



2025

Community Improvement Programs



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Introduction to the Municipality of Brighton's Community Improvement Plan

The Municipality of Brighton strives to conserve and enhance the unique character, community spirit, "small town and rural" values and superior quality of life for all who live, work and visit the community. Brighton provides an excellent quality of life for many of its residents; however, the Municipality has opportunity to address emerging challenges while building on these strengths and in achieving its long-term vision.

A Community Improvement Plan (CIP) is a statutory mechanism with which the Municipality can respond to these challenges. Section 28 of the Planning Act gives Municipalities the opportunity to prepare and administer CIPs which can:

- Introduce strategic policies and by-laws aimed at implementing a community vision or strategy related to land use and development;
- Direct funds for improvements to public infrastructure and public space;
- Acquire land or buildings, rehabilitate buildings or clear land, and sell land for community improvement;
- Provide or direct funds for the provision of affordable housing;
- Improve energy efficiency; and
- Provide grants and loans to owners and tenants for specific actions.

The Municipality of Brighton's Community Improvement Plan (CIP) introduces programs to encourage responsible and sustainable growth that fits the context of the Municipal vision. The CIP directs funds towards specific rehabilitation and/or development projects that meet specific goals such as...

- ✓ Increase the supply of affordable housing ownership and rental units throughout the municipality
- ✓ Increase the supply of rental housing units downtown
- ✓ Revitalize the downtown building stock; and,
- ✓ Promote rural economic diversification

A separate CIP for redevelopment of Brownfield areas is also established.

Current Eligible Projects & Project Areas

While the overall Community Improvement Plan seeks to achieve several goals outlined above, we've selected the following program areas to focus on. Projects that applications are currently being accepted for are:

- ✓ **Façade Improvement Design Rebate Program** – intended to encourage commercial, residential or institutional properties in the Downtown Core to make improvements, rehabilitate and improve their facades. The Municipality will provide **a rebate for 50% of costs** associated with design-related professional fees **up to a maximum of \$3,000.**
- ✓ **Façade and Landscaping Improvement Program** - designed to assist commercial, residential or institutional properties in the Core Area to make improvements to, rehabilitate or improve their facades and/or landscaping. The Municipality will provide **a rebate for 50% of façade or landscaping improvements** that satisfy design criteria (included in detail in program description), **up to a maximum of \$10,000.**
- ✓ **Community Accessibility Fund** - intended to assist businesses with improving the accessibility of the interior/exterior of their buildings in accordance with the Accessibility for Ontarians with Disabilities Act, 2005. Eligible properties include industrial, commercial and mixed-use. The Municipality will cover **50% of eligible costs up to the maximum of \$5,000.**

These programs will be available to businesses for 2025 and 2026 before they are re-evaluated to ensure the needs of businesses continue to be addressed by these programs.

General Eligibility Requirements

Each CIP Program has its own set of eligibility requirements, however, the following are required by all programs...

- ✓ The property must be within the outlined eligible area (see maps specific to each program below)
- ✓ The property must have the proper zoning as outlined by each program (see individual program eligibility requirements for more information)
- ✓ The proposed work outlined on the application must align with the items listed in the eligible cost section of the program (see individual program eligibility requirements for more information)
- ✓ Taxes on the property must be up to date and in good standing
- ✓ The property shall have no outstanding work orders issued by the Municipality against the property

Required Documentation

Program specific documentation is outlined in the description of each CIP program; however, all projects require...

- ✓ A complete application form outlining the work you wish to complete
- ✓ A signed copy of the Community Improvement Plan (CIP) Policies and Conditions document (listed below for your review, included in the Application Form for your signature)
- ✓ A copy of the parcel register for the subject property showing the name of the current owner and legal description (can be obtained from the Land Registry Office)
- ✓ Property Tax Roll Number (can be found on the top of your Tax Bill or by contacting the Municipality of Brighton Finance Office, place to list is included in the application form)
- ✓ Written permission from the property owner to undertake the work outlined in the CIP application
- ✓ Electronic Transfer of Funds (EFT) paperwork (included in Application Form)
- ✓ Additional Supporting documentation (outlined in each program description)

Other Considerations

- ✓ You may apply for multiple CIP Programs per intake, however each program must be completed on a separate application.
- ✓ Your CIP Application must be completed, submitted and approved in writing by the Municipality staff before work commences. Without approval from municipal staff, funding will not be received.
- ✓ The municipality is not responsible for any costs incurred by the applicant in relation to applying for any of the CIP Programs
- ✓ No application is guaranteed approval. Municipal staff will review applications based on the criteria provided to applicants.

Steps to Submit an Application

1. Arrange a pre-consultation meeting with the Economic Development Department to discuss the program and work you are looking to undertake. Meetings can be arranged in person or via Zoom. Please contact cbirch@brighton.ca to make an appointment.
2. Complete an Application Form for the CIP Program you wish to apply for. Applications are included in the Appendix section of this document and can also be downloaded from the Municipal website under the 'Doing Business' tab.
You can also pick up a copy of the applications from the Municipal Centre at 35 Alice Street during regular business hours.
3. Collect supporting paperwork outlined in the program's Required Documentation section.
4. Submit your application to the Municipality of Brighton's Economic Development Department via email (cbirch@brighton.ca) or in-person at 35 Alice Street. If you are sending electronically, please make sure all documents submitted are legible.
5. Applications will be reviewed by staff in the Economic Development Department using the criteria provided (see individual program for specific criteria). We thank all businesses for applying by only businesses that are successful will be contacted with further information.

Application Timelines

This year's (2025) CIP Applications will be open in Spring/Summer 2025 but will return to a regular intake period of January 1st to March 31st in 2026.

If there is remaining funding following the evaluation of the applications received, a second intake period may occur to evaluate applications at the discretion of the Municipality.

Timelines to Complete Work and Submit Invoices

- ✓ The applicant agrees to undertake any approved works within one (1) year following the date of approval, except where it can be proven to the Municipality that a delay is due to the limited availability of specialized contractors;
- ✓ The applicant agrees that proof of paid invoices for professional fees related to the completion of design drawings or studies associated with the façade improvement must be submitted to the Municipality within six (6) months of the latest invoice date.

Application Evaluation

CIP Applications will be evaluated based on the criteria outlined in each program description. Evaluations will be completed by an evaluation committee comprised of two Economic Development staff and the chair of the Economic Development Advisory Committee (Façade Improvement Design Rebate Program, Façade and Landscape Improvement Incentive) or Accessibility Advisory Committee (Community Accessibility Fund).

Applications that receive approval from the evaluation committee will be presented to the Economic Development Advisory Committee (applications from the Façade Improvement Design Rebate Program, Façade and Landscape Improvement Incentive) or the Accessibility Advisory Committee (applications from the Community Accessibility Fund) to receive endorsement before going to Council for final funding approval.

Helpful Links

The following are links that applicants may wish to refer to when preparing their application for consideration:

- Municipality of Brighton Building & Planning Department - <https://www.brighton.ca/en/municipal-services/planning-building-bylaw.aspx>
- Universal Design Principles - <https://universaldesign.ie/about-universal-design/the-7-principles>
- Heritage Properties - https://www.brighton.ca/en/Discover-Brighton/resources/Documents/heritage_municipal_register_index.pdf
- Land Registry Offices - <https://www.ontario.ca/page/land-registry-offices-lro>
- Ontario Building Code - <https://www.ontario.ca/page/ontarios-building-code>
- Accessibility Act - <https://www.ontario.ca/laws/statute/05a11>

Questions about applying to the CIP Program?

Please contact Ben Hagerman, Manager of Economic Development
bhagerman@brighton.ca | 613 475 0670 ext. 207

Program Policies and Conditions

1. Eligible program participants include registered owners, assessed owners, tenants and assignees as identified in Section 28(7) of the Planning Act.
2. All proposed development shall conform to the County and Municipal Official Plans, Zoning By-law, Council approved design guidelines, and other planning requirements.
3. CIP applications related to affordable housing projects will involve pre-consultation with the County of Northumberland Housing Office.
4. Grant amounts exclude HST.
5. The Municipality may acquire lands in the implementation of this CIP program, including purposes of supplying affordable housing, improving deficient infrastructure, underutilized land or buildings, buildings not meeting property standards or occupancy requirements, off-street parking, specialized use public buildings, establishing parkland or active transportation areas, civic spaces, or environmental restoration.
6. All improvements shall be made pursuant to a building permit and constructed in accordance with the Ontario Building Code where required.
7. Property taxes shall be in good standing at the time of application and throughout the length of any incentive or grant commitment. Where arrears exist, an application will not be approved and/or grants will not be advanced until arrears are eliminated.
8. The lands subject to the CIP project shall have no outstanding work orders issued by the Municipality against the property. Outstanding work orders or requests against the property must be complied with prior to the consideration of any application or must be rectified through the proposed improvements.
9. Applications may be received for CIP projects that fall outside the scope of this CIP Plan. Such applications will demonstrate a justification of the request for project support in the context of municipal benefits regarding fiscal, environmental, social, and economic contributions.
10. A CIP program will be activated through Council's budget and a project-specific bylaw under Section 28 of the Planning Act. During preparation of its annual budget Municipal Council will determine the contribution to be made available to the various programs under this CIP for the following year. The financial incentive programs available under this CIP will be administered by Municipal staff within the budget established by Council. Projects will not be approved that result in over-expenditure to what has been allocated to the CIP's program(s) by Municipal Council.
11. Eligibility is based on the criteria laid out in the individual CIP programs. If the number or quality of applications exceed available funding, the group of submitted applications will be Municipality of Brighton - Draft Community Improvement Plan – Community Development Initiatives 7 evaluated and only the applications that have been evaluated as offering the highest quality of the proposed property enhancement and/or development project, or community benefits will be awarded. In addition, the decision to fund and the amount of funding will generally be determined through the application of minimum criteria which measures each

application based on the quality of the proposed property enhancement and/or development project. Such criteria as may be updated without amendment to this CIP Plan will be determined by staff, or an Evaluation Committee as may be established by Council;

12. Only lands and buildings that are a legal use, including legal non-conforming/legal non-complying uses under Section 34 of the Planning Act, will qualify under the CIP Plan. Expansions of such buildings or changes of uses to such buildings or lands will need to address conformity to the Zoning by-law. Exceptions may apply where the Municipality is acquiring the non-conforming lands or buildings, or re-development of the lands or buildings is improving conformity;
13. The Municipality is not responsible for any costs incurred by an applicant in relation to applying for any of the incentive programs.
14. The Municipality reserves the right to peer review/audit any studies and/or works approved under an incentive program.
15. If the applicant is in default of any program requirement, or any other requirement of the Municipality, the Municipality may delay, suspend, cancel, or reduce the amount of its program approval and/or the financial incentive(s).
16. The Municipality may, at its discretion, and without further amendment to the CIP, extend or discontinue any program when and as deemed appropriate. Notwithstanding this, participants in various programs prior to their discontinuation may continue to receive approved incentives/grants after the closing of the program as determined through individual agreement with the Municipality and subject to available funding approved by the Municipality.
17. No application is guaranteed approval, the Municipality has full authority over all decisions, and final decisions with respect to applications.
18. As a condition of approval, the applicant and/or owner of the property may be required to enter into agreements with the Municipality. Depending on the nature of the program application, the agreement may be registered on the title of the applicable property. The agreement may specify terms, duration, default, penalty, and termination provisions of the financial incentive.
19. Funding will only be provided after an agreement is executed, if required, and once all other conditions have been met.
20. If the funding is recurring over multiple years, then funding will only be issued if appropriate documentation is provided and accepted by the Municipality each year, as required.
21. Works commenced after applying but prior to application approval are done at the applicant's risk.
22. In accordance with Section 28(7.3) of the Planning Act, the total amount of all financial incentives (including any tax assistance) given by the Municipality to a specific development shall not exceed the eligible cost with respect to those lands and buildings.

Façade Improvement Design Rebate Program

Overview of the Incentive

The Façade Improvement Design Rebate Program is intended to encourage commercial, residential or institutional properties in the Downtown Core to make improvements, rehabilitate and improve their facades.

Eligible Costs Covered

The Municipality will provide a rebate for 50% of costs associated with design-related professional fees up to a maximum of \$3,000.

Eligibility Criteria

- ✓ The property is within the eligible area (See Appendix A)
- ✓ The property is zoned Industrial, Commercial or Residential
- ✓ The proposed work aligns with the costs described in the 'Eligible Costs Covered' section

Project Conditions

- ✓ The applicant has received permission from the owner of the property to undertake this work (if applicable)
- ✓ Applicants must attend a pre-consultation meeting with staff to discuss the work they wish to undertake
- ✓ Applicants must submit a complete written application to be reviewed by municipal staff. At the Municipality's discretion, documentation required to support the application may include:
 - Photographs of the existing building;
 - Historical photographs of the building, if available;
 - Confirmation of an approved Heritage Permit, if applicable;
 - Elevation drawings to illustrate the full scope of the proposed façade improvements;
 - Architectural or Urban Design drawings.
- ✓ Façade designs are prepared by a qualified professional adhering to the Ontario Building Code, and best practices in façade design, including any Municipal design guidelines where applicable

Timelines for Project Completion

- ✓ The applicant agrees to undertake any approved works within one (1) year following the date of approval, except where it can be proven to the Municipality that a delay is due to the limited availability of specialized contractors;

- ✓ The applicant agrees that proof of paid invoices for professional fees related to the completion of design drawings or studies associated with the façade improvement must be submitted to the Municipality within six (6) months of the latest invoice date.

Other Considerations

- ✓ This application must be completed, submitted and approved in writing by Municipal staff before work commences. **Without approval from municipal staff, funding will not be received.** Any work commenced after applying but prior to application approval is done at the applicant's risk. Funding will only be provided after an agreement is executed.
- ✓ The Municipality is **not responsible** for any costs incurred by applicant in relation to applying for any of the incentive programs
- ✓ Applications which address traditional façades will be evaluated first. No application is guaranteed approval. Municipal staff will review applications based on the criteria provided to applicants.

Application Evaluation Criteria

Criteria	What are evaluators looking for?
Application Completion	The application is fully complete with clear, detailed information. Details are well developed, and all supporting documentation has been submitted.
Enhancement of Downtown visual aesthetic.	The proposed improvements will enhance the overall downtown aesthetic through thoughtful design and integration with existing structures. The changes are clearly positive and contribute to the area's overall appeal.
Contribution to a modernized business look and feel for residents and tourists.	The proposed improvements positively modernize the business look, improving both the aesthetic and functional aspects for residents and tourists, with evident consideration for both groups' needs.
Commitment to sustainability and efficiency.	The proposed improvements integrate sustainable practices into its design and execution, addressing key environmental concerns and demonstrating a solid commitment to sustainability.
Use of Local Professionals/Vendors/Contractors	The proposed improvements engage a significant number of local professionals, fostering collaboration with local talent in multiple aspects of the project.

Façade and Landscape Improvement Incentive

Overview of the Incentive

The Façade and Landscape Improvement Incentive is designed to assist commercial, residential or institutional properties in the Core Area to making improvements to, rehabilitate or improve their facades and/or landscaping. Façade and landscaping enhancement can include front, side and rear yard enhancements depending on whether the property is a corner lot, or the rear yard is adjacent to public space or otherwise occupies a significant view corridor.

Eligible Costs Covered

The Municipality will provide a rebate for 50% of façade or landscaping improvements that satisfy design criteria (below), up to a maximum of \$10,000. Eligible costs that may be covered by this program may include but are not limited to:

- ✓ Enhancement, replacement and rehabilitation of commercial/retail doors, windows and facades that are in keeping with an enhanced design plan including heritage attributes, if applicable

Please note: the landscaping component of this improvement incentive will represent a minor portion of the total value of the incentive.

Eligibility Criteria

- ✓ The property is within the eligible area (see Appendix A)
- ✓ The property is zoned Industrial, Commercial or Residential (in Hamlet areas, commercial or institutional properties would also qualify)
- ✓ The proposed work aligns with the costs described in the 'Eligible Costs Covered' section

Project Conditions

- ✓ The applicant has received permission from the owner of the property to undertake this work (if applicable)
- ✓ Taxes on the property shall be up to date and in good standing
- ✓ The property shall have no outstanding work orders issued by the Municipality against the property
- ✓ The applicant shall have an approved Heritage Permit (if applicable)
- ✓ Applicants must attend a pre-consultation meeting with staff to discuss the work they wish to undertake
- ✓ Applicants must submit a complete written application to be reviewed by municipal staff. Supporting documentation required includes:

- Two (2) itemized independent quotes that include the name of the qualified contractor(s) who will be undertaking the renovation (note: 50% of renovation costs eligible for rebate up to \$10,000), OR
- One (1) itemized independent quote that includes the name of the qualified contractor(s) who will be undertaking the renovation (note: up to 40% of renovation costs eligible for rebate up to \$10,000)
- ✓ All proposed work complies with the Ontario Building Code and all Façade Improvement Guidelines as may apply or, the applicant has been previously approved for the Façade Improvement Design Rebate Program
- ✓ The applicant agrees to enter into an agreement with the Municipality which may be registered against the title to the subject property and may specify the components of the eligible works and their estimated cost and the anticipated timing for the approved works including the estimated completion date
- ✓ The applicant agrees that should their application be approved, no changes to the approved façade improvements will be made for five years without first obtaining Municipal approval
- ✓ To receive the rebate, proof will be that the renovations have been completed in compliance with the Façade Improvement guidance from staff (conditions to the approval) and the other terms of any agreement with the Municipality

Timelines for Project Completion

- ✓ The applicant agrees to undertake any approved works within one (1) year following the date of approval, except where it can be proven to the Municipality that a delay is due to the limited availability of specialized contractors;
- ✓ The applicant agrees that proof of paid invoices for professional fees related to the completion of design drawings or studies associated with the façade improvement must be submitted to the Municipality within six (6) months of the latest invoice date.

Other Considerations

- ✓ This application must be completed, submitted and approved in writing by Municipal staff before work commences. **Without approval from municipal staff, funding will not be received.** Any work commenced after applying but prior to application approval is done at the applicant's risk.
- ✓ The Municipality is **not responsible** for any costs incurred by applicant in relation to applying for any of the incentive programs
- ✓ No application is guaranteed approval. Municipal staff will review applications based on the criteria provided to applicants.
- ✓ The municipality's preference is applications to the Façade and Landscape Improvement Incentive are supported by two (2) itemized independent quotes, however due to the specialized nature of some work in particular on buildings

designated under the Ontario Heritage Act, it may be subject to a comparison with invoices for similar projects where available.

- ✓ A property may only be approved one time for this program during the lifetime of the CIP.

Application Evaluation Criteria

Criteria	What are evaluators looking for?
Application Completion	The application is fully complete with clear, detailed information. Details are well developed and all supporting documentation has been submitted.
Enhancement of Downtown visual aesthetic.	The proposed improvements will enhance the overall downtown aesthetic through thoughtful design and integration with existing structures. The changes are clearly positive and contribute to the area's overall appeal.
Contribution to a modernized business look and feel for residents and tourists.	The proposed improvements positively modernize the business look, improving both the aesthetic and functional aspects for residents and tourists, with evident consideration for both groups' needs.
Commitment to sustainability and efficiency.	The proposed improvements integrates sustainable practices into its design and execution, addressing key environmental concerns and demonstrating a solid commitment to sustainability.
Use of Local Professionals/Vendors/Contractors	The proposed improvements engage a significant number of local professionals, fostering collaboration with local talent in multiple aspects of the project.

Community Accessibility Improvement Fund – NEW to CIP!

Overview of the Fund

The Community Accessibility Improvement Fund is intended to assist businesses with improving the accessibility of the interior/exterior of their buildings in accordance with the Accessibility for Ontarians with Disabilities Act, 2005. Eligible properties include industrial, commercial and mixed-use.

Eligible Costs Covered

The Municipality will cover 50% of eligible costs up to the maximum of \$5,000. Costs that may be covered by this program include, but are not limited to:

- ✓ the installation of handrails, ramps, high contrast visual markers, accessible door operators,
- ✓ the widening of public entryways,
- ✓ the levelling or repair of pathways/access stairs or,
- ✓ any combination of the above improvements.

Eligibility Criteria

- ✓ The property is within the eligible area (see attached map)
- ✓ The property is zoned Industrial, Commercial or Mixed-Use
- ✓ The proposed work aligns with the items listed in the Eligible Costs section, or has been approved by municipal staff

Project Conditions

- ✓ The applicant has received permission from the owner of the property to undertake this work (if applicable)
- ✓ Taxes on the property shall be up to date and in good standing
- ✓ The property shall have no outstanding work orders issued by the Municipality against the property
- ✓ Applicants must attend a pre-consultation meeting with staff to discuss the work they wish to undertake and submit a complete application to be reviewed by municipal staff for approval

Additional documentation to be submitted with application includes:

- ✓ Two itemized independent quotes that include the name of the company/supplier/contractor who will be completing the work or providing the necessary parts within the scope of work
- ✓ Professionally prepared drawings to scale of the project illustrating the nature of the proposed work (if applicable)

- ✓ All work shall be made pursuant to a building permit and constructed in accordance with Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Building Code, where required

Other Considerations

- ✓ This application must be completed, submitted and approved in writing by Municipal staff before work commences. **Without approval from municipal staff, funding will not be received.** Any work commenced after applying but prior to application approval is done at the applicant's risk. Funding will only be provided after an agreement is executed.
- ✓ The Municipality is **not responsible** for any costs incurred by applicant in relation to applying for any of the incentive programs
- ✓ No application is guaranteed approval. Municipal staff will review applications based on the criteria provided to applicants. Eligibility will generally be on a 'first-come first-served' basis.

Timelines for Project Completion

- ✓ The applicant agrees to undertake any approved works within one (1) year following the date of approval, except where it can be proven to the Municipality that a delay is due to the limited availability of specialized contractors;
- ✓ The applicant agrees that proof of paid invoices for professional fees related to the completion of design drawings or studies associated with the façade improvement must be submitted to the Municipality within six (6) months of the latest invoice date.

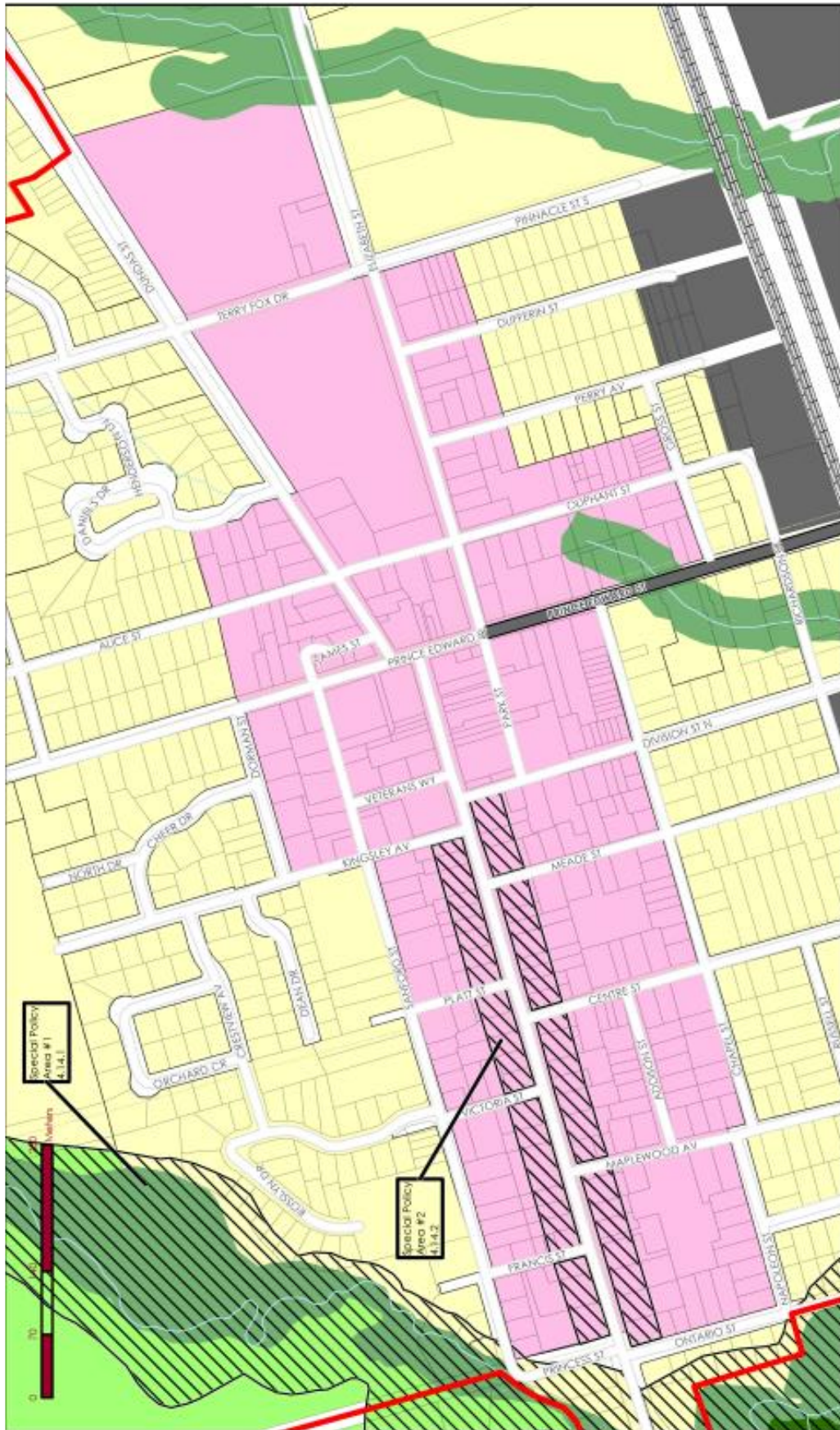
Application Evaluation Criteria

Criteria	What are evaluators looking for?
Application Completion	The application is fully complete with clear, detailed information. Details are well developed and all supporting documentation has been submitted.
Use of Universal Design for inclusive customer experience.	Universal design principles are mostly applied, and the customer experience is largely inclusive. There are minor accessibility challenges that may affect a small portion of the population.
Contribution to a modernized business look and feel for residents and tourists.	The proposed improvements positively modernize the business look, improving both the aesthetic and functional aspects for residents and tourists, with evident consideration for both groups' needs.
Adherence to AODA Legislation	Meets most AODA requirements. Compliance is generally well integrated, though minor areas for improvement might remain in some aspects of accessibility or communication.

Use of Local Professionals/
Vendors/Contractors

The proposed improvements engage a significant number of local professionals, fostering collaboration with local talent in multiple aspects of the project.

Appendix A – Program Eligibility Area Map



Appendix B – Façade Improvement Rebate Program Application Form

Under this program of the Municipality of Brighton's Community Improvement Plan (CIP), property owners or tenants of a building zoned for commercial, residential, or institutional use may apply for a rebate for 50% of the costs of professional fees related to the design of façade improvements up to a maximum of \$3,000.

Please note: any work commenced after applying but prior to application approval is done at the applicant's risk. Funding will only be provided after an agreement is executed.

Applicant & Owner Contact Information

Business Owner Information

I am the Applicant for this program. Please communicate and provide rebate to me.

Name	
Home Address	
Business Name	
Business Address	
Email Address	
Phone Number	

Property Owner Information

I am the Applicant for this program. Please communicate and provide rebate to me.

Name	
Property Address	
Email Address	
Phone Number	
Property Tax Roll #	

Property Details

Has the subject property been designated under the Ontario Heritage Act?

- Yes, my property is designated under the Ontario Heritage Act.
- No, my property has not been designated under the Ontario Heritage Act.
- I'm not sure if my property is designated under the Ontario Heritage Act.

Are there any outstanding Municipality of Brighton work orders on the subject property?
Please check categories that you have outstanding work orders in and include any copies of the work orders with this application.

- Fire Prevention
- Property Standards
- Building Code
- By-Law Enforcement

Are the taxes associated with the subject property up to date and in good standing?

- Yes, the taxes associated with the property are up to date and in good standing.
- No, the taxes associated with the property are NOT up to date and/or are not in good standing.
- I'm not sure if the taxes associated with the property are up to date and/or in good standing.

Project Details

Please provide a description of the improvements you are planning on making to your façade. Include any associated drawings, measurements and designs, etc. (if available).

When is the estimated date of completion for this project?

Additional Documentation Required:

Please include/attach the following as part of your application:

- At least two written estimates from qualified contractors/builders. Please note: the lowest estimate does not necessarily have to be selected.
- A copy of the parcel register for the subject property showing name of the current owner and legal description (can be obtained from the Land Registry Office)
- Written permission from property owner for all proposed work
- Photographs of the existing building;
- Historical photographs of the building, if available;
- Elevation drawings to illustrate the full scope of the proposed façade improvements;
- Existing Architectural or Urban Design drawings.

Program Policies and Conditions

As per section 4.1. Policies and Conditions Applicable to All CIP Programs and Projects of the Municipality of Brighton's Community Improvement Plan (CIP), all applicants agree to the following:

1. Eligible program participants include registered owners, assessed owners, tenants and assignees as identified in Section 28(7) of the Planning Act.
2. All proposed development shall conform to the County and Municipal Official Plans, Zoning By-law, Council approved design guidelines, and other planning requirements.
3. CIP applications related to affordable housing projects will involve pre-consultation with the County of Northumberland Housing Office.
4. Grant amounts exclude HST.
5. The Municipality may acquire lands in the implementation of this CIP program, including purposes of supplying affordable housing, improving deficient infrastructure, underutilized land or buildings, buildings not meeting property standards or occupancy requirements, off-street parking, specialized use public buildings, establishing parkland or active transportation areas, civic spaces, or environmental restoration.
6. All improvements shall be made pursuant to a building permit and constructed in accordance with the Ontario Building Code where required.
7. Property taxes shall be in good standing at the time of application and throughout the length of any incentive or grant commitment. Where arrears exist, an application will not be approved and/or grants will not be advanced until arrears are eliminated.
8. The lands subject to the CIP project shall have no outstanding work orders issued by the Municipality against the property. Outstanding work orders or requests against the

property must be complied with prior to the consideration of any application or must be rectified through the proposed improvements.

9. Applications may be received for CIP projects that fall outside the scope of this CIP Plan. Such applications will demonstrate a justification of the request for project support in the context of municipal benefits regarding fiscal, environmental, social, and economic contributions.
10. A CIP program will be activated through Council's budget and a project-specific bylaw under Section 28 of the Planning Act. During preparation of its annual budget Municipal Council will determine the contribution to be made available to the various programs under this CIP for the following year. The financial incentive programs available under this CIP will be administered by Municipal staff within the budget established by Council. Projects will not be approved that result in over-expenditure to what has been allocated to the CIP's program(s) by Municipal Council.
11. Eligibility is based on the criteria laid out in the individual CIP programs. If the number or quality of applications exceed available funding, the group of submitted applications will be Municipality of Brighton - Draft Community Improvement Plan – Community Development Initiatives 7 evaluated and only the applications that have been evaluated as offering the highest quality of the proposed property enhancement and/or development project, or community benefits will be awarded. In addition, the decision to fund and the amount of funding will generally be determined through the application of minimum criteria which measures each application based on the quality of the proposed property enhancement and/or development project. Such criteria as may be updated without amendment to this CIP Plan will be determined by staff, or an Evaluation Committee as may be established by Council;
12. Only lands and buildings that are a legal use, including legal non-conforming/legal non-complying uses under Section 34 of the Planning Act, will qualify under the CIP Plan. Expansions of such buildings or changes of uses to such buildings or lands will need to address conformity to the Zoning by-law. Exceptions may apply where the Municipality is acquiring the non-conforming lands or buildings, or re-development of the lands or buildings is improving conformity;
13. The Municipality is not responsible for any costs incurred by an applicant in relation to applying for any of the incentive programs.
14. The Municipality reserves the right to peer review/audit any studies and/or works approved under an incentive program.
15. If the applicant is in default of any program requirement, or any other requirement of the Municipality, the Municipality may delay, suspend, cancel, or reduce the amount of its program approval and/or the financial incentive(s).
16. The Municipality may, at its discretion, and without further amendment to the CIP, extend or discontinue any program when and as deemed appropriate. Notwithstanding this, participants in various programs prior to their discontinuation may continue to receive approved incentives/grants after the closing of the program as

determined through individual agreement with the Municipality and subject to available funding approved by the Municipality.

17. No application is guaranteed approval, the Municipality has full authority over all decisions, and final decisions with respect to applications.
18. As a condition of approval, the applicant and/or owner of the property may be required to enter into agreements with the Municipality. Depending on the nature of the program application, the agreement may be registered on the title of the applicable property. The agreement may specify terms, duration, default, penalty, and termination provisions of the financial incentive.
19. Funding will only be provided after an agreement is executed, if required, and once all other conditions have been met.
20. If the funding is recurring over multiple years, then funding will only be issued if appropriate documentation is provided and accepted by the Municipality each year, as required.
21. Works commenced after applying but prior to application approval are done at the applicant's risk.
22. In accordance with Section 28(7.3) of the Planning Act, the total amount of all financial incentives (including any tax assistance) given by the Municipality to a specific development shall not exceed the eligible cost with respect to those lands and buildings.

I have read and acknowledged conditions 1-22 above.

Signature of Owner or Authorized Applicant	Date

Confidentiality and Consent

All information included in this application will be kept strictly confidential under the Municipal Freedom of Information Act.

The applicant consents to the use of their name and their business name and address in connection with any program funding announcements.

This application is being made in accordance with the Municipality of Brighton's Community Improvement Plan. The undersigned hereby applies for the Façade Improvement Design Rebate in accordance with the application herewith submitted and acknowledge that the proposed work must comply with the provisions of the Building Code Act and the Ontario Building Code and any other statutes or regulations of the Province of Ontario, and that all by-laws of the Municipality of Brighton. The undersigned also acknowledges that it is understood that work carried out prior to the approval of this application will not necessarily be eligible for funding.

I, _____ certify the truth of all statements or representations herein.

Signature of Owner or Authorized Applicant	Date

Owner's Authorization

I, _____ being the registered owner of the subject property hereby authorize _____ to prepare and submit this application for the Municipality of Brighton's Community Improvement Plan (CIP).

Signature of Owner	Date

Façade Improvement Design Rebate Application Checklist

Step 1: Pre-Consultation

- A pre-consultation meeting with municipal staff to discuss plans for work that will be undertaken. Meetings can be arranged by emailing Caroline Birch, Economic Development Coordinator at cbirch@brighton.ca.

Step 2: Preparing Your Application

Before submitting your application, please make sure it includes:

- A completed Application Form which can be found online on our website or in hard copy format at the Municipal Centre (35 Alice Street)
- A signed copy of the Community Improvement Plan (CIP) Policies and Conditions document (included in Application Form)
- Electronic Transfer Funds (EFT) paperwork (included in Application Form)
- Property Tax Roll Number (included in Application Form)
- A copy of the parcel register for the subject property showing name of the current owner and legal description (can be obtained from the Land Registry Office)
- Written consent from the property owner

Additional Supporting Documentation:

- Photographs of the existing building;
- Historical photographs of the building, if available;
- Elevation drawings to illustrate the full scope of the proposed façade improvements;
- Existing Architectural or Urban Design drawings.

Step 3: Submitting Your Application

Applications for 2025 are being accepted on an alternative intake period of April 1st to June 30th. In 2026, applications will be accepted during the regular intake period of January 1st to March 31st. If there is remaining funding following the evaluation of the applications received, a second intake period may occur at the discretion of the Municipality.

Applications can be submitted:

- ✓ online here: www.brighton.ca/cip
- ✓ emailed to: cbirch@brighton.ca
- ✓ by mail to:

The Municipality of Brighton
35 Alice Street, PO Box 189
Brighton, ON
K0K 1H0

- in-person at the Brighton Municipal Centre located at 35 Alice Street during regular business hours

Step 4: Wait for your Application to be Reviewed by Municipal Staff

Municipal staff will review applications based on the criteria provided to applicants. The decision to fund and the amount of funding will generally be determined through the application of the criteria listed in each program. The highest quality of the proposed property enhancement and/or development project, or community benefits will be awarded, as funding allows.

The criteria provided to applicants has been determined by staff and is based on priorities laid out in the Municipality of Brighton's Strategic Plan.

In some cases, municipal staff may require a visual inspection of the property in order to fully assess the application.

If your application is approved, a letter and/or agreement will be provided from municipal staff and the work may begin. **Please note: any work commenced after applying but prior to application approval is done at the applicant's risk. Funding will only be provided after an agreement is executed.**

Step 5: Complete Your Project

- Façade improvement drawings must be completed within one (1) year following the date of approval, except where it can be proven to the Municipality that a delay is due to the limited availability of specialized contractors;
- Proof of all paid invoices for professional fees related to the completion of work associated with the façade improvement must be submitted to the Municipality within six (6) months of the latest invoice date.

Step 6: Receive Payment from the Municipality of Brighton

- Submit paid invoices to the Municipality.
Invoices can be submitted:
 - ✓ By email to: cbirch@brighton.ca
 - ✓ by mail to:
The Municipality of Brighton
35 Alice Street, PO Box 189
Brighton, ON
K0K 1H0
- ✓ in-person at the Brighton Municipal Centre located at 35 Alice Street during regular business hours
- Inspection of work completed by the Chief Building Official (CBO) and other municipal staff as necessary (if applicable)
- Receive payment from the Municipality of Brighton through Electronic Fund Transfer (EFT)

Please note: if actual costs are less than what were approved under the letter and/or agreement, the dollar amount of the payment may be reduced; however, if the costs

are higher, the payment shall not be increased without the approval of Municipal Council.

Appendix C - Façade and Landscape Improvement Incentive Application

The Façade and Landscape Improvement Incentive is designed to assist commercial, residential or institutional properties in the Core Area to making improvements to, rehabilitate or improve their facades and/or landscaping. Façade and landscaping enhancement can include front, side and rear yard enhancements depending on whether the property is a corner lot, or the rear yard is adjacent to public space or otherwise occupies a significant view corridor.

Applicant & Owner Contact Information

Business Owner Information

I am the Applicant for this program. Please communicate and provide rebate to me.

Name	
Home Address	
Business Name	
Business Address	
Email Address	
Phone Number	

Property Owner Information

I am the Applicant for this program. Please communicate and provide rebate to me.

Name	
Property Address	
Email Address	
Phone Number	
Property Tax Roll #	

Property Details

Has the subject property been designated under the Ontario Heritage Act?

Yes, my property is designated under the Ontario Heritage Act.

- No, my property has not been designated under the Ontario Heritage Act.
- I'm not sure if my property is designated under the Ontario Heritage Act.

Are there any outstanding Municipality of Brighton work orders on the subject property?
Please check categories that you have outstanding work orders in and include any copies of the work orders with this application.

- Fire Prevention
- Property Standards
- Building Code
- By-Law Enforcement

Are the taxes associated with the subject property up to date and in good standing?

- Yes, the taxes associated with the property are up to date and in good standing.
- No, the taxes associated with the property are NOT up to date and/or are not in good standing.
- I'm not sure if the taxes associated with the property are up to date and/or in good standing.

Project Details

Please provide a description of the improvements you are planning on making to your façade. Include/attach any associated drawings, measurements and designs, etc. (if available).

When is the estimated date of completion for this project?

Additional Documentation Required to be Submitted with Application

Please include/attach the following as part of your application:

- A copy of the parcel register for the subject property showing name of the current owner and legal description (can be obtained from the Land Registry Office)
- Written consent from the property owner
- Confirmation of an approved Heritage Permit (if applicable)
- Two (2) itemized independent quotes that include the name of the qualified contractor(s) who will be undertaking the renovation (note: 50% of renovation costs eligible for rebate up to \$10,000), **OR**
- One (1) itemized independent quote that includes the name of the qualified contractor(s) who will be undertaking the renovation (note: up to 40% of renovation costs eligible for rebate up to \$10,000)

Program Policies and Conditions

As per section 4.1. Policies and Conditions Applicable to All CIP Programs and Projects of the Municipality of Brighton's Community Improvement Plan (CIP), all applicants agree to the following:

1. Eligible program participants include registered owners, assessed owners, tenants and assignees as identified in Section 28(7) of the Planning Act.
2. All proposed development shall conform to the County and Municipal Official Plans, Zoning By-law, Council approved design guidelines, and other planning requirements.
3. CIP applications related to affordable housing projects will involve pre-consultation with the County of Northumberland Housing Office.
4. Grant amounts exclude HST.
5. The Municipality may acquire lands in the implementation of this CIP program, including purposes of supplying affordable housing, improving deficient infrastructure, underutilized land or buildings, buildings not meeting property standards or occupancy requirements, off-street parking, specialized use public buildings, establishing parkland or active transportation areas, civic spaces, or environmental restoration.
6. All improvements shall be made pursuant to a building permit and constructed in accordance with the Ontario Building Code where required.
7. Property taxes shall be in good standing at the time of application and throughout the length of any incentive or grant commitment. Where arrears exist, an application will not be approved and/or grants will not be advanced until arrears are eliminated.
8. The lands subject to the CIP project shall have no outstanding work orders issued by the Municipality against the property. Outstanding work orders or requests against the property must be complied with prior to the consideration of any application or must be rectified through the proposed improvements.
9. Applications may be received for CIP projects that fall outside the scope of this CIP Plan. Such applications will demonstrate a justification of the request for project

support in the context of municipal benefits regarding fiscal, environmental, social, and economic contributions.

10. A CIP program will be activated through Council's budget and a project-specific bylaw under Section 28 of the Planning Act. During preparation of its annual budget Municipal Council will determine the contribution to be made available to the various programs under this CIP for the following year. The financial incentive programs available under this CIP will be administered by Municipal staff within the budget established by Council. Projects will not be approved that result in over-expenditure to what has been allocated to the CIP's program(s) by Municipal Council.
11. Eligibility is based on the criteria laid out in the individual CIP programs. If the number or quality of applications exceed available funding, the group of submitted applications will be evaluated and only the applications that have been evaluated as offering the highest quality of the proposed property enhancement and/or development project, or community benefits will be awarded. In addition, the decision to fund and the amount of funding will generally be determined through the application of minimum criteria which measures each application based on the quality of the proposed property enhancement and/or development project. Such criteria as may be updated without amendment to this CIP Plan will be determined by staff, or an Evaluation Committee as may be established by Council;
12. Only lands and buildings that are a legal use, including legal non-conforming/legal non-complying uses under Section 34 of the Planning Act, will qualify under the CIP Plan. Expansions of such buildings or changes of uses to such buildings or lands will need to address conformity to the Zoning by-law. Exceptions may apply where the Municipality is acquiring the non-conforming lands or buildings, or re-development of the lands or buildings is improving conformity;
13. The Municipality is not responsible for any costs incurred by an applicant in relation to applying for any of the incentive programs.
14. The Municipality reserves the right to peer review/audit any studies and/or works approved under an incentive program.
15. If the applicant is in default of any program requirement, or any other requirement of the Municipality, the Municipality may delay, suspend, cancel, or reduce the amount of its program approval and/or the financial incentive(s)
16. The Municipality may, at its discretion, and without further amendment to the CIP, extend or discontinue any program when and as deemed appropriate. Notwithstanding this, participants in various programs prior to their discontinuation may continue to receive approved incentives/grants after the closing of the program as determined through individual agreement with the Municipality and subject to available funding approved by the Municipality
17. No application is guaranteed approval, the Municipality has full authority over all decisions, and final decisions with respect to applications.
18. As a condition of approval, the applicant and/or owner of the property may be required to enter into agreements with the Municipality. Depending on the nature of the program application, the agreement may be registered on the title of the

applicable property. The agreement may specify terms, duration, default, penalty, and termination provisions of the financial incentive

19. Funding will only be provided after an agreement is executed, if required, and once all other conditions have been met.
20. If the funding is recurring over multiple years, then funding will only be issued if appropriate documentation is provided and accepted by the Municipality each year, as required.
21. Works commenced after applying but prior to application approval are done at the applicant's risk.
22. In accordance with Section 28(7.3) of the Planning Act, the total amount of all financial incentives (including any tax assistance) given by the Municipality to a specific development shall not exceed the eligible cost with respect to those lands and buildings.

I have read and acknowledged conditions 1-22 above.

Signature of Owner or Authorized Applicant	Date

Confidentiality and Consent

All information included in this application will be kept strictly confidential under the Municipal Freedom of Information Act.

The applicant consents to the use of their name and their business name and address in connection with any program funding announcements.

This application is being made in accordance with the Municipality of Brighton's Community Improvement Plan. The undersigned hereby applies for the Façade Improvement Design Rebate in accordance with the application herewith submitted and acknowledge that the proposed work must comply with the provisions of the Building Code Act and the Ontario Building Code and any other statutes or regulations of the Province of Ontario, and that all by-laws of the Municipality of Brighton. The undersigned also acknowledges that it is understood that work carried out prior to the approval of this application will not necessarily be eligible for funding.

I, _____ certify the truth of all statements or representations herein.

Signature of Owner or Authorized Applicant	Date

Owner's Authorization

I, _____ being the registered owner of the subject property hereby authorize _____ to prepare and submit this application for the Municipality of Brighton's Community Improvement Plan (CIP).

Signature of Owner	Date

Façade and Landscape Improvement Incentive Project Checklist

Step 1: Pre-Consultation

- A pre-consultation meeting with municipal staff to discuss for work that will be undertaken. Meetings can be arranged by emailing Caroline Birch, Economic Development Coordinator at cbirch@brighton.ca.

Step 2: Preparing Your Application

Before submitting your application, please make sure it includes:

- A completed Application Form which can be found online on our website or in hard copy format at the Municipal Centre (35 Alice Street)
- A signed copy of the Community Improvement Plan (CIP) Policies and Conditions document (included in Application Form)
- Electronic Transfer Funds (EFT) paperwork (included in Application Form)
- Property Tax Roll Number (included in Application Form)
- A copy of the parcel register for the subject property showing name of the current owner and legal description (can be obtained from the Land Registry Office)
- Written consent from the property owner

Additional Supporting Documentation:

- Two (2) itemized independent quotes that include the name of the qualified contractor(s) who will be undertaking the renovation (note: 50% of renovation costs eligible for rebate up to \$10,000), **OR**
- One (1) itemized independent quote that includes the name of the qualified contractor(s) who will be undertaking the renovation (note: up to 40% of renovation costs eligible for rebate up to \$10,000)
- Confirmation of an approved Heritage Permit (if applicable)

Please note: The municipality's preference is applications to the Façade and Landscape Improvement Incentive are supported by two (2) itemized independent quotes, however due to the specialized nature of some work in particular on buildings designated under the Ontario Heritage Act, it may be subject to a comparison with invoices for similar projects where available.

Step 3: Submitting Your Application

Applications for 2025 are being accepted on an alternative intake period of April 1st to June 30th. In 2026, applications will be accepted during the regular intake period of January 1st to March 31st. If there is remaining funding following the evaluation of the applications received, a second intake period may occur at the discretion of the Municipality.

Applications can be submitted:

- ✓ online here: www.brighton.ca/cip
- ✓ emailed to: cbirch@brighton.ca

✓ by mail to:

The Municipality of Brighton
35 Alice Street, PO Box 189
Brighton, ON
K0K 1H0

in-person at the Brighton Municipal Centre located at 35 Alice Street during regular business hours

Step 4: Wait for your Application to be Reviewed by Municipal Staff

Municipal staff will review applications based on the criteria provided to applicants. The decision to fund and the amount of funding will generally be determined through the application of the criteria listed in each program. The highest quality of the proposed property enhancement and/or development project, or community benefits will be awarded, as funding allows.

The criteria provided to applicants has been determined by staff and is based on priorities laid out in the Municipality of Brighton's Strategic Plan.

In some cases, municipal staff may require a visual inspection of the property in order to fully assess the application.

If your application is approved, a letter and/or agreement will be provided from municipal staff and the work may begin. **Please note: any work commenced after applying but prior to application approval is done at the applicant's risk. Funding will only be provided after an agreement is executed.**

Step 5: Complete Your Project

- Approved work must be completed within one (1) year following the date of approval, except where it can be proven to the Municipality that a delay is due to the limited availability of specialized contractors;
- Proof of all paid invoices for professional fees related to the completion of work associated with the façade improvement must be submitted to the Municipality within six (6) months of the latest invoice date.

Step 6: Receive Payment from the Municipality of Brighton

Submit paid invoices to the Municipality.

Invoices can be submitted:

✓ By email to: cbirch@brighton.ca

✓ by mail to:

The Municipality of Brighton
35 Alice Street, PO Box 189
Brighton, ON
K0K 1H0

- ✓ in-person at the Brighton Municipal Centre located at 35 Alice Street during regular business hours
- Inspection of work completed by the Chief Building Official (CBO) and other municipal staff as necessary (if applicable)
- Receive payment from the Municipality of Brighton through Electronic Fund Transfer (EFT)

Please note: if actual costs are less than what were approved under the letter and/or agreement, the dollar amount of the payment may be reduced; however, if the costs are higher, the payment shall not be increased without the approval of Municipal Council.

Appendix D - Community Accessibility Improvement Fund Application

The Community Accessibility Improvement Fund is intended to assist businesses with improving the accessibility of the interior/exterior of their buildings in accordance with the Accessibility for Ontarians with Disabilities Act, 2005. Eligible properties include industrial, commercial and mixed-use.

Please note: any work commenced after applying but prior to application approval is done at the applicant's risk. Funding will only be provided after an agreement is executed.

Applicant & Owner Contact Information

Business Owner Information

I am the Applicant for this program. Please communicate and provide rebate to me.

Name	
Home Address	
Business Name	
Business Address	
Email Address	
Phone Number	

Property Owner Information

I am the Applicant for this program. Please communicate and provide rebate to me.

Name	
Property Address	
Email Address	
Phone Number	
Property Tax Roll #	

Property Details

Has the subject property been designated under the Ontario Heritage Act?

Yes, my property is designated under the Ontario Heritage Act.

- No, my property has not been designated under the Ontario Heritage Act.
- I'm not sure if my property is designated under the Ontario Heritage Act.

Are there any outstanding Municipality of Brighton work orders on the subject property?
Please check categories that you have outstanding work orders in and include any copies of the work orders with this application.

- Fire Prevention
- Property Standards
- Building Code
- By-Law Enforcement

Are the taxes associated with the subject property up to date and in good standing?

- Yes, the taxes associated with the property are up to date and in good standing.
- No, the taxes associated with the property are NOT up to date and/or are not in good standing.
- I'm not sure if the taxes associated with the property are up to date and/or in good standing.

Project Details

Please provide a description of the improvements you are planning on making to your façade. Include any associated drawings, measurements and designs, etc. (if available).

When is the estimated date of completion for this project?

Additional Documentation Required to be Submitted with Application

Please include/attach the following as part of your application:

- A copy of the parcel register for the subject property showing name of the current owner and legal description (can be obtained from the Land Registry Office)
- Written consent from the property owner
- Confirmation of an approved Heritage Permit (if applicable)
- Two itemized independent quotes that include the name of the company/supplier/contractor who will be completing the work or providing the necessary parts within the scope of work
- Professionally prepared drawings to scale of the project illustrating the nature of the proposed work (if applicable)

Program Policies and Conditions

As per section 4.1. Policies and Conditions Applicable to All CIP Programs and Projects of the Municipality of Brighton's Community Improvement Plan (CIP), all applicants agree to the following:

1. Eligible program participants include registered owners, assessed owners, tenants and assignees as identified in Section 28(7) of the Planning Act.
2. All proposed development shall conform to the County and Municipal Official Plans, Zoning By-law, Council approved design guidelines, and other planning requirements.
3. All proposed development shall conform to the County and Municipal Official Plans, Zoning By-Law, Council approved design guidelines and other planning requirements.
4. Grant amounts exclude HST.
5. The Municipality may acquire lands in the implementation of this CIP program, including purposes of supplying affordable housing, improving deficient infrastructure, underutilized land or buildings, buildings not meeting property standards or occupancy requirements, off-street parking, specialized use public buildings, establishing parkland or active transportation areas, civic spaces, or environmental restoration.
6. All improvements shall be made pursuant to a building permit and constructed in accordance with the Ontario Building Code where required.
7. Property taxes shall be in good standing at the time of application and throughout the length of any incentive or grant commitment. Where arrears exist, an application will not be approved and/or grants will not be advanced until arrears are eliminated.
8. The lands subject to the CIP project shall have no outstanding work orders issued by the Municipality against the property. Outstanding work orders or requests against the

property must be complied with prior to the consideration of any application or must be rectified through the proposed improvements.

9. Applications may be received for CIP projects that fall outside the scope of this CIP Plan. Such applications will demonstrate a justification of the request for project support in the context of municipal benefits regarding fiscal, environmental, social, and economic contributions.
10. A CIP program will be activated through Council's budget and a project-specific bylaw under Section 28 of the Planning Act. During preparation of its annual budget Municipal Council will determine the contribution to be made available to the various programs under this CIP for the following year. The financial incentive programs available under this CIP will be administered by Municipal staff within the budget established by Council. Projects will not be approved that result in over-expenditure to what has been allocated to the CIP's program(s) by Municipal Council.
11. Eligibility will generally be on a 'first-come first-served' basis. If the number or quality of applications exceed available funding, the group of submitted applications will be evaluated and only the applications that have been evaluated as offering the highest quality of the proposed property enhancement and/or development project, or community benefits will be awarded. In addition, the decision to fund and the amount of funding will generally be determined through the application of minimum criteria which measures each application based on the quality of the proposed property enhancement and/or development project. Such criteria as may be updated without amendment to this CIP Plan will be determined by staff, or an Evaluation Committee as may be established by Council;
12. Only lands and buildings that are a legal use, including legal non-conforming/legal non-complying uses under Section 34 of the Planning Act, will qualify under the CIP Plan. Expansions of such buildings or changes of uses to such buildings or lands will need to address conformity to the Zoning by-law. Exceptions may apply where the Municipality is acquiring the non-conforming lands or buildings, or re-development of the lands or buildings is improving conformity;
13. The Municipality is not responsible for any costs incurred by an applicant in relation to applying for any of the incentive programs.
14. The Municipality reserves the right to peer review/audit any studies and/or works approved under an incentive program.
15. If the applicant is in default of any program requirement, or any other requirement of the Municipality, the Municipality may delay, suspend, cancel, or reduce the amount of its program approval and/or the financial incentive(s).
16. The Municipality may, at its discretion, and without further amendment to the CIP, extend or discontinue any program when and as deemed appropriate. Notwithstanding this, participants in various programs prior to their discontinuation may continue to receive approved incentives/grants after the closing of the program as determined through individual agreement with the Municipality and subject to available funding approved by the Municipality.

17. No application is guaranteed approval, the Municipality has full authority over all decisions, and final decisions with respect to applications.
18. As a condition of approval, the applicant and/or owner of the property may be required to enter into agreements with the Municipality. Depending on the nature of the program application, the agreement may be registered on the title of the applicable property. The agreement may specify terms, duration, default, penalty, and termination provisions of the financial incentive.
19. Funding will only be provided after an agreement is executed, if required, and once all other conditions have been met.
20. If the funding is recurring over multiple years, then funding will only be issued if appropriate documentation is provided and accepted by the Municipality each year, as required.
21. Works commenced after applying but prior to application approval are done at the applicant's risk.
22. In accordance with Section 28(7.3) of the Planning Act, the total amount of all financial incentives (including any tax assistance) given by the Municipality to a specific development shall not exceed the eligible cost with respect to those lands and buildings.

I have read and acknowledged conditions 1-22 above.

Signature of Owner or Authorized Applicant	Date

Confidentiality and Consent

All information included in this application will be kept strictly confidential under the Municipal Freedom of Information Act.

The applicant consents to the use of their name and their business name and address in connection with any program funding announcements.

This application is being made in accordance with the Municipality of Brighton's Community Improvement Plan. The undersigned hereby applies for the Façade Improvement Design Rebate in accordance with the application herewith submitted and acknowledge that the proposed work must comply with the provisions of the Building Code Act and the Ontario Building Code and any other statues or regulations of the Province of Ontario, and that all by-laws of the Municipality of Brighton. The undersigned also acknowledges that it is understood that work carried out prior to the approval of this application will not necessarily be eligible for funding.

I, _____ certify the truth of all statements or representations herein.

Signature of Owner or Authorized Applicant	Date

Owner's Authorization

I, _____ being the registered owner of the subject property hereby authorize _____ to prepare and submit this application for the Municipality of Brighton's Community Improvement Plan (CIP).

Signature of Owner	Date

Community Accessibility Fund Application Checklist

Step 1: Pre-Consultation

- A pre-consultation meeting with municipal staff to discuss their plans for how the fund will be used. Meetings can be arranged by emailing Caroline Birch, Economic Development Coordinator at cbirch@brighton.ca.

Step 2: Preparing Your Application

Before submitting your application, please make sure it includes:

- A completed Application Form
- A signed copy of the Community Improvement Plan (CIP) Policies and Conditions document (included in Application Form)
- A copy of the parcel register for the subject property showing name of the current owner and legal description (can be obtained from the Land Registry Office)
- Property Tax Roll Number (included in Application Form)
- Written consent from the property owner
- Electronic Transfer Funds (EFT) paperwork (included in Application Form)

Additional Supporting Documentation:

- Two itemized independent quotes that include the name of the company/supplier/contractor who will be completing the work or providing the necessary parts within the scope of work
- Professionally prepared drawings to scale of the project illustrating the nature of the proposed work (if applicable)

Step 3: Submitting Your Application

Applications for 2025 are being accepted on an alternative intake period of April 1st to June 30th. In 2026, applications will be accepted during the regular intake period of January 1st to March 31st. If there is remaining funding following the evaluation of the applications received, a second intake period may occur at the discretion of the Municipality.

Applications can be submitted:

- ✓ online here: www.brighton.ca/cip
- ✓ by mail to:

The Municipality of Brighton
35 Alice Street, PO Box 189
Brighton, ON
K0K 1H0

- in-person at the Brighton Municipal Centre located at 35 Alice Street during regular business hours

Step 4: Wait for your Application to be Reviewed by Municipal Staff

Municipal staff will review applications based on the criteria provided to applicants. Eligibility will generally be on a 'first-come first-served' basis.

If the number or quality of applications exceed available funding, the group of submitted applications will be evaluated and only the applications that have been evaluated as offering the highest quality of the proposed property enhancement and/or development project, or community benefits will be awarded.

The decision to fund and the amount of funding will generally be determined through the application of minimum criteria which measures each application based on the quality of the proposed property enhancement and/or development project. Such criteria as may be updated without amendment to this CIP Plan will be determined by staff, or an Evaluation Committee as may be established by Council;

In some cases, municipal staff may require a visual inspection of the property in order to fully assess the application.

If your application is approved, a letter and/or agreement will be provided from municipal staff and the work may begin. Please note: any work commenced after applying but prior to application approval is done at the applicant's risk. Funding will only be provided after an agreement is executed.

Step 5: Complete Your Project

- Obtain relevant permits from the Municipality during the project
- All approved work must be completed within one (1) year following the date of approval, except where it can be proven to the Municipality that a delay is due to the limited availability of specialized contractors;
- Proof of all paid invoices for professional fees related to the completion of work associated with the façade improvement must be submitted to the Municipality within six (6) months of the latest invoice date.

Step 6: Receive Payment from the Municipality of Brighton

- Submit paid invoices and other supporting documentation from project to the Municipality.
Invoices can be submitted:
 - ✓ online here: www.brighton.ca/cip
 - ✓ by mail to:
 - The Municipality of Brighton
 - 35 Alice Street, PO Box 189
 - Brighton, ON
 - K0K 1H0
- in-person at the Brighton Municipal Centre located at 35 Alice Street during regular business hours
- Inspection from Chief Building Official (CBO) and other municipal staff as necessary (if applicable)

- Receive payment from the Municipality of Brighton through Electronic Fund Transfer (EFT)

Please note: if actual costs are less than what were approved under the letter and/or agreement, the dollar amount of the payment may be reduced; however, if the costs are higher, the payment shall not be increased without the approval of Municipal Council.