

recommendation to Council or Council designate, as required.

STEP 4: Application Approval

For applications that are approved, a Financial Assistance Agreement will be prepared and executed.

STEP 5: Payment

When projects are completed, a statement with supporting invoices shall be submitted to the Town. Following this, the work will be inspected by the Town and, if approved, notice of completion will be issued and the financial assistance will be initiated.

The Town reserves the right to inspect any properties/buildings, or to audit final costs at the owner's expense upon completion of a Community Improvement Project.

Should the applicant fall into default of any of the requirements of the incentive program or other requirements established by the Town, incentives may be delayed, reduced or cancelled. Applicants may be required to repay benefits to the Town.

Bracebridge's current Community Improvement Plan includes the entire area of the town. The plan includes a broad spectrum of programs that may be implemented in key commercial, industrial, business missed-use and tourist areas of the community.

For more information about the Community Improvement Plan contact:

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Economic Development Programmer
705-645-5264 ext 227
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BRACEBRIDGE'S COMMUNITY IMPROVEMENT PLAN

APPLICATION PROCESS

The following is a summary of the process for the submission, evaluation and approval of Financial Incentives under the Community Improvement Plan (CIP).

STEP 1: Pre-Consultation

All applicants must hold a pre-consultation meeting with designated CIP program staff from the Town's Planning & Development Department prior to submitting an application. The meeting will confirm requirements for a complete application.

STEP 2: Application Submission

Complete applications are to be submitted to the Planning & Building Department. Applications for Financial Incentives that accompany a submission to support any Town-issued permit applications must be approved prior to the issuance of these permits.

Applications for Financial Incentive Programs offered must include:

- Two (2) copies of the completed application form. (one to be retained for your files)

- One (1) copy of all supporting documentation, as determined by the Community Improvement Implementation Committee (CIIC) at a pre-consultation meeting which may include (but is not limited to):

- Specifications of the proposed project, including good quality plans, drawings and studies;
- Quality photographs of the existing building condition;
- Historical photographs and/or drawings;
- Two (2) cost estimates for eligible work provided by licensed contractors; and
- Any additional requirements as determined by the CIIC.

The Town is not responsible for any of the costs associated with a CIP Financial Incentive application.

All sources of additional funding/incentives must be declared at the time of the application submission and will be considered upon review and evaluation of the application.

STEP 3: Application Review

The Community Improvement Implementation Committee (CIIC) will review all applications and supporting materials.

Applications for Financial Incentive Programs will be evaluated and recommendations will be made in accordance with:

- ✓ Eligibility Requirements;
- ✓ Applications Requirements; and
- ✓ Council approved annual Municipal Budget.

Applications for Financial Incentive Programs will be considered on a first come, first serve basis to the limit of the available funding for that year.

Applicants will be notified if their submission is incomplete.

The CIIC may consult with a designated representative of the BIA when considering applications in the Central Business District.

Based on the evaluation of complete applications, the CIIC will make a