Environmental Network BE INVITED to a future meeting of the Advisory Committee on the Environment (ACE) to speak to the Green Homes London program; it being noted the ACE held a general discussion with respect to the ACE work plan;
- c) a Working Group BE CREATED to review the Notice of Planning Application, dated March 31, 2021, from C. Parker, Senior Planner, with respect to Official Plan and Zoning By-law Amendments related to Encouraging the Growing of Food in Urban Areas city wide and report back to the Advisory Committee on the Environment; and,

d) clauses 1.1, 2.1, 3.1 and 3.2 BE RECEIVED for information.

Yeas: (6): P. Squire, S. Lewis, S. Lehman, A. Hopkins, S. Hillier, and E. Holder

Motion Passed (6 to 0)

4.3 (ADDED) 4th Report of the London Advisory Committee on Heritage

Moved by: S. Lewis

Seconded by: S. Lehman

That, the following actions be taken with respect to the 4th Report of the London Advisory Committee on Heritage from its meeting held on April 14, 2021:

a) a Working Group BE CREATED to review the Notice of Planning Application, dated March 10, 2021, from M. Corby, Senior Planner, with respect to a Notice of Application for Draft Plan of Subdivision, Official Plan and Zoning By-law Amendments related to the property located at 850 Highbury Avenue North, as appended to the Agenda, and the Heritage Impact Assessment, dated January 2021, from Zelinka Priamo Ltd., with respect to the property located at 850 Highbury Avenue North, as appended to the Added Agenda, and report back to the May meeting of the London Advisory Committee on Heritage;

b) on the recommendation of the Director, City Planning and City Planner, with the advice of the Heritage Planner, the property located at 88 Wellington Road BE REMOVED from the Register of Cultural Heritage Resources; it being noted that the two stained glass windows pictured in Appendix B of the staff report, dated April 14, 2021, should be salvaged prior to the building's demolition;

c) on the recommendation of the Director, City Planning and City Planner, with the advice of the Heritage Planner, the property located at 92 Wellington Road BE REMOVED from the Register of Cultural Heritage Resources;

d) on the recommendation of the Director, City Planning and City Planner, with the advice of the Heritage Planner, the application under Section 42 of the *Ontario Heritage Act* seeking retroactive approval and approval for alterations to the heritage designated property located at 16 Cummings Avenue, within the Blackfriars/Petersville Heritage Conservation District, BE APPROVED with the following terms and conditions:

- the existing faux wood shakes on the gables be painted;
- the Heritage Planner be circulated on the Building Permit application to verify consistency with the alterations proposed to the porch; and,
- front yard parking be prohibited and the front yard restored to landscape;

e) on the recommendation of the Director, City Planning and City Planner, with the advice of the Heritage Planner, the application under Section 42 of the *Ontario Heritage Act* seeking retroactive approval for alterations to the heritage designated property located at 574 Maitland Street, in the East Woodfield Heritage Conservation District, BE APPROVED with the following terms and conditions:

- exterior grilles be added to the double-hung windows to create a simulated divided lite pattern on the exterior of the windows; and,

- the Heritage Alteration Permit be displayed in a location visible from the street until the work is completed; and,

f) clauses 1.1, 2.1 to 2.3, inclusive, 2.5, 3.1, 3.2, 4.1 and 4.6, BE RECEIVED for information.

Yeas: (6): P. Squire, S. Lewis, S. Lehman, A. Hopkins, S. Hillier, and E. Holder

Motion Passed (6 to 0)

5. Deferred Matters/Additional Business

None.

6. Adjournment

The meeting adjourned at 5:12 PM.

Appendix “A”

Bill No.
2021

By-Law No. C.P.-

A by-law to amend C.P.-1467-175, as amended, being “A By-law to establish financial incentives for the Downtown Community Improvement Project Areas” by adding in its entirety, Schedule 3 – The Recovery Grant Program Guidelines

WHEREAS by subsection 28(2) of the Planning Act, R.S.O. 1990, c. P. 13, as amended, the Council of a municipal corporation may, by by-law, designate the whole or any part of an area as a community improvement project area;

AND WHEREAS subsection 28(4) of the Planning Act, R.S.O. 1990, c. P. 13, as amended, enables the Council of a municipal corporation to adopt a community improvement plan for a community improvement project area;

AND WHEREAS The London Plan, 2016, the Official Plan for the City of London, contains provisions relating to community improvement within the city;

AND WHEREAS Municipal Council adopted By-law C.P. 1356-234 to designate the Downtown Community Improvement Project Areas;

AND WHEREAS Municipal Council adopted By-law C.P. 1357-249 to adopt the Downtown Community Improvement Plan;

AND WHEREAS Municipal Council adopted By-law C.P. 1467-175 to establish financial incentives for the Downtown Community Improvement Project Areas;

NOW THEREFORE the Municipal Council of The Corporation of the City of London enacts as follows:

1. By-law C.P.-1467-175, as amended, is hereby amended by adding in its entirety, Schedule 3 – The Recovery Grant Program Guidelines;
2. This by-law comes into effect on the day it is passed.

PASSED in Open Council on May 4, 2021.

Ed Holder
Mayor

Catharine Saunders
City Clerk

First Reading – May 4, 2021
Second Reading – May 4, 2021

Third Reading – May 4, 2021

Schedule 3 – The Recovery Grant Program Guidelines

Downtown Community Improvement Plan – Recovery Grant Program Guidelines

* Effective May 4, 2021 *

These program guidelines provide details on the Downtown Recovery Grant Program provided by the City of London (“City”) through the Downtown Community Improvement Plan.

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How to Read this Document

This document identifies the responsibility of each stakeholder in the Downtown Recovery Grant Program.

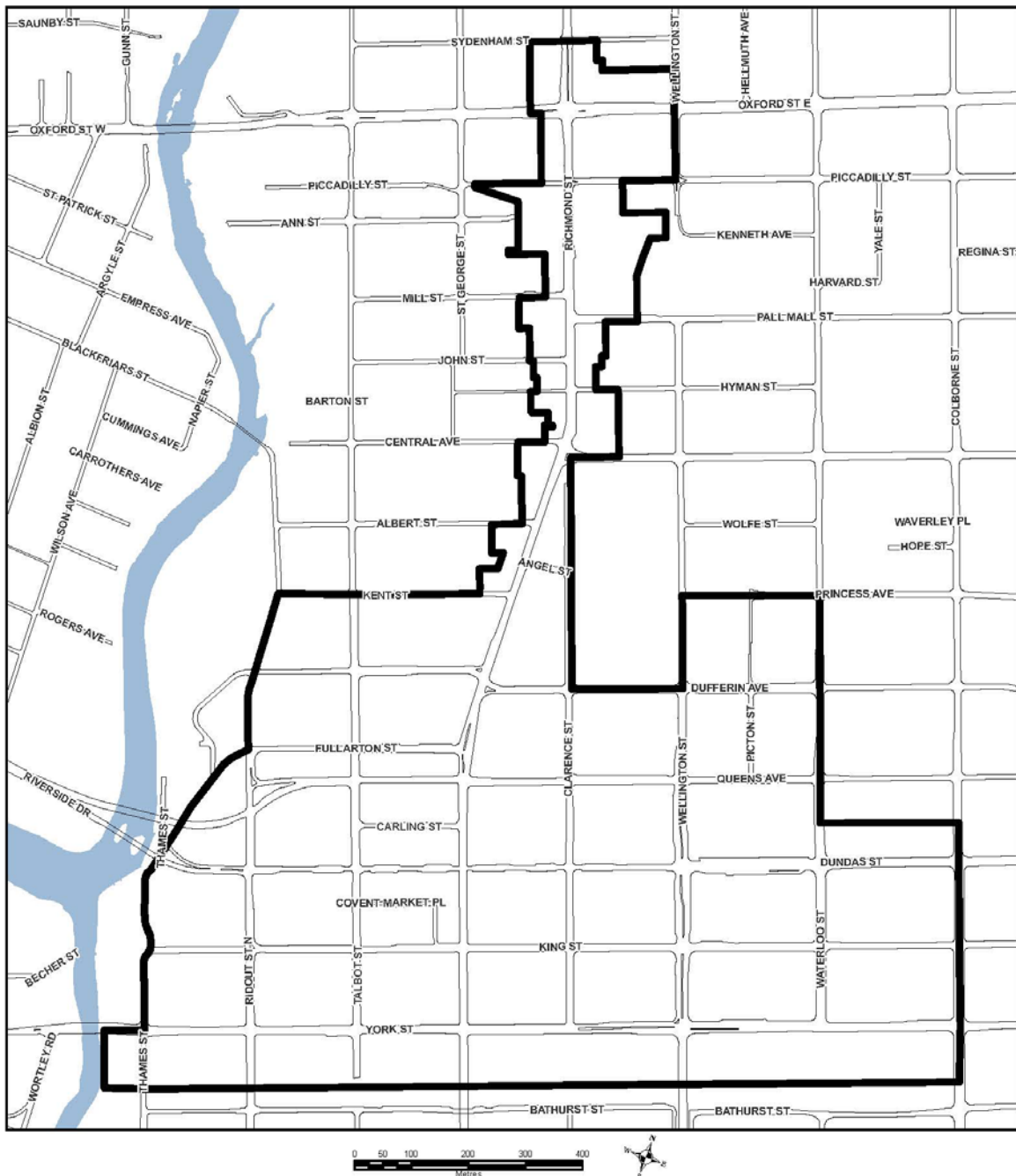
Applicant indicates the person who is applying for the grant (for example, the property owner, tenant, business owner, or agent acting on behalf of the property owner, tenant, or business owner) is responsible for completing the task. **CL** indicates that a City of London staff member is responsible for that task.

The Recovery Grant Program is available to property owners, tenants, and business owners (or agent acting on behalf of the property owner, tenant, or business owner) who are eligible to make property modifications in the Downtown Community Improvement Project Area (Map 1).

Map 1 – Downtown Community Improvement Project Area

Figure 1

THE DOWNTOWN COMMUNITY IMPROVEMENT AREA



Definitions

Approved Work(s) – The materials, labour, and/or effort made to improve a property that has been determined to meet eligibility criteria under the incentive program requirements.

Applicant – The person (for example, the property owner, tenant, business owner, or agent acting on behalf of the property owner, tenant, or business owner) who applies for the Recovery Grant Program.

CL – City of London staff member.

Commitment Letter – A document prepared by the City of London outlining its commitment to a property owner to provide a future grant, based on a redevelopment, rehabilitation and/or renovation project that the applicant has yet to undertake. The letter describes the specific scope of *approved works* that the property owner will undertake to receive the grant and specifies the time length of the City's commitment.

Complete Application – Includes a completed application form for the Recovery Grant Program, and includes the following information:

- Name and address of the property owner, tenant, business owner (or agent acting on behalf of the property owner, tenant, or business owner)
- A letter from the property owner authorizing that the *applicant* (if different from the property owner) is permitted to make modifications to the building
- Confirmation that the address is within the Downtown Community Improvement Project Area
- Complete drawings indicating the property modifications to be undertaken
- Itemized list of specific property modifications
- Two (2) comparable quotations by qualified contractors showing cost estimates for the proposed works which are required to be included in the incentive application. In general, the lower of the two estimates will be taken as the cost of the eligible works. Cost estimates should be consistent with the estimate noted on the accompanying Building Permit (if required). For *Emergency repairs*, only one paid receipt/invoice is required
- Photographs of the *discrete building* being considered for improvements
- A cover letter that summarizes the property modifications to be completed and summarizes the provided quotations
- A signed copy of the Addendum including the Hold Harmless Agreement, General Liability Insurance, and Contractor qualifications
- A copy of the Building Permit (if required)
- A copy of the Heritage Alteration Permit (if required)
- Any other information that may be deemed necessary by the City Planner or designates

Discrete building – Means any permanent structure which is separated from other structures by a solid party wall and is used or intended to be used for the shelter, accommodation, or enclosure of persons. To be a *discrete building*, the structure will have a distinct municipal address.

Emergency repairs – Means repairs completed on or after May 4, 2021, to immediately secure discrete building damage caused by vandalism, until the identified permanent solution indicated in the grant application is executed.

Purpose

In support of business and property owners during the COVID-19 pandemic, the Recovery Grant Program is intended to reduce the financial burden on business and property owners who want to make modifications to private property because of the increased health and safety requirements related to the pandemic. This program is also available to assist with exterior property modifications to improve façades to increase

the visual attractiveness (“curb appeal”) and to fix or prevent damage related to vandalism. This program grants up to 100 percent of the total cost of the property modifications, up to a maximum of \$5,000 per *discrete building*.

Health, safety, and visual attractiveness improvements can make for a more welcoming space and create a more vibrant urban environment.

Funding

Municipal Council has approved \$250,000 in total funding for the Recovery Grant Program.

The Downtown community improvement project area will initially receive \$70,000 in funding for the first submission window. The total amount of funding for the community improvement project area may increase or decrease depending on the number of applications received from all five eligible community improvement project areas.

Once the total funding is exhausted the Recovery Grant Program will conclude.

Eligible Works

Eligible works that will be granted through the Recovery Grant Program include costs associated with the modification or installation of the following improvements:

- Exterior lighting
- Street-facing façade windows and/or façade door replacement
- Façade repair (for example, brick repointing, painting, tile replacement, or similar repairs)
- Decorative exterior façade gates
- Interior modifications to improve health and safety because of the COVID-19 pandemic (for example, physical barriers, plexiglass, or other property improvements to improve physical distancing)
- Interior modifications to refresh the property (for example, painting or flooring)
- *Emergency repairs* to secure a discrete building to damage resulting from vandalism when a permanent solution has also been identified
- Other work at the discretion of the City Planner or designates

If the property is located within a Heritage Conservation District and/or individually designated under Part IV of the *Ontario Heritage Act*, and the work requires a Heritage Alteration Permit, grants will only be issued through the Recovery Grant Program if a Heritage Alteration Permit is approved.

The following fees and work are not eligible to be granted through this program:

- Any fees related to obtaining a City of London Business Licence
- Any materials required for an application or licence
- Non-property related improvements, such as hiring of security guards or cleaning staff
- Appliances, cupboards, cabinets, fixtures, furniture, and similar items
- Insurance fees
- Other fees and work at the discretion of the City Planner or designates

Eligibility Criteria

To be eligible for the Downtown Recovery Grant Program, the *applicant* must meet all conditions detailed in this program description.

Applicant Considerations

- The *applicant* can be the registered owner of the property or an agent (including building tenant or contractor who has been retained to undertake improvements). If the applicant is not a registered owner of the subject property, the *applicant* will

be required to provide authorization in writing from the registered owner as part of a *complete application*

- The *applicant* must not have ever defaulted on any City loan or grant program, including by way of individual affiliation with any company or group of people authorized to act as a single entity such as a corporation
- The Recovery Grant Program will not apply retroactively to work completed prior to the approval of the *complete application* by the City Planner or designates unless (1) for *emergency repairs* as defined, or (2) the approved work is part of an existing approved Upgrade to Building Code Loan application or Façade Improvement Loan application. If the work was previously approved under an existing loan *Commitment Letter* and the loan has not been issued yet, a Recovery Grant can still be issued, and its value will be deducted from the total amount of the loan

Property Considerations

- The property must be located within the Downtown Community Improvement Project Areas as defined in the Downtown Community Improvement Area By-law (see Map 1)
- There are not any City of London Building Division orders or deficiencies relating to the subject property at the time the grant is issued
- The works applied for under the Recovery Grant Program shall not include any costs for which grants, or loans have been issued under any other City of London Community Improvement Plan financial incentive program
- Each property is eligible to avail simultaneously of multiple incentive programs provided through the other City of London Community Improvement Plans, where eligible

Building Considerations

- Separate applications must be submitted for each *discrete building* on a single property
- The property must contain an existing *discrete building* (occupied or unoccupied)
- Where the entirety of a multi-unit commercial building on one property, which contains separate units, are all under the same ownership, (or with condominium status) each commercial unit will be considered as one *discrete building* for the purpose of this grant program
- Where a building is within a contiguous group of buildings, a *discrete building* will be interpreted as any structure which is separated from other structures by a solid party wall and a distinct municipal address
- Each *discrete building* on each property is eligible for the Recovery Grant Program

General Grant Terms

Application can be made to the program during the funding application window(s) as determined and advertised by the City.

The City is not responsible for any costs incurred by an *applicant* in relation to the grant program, including without limitation, costs incurred in application of a grant.

If the *applicant* is in default of any of the general or program specific requirements, or any other requirements of the City of London, the approved grant may be delayed, reduced, or canceled, and the *applicant* may be required to repay part or all the approved grants.

All the *approved works* under the incentive program must comply with all applicable Provincial regulations and City guidelines, by-laws, policies, procedures, and standards.

If applied for and approved, all *approved works* completed must comply with the description of the works as provided in the Recovery Grant application form and detailed in the City's *Commitment Letter*, with any amendments as approved by the City of London.

This grant does not imply that processes for permits are invalid or unnecessary.

Grant Amount

The property improvements undertaken will be paid back to the *applicant* in the form of a one-time grant to cover 100 percent (100%) of the eligible property modification costs (the *approved works*), up to a maximum of \$5,000.

Grant Distribution

The City will provide the *applicant* with one cheque in the full amount of the approved grant after: (1) the City has completed its due diligence to ensure the *applicant* and property remain eligible for the grant. This includes the *applicant* providing proof that the *approved work* has been paid for in full. (2) City staff has reviewed the completed *approved work* to ensure they have been completed as approved, and (3) the Grant Agreement has been signed.

The City will not provide partial grant amounts or progress payments.

Grant Agreement

The City requires the *applicant* to enter into a Grant Agreement. The City Planner or designate has the authority to execute the Grant Agreement on behalf of the City.

Transferable Grants

If a participating property is sold, in whole or in part, before the grant is issued, the *applicant* and/or the subsequent property owner is not entitled to the outstanding grant (on either the portion sold or retained by the *applicant*). The City may, entirely at its own discretion, enter into a new agreement with any subsequent owners of the property to receive the outstanding grant under this program.

Application Process

Expression of Interest

Applicant – It is suggested to contact City of London staff and/or Downtown London BIA staff prior to making an application to the Recovery Grant Program.

Consultation Phase

Applicant – The *applicant* contacts the City of London and/or Downtown London Business Improvement Area who, if necessary, will arrange a meeting to share ideas for the proposed project, information about incentive programs, provide application form(s) and assist with the application process. This meeting will also help to identify what permits or permissions may be required to complete the proposed improvements. Consultation with an Urban Designer and/or Heritage Planner may be necessary. Where possible, the City will make appropriate staff available for this meeting, which is usually on site at the property where the proposed work is planned.

Applications made for financial incentive programs do not in any way replace the need for obtaining any necessary approvals. Prior to undertaking building improvements, the *applicant* is required to obtain any necessary approvals and/or permits. Heritage Alteration Permits (for properties requiring them) will be required before financial incentive applications are accepted.

Service London staff are also available to help with clarifying/applying for applicable permits.

Discussions with City staff are encouraged early in the conceptual phase to ensure proposed improvements comply with City regulations and guidelines, and the proposed improvements are eligible under the incentive program.

Prior to property modifications beginning, the *applicant* must contact Planning and Economic Development to complete the application process.

Application Phase

Applicant – A *complete application* (see Definitions) for the grant program is submitted to the City of London during the initial submission window as advertised. Applications will be reviewed in the order they are received. Applications may be prioritized across all five eligible community improvement project areas to ensure equitable distribution of the Recovery Grant funding. As a result, some applications may be placed on a waitlist.

CL / Applicant – City of London staff will review the application for completeness and inform the *applicant* in writing that either, more information is required, or the application is accepted. If accepted, the City will provide a *Commitment Letter* which outlines the *approved works*, related costs, and monetary commitment that the City is making to the project. The City's commitment is valid for six months from the date of issuance of the *Commitment Letter* unless the approved work relates to façade improvements for a property in a stretch of road under construction. In that case, the commitment is valid for one year from the date of issuance of the *Commitment Letter*. The City's commitment applies only to the project as submitted and approved (i.e., the *approved works*).

Six months after the initial submission window has closed, City staff will review to see if any existing grant commitments have lapsed, review the waitlist to determine if additional grants can be released, and/or if a new application window should be opened. At this point, City staff may redistribute funding to one or more community improvement project areas if they are experiencing a large volume of applications.

Applicant – Any subsequent changes to the project will require review and approval by the City.

CL – City staff may visit the subject property and take photographs, both before and after the subject work is completed or ask the *applicant* to provide photos as part of a *complete application*.

Property Modification Phase

Applicant – Having obtained all necessary approvals and/or permits and receiving a *Commitment Letter* from the City for the *approved works* the *applicant* may start to undertake eligible property modifications.

Confirmation Phase

Applicant – The *applicant* will notify the City in writing (via letter or email) once the project is complete and the costs respecting those works are paid. Confirmation that related building permits are closed, if applicable, is also required so that the City may begin drafting an agreement.

CL – Before setting up any agreement, City staff must ensure the property modifications, as described in the *Commitment Letter*, are completed and other criteria, as set out in the program guidelines, have been met. This includes ensuring:

- Related costs, or bills respecting the *approved works* are paid in full
- Related building permits are closed (if necessary)
- Compliance with the Heritage Alteration Permit (if necessary)
- The property owner has not previously defaulted on any City loans or grants, and,
- There are no outstanding Building Division orders or deficiencies against the subject property related to the property modifications made

Agreement Phase

CL – Once the eligible works are verified, City staff will draft the grant agreement and provide a draft copy of the grant agreement to the *applicant* for review.

Applicant / CL – After the *applicant* has approved the grant agreement, City staff will prepare two hard copies of the grant agreement to be signed.

CL – When all the documentation is ready, City staff will contact the *applicant* to arrange for a meeting to sign the documents. One original signed copy is kept by the *applicant* and one is retained by the City.

CL – Once the grant agreement has been signed, City staff will request the grant cheque. The grant cheque is mailed to the *applicant* or picked up by the *applicant* at a City of London office.

Grant Approval

Once all eligibility criteria and conditions are met, and if funds are still available in the supporting Reserve Fund / account, the City Planner (or designates) will approve the grant application. Approval by means of a letter to the applicant will represent a commitment by the City of London (the *Commitment Letter*).

The City will track grant commitments and grants issued to ensure no more than the maximum funding of \$250,000 is issued across all community improvement project areas.

As a condition of approval, the *applicant* shall be required to enter into a Grant Agreement with the City prior to receiving the grant.

Additional Rehabilitation and Demolition

Additional work to the interior of the building can be undertaken subject to obtaining a building and/or heritage alteration permit, when required. The grant does not impose any specific restrictions on demolition.

Inspection of Complete Works

City staff will review the completed *approved works* to ensure they have been completed as approved. This is not a building permit inspection and does not replace the need for a building permit.

Grant Application Refusal and Appeal

If an application is refused, the *applicant* may, in writing, appeal the decision of the City Planner to the City Clerk's Office who will provide direction to the matter heard before Municipal Council through the Planning and Environment Committee.

Relationship to other Financial Incentive Programs

An *applicant* may also qualify for financial assistance under the City of London's other financial incentives programs. *Applicants* are advised to check with Planning and Economic Development.

Monitoring & Discontinuation

As part of the program administration, Planning and Economic Development will monitor the Downtown Community Improvement Plan financial incentive programs. In receiving and processing applications staff will enter relevant information into a Monitoring Database. This information will be included in any Incentive Monitoring Reports which will be prepared to determine if programs should continue, be modified, or cease. This

program is monitored to ensure it implements the goals and objectives of *The London Plan* and the Downtown Community Improvement Plan.

Municipal Council may discontinue the Recovery Grant Program at any time prior to the funding being exhausted.

The grant program's success in implementing the Downtown Community Improvement Plan's goals will be based on the ongoing monitoring as noted in the Program Monitoring Data section.

Program Monitoring Data

The following information will be collected to monitor the Downtown Recovery Grant Program. These measures are to be flexible allowing for the addition of new measures that better indicate if the goals and objectives of the Downtown Community Improvement Plan have been met and used to help complete the biennial State of the Downtown Report or other similar report:

- Number of Recovery Grant applications
- Public to private return on investment for façade improvements
- Public to private return on investment for interior improvements

Grant Agreement Template

Downtown Recovery Grant Program Grant Agreement

THIS AGREEMENT CONSISTS OF THREE PAGES

Application No.:

Name of Property Owner(s):

Name of Applicant (if different than property owner):

Address of Project:

Legal Description of Property:

Roll Number:

Mailing Address of Applicant:

Telephone No.:

Email Address:

Heritage Alteration Permit Information:

Date Permit Approved:

Designating By-Law:

Building Permit Information

Building Permit Number(s):

Date of Permit(s):

Value of Project:

Application Tracking Information (for staff use only)	Date and Staff Initials
Application Accepted	
Commitment Letter Issued	
Project Completion (applicant's written confirmation)	
Request to Finance and Administration for Grant Cheque	
Grant Cheque Issued	

Downtown Recovery Grant Program Grant Agreement

THIS AGREEMENT CONSISTS OF THREE PAGES

Conditions:

1. The applicant(s) for a Downtown Recovery Grant must be the registered owner(s) of the subject property or an agent, including a business owner who is occupying space on the subject property or contractor who has been retained to undertake improvements on the subject property.
2. Where the applicant is an agent (tenant or contractor) of the property, the applicant must provide confirmation in writing that the property owner is aware of, and in support of, the improvements to the building.
3. Separate applications must be made for each discrete building or agent under consideration for a grant.
4. The Downtown Recovery Grant Program will be a one-time grant. Applicants can apply only once per discrete building under the program.
5. The total value of the grant provided under this program shall not exceed the value of the work done.
6. If a participating property is demolished in whole within two years of receiving the grant it shall cause the grant to be forfeited and be repayable to the municipality.
7. The grant is not issued until such time as the City of London confirms that any City of London loans relating to the Property are in good standing with no arrears owing and there are no City of London Building Division orders or deficiencies registered against the Property.

Downtown Recovery Grant Program Grant Agreement

THIS AGREEMENT CONSISTS OF THREE PAGES

- A. I/WE HEREBY AGREE TO ALL OF THE CONDITIONS IN THIS GRANT AGREEMENT (consisting of three pages) and the general terms and conditions of the Downtown Recovery Grant Program guidelines.
- B. I/WE HEREBY CERTIFY that the information given above is true, correct, and complete in every respect and may be verified by the municipality. I/WE acknowledge that the City is relying upon the information provided by the applicant and if the information in this agreement and the associated application, proves to be false or substantially inaccurate, the grant will be forfeited and be immediately repayable to the City.
- C. I/WE HEREBY AGREE that in the event this property is demolished in whole or in part, prior to the issuance of the grant, any funds payable under this Program shall immediately be forfeited and all previously received grant payments shall become due and repayable to the City.
- D. I/WE hereby acknowledge receipt of a cheque for \$XX,XXX.XX, dated _____ as the Downtown Recovery Grant.

I, _____ agree to the above conditions, and have the authority to bind the corporation named as **property owner/applicant** on page 1 of this agreement.

SIGNATURE (TITLE)

DATE

CO-SIGNATURE (TITLE)

DATE

This agreement is hereby approved, subject to the above-specified conditions.

SIGNATURE (TITLE)

DATE

City of London, Planning and Economic Development

Appendix “B”

Bill No.
2021

By-Law No. C.P.-

A by-law to amend C.P.-1468-176, as amended, being “A By-law to establish financial incentives for the Old East Village Community Improvement Project Area” by adding in its entirety, Schedule 2 – The Recovery Grant Program Guidelines

WHEREAS by subsection 28(2) of the Planning Act, R.S.O. 1990, c. P. 13, as amended, the Council of a municipal corporation may, by by-law, designate the whole or any part of an area as a community improvement project area;

AND WHEREAS subsection 28(4) of the Planning Act, R.S.O. 1990, c. P. 13, as amended, enables the Council of a municipal corporation to adopt a community improvement plan for a community improvement project area;

AND WHEREAS The London Plan, 2016, the Official Plan for the City of London, contains provisions relating to community improvement within the city;

AND WHEREAS Municipal Council adopted By-law C.P. 1443-249 to designate the Old East Village Community Improvement Project Area;

AND WHEREAS Municipal Council adopted By-law C.P. 1444-250 to adopt the Old East Village Community Improvement Plan;

AND WHEREAS Municipal Council adopted By-law C.P. 1468-176 to establish financial incentives for the Old East Village Community Improvement Project Area;

NOW THEREFORE the Municipal Council of The Corporation of the City of London enacts as follows:

1. By-law C.P.-1468-176, as amended, is hereby amended by adding in its entirety, Schedule 2 – The Recovery Grant Program Guidelines;
2. This by-law comes into effect on the day it is passed.

PASSED in Open Council on May 4, 2021.

Ed Holder
Mayor

Catharine Saunders
City Clerk

First Reading – May 4, 2021
Second Reading – May 4, 2021
Third Reading – May 4, 2021

Schedule 2 – The Recovery Grant Program Guidelines

Old East Village Community Improvement Plan – Recovery Grant Program Guidelines

* Effective May 4, 2021 *

These program guidelines provide details on the Old East Village Recovery Grant Program provided by the City of London (“City”) through the Old East Village Community Improvement Plan.

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Grant Approval

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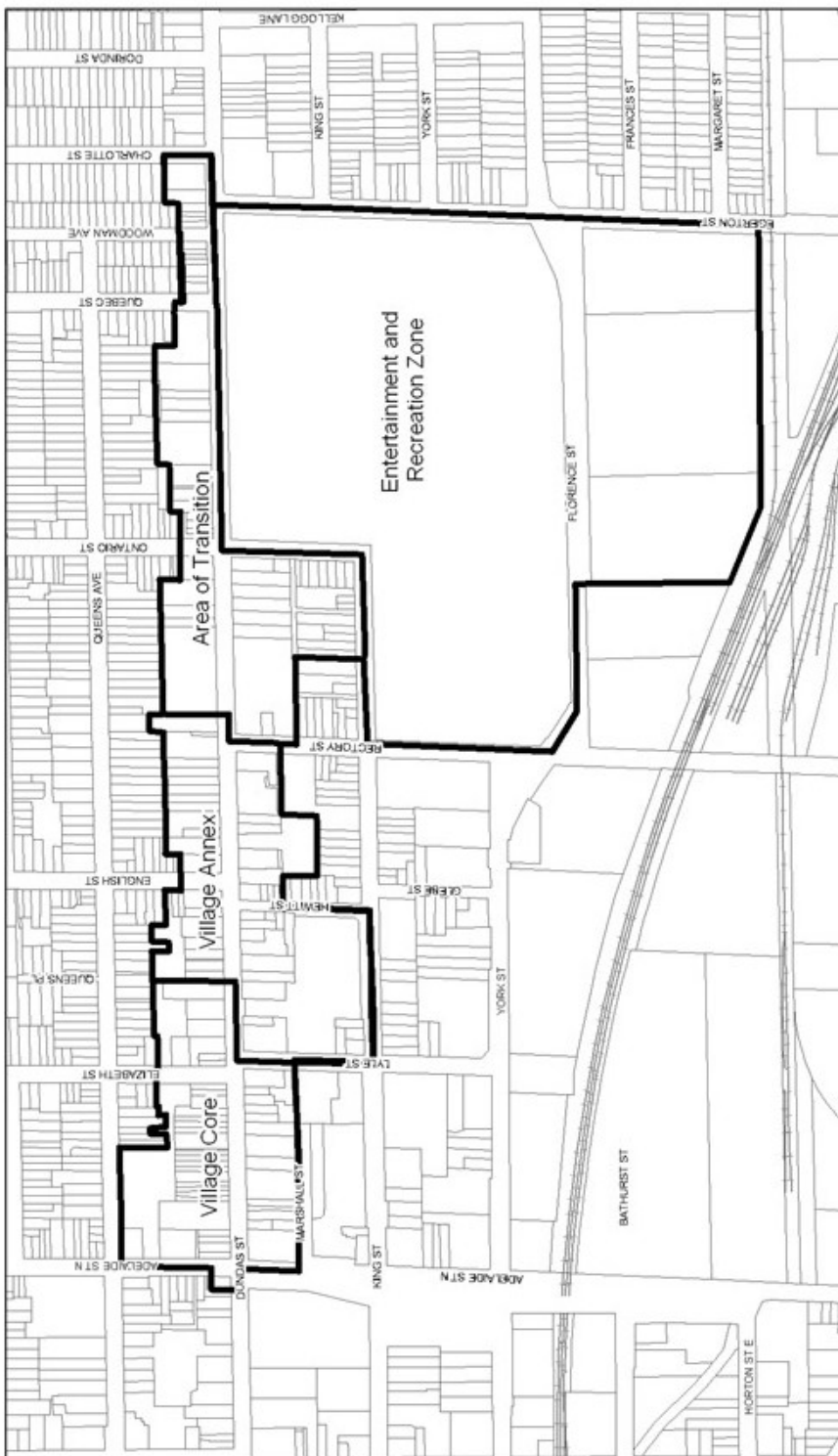
How to Read this Document

This document identifies the responsibility of each stakeholder in the Old East Village Recovery Grant Program.

Applicant indicates the person who is applying for the grant (for example, the property owner, tenant, business owner, or agent acting on behalf of the property owner, tenant, or business owner) is responsible for completing the task. **CL** indicates that a City of London staff member is responsible for that task.

The Recovery Grant Program is available to property owners, tenants, and business owners (or agent acting on behalf of the property owner, tenant, or business owner) who are eligible to make property modifications in the Old East Village Community Improvement Project Area (Map 1), excluding the Entertainment and Recreation Zone.

Map 1 – Old East Village Community Improvement Project Area



Definitions

Approved Work(s) – The materials, labour, and/or effort made to improve a property that has been determined to meet eligibility criteria under the incentive program requirements.

Applicant – The person (for example, the property owner, tenant, business owner, or agent acting on behalf of the property owner, tenant, or business owner) who applies for the Recovery Grant Program.

CL – City of London staff member.

Commitment Letter – A document prepared by the City of London outlining its commitment to a property owner to provide a future grant, based on a redevelopment, rehabilitation and/or renovation project that the applicant has yet to undertake. The letter describes the specific scope of *approved works* that the property owner will undertake to receive the grant and specifies the time length of the City's commitment.

Complete Application – Includes a completed application form for the Recovery Grant Program, and includes the following information:

- Name and address of the property owner, tenant, business owner (or agent acting on behalf of the property owner, tenant, or business owner)
- A letter from the property owner authorizing that the *applicant* (if different from the property owner) is permitted to make modifications to the building
- Confirmation that the address is within the Old East Village Community Improvement Project Area
- Complete drawings indicating the property modifications to be undertaken
- Itemized list of specific property modifications
- Two (2) comparable quotations by qualified contractors showing cost estimates for the proposed works which are required to be included in the incentive application. In general, the lower of the two estimates will be taken as the cost of the eligible works. Cost estimates should be consistent with the estimate noted on the accompanying Building Permit (if required). For *Emergency Repairs*, only one paid receipt/invoice is required
- Photographs of the *discrete building* being considered for improvements
- A cover letter that summarizes the property modifications to be completed and summarizes the provided quotations
- A signed copy of the Addendum including the Hold Harmless Agreement, General Liability Insurance, and Contractor qualifications
- A copy of the Building Permit (if required)
- A copy of the Heritage Alteration Permit (if required)
- Any other information that may be deemed necessary by the City Planner or designates

Discrete building – Means any permanent structure which is separated from other structures by a solid party wall and is used or intended to be used for the shelter, accommodation, or enclosure of persons. To be a *discrete building*, the structure will have a distinct municipal address.

Emergency Repairs – Means repairs completed on or after May 4, 2021, to immediately secure discrete building damage caused by vandalism, until the identified permanent solution indicated in the grant application is executed.

Purpose

In support of business and property owners during the COVID-19 pandemic, the Recovery Grant Program is intended to reduce the financial burden on business and property owners who want to make modifications to private property because of the increased health and safety requirements related to the pandemic. This program is also available to assist with exterior property modifications to improve façades to increase

the visual attractiveness (“curb appeal”) and to fix or prevent damage related to vandalism. This program grants up to 100 percent of the total cost of the property modifications, up to a maximum of \$5,000 per *discrete building*.

Health, safety, and visual attractiveness improvements can make for a more welcoming space and create a more vibrant urban environment.

Funding

Municipal Council has approved \$250,000 in total funding for the Recovery Grant Program.

The Old East Village community improvement project area will initially receive \$39,000 in funding for the first Recovery Grant submission window. The total amount of funding for the community improvement project area may increase or decrease depending on the number of applications received from all five eligible community improvement project areas.

Once the total funding is exhausted the Recovery Grant Program will conclude.

Eligible Works

Eligible works that will be granted through the Recovery Grant Program include costs associated with the modification or installation of the following improvements:

- Exterior lighting
- Street-facing façade windows and/or façade door replacement
- Façade repair (for example, brick repointing, painting, tile replacement, or similar repairs)
- Decorative exterior façade gates
- Interior modifications to improve health and safety because of the COVID-19 pandemic (for example, physical barriers, plexiglass, or other property improvements to improve physical distancing)
- Interior modifications to refresh the property (for example, painting or flooring)
- *Emergency repairs* to secure a discrete building to damage resulting from vandalism when a permanent solution has also been identified
- Other work at the discretion of the City Planner or designates

If the property is located within a Heritage Conservation District and/or individually designated under Part IV of the *Ontario Heritage Act*, and the work requires a Heritage Alteration Permit, grants will only be issued through the Recovery Grant Program if a Heritage Alteration Permit is approved.

The following fees and work are not eligible to be granted through this program:

- Any fees related to obtaining a City of London Business Licence
- Any materials required for an application or licence
- Non-property related improvements, such as hiring of security guards or cleaning staff
- Appliances, cupboards, cabinets, fixtures, furniture, and similar items
- Insurance fees
- Other fees and work at the discretion of the City Planner or designates

Eligibility Criteria

To be eligible for the Old East Village Recovery Grant Program, the *applicant* must meet all conditions detailed in this program description.

Applicant Considerations

- The *applicant* can be the registered owner of the property or an agent (including building tenant or contractor who has been retained to undertake improvements).

If the applicant is not a registered owner of the subject property, the *applicant* will be required to provide authorization in writing from the registered owner as part of a *complete application*

- The *applicant* must not have ever defaulted on any City loan or grant program, including by way of individual affiliation with any company or group of people authorized to act as a single entity such as a corporation
- The Recovery Grant Program will not apply retroactively to work completed prior to the approval of the *complete application* by the City Planner or designates unless (1) for *emergency repairs* as defined, or (2) the approved work is part of an existing approved Upgrade to Building Code Loan application or Façade Improvement Loan application. If the work was previously approved under an existing loan *Commitment Letter* and the loan has not been issued yet, a Recovery Grant can still be issued, and its value will be deducted from the total amount of the loan

Property Considerations

- The property must be located within the Old East Village Community Improvement Project Area as defined in the Old East Village Community Improvement Area By-law (see Map 1)
- There are not any City of London Building Division orders or deficiencies relating to the subject property at the time the grant is issued
- The works applied for under the Recovery Grant Program shall not include any costs for which grants, or loans have been issued under any other City of London Community Improvement Plan financial incentive program
- Each property is eligible to avail simultaneously of multiple incentive programs provided through the other City of London Community Improvement Plans, where eligible

Building Considerations

- Separate applications must be submitted for each *discrete building* on a single property
- The property must contain an existing *discrete building* (occupied or unoccupied)
- Where the entirety of a multi-unit commercial building on one property, which contains separate units, are all under the same ownership, (or with condominium status) each commercial unit will be considered as one *discrete building* for the purpose of this grant program
- Where a building is within a contiguous group of buildings, a *discrete building* will be interpreted as any structure which is separated from other structures by a solid party wall and a distinct municipal address
- Each *discrete building* on each property is eligible for the Recovery Grant Program

General Grant Terms

Application can be made to the program during the funding application window(s) as determined and advertised by the City.

The City is not responsible for any costs incurred by an *applicant* in relation to the grant program, including without limitation, costs incurred in application of a grant.

If the *applicant* is in default of any of the general or program specific requirements, or any other requirements of the City of London, the approved grant may be delayed, reduced, or canceled, and the *applicant* may be required to repay part or all the approved grants.

All the *approved works* under the incentive program must comply with all applicable Provincial regulations and City guidelines, by-laws, policies, procedures, and standards.

If applied for and approved, all *approved works* completed must comply with the description of the works as provided in the Recovery Grant application form and

detailed in the City's *Commitment Letter*, with any amendments as approved by the City of London.

This grant does not imply that processes for permits are invalid or unnecessary.

Grant Amount

The property improvements undertaken will be paid back to the *applicant* in the form of a one-time grant to cover 100 percent (100%) of the eligible property modification costs (the *approved works*), up to a maximum of \$5,000.

Grant Distribution

The City will provide the *applicant* with one cheque in the full amount of the approved grant after: (1) the City has completed its due diligence to ensure the *applicant* and property remain eligible for the grant. This includes the *applicant* providing proof that the *approved work* has been paid for in full. (2) City staff has reviewed the completed *approved work* to ensure they have been completed as approved, and (3) the Grant Agreement has been signed.

The City will not provide partial grant amounts or progress payments.

Grant Agreement

The City requires the *applicant* to enter into a Grant Agreement. The City Planner or designate has the authority to execute the Grant Agreement on behalf of the City.

Transferable Grants

If a participating property is sold, in whole or in part, before the grant is issued, the *applicant* and/or the subsequent property owner is not entitled to the outstanding grant (on either the portion sold or retained by the *applicant*). The City may, entirely at its own discretion, enter into a new agreement with any subsequent owners of the property to receive the outstanding grant under this program.

Application Process

Expression of Interest

Applicant – It is suggested to contact City of London staff and/or Old East Village BIA staff prior to making an application to the Recovery Grant Program.

Consultation Phase

Applicant – The *applicant* contacts the City of London and/or Old East Village Business Improvement Area who, if necessary, will arrange a meeting to share ideas for the proposed project, information about incentive programs, provide application form(s) and assist with the application process. This meeting will also help to identify what permits or permissions may be required to complete the proposed improvements. Consultation with an Urban Designer and/or Heritage Planner may be necessary. Where possible, the City will make appropriate staff available for this meeting, which is usually on site at the property where the proposed work is planned.

Applications made for financial incentive programs do not in any way replace the need for obtaining any necessary approvals. Prior to undertaking building improvements, the *applicant* is required to obtain any necessary approvals and/or permits. Heritage Alteration Permits (for properties requiring them) will be required before financial incentive applications are accepted.

Service London staff are also available to help with clarifying/applying for applicable permits.

Discussions with City staff are encouraged early in the conceptual phase to ensure proposed improvements comply with City regulations and guidelines, and the proposed improvements are eligible under the incentive program.

Prior to property modifications beginning, the *applicant* must contact Planning and Economic Development to complete the application process.

Application Phase

Applicant – A *complete application* (see Definitions) for the grant program is submitted to the City of London during the initial submission window as advertised. Applications will be reviewed in the order they are received. Applications may be prioritized across all five eligible community improvement project areas to ensure equitable distribution of the Recovery Grant funding. As a result, some applications may be placed on a waitlist.

CL / Applicant – City of London staff will review the application for completeness and inform the *applicant* in writing that either, more information is required, or the application is accepted. If accepted, the City will provide a *Commitment Letter* which outlines the *approved works*, related costs, and monetary commitment that the City is making to the project. The City's commitment is valid for six months from the date of issuance of the *Commitment Letter* unless the approved work relates to façade improvements for a property in a stretch of road under construction. In that case, the commitment is valid for one year from the date of issuance of the *Commitment Letter*. The City's commitment applies only to the project as submitted and approved (i.e., the *approved works*).

Six months after the initial submission window has closed, City staff will review to see if any existing grant commitments have lapsed, review the waitlist to determine if additional grants can be released, and/or if a new application window should be opened. At this point, City staff may redistribute funding to one or more community improvement project areas if they are experiencing a large volume of applications.

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Applicant – Having obtained all necessary approvals and/or permits and receiving a *Commitment Letter* from the City for the *approved works* the *applicant* may start to undertake eligible property modifications.

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- Related costs, or bills respecting the *approved works* are paid in full
- Related building permits are closed (if necessary)
- Compliance with the Heritage Alteration Permit (if necessary)
- The property owner has not previously defaulted on any City loans or grants, and,
- There are no outstanding Building Division orders or deficiencies against the subject property related to the property modifications made

Agreement Phase

CL – Once the eligible works are verified, City staff will draft the grant agreement and provide a draft copy of the grant agreement to the *applicant* for review.

Applicant / CL – After the *applicant* has approved the grant agreement, City staff will prepare two hard copies of the grant agreement to be signed.

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CL – Once the grant agreement has been signed, City staff will request the grant cheque. The grant cheque is mailed to the *applicant* or picked up by the *applicant* at a City of London office.

Grant Approval

Once all eligibility criteria and conditions are met, and if funds are still available in the supporting Reserve Fund / account, the City Planner (or designates) will approve the grant application. Approval by means of a letter to the applicant will represent a commitment by the City of London (the *Commitment Letter*).

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As a condition of approval, the *applicant* shall be required to enter into a Grant Agreement with the City prior to receiving the grant.

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Additional work to the interior of the building can be undertaken subject to obtaining a building and/or heritage alteration permit, when required. The grant does not impose any specific restrictions on demolition.

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or cease. This program is monitored to ensure it implements the goals and objectives of *The London Plan* and the Old East Village Community Improvement Plan.

Municipal Council may discontinue the Recovery Grant Program at any time prior to the funding being exhausted.

The grant program's success in implementing the Old East Village Community Improvement Plan's goals will be based on the ongoing monitoring as noted in the Program Monitoring Data section.

Program Monitoring Data

The following information will be collected to monitor the Old East Village Recovery Grant Program. These measures are to be flexible allowing for the addition of new measures that better indicate if the goals and objectives of the Old East Village Community Improvement Plan have been met:

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Roll Number:

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Telephone No.:

Email Address:

Heritage Alteration Permit Information:

Date Permit Approved:

Designating By-Law:

Building Permit Information

Building Permit Number(s):

Date of Permit(s):

Value of Project:

Application Tracking Information (for staff use only)	Date and Staff Initials
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3. Separate applications must be made for each discrete building or agent under consideration for a grant.
4. The Old East Village Recovery Grant Program will be a one-time grant. Applicants can apply only once per discrete building under the program.
5. The total value of the grant provided under this program shall not exceed the value of the work done.
6. If a participating property is demolished in whole within two years of receiving the grant it shall cause the grant to be forfeited and be repayable to the municipality.
7. The grant is not issued until such time as the City of London confirms that any City of London loans relating to the Property are in good standing with no arrears owing and there are no City of London Building Division orders or deficiencies registered against the Property.

Old East Village Recovery Grant Program Grant Agreement

THIS AGREEMENT CONSISTS OF THREE PAGES

- A. I/WE HEREBY AGREE TO ALL OF THE CONDITIONS IN THIS GRANT AGREEMENT (consisting of three pages) and the general terms and conditions of the Old East Village Recovery Grant Program guidelines.
- B. I/WE HEREBY CERTIFY that the information given above is true, correct, and complete in every respect and may be verified by the municipality. I/WE acknowledge that the City is relying upon the information provided by the applicant and if the information in this agreement and the associated application, proves to be false or substantially inaccurate, the grant will be forfeited and be immediately repayable to the City.
- C. I/WE HEREBY AGREE that in the event this property is demolished in whole or in part, prior to the issuance of the grant, any funds payable under this Program shall immediately be forfeited and all previously received grant payments shall become due and repayable to the City.
- D. I/WE hereby acknowledge receipt of a cheque for \$XX,XXX.XX, dated _____ as the Old East Village Recovery Grant.

I, _____ agree to the above conditions, and have the authority to bind the corporation named as **property owner/applicant** on page 1 of this agreement.

SIGNATURE (TITLE)

DATE

CO-SIGNATURE (TITLE)

DATE

This agreement is hereby approved, subject to the above-specified conditions.

SIGNATURE (TITLE)

DATE

City of London, Planning and Economic Development

Appendix “C”

Bill No.
2021

By-Law No. C.P.-

A by-law to amend C.P.- 1481-176, as amended, being “A By-law to establish financial incentives for the SoHo Community Improvement Project Area” by adding in its entirety, Schedule 2 – The Recovery Grant Program Guidelines

WHEREAS by subsection 28(2) of the Planning Act, R.S.O. 1990, c. P. 13, as amended, the Council of a municipal corporation may, by by-law, designate the whole or any part of an area as a community improvement project area;

AND WHEREAS subsection 28(4) of the Planning Act, R.S.O. 1990, c. P. 13, as amended, enables the Council of a municipal corporation to adopt a community improvement plan for a community improvement project area;

AND WHEREAS The London Plan, 2016, the Official Plan for the City of London, contains provisions relating to community improvement within the city;

AND WHEREAS Municipal Council adopted By-law C.P. 1479-174 to designate the SoHo Community Improvement Project Area;

AND WHEREAS Municipal Council adopted By-law C.P. 1480-175 to adopt the SoHo Community Improvement Plan;

AND WHEREAS Municipal Council adopted By-law C.P. 1481-176 to establish financial incentives for the SoHo Community Improvement Project Area;

NOW THEREFORE the Municipal Council of The Corporation of the City of London enacts as follows:

1. By-law C.P.-1481-176, as amended, is hereby amended by adding in its entirety, Schedule 2 – The Recovery Grant Program Guidelines;
2. This by-law comes into effect on the day it is passed.

PASSED in Open Council on May 4, 2021.

Ed Holder
Mayor

Catharine Saunders
City Clerk

First Reading – May 4, 2021
Second Reading – May 4, 2021
Third Reading – May 4, 2021

Schedule 2 – The Recovery Grant Program Guidelines

SoHo Community Improvement Plan – Recovery Grant Program Guidelines

* Effective May 4, 2021 *

These program guidelines provide details on the SoHo Recovery Grant Program provided by the City of London (“City”) through the SoHo Community Improvement Plan.

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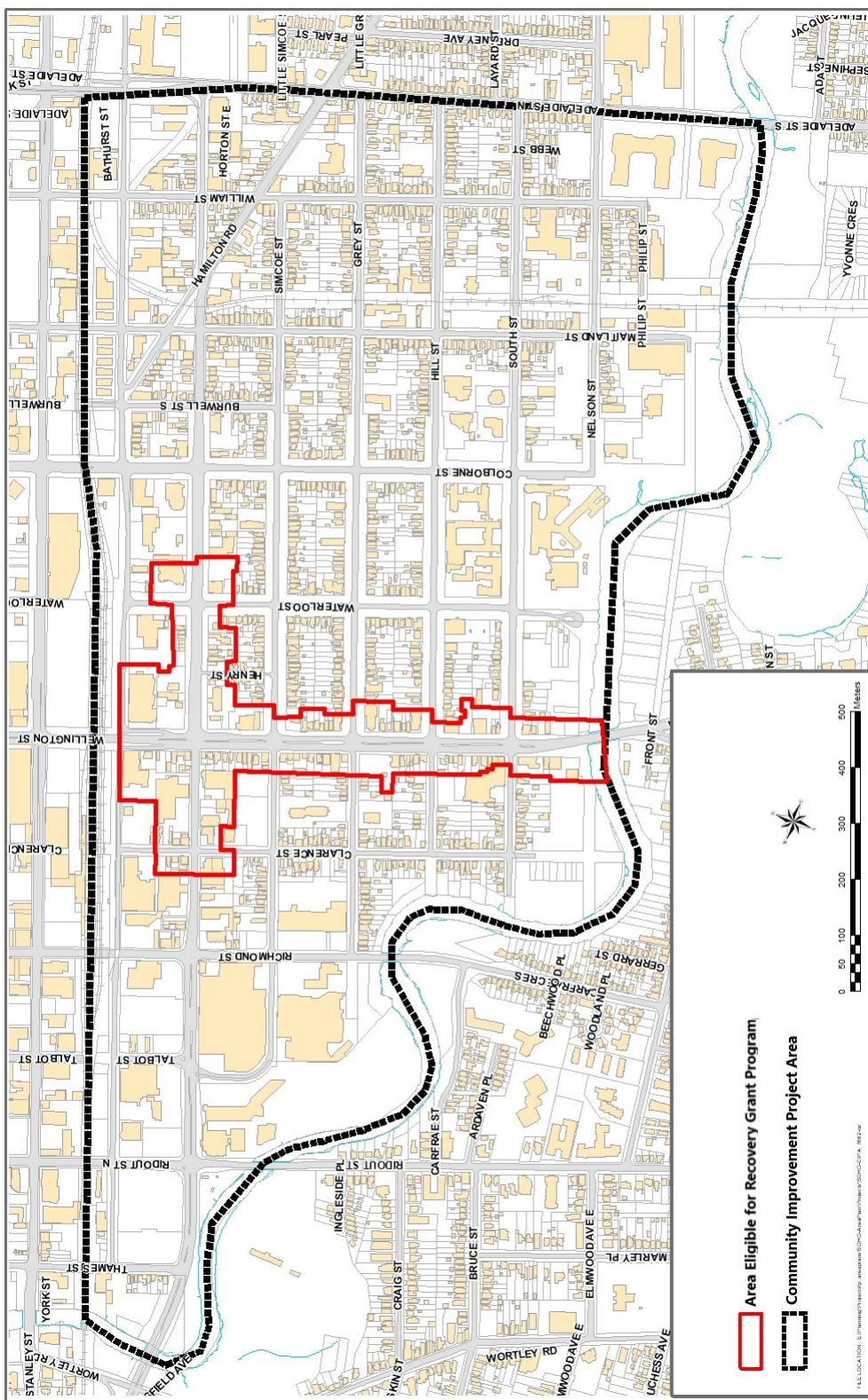
How to Read this Document

This document identifies the responsibility of each stakeholder in the SoHo Recovery Grant Program.

Applicant indicates the person who is applying for the grant (for example, the property owner, tenant, business owner, or agent acting on behalf of the property owner, tenant, or business owner) is responsible for completing the task. **CL** indicates that a City of London staff member is responsible for that task.

The Recovery Grant Program is available to property owners, tenants, and business owners (or agent acting on behalf of the property owner, tenant, or business owner) who are eligible to make property modifications in the SoHo Community Improvement Project Area (Map 1).

Map 1 – SoHo Community Improvement Project Area



Definitions

Approved Work(s) – The materials, labour, and/or effort made to improve a property that has been determined to meet eligibility criteria under the incentive program requirements.

Applicant – The person (for example, the property owner, tenant, business owner, or agent acting on behalf of the property owner, tenant, or business owner) who applies for the Recovery Grant Program.

CL – City of London staff member.

Commitment Letter – A document prepared by the City of London outlining its commitment to a property owner to provide a future grant, based on a redevelopment, rehabilitation and/or renovation project that the applicant has yet to undertake. The letter describes the specific scope of *approved works* that the property owner will undertake to receive the grant and specifies the time length of the City's commitment.

Complete Application – Includes a completed application form for the Recovery Grant Program, and includes the following information:

- Name and address of the property owner, tenant, business owner (or agent acting on behalf of the property owner, tenant, or business owner)
- A letter from the property owner authorizing that the *applicant* (if different from the property owner) is permitted to make modifications to the building
- Confirmation that the address is within the SoHo Community Improvement Project Area
- Complete drawings indicating the property modifications to be undertaken
- Itemized list of specific property modifications
- Two (2) comparable quotations by qualified contractors showing cost estimates for the proposed works which are required to be included in the incentive application. In general, the lower of the two estimates will be taken as the cost of the eligible works. Cost estimates should be consistent with the estimate noted on the accompanying Building Permit (if required). For *Emergency Repairs*, only one paid receipt/invoice is required
- Photographs of the *discrete building* being considered for improvements
- A cover letter that summarizes the property modifications to be completed and summarizes the provided quotations
- A signed copy of the Addendum including the Hold Harmless Agreement, General Liability Insurance, and Contractor qualifications
- A copy of the Building Permit (if required)
- A copy of the Heritage Alteration Permit (if required)
- Any other information that may be deemed necessary by the City Planner or designates

Discrete building – Means any permanent structure which is separated from other structures by a solid party wall and is used or intended to be used for the shelter, accommodation, or enclosure of persons. To be a *discrete building*, the structure will have a distinct municipal address.

Emergency Repairs – Means repairs completed on or after May 4, 2021, to immediately secure discrete building damage caused by vandalism, until the identified permanent solution indicated in the grant application is executed.

Purpose

In support of business and property owners during the COVID-19 pandemic, the Recovery Grant Program is intended to reduce the financial burden on business and property owners who want to make modifications to private property because of the increased health and safety requirements related to the pandemic. This program is also available to assist with exterior property modifications to improve façades to increase

the visual attractiveness (“curb appeal”) and to fix or prevent damage related to vandalism. This program grants up to 100 percent of the total cost of the property modifications, up to a maximum of \$5,000 per *discrete building*.

Health, safety, and visual attractiveness improvements can make for a more welcoming space and create a more vibrant urban environment.

Funding

Municipal Council has approved \$250,000 in total funding for the Recovery Grant Program.

The SoHo community improvement project area will initially receive \$45,000 in funding for the first submission window. The total amount of funding for the community improvement project area may increase or decrease depending on the number of applications received from all five eligible community improvement project areas.

Once the total funding is exhausted the Recovery Grant Program will conclude.

Eligible Works

Eligible works that will be granted through the Recovery Grant Program include costs associated with the modification or installation of the following improvements:

- Exterior lighting
- Street-facing façade windows and/or façade door replacement
- Façade repair (for example, brick repointing, painting, tile replacement, or similar repairs)
- Decorative exterior façade gates
- Interior modifications to improve health and safety because of the COVID-19 pandemic (for example, physical barriers, plexiglass, or other property improvements to improve physical distancing)
- Interior modifications to refresh the property (for example, painting or flooring)
- *Emergency repairs* to secure a discrete building to damage resulting from vandalism when a permanent solution has also been identified
- Other work at the discretion of the City Planner or designates

If the property is located within a Heritage Conservation District and/or individually designated under Part IV of the *Ontario Heritage Act*, and the work requires a Heritage Alteration Permit, grants will only be issued through the Recovery Grant Program if a Heritage Alteration Permit is approved.

The following fees and work are not eligible to be granted through this program:

- Any fees related to obtaining a City of London Business Licence
- Any materials required for an application or licence
- Non-property related improvements, such as hiring of security guards or cleaning staff
- Appliances, cupboards, cabinets, fixtures, furniture, and similar items
- Insurance fees
- Other fees and work at the discretion of the City Planner or designates

Eligibility Criteria

To be eligible for the SoHo Recovery Grant Program, the *applicant* must meet all conditions detailed in this program description.

Applicant Considerations

- The *applicant* can be the registered owner of the property or an agent (including building tenant or contractor who has been retained to undertake improvements). If the applicant is not a registered owner of the subject property, the *applicant* will

be required to provide authorization in writing from the registered owner as part of a *complete application*

- The *applicant* must not have ever defaulted on any City loan or grant program, including by way of individual affiliation with any company or group of people authorized to act as a single entity such as a corporation
- The Recovery Grant Program will not apply retroactively to work completed prior to the approval of the *complete application* by the City Planner or designates unless (1) for *emergency repairs* as defined, or (2) the approved work is part of an existing approved Upgrade to Building Code Loan application or Façade Improvement Loan application. If the work was previously approved under an existing loan *Commitment Letter* and the loan has not been issued yet, a Recovery Grant can still be issued, and its value will be deducted from the total amount of the loan

Property Considerations

- The property must be located within the SoHo Community Improvement Project Area as defined in SoHo Community Improvement Area By-law (see Map 1)
- There are not any City of London Building Division orders or deficiencies relating to the subject property at the time the grant is issued
- The works applied for under the Recovery Grant Program shall not include any costs for which grants, or loans have been issued under any other City of London Community Improvement Plan financial incentive program
- Each property is eligible to avail simultaneously of multiple incentive programs provided through the other City of London Community Improvement Plans, where eligible

Building Considerations

- Separate applications must be submitted for each *discrete building* on a single property
- The property must contain an existing *discrete building* (occupied or unoccupied)
- Where the entirety of a multi-unit commercial building on one property, which contains separate units, are all under the same ownership, (or with condominium status) each commercial unit will be considered as one *discrete building* for the purpose of this grant program
- Where a building is within a contiguous group of buildings, a *discrete building* will be interpreted as any structure which is separated from other structures by a solid party wall and a distinct municipal address
- Each *discrete building* on each property is eligible for the Recovery Grant Program

General Grant Terms

Application can be made to the program during the funding application window(s) as determined and advertised by the City.

The City is not responsible for any costs incurred by an *applicant* in relation to the grant program, including without limitation, costs incurred in application of a grant.

If the *applicant* is in default of any of the general or program specific requirements, or any other requirements of the City of London, the approved grant may be delayed, reduced, or canceled, and the *applicant* may be required to repay part or all the approved grants.

All the *approved works* under the incentive program must comply with all applicable Provincial regulations and City guidelines, by-laws, policies, procedures, and standards.

If applied for and approved, all *approved works* completed must comply with the description of the works as provided in the Recovery Grant application form and detailed in the City's *Commitment Letter*, with any amendments as approved by the City of London.

This grant does not imply that processes for permits are invalid or unnecessary.

Grant Amount

The property improvements undertaken will be paid back to the *applicant* in the form of a one-time grant to cover 100 percent (100%) of the eligible property modification costs (the *approved works*), up to a maximum of \$5,000.

Grant Distribution

The City will provide the *applicant* with one cheque in the full amount of the approved grant after: (1) the City has completed its due diligence to ensure the *applicant* and property remain eligible for the grant. This includes the *applicant* providing proof that the *approved work* has been paid for in full. (2) City staff has reviewed the completed *approved work* to ensure they have been completed as approved, and (3) the Grant Agreement has been signed.

The City will not provide partial grant amounts or progress payments.

Grant Agreement

The City requires the *applicant* to enter into a Grant Agreement. The City Planner or designate has the authority to execute the Grant Agreement on behalf of the City.

Transferable Grants

If a participating property is sold, in whole or in part, before the grant is issued, the *applicant* and/or the subsequent property owner is not entitled to the outstanding grant (on either the portion sold or retained by the *applicant*). The City may, entirely at its own discretion, enter into a new agreement with any subsequent owners of the property to receive the outstanding grant under this program.

Application Process

Expression of Interest

Applicant – It is suggested to contact City of London staff prior to making an application to the Recovery Grant Program.

Consultation Phase

Applicant – The *applicant* contacts the City of London, who, if necessary, will arrange a meeting to share ideas for the proposed project, information about incentive programs, provide application form(s) and assist with the application process. This meeting will also help to identify what permits or permissions may be required to complete the proposed improvements. Consultation with an Urban Designer and/or Heritage Planner may be necessary. Where possible, the City will make appropriate staff available for this meeting, which is usually on site at the property where the proposed work is planned.

Applications made for financial incentive programs do not in any way replace the need for obtaining any necessary approvals. Prior to undertaking building improvements, the *applicant* is required to obtain any necessary approvals and/or permits. Heritage Alteration Permits (for properties requiring them) will be required before financial incentive applications are accepted.

Service London staff are also available to help with clarifying/applying for applicable permits.

Discussions with City staff are encouraged early in the conceptual phase to ensure proposed improvements comply with City regulations and guidelines, and the proposed improvements are eligible under the incentive program.

Prior to property modifications beginning, the *applicant* must contact Planning and Economic Development to complete the application process.

Application Phase

Applicant – A *complete application* (see Definitions) for the grant program is submitted to the City of London during the initial submission window as advertised. Applications will be reviewed in the order they are received. Applications may be prioritized across all five eligible community improvement project areas to ensure equitable distribution of the Recovery Grant funding. As a result, some applications may be placed on a waitlist.

CL / Applicant – City of London staff will review the application for completeness and inform the *applicant* in writing that either, more information is required, or the application is accepted. If accepted, the City will provide a *Commitment Letter* which outlines the *approved works*, related costs, and monetary commitment that the City is making to the project. The City's commitment is valid for six months from the date of issuance of the *Commitment Letter* unless the approved work relates to façade improvements for a property in a stretch of road under construction. In that case, the commitment is valid for one year from the date of issuance of the *Commitment Letter*. The City's commitment applies only to the project as submitted and approved (i.e., the *approved works*).

Six months after the initial submission window has closed, City staff will review to see if any existing grant commitments have lapsed, review the waitlist to determine if additional grants can be released, and/or if a new application window should be opened. At this point, City staff may redistribute funding to one or more community improvement project areas if they are experiencing a large volume of applications.

Applicant – Any subsequent changes to the project will require review and approval by the City.

CL – City staff may visit the subject property and take photographs, both before and after the subject work is completed or ask the *applicant* to provide photos as part of a *complete application*.

Property Modification Phase

Applicant – Having obtained all necessary approvals and/or permits and receiving a *Commitment Letter* from the City for the *approved works* the *applicant* may start to undertake eligible property modifications.

Confirmation Phase

Applicant – The *applicant* will notify the City in writing (via letter or email) once the project is complete and the costs respecting those works are paid. Confirmation that related building permits are closed, if applicable, is also required so that the City may begin drafting an agreement.

CL – Before setting up any agreement, City staff must ensure the property modifications, as described in the *Commitment Letter*, are completed and other criteria, as set out in the program guidelines, have been met. This includes ensuring:

- Related costs, or bills respecting the *approved works* are paid in full
- Related building permits are closed (if necessary)
- Compliance with the Heritage Alteration Permit (if necessary)
- The property owner has not previously defaulted on any City loans or grants, and,
- There are no outstanding Building Division orders or deficiencies against the subject property related to the property modifications made

Agreement Phase

CL – Once the eligible works are verified, City staff will draft the grant agreement and provide a draft copy of the grant agreement to the *applicant* for review.

Applicant / CL – After the *applicant* has approved the grant agreement, City staff will prepare two hard copies of the grant agreement to be signed.

CL – When all the documentation is ready, City staff will contact the *applicant* to arrange for a meeting to sign the documents. One original signed copy is kept by the *applicant* and one is retained by the City.

CL – Once the grant agreement has been signed, City staff will request the grant cheque. The grant cheque is mailed to the *applicant* or picked up by the *applicant* at a City of London office.

Grant Approval

Once all eligibility criteria and conditions are met, and if funds are still available in the supporting Reserve Fund / account, the City Planner (or designates) will approve the grant application. Approval by means of a letter to the applicant will represent a commitment by the City of London (the *Commitment Letter*).

The City will track grant commitments and grants issued to ensure no more than the maximum funding of \$250,000 is issued across all community improvement project areas.

As a condition of approval, the *applicant* shall be required to enter into a Grant Agreement with the City prior to receiving the grant.

Additional Rehabilitation and Demolition

Additional work to the interior of the building can be undertaken subject to obtaining a building and/or heritage alteration permit, when required. The grant does not impose any specific restrictions on demolition.

Inspection of Complete Works

City staff will review the completed *approved works* to ensure they have been completed as approved. This is not a building permit inspection and does not replace the need for a building permit.

Grant Application Refusal and Appeal

If an application is refused, the *applicant* may, in writing, appeal the decision of the City Planner to the City Clerk's Office who will provide direction to the matter heard before Municipal Council through the Planning and Environment Committee.

Relationship to other Financial Incentive Programs

An *applicant* may also qualify for financial assistance under the City of London's other financial incentives programs. *Applicants* are advised to check with Planning and Economic Development.

Monitoring & Discontinuation

As part of the program administration, Planning and Economic Development will monitor the SoHo Community Improvement Plan financial incentive programs. In receiving and processing applications staff will enter relevant information into a Monitoring Database. This information will be included in any Incentive Monitoring Reports which will be prepared to determine if programs should continue, be modified, or cease. This program

is monitored to ensure it implements the goals and objectives of *The London Plan* and the SoHo Community Improvement Plan.

Municipal Council may discontinue the Recovery Grant Program at any time prior to the funding being exhausted.

The grant program's success in implementing the SoHo Community Improvement Plan's goals will be based on the ongoing monitoring as noted in the Program Monitoring Data section.

Program Monitoring Data

The following information will be collected to monitor the SoHo Recovery Grant Program. These measures are to be flexible allowing for the addition of new measures that better indicate if the goals and objectives of the SoHo Community Improvement Plan have been met:

- Number of Recovery Grant applications
- Public to private return on investment for façade improvements
- Public to private return on investment for interior improvements

Grant Agreement Template

SoHo Recovery Grant Program Grant Agreement

THIS AGREEMENT CONSISTS OF THREE PAGES

Application No.:

Name of Property Owner(s):

Name of Applicant (if different than property owner):

Address of Project:

Legal Description of Property:

Roll Number:

Mailing Address of Applicant:

Telephone No.:

Email Address:

Heritage Alteration Permit Information:

Date Permit Approved:

Designating By-Law:

Building Permit Information

Building Permit Number(s):

Date of Permit(s):

Value of Project:

Application Tracking Information (for staff use only)	Date and Staff Initials
Application Accepted	
Commitment Letter Issued	
Project Completion (applicant's written confirmation)	
Request to Finance and Administration for Grant Cheque	
Grant Cheque Issued	

SoHo Recovery Grant Program Grant Agreement

THIS AGREEMENT CONSISTS OF THREE PAGES

Conditions:

1. The applicant(s) for a SoHo Recovery Grant must be the registered owner(s) of the subject property or an agent, including a business owner who is occupying space on the subject property or contractor who has been retained to undertake improvements on the subject property.
2. Where the applicant is an agent (tenant or contractor) of the property, the applicant must provide confirmation in writing that the property owner is aware of, and in support of, the improvements to the building.
3. Separate applications must be made for each discrete building or agent under consideration for a grant.
4. The SoHo Recovery Grant Program will be a one-time grant. Applicants can apply only once per discrete building under the program.
5. The total value of the grant provided under this program shall not exceed the value of the work done.
6. If a participating property is demolished in whole within two years of receiving the grant it shall cause the grant to be forfeited and be repayable to the municipality.
7. The grant is not issued until such time as the City of London confirms that any City of London loans relating to the Property are in good standing with no arrears owing and there are no City of London Building Division orders or deficiencies registered against the Property.

SoHo Recovery Grant Program Grant Agreement

THIS AGREEMENT CONSISTS OF THREE PAGES

- A. I/WE HEREBY AGREE TO ALL OF THE CONDITIONS IN THIS GRANT AGREEMENT (consisting of three pages) and the general terms and conditions of the SoHo Recovery Grant Program guidelines.
- B. I/WE HEREBY CERTIFY that the information given above is true, correct, and complete in every respect and may be verified by the municipality. I/WE acknowledge that the City is relying upon the information provided by the applicant and if the information in this agreement and the associated application, proves to be false or substantially inaccurate, the grant will be forfeited and be immediately repayable to the City.
- C. I/WE HEREBY AGREE that in the event this property is demolished in whole or in part, prior to the issuance of the grant, any funds payable under this Program shall immediately be forfeited and all previously received grant payments shall become due and repayable to the City.
- D. I/WE hereby acknowledge receipt of a cheque for \$XX,XXX.XX, dated _____ as the SoHo Recovery Grant.

I, _____ agree to the above conditions, and have the authority to bind the corporation named as **property owner/applicant** on page 1 of this agreement.

SIGNATURE (TITLE)

DATE

CO-SIGNATURE (TITLE)

DATE

This agreement is hereby approved, subject to the above-specified conditions.

SIGNATURE (TITLE)

DATE

City of London, Planning and Economic Development

Appendix “D”

Bill No.
2021

By-Law No. C.P.-

A by-law to amend C.P.- 1527-248, as amended, being “A By-law to establish financial incentives for the Hamilton Road Area Community Improvement Project Area” by adding in its entirety, Schedule B – The Recovery Grant Program Guidelines

WHEREAS by subsection 28(2) of the Planning Act, R.S.O. 1990, c. P. 13, as amended, the Council of a municipal corporation may, by by-law, designate the whole or any part of an area as a community improvement project area;

AND WHEREAS subsection 28(4) of the Planning Act, R.S.O. 1990, c. P. 13, as amended, enables the Council of a municipal corporation to adopt a community improvement plan for a community improvement project area;

AND WHEREAS The London Plan, 2016, the Official Plan for the City of London, contains provisions relating to community improvement within the city;

AND WHEREAS Municipal Council adopted By-law C.P. 1522-112 to designate the Hamilton Road Area Community Improvement Project Area;

AND WHEREAS Municipal Council adopted By-law C.P. 1523-113 to adopt the Hamilton Road Area Community Improvement Plan;

AND WHEREAS Municipal Council adopted By-law C.P. 1527-248 to establish financial incentives for the Hamilton Road Area Community Improvement Project Area;

NOW THEREFORE the Municipal Council of The Corporation of the City of London enacts as follows:

1. By-law C.P.-1527-248, as amended, is hereby amended by adding in its entirety, Schedule B – The Recovery Grant Program Guidelines;
2. This by-law comes into effect on the day it is passed.

PASSED in Open Council on May 4, 2021.

Ed Holder
Mayor

Catharine Saunders
City Clerk

First Reading – May 4, 2021
Second Reading – May 4, 2021
Third Reading – May 4, 2021

Schedule B – The Recovery Grant Program Guidelines

Hamilton Road Area Community Improvement Plan – Recovery Grant Program Guidelines

* Effective May 4, 2021 *

These program guidelines provide details on the Hamilton Road Area Recovery Grant Program provided by the City of London (“City”) through the Hamilton Road Area Community Improvement Plan.

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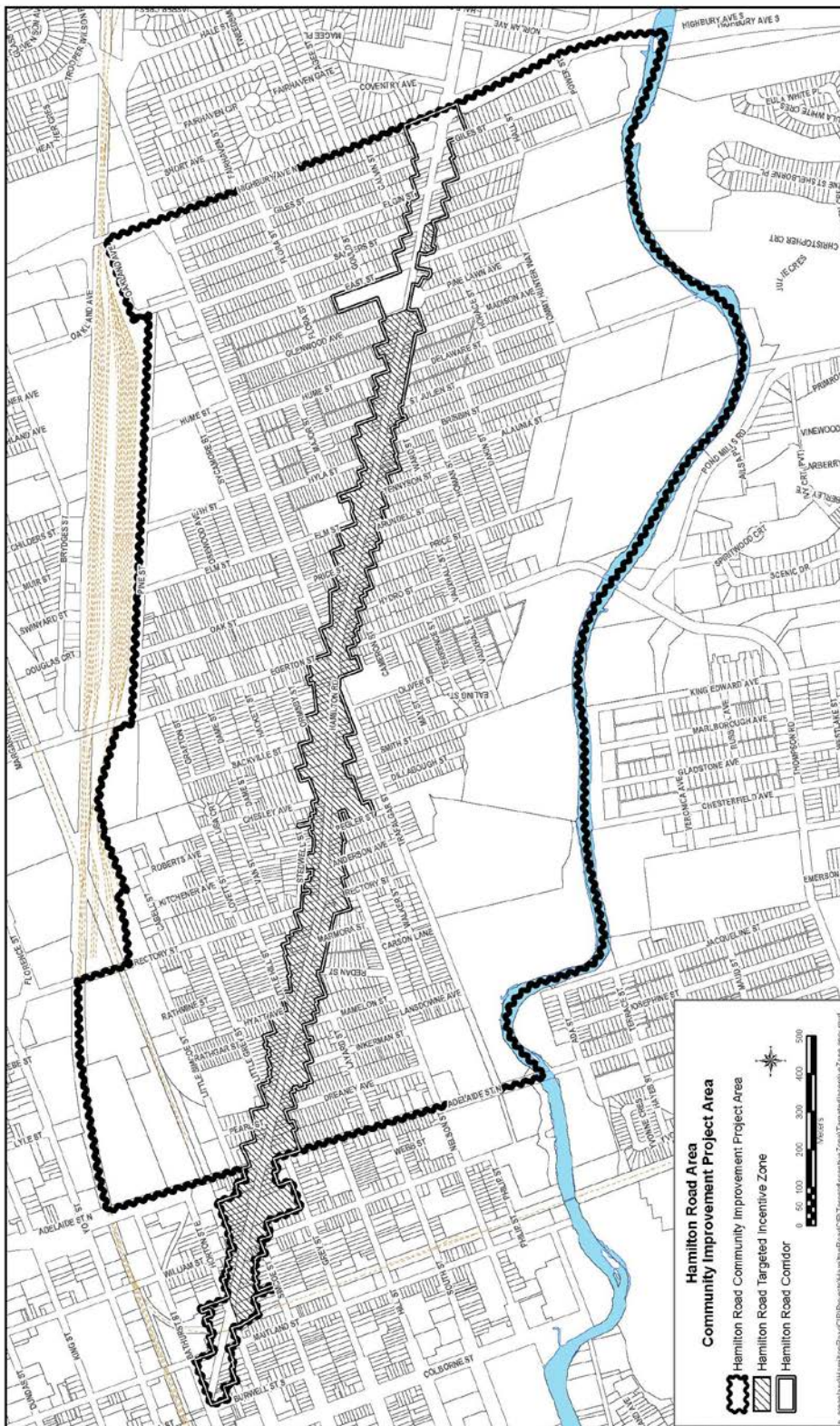
How to Read this Document

This document identifies the responsibility of each stakeholder in the Hamilton Road Area Recovery Grant Program.

Applicant indicates the person who is applying for the grant (for example, the property owner, tenant, business owner, or agent acting on behalf of the property owner, tenant, or business owner) is responsible for completing the task. **CL** indicates that a City of London staff member is responsible for that task.

The Recovery Grant Program is available to property owners, tenants, and business owners (or agent acting on behalf of the property owner, tenant, or business owner) who are eligible to make property modifications in the Hamilton Road Area Community Improvement Project Area – Hamilton Road Corridor (Map 1)

Map 1 – Hamilton Road Area Community Improvement Project Area



Definitions

Approved Work(s) – The materials, labour, and/or effort made to improve a property that has been determined to meet eligibility criteria under the incentive program requirements.

Applicant – The person (for example, the property owner, tenant, business owner, or agent acting on behalf of the property owner, tenant, or business owner) who applies for the Recovery Grant Program.

CL – City of London staff member.

Commitment Letter – A document prepared by the City of London outlining its commitment to a property owner to provide a future grant, based on a redevelopment, rehabilitation and/or renovation project that the applicant has yet to undertake. The letter describes the specific scope of *approved works* that the property owner will undertake to receive the grant and specifies the time length of the City's commitment.

Complete Application – Includes a completed application form for the Recovery Grant Program, and includes the following information:

- Name and address of the property owner, tenant, business owner (or agent acting on behalf of the property owner, tenant, or business owner)
- A letter from the property owner authorizing that the *applicant* (if different from the property owner) is permitted to make modifications to the building
- Confirmation that the address is within the Hamilton Road Area Community Improvement Project Area – Hamilton Road Corridor
- Complete drawings indicating the property modifications to be undertaken
- Itemized list of specific property modifications
- Two (2) comparable quotations by qualified contractors showing cost estimates for the proposed works which are required to be included in the incentive application. In general, the lower of the two estimates will be taken as the cost of the eligible works. Cost estimates should be consistent with the estimate noted on the accompanying Building Permit (if required). For *Emergency Repairs*, only one paid receipt/invoice is required
- Photographs of the *discrete building* being considered for improvements
- A cover letter that summarizes the property modifications to be completed and summarizes the provided quotations
- A signed copy of the Addendum including the Hold Harmless Agreement, General Liability Insurance, and Contractor qualifications
- A copy of the Building Permit (if required)
- A copy of the Heritage Alteration Permit (if required)
- Any other information that may be deemed necessary by the City Planner or designates

Discrete building – Means any permanent structure which is separated from other structures by a solid party wall and is used or intended to be used for the shelter, accommodation, or enclosure of persons. To be a *discrete building*, the structure will have a distinct municipal address.

Emergency Repairs – Means repairs completed on or after May 4, 2021, to immediately secure discrete building damage caused by vandalism, until the identified permanent solution indicated in the grant application is executed.

Purpose

In support of business and property owners during the COVID-19 pandemic, the Recovery Grant Program is intended to reduce the financial burden on business and property owners who want to make modifications to private property because of the increased health and safety requirements related to the pandemic. This program is also available to assist with exterior property modifications to improve façades to increase

the visual attractiveness (“curb appeal”) and to fix or prevent damage related to vandalism. This program grants up to 100 percent of the total cost of the property modifications, up to a maximum of \$5,000 per *discrete building*.

Health, safety, and visual attractiveness improvements can make for a more welcoming space and create a more vibrant urban environment.

Funding

Municipal Council has approved \$250,000 in total funding for the Recovery Grant Program.

The Hamilton Road Area community improvement project area will initially receive \$40,000 in funding for the first submission window. The total amount of funding for the community improvement project area may increase or decrease depending on the number of applications received from all five eligible community improvement project areas.

Once the total funding is exhausted the Recovery Grant Program will conclude.

Eligible Works

Eligible works that will be granted through the Recovery Grant Program include costs associated with the modification or installation of the following improvements:

- Exterior lighting
- Street-facing façade windows and/or façade door replacement
- Façade repair (for example, brick repointing, painting, tile replacement, or similar repairs)
- Decorative exterior façade gates
- Interior modifications to improve health and safety because of the COVID-19 pandemic (for example, physical barriers, plexiglass, or other property improvements to improve physical distancing)
- Interior modifications to refresh the property (for example, painting or flooring)
- *Emergency repairs* to secure a discrete building to damage resulting from vandalism when a permanent solution has also been identified
- Other work at the discretion of the City Planner or designates

If the property is located within a Heritage Conservation District and/or individually designated under Part IV of the *Ontario Heritage Act*, and the work requires a Heritage Alteration Permit, grants will only be issued through the Recovery Grant Program if a Heritage Alteration Permit is approved.

The following fees and work are not eligible to be granted through this program:

- Any fees related to obtaining a City of London Business Licence
- Any materials required for an application or licence
- Non-property related improvements, such as hiring of security guards or cleaning staff
- Appliances, cupboards, cabinets, fixtures, furniture, and similar items
- Insurance fees
- Other fees and work at the discretion of the City Planner or designates

Eligibility Criteria

To be eligible for the Hamilton Road Area Recovery Grant Program, the *applicant* must meet all conditions detailed in this program description.

Applicant Considerations

- The *applicant* can be the registered owner of the property or an agent (including building tenant or contractor who has been retained to undertake improvements).

If the applicant is not a registered owner of the subject property, the *applicant* will be required to provide authorization in writing from the registered owner as part of a *complete application*

- The *applicant* must not have ever defaulted on any City loan or grant program, including by way of individual affiliation with any company or group of people authorized to act as a single entity such as a corporation
- The Recovery Grant Program will not apply retroactively to work completed prior to the approval of the *complete application* by the City Planner or designates unless (1) for *emergency repairs* as defined, or (2) the approved work is part of an existing approved Upgrade to Building Code Loan application or Façade Improvement Loan application. If the work was previously approved under an existing loan *Commitment Letter* and the loan has not been issued yet, a Recovery Grant can still be issued, and its value will be deducted from the total amount of the loan

Property Considerations

- The property must be located within the Hamilton Road Area Community Improvement Project Area – Hamilton Road Corridor as defined in Hamilton Road Area Community Improvement Area By-law (see Map 1)
- There are not any City of London Building Division orders or deficiencies relating to the subject property at the time the grant is issued
- The works applied for under the Recovery Grant Program shall not include any costs for which grants, or loans have been issued under any other City of London Community Improvement Plan financial incentive program
- Each property is eligible to avail simultaneously of multiple incentive programs provided through the other City of London Community Improvement Plans, where eligible

Building Considerations

- Separate applications must be submitted for each *discrete building* on a single property
- The property must contain an existing *discrete building* (occupied or unoccupied)
- Where the entirety of a multi-unit commercial building on one property, which contains separate units, are all under the same ownership, (or with condominium status) each commercial unit will be considered as one *discrete building* for the purpose of this grant program
- Where a building is within a contiguous group of buildings, a *discrete building* will be interpreted as any structure which is separated from other structures by a solid party wall and a distinct municipal address
- Each *discrete building* on each property is eligible for the Recovery Grant Program

General Grant Terms

Application can be made to the program during the funding application window(s) as determined and advertised by the City.

The City is not responsible for any costs incurred by an *applicant* in relation to the grant program, including without limitation, costs incurred in application of a grant.

If the *applicant* is in default of any of the general or program specific requirements, or any other requirements of the City of London, the approved grant may be delayed, reduced, or canceled, and the *applicant* may be required to repay part or all the approved grants.

All the *approved works* under the incentive program must comply with all applicable Provincial regulations and City guidelines, by-laws, policies, procedures, and standards.

If applied for and approved, all *approved works* completed must comply with the description of the works as provided in the Recovery Grant application form and

detailed in the City's *Commitment Letter*, with any amendments as approved by the City of London.

This grant does not imply that processes for permits are invalid or unnecessary.

Grant Amount

The property improvements undertaken will be paid back to the *applicant* in the form of a one-time grant to cover 100 percent (100%) of the eligible property modification costs (the *approved works*), up to a maximum of \$5,000.

Grant Distribution

The City will provide the *applicant* with one cheque in the full amount of the approved grant after: (1) the City has completed its due diligence to ensure the *applicant* and property remain eligible for the grant. This includes the *applicant* providing proof that the *approved work* has been paid for in full. (2) City staff has reviewed the completed *approved work* to ensure they have been completed as approved, and (3) the Grant Agreement has been signed.

The City will not provide partial grant amounts or progress payments.

Grant Agreement

The City requires the *applicant* to enter into a Grant Agreement. The City Planner or designate has the authority to execute the Grant Agreement on behalf of the City.

Transferable Grants

If a participating property is sold, in whole or in part, before the grant is issued, the *applicant* and/or the subsequent property owner is not entitled to the outstanding grant (on either the portion sold or retained by the *applicant*). The City may, entirely at its own discretion, enter into a new agreement with any subsequent owners of the property to receive the outstanding grant under this program.

Application Process

Expression of Interest

Applicant – It is suggested to contact City of London staff and/or Hamilton Road BIA staff prior to making an application to the Recovery Grant Program.

Consultation Phase

Applicant – The *applicant* contacts the City of London and/or Hamilton Road BIA, who, if necessary, will arrange a meeting to share ideas for the proposed project, information about incentive programs, provide application form(s) and assist with the application process. This meeting will also help to identify what permits or permissions may be required to complete the proposed improvements. Consultation with an Urban Designer and/or Heritage Planner may be necessary. Where possible, the City will make appropriate staff available for this meeting, which is usually on site at the property where the proposed work is planned.

Applications made for financial incentive programs do not in any way replace the need for obtaining any necessary approvals. Prior to undertaking building improvements, the *applicant* is required to obtain any necessary approvals and/or permits. Heritage Alteration Permits (for properties requiring them) will be required before financial incentive applications are accepted.

Service London staff are also available to help with clarifying/applying for applicable permits.

Discussions with City staff are encouraged early in the conceptual phase to ensure proposed improvements comply with City regulations and guidelines, and the proposed improvements are eligible under the incentive program.

Prior to property modifications beginning, the *applicant* must contact Planning and Economic Development to complete the application process.

Application Phase

Applicant – A *complete application* (see Definitions) for the grant program is submitted to the City of London during the initial submission window as advertised. Applications will be reviewed in the order they are received. Applications will be prioritized across all five eligible community improvement project areas to ensure equitable distribution of the Recovery Grant funding. As a result, some applications may be placed on a waitlist.

CL / Applicant – City of London staff will review the application for completeness and inform the *applicant* in writing that either, more information is required, or the application is accepted. If accepted, the City will provide a *Commitment Letter* which outlines the *approved works*, related costs, and monetary commitment that the City is making to the project. The City's commitment is valid for six months from the date of issuance of the *Commitment Letter* unless the approved work relates to façade improvements for a property in a stretch of road under construction. In that case, the commitment is valid for one year from the date of issuance of the *Commitment Letter*. The City's commitment applies only to the project as submitted and approved (i.e., the *approved works*).

Six months after the initial submission window has closed, City staff will review to see if any existing grant commitments have lapsed, review the waitlist to determine if additional grants can be released, and/or if a new application window should be opened. At this point, City staff may redistribute funding to one or more community improvement project areas if they are experiencing a large volume of applications.

Applicant – Any subsequent changes to the project will require review and approval by the City.

CL – City staff may visit the subject property and take photographs, both before and after the subject work is completed or ask the *applicant* to provide photos as part of a *complete application*.

Property Modification Phase

Applicant – Having obtained all necessary approvals and/or permits and receiving a *Commitment Letter* from the City for the *approved works* the *applicant* may start to undertake eligible property modifications.

Confirmation Phase

Applicant – The *applicant* will notify the City in writing (via letter or email) once the project is complete and the costs respecting those works are paid. Confirmation that related building permits are closed, if applicable, is also required so that the City may begin drafting an agreement.

CL – Before setting up any agreement, City staff must ensure the property modifications, as described in the *Commitment Letter*, are completed and other criteria, as set out in the program guidelines, have been met. This includes ensuring:

- Related costs, or bills respecting the *approved works* are paid in full
- Related building permits are closed (if necessary)
- Compliance with the Heritage Alteration Permit (if necessary)
- The property owner has not previously defaulted on any City loans or grants, and,
- There are no outstanding Building Division orders or deficiencies against the subject property related to the property modifications made

Agreement Phase

CL – Once the eligible works are verified, City staff will draft the grant agreement and provide a draft copy of the grant agreement to the *applicant* for review.

Applicant / CL – After the *applicant* has approved the grant agreement, City staff will prepare two hard copies of the grant agreement to be signed.

CL – When all the documentation is ready, City staff will contact the *applicant* to arrange for a meeting to sign the documents. One original signed copy is kept by the *applicant* and one is retained by the City.

CL – Once the grant agreement has been signed, City staff will request the grant cheque. The grant cheque is mailed to the *applicant* or picked up by the *applicant* at a City of London office.

Grant Approval

Once all eligibility criteria and conditions are met, and if funds are still available in the supporting Reserve Fund / account, the City Planner (or designates) will approve the grant application. Approval by means of a letter to the applicant will represent a commitment by the City of London (the *Commitment Letter*).

The City will track grant commitments and grants issued to ensure no more than the maximum funding of \$250,000 is issued across all community improvement project areas.

As a condition of approval, the *applicant* shall be required to enter into a Grant Agreement with the City prior to receiving the grant.

Additional Rehabilitation and Demolition

Additional work to the interior of the building can be undertaken subject to obtaining a building and/or heritage alteration permit, when required. The grant does not impose any specific restrictions on demolition.

Inspection of Complete Works

City staff will review the completed *approved works* to ensure they have been completed as approved. This is not a building permit inspection and does not replace the need for a building permit.

Grant Application Refusal and Appeal

If an application is refused, the *applicant* may, in writing, appeal the decision of the City Planner to the City Clerk's Office who will provide direction to the matter heard before Municipal Council through the Planning and Environment Committee.

Relationship to other Financial Incentive Programs

An *applicant* may also qualify for financial assistance under the City of London's other financial incentives programs. *Applicants* are advised to check with Planning and Economic Development.

Monitoring & Discontinuation

As part of the program administration, Planning and Economic Development will monitor the Hamilton Road Area Community Improvement Plan financial incentive programs. In receiving and processing applications staff will enter relevant information into a Monitoring Database. This information will be included in any Incentive Monitoring Reports which will be prepared to determine if programs should continue, be modified,

or cease. This program is monitored to ensure it implements the goals and objectives of *The London Plan* and the Hamilton Road Area Community Improvement Plan.

Municipal Council may discontinue the Recovery Grant Program at any time prior to the funding being exhausted.

The grant program's success in implementing the Hamilton Road Area Community Improvement Plan's goals will be based on the ongoing monitoring as noted in the Program Monitoring Data section.

Program Monitoring Data

The following information will be collected to monitor the Hamilton Road Area Recovery Grant Program. These measures are to be flexible allowing for the addition of new measures that better indicate if the goals and objectives of the Hamilton Road Area Community Improvement Plan have been met:

- Number of Recovery Grant applications
- Public to private return on investment for façade improvements
- Public to private return on investment for interior improvements

Grant Agreement Template

Hamilton Road Area Recovery Grant Program Grant Agreement

THIS AGREEMENT CONSISTS OF THREE PAGES

Application No.:

Name of Property Owner(s):

Name of Applicant (if different than property owner):

Address of Project:

Legal Description of Property:

Roll Number:

Mailing Address of Applicant:

Telephone No.:

Email Address:

Heritage Alteration Permit Information:

Date Permit Approved:

Designating By-Law:

Building Permit Information

Building Permit Number(s):

Date of Permit(s):

Value of Project:

Application Tracking Information (for staff use only)	Date and Staff Initials
Application Accepted	
Commitment Letter Issued	
Project Completion (applicant's written confirmation)	
Request to Finance and Administration for Grant Cheque	
Grant Cheque Issued	

Hamilton Road Area Recovery Grant Program Grant Agreement

THIS AGREEMENT CONSISTS OF THREE PAGES

Conditions:

1. The applicant(s) for a Hamilton Road Area Recovery Grant must be the registered owner(s) of the subject property or an agent, including a business owner who is occupying space on the subject property or contractor who has been retained to undertake improvements on the subject property.
2. Where the applicant is an agent (tenant or contractor) of the property, the applicant must provide confirmation in writing that the property owner is aware of, and in support of, the improvements to the building.
3. Separate applications must be made for each discrete building or agent under consideration for a grant.
4. The Hamilton Road Area Recovery Grant Program will be a one-time grant. Applicants can apply only once per discrete building under the program.
5. The total value of the grant provided under this program shall not exceed the value of the work done.
6. If a participating property is demolished in whole within two years of receiving the grant it shall cause the grant to be forfeited and be repayable to the municipality.
7. The grant is not issued until such time as the City of London confirms that any City of London loans relating to the Property are in good standing with no arrears owing and there are no City of London Building Division orders or deficiencies registered against the Property.

Hamilton Road Area Recovery Grant Program Grant Agreement

THIS AGREEMENT CONSISTS OF THREE PAGES

- A. I/WE HEREBY AGREE TO ALL OF THE CONDITIONS IN THIS GRANT AGREEMENT (consisting of three pages) and the general terms and conditions of the Hamilton Road Area Recovery Grant Program guidelines.
- B. I/WE HEREBY CERTIFY that the information given above is true, correct, and complete in every respect and may be verified by the municipality. I/WE acknowledge that the City is relying upon the information provided by the applicant and if the information in this agreement and the associated application, proves to be false or substantially inaccurate, the grant will be forfeited and be immediately repayable to the City.
- C. I/WE HEREBY AGREE that in the event this property is demolished in whole or in part, prior to the issuance of the grant, any funds payable under this Program shall immediately be forfeited and all previously received grant payments shall become due and repayable to the City.
- D. I/WE hereby acknowledge receipt of a cheque for \$XX,XXX.XX, dated _____ as the Hamilton Road Area Recovery Grant.

I, _____ agree to the above conditions, and have the authority to bind the corporation named as **property owner/applicant** on page 1 of this agreement.

SIGNATURE (TITLE)

DATE

CO-SIGNATURE (TITLE)

DATE

This agreement is hereby approved, subject to the above-specified conditions.

SIGNATURE (TITLE)

DATE

City of London, Planning and Economic Development

Appendix “E”

Bill No.
2021

By-Law No. C.P.-

A by-law to amend C.P.- 1539-220, as amended, being “A By-law to establish financial incentives for the Lambeth Area Community Improvement Project Area” by adding in its entirety, Schedule 2 – The Recovery Grant Program Guidelines

WHEREAS by subsection 28(2) of the Planning Act, R.S.O. 1990, c. P. 13, as amended, the Council of a municipal corporation may, by by-law, designate the whole or any part of an area as a community improvement project area;

AND WHEREAS subsection 28(4) of the Planning Act, R.S.O. 1990, c. P. 13, as amended, enables the Council of a municipal corporation to adopt a community improvement plan for a community improvement project area;

AND WHEREAS The London Plan, 2016, the Official Plan for the City of London, contains provisions relating to community improvement within the city;

AND WHEREAS Municipal Council adopted By-law C.P. 1537-218 to designate the Lambeth Area Community Improvement Project Area;

AND WHEREAS Municipal Council adopted By-law C.P. 1538-219 to adopt the Lambeth Area Community Improvement Plan;

AND WHEREAS Municipal Council adopted By-law C.P. 1539-220 to establish financial incentives for the Lambeth Area Community Improvement Project Area;

NOW THEREFORE the Municipal Council of The Corporation of the City of London enacts as follows:

1. By-law C.P.-1539-220, as amended, is hereby amended by adding in its entirety, Schedule 2 – The Recovery Grant Program Guidelines;
2. This by-law comes into effect on the day it is passed.

PASSED in Open Council on May 4, 2021.

Ed Holder
Mayor

Catharine Saunders
City Clerk

First Reading – May 4, 2021
Second Reading – May 4, 2021
Third Reading – May 4, 2021

Schedule 2 – The Recovery Grant Program Guidelines

Lambeth Area Community Improvement Plan – Recovery Grant Program Guidelines

* Effective May 4, 2021 *

These program guidelines provide details on the Lambeth Area Recovery Grant Program provided by the City of London (“City”) through the Lambeth Area Community Improvement Plan.

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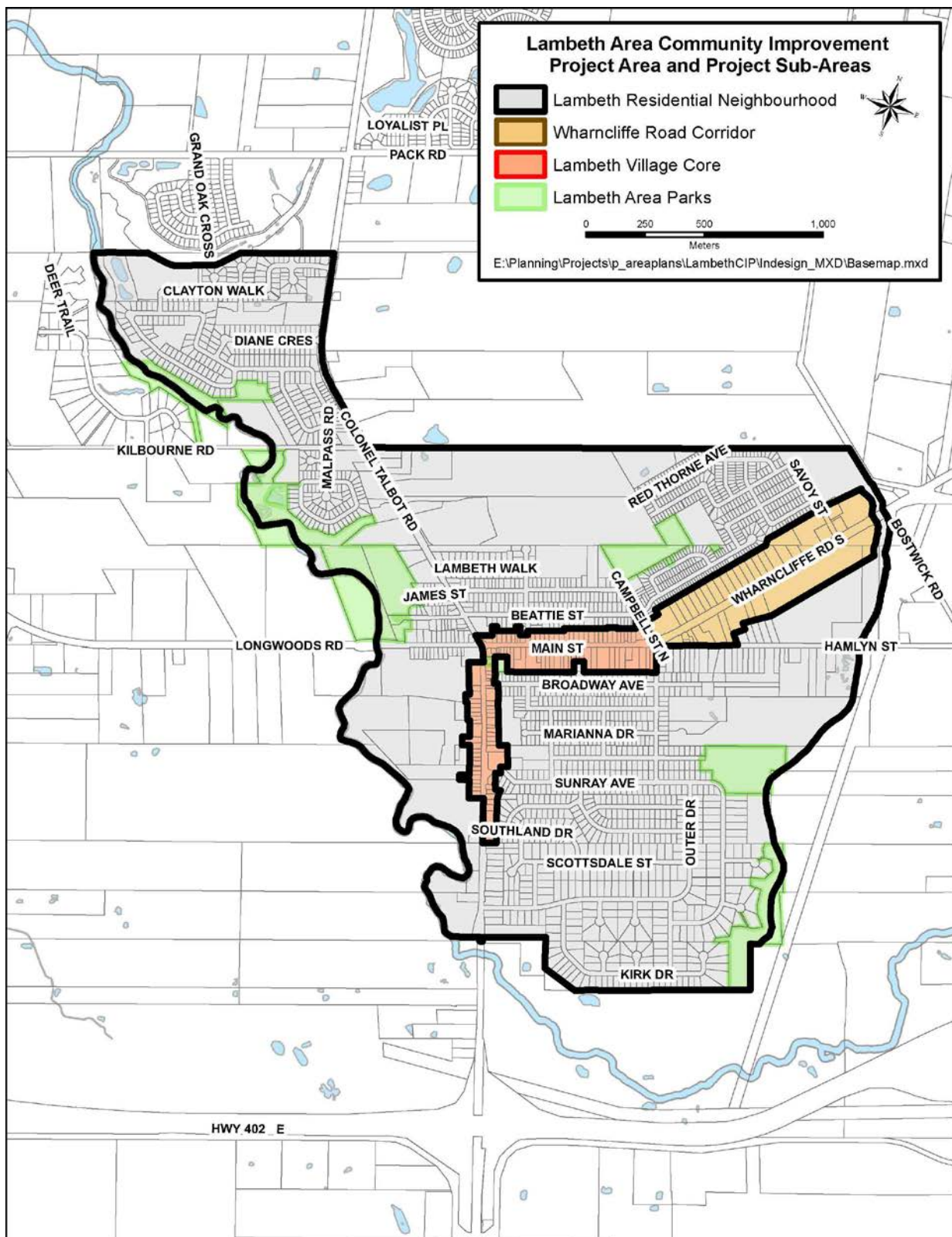
How to Read this Document

This document identifies the responsibility of each stakeholder in the Lambeth Area Recovery Grant Program.

Applicant indicates the person who is applying for the grant (for example, the property owner, tenant, business owner, or agent acting on behalf of the property owner, tenant, or business owner) is responsible for completing the task. **CL** indicates that a City of London staff member is responsible for that task.

The Recovery Grant Program is available to property owners, tenants, and business owners (or agent acting on behalf of the property owner, tenant, or business owner) who are eligible to make property modifications in the Lambeth Area Community Improvement Project Area – Wharnccliffe Road Corridor and Lambeth Village Core (Map 1).

Map 1 – Lambeth Area Community Improvement Project Area



Definitions

Approved Work(s) – The materials, labour, and/or effort made to improve a property that has been determined to meet eligibility criteria under the incentive program requirements.

Applicant – The person (for example, the property owner, tenant, business owner, or agent acting on behalf of the property owner, tenant, or business owner) who applies for the Recovery Grant Program.

CL – City of London staff member.

Commitment Letter – A document prepared by the City of London outlining its commitment to a property owner to provide a future grant, based on a redevelopment, rehabilitation and/or renovation project that the applicant has yet to undertake. The letter describes the specific scope of *approved works* that the property owner will undertake to receive the grant and specifies the time length of the City's commitment.

Complete Application – Includes a completed application form for the Recovery Grant Program, and includes the following information:

- Name and address of the property owner, tenant, business owner (or agent acting on behalf of the property owner, tenant, or business owner)
- A letter from the property owner authorizing that the *applicant* (if different from the property owner) is permitted to make modifications to the building
- Confirmation that the address is within the Lambeth Area Community Improvement Project Area – Wharnccliffe Road Corridor or Lambeth Village Core
- Complete drawings indicating the property modifications to be undertaken
- Itemized list of specific property modifications
- Two (2) comparable quotations by qualified contractors showing cost estimates for the proposed works which are required to be included in the incentive application. In general, the lower of the two estimates will be taken as the cost of the eligible works. Cost estimates should be consistent with the estimate noted on the accompanying Building Permit (if required). For *Emergency Repairs*, only one paid receipt/invoice is required
- Photographs of the *discrete building* being considered for improvements
- A cover letter that summarizes the property modifications to be completed and summarizes the provided quotations
- A signed copy of the Addendum including the Hold Harmless Agreement, General Liability Insurance, and Contractor qualifications
- A copy of the Building Permit (if required)
- A copy of the Heritage Alteration Permit (if required)
- Any other information that may be deemed necessary by the City Planner or designates

Discrete building – Means any permanent structure which is separated from other structures by a solid party wall and is used or intended to be used for the shelter, accommodation, or enclosure of persons. To be a *discrete building*, the structure will have a distinct municipal address.

Emergency Repairs – Means repairs completed on or after May 4, 2021, to immediately secure discrete building damage caused by vandalism, until the identified permanent solution indicated in the grant application is executed.

Purpose

In support of business and property owners during the COVID-19 pandemic, the Recovery Grant Program is intended to reduce the financial burden on business and property owners who want to make modifications to private property because of the increased health and safety requirements related to the pandemic. This program is also available to assist with exterior property modifications to improve façades to increase

the visual attractiveness (“curb appeal”) and to fix or prevent damage related to vandalism. This program grants up to 100 percent of the total cost of the property modifications, up to a maximum of \$5,000 per *discrete building*.

Health, safety, and visual attractiveness improvements can make for a more welcoming space and create a more vibrant urban environment.

Funding

Municipal Council has approved \$250,000 in total funding for the Recovery Grant Program.

The Lambeth Area community improvement project area will initially receive \$45,000 in funding for the first submission window. The total amount of funding for the community improvement project area may increase or decrease depending on the number of applications received from all five eligible community improvement project areas.

Once the total funding is exhausted the Recovery Grant Program will conclude.

Eligible Works

Eligible works that will be granted through the Recovery Grant Program include costs associated with the modification or installation of the following improvements:

- Exterior lighting
- Street-facing façade windows and/or façade door replacement
- Façade repair (for example, brick repointing, painting, tile replacement, or similar repairs)
- Decorative exterior façade gates
- Interior modifications to improve health and safety because of the COVID-19 pandemic (for example, physical barriers, plexiglass, or other property improvements to improve physical distancing)
- Interior modifications to refresh the property (for example, painting or flooring)
- *Emergency repairs* to secure a discrete building to damage resulting from vandalism when a permanent solution has also been identified
- Other work at the discretion of the City Planner or designates

If the property is located within a Heritage Conservation District and/or individually designated under Part IV of the *Ontario Heritage Act*, and the work requires a Heritage Alteration Permit, grants will only be issued through the Recovery Grant Program if a Heritage Alteration Permit is approved.

The following fees and work are not eligible to be granted through this program:

- Any fees related to obtaining a City of London Business Licence
- Any materials required for an application or licence
- Non-property related improvements, such as hiring of security guards or cleaning staff
- Appliances, cupboards, cabinets, fixtures, furniture, and similar items
- Insurance fees
- Other fees and work at the discretion of the City Planner or designates

Eligibility Criteria

To be eligible for the Lambeth Area Recovery Grant Program, the *applicant* must meet all conditions detailed in this program description.

Applicant Considerations

- The *applicant* can be the registered owner of the property or an agent (including building tenant or contractor who has been retained to undertake improvements). If the applicant is not a registered owner of the subject property, the *applicant* will

be required to provide authorization in writing from the registered owner as part of a *complete application*

- The *applicant* must not have ever defaulted on any City loan or grant program, including by way of individual affiliation with any company or group of people authorized to act as a single entity such as a corporation
- The Recovery Grant Program will not apply retroactively to work completed prior to the approval of the *complete application* by the City Planner or designates unless (1) for *emergency repairs* as defined, or (2) the approved work is part of an existing approved Upgrade to Building Code Loan application or Façade Improvement Loan application. If the work was previously approved under an existing loan *Commitment Letter* and the loan has not been issued yet, a Recovery Grant can still be issued, and its value will be deducted from the total amount of the loan

Property Considerations

- The property must be located within the Lambeth Area Community Improvement Project Area – Wharncliffe Road Corridor or Lambeth Village Core as defined in Lambeth Area Community Improvement Area By-law (see Map 1)
- There are not any City of London Building Division orders or deficiencies relating to the subject property at the time the grant is issued
- The works applied for under the Recovery Grant Program shall not include any costs for which grants, or loans have been issued under any other City of London Community Improvement Plan financial incentive program
- Each property is eligible to avail simultaneously of multiple incentive programs provided through the other City of London Community Improvement Plans, where eligible

Building Considerations

- Separate applications must be submitted for each *discrete building* on a single property
- The property must contain an existing *discrete building* (occupied or unoccupied)
- Where the entirety of a multi-unit commercial building on one property, which contains separate units, are all under the same ownership, (or with condominium status) each commercial unit will be considered as one *discrete building* for the purpose of this grant program
- Where a building is within a contiguous group of buildings, a *discrete building* will be interpreted as any structure which is separated from other structures by a solid party wall and a distinct municipal address
- Each *discrete building* on each property is eligible for the Recovery Grant Program

General Grant Terms

Application can be made to the program during the funding application window(s) as determined and advertised by the City.

The City is not responsible for any costs incurred by an *applicant* in relation to the grant program, including without limitation, costs incurred in application of a grant.

If the *applicant* is in default of any of the general or program specific requirements, or any other requirements of the City of London, the approved grant may be delayed, reduced, or canceled, and the *applicant* may be required to repay part or all the approved grants.

All the *approved works* under the incentive program must comply with all applicable Provincial regulations and City guidelines, by-laws, policies, procedures, and standards.

If applied for and approved, all *approved works* completed must comply with the description of the works as provided in the Recovery Grant application form and detailed in the City's *Commitment Letter*, with any amendments as approved by the City of London.

This grant does not imply that processes for permits are invalid or unnecessary.

Grant Amount

The property improvements undertaken will be paid back to the *applicant* in the form of a one-time grant to cover 100 percent (100%) of the eligible property modification costs (the *approved works*), up to a maximum of \$5,000.

Grant Distribution

The City will provide the *applicant* with one cheque in the full amount of the approved grant after: (1) the City has completed its due diligence to ensure the *applicant* and property remain eligible for the grant. This includes the *applicant* providing proof that the *approved work* has been paid for in full. (2) City staff has reviewed the completed *approved work* to ensure they have been completed as approved, and (3) the Grant Agreement has been signed.

The City will not provide partial grant amounts or progress payments.

Grant Agreement

The City requires the *applicant* to enter into a Grant Agreement. The City Planner or designate has the authority to execute the Grant Agreement on behalf of the City.

Transferable Grants

If a participating property is sold, in whole or in part, before the grant is issued, the *applicant* and/or the subsequent property owner is not entitled to the outstanding grant (on either the portion sold or retained by the *applicant*). The City may, entirely at its own discretion, enter into a new agreement with any subsequent owners of the property to receive the outstanding grant under this program.

Application Process

Expression of Interest

Applicant – It is suggested to contact City of London staff prior to making an application to the Recovery Grant Program.

Consultation Phase

Applicant – The *applicant* contacts the City of London, who, if necessary, will arrange a meeting to share ideas for the proposed project, information about incentive programs, provide application form(s) and assist with the application process. This meeting will also help to identify what permits or permissions may be required to complete the proposed improvements. Consultation with an Urban Designer and/or Heritage Planner may be necessary. Where possible, the City will make appropriate staff available for this meeting, which is usually on site at the property where the proposed work is planned.

Applications made for financial incentive programs do not in any way replace the need for obtaining any necessary approvals. Prior to undertaking building improvements, the *applicant* is required to obtain any necessary approvals and/or permits. Heritage Alteration Permits (for properties requiring them) will be required before financial incentive applications are accepted.

Service London staff are also available to help with clarifying/applying for applicable permits.

Discussions with City staff are encouraged early in the conceptual phase to ensure proposed improvements comply with City regulations and guidelines, and the proposed improvements are eligible under the incentive program.

Prior to property modifications beginning, the *applicant* must contact Planning and Economic Development to complete the application process.

Application Phase

Applicant – A *complete application* (see Definitions) for the grant program is submitted to the City of London during the initial submission window as advertised. Applications will be reviewed in the order they are received. Applications will be prioritized across all five eligible community improvement project areas to ensure equitable distribution of the Recovery Grant funding. As a result, some applications may be placed on a waitlist.

CL / Applicant – City of London staff will review the application for completeness and inform the *applicant* in writing that either, more information is required, or the application is accepted. If accepted, the City will provide a *Commitment Letter* which outlines the *approved works*, related costs, and monetary commitment that the City is making to the project. The City's commitment is valid for six months from the date of issuance of the *Commitment Letter* unless the approved work relates to façade improvements for a property in a stretch of road under construction. In that case, the commitment is valid for one year from the date of issuance of the *Commitment Letter*. The City's commitment applies only to the project as submitted and approved (i.e., the *approved works*).

Six months after the initial submission window has closed, City staff will review to see if any existing grant commitments have lapsed, review the waitlist to determine if additional grants can be released, and/or if a new application window should be opened. At this point, City staff may redistribute funding to one or more community improvement project areas if they are experiencing a large volume of applications.

Applicant – Any subsequent changes to the project will require review and approval by the City.

CL – City staff may visit the subject property and take photographs, both before and after the subject work is completed or ask the *applicant* to provide photos as part of a *complete application*.

Property Modification Phase

Applicant – Having obtained all necessary approvals and/or permits and receiving a *Commitment Letter* from the City for the *approved works* the *applicant* may start to undertake eligible property modifications.

Confirmation Phase

Applicant – The *applicant* will notify the City in writing (via letter or email) once the project is complete and the costs respecting those works are paid. Confirmation that related building permits are closed, if applicable, is also required so that the City may begin drafting an agreement.

CL – Before setting up any agreement, City staff must ensure the property modifications, as described in the *Commitment Letter*, are completed and other criteria, as set out in the program guidelines, have been met. This includes ensuring:

- Related costs, or bills respecting the *approved works* are paid in full
- Related building permits are closed (if necessary)
- Compliance with the Heritage Alteration Permit (if necessary)
- The property owner has not previously defaulted on any City loans or grants, and,
- There are no outstanding Building Division orders or deficiencies against the subject property related to the property modifications made

Agreement Phase

CL – Once the eligible works are verified, City staff will draft the grant agreement and provide a draft copy of the grant agreement to the *applicant* for review.

Applicant / CL – After the *applicant* has approved the grant agreement, City staff will prepare two hard copies of the grant agreement to be signed.

CL – When all the documentation is ready, City staff will contact the *applicant* to arrange for a meeting to sign the documents. One original signed copy is kept by the *applicant* and one is retained by the City.

CL – Once the grant agreement has been signed, City staff will request the grant cheque. The grant cheque is mailed to the *applicant* or picked up by the *applicant* at a City of London office.

Grant Approval

Once all eligibility criteria and conditions are met, and if funds are still available in the supporting Reserve Fund / account, the City Planner (or designates) will approve the grant application. Approval by means of a letter to the applicant will represent a commitment by the City of London (the *Commitment Letter*).

The City will track grant commitments and grants issued to ensure no more than the maximum funding of \$250,000 is issued across all community improvement project areas.

As a condition of approval, the *applicant* shall be required to enter into a Grant Agreement with the City prior to receiving the grant.

Additional Rehabilitation and Demolition

Additional work to the interior of the building can be undertaken subject to obtaining a building and/or heritage alteration permit, when required. The grant does not impose any specific restrictions on demolition.

Inspection of Complete Works

City staff will review the completed *approved works* to ensure they have been completed as approved. This is not a building permit inspection and does not replace the need for a building permit.

Grant Application Refusal and Appeal

If an application is refused, the *applicant* may, in writing, appeal the decision of the City Planner to the City Clerk's Office who will provide direction to the matter heard before Municipal Council through the Planning and Environment Committee.

Relationship to other Financial Incentive Programs

An *applicant* may also qualify for financial assistance under the City of London's other financial incentives programs. *Applicants* are advised to check with Planning and Economic Development.

Monitoring & Discontinuation

As part of the program administration, Planning and Economic Development will monitor the Lambeth Area Community Improvement Plan financial incentive programs. In receiving and processing applications staff will enter relevant information into a Monitoring Database. This information will be included in any Incentive Monitoring Reports which will be prepared to determine if programs should continue, be modified,

or cease. This program is monitored to ensure it implements the goals and objectives of *The London Plan* and the Lambeth Area Community Improvement Plan.

Municipal Council may discontinue the Recovery Grant Program at any time prior to the funding being exhausted.

The grant program's success in implementing the Lambeth Area Community Improvement Plan's goals will be based on the ongoing monitoring as noted in the Program Monitoring Data section.

Program Monitoring Data

The following information will be collected to monitor the Lambeth Area Recovery Grant Program. These measures are to be flexible allowing for the addition of new measures that better indicate if the goals and objectives of the Lambeth Area Community Improvement Plan have been met:

- Number of Recovery Grant applications
- Public to private return on investment for façade improvements
- Public to private return on investment for interior improvements

Grant Agreement Template

Lambeth Area Recovery Grant Program Grant Agreement

THIS AGREEMENT CONSISTS OF THREE PAGES

Application No.:

Name of Property Owner(s):

Name of Applicant (if different than property owner):

Address of Project:

Legal Description of Property:

Roll Number:

Mailing Address of Applicant:

Telephone No.:

Email Address:

Heritage Alteration Permit Information:

Date Permit Approved:

Designating By-Law:

Building Permit Information

Building Permit Number(s):

Date of Permit(s):

Value of Project:

Application Tracking Information (for staff use only)	Date and Staff Initials
Application Accepted	
Commitment Letter Issued	
Project Completion (applicant's written confirmation)	
Request to Finance and Administration for Grant Cheque	
Grant Cheque Issued	

Lambeth Area Recovery Grant Program Grant Agreement

THIS AGREEMENT CONSISTS OF THREE PAGES

Conditions:

1. The applicant(s) for a Lambeth Area Recovery Grant must be the registered owner(s) of the subject property or an agent, including a business owner who is occupying space on the subject property or contractor who has been retained to undertake improvements on the subject property.
2. Where the applicant is an agent (tenant or contractor) of the property, the applicant must provide confirmation in writing that the property owner is aware of, and in support of, the improvements to the building.
3. Separate applications must be made for each discrete building or agent under consideration for a grant.
4. The Lambeth Area Recovery Grant Program will be a one-time grant. Applicants can apply only once per discrete building under the program.
5. The total value of the grant provided under this program shall not exceed the value of the work done.
6. If a participating property is demolished in whole within two years of receiving the grant it shall cause the grant to be forfeited and be repayable to the municipality.
7. The grant is not issued until such time as the City of London confirms that any City of London loans relating to the Property are in good standing with no arrears owing and there are no City of London Building Division orders or deficiencies registered against the Property.

Lambeth Area Recovery Grant Program Grant Agreement

THIS AGREEMENT CONSISTS OF THREE PAGES

- A. I/WE HEREBY AGREE TO ALL OF THE CONDITIONS IN THIS GRANT AGREEMENT (consisting of three pages) and the general terms and conditions of the Lambeth Area Recovery Grant Program guidelines.
- B. I/WE HEREBY CERTIFY that the information given above is true, correct, and complete in every respect and may be verified by the municipality. I/WE acknowledge that the City is relying upon the information provided by the applicant and if the information in this agreement and the associated application, proves to be false or substantially inaccurate, the grant will be forfeited and be immediately repayable to the City.
- C. I/WE HEREBY AGREE that in the event this property is demolished in whole or in part, prior to the issuance of the grant, any funds payable under this Program shall immediately be forfeited and all previously received grant payments shall become due and repayable to the City.
- D. I/WE hereby acknowledge receipt of a cheque for \$XX,XXX.XX, dated _____ as the Lambeth Area Recovery Grant.

I, _____ agree to the above conditions, and have the authority to bind the corporation named as **property owner/applicant** on page 1 of this agreement.

SIGNATURE (TITLE)

DATE

CO-SIGNATURE (TITLE)

DATE

This agreement is hereby approved, subject to the above-specified conditions.

SIGNATURE (TITLE)

DATE

City of London, Planning and Economic Development

Appendix A

Bill No. (number to be inserted by Clerk's Office)
2021)

By-law No. C.P.-1284-
A by-law to amend the Official Plan for
the City of London, 1989 relating 1918 to
2304 and 2005 to 2331 Kilally Road
excluding 2065 Kilally Road.

The Municipal Council of The Corporation of the City of London enacts as follows:

1. Amendment No. # to the Official Plan for the City of London Planning Area – 1989, as contained in the text attached hereto and forming part of this by-law, is adopted.
2. The Amendment shall come into effect in accordance with subsection 17(27) of the *Planning Act, R.S.O. 1990, c. P.13*.

PASSED in Open Council on May 4, 2021.

Ed Holder
Mayor

Catharine Saunders
City Clerk

First Reading – May 4, 2021
Second Reading – May 4, 2021
Third Reading – May 4, 2021

AMENDMENT NO.
to the
OFFICIAL PLAN FOR THE CITY OF LONDON

A. PURPOSE OF THIS AMENDMENT

The purpose of this Amendment is:

1. To change the designation of 1918 to 2304 and 2005 to 2331 Kilally Road (excluding 2065 Kilally Road) described herein from Urban Reserve Community Growth, Multi-family Medium Density Residential and Environmental Review designations, to an Open Space designation and from an Open Space Designation and Low Density Residential to an Environmental Review designation on Schedule "A", Land Use, to the Official Plan for the City of London.
2. To apply an "Environmentally Significant Area" (ESA) delineation on Schedule "B-1", (Flood Plain and Environmental Features) to the Official Plan for the City of London.
3. To add "Unevaluated Wetlands and Unevaluated Vegetation Patches" on Schedule "B-1" (Flood Plain and Environmental Features) to the Official Plan for the City of London.

B. LOCATION OF THIS AMENDMENT

1. This Amendment applies to 1918 to 2304 and 2005 to 2331 Kilally Road, excluding 2065 Kilally Road, in the City of London.

C. BASIS OF THE AMENDMENT

Based on more detailed information that has been made available through the completion of the Kilally South, East Basin, Environmental Impact Study, the final land use designations and Natural Heritage features can now be accurately confirmed in the Official Plan.

D. THE AMENDMENT

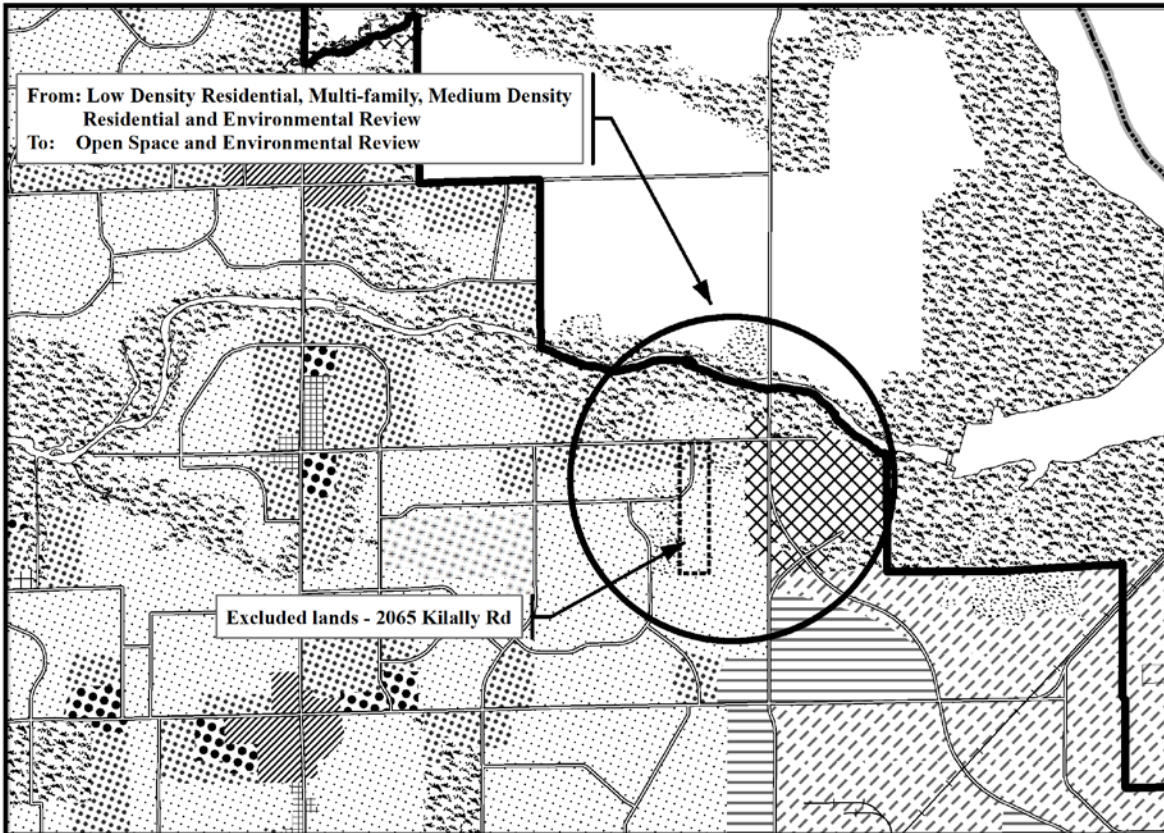
The Official Plan for the City of London is hereby amended as follows:

1. Schedule "A", Land Use, to the Official Plan for the City of London Planning Area is amended by designating those lands within the Kilally South, East Basin Environmentally Significant Area in the City of London, as indicated on "Schedule 1" attached hereto from an Urban Reserve Community Growth, Multifamily Medium Density Residential and Environmental Review designations, to an Open Space designation and from a Low Density Residential designation to an Environmental Review designation.
2. Schedule "B-1" Flood Plain and Environmental Features, to the Official Plan for the City of London Planning Area is amended by changing the delineation to the lands identified as the Kilally South, East Basin Environmentally Significant Area that are designated Open Space as amended above as Environmentally Significant Area as indicated on "Schedule 2" attached hereto.
3. Schedule "B-1" Flood Plain and Environmental Features, to the Official Plan for the City of London Planning Area is

amended by adding Unevaluated Wetlands and Unevaluated Vegetation Patches as indicated on "Schedule 2" attached hereto.

Map Schedule A

AMENDMENT NO:



Legend

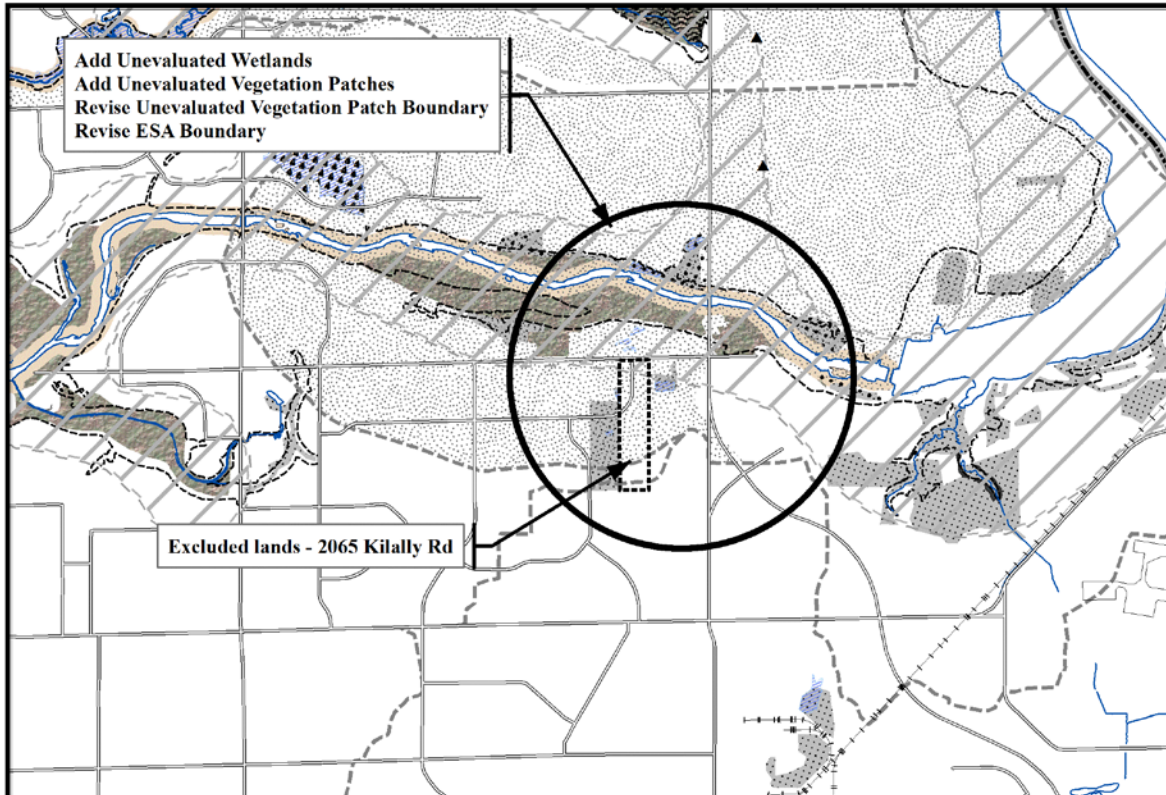
Downtown	Multi-Family, Medium Density Residential	Office Business Park
Wonderland Road Community Enterprise Corridor	Low Density Residential	General Industrial
Enclosed Regional Commercial Node	Office Area	Light Industrial
New Format Regional Commercial Node	Office/Residential	Commercial Industrial
Community Commercial Node	Regional Facility	Transitional Industrial
Neighbourhood Commercial Node	Community Facility	Rural Settlement
Main Street Commercial Corridor	Open Space	Environmental Review
Auto-Oriented Commercial Corridor	Urban Reserve - Community Growth	Agriculture
Multi-Family, High Density Residential	Urban Reserve - Industrial Growth	Urban Growth Boundary

This is an excerpt from the Planning Division's working consolidation of Schedule A to the City of London Official Plan, with added notations.

<p>SCHEDULE 1 TO OFFICIAL PLAN</p> <p>AMENDMENT NO. _____</p> <p>PREPARED BY: Graphics and Information Services</p>	<p>Scale 1:30,000</p> <p>Meters</p>	<p>FILE NUMBER: OZ-9275</p> <p>PLANNER: CS</p> <p>TECHNICIAN: MB</p> <p>DATE: 2021/02/25</p>
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Map Schedule B-1

AMENDMENT NO:



NATURAL HERITAGE SYSTEM

- ESAs
- Potential ESAs
- Significant Woodlands
- Woodlands
- Unevaluated Vegetation Patches
- Significant River, Stream, and Ravine Corridors
- Unevaluated Stream and Ravine Corridors
- Provincially Significant Wetlands
- Locally Significant Wetlands
- Unevaluated Wetlands
- Potential Naturalization Areas
- Potential Upland Corridors
- Ground Water Recharge Areas

NATURAL HAZARDS

- Maximum Hazard Line
- NOTE 1: Hazard Lines shown on this map are approximate. The precise delineation of hazard line mapping available from the Conservation Authority having jurisdiction.*
NOTE 2: Flood Fringe mapping for certain areas of the city is available from the Upper Thames River Conservation Authority.

Base Map Features

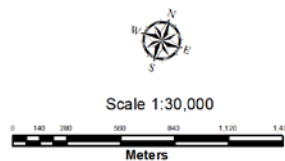
- Railways
- Water Courses/Ponds
- Streets (refer to Schedule "C")
- Conservation Authority Boundary
- Subwatershed Boundary
- Big Picture Meta-Cores and Meta-Corridors

This is an excerpt from the Planning Division's working consolidation of Schedule B1 to the City of London Official Plan, with added notations.

**SCHEDULE #####
TO
OFFICIAL PLAN**

AMENDMENT NO. _____

PREPARED BY: Graphics and Information Services



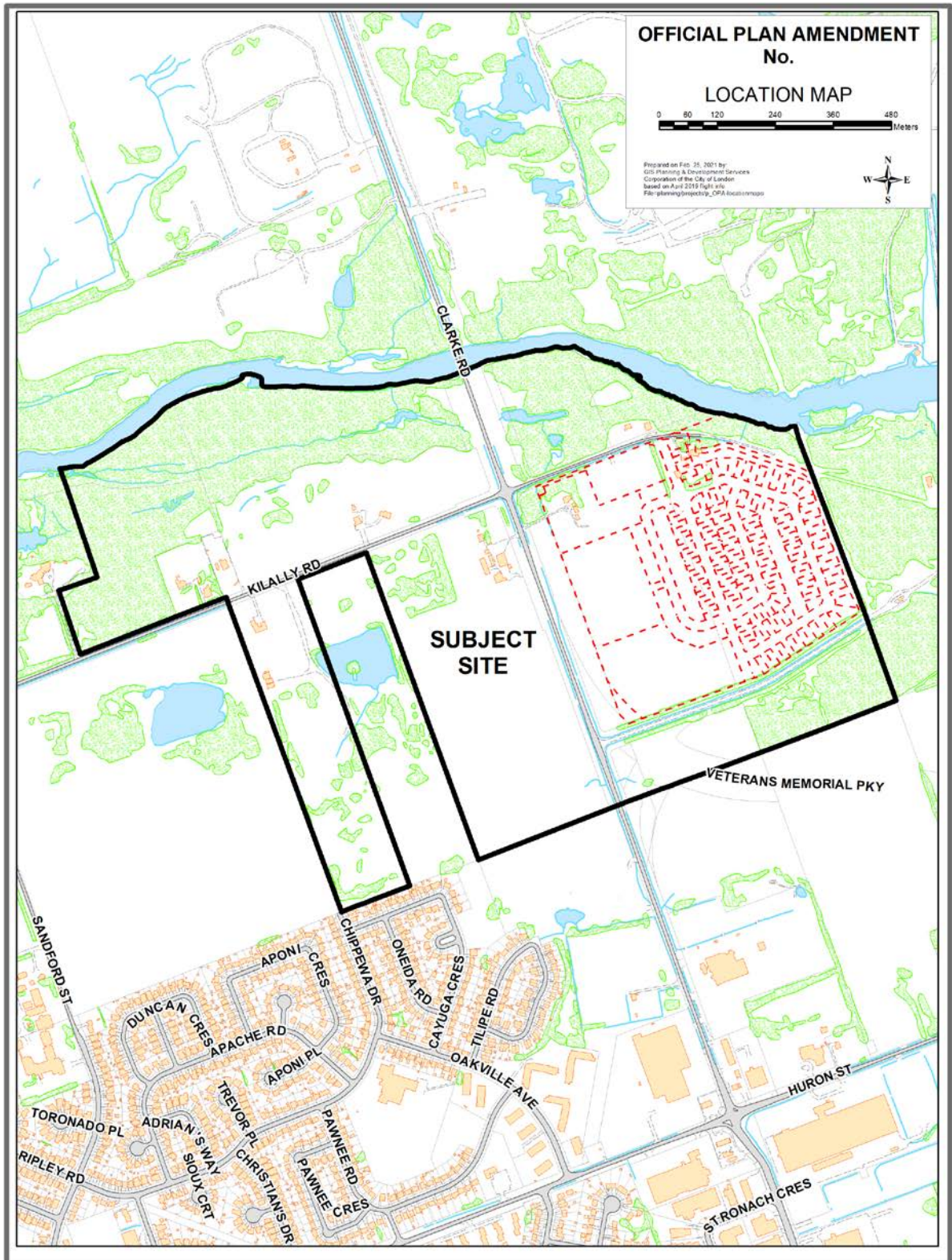
FILE NUMBER: OZ-9275

PLANNER: CS

TECHNICIAN: MB

DATE: 2021/02/25

Official Plan Amendment Location Map



Appendix B

Bill No. (number to be inserted by Clerk's Office)
xxx

By-law No. C.P.-XXXX-____

A by-law to amend The London Plan for the City of London, 2016 relating to 1918 to 2304 and 2005 to 2331 Kilally Road excluding 2065 Kilally Road.

The Municipal Council of The Corporation of the City of London enacts as follows:

1. Amendment No. (to be inserted by Clerk's Office) to The London Plan for the City of London Planning Area – 2016, as contained in the text attached hereto and forming part of this by-law, is adopted.
2. This Amendment shall come into effect in accordance with subsection 17(27) of the *Planning Act, R.S.O. 1990, c.P.13*.

PASSED in Open Council on xxx.

Ed Holder
Mayor

Catharine Saunders
City Clerk

First Reading – xxx
Second Reading – xxx
Third Reading – xxx

**AMENDMENT NO.
to the
THE LONDON PLAN FOR THE CITY OF LONDON**

A. PURPOSE OF THIS AMENDMENT

The purpose of this Amendment is:

1. To change the Place Type of 1918 to 2304 and 2005 to 2331 Kilally Road (excluding 2065 Kilally Road) described herein from Neighbourhood and Environmental Review to Green Space and from Environmental Review to Neighbourhood to align with the limits of the Kilally South, East Basin Environmentally Significant Area on Schedule "A", Map 1 – Place Type, to The London Plan for the City of London.
2. To change the Place Type of certain lands described herein from Neighbourhood to Environmental Review on Schedule "A", Map 1 – Place Type, to The London Plan for the City of London.
3. To change the designation from Potential Environmentally Significant Area to Environmentally Significant Area on Map 5 - Natural Heritage.
4. To add unevaluated wetlands and unevaluated vegetation patches on Map 5- Natural Heritage.

B. LOCATION OF THIS AMENDMENT

1. This Amendment applies to 1918 to 2304 and 2005 to 2331 Kilally Road, excluding 2065 Kilally Road, in the City of London.

C. BASIS OF THE AMENDMENT

Based on more detailed information that has been made available through the completion of the Kilally South, East Basin Environmental Impact Study, the final land use designations and Natural Heritage features can now be accurately confirmed in the Official Plan

D. THE AMENDMENT

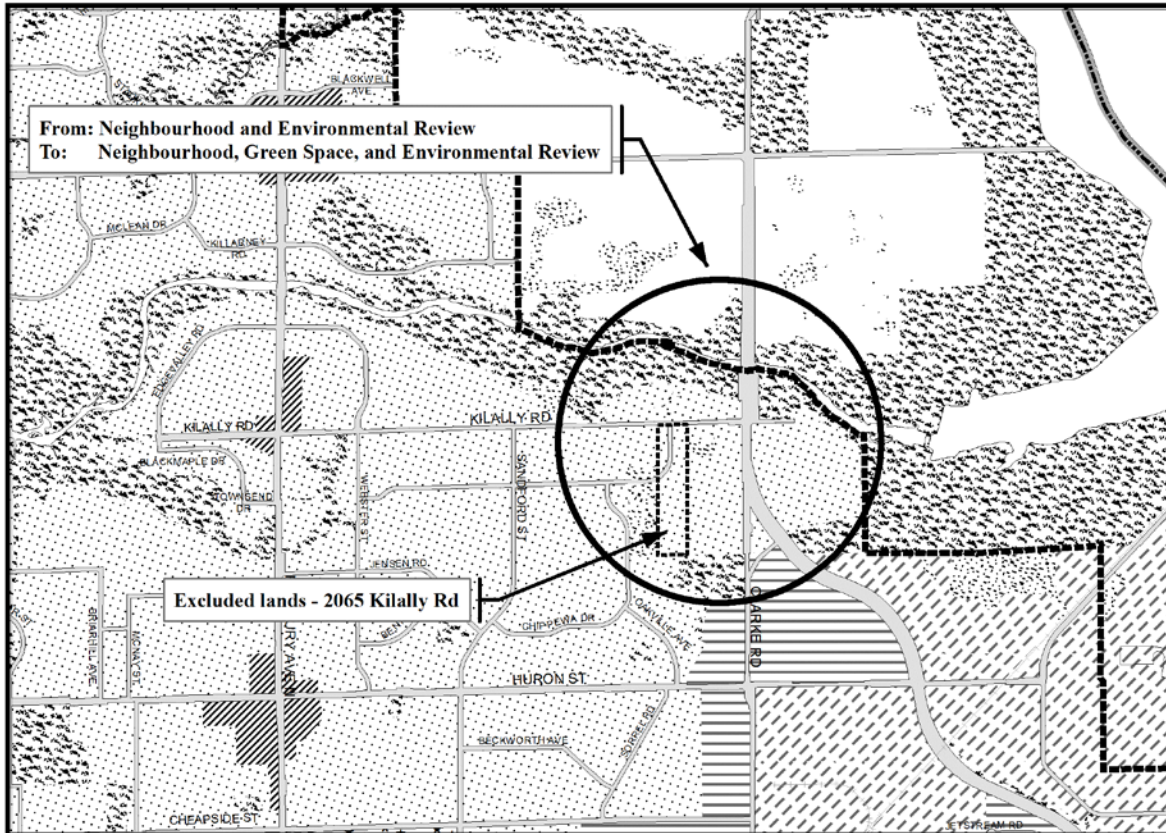
The London Plan for the City of London is hereby amended as follows:

1. Map 1 - Place Types, to the London Plan for the City of London Planning Area is amended by designating those lands located within the Kilally South, East Basin Environmentally Significant Area in the City of London, as indicated on "Schedule 1" attached hereto from Neighbourhoods and Environmental Review to Green Space and from Environmental Review to Neighbourhoods.
2. Map 1- Place Types, to the London Plan for the City of London Planning Area is amended by changing Neighbourhood to Environmental Review as indicated on "Schedule 1" attached hereto.
3. Map 5 - Natural Heritage, to the London Plan for the City of London Planning Area is amended by designating those lands located within the Kilally South, East Basin Environmentally Significant Area the City of London, as indicated on "Schedule "2" attached hereto to change the designation Potential Environmentally Significant Area and Unevaluated Vegetation Patch to Environmentally Significant Area.
4. Map 5 - Natural Heritage, to the London Plan for the City of London Planning Area is amended by adding Unevaluated Vegetation Patches

and Unevaluated Wetlands as indicated on "Schedule "2" attached hereto.

Amended Map 1 London Plan

AMENDMENT NO:



Legend

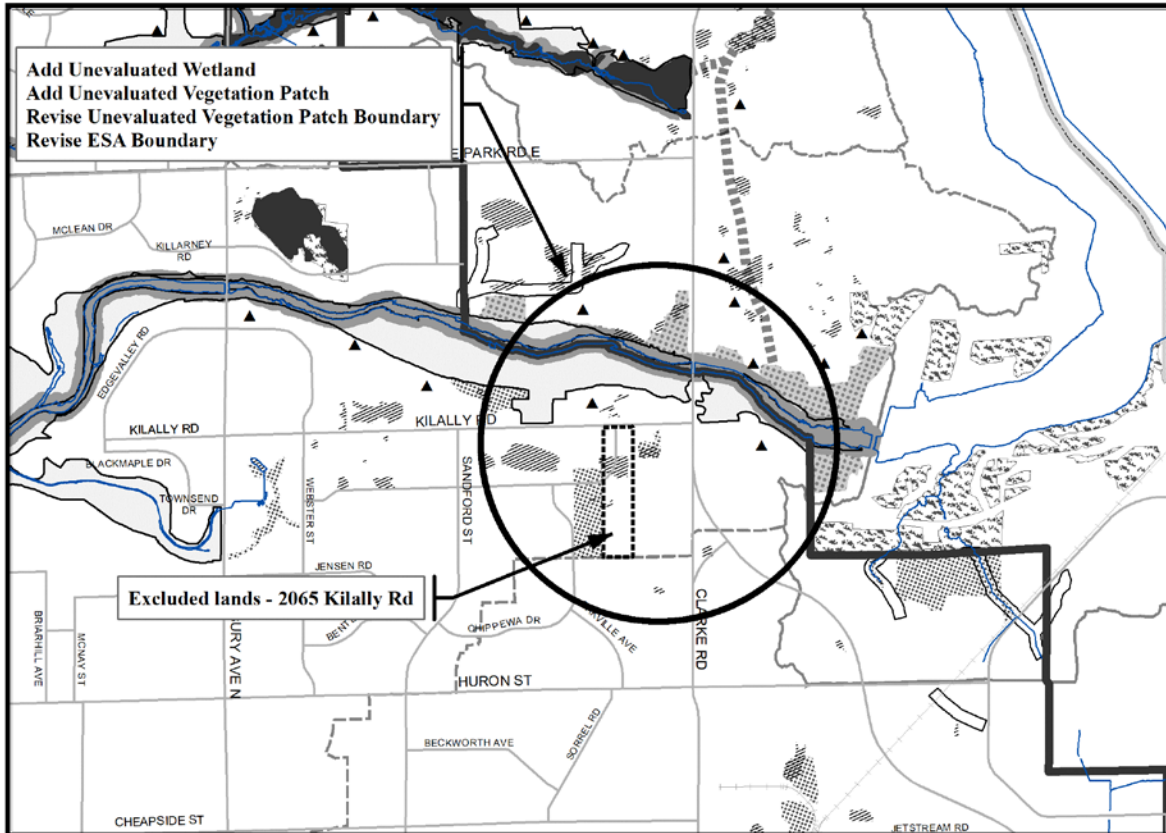
- | | | |
|------------------------|--------------------------|---|
| Downtown | Future Community Growth | Environmental Review |
| Transit Village | Heavy Industrial | Farmland |
| Shopping Area | Light Industrial | Rural Neighbourhood |
| Rapid Transit Corridor | Future Industrial Growth | Waste Management Resource Recovery Area |
| Urban Corridor | Commercial Industrial | Urban Growth Boundary |
| Main Street | Institutional | |
| Neighbourhood | Green Space | |

*This is an excerpt from the Planning Division's working consolidation of Map 1 - Place Types of the London Plan, with added notations.
At the time of the printing of this map, the Rapid Transit EA is in progress. This map shows the Rapid Transit Corridors and Urban Corridors to recognize potential alignments. These Place Types will be modified to align with the results of the EA process for the final version of The London Plan.*

<p>SCHEDULE # TO THE LONDON PLAN</p> <p>AMENDMENT NO. _____</p> <p>PREPARED BY: Planning Services</p>	<p>Scale 1:30,000</p> <p>Meters</p>	<p>FILE NUMBER: OZ-9275</p> <p>PLANNER: CS</p> <p>TECHNICIAN: MB</p> <p>DATE: 4/15/2021</p>
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Amended Map 5 London Plan

AMENDMENT NO:



NATURAL HERITAGE SYSTEM

- Provincially Significant Wetlands
- Wetlands
- Unevaluated Wetlands
- Significant Woodlands
- Woodlands
- Significant Valley Lands
- Valley Lands

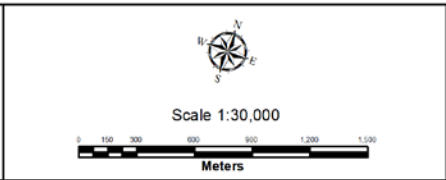
- Areas of Natural and Scientific Interest
- Environmentally Significant Areas (ESA)
- Potential ESAs
- Upland Corridors
- Potential Naturalization Areas
- Unevaluated Vegetation Patches

Base Map Features

- Railways
- Water Courses/Ponds
- Streets (see Map 3)
- Conservation Authority Boundary
- Subwatershed Boundary

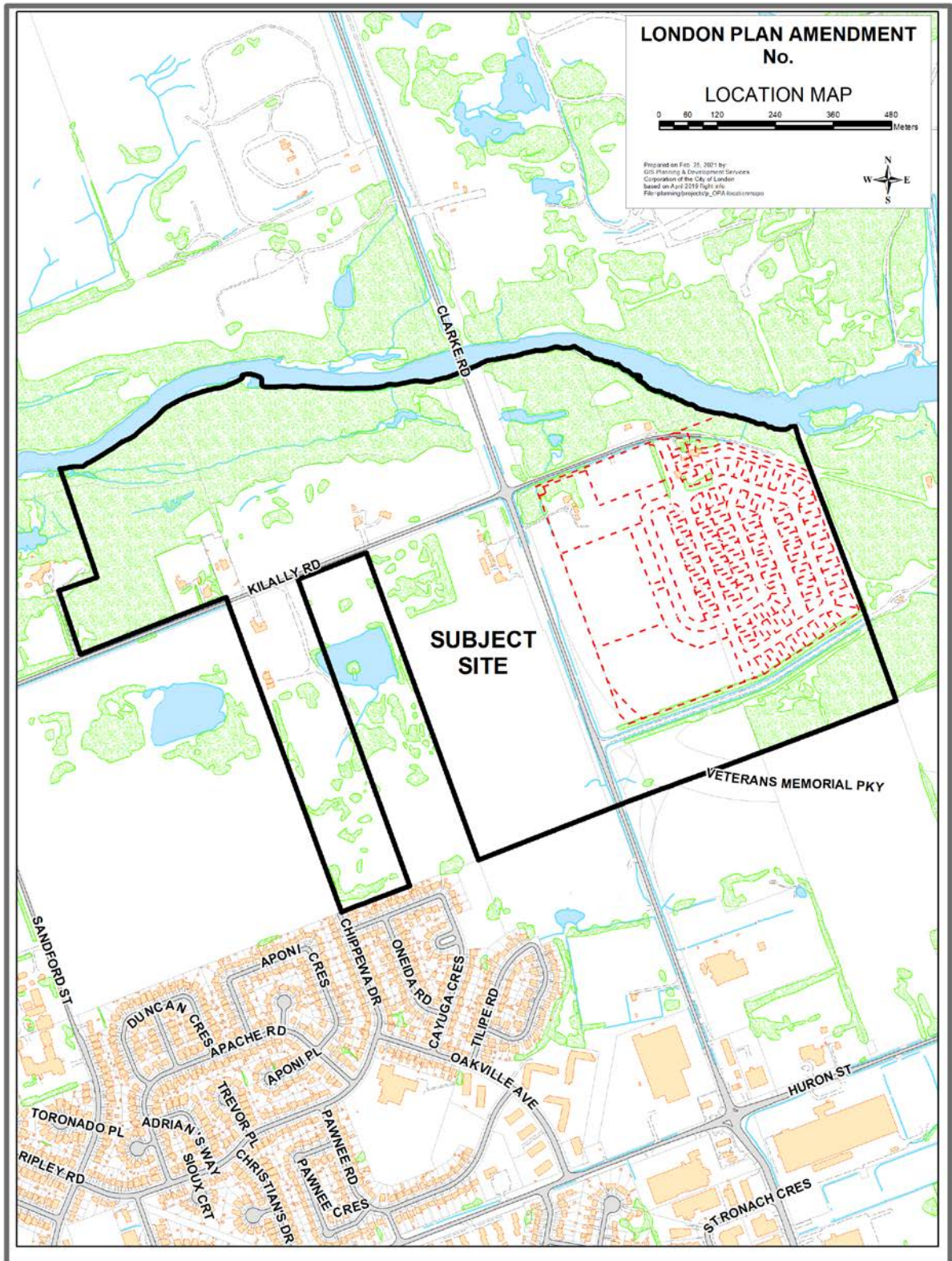
This is an excerpt from the Planning Division's working consolidation of Map 5 - Natural Heritage of the London Plan, with added notations.

SCHEDULE #
TO
THE LONDON PLAN
AMENDMENT NO. _____
 PREPARED BY: Planning Services



FILE NUMBER: OZ-9275
PLANNER: CS
TECHNICIAN: MB
DATE: 4/15/2021

London Plan Location Map



Appendix C

Bill No. (number to be inserted by Clerk's Office)
2021

By-law No. Z.-1-21_____

A by-law to amend By-law No. Z.-1 to rezone 1918 to 2304 and 2005 to 2331 Kilally Road excluding 2065 Kilally Road.

WHEREAS the City of London has applied to rezone the Kilally South, East Basin Environmentally Significant Area, as shown on the map attached to this by-law, as set out below;

AND WHEREAS upon approval of Official Plan Amendment Number (number to be inserted by Clerk's Office) this rezoning will conform to the Official Plan;

THEREFORE the Municipal Council of The Corporation of the City of London enacts as follows:

- 1) Schedule "A" to By-law No. Z.-1 is amended by changing the zoning applicable to lands located at 1918 to 2304 and 2005 to 2331 Kilally Road, excluding 2065 Kilally Road, as shown on the attached map, from an Urban Reserve (UR3) Zone, to an Open Space (OS5) Zone and from an Urban Reserve (UR2) Zone and Urban Reserve (UR3) Zone, to an Environmental Review (ER) Zone.

This By-law shall come into force and be deemed to come into force in accordance with Section 34 of the *Planning Act, R.S.O. 1990, c. P13*, either upon the date of the passage of this by-law or as otherwise provided by the said section.

PASSED in Open Council on May 4, 2021.

Ed Holder
Mayor

Catharine Saunders
City Clerk

First Reading – May 4, 2021
Second Reading – May 4, 2021
Third Reading – May 4, 2021

Zoning Amendment Map

AMENDMENT TO SCHEDULE "A" (BY-LAW NO. Z.-1)

