



Corporation of the Municipality of Machin
Community Improvement Plan (CIP)
Final Report
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Acknowledgements

This Community Improvement Plan (CIP), which is intended to generate economic growth for the Municipality of Machin, was initiated by the Municipal Council and community members.

The programs within the CIP were inspired by the development and implementation of the Municipality of Machin Community Economic Development Strategic Plan 2017-2022. A new 2023-2027 Strategic Action Plan is under development.

Many contributors provided valuable input into the development of this Plan, including the Mayor, Council and community members. Through this involvement, the CIP represents a community-initiated effort to support local businesses and enhance economic development.

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1.0 Introduction

Community Improvement Plan (CIP) Purpose

A Community Improvement Plan (CIP) is a tool enabled under provincial legislation to achieve planning, development, and/or economic development goals. The process allows municipalities to adopt a plan containing specific development strategies and financial incentive programs for private landowners. A CIP can be used to achieve a range of specified outcomes, including incentivizing new development.

Machin's CIP is intended to supplement the concurrent update to the Municipality of Machin Community Economic Development Strategic Plan by incentivizing new development. The plan is grounded in a future vision by the citizens of Machin for economic diversification, particularly in key mixed-use areas. The future development envisioned by the CIP will contribute to the continued prosperity of Machin citizens.

The CIP identifies several strategies intended to lead to an overall improved quality of life, as well as community growth and stability. The development and implementation of this CIP will implement several economic development statements from the Community Economic Development Strategic Plan, including:

- 1. Community Beautification and Improvement** whereby the strategy is to develop a community beautification and improvement plan and implement it. Through its implementation, we want to show others and ourselves our civic pride and pride of ownership as well as create strong first impressions.

The CIP can advance community beautification and improvement by implementing the following key actions:

- Develop and/or enforce by-laws to upkeep private property to agree upon standards.
 - Order demolition of derelict properties for health and safety purposes.
 - Explore policies like tax abatements, core area renewal programs, grants, and other special incentives to promote downtown development and enhancement of other special areas.
 - Establish a façade improvement program.
- 2. Economic Diversification and Entrepreneurialism** whereby the strategy is to:
 - Create the necessary conditions to attract new investment, new companies, and new jobs to the community in as many sectors of the economy as possible.
 - Create conditions to improve the chances for business to prosper.
 - Assist in the development of a larger entrepreneurial pool and support them when possible.
 - Promote the responsible use of resources to ensure long-term sustainability.

The CIP can advance economic diversification and entrepreneurialism by implementing the following key actions:

- Create a guidebook for developers and other investors giving them an overview of government-offered or supported incentives for investing in the community, including things like façade and signage programs.
- Create tax incentives. Tax incentives should be used to attract business and industry, and to encourage a variety of quality developments. These can come in the form of property and income tax abatements and can encourage everything from commercial building rehabilitation to new industrial developments.



Legislative and Policy Authority

Municipal Act

Municipalities are prohibited from directly or indirectly assisting industrial or commercial businesses by granting bonuses, as set out in Sections 106(1) and (2) of the Municipal Act. Prohibited actions include:

- Giving or lending money or municipal property.
- Guaranteeing borrowing.
- Leasing or selling any municipal property at below fair market value; and
- Giving a total or partial exemption from any levy, charge, or fee.

Section 106(3) of the Municipal Act provides an exception to this bonusing rule for municipalities exercising powers under the provisions of Section 365.1 of the Municipal Act or Section 28(6), (7), or (7.2) of the Planning Act.

Section 365.1(2) and (3) of the Municipal Act allows municipalities to pass a by-law providing tax assistance to an eligible property in the form of deferral or cancellation of part or all of the taxes levied on that property for municipal and education purposes during the rehabilitation period and development period of the property, both as defined in Section 365.1(1) of the Municipal Act. In the context of this provision, an eligible property must have a phase two environmental site assessment performed, which must conclude that the land does not meet the standards of the Environmental Protection Act. Section 365.1 of the Municipal Act operates within the framework of Section 28 of the Planning Act.

A municipality with an approved CIP in place that contains provisions specifying tax assistance will be permitted to provide said tax assistance for municipal purposes.

Planning Act

Section 28 of the Planning Act allows municipalities, with provisions in their Official Plans relating to community improvement, to designate a “Community Improvement Project Area” by by-law and prepare and adopt a CIP for the Community Improvement Project Area. Once the CIP has been adopted by the municipality and comes into effect, the municipality may exercise authority under Section 28(6), (7), or (7.2) of the Planning Act or Section 365.1 of the Municipal Act so that the exception provided for in Section 106(3) of the Municipal Act can be applied.

The Planning Act defines a “Community Improvement Project Area” as:

A municipality or an area within a municipality, the community improvement of which in the opinion of the council is desirable because of age, dilapidation, overcrowding, faulty arrangement, unsuitability of the buildings or for any other environmental, social or community economic development reason.

The Act defines “Community Improvement” as:

The planning or replanning, design or redesign, clearance, development or redevelopment, construction, reconstruction and rehabilitation, improvement of energy efficiency, or any of them, of a community improvement project area, and the provision of such residential, commercial, industrial, public, recreational, institutional, religious, charitable, or other uses, buildings, structures, works, improvements, or facilities, or spaces, therefore, as may be appropriate or necessary.

Once a CIP has come into effect, the municipality may:

1. Acquire, hold, clear, grade, or otherwise prepare land for community improvement.
2. Construct, repair, rehabilitate, or improve buildings on land acquired or held by it in conformity with the community improvement plan.
3. Sell, lease, or otherwise dispose of any land and buildings acquired or held by it in conformity with the CIP.
4. Make grants or loans, in conformity with the CIP, to registered owners, assessed owners and tenants of land and buildings within the community improvement project area, and to any person to whom such an owner or tenant has assigned the right to receive a grant or loan, to pay for whole or any part of the eligible costs of the CIP.

The Planning Act specifies that the eligible costs of a CIP may include costs related to environmental site assessment, environmental remediation, development, redevelopment, construction, and reconstruction of lands and buildings for rehabilitation purposes or the provision of energy-efficient uses, buildings, structures, works, improvements, or facilities. The total of all grants, loans and tax assistance shall not exceed the eligible cost for the proposed improvement.

When Council is satisfied that the objectives of the CIP have been achieved, it may, by by-law, dissolve the CIP project area.

Official Plan

Section 8.3 of the Municipality of Machin Official Plan contains a policy enabling the preparation of a Community Improvement Plan. The policy states that a Community

Improvement Project Area may be established in certain areas within the municipality or for the whole municipality.

2.0 Goals and Objectives

The goals and objectives established for this CIP are informed by the stated mission and vision of the Municipality of Machin:

Mission

To promote a diversified community and economy based on sustainability by strengthening and enhancing community infrastructure, services, and activities, while engaging people and celebrating Machin as a beautiful and safe place to play, live and learn.

Vision

Machin will be known as an innovative and growing community that is diverse in culture, people and its economy, offering a safe place where quality of life can be enjoyed in a beautiful setting.

History of the Municipality of Machin

The Municipality of Machin is approximately 26km west of Dryden and includes the townships of Sandford, West Aubrey, Temple and Langton, which also includes the communities of Eagle River, Minnitaki and Vermilion Bay. In 1908 meetings were held to organize the western end of the Dryden District. Meetings were held in Eagle River, Vermilion Bay, Waldhof, Minnitaki and Oxdrift. The real purpose of the organization was to obtain a license for a hotel in Eagle River. Waldhof and Oxdrift withdrew, but a majority carried the motion. In 1909 the Municipality of Machin was incorporated. The Municipal offices were first established in Eagle River along with service garages. When the old school in Vermilion Bay became available the municipal office was moved to the larger facility. The name Machin has been attributed to Harold A.C. Machin. He served in the First World War as Lieutenant-Colonel and then became active in provincial politics, serving in the legislature from 1908 to 1919. He lived in Kenora. The early records of the Municipality of Machin were accidentally lost and the information available in articles by W.W. Howell was invaluable.



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Minnitaki first appears as a railway section on the completion of the C.P.R. from Thunder Bay (previously known as Lakehead) to Winnipeg. The origin of the name is in doubt. The interpretation of the name by the Indigenous people is "Muddy Waters" and the Beaver River which flows through the community might well be the excuse for the name. However, an inquiry to the local schoolmaster at the time on the Eagle Lake Reserve brings to light another meaning of the word. Mr. James Fox, the word Minnitaki came to mean the shadow on the water cast by the clouds passing in front of the sun, hence shaded or shadowed waters. There was no settlement here until the beginning of the century, The Municipalities of Eton, Sanford, and Aubrey were surveyed and laid out

in 1896 by T.B. Speight, Ontario Land Surveyors and this was when the earliest settlers took up homesteads.

The history of Eagle River has altered with changing modes of transportation. The railhead from Port Arthur (Thunder Bay) was in Eagle River on August 25th, 1881. The completion of the new east/west railway had the last rail spike driven at an unknown location west of Eagle River on June 19th, 1882. By the late 1890's, Eagle River was a major point with settlers and supplies coming in by rail and furs and fuel wood being shipped out. Eagle River station was an important coaling and water spot for the C.P.R. The railway docks were later demolished in 1968 and 1969. The train station was demolished in the fall of 1973. The oldest business, although not currently in operation in Eagle River, was the Hudson's Bay Company. The earliest reference so far is traced to the fur trading operations at Eagle Lake for the winter of 1869 - 1870. During this early period, Eagle Lake was considered as an outpost generally only kept up during the winter. The various outpost buildings merely consisted of small log houses simply built and easily repaired. To protect Hudson Bay's territory the Eagle Lake post was moved to near the railway on Wabigoon Lake in 1882. The latest reference of trade being carried out at Eagle Lake was in May of 1903. The first fishing and hunting lodge was built in 1935/36 on Eagle Lake. Two hydro powerhouses were built on the Eagle River in 1928 and 1937 to supply electrical power to the Dryden Paper Company Mill in Dryden.

The earliest references to Vermilion Bay are in the archives of the Hudson Bay Company. In their records of activities at Eagle Lake from 1869 on, the post that the company maintained on Eagle Lake was described as "about 6 miles south of Vermilion Station on the C.P.R."

The construction of the C.P.R. through this area was very slow due to the difficult terrain. At that time Vermilion Bay was a construction camp, with railway workers based at the site. Two miles to the east a sawmill was in operation. The railway was completed in 1882. Over the next years, a station and houses for maintenance crews were built. A forty-foot pump tower to refill the steam engines was erected. These buildings were clustered near the tracks and the Mathers Mill was moved just west of the present town site.

The Municipality was surveyed in 1906. Mining activities were underway on Eagle Lake and the construction of the Grand Trunk Pacific (C.N.), nine miles to the north, had begun in 1902. Gold and soapstone mines situated on the southwest shore of Eagle Lake in the early 1900s used Vermilion Bay as a supply center and the ore and stone were shipped from the village. It was the late 1930s when the Trans-Canada Highway was built, Vermilion Bay began to grow again. Vermilion Bay prospered with the development of the forest industry and a large part of the economy for this area was Tourism. By the 1940s tourist camps had begun to spring up on the east and north shores of Eagle Lake. The owners and employees used Vermilion Bay as a business center.

CIP Goals and Objectives

The goals of the Municipality of Machin CIP are:

- Improve the Municipality's visual image and condition.
- Provide for the continued social and economic viability of the Municipality of Machin; and
- Align with the Municipality of Machin Community Economic Development Strategic Plan and Official Plan (OP).

The objectives of the Municipality of Machin CIP project are to:

- Stimulate private and public sector investment by providing a variety of financial incentives for new initiatives, undertaken by either existing businesses or inbound investors.
- Provide a policy and regulatory environment that is attractive to new investment for commercial and industrial developments in the Municipality of Machin; and
- Encourage the ongoing maintenance, rehabilitation, redevelopment, upgrading, and improvement of the physical environment, within a framework of sound fiscal management.

3.0 CIP Project Area

The Machin CIP contains two Community Improvement Project Areas:

Area A: Highway 17, Vermilion Bay



Area B: Spruce Street, Vermilion Bay



4.0 Financial Incentive Programs

The financial incentive programs are intended to achieve the goals of this CIP by encouraging private sector development/redevelopment and investment in the Municipality of Machin. In part, the programs were developed to address the findings of the strengths, weaknesses, opportunities and threats (SWOT) analysis in the 2023 Community Economic Development Strategic Plan.

The incentive programs have been created to stimulate private sector redevelopment within the project areas. Applicants may apply to individual incentive programs or seek multiple complementary programs for a single site or development unless otherwise stipulated under the individual programs. The purpose, description, and eligibility requirements for each incentive program are outlined below. All programs are subject to funding allocated by the Municipality of Machin on an annual basis.

The CIP incentive programs are summarized in the table below:

Incentive Program	Incentive Limits
Façade Improvement Grant	For commercial or industrial uses: Grants up to 50% of eligible costs, with a maximum grant of \$1,000.
Signage Improvement Grant	For commercial or industrial uses: Grants up to 50% of eligible costs, with a maximum grant of \$1000.
Municipal Application and Permit Fee Rebate Grant	For development or redevelopment of commercial or industrial uses: A rebate of 50% of eligible costs, with a maximum rebate of \$1,000.
Tax Increment Grant	For development or redevelopment of commercial or industrial uses: A rebate of 75% in Year 1, 50% rebate in Year 2, and 25% rebate in Year 3. Applicable only to the Municipal portion of a property tax increment resulting from the redevelopment of building improvements or construction of new infrastructure.
Demolition Grant	For development or redevelopment of commercial or industrial uses: Demolition permit fees – waived. Waste disposal fees at Machin landfills – waived.

5.0 Program Details

Façade Improvement Grant	
Purpose	To stimulate private investment within the Municipality of Machin and to promote the undertaking of building façade improvements.
Grant Amount & Disbursement	<p>Matching grant of up to a maximum of 50% of eligible costs up to a maximum grant of \$1,000, whichever is less, per property.</p> <p>100% of the grant will be disbursed on completion of the works and submission of paid final invoices.</p>
Eligible Costs	<p>Improvements to the front or corner side façades, designed specifically to enhance the look and appearance of these elevations of the property, including:</p> <ul style="list-style-type: none"> • Restoration of the brickwork or cladding, including exterior painting. • Replacement or repair of cornices, eaves, windows, doors, and other significant architectural details. • Repair, replacement, or addition of awnings, marquees, and canopies. • Repair, replacement, or addition of exterior lighting. • Street furniture related to the façade. • Modifications to the entranceway; and • Any other work, as approved by the Municipality.
Applicable Project Areas	<p>All commercial and industrial developments located are within:</p> <ul style="list-style-type: none"> • Community Improvement Project Area A; or • Community Improvement Project Area B.
Additional Requirements	<p>Minimum improvement costs: \$1,000</p> <p>There is no retroactive funding. Any costs incurred prior to approval of the application are deemed ineligible.</p> <p>Applicants must complete the application form and submit relevant design drawings, architectural/engineering plans (if necessary), a work plan indicating proposed improvements, and a cost estimate for the works.</p> <p>The grant will be paid based on the actual cost of the work, up to the amount approved in the application.</p> <p>The Municipality of Machin reserves the right to request additional information from the applicant.</p>

Signage Improvement Grant	
Purpose	To stimulate signage improvements to the main storefront sign of commercial and industrial buildings.
Grant Amount & Disbursement	<p>Matching grant of up to a maximum of 50% of eligible costs up to a maximum grant of \$1,000, whichever is less, per property.</p> <p>100% of the grant will be disbursed on completion of the works and submission of paid final invoices.</p>
Eligible Costs	<p>The following costs are eligible for consideration under this grant:</p> <ul style="list-style-type: none"> • Replacement and/or updating of existing signage. • Installation of new signage; and/or • Lighting to highlight signage.
Applicable Project Areas	<p>All commercial and industrial developments are located within:</p> <ul style="list-style-type: none"> • Community Improvement Project Area A; or • Community Improvement Project Area B.
Additional Requirements	<p>There is no retroactive funding. Any costs incurred prior to approval of the application are deemed ineligible.</p> <p>The grant is available on a one-time basis per applicant/organization.</p> <p>Signage must be representative of the business's activities.</p> <p>Signage must comply with all respective municipal requirements and building code standards.</p> <p>Applicants must provide a detailed description of the proposed works.</p> <p>Applicants must submit a draft rendering of the signage, including details related to size.</p> <p>Signage must be visible from a public street within the Community Improvement Project Area.</p> <p>The Municipality of Machin reserves the right to request additional information from the applicant.</p>

Municipality Application / Permit Fee Rebate Grant	
Purpose	<p>To stimulate permanent infill development and redevelopment that is context-sensitive, attractive, and desirable. This incentive program waives any associated planning approval and building permit fees for the development proponent.</p> <p>The grant reduces the administrative costs associated with the planning and building applications required to undertake improvements to commercial and industrial properties.</p> <p>Although this incentive is not included under Section 28 of the Planning Act, the waiving of building permit fees is permitted under Section 7 of the Ontario Building Code Act.</p>
Grant Amount & Disbursement	<p>Municipality Application Rebate Grant: A rebate grant to a maximum of \$1,000 may be provided to cover the cost of minor variance applications, zoning by-law amendment applications, or site plan applications. The rebate grant may equal 50% of the Municipality's fees, provided it does not exceed \$1,000.</p> <p>Permit Fee Rebate Grant: A rebate grant of a maximum of \$1,000 may be provided to cover the cost of the Municipality's building permit fees. The rebate grant may equal 50% of the Municipality's fees, provided it does not exceed \$1,000.</p> <p>100% of the rebate grant will be disbursed on completion of the works and submission of paid final invoices.</p>
Eligible Costs	<p>The grant applies to the following Municipality permits and applications:</p> <p>Building permit, demolition permit, signage permit, select Planning Act applications (minor variances, zoning by-law amendments, site plan applications) and Encroachment Agreement.</p> <p>Other permits issued by the Municipality of Machin that are not listed above, but which advance the purpose of this program, may be considered.</p>
Applicable Project Areas	<p>All commercial and industrial developments are located within:</p> <ul style="list-style-type: none"> • Community Improvement Project Area A; or • Community Improvement Project Area B.
Additional Requirements	<p>There is no retroactive funding. Any costs incurred prior to approval of the application are deemed ineligible.</p> <p>The Corporation of the Municipality of Machin reserves the right to request additional information from the applicant.</p>

Tax Increment Grant	
Purpose	To stimulate private investment and to promote the undertaking of building improvements and permanent infrastructure development on commercial and industrial lands by effectively deferring part of the increase in property taxation.
Grant Amount & Disbursement	<p>This grant excludes the education portion of the tax bill. The Municipality of Machin is only able to rebate the Municipal portion of the tax bill.</p> <p>The grant is based on the assessed value at the date of the application.</p> <p>The grant will be disbursed in accordance with the yearly percentage rebates upon completion of the CIP project improvement and submission of paid final invoices.</p> <p>For industrial, commercial development or redevelopment:</p> <p>The grant is provided over 3 years, where the tax increase is paid back to the applicant as follows:</p> <ul style="list-style-type: none"> • 75% rebate in Year 1 • 50% rebate in Year 2 • 25% rebate in Year 3 <p>The landowner pays municipal tax based on the full assessed amount in Year 4.</p> <p>To qualify for the program, non-resident properties must be owned or otherwise controlled (directly or indirectly) by an individual who is a resident of Canada, a partnership (general or limited liability) that is controlled by individuals who are residents of Canada or a Canadian Controlled Private Corporation, as defined under the <i>Income Tax Act</i> of Canada.</p> <p>Notwithstanding these considerations, the Municipality of Machin reserves the right to determine eligibility for non-resident properties, including the exclusion of any proponent that otherwise meets the eligibility requirement under the program.</p>
Eligible Costs	This Tax Increment Grant applies to industrial or commercial development/redevelopment only in the designated approved CIP improvement areas in the Municipality of Machin.

Applicable Project Areas	<p>All commercial and industrial developments are located within:</p> <ul style="list-style-type: none"> • Community Improvement Project Area A; or • Community Improvement Project Area B.
Additional Requirements	<p>For industrial and commercial development or redevelopment, a minimum of \$50,000 must be spent to be eligible.</p> <p>The grant amount will be established after the final inspection of the improvements in accordance with the Ontario Building Code (OBC), and the Municipal Property Assessment Corporation (MPAC) has established a new assessment value based on the building permit for the CIP project.</p> <p>There is no retroactive funding. Any costs incurred prior to approval of the application are deemed ineligible.</p> <p>The Municipality of Machin will collect the full amount of property taxes owed for each of the years of the program's applicability and will issue the grant to the approved applicant after final tax bills for each year have been collected. If the tax bill is not paid in full, the Municipality will cancel all future grants and collect past grants made as part of this program.</p> <p>The grant will not be provided based on a graduated reassessment by MPAC if such a reassessment is performed before the completion of the project.</p> <p>Property owners and/or assignees will be required to submit a complete application to the Municipality describing, in detail, the improvements/developments that are planned. The application must be submitted to the Municipality and approved prior to the improvements being made in order to be eligible for this program. The Municipality will review the application to ensure that the improvements are eligible. For the purpose of this program, eligible improvements are deemed to be improvements that will lead to an increase in the property's assessed value by improving the physical condition of the building and/or property in a manner that is consistent with the CIP's intent. For greater clarity, the construction of new buildings is an eligible activity.</p> <p>Projects are required to comply with the Municipality's other by-laws and policies, including zoning and building regulations. Where a zoning by-law amendment or minor variance process is completed, with appeals</p>

	<p>exhausted, the project is deemed to comply with this provision.</p> <p>The subject property shall not be in a position of tax arrears or any other obligations towards the Municipality of Machin.</p> <p>This program does not exempt property owners from an increase in municipal taxes due to a general tax rate increase or a change in assessment for any other reason after the property has been improved, except by reason of an assessment appeal.</p> <p>Note: If the property is sold prior to completion of the project, subsequent owners may re-apply to the Municipality of Machin to be eligible to receive the grant.</p> <p>If the property is sold after the completion of the project, and while the tax increment grant is being received, the grant expires upon transfer of ownership. Subsequent owners are not eligible to continue receiving the grant for the tax increase associated with the project which has already been completed.</p>
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Demolition Grant	
Purpose	To promote the demolition of dilapidated, vacant, or unused buildings, structures, or infrastructure on property that may be used for commercial or industrial purposes.
Grant Amount & Disbursement	A demolition permit will be granted and waste disposal fees at the landfill site will be waived for one demolition project at the respective site.
Eligible Costs	N/A
Applicable Project Areas	All commercial and industrial developments are located within: <ul style="list-style-type: none"> • Community Improvement Project Area A; or • Community Improvement Project Area B.
Additional Requirements	This incentive will only be offered to eligible properties where there is potential for rehabilitation and/or redevelopment of the property with commercial or industrial uses.

	<p>Demolition and clean-up must be completed no later than 6 months after application approval.</p> <p>All work must be approved by the Municipality of Machin CIP committee before proceeding.</p> <p>Compliance with other municipal policies or regulations will continue to apply.</p> <p>The Municipality of Machin reserves the right to request additional information from the applicant.</p> <p>The Municipality of Machin reserves the right to limit the amount of tonnage to the landfill site if deemed necessary.</p>
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6.0 General Program Requirements

Eligibility

In addition to the individual requirements specified under each program, all the financial incentive programs contained in this CIP are subject to the following general requirements. The Municipality of Machin reserves the right to include other requirements and/or conditions, as deemed necessary, on a case-by-case basis:

- a) Application for any of the incentive programs contained in this CIP can be made only for properties within the designated community improvement project area(s) established in this plan.
- b) All costs incurred before CIP application approval are deemed ineligible. An application for any financial incentive program contained in this CIP must be submitted to and approved by the Municipality of Machin CIP Review Committee prior to the commencement of any works to which the financial incentive program will apply and prior to the application for a building permit.
- c) If the applicant is not the owner of the property, the applicant must provide written consent from the owner of the property to make the application.
- d) An application for any financial incentive program contained in this CIP must include all the necessary documents required by the Municipality of Machin to ensure adequate evaluation against the goals, objectives, and policies of this CIP.
- e) Each program in this CIP is considered active if Council has approved the budget allocation and implementation of the respective program. Council has the right to cancel any program in accordance with the policies of the Implementation section of this CIP. Applicants of canceled CIP programs with approved grants will still receive said grant, subject to meeting the general and program-specific requirements.

- f) The applicant must declare any other sources of government funding (Federal, Provincial, Municipal, CMHC, Federation of Canadian Municipalities, etc.) or any other sources that can be applied against the eligible costs.
- g) The Municipality of Machin reserves the right to audit the cost of any, and all works that have been approved under any of the CIP programs. If the Municipality of Machin decides that an audit is required, the applicant will be notified ahead of time.
- h) Any outstanding work orders, and/or requests to comply, and/or other charges from the Municipality of Machin must be satisfactorily addressed prior to grant payment. If the applicant is in default of any of the general or program-specific requirements, or any other requirements of the Municipality of Machin, the Municipality may not reimburse the applicant, subject to the severity of the default.
- i) All proposed works approved under the CIP and associated improvements to buildings and/or land must conform to any Municipality of Machin guidelines, by-laws, policies, procedures, and standards.
- j) All works completed must comply with the project description provided in the application form and contained in the program agreement. Any amendments must be submitted in writing and approved by the Deputy Clerk.
- k) Any proposed land uses must conform to the applicable Municipality Official Plan, zoning by-law and other planning requirements of the Municipality of Machin.
- l) Any new infrastructure/improvements made to buildings and/or land shall be made under a building permit, and/or other permits required by the Municipality of Machin.
- m) The property taxes of the subject property must be in good standing at the time of submitting a CIP application and throughout the entire length of the grant commitment. If the applicant is not in good standing or is in property tax arrears with the Municipality of Machin, the CIP application will be rejected. Applications may be re-evaluated if the status changes to that of good standing.
- n) Any Municipality of Machin staff, officials, and/or agents may inspect any property that is the subject of an application for any of the financial incentive programs offered in this CIP.
- o) Eligible applicants may be granted each of the incentive programs contained in this CIP only once per project.

7.0 CIP Implementation

Amendments

The following initiatives will require an amendment to this CIP, in accordance with the Planning Act:

- An incentive program is added.
- The scope of project eligibility is expanded.
- A new community improvement project area is created; or
- An existing community improvement project area is amended.

Process

Review and evaluation of an application and supporting materials against program eligibility requirements will be conducted by the CIP Review Committee or its designate,

with responsibility for a final decision to approve or refuse vested with the CIP Review Committee.

Once the decision is made, a report of all projects (whether approved or denied) will be presented to Council every quarter by the Deputy Clerk.

CIP Committee Structure

The CIP Review Committee will be led by the Municipality of Machin Deputy Clerk and supported by other committee members. The Deputy Clerk, or a designated officer, will be responsible for application intake and ensuring that applications are complete, and all necessary documentation is included in the submission package.

The CIP committee is to be comprised of the following:

- Municipality of Machin Deputy Clerk - CHAIR
- Chief Building Officer
- Clerk-Treasurer
- 1 Council Member (Mayor or alternate)
- One additional Municipality staff member (EDO or alternate)
- Economic Development Committee Member



CIP Committee Roles and Responsibilities

The CIP Committee will be responsible for:

- Reviewing, evaluating, approving, or refusing all CIP applications.
- Measuring/monitoring the CIP, in accordance with the key performance indicators, and providing annual reports to Council and community regarding the costs and benefits of the CIP.
- Marketing the CIP through various digital platforms via the Economic Development Office.
- Making recommendations to Council with respect to budgeting for, and continuation of, Financial Incentive Programs.

The CIP Committee shall also be authorized to retain other qualified professionals, as required.

All applications that require annual funding will be accepted, evaluated, and determined on a first-come, first-served basis. All funds committed in any one year (based on calendar year) will be assumed to be drawn down from the annual funding limit for the CIP as a whole during the year of approval for funding.

Each CIP program will have an approved annual budget. If one program requires a higher budget due to one program being utilized more than others, the CIP committee retains the right to reallocate the budget from an under-utilized program. Council will be informed of those decisions via the monthly report.

The annual CIP program funds that have been approved by Council will be adhered to by the CIP Committee and will not exceed the stated funding caps for each program.

Application Intake, Review and Approval Process

The Deputy Clerk, or a designated officer, will receive CIP applications upon submission. The CIP Committee will meet monthly, or on an alternative schedule, as agreed, and will review and render their decisions based on the information provided. The CIP Committee Chair (Deputy Clerk) will forward a report to Council highlighting the projects that were supported and/or rejected.

The intake will follow a three-stage approach:

Stage 1 – Pre-consultation and Application Submission

- The applicant shall attend a pre-consultation meeting with the Deputy Clerk or a delegate to discuss the intent of the project, evaluate the application against minimum eligibility requirements and provide a list of any supporting documents required by the Municipality.
- The Deputy Clerk or designate will provide comments on the project eligibility during the consultation meeting to ensure the applicant understands all requirements before submission.
- An eligible applicant may submit a complete application.

Stage 2 – Application Review and Evaluation

- The CIP Committee will review the application.
- The CIP Committee will evaluate the application to determine if the project meets the goals, objectives and policies of the CIP.
- The CIP Committee will render a decision.

Stage 3 – Application Approval and Disbursement of Funds

- The CIP Committee Chair or designate will notify the applicant via letter or email regarding the committee's decision.
- If the application is approved, an agreement is executed between the Municipality of Machin and the applicant.
- The applicant will notify the Deputy Clerk or designate that the tasks as outlined in the agreement are completed.
- The Chief Building Officer will conduct a site visit inspection to ensure the work as outlined in the agreement is completed.
- Before any of the CIP program funds being released to the applicant, the Municipality of Machin will require final paid invoices of all eligible costs to be submitted.

Baseline Data as a Reference Point

At the commencement of the CIP, the following baseline data should be gathered through the following actions (contingent on staff resources):

- Develop a database that contains the current assessed value of the properties located within the Municipality of Machin to have a reference point comparing the growth in property assessment each subsequent year of the CIP.

Key Performance Indicators

The following key performance indicators will be measured on a yearly basis. They include but not limited to:

- a) Total number of applications to each program categorized as approved and rejected applications including the approved value of grants.
- b) Total amount of committed funding annually for each program and what was leveraged by the applicant.
- c) Total amount of private/public sector investment leveraged as a result of application approval.
- d) Evaluate the effectiveness of the overall process of the CIP program. This will include:
 - Staff resources required to administer, monitor and market the CIP program.
 - Composition and operation of the review committee.
 - Funding limits of each CIP program.
- e) Number of new businesses (commercial/industrial) established within the Municipality of Machin.
- f) Number of new employees created that are associated with projects funded.
- g) Value of tax increment increase as a direct result of projects funded by the CIP.
- h) Applicant satisfaction with the application process, communication materials and protocols.
- i) Overall qualitative assessment summary as to the impacts of development within the Municipality of Machin.

Council Reporting

There will be two sets of Council reports that will be created for the Municipality of Machin Deputy Clerk to present on behalf of the CIP committee. These include:

1. A quarterly report will be prepared highlighting the summary of CIP applications that were approved/rejected and general details on the project itself. A running count will be reported from month to month.
2. An annual report will be prepared to highlight the successes and achievements of the CIP. The annual report will report the totals of each program and a recommendation as to any adjustments/amendments, if necessary, need to be made to the Plan.