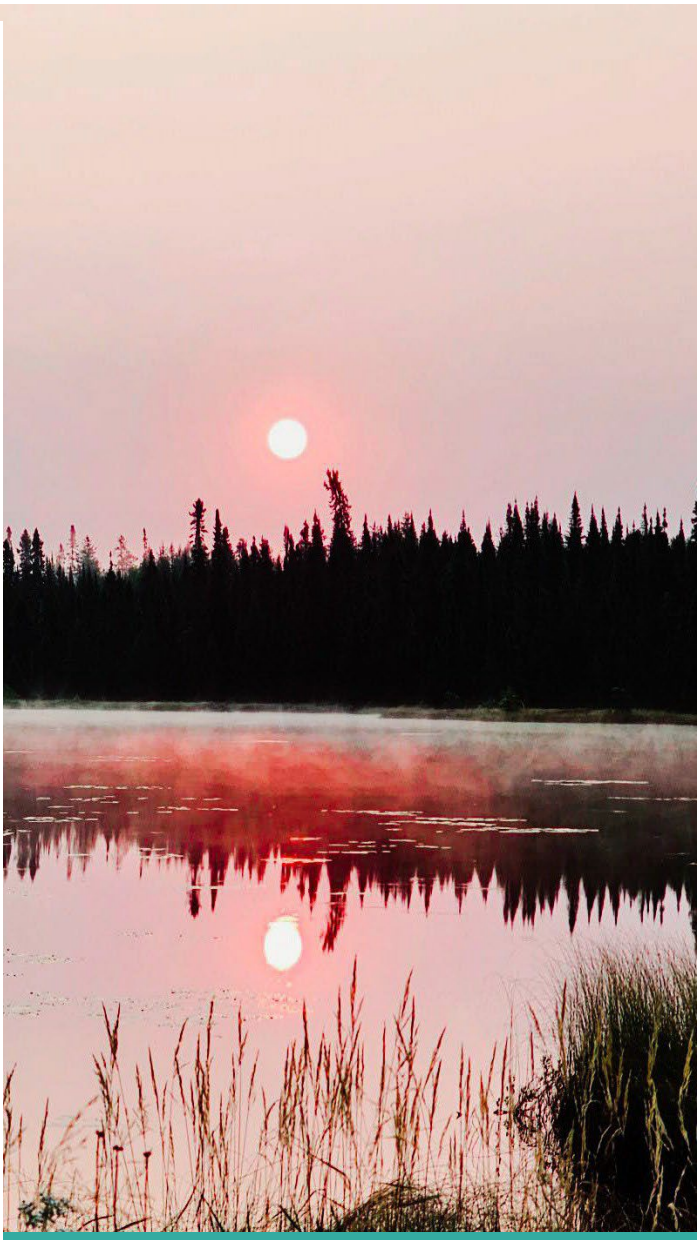
Community Improvement Plan for Economic Growth (CIPEG)

Program Overview and Guidelines





Revised March 11, 2026

Corporation of the Township of Dubreuilville

Dubreuilville

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Acknowledgements

The Community Improvement Plan for Economic Growth (CIPEG) for the Corporation of the Township of Dubreuilville was initiated by the Township team and the Corporation du Développment Économique et Communautaire de Dubreuilville (CDEC) and supported and approved by the Municipal Council. The CIPEG was developed and implemented by John Febbraro of N1 Strategy Inc., Christine McGoldrick – Economic Development Officer with the assistance of the Township team, Mayor and Council and CDEC Board of Directors.

The programs within CIPEG were a result of the development and implementation of the Strategic Plan titled "Dubreuilville Strategic Action Plan 2019-2024 and Beyond". This plan was developed by Mayor Beverly Nantel, Municipal Council, and Champion Citizens with the assistance of Melanie Pilon, Economic Development Officer and by Jean-Charles Cachon, Professor, Faculty of Management, Laurentian University, and Students, Summer Ashamock-Butterfly, Nathalie Lanthier, and Joelle Mavungu.
It is our belief that the many contributors provided great value to the development of this plan and other related documents, reports, studies and plans. The CIPEG provides very intuitive program incentives to business owners and citizens for the purpose of community revitalization and encouraging economic prosperity in the Township of Dubreuilville for the foreseeable future.



Introduction

The Corporation of the Township of Dubreuilville Strategic Plan 2019-2024 was carried out in 2018. The Strategic Plan was developed with the thought of how the citizens of Dubreuilville envision the future and have determined to shape it in such a way that it can continue to transform itself. Future developments at social, economic, educational, health care, recreational, and community level will contribute to the continued prosperity of Dubreuilville citizens.
Other documents/reports that were developed and taken into consideration in developing the CIPEG include: Digital Transformation Report, Municipal Service Delivery Review, Emergency Response Plan, Asset Management Plan, Dubreuilville Drinking Water System Annual Report, Labour Market Attraction Study and the Community, Economic & Mining Growth Action Plan.

In order to fulfill the detailed information from the development of the Strategic Plan and the other aforementioned documents, the development of the CIPEG was identified as the key initiative to bring the Township to a stage of investment readiness by way of encouraging economic improvement, redevelopment and sustainability.

Vision, Mission, and Values

Dubreuilville: Vision

A prosperous, vibrant and healthy rural Corporation of the Township of Dubreuilville, able to adapt to a changing world and to offer diverse opportunities and a high quality of life to all its citizens.
La Corporation du Canton de Dubreuilville est un milieu rural en bonne santé, vibrant et prospère, capable de s'adapter à un monde en changement et d'offrir à tous ses citoyens des opportunités variées et une qualité de vie supérieure.

Dubreuilville: Mission

Diversify and strengthen Dubreuilville's economic base through sustainable development; improve the quality and range of municipal and community services, and the quality and diversity of housing opportunities, while maintaining a high quality of life in close links to its wilderness setting. Thanks to municipal services, the Corporation of the Township of Dubreuilville will endeavor to foster the social, community, and economic conditions necessary for the whole population to prosper.

Diversifier et renforcer l'économie de Dubreuilville par le développement durable; Maintenir une qualité de vie élevée en lien étroit avec un milieu pleinement naturel tout en améliorant la qualité et l'éventail de services municipaux et communautaires, ainsi que la qualité et la diversité des possibilités de logement. Grâce à ses services municipaux, la Corporation du Canton de Dubreuilville facilitera les conditions sociales, communautaires et économiques permettant à toute la population de prospérer.

Corporation of the Township of Dubreuilville

The Corporation of the Township of Dubreuilville is a proud Francophone community nestled within the heart of the Magpie Forest, located at the junction of the Magpie River and at the end of highway 519 East off the Trans-Canada highway 17. Dubreuilville is a relatively young town with a colorful rich history. Our industrious and adventurous lifestyles are built on the surrounding natural resources, while modern technology is rapidly

propelling Dubreuilville into the modern age. The result is an energetic community building a strong future on the shoulders of our founding fathers. Our lifestyle is typical of the French culture. We love good food, great music, lively social occasions and a comfortable quality of life that is based on solid family values.

Community Improvement Plan for Economic Growth (CIPEG) Purpose

The Community Improvement Plan or CIP is a tool under Section 28 of the Ontario Planning Act that allows the Corporation of the Township of Dubreuilville to direct funds and implement policy initiatives which are legislated under Section 365.1 of the Municipal Act, towards a specifically defined project area. The purpose of our CIPEG is to allow for Township incentives to encourage the revitalization of initiatives and/or stimulate development and re-development via public and private sector investment. The feedback gathered from community leaders and engaged citizens during the Strategic Plan process served as the foundational basis for the formulation of incentives for the Township of Dubreuilville.

CIPEG Goals and Objectives

The objectives of the Corporation of the Township of Dubreuilville CIP project are to:

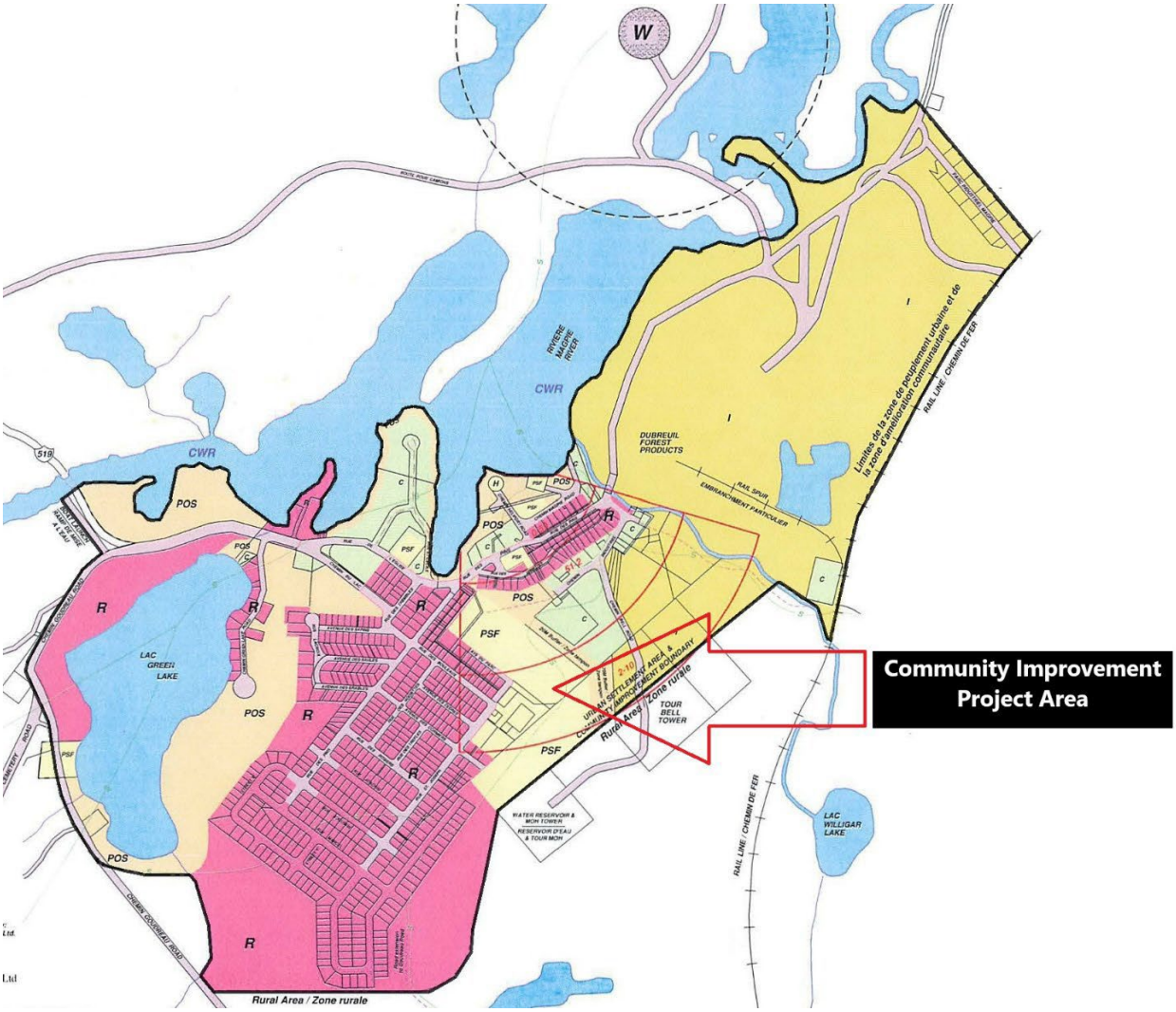
- Stimulate private and public sector investment by providing a variety of financial incentives for new initiatives, undertaken by either existing residents/businesses or inbound investors;
- Improve the Township's visual image and condition;
- Provide for the continued social and economic viability of the Township of Dubreuilville;
- Provide an environment that is attractive to new investment for residential, commercial, and industrial developments in the Township of Dubreuilville;
- Encourage the ongoing maintenance, rehabilitation, redevelopment, upgrading, and improvement of the physical environment, within a framework of sound fiscal management;
- Align with the Township's Strategic Plan, Digital Transformation Report, Municipal Service Delivery Review, Emergency Response Plan, Asset Management Plan, Dubreuilville Drinking Water System Annual Report, Labour Market Attraction Study and the Community, Economic & Mining Growth Action Plan; and
- Align with the Township's Official Plan (OP).

CIPEG Project Area

The CIPEG project area refers to the official boundaries of the urban settlement area within the Township of Dubreuilville.

Dubreuilville is a Township in the Canadian province of Ontario with approx. 600 people located in the Algoma District. Established as a company town in 1961 by the Dubreuil Brothers Ltd lumber company, Dubreuilville was incorporated as a municipality in 1977. The town is located along the Algoma Central Railway, on Highway 519, 32 km (20 mi) east of Highway 17. The turnoff from Highway 17 is located 40 km (25 mi) north from the town of Wawa and 45 km (28 mi) south of the town of White River.

The Township of Dubreuilville is home to active mining, owned and operated by Alamos Gold Inc. The Island Gold District is comprised of the adjacent Island Gold and Magino mines, two long-life operations with a large Mineral Reserve and Resource base and significant exploration upside.



Financial Incentive Programs

The programs that are identified in the CIPEG were developed to address the issues surrounding Strengths, Weaknesses, Opportunities and Threats (SWOT) Analysis identified in our Strategic Plan 2019-2024, as well as our Official Plan and other associated documents, reports and studies.

The CIPEG consists of a comprehensive set of financial (or other) incentive programs that are intended to achieve the goals of this CIPEG by encouraging private sector development and investment in the Corporation of the Township of Dubreuilville.

The financial incentive programs have been created to stimulate the Corporation of the Township of Dubreuilville private sector redevelopment within its Township boundaries. Applicants may use individual incentive programs or combine multiple complementary programs for a single site or development unless otherwise stipulated under the individual programs. The purpose, description, and eligibility requirements for each "financial" incentive program are outlined below. Eligible projects may also be augmented with other federal and provincial funding programs.

The Corporation of the Township of Dubreuilville may discontinue any of the programs at any time, but applicants with approved grants, loans, and/or tax assistance will still receive said grant, loan, and/or tax assistance, subject to meeting the general and program-specific requirements.

All programs are subject to funding allocated by the Corporation of the Township of Dubreuilville Mayor, Council and CAO-Clerk on an annual basis.

The summary of the CIPEG is demonstrated in the table below:

Incentive Program	**Incentive Limits**
Façade Improvement Grant	Up to a maximum of 50% of eligible costs up to a maximum grant of $2,000. (10 applications = $20,000)
Accessibility Improvement Grant	Up to a maximum of 50% of eligible costs up to a maximum grant of $2,500. (5 applications = $12,500)
Landscaping and Property Improvement Grant	Up to a maximum of 50% of eligible costs up to a maximum grant of $2,000. (10 applications = $20,000)
Architectural / Engineering Design Grant	Up to a maximum of 50% of eligible costs up to a maximum grant of $1,000. (5 applications = $5,000)
Township Application and Permit Fee Rebate Grant	Up to a maximum of 50% rebate of eligible costs up to a maximum grant of $1,000. (5 applications = $5,000)
Tax Increment Grant (residential, multi-residential, commercial and industrial)	For multi-residential, seniors or affordable housing, or residential projects, as well as commercial and industrial development and redevelopment: 100% rebate in year 1, 80% rebate in year 2, 60% rebate in year 3, 40% rebate in year 4, and 20% rebate in year 5. Applicable only to the Township portion of a property tax increase resulting from the redevelopment of building improvements or construction of new infrastructure.
Environmental Site Assessment Grant	Program up to 50% of eligible costs to a maximum grant of: - $2,500 per study; and - $5,000 per property. (5 study applications = $12,500) or 3 property applications = $15,000)
Demolition Grant	A demolition permit will be granted and tipping fees at the landfill site will be waved for one demolishing project at a residential site

Program Details

Façade Improvement Grant	
Purpose	To stimulate private investment within the urban settlement area of the Corporation of the Township of Dubreuilville and to promote the undertaking of building façade improvements.
Grant Amount & Disbursement	Matching grant of up to a maximum of 50% of eligible costs up to a maximum grant of $2,000, whichever is less, per project; The Grant will be disbursed as follows: - 100% on Final Completion and submission of paid final invoices.
Eligible Costs	Improvements to the Front or Corner Side Façades designed specifically to enhance the look and appearance of these elevations of the property including: - 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; - Any improvements visible from the street; and - Any other work as approved by the Township.
Applicable Project Areas	All businesses, multi-residential developments and residential located within the urban settlement area of the Corporation of the Township of Dubreuilville.
Additional Requirements	Minimum improvement costs: $750 **There is NO retroactive funding. Any costs incurred prior to approval of the application are deemed ineligible.** Applicants must submit design drawings, architectural/engineering plans, and a work plan indicating proposed improvements, and a cost estimate for the works. The grant will be paid based on the actual cost of the work, up to the amount approved in the application. All completed drawings/plans must comply with the description of the work plan as provided in the grant application form. The Corporation of the Township of Dubreuilville reserves the right to request additional plans or studies.

Accessibility Improvement Grant	
Purpose	To promote the undertaking of building accessibility improvements in accordance with the Accessibility for Ontarians with Disabilities Act, 2005.
Grant Amount & Disbursement	Matching grant of up to a maximum of 50% of eligible costs up to a maximum grant of $2,500, whichever is less, per project; The Grant will be disbursed as follows: - 100% on Final Completion and submission of paid final invoices.
Eligible Costs	Provision of accessibility improvements, including: - Installation of wheelchair ramps; - Installation of automatic doors; - Installation of other accessibility improvements external to the building; and - Any other related work as approved by the Township of Dubreuilville.
Applicable Project Areas	All businesses, multi-residential developments and residential located within the urban settlement area of the Corporation of the Township of Dubreuilville.
Additional Requirements	Minimum improvement costs: $1,000 **There is NO retroactive funding. Any costs incurred prior to approval of the application are deemed ineligible.** Applicants must submit design drawings, architectural/engineering plans, a work plan indicating proposed improvements, and a cost estimate for the works. The grant will be paid based on the actual cost of the work, up to the amount approved in the application. All completed drawings/plans must comply with the description of the work plan as provided in the grant application form. The Township of Dubreuilville reserves the right to request additional plans or studies.

Landscape and Property Improvement Grant	
Purpose	To promote a greener and more aesthetically pleasing streetscape by supporting improvements to the aesthetics of outdoor landscaping on private properties and providing better pedestrian connections and seating.
Grant Amount & Disbursement	Matching grant of up to a maximum of 50% of eligible costs up to a maximum grant of $2,000, whichever is less, per project; The Grant will be disbursed as follows: - 100% on Final Completion and submission of paid final invoices.
Eligible Costs	Grants shall be provided for the rehabilitation and/or construction of patios, gardens, trees & shrubs, walkways, park benches, bicycle racks, waste receptacles, fountains, retaining walls, fencing, outdoor lighting, and any other outdoor landscape-related improvements. This also includes: - Labour; - Professional fees; - Any improvements visible from the street; and - Any other work as approved by the Township.
Applicable Project Areas	All businesses, multi-residential developments and residential located within the urban settlement area of the Corporation of the Township of Dubreuilville.
Additional Requirements	Minimum improvement costs: $750 **There is NO retroactive funding. Any costs incurred prior to approval of the application are deemed ineligible.** Applicants must submit design drawings, landscaping/site plans, a work plan indicating proposed improvements, and a cost estimate for the works. The grant will be paid based on the actual cost of the work, up to the amount approved in the application. All completed drawings/plans must comply with the description of the work plan as provided in the grant application form. The Corporation of the Township of Dubreuilville reserves the right to request additional plans or studies.

Architectural / Engineering Design Grant Program	
Purpose	To promote the undertaking of planning concepts, urban design drawings, architectural plans, and/or engineering studies for site development and building façade improvements in preparation for the site/building redevelopment and improvements.
Grant Amount & Disbursement	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. The Grant will be disbursed as follows: - 100% on Final Completion of the CIPEG project improvement and submission of paid final invoices.
Eligible Costs	May include the following professional fees: - Architectural services, engineering consulting services, and/or planning consulting services; - Concept plans; - Design drawings; - Building façade plans; - Any other related study as approved by the Township.
Applicable Project Areas	All businesses, multi-residential developments and residential located within the urban settlement area of the Corporation of the Township of Dubreuilville.
Additional Requirements	This grant will apply to a maximum of one study per property. **There is NO retroactive funding. Any costs incurred prior to approval of the application are deemed ineligible.** Applicants will submit a work plan for the study indicating proposed improvements and a cost estimate for the study of a qualified consultant. The grant will be paid based on the actual cost of the study, up to the amount approved in the application. All completed drawings/plans must comply with the description of the work plan as provided in the grant application form. Note: Since this grant is disbursed only upon completion of the related works, it may be used in combination with another CIPEG incentive program. The Corporation of the Township of Dubreuilville reserves the right to request additional plans or studies.

Township Application / Permit Fee Rebate Grant	
Purpose	To stimulate permanent infill development and redevelopment that is context-sensitive, attractive, and desirable. This incentive program reduces any associated planning approval and building permit fees for the landowner/developer. 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. This grant reduces the administrative costs associated with the planning and building applications required to undertake improvements to private property.
Grant Amount & Disbursement	Township Application Grant: A grant up 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 grant may equal 50% of the Township's fees, provided it does not exceed $1,000. Permit Fee Grant: A grant to a maximum of $1,000 may be provided to cover the cost of the Township's permit fees. The grant may equal 50% of the Township's fees, provided it does not exceed $1,000. The Grant will be disbursed as follows: - 100% on Final Completion of the CIPEG project improvement and submission of paid final invoices.
Eligible Costs	Grant applies to the following Township Permits and Application: Building Permit, Demolition Permit, Signage Permit, All Planning Act applications (Minor Variances, Zoning By-law Amendments, etc.), Subdivision/Condominium/multi-residential plan, and Encroachment Agreement. Other permits issued by the Township of Dubreuilville that are not listed above, but which advance the purpose of this program, may be considered.
Applicable Project Areas	All businesses, multi-residential developments and residential located within the urban settlement area of the Corporation of the Township of Dubreuilville.
Additional Requirements	The Corporation of the Township of Dubreuilville reserves the right to request additional plans or studies. **There is NO retroactive funding. Any costs incurred prior to approval of applications are deemed ineligible.**

Tax Increment Grant	
Purpose	To stimulate private investment and to promote the undertaking of building improvements and **permanent long-term** infrastructure development on vacant land by effectively deferring part of the increase in property taxation.
Grant Amount & Disbursement	The total amount of the grant provided will not exceed the value of the work that resulted in the reassessment. This grant excludes the education portion of the tax bill. The Township of Dubreuilville is only able to rebate the Township portion of the tax bill. The grant is based on the assessed value at the date of the application. The Grant will be disbursed as follows: - as per yearly % on Final Completion of the CIPEG project improvement and submission of paid final invoices. - The Tax Increment Grant structure applies equally to residential, commercial and industrial development projects within the CIPEG project area. **For multi-residential, seniors or affordable housing, or residential projects as well commercial and industrial development and redevelopment in the Township of Dubreuilville:** The grant is provided over 5 years, where the tax increase is paid back to the applicant as follows: - 100% rebate in year 1 - 80% rebate in year 2 - 60% rebate in year 3 - 40% rebate in year 4 - 20% rebate in year 5 The owner is paying based on the full assessed amount in year 6. In order to qualify for the program, non-residential 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 *Income Tax Act* of Canada. Notwithstanding these considerations, the Township reserves the right to determine eligibility for non-residential properties, including the exclusion of any proponent that otherwise meets the eligibility requirement under the program.

Eligible Costs	This Tax Increment Grant applies to the following within the Township of Dubreuilville: **For residential, multi-residential projects, as well as commercial and industrial development or redevelopment.**
Applicable Project Areas	All multi-residential, senior or affordable housing, residential, industrial and commercial projects located within the urban settlement area of the Corporation of the Township of Dubreuilville.
Additional Requirements	Minimum increase in assessment: $25,000, directly related to a building permit for CIPEG improvements. This eligibility requirement shall apply to residential, multi-residential, commercial and industrial development or redevelopment projects. The grant amount will be established after the final inspection of the improvements in accordance with the OBC, and where MPAC has established a new assessment value based on the building permit for the CIPEG project. **There is NO retroactive funding. Any costs incurred prior to approval of the application are deemed ineligible.** **Note:** With the exception of Resolution # 24-278, dated December 11, 2024, retroactive to 2016, per last MPAC assessments, with approved building permit. **For all properties:** The Township of Dubreuilville 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 Township will cancel all future grants and collect past grants made as part of this program. The grant will not be provided based on a graduated reassessment by MPAC if done prior to completion of the project. Property owners and/or assignees will be required to submit a complete application to the Township describing, in detail, the improvements that are planned. The application must be submitted to the Township and approved prior to the improvements being made in order to be eligible for this program. The Township 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 CIPEG's intent. For greater clarity, the construction of new buildings is an eligible activity. Projects are required to be in compliance with the Township's other By-laws and policies, including zoning and building regulations.

	The subject property shall not be in a position of tax arrears or any other obligations towards the Township of Dubreuilville The grant amount will be established after the final inspection of the improvements in accordance with the OBC, and where MPAC has established a new assessment value based on the building permit for the CIPEG project. 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 property has been improved, except by reason of an assessment appeal. **Note:** If the property is sold prior to completion of the project, subsequent owners may reapply to the Township of Dubreuilville to be eligible to receive the grant. If the property is sold after completion of the project, and while the tax increment grant is being received, the grant expires upon the 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. The Corporation of the Township of Dubreuilville reserves the right to request additional plans or studies.

Environmental Site Assessment Grant	
Purpose	To promote the undertaking of environmental studies so that additional information is available with respect to the type of contamination and potential remediation costs on brownfield properties.
Grant Amount & Disbursement	Matching grant of 50% of eligible costs to a maximum grant of: - $2,500 per study; and - $5,000 per property. The grant will be disbursed as follows: - 100% on submission of the final completed study to the Township of Dubreuilville with the original invoice, indicating that the study consultants have been paid in full.
Eligible Costs	Eligible environmental studies include: - Phase II Environmental Site Assessment (ESA); - Remedial Work Plan; and - Risk Assessment.
Applicable Project Areas	All brownfield properties proposed for a development project within the urban settlement area of the Corporation of the Township of Dubreuilville
Additional Requirements	**There is NO retroactive funding. Any costs incurred prior to approval of the application are deemed ineligible.** A Phase I ESA has become a standard requirement of most financial institutions. A Phase I ESA does not provide detailed information with respect to the type of contamination and cost of remediation. Therefore, Phase I ESAs are not eligible for funding under this program. To be eligible to apply for this grant, a Phase I ESA must have been completed on the property, must be submitted to the Township of Dubreuilville, and must show that the property is suspected of environmental contamination. The grant will only be offered on eligible properties where there is potential for rehabilitation and/or redevelopment of the property. Applicants will submit a work plan for the Phase II ESA study and a cost estimate for the study of a qualified consultant. The grant will be paid based on the actual cost of the study, up to the amount approved in the application. The grant may be reduced or canceled if the study is not completed, not completed as approved, or if the consultant(s) that conducted the study is not paid. All completed studies must comply with the description of the work plan as provided in the grant application form.

Demolition Grant (residential only)	
Purpose	To promote the undertaking of demolishing old infrastructure on residential property
Grant Amount & Disbursement	A demolition permit will be granted and tipping fees at the landfill site would be waved for one (1) demolishing project at a residential site.
Eligible Costs	N/A
Applicable Project Areas	All multi-residential and residential located within the urban settlement area of the Corporation of the Township of Dubreuilville.
Additional Requirements	This incentive will only be offered on eligible residential properties where there is potential for rehabilitation and/or redevelopment of the property. Demolition and clean-up must be completed no later than 6 months after application approval. All work must be approved by the Corporation of the Township of Dubreuilville team prior to proceeding.

Important Overall Program Requirements

Eligibility

All of the financial incentive programs contained in this CIPEG are subject to the following important overall detailed requirements, as well as the individual requirements specified under each program. Please note that the Township of Dubreuilville reserves the right to include other requirements and/or conditions as deemed necessary on a case-by-case scenario:

a) Application for any of the incentive programs contained in this CIPEG Plan can be made only for properties within the municipal boundaries of the Township of Dubreuilville;
b) An application for any financial incentive program contained in this CIPEG must be submitted to the Township of Dubreuilville Review Committee prior to the commencement of any work 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 CIPEG must include all the necessary documents required by the Township of Dubreuilville in order to justify costs associated with the project and that the project conforms to the CIPEG program being applied to. These documents may include but are not limited to plans, estimates, contracts, reports, etc.;
e) Review and evaluation of an application and supporting materials against program eligibility requirements will be conducted by the Township's Economic Development Officer who is a member of the CIPEG Review Committee, who will then provide the information package to the CIPEG Review Committee to render a decision. Once the decision is made, a report of all projects (whether approved or denied) will be presented to the Township of Dubreuilville Council on an annual basis by the Township CAO-Clerk;
f) Each program in this CIPEG is considered active if Council has approved the budget allocation and implementation of the respective program. The Township Council has the right to cancel any program based on the results of the CIPEG Effectiveness Plan key performance indicators/objectives and recommendations of the CIPEG Review Committee. Applicants of canceled CIPEG programs with approved grants will still receive said grant, subject to meeting the general and program-specific requirements,
g) As a condition of application approval, the applicant will be required to enter into a grant agreement with the Township of Dubreuilville. This Agreement will specify the terms, duration and default provisions of the incentive to be provided. This Agreement will be signed off by the Township of Dubreuilville CAO-Clerk;
h) All costs incurred prior to CIPEG application approval are deemed ineligible. The Township of Dubreuilville is not responsible for any costs incurred to the project by an applicant in relation to any of the CIPEG programs prior to the approval of the application by the CIPEG Review Committee;
i) 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. If deemed necessary, the CIPEG Review Committee may reduce the cost of the respective CIPEG program funding applied to, anticipated or have been secured;
j) The Township of Dubreuilville reserves the right to audit the cost of any and all work that has been approved under any of the CIPEG programs, at the expense of the applicant. If the Township of Dubreuilville decides that an audit is required, the applicant will be notified ahead of time;
k) Any outstanding work orders, and/or orders or requests to comply, and/or other charges from the Township of Dubreuilville 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 Township of Dubreuilville, the Township subject to the severity of the default may not reimburse the applicant.

l) All proposed work approved under the CIPEG and associated improvements to buildings and/or land must conform to any Township of Dubreuilville guidelines, by-laws, policies, procedures, and standards;
m) All work completed must comply with the project description as provided in the application form and contained in the program agreement. Any amendments must be submitted in writing and approved by the Township of Dubreuilville CAO-Clerk.
n) Any existing and proposed land use must conform to the applicable Township Official Plan, Zoning By-law and other planning requirements of the Township of Dubreuilville.
o) Any new infrastructure/improvements made to buildings and/or land shall be made pursuant to a Building Permit, and/or other required permits required by the Township of Dubreuilville, and constructed in accordance with the Ontario Building Code and all applicable zoning requirements and planning approvals;
p) The property taxes of subject property must be in good standing at the time of submitting a CIPEG application and throughout the entire length of the grant commitment. If the applicant is not in good standing and has property tax arrears with the Township of Dubreuilville, CIPEG application will be rejected and will be re-evaluated if the status changes to that of good standing.
q) Any Township of Dubreuilville 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 CIPEG.
r) Eligible applicants may submit applications for one or more of the incentive programs outlined in this CIPEG, provided that they do so only once for each individual project.

CIPEG Implementation

CIPEG Committee Structure

The CIPEG Committee will be led by the Township CAO-Clerk and supported by the Corporation of the Township of Dubreuilville committee (see below). The Economic Development Officer will be responsible for the application intake and ensuring that applications are complete and all necessary documentation where required is included in the submission package.

The CIPEG committee is to be comprised of the following:

- Corporation of the Township of Dubreuilville CAO-Clerk - CHAIR
- Corporation of the Township of Dubreuilville Treasurer/Tax Collector
- Corporation of the Township of Dubreuilville Infrastructure Superintendent
- Corporation of the Township of Dubreuilville Municipal Law Enforcement Officer/Health and Safety Coordinator
- Corporation of the Township of Dubreuilville Administrative Assistant
- 1 Community Representative
- 1 Corporation of the Township of Dubreuilville Council Member (Mayor or alternate)
- Corporation of the Township of Dubreuilville EDO - Resource/Administration/Application intake

CIPEG Committee Roles and Responsibilities

The CIPEG Committee will be responsible for:

- Reviewing and evaluating all CIPEG applications;
- Approving or declining all CIPEG applications;
- Measuring/Monitoring the CIPEG, in accordance with the Key Performance Measures set out in the CIPEG Effectiveness Plan, and providing annual reports to Council and community regarding costs and benefits of the CIPEG;
- Marketing the CIPEG through various digital platforms;

- Making recommendations to Council with respect to the Financial Incentive Programs that are successful to continue and assisting in identifying an annual community improvement budget for Financial Incentives in subsequent years.

Important to note the CIPEG Committee shall also be authorized to retain other qualified professionals as required.

Application Intake, Review and Approval Process

The Township Economic Development Officer will accept CIPEG applications on a regular basis to help facilitate development and rehabilitation expeditiously. The CIPEG Committee will meet as needed, or on an alternative schedule as agreed, and will review and render their decision based on the information provided. The CIPEG Committee Chair (CAO) will forward a report to Council highlighting the projects that were supported and/or rejected on an annual basis.

All applications that request funding on a yearly basis will be accepted, evaluated and determined on a first-come first-served basis. All funds committed in any one year (based on the calendar year) will be assumed to be drawn down from the annual funding limit for the CIPEG as whole during the year of approval for funding. Each CIPEG program will have an approved annual budget. If one program requires a higher budget due to one program being utilized more than others, the CIPEG committee will have the right to move the budget allocation from an underutilized program. Council will be informed of those decisions via the annual report.

The annual CIPEG program funds that have been approved by Council will be adhered to by the CIPEG Committee and will not exceed the 50% of eligible costs or stated funding caps. Funding limits are as described under each individual program.

The intake will follow a three-stage approach:

Stage 1 – Pre-consultation and Application Submission

- It is important to have a pre-consultation meeting with the applicant and Economic Development Officer to discuss the intent of the project, screen the application if the intent of the CIPEG program being applied to is in compliance with minimum eligibility requirements and ensure that any supporting documents required by the Corporation of the Township of Dubreuilville are discussed with the applicant;
- Economic Development Officer will provide comments on the project eligibility during the consultation meeting to ensure the applicant understands all necessary requirements before submission;
- Eligible applicant will then submit an official completed application.

Stage 2 – Application Review and Evaluation

- CIPEG Committee will review the application;
- CIPEG Committee will also evaluate and determine if the project meets the CIPEG guidelines and objectives of the program;
- CIPEG Committee will render a decision and will be part of the annual report to Council.

Stage 3 – Application Approval and Disbursement of Funds

- The EDO will notify the applicant via letter or email regarding the committee decision;
- If the application is approved, an agreement is executed between the Township of Dubreuilville and the applicant;
- The applicant notifies the Economic Development Officer that the tasks as outlined in the agreement are completed;

- The Chief Building Official will conduct a site visit inspection to ensure the work as outlined in the agreement is completed and as per building permit;
- Prior to any of the CIPEG program funds being released to the applicant, the Township of Dubreuilville will require final paid invoices of all eligible costs to be submitted.

CIPEG Effectiveness Plan

Purpose

The CIPEG will be closely monitored for the effectiveness of its programs on an annual basis and measured against the Key Performance Indicators outlined below to determine whether each program has met the goals of the CIPEG. Each year an overall summary report will be presented to Township Council by the Township of Dubreuilville CAO-Clerk on behalf of the CIPEG Committee highlighting the effectiveness of the respective programs of the CIPEG.

The overall purpose of the Effectiveness Plan is to:

a) Track funds provided by the CIPEG to applicants located within the boundaries of the Township of Dubreuilville;
b) Funds dispersed through the CIPEG incentive programs to determine which programs are being most utilized;
c) Assess the economic impact associated with projects taking advantage of the CIPEG;
d) Determine whether program adjustments are required; and
e) Provide annual reports of the CIPEG to the Municipal Council regarding the uptake and success of each respective program within the CIPEG.

Baseline Data as a Reference Point

At the commencement of the CIPEG, 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 Township of Dubreuilville in order to have a reference point comparing the growth in property assessment each subsequent year of the CIPEG.

Key Performance Indicators

The following Key Performance Indicators will be measured against on a yearly basis. They include but are not limited to:

a) Total number of applications to each program categorized as approved and rejected applications, including the approved value of grants;
b) Timing of completion of projects and payment of grants;
c) Total amount of committed funding annually for each program;
d) Total amount of private-sector investment leveraged as a result of application approval;
e) Total amount of public-sector investment leveraged as a result of application approval;
f) Applicant satisfaction with the application process, communication materials and protocols;
g) Evaluate the effectiveness of the overall process of the CIPEG program. This will include
    - staff resources required to administer, monitor and market the CIPEG program;
    - composition and operation of review committee;
    - funding limits of each CIPEG program.
h) Property tax assessment, if relevant;
i) Types of projects completed within each CIPEG program (i.e. Number of façade, building, property renewal and restoration projects funded);
j) Appearance of completed projects (with ‘before’ and ‘after’ photos);

k) Number of new businesses established within the Township of Dubreuilville;
l) Number of new employments created that are associated with projects funded;
m) Value of Tax Increment increase as a direct result of projects funded by the CIPEG.
n) Overall qualitative assessment summary as to the impacts of development within the Township of Dubreuilville.

Council Reporting

A comprehensive Council report will be developed for the CAO-Clerk of the Township of Dubreuilville to present on behalf of the CIPEG committee.
This annual report will provide an overview of the CIPEG applications that have been approved or rejected, along with pertinent details regarding the related projects. An ongoing internal tally will be maintained. The primary objective of this annual report is to showcase the successes and accomplishments of the CIPEG. It will include total figures for each program and offer recommendations for any necessary adjustments or amendments to the Plan, informed by the findings from the Effectiveness Plan. Furthermore, it is essential to incorporate feedback from applicants regarding what aspects were successful and which were not, as this information is vital for enhancing the overall effectiveness of the CIPEG.