



West Nipissing Ovest

Community Improvement Plan 2022

Municipality of West Nipissing

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Table of Contents

Introduction	3
Background	3
Economic Development Department	3
Vision.....	3
Strategic Plan	4
Our Community Improvement Plan	4
Plan Summary	4
The Project Area.....	4
Façade Improvement Program	5
Background	5
Objective	5
Eligible Expenses	5
Program Details.....	6
Business Signage Program	6
Background	6
Objective	6
Eligible Expenses	7
Program Details.....	7
Submission Guidelines	7
Eligibility Requirements	7
Questions & Clarifications	8
Community Improvement Plan Summary	8
Evaluation of Applications.....	9
Plan Monitoring and Evaluation Strategy.....	9
Municipality of West Nipissing	10
Recommendations.....	10
Appendix ‘A’ – Evaluation Criteria	11
Appendix ‘B’ – Sturgeon Falls Downtown.....	12
Appendix ‘C’ – Verner Downtown.....	13
Appendix ‘D’ (Part 1 of 4)	13



Appendix ‘D’ (Part 2 of 5)14
Appendix ‘D’ (Part 3 of 5)14
Appendix ‘D’ (Part 4 of 5)15
Appendix ‘D’ (Part 5 of 5)15
Appendix ‘E’ (Part 1 of 2).....16
Appendix ‘E’ (Part 2 of 2).....17
Appendix ‘F’18
Appendix ‘G’19

Introduction

Background

The Municipality of West Nipissing is a vibrant community of 14,583 people. The amalgamated Municipality spans an impressive 1,992.08 km² and includes the communities of: Cache Bay, Crystal Falls, Desaulniers, Field, Kipling, Lavigne, North Monetville, River Valley, Sturgeon Falls, and Verner, as well as 17 ½ formerly unincorporated townships. West Nipissing is close in proximity to two (2) Northern metropolitan centres, North Bay and Sudbury, and is served by the Trans-Canada Highway 17 with strengths in forestry, agriculture, health, education, retail services, government services, and tourism sectors.

Economic Development Department

Economic Development promotes a prosperous and diverse economy through business and investor attraction, growth, and expansion. The team works closely with stakeholders and partners to support key initiatives with a focus on job creation and retention, and in the attraction of new business investments within the community. The economic development department collaborates with local businesses and organizations, assisting them in the advancement of their projects and in attaining their goals. The team works in conjunction with an established network of regional, provincial, and federal partners to support the economic development of the community and to remain privy to all potential financial, investment, and development opportunities for the Municipality of West Nipissing.

Vision

The people of West Nipissing are friendly, welcoming, and outdoorsy. The community is culturally rich and proudly celebrates its Bilingual, Francophone, and Aboriginal roots. Lake Nipissing, the Sturgeon River and the region’s numerous lakes provide an attractive residential and recreational setting for residents, newcomers, and retirees. West Nipissing is a distinguished agricultural hub that is well



surrounded by opportunities from key sectors including mining, healthcare, public service, retail trade, education, construction, forestry, and transportation.

Strategic Plan

Following the previous Community Improvement Plan and as per the authorization of Section 28 of The Planning Act to make grants available to registered owners of commercial buildings within the designated area, the Municipality of West Nipissing has elected to relaunch the initiative in 2022 and offer two (2) programs, the: Façade Improvement Program and Business Signage Program.

Furthermore, Section 8.13.5 (“Community Improvement”) of the Municipality of West Nipissing Official Plan authorizes the preparation, adoption, and implementation of a Community Improvement Plan(s) to facilitate the renovation, repair, rehabilitation, remediation, redevelopment, or other improvements of lands and/or buildings within the designated Community Improvement Project Area(s).

Our Community Improvement Plan

Plan Summary

The Community Improvement Plan is designed to provide key revitalization strategies for the Municipality of West Nipissing in order to stimulate and promote growth in local businesses, tourism, and economic development.

The Plan includes two (2) programs which provide financial incentives for development, regeneration, or remediation projects. These projects must meet eligibility criteria which are designed to ensure the financial incentives provided will support projects which work towards achieving the vision set out by the West Nipissing Economic Development Committee.

The objective is to create new interest in the Community Improvement Plan by focusing on specific projects, and offering streamlined information via media and marketing. The Economic Development Department will interview business owners who utilized the Community Improvement Plan in order to assess the programs and application process, and gain general feedback for future strategy development.

The Project Area

The Economic Development Department examined a variety of potential project areas to which the Community Improvement Plan would apply. The objective in selecting the project area was to determine which area(s) would provide the greatest opportunity for the implementation of a Community Improvement Plan that will have the greatest impact on the entire region.

Unlike larger cities whose downtowns comprise of a large part of the city, the Municipality of West Nipissing is composed of smaller communities divided in a vast area. It is inequitable to leave parts of



the municipality outside of the Community Improvement Plan, since all of these smaller communities each have their respective downtown area that requires assistance in improving and retaining what they own. In this said, the Community Improvement Plan for the Municipality of West Nipissing is composed of two specific downtowns and two major arterials covering West Nipissing from its North to South boundaries and East to West boundaries.

The entire Community Improvement Project Area is the downtowns of each community and the major arterials joined together.

Downtowns are as follows:

- Sturgeon Falls – Main Street, King Street, and Holditch Street, from Front Street to John Street, and William Street and Queen Street, from Main Street to Holditch Street (Appendix 'B');
- Verner – Principale Street West, from Highway 64 to Cartier Street (Appendix 'C').

Major arterials are as follows:

- Highway 17 commencing at Riding Stable Road in the Township of Beaucage to Moustik Road in the township of Kirkpatrick (Appendix 'D');
- Highway 64 from Pike Lake Road in the Township of Bastedo to Douglas Road in the Township of Loudon (Appendix 'E');
- Hwy 539 from Burnham Road in the Township of Crerar to the intersection of Highway 539 and 575 in Field (Appendix 'F');
- Highway 575 from the intersection of Highway 537 in the Township of Field, Field to the intersection of Highway 64 in the Township of Caldwell (Appendix 'G').

Façade Improvement Program

Background

The Façade Improvement Program would provide grants to property owners who rehabilitate and improve the facades of buildings within the Project Area.

Objective

The Façade Improvement Program is intended to promote and support property owners in the upgrading, improvement, and restoration of exterior building facades.

Eligible Expenses

Eligible improvements under the Façade Improvement Program include, but are not limited to:

- Repair, replacement, or restoration of façade materials;



- Restoration or redesign of façade appearance;
- Repair, replacement, or installation of awnings and canopies;
- Repainting or painting of approved wall murals or wall art;
- Re-pointing of masonry or brickwork;
- Repairing cornices and other architectural details;
- Repair, replacement, or installation of exterior lighting/fixtures;
- Repair and restoration of storefront doors and windows;
- Installation of canopies or awnings;
- Professional design services required to complete eligible work (in addition to completion of eligible improvements);
- Any combination of the above;
- Other similar improvement projects may be approved that demonstrate improvement to the quality of the property, at the discretion of the Review Team.

Program Details

The program will provide property owners up to 50% of eligible improvement costs, before applicable taxes, with a maximum allowable grant of \$15,000.00 per property.

Payment of grant will be made upon completion of work, with final amounts based upon submitted receipts, and not exceeding the original amount applied for on the application.

The grant may be applied to the front of a building and/or side of a building where it faces the streetscape within the Project Area.

The selected applicant(s) will have six (6) months from the time of approval of the application to submit the required information to receive their grant payment. The applicant may apply for an extension in writing; the Review Team has the authority on behalf of Council to grant extensions. Failure to meet the six (6) month requirement, and where no extensions have been given, the application will be deemed to have been denied and no grants will be given.

Business Signage Program

Background

The Business Signage Program seeks to stimulate private sector investment in promoting uniformity in the community by offering grants for the installation or revitalization of business signs within the Project Area.

Objective

The Business Signage Program is directed at commercial properties within the Project Area to update their signs consistent with the neighbourhood, and promote unified and modernized signage.



Eligible Expenses

Eligible improvements under the Business Signage Program include, but are not limited to:

- Replacement, repair, improvement, or installation of business signage;
- Removal of existing dilapidated business signs;
- Canopies or awning that include/display the business name;
- Professional design services required to complete eligible work (in addition to completion of eligible improvements);
- Heritage information signage, if applicable (for designated buildings only).

Program Details

The grant program will provide property owners up to 50% of eligible costs, before applicable taxes. The maximum allowable grant is \$5,000.00 per business.

Payment of grant will be made upon completion of work, with final amounts based upon submitted receipts, and not exceeding the original amount applied for on the application.

The selected applicant(s) will have six (6) months from the time of approval of the application to submit the required information to receive their grant payment. The applicant may apply for an extension in writing; the Review Team has the authority on behalf of Council to grant extensions. Failure to meet the six (6) month requirement, and where no extensions have been given, the application will be deemed to have been denied and no grants will be given.

Submission Guidelines

The Community Improvement Plan will consist of a running intake period, which will commence on the date of approval of this Plan by the Municipality of West Nipissing and run on an ongoing basis until either the depletion of authorized funds within the approved budget or the maximum number of grants is reached for each program in any given year, whichever is attained first. Applications will be reviewed and approved sequentially. Applications received within the intake period will be reviewed, assessed based on the evaluation criteria (Appendix 'A'), and approved until the maximum number of approved applicants per program has been reached for the year.

Applications must be submitted electronically to Kassandra Girard, Economic Development Officer, to cip@westnipissing.ca before 3:00 p.m. (local time) on November 30, 2022 (the "the Official Closing Time"). Subject line should include 'Community Improvement Plan'.

Eligibility Requirements

- Any property owner of a commercial property zoned C1 – General Commercial, C2 – Highway Commercial, or C3 – Tourist Commercial, within the Project Area may submit their application via email to the Municipality.



- Applications must be approved prior to commencing any work related to the grant. Any costs incurred prior to approval by the Municipality will not be eligible.
- All applications under this program will be considered subject to the availability of funding.
- The subject property shall not be in a position of property tax and/or water and sewer arrears.
- The improvements to be undertaken shall conform to approved Municipal design, policies, and regulations applying to the property, including but not limited to, the Property Standards By-law and the Ontario Building Code and Regulations.
- Façade improvements and business signage design must be approved by the Municipality in order to access funding for improvement.
- Any Requests to Comply and/or Outstanding Work Orders from the Municipality’s Fire Department or Building Services Division must be addressed prior to grant approval.
- No retroactivity of the program prior to its approval by the Municipality will be permitted. Grant applications will not be accepted after November 30, 2022, however, grants that have been approved prior to this date will continue to be processed subject to the availability of funding approved by Council.
- Grants will be approved at the sole discretion of the Municipality.
- The amount of the grant when combined with any other Community Improvement Plan program will not exceed the value of the work done.
- Please note that eligible costs shall include materials, equipment, and contracted labour to complete the proposed improvements. Labour provided by the owner/applicant is not an eligible cost.
- Applicants must provide the two (2) most recent years of financial statements for the project property (holding company) and/or business (operating company).
- Applicants must provide material confirmation of available funds for the property owner portion of the improvements.
- Corporations must provide Articles of Incorporation and Schedule 50.

Questions & Clarifications

Enquiries, requests for explanations, interpretations or clarifications can be submitted to Kassandra Girard, Economic Development Officer, by email to cip@westnipissing.ca or by phone at 705-753-6915.

Community Improvement Plan Summary

Program	Program Description	Target Area	Costs	Budget Implications	Benefits
Façade Improvement Grant	Grants for improving a building’s façade.	Community Improvement Project Area.	\$15,000.00 per applicant (maximum).	Yes – Fund Community Improvement Plan budget. 1 year.	Revitalized storefronts and beautification of West Nipissing



			Total = \$45,000.00 per year.		businesses and community.
Business Signage Program	Grants to promote unified updated signage.	Community Improvement Project Area.	\$5,000.00 per applicant (maximum). Total = \$15,000.00 per year.	Yes – Fund Community Improvement Plan budget. 1 year.	Rehabilitation of business signage to promote local businesses.

Evaluation of Applications

Applications will be evaluated according to adopted policies and by-laws of the Municipality of West Nipissing, including but not limited to, the Property Standards By-law and the Ontario Building Code and Regulations. The Municipality reserves the right to evaluate applications based on additional criteria developed on an on-going basis. Applicants may be contacted by the Municipality of West Nipissing during the evaluation process to clarify their application or to provide further information.

The Municipality of West Nipissing is not bound to accept any application. The Municipality of West Nipissing reserves the right to consider any, or none of the applications, to accept applications in whole or in part, and to elect not to proceed with the process at any given time.

Successful applicants may be required to provide the Municipality of West Nipissing with additional information to demonstrate their creditworthiness and business track record.

Plan Monitoring and Evaluation Strategy

To evaluate the success of the Community Improvement Plan and to determine whether amendments are required, the Economic Development Department will monitor and review the programs on an ongoing basis.

The interview process is a crucial step in understanding the success and sustainability of the Community Improvement Plan. Ongoing monitoring will help identify any areas not meeting expectations and determine whether any adjustments to the programs are required.

To ensure ongoing and future success, applicants who have applied for the program(s), as well as business/property owners who have not applied for the program(s), will be interviewed in order to obtain feedback and recommendations to improve the application process and the programs offered.



Municipality of West Nipissing

Recommendations

1. That Council adopt the attached implementation program for the Community Improvement Plan;
2. That Council delegate decision-making authority on financial incentive applications to the Economic Development Department;
3. That Council authorize the Economic Development Department to amend the Community Improvement Plan and Program Application Forms without further approval from Council to revise program or procedural errors and omissions;
4. That Council adopt the application forms and guidelines for the Façade Improvement Program and Business Signage Program presented in the attached package;
5. That Council consider the allocation of funds through the 2022 budget process for the implementation of the grant programs contained within the Community Improvement Plan.



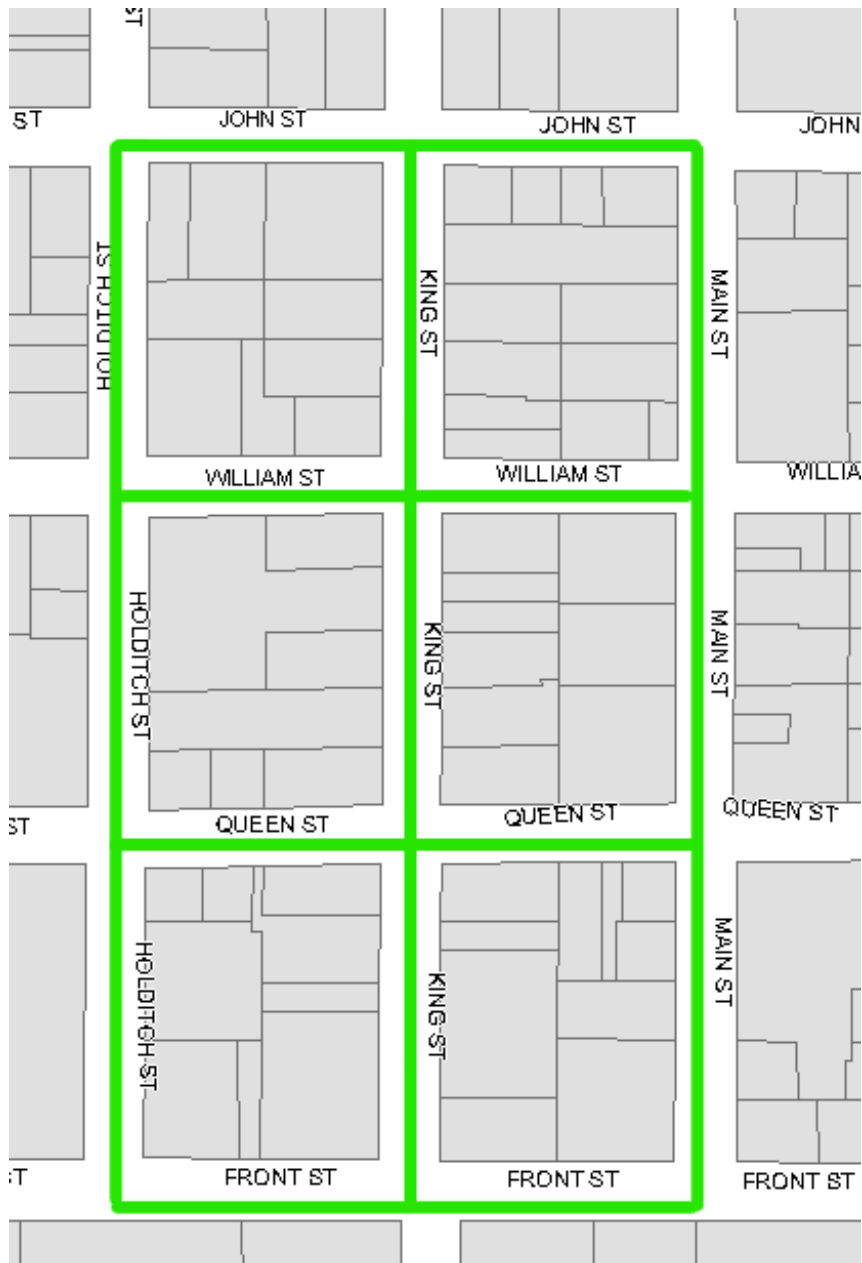
Appendix 'A' – Evaluation Criteria

Evaluation Criteria – Façade Improvement Program		Office Use Only	
		Pass/Fail	
1.	Application details provided are clear and complete.	Yes	No
2.	Site is located within the Community Improvement Project Area?	Yes	No
3.	Application meets all eligibility requirements.		
4.	Proposed work respects the compliance requirements according to property standards.	Yes	No
5.	Is the site presently in tax arrears?	Yes	No
6.	Can the existing condition/integrity of the building or infrastructure support the project?	Yes	No
7.	Proposed work maintains existing historical/natural façade materials such as brick, stone, or wood, or includes such materials.	Yes	No
8.	Proposed work includes materials that are of durable quality.	Yes	No
9.	Proposed work implements paint and material colours that are consistent with the aesthetic of the area.	Yes	No
10.	Proposed work includes design elements that improve the vibrancy and pedestrian experience of the streetscape.	Yes	No
11.	Façade improvement represents a holistic restoration and improvement strategy for the entire building façade, including entrances, ground floor, upper floors, and rooflines.	Yes	No

Evaluation Criteria – Business Signage Program		Office Use Only	
		Pass/Fail	
1.	Application details provided are clear and complete.	Yes	No
2.	Site is located within the Community Improvement Project Area?	Yes	No
3.	Application meets all eligibility requirements.	Yes	No
4.	Proposed work respects the compliance requirements according to property standards.	Yes	No
5.	Is the site presently in tax arrears?	Yes	No
6.	Signage is appropriately sized to compliment the character and proportions of the façade and the established character of the block.	Yes	No
7.	Proposed work includes materials that are of durable quality.	Yes	No
8.	Proposed work includes design elements that improve the vibrancy and pedestrian experience of the streetscape.	Yes	No
9.	Proposed signage is deemed appropriate by the Municipality (not offensive, derogatory, etc.).	Yes	No

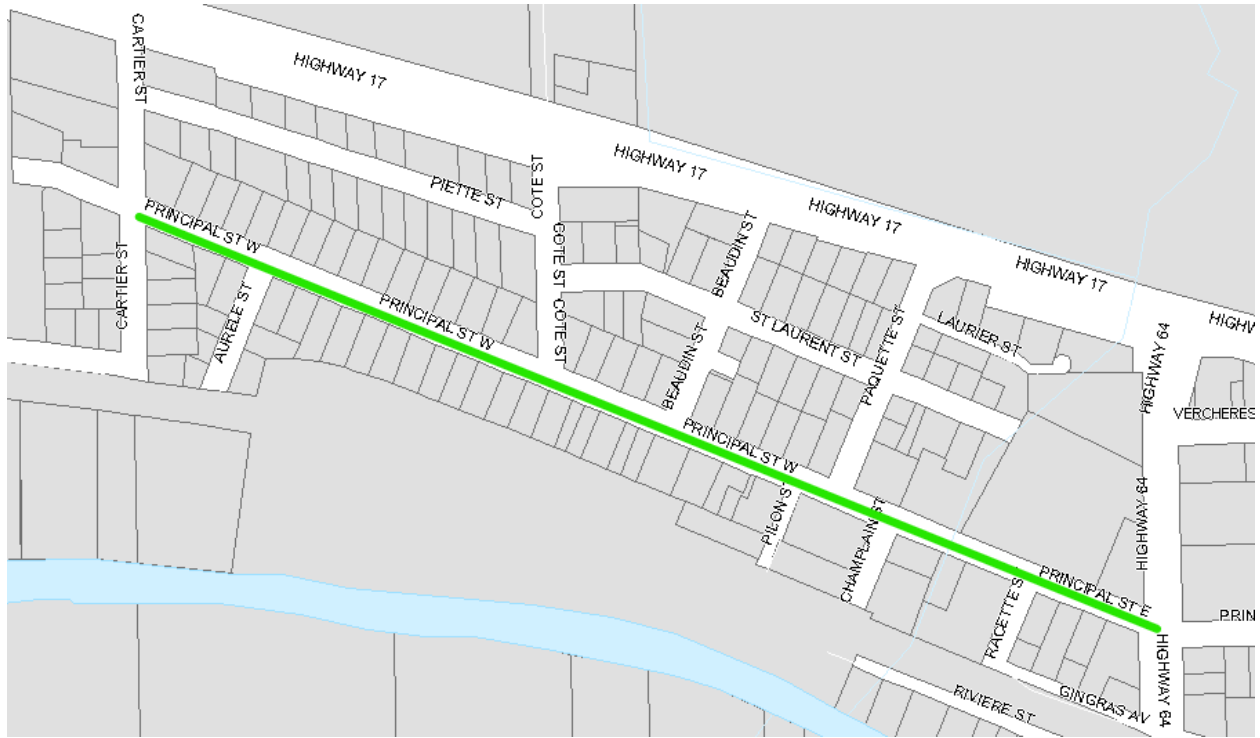


Appendix 'B' – Sturgeon Falls Downtown

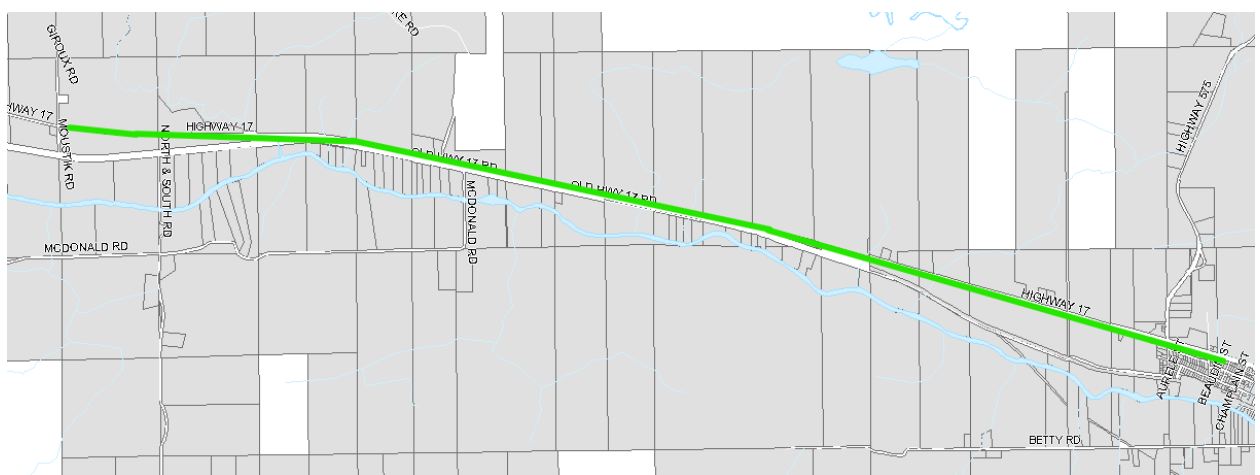




Appendix 'C' – Verner Downtown

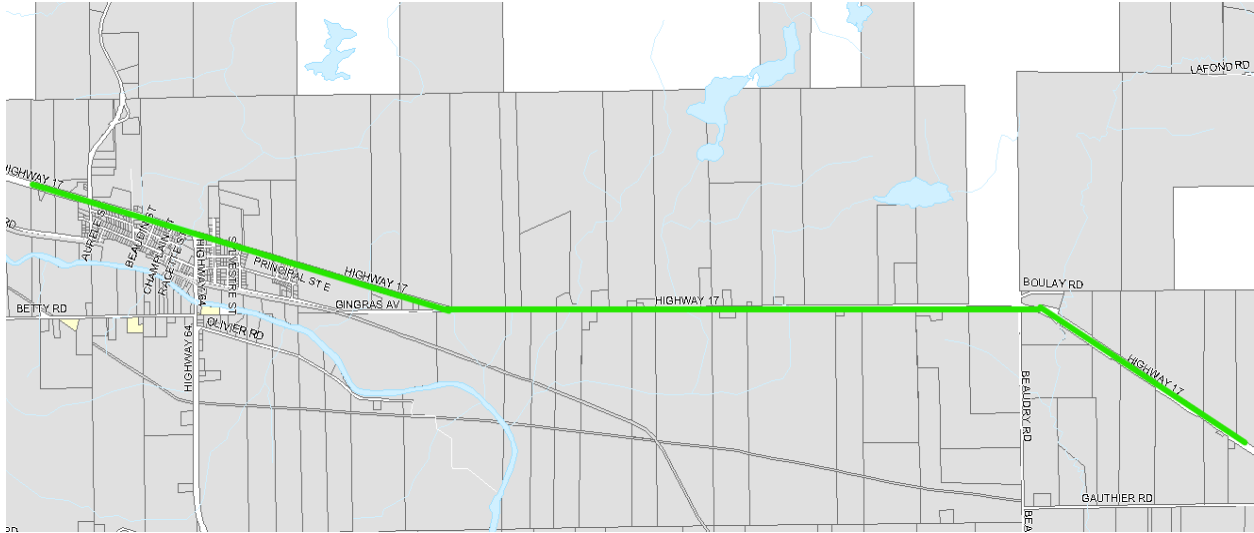


Appendix 'D' (Part 1 of 4)

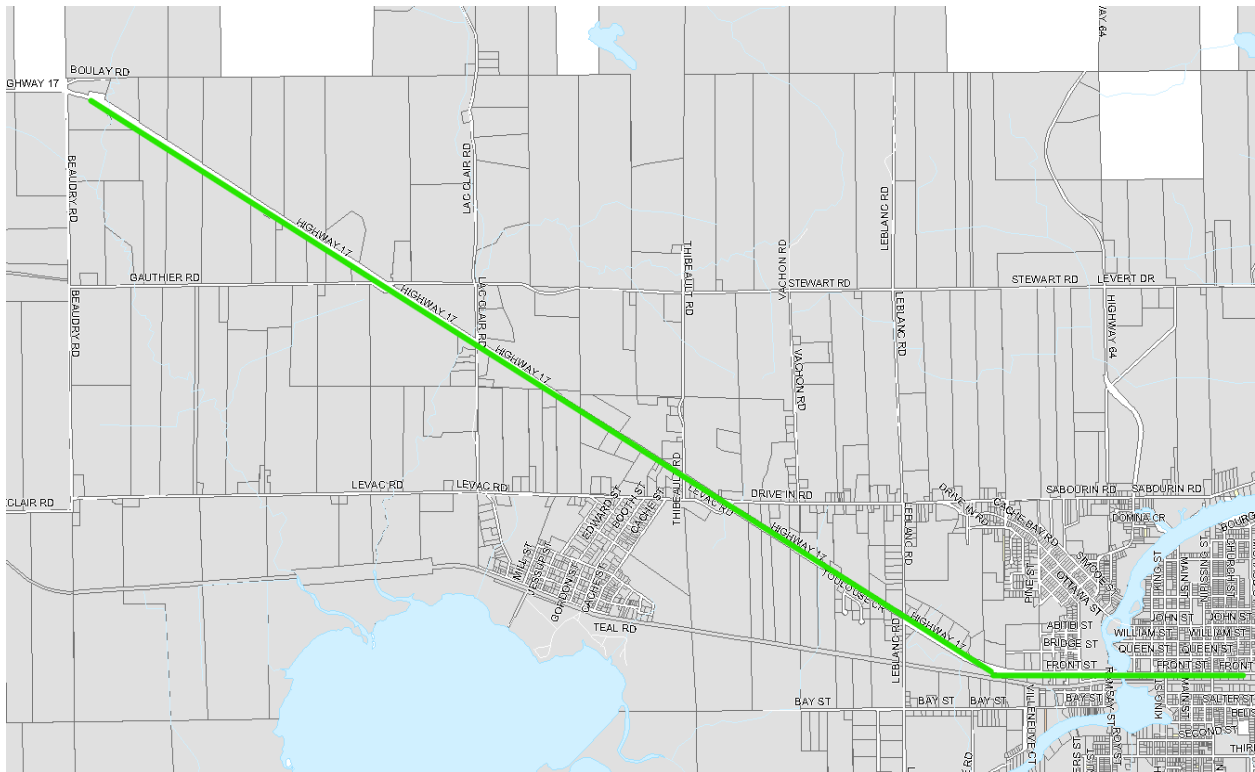




Appendix 'D' (Part 2 of 5)

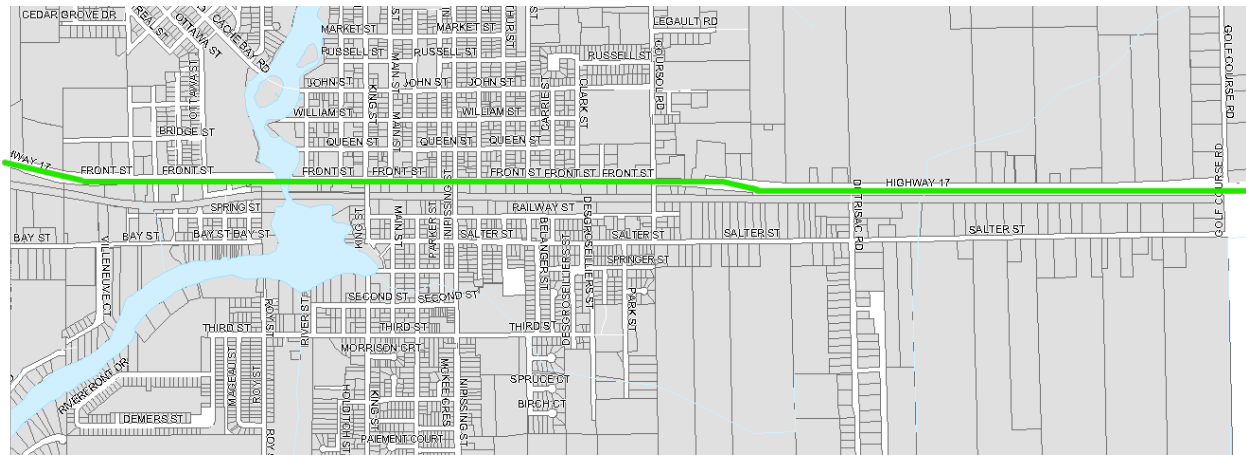


Appendix 'D' (Part 3 of 5)

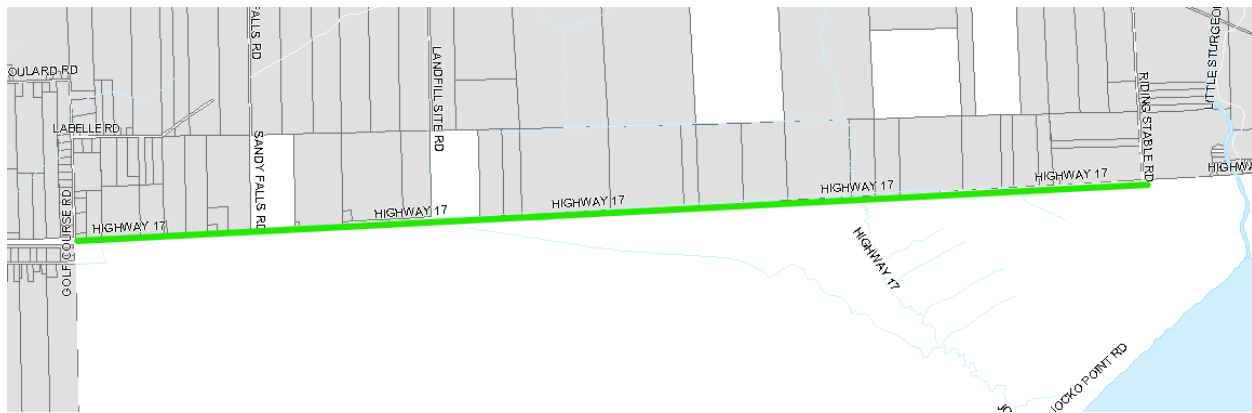




Appendix 'D' (Part 4 of 5)

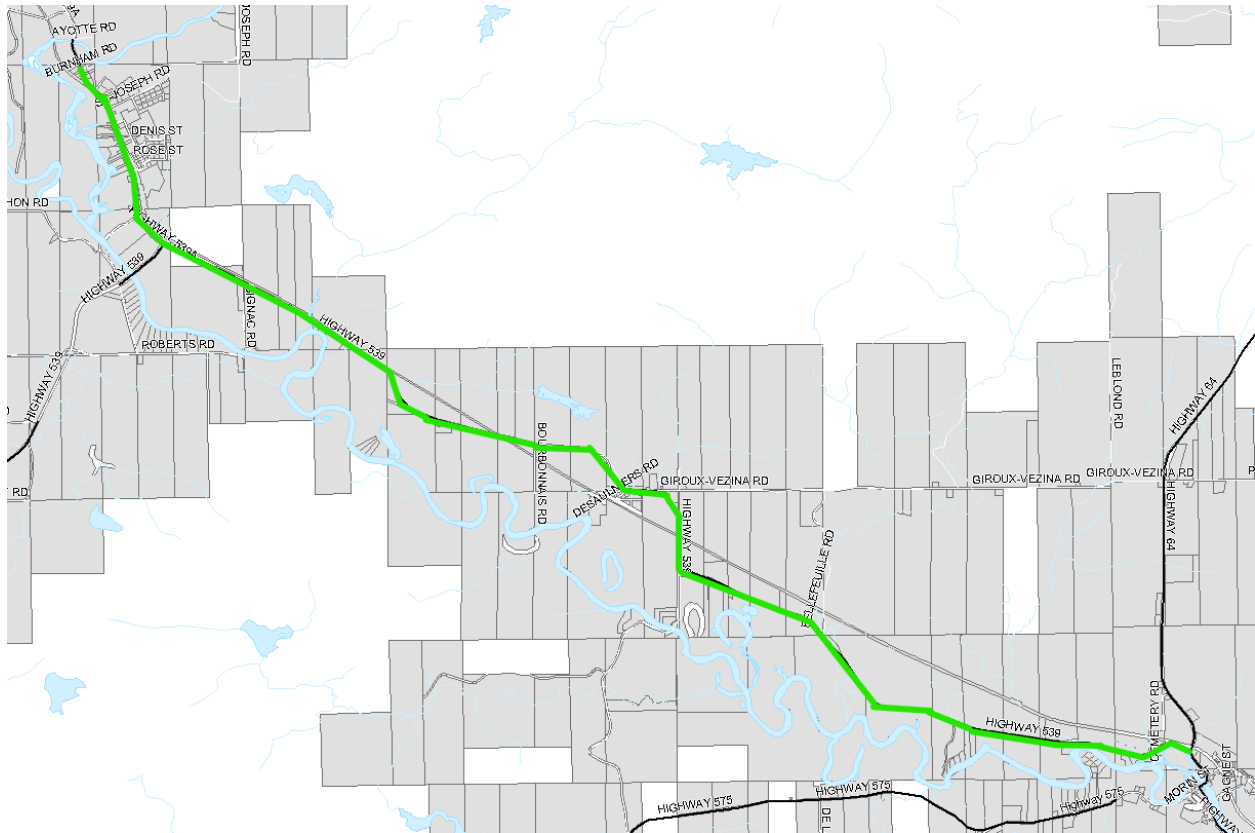


Appendix 'D' (Part 5 of 5)





Appendix 'F'





Appendix 'G'

