



Renfrew

Town of Renfrew

Revised Draft

Community Improvement Plan

August 2026



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Prepared for:

Town of Renfrew

127 Raglan Street South

Renfrew, ON K7V 1P8
T: 613-432-4848 x 308
E: arathwell@renfrew.ca

Prepared by:

WSP

2611 Queensview Drive, Suite 300
Ottawa, ON K2B 8K2
T: 613-829-2800

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Land Acknowledgement

We acknowledge that the Town of Renfrew is located on the traditional territory of the Algonquin People. We thank the Algonquin people and express our respect and support for their rich history, and we are extremely grateful for their many and continued displays of friendship. We also thank all the generations of people who have taken care of this land for thousands of years.



CIP Acknowledgements

The Town of Renfrew CIP was updated in 2026 through engagement with members of Town Council and staff, County of Renfrew staff, the Renfrew Chamber of Commerce, Business Improvement Area (BIA) Committee, and local property and business owners, and residents. These participants contributed their interests, passion, excitement, and time to assist in developing this CIP for their community – a Plan that provides opportunities for revitalization, beautification, economic prosperity, and an enhanced quality of life for all residents.



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1.0 Introduction

The Town of Renfrew has prepared a new Community Improvement Plan (CIP), which replaces the Town's CIP adopted by Council on December 8, 2015. The new CIP represents a renewed opportunity for the Town to foster continued economic growth and vibrancy in Renfrew, with specific focus on:

- Encouraging housing development, including additional dwelling units, Downtown housing, and affordable housing;
- Promoting the rehabilitation of designated heritage buildings, to ensure the Town's charming and historic character continues to be celebrated and preserved; and
- Supporting the growth and vitality of existing businesses in Downtown Renfrew and in other key commercial and industrial areas, and to attract new businesses, with incentives to improve inclusivity, exterior and interior property improvements, community safety, and energy efficiency.

The Financial Incentive Programs included in this CIP will be available within the Community Improvement Project Area (CIPA), which is proposed to include all eligible properties within the Town's municipal boundary, as further discussed in **Section 1.2**. The expansion of the CIPA is intended to provide equitable opportunities for property and business owners and tenants, and broaden the CIP's reach and impacts across the Town.

The CIP is organized as follows:

- **Section 1.0** introduces the CIP, its purpose, and its legislative framework, establishes the CIPA, and provides a community profile of Renfrew;
- **Section 2.0** presents the vision and goals of the CIP;
- **Section 3.0** describes recommended municipal initiatives to complement and support the implementation of the CIP;
- **Section 4.0** sets out the available Financial Incentive Programs and related eligibility criteria for private property and business owners and tenants;
- **Section 5.0** provides Urban Design Criteria that are intended to provide guidance on aesthetic standards for eligible improvements in this CIP;



- **Section 6.0** details how the CIP will be implemented, including administration, application requirements, a recommended monitoring / evaluation program and marketing strategy, and the processes for amending or adjusting the CIP; and
- **Section 7.0** concludes the CIP.

A CIP Background and Recommendations Report was prepared in July 2026, and is available under separate cover. It examined the 2015 CIP, the CIPA and District Areas within which Financial Incentive Programs were available, and opportunities to modify the existing programs and consider the addition of new programs to reflect the Town's current community improvement needs and priorities which have evolved over the last 10 years. The CIP Background and Recommendations Report contains a series of recommendations that have been carried through to this CIP.

1.1 What is a CIP?

A CIP is a planning and economic development tool under Section 28 of the Ontario Planning Act and Section 365.1 of the Municipal Act. It is used by municipalities to promote community revitalization, and often serves as a catalyst for achieving economic, community planning, and urban development goals. Municipalities use CIPs to enable a wide range of policies and financial incentive programs that encourage private investment and support strategic municipal initiatives to revitalize targeted areas. A CIP assesses local needs, priorities, and circumstances within designated Community Improvement Project Areas – from large areas to specific streets and properties – that are usually in transition and in need of maintenance, rehabilitation, development, or redevelopment.

CIPs can benefit a community in several ways, such as:

- Stimulating private sector investment in targeted areas through grants and other incentives provided by the municipality;
- Promoting revitalization and placemaking to attract tourism, business investment, and economic development opportunities;
- Supporting the development of affordable housing;
- Promoting the cleanup and redevelopment of “brownfield sites” – vacant or underutilized former industrial or commercial properties that have some form of environmental contamination requiring remediation prior to redevelopment;
- Enhancing streetscapes, landscaping, building façades, signage, and inclusivity;
- Supporting energy efficiency improvements; and



- Encouraging the effective use of community infrastructure.

Generally, CIPs are not intended to support development on “greenfield” properties (i.e., vacant properties that have no prior history of development and/or do not represent an extension of the built up area).

Under Section 106 of the Municipal Act, municipalities are prohibited from directly or indirectly assisting industrial or commercial enterprises. However, municipalities are exempt from these restrictions if they are exercising their authority under Section 28 of the Planning Act, to promote community improvement initiatives. Section 28 of the Planning Act enables municipalities to:

- Pass a By-law to designate a Community Improvement Project Area (CIPA) (i.e., the geographic area that the CIP would apply to), which can be comprised of specific properties, areas, or the entire municipality, as established in an Official Plan along with community improvement policies;
- Acquire, hold, clear, grade, or otherwise prepare land for community improvement;
- Construct, repair, rehabilitate, or improve buildings on municipal land;
- Sell, lease or otherwise dispose of municipal land;
- Provide Financial Incentive Programs, such as grants or loans, to property and business owners, tenants, and their assignees within the CIPA to cover the whole or any part of identified eligible improvement costs, such as façade, signage, and landscaping improvements, improvements to designated heritage properties, as well as rebates on planning and application fees; and
- Provide property tax assistance for environmental remediation purposes, and for significant development / redevelopment projects that result in an increase to the assessed property tax value.



Eligibility criteria are a key component of a CIP, and are tailored to the municipality. They establish the conditions by which an application for a financial incentive will be evaluated.



Many CIPs also integrate a “municipal leadership strategy” to identify municipally-led actions, programs, capital projects, and policies that may assist in revitalizing target areas and achieving community improvement goals. A municipal leadership strategy may address issues related to policy and regulatory gaps or conflicts (e.g., changes required to the Zoning By-law), streetscaping and public realm improvements or guidelines, or the implementation of key infrastructure projects.

A CIP’s success requires a strong marketing strategy, monitoring program, and periodic reviews of the financial incentive programs to determine their continued relevancy, as well as any required adjustments to better meet current and anticipated economic conditions and trends, and community improvement needs and opportunities.

1.2 Community Improvement Project Area

Section 15.10 Community Improvement of the Town of Renfrew Official Plan (Approved by the County of Renfrew, June 23, 2026), in effect at the time of writing this CIP, contains community improvement objectives and policies. The Official Plan designates the entire Town of Renfrew as a Community Improvement Area, for which detailed CIPs may be prepared.

Accordingly, **the Community Improvement Project Area (CIPA) for the new CIP is proposed to include all lands within the Town of Renfrew municipal boundary**, as illustrated in **Figure 1-1**. The CIPA would be designated by By-law.

Figure 1-1: Proposed Community Improvement Project Area





1.3 Community Profile

The Town of Renfrew is strategically located within the Ottawa Valley along the Bonnechere River near its confluence with the Ottawa River, within commuting distance to large industry and key job markets (Chalk River, Petawawa, Pembroke) and approximately 95 km northwest of Downtown Ottawa, as shown in **Figure 1-2**. The Town is situated on the unceded and traditional land and territory of the Algonquin people, with a land area of approximately 12.81 km² (Statistics Canada, 2021).

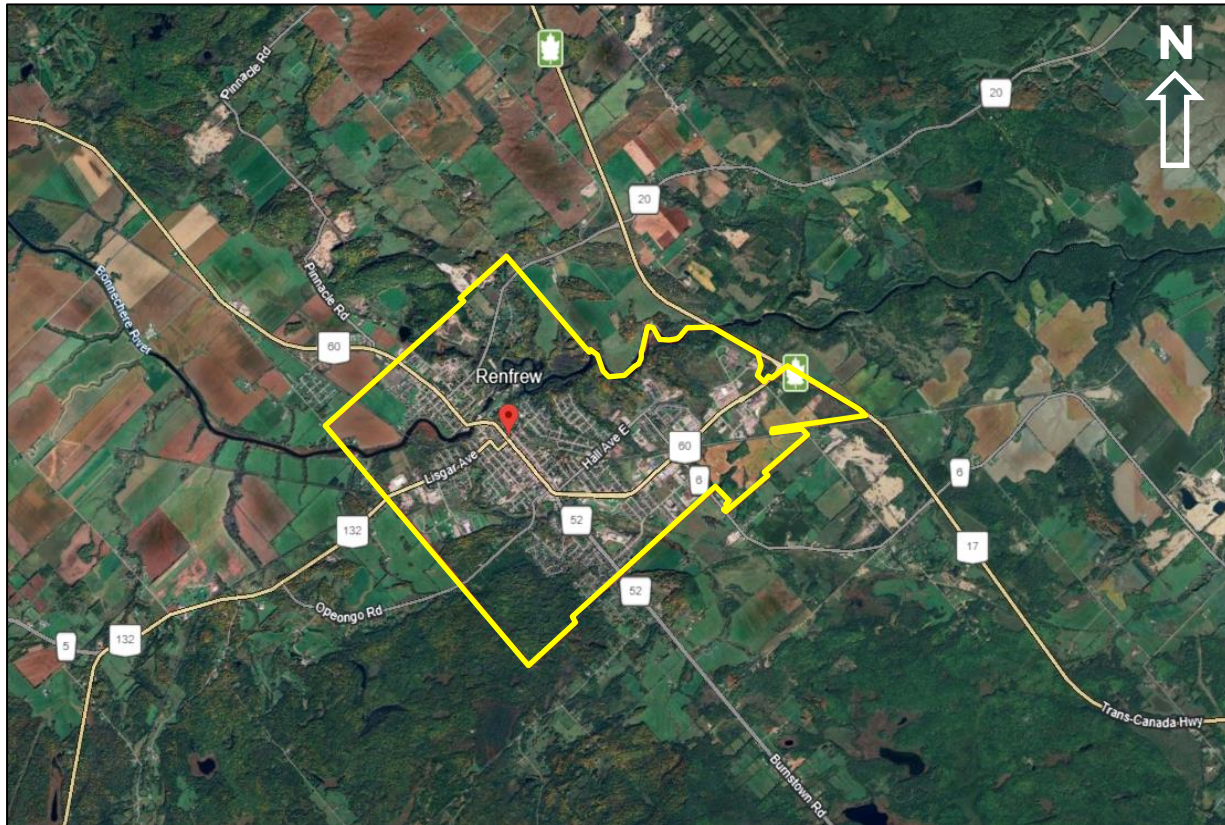
Figure 1-2: Town of Renfrew's location within Eastern Ontario (Source: Town of Renfrew Community Profile, 2018)



Renfrew is a lower-tier municipality within the County of Renfrew. A key map of the Town of Renfrew municipal boundary is shown in **Figure 1-3**.



Figure 1-3: Town of Renfrew Key Map (Source: Google Earth)



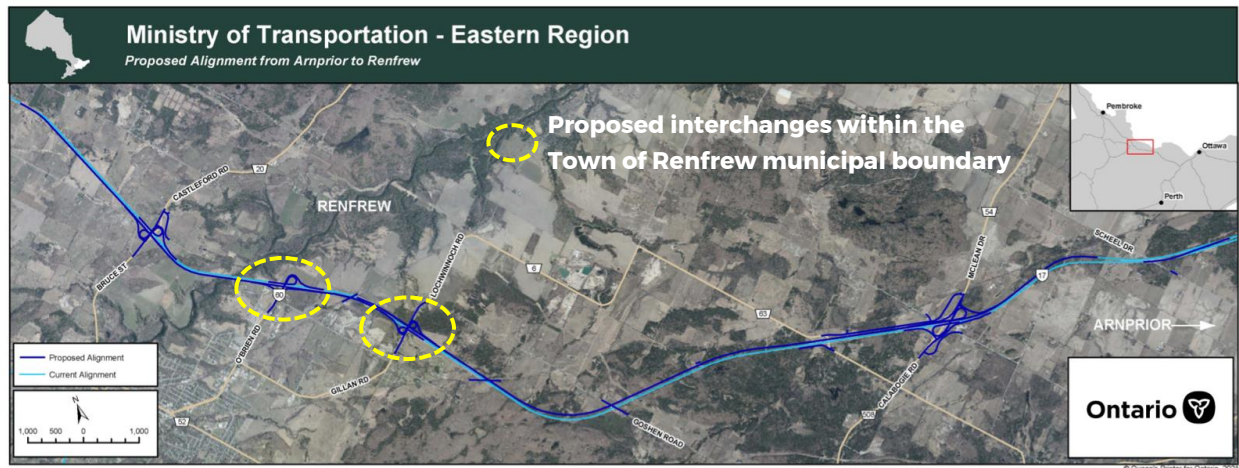
Trans-Canada Highway 17 generally runs east-west along Renfrew's northeastern boundary, and becomes Highway 417 just east of Arnprior. From Highway 17, the primary accesses into the Town are via O'Brien Road (Highway 60) in the southeast and Bruce Street in the northeast. Highway 60 runs east-west through central Renfrew, and connects through Algonquin Provincial Park, approximately 150 km to the west.

The Ministry of Transportation (MTO) is actively progressing with the Highway 417 expansion in the County of Renfrew, having issued a Request for Proposals (RFP) in February 2026 for the widening and twinning of 22.5 km of Highway 17 from a two-lane road to a four-lane highway, from Scheel Drive near Arnprior to three (3) km west of Bruce Street near the Town of Renfrew. The project will include the realignment of the highway and the development of three (3) new interchanges, including at Gillan Road, and O'Brien Road, which are within the Town boundaries, and at Castleford Road / Bruce Street just northeast of the Town (see **Figure 1-4**). Based on information shared during Stakeholder Focus Group meetings in July 2026, travel times between



Renfrew, Arnprior, Ottawa, and to communities north of Renfrew is expected to improve with the expansion.

Figure 1-4: Proposed Highway 417 Alignment from Arnprior to Renfrew (MTO, 2021)



The Statistics Canada 2021 Census listed the population of the Town of Renfrew at 8,190. This represents a decrease of approximately 0.4% from the 2016 population of 8,223. In 2021, the population of the County of Renfrew Census division, which includes Renfrew, was 111,164, representing an increase from 105,276 in 2016.

The Town of Renfrew is a key commercial service centre within the County of Renfrew. As illustrated in **Figure 1-5**, the Town's commercial focus is primarily downtown along Raglan Street South and Raglan Street North, extending through the historic core of the Town. Larger-scale commercial uses are located along O'Brien Road (Highway 60), including commercial plazas and large format retail uses.

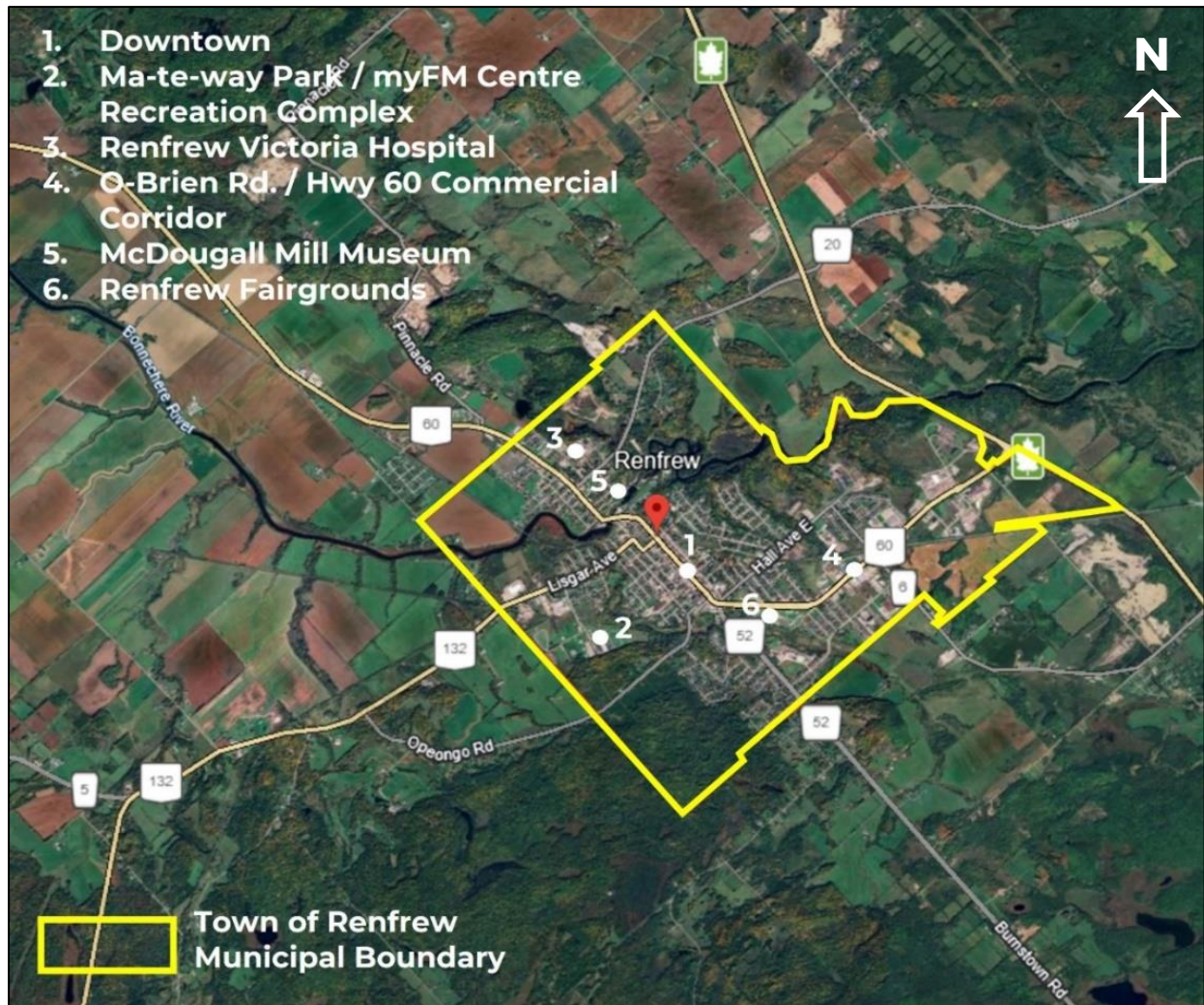
Undeveloped or underutilized lands along O'Brien Road and Hall Avenue, which are designated Commercial and Industrial in the Town's Official Plan, represent opportunities for the future development of commercial and employment uses. Major institutional uses include the Renfrew Victoria Hospital. Existing residential development in Renfrew is primarily low-rise and compact, with a traditional grid street network.

The Town's industrial uses are focused in the southeast, south of O'Brien Road (Highway 60) and west of Whitton Road, and in the northwest along Lisgar Avenue (Highway 132). Key local industries within the Town of Renfrew include manufacturing, healthcare, advanced wood processing. Major public employers include the Renfrew Victoria Hospital, Bonnechere Manor, the Town of Renfrew, Renfrew County District School Board and Renfrew County Catholic



School Board, and Ontario Power Generation. There are retail/commercial companies that provide a regional area, including Walmart, Scapa Tapes, and ETM Industries, among others.

Figure 1-5: Major Land Uses in the Town of Renfrew (Source: Google Earth)



Regional economic drivers include Garrison Petawawa and the Canadian Nuclear Laboratories (CNL) in Chalk River (approximately 1 hour northwest of Renfrew). Based on a presentation from the Department of National Defence – Real Property Operations and the Canadian Forces Housing Agency (CFHA) at the Town of Petawawa Development Summit on March 24, 2026, Garrison Petawawa has among the largest planned growth across Canada, including \$507M and the development of 1,700+ housing units, representing the largest development effort since World War II. CNL is also undergoing a significant multi-billion-dollar 10-year campus



modernization project, including expanded facilities and investment in research into emerging technologies like fusion energy and hydrogen, as well as short-, medium-, and long-term housing needs to accommodate students, academics, term employees, and contractors. Other regional economic drivers include Arnprior Aerospace Inc. and Pacific Safety Products Inc., both multi-million-dollar companies operating in Arnprior (30 km southeast of Renfrew).

At the time of writing this CIP, there are approximately 50 vacant Town-owned properties available for development, based on an inventory provided by Town staff.

There are a variety of recreation opportunities, sports facilities, green spaces, and playgrounds within the Town, including numerous neighbourhood parks with a variety of community facilities. The Town has significant parks and open space lands along the Bonnechere River Trail. Key community facilities that draw residents and visitors include McDougall Mill Museum, Renfrew Public Library, and the myFM Centre Recreation Complex adjoining Ma-te-way Park – a major recreation hub with two ice rinks, a fitness centre, an indoor walking track, a gymnasium and multi-purpose rooms.

The Town of Renfrew maintains a Municipal Heritage Register with buildings of historical or cultural importance. At the time of this CIP, there are currently (16) buildings designated under Part IV of the Ontario Heritage Act on the Register.





2.0

Vision and Goals



2.0 Vision and Goals

2.1 Vision Statement

A Vision Statement is a formal, aspirational statement that expresses what is important to a community, now and in the future. It provides a foundation for establishing the specific goals to be achieved through the successful implementation of the Town of Renfrew CIP. The ideas and priorities shared by Town staff, the business and economic development community, property and business owners, and residents through community engagement activities are reflected in the following Vision Statement for the CIP.

Renfrew will grow and develop as a thriving, inclusive town, rooted in a deep sense of community and pride in its heritage. The Town will foster economic prosperity by supporting and attracting tourism and private investment, strengthening its role as a key commercial centre and activity hub within the County of Renfrew.

2.2 Goals

Building on the Vision Statement, the following goals represent the actions and outcomes the Town aims to achieve through implementation of the CIP. All proposed projects and applications for the Financial Incentive Programs must demonstrate how they directly contribute to realizing the CIP vision and goals.

1. Encourage the beautification and revitalization of Downtown Renfrew, including streetscapes, building facades, and signage, to support its function as a key destination for residents and tourists.
2. Support the maintenance and rehabilitation of Renfrew's designated heritage properties and buildings, to preserve and celebrate the Town's historic character.
3. Encourage the development of new affordable housing units and a diversity of housing options in appropriate locations.



4. Support thoughtful development and design that enhances inclusivity, accessibility, and community safety for residents and visitors.
5. Be investment-ready with competitive incentives in place to facilitate the growth of existing commercial and industrial businesses, and attract the development of new businesses and industries.
6. Promote the redevelopment of underutilized properties and buildings, including brownfield sites, to create opportunities for compatible infill and intensification.
7. Improve infrastructure through municipal leadership initiatives to enable existing businesses to grow and thrive, and assist with attracting new investment and economic development opportunities.





3.0

Municipal Leadership Initiatives



3.0 Municipal Leadership Initiatives

The Town of Renfrew has a leadership role in promoting the CIP, its vision, and goals through improvements to public lands, infrastructure, policies, and regulations. Municipal initiatives can inspire and complement private investment by property owners who undertake improvement projects aided by the CIP Financial Incentive Programs, while fostering the creation of lively, vibrant, and welcoming spaces and supporting infrastructure for Renfrew residents and visitors. The following sections describe recommended initiatives for Council consideration.

3.1 Public Lands, Buildings, and Partnerships

The Town can seek opportunities to maintain and improve existing municipally-owned public spaces and buildings. For example, the Arts, Culture and Heritage Master Plan (2024) recommended the redevelopment and activation of Low Square and key sites as cultural / event spaces (e.g., amphitheatre, markets, programming), as well as creating a Welcome Centre and tourism hub (“Renfrew Rendezvous”) and strengthen heritage / tourism assets (e.g., museum, trails, waterfront).

To facilitate redevelopment of lands, the Town may consider surplus land disposition to interested developers, non-profit organizations, and housing providers, and could pre-zone Town-owned land for residential or other types of desirable development prior to disposition. In addition, the Town could acquire land at strategic locations to enable development by the Town or through public-private partnerships.

The Town should broaden the reach of its promotion of the CIP by leveraging its existing relationships with key partners, such as the:

- Downtown Renfrew Business Improvement Area (DRBIA), which supports and represents Downtown Renfrew businesses;
- Renfrew and Area Chamber of Commerce, which connects with and provides resources to local businesses daily;
- Renfrew County Community Futures Development Corporation (RCCFDC), which offers a Community Improvement Plan Matching Loan to successful CIP applications to support their projects. The matching loan provides up to \$10,000 in financing towards an applicants’ project contribution with low-interest rates and flexible repayment terms; and





- The County of Renfrew, which administers the Helping Your Place Excel (HYPE) Program to support economic development through targeted funding aligned with local municipal CIPs. Where a project also qualifies for funding under a municipal CIP, the HYPE Program may provide a matching contribution to the municipal funding share (typically 25% each), to a combined maximum of 50% of eligible project costs, subject to program-specific limits and an overall annual funding cap.



Public art, such as murals, can be commissioned by the Town to capitalize on tourist potential (e.g., walking tours of public art, social media photo opportunities). The Town administers public art through its Sign By-law and Graffiti Management Policy.

The Town should apply an age-friendly lens when considering improvements to key public lands and buildings to promote inclusivity, accessibility, and usability for people of all ages and abilities. Improvements should meet or exceed the requirements of the Accessibility for Ontarians with Disabilities Act, while also considering the needs of people with neurodivergence, dementia, and other cognitive or mental health considerations.

For example, the Township of Dubreuilville improved its Health Centre by installing a lower-level door opener button, allowing a resident using an electronic wheelchair to operate the door independently and access the public space (see **Figure 3-1**).

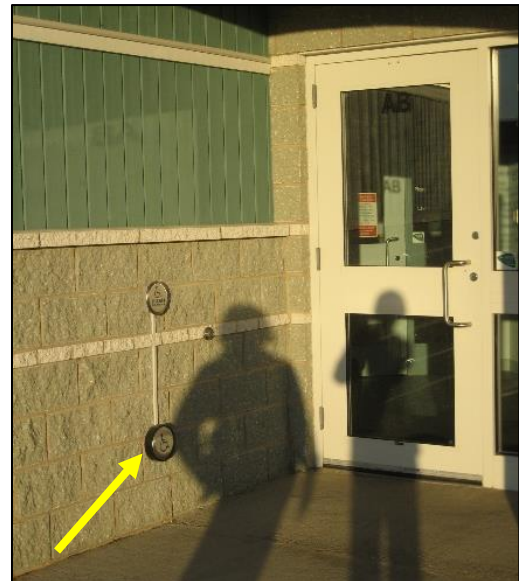


Figure 3-1: Township of Dubreuilville Health Centre (Photo: WSP, 2016)

3.2 Infrastructure

Based on the results of the Community and CIP Prospective Applicant Surveys, the need for key infrastructure improvements (e.g., streetscaping, repaving, sidewalk improvements) was identified by residents, including on Dominion Street, Hall Avenue, Harry Street, James Avenue, Lisgar Avenue, Opeongo Road, Raglan Street North, and Renfrew Avenue West. When these streets are being considered for road work construction, the Town should consider implementing streetscape improvements for accessibility and beautification, such as planting



street trees and installation of street furniture, in conjunction with road and infrastructure construction, where appropriate.

3.3 Gateway and Wayfinding Signage

The Town of Renfrew Master Transportation Plan (MTP) (2024) recommended gateway features and wayfinding improvements (e.g., landscaping, signage, paving) to enhance tourism to commercial areas, including but not limited to the Downtown, as well as to Town parks and recreation areas, including waterfront parks, and at specific points along Raglan Street, Stewart Street, Hincks Avenue, and the Algonquin Trail.

Further, the Town may explore opportunities to increase and implement Tourist-Oriented Directional Signage (TODS) along Highways 17 and 60 with the Ministry of Tourism, Culture and Gaming and Canadian TODS Limited, a private third-party company that operates, manages, maintains and finances this program on behalf of the Ministry (see **Figure 3-2** for example signage). Signage along the highways would be intended to provide wayfinding for visitors and to encourage through traffic to stop in Renfrew. The Town should also consider additional signage to downtown and waterfront areas, and other key attractions and businesses.



Figure 3-2: Tourism-Oriented Directional Signage on Highway 17 at Doran Rd., Petawawa, ON (Source: Google Streetview, 2026)

3.4 Downtown Renfrew

The Town may explore ways to encourage expanded business hours for businesses in downtown Renfrew, particularly on Sundays during periods of high tourism activity. For example, the Town may consider partnering with the Downtown Renfrew Business Improvement Area (DRBIA) and member businesses to expand business hours during peak tourism periods as a pilot program, including June to September, and in December leading up to the holidays. It is acknowledged that some Downtown businesses are already open on Sundays.

Further, the Town can attract new businesses by reducing barriers to investment through streamlined planning and permitting process, as well as financial incentives, such as programs to help offset the costs of façade and signage improvements, interior retrofits, planning and development application and building permit fees, and property tax increases.



3.5 Walkability, Trails, and Pathways

The Town benefits from its numerous trail connections, including to the expansive Ottawa Valley Recreational Trail, which is a 296 km year-round, multi-use corridor stretching from near Smiths Falls to outside of Mattawa, and passing through Lanark County, the County of Renfrew (where it is known as the Algonquin Trail), and Papineau-Cameron Township. The Trail traverses east-west through Renfrew from the east end at Highway 17 and Whitton Road to the west end between Highway 60 and McBride Road crossing O'Brien Road, Hall Avenue, Plaunt Street South, Raglan Street North and the Bonnechere River. Other local trails include the: Millenium Trail along the former CN rail tracks from Barnet Boulevard to Lisgar Street; Ma-te-Way Recreational Trail; K&P Trail stretching from Renfrew to Kingston; and Bonnechere River Trail.

The Town should explore opportunities for improved trail connectivity and signage to enhance tourism and wayfinding. This could include promoting the Town as a hub where the trails meet, and encouraging trail users to enter the Downtown via signage and directions to businesses. For example, the MTP recommended advertising businesses along the Algonquin Trail and Millenium Trail.

**“Renfrew is a hub where
all four trails meet”
- DRBIA member**





4.0

Financial Incentive Programs



4.0 Financial Incentive Programs

A series of diverse Financial Incentive Programs has been established to achieve the vision and goals of this CIP, in response to local needs and opportunities. The programs listed in this section were developed based on engagement with members of Town staff, County of Renfrew staff, the Renfrew and Area Chamber of Commerce, Downtown Renfrew Business Improvement Area (DRBIA), local property and business owners, and community members. They are also informed by a review of programs that have been successful in other Ontario municipalities.

The purpose, description, and eligibility requirements for each Financial Incentive Program are outlined in this section. Eligible projects may also be augmented with other federal and provincial funding programs. Unless otherwise stipulated under the individual programs and the General Eligibility Requirements detailed in **Section 4.1**:

- Applicants may apply for individual Financial Incentive Programs, or combine multiple complementary programs for a single site, development, or project; and
- There is no limit on how many times a single property may be considered eligible to apply for the Financial Incentive Programs, provided that:
 - Any Financial Incentive Programs awarded in any given round of funding are not used to pay for the same eligible costs;
 - There has been a change of property ownership and/or use of the property; and/or
 - The previously completed improvements funded through a prior Financial Incentive Program have reached the end of their lifecycle and require a permanent replacement.

All Financial Incentive Programs contained within the CIP are subject to approval and municipal budget allocations by Town Council on an annual basis. There are no guarantees of any Financial Incentive Program being implemented in any given year / round of funding, and selection is at the sole discretion of Council.

Further details on implementation and administration of the CIP, including how to make an application, are included in **Section 6.0**.



4.1 General Eligibility Requirements



All of the Financial Incentive Programs contained in this CIP are subject to the following general eligibility requirements, as well as the eligibility requirements specified under each program. The general and program-specific requirements contained in this CIP are not necessarily exhaustive and the Town reserves the right to include other requirements and conditions as deemed necessary:

1. The subject property must be located in the Community Improvement Project Area as designated by municipal By-law at the time of application (see **Figure 1-1**);
2. All proposed projects must, in the opinion of Town Council and the Town's CIP Administrators, generally contribute to achieving, and not conflict with, the vision and goals of the Plan as set out in **Section 2.0**;
3. Any application for a Financial Incentive Program must be submitted to the Town prior to the commencement of any works as specified in the Program details, and prior to an application for a building permit. Proposed projects must represent a permanent improvement to the property or building, and not a lifecycle replacement of existing materials or structures. Seasonal improvements are only considered eligible if specified under the individual Financial Incentive Programs. For clarity, and without limiting the generality of the foregoing, trailers, sheds, and similar non-permanent elements shall not be considered eligible, unless otherwise specified under the individual Financial Incentive Programs.
4. Proposed projects shall be in accordance with, or exceed, the requirements of the Ontario Building Code, Fire Code, Accessibility for Ontarians with Disabilities Act, and the Town of Renfrew Property Standards By-law and Sign By-law, as applicable to the property;
5. Where a proposed project is for affordable housing, the definition of "affordable" shall be consistent with the following definition provided in the Provincial Planning Statement, 2024 (PPS 2024), as may be amended by the Province from time to time:
 - a. In the case of ownership housing, the least expensive of:
 - i. housing for which the purchase price results in annual accommodation costs which do not exceed 30 percent of gross annual household income for low- and moderate-income households; or
 - ii. housing for which the purchase price is at least 10 percent below the average purchase price of a resale unit in the municipality;



- b. In the case of rental housing, the least expensive of:
 - i. a unit for which the rent does not exceed 30 percent of gross annual household income for low- and moderate-income households; or
 - ii. a unit for which the rent is at or below the average market rent of a unit in the municipality.

The Ministry of Municipal Affairs and Housing regularly publishes the “Affordable Residential Units for the Purposes of the Development Charges Act, 1997 Bulletin”, which provides data on market-based (i.e., average purchase prices and market rents) and income-based thresholds for each municipality in Ontario which can be used to determine what constitutes affordable housing in Renfrew.

The definition of “affordable” may change as required to comply with Federal and/or Provincial initiatives and amendments. Further, at the sole discretion of Council, an alternative definition of “affordable” may be applied to an eligible application that meets the eligibility criteria of this CIP. Eligible affordable housing projects may comprise a mix of affordable and market rent units;

- 6. Due to administrative costs, applications for grants less than \$500 shall not be considered;
- 7. If the applicant is not the property owner (e.g., tenant), the applicant must provide written consent from property owner to make the application;
- 8. Property owners and tenants may submit an application for improvements to the same property, provided that the applications do not seek financial incentives for the same project costs;
- 9. An application for any Financial Incentive Program contained in this CIP must include plans, estimates, contracts, reports and other details, as required by the Town, to satisfy the Town with respect to project costs and conformity to this CIP, as well as all applicable municipal By-laws, policies, procedures, standards and guidelines, including Official Plan, Zoning By-law, and Site Plan requirements and approvals;
- 10. As a condition of application approval, the applicant may be required to enter into an Agreement with the Town. The Agreement will specify the terms, duration, and default provisions of the incentive to be provided;
- 11. Where other sources of government and/or non-profit organization funding (Federal, Provincial, etc.) that can be applied against the eligible costs are anticipated or have been secured, these must be declared as part of the application for the Financial Incentive



Programs. Accordingly, the Financial Incentive Program awarded may be stacked with these other funding sources, but the financial incentive awarded by the Town may be reduced on a pro-rated basis, at the discretion of Council or Council's designate;

12. The Town reserves the right to audit the cost of any and all works that have been approved under any of the Financial Incentive Programs, at the expense of the applicant;
13. The Town is not responsible for any costs incurred by an applicant in relation to any of the programs, including and without limitation, costs incurred in anticipation of a tax assistance and/or grant payment;
14. If the applicant is in default of any of the general or program specific requirements, or any other requirements of the Town, the Town may delay, reduce, or cancel the approved tax assistance and/or grant payment and require repayment of the approved tax assistance and/or grant;
15. The Town may discontinue any of the programs contained in this CIP at any time, but applicants with approved tax assistance and/or grant payments will still receive said payment, subject to meeting the general and program specific requirements;
16. Town staff, officials, and/or agents of the Town may inspect any property that is the subject of an application for any of the Financial Incentive Programs offered by the Town;
17. Eligible applicants can apply for one (1) or more of the Financial Incentive Programs contained in this CIP, with the exception of the Tax Increment Equivalent Grant which cannot be combined with any other grant in this Plan. No two (2) programs may be used to pay for the same eligible cost. In addition, the total of all tax assistance and grants provided in respect of the subject property shall not exceed the eligible cost of the improvements to that property;
18. There are no specific restrictions on the number of applications that may be submitted by a property owner or tenant in relation to a specific property. The intent of providing this flexibility is to allow applicants to phase in components of their projects over time, should it be necessary. However, the Town may reject an application where it is of the opinion that the proposed works have already been undertaken as part of a previously approved application, except as specified under the individual Financial Incentive Programs where there has been a change of property ownership, or the previously completed improvements have reached the end of their lifecycle and require permanent replacement;
19. The subject property shall not be in arrears of any municipal taxes, area rates or other charges at the time of application and award of any incentive;



20. All expenses that are eligible for the Financial Incentive Programs contained herein must be paid in full and the amount of the incentive will be reimbursed as a grant to the applicant. Grants will only be paid out when the work has been completed and paid invoices are submitted to the Town;
21. All properties must have a fire inspection completed within the last 12 months prior to grant approval, unless otherwise confirmed by Town staff, and any outstanding work orders from the Town's Fire Department resulting from the inspection must be completed within 30 days of grant approval, or grant payment shall be withheld;
22. Outstanding work orders from the Town's Development and Environment Department must be addressed prior to grant approval;
23. Improvements shall generally be in accordance with the Urban Design Criteria in **Section 5.0**, along with any other design guidelines adopted by the Town in the future that may be applicable. Specific applicable requirements will be confirmed by the Town's CIP Administrators;
24. Applications for Financial Incentive Programs shall be in accordance with the eligibility criteria indicated for each individual Financial Incentive Program (**Sections 4.3 to 4.15**), as well as the general policies and requirements for submitting applications as outlined in **Section 6.3** of this Plan.

4.2 Summary of CIP Financial Incentive Programs

An overview of the available Financial Incentive Programs is provided in **Table 4-1**.

Table 4-1: Overview of Renfrew CIP Financial Incentive Programs

Theme	Financial Incentive Program	Program Highlights	Full Program Details
Municipal	Municipal Surplus Land Disposition Program	To permit the sale and disposition of surplus lands owned by the Town of Renfrew below market value to promote the development of new residential, commercial, mixed use, or industrial development.	Section 4.3
	Planning and Building Permit Fee Grant	A grant to a maximum of \$2,500 of the municipal fees, which may equal up to 100% of the Town's fees, to assist with the cost of various application and permit fees.	Section 4.4



Theme	Financial Incentive Program	Program Highlights	Full Program Details
Housing	Tax Increment Equivalent Grant	A percentage rebate on the increase in annual municipal property taxes (municipal portion only) resulting from the increased assessment value generated by property development / redevelopment.	Section 4.5
	Additional Dwelling Units Grant	A grant of up to 50% of eligible costs, up to a maximum of \$10,000 per additional dwelling unit.	Section 4.6
	Downtown Housing Grant	A grant of up to 50% of construction costs of new upper storey or rear residential units in a mixed-use building, to a maximum of \$10,000 per unit and a maximum of two (2) units per eligible address.	Section 4.7
	Multi-Unit and Affordable Housing Grant	A grant of up to 50% of eligible project costs, to a maximum of \$5,000 per residential unit and \$10,000 per affordable residential unit (rental or ownership) created.	Section 4.8
Building and Property Improvements	Brownfield Property Tax Assistance Program	Deferral or cancellation of all or part of the municipal taxes on a brownfield site during the Rehabilitation Period and Development Period defined in the Municipal Act. In addition, the Town may apply for Provincial Tax Assistance on behalf of the owner to cancel or freeze all or a portion of the education portion of property taxes.	Section 4.9
	Commercial, Mixed Use, and Industrial Building and Property Improvement Grant	A grant of up to 50% of eligible costs, up to a maximum of \$20,000.	Section 4.10
	Crime Prevention Through Environmental Design (CPTED) Grant	A grant of up to 50% of CPTED costs, up to a maximum of \$10,000.	Section 4.11
	Energy Efficiency Grant	A grant for up to 50% of eligible costs, to a maximum of \$15,000, to assist with the purchase and installation of energy efficiency improvements.	Section 4.12



Theme	Financial Incentive Program	Program Highlights	Full Program Details
	Environmental Study Grant	Up to 50% of the cost of undertaking an eligible study, to a maximum of \$3,000 per study, two (2) studies per property / project, and a total maximum of \$6,000 per property / project.	Section 4.13
	Heritage Conservation Property Improvement Grant	A grant of up to 50% of eligible costs, to a maximum of \$10,000 per eligible property.	Section 4.14
	Inclusivity Improvement Grant	A grant of up to 50% of eligible costs, to a maximum of \$5,000.	Section 4.15

4.3 Municipal Surplus Land Disposition Program

Purpose

To permit the sale and disposition of surplus lands owned by the Town of Renfrew below market value to promote new residential, commercial, mixed use, or industrial development.

Eligible Costs

1. Council will determine the percentage below market value which is to be applied to the property based on the proposed development's community benefits, and contribution to the vision and goals of this CIP.

Program Details

1. Council will initiate the sale and disposition of certain municipal lands through Request for Proposal (RFP) processes, on a case-by-case basis.
2. Council will consider the sale and disposition of municipal lands below market value, at a cost to be determined by Council.
3. Market value will either be deemed to be the Municipal Property Assessment Corporation (MPAC) assessment value, or value determined by an independent appraiser retained and paid for by the Town, as deemed appropriate by Council.





4. At its sole discretion, the Town may require the applicant to submit a development schedule or phasing plan, prepared to the satisfaction of the Town, in relation to an application for the Municipal Surplus Land Disposition Program.
5. The purchaser will be required to enter into a development agreement with the Town acknowledging that they understand and abide by the terms of this program. The agreement will be registered against the lands to which it applies. The Town will enforce the provisions of the agreement against any party to the agreement and, subject to the provisions of the Registry Act and the Land Titles Act, against any and all subsequent owners of the land.
6. If the purchaser fails to adhere to any requirements of the development agreement, the Town will have the option of re-purchasing the property for the full price paid by the applicant, less any applicable legal costs.

Eligibility Criteria

1. All General Eligibility Requirements outlined in **Section 4.1** shall apply.
2. Applications shall be in accordance with the application process set out in **Section 6.3**.
3. Eligible properties must:
 - a. Be owned by the Town of Renfrew;
 - b. Conform to the Town's Official Plan and be zoned in the Town's Zoning By-law for residential, commercial, mixed use, or industrial uses, as applicable; and
 - c. Be declared surplus by the Town of Renfrew.
4. Applicants must present Council with sufficient information about the proposed development (e.g., renderings or concept plans) to demonstrate the project's desirability and feasibility.

4.4 Planning and Building Permit Fee Grant

Purpose

To encourage development and redevelopment by offsetting the costs of required applications and permits.





Eligible Costs

1. Development of a vacant property or redevelopment of a property for commercial, office, industrial, residential (within a minimum of 4 dwelling units), or mixed uses;
2. Major additions to a commercial, office, industrial, residential (within a minimum of 4 dwelling units) or mixed use property, involving an increase of at least 25% of the existing gross floor area;
3. Infrastructure work including the improvement or reconstruction of existing on-site public infrastructure (water services, sanitary and storm sewers);
4. Conversion of upper-storey space in a commercial or mixed use building to residential units;
5. Professional services by an engineer, architect, or professional planner; and
6. Any combination of the above.

Program Details

1. A grant to a maximum of \$2,500 of the municipal fees, which may equal up to 100% of the Town's fees, to assist with the cost of any of the following fees:
 - a. Planning Act Applications, including:
 - i. Official Plan Amendments;
 - ii. Zoning By-law Amendments;
 - iii. Draft Plan of Subdivision / Condominium;
 - iv. Consent;
 - v. Minor Variances;
 - vi. Site Plan Control;
 - vii. Part Lot Control;
 - b. Building Permits (inclusive of demolition and signs); and
 - c. Encroachment Agreement.
2. In general, any projects which are eligible for other programs outlined in this CIP will also be eligible for the Planning and Building Fee Grant if the applicant is required to obtain planning approvals and/or a building or encroachment permit.
3. The grant cannot exceed 50% of the eligible costs.



Eligibility Criteria

1. All General Eligibility Requirements outlined in **Section 4.1** shall apply.
2. Applications shall be in accordance with the application submission requirements under **Section 6.3**.
3. An application for this program must be submitted to the Town prior to the commencement of any site works and/or issuance of a building permit, as applicable.

4.5 Tax Increment Equivalent Grant

Purpose

A percentage rebate on the annual municipal property taxes (municipal portion only) resulting from the increased assessment value generated by property development / redevelopment, which offsets the increase in municipal property tax resulting from property improvements. The Grant is intended to encourage desirable and attractive infill development and redevelopment in the Town, and is not intended for greenfield development.

Eligible Costs

1. Development, redevelopment, or adaptive reuse of a property or building for commercial, office, industrial, residential (with a minimum of 4 new dwelling units created), or mixed uses;
2. Major additions, renovations, or improvements to an existing commercial, office, industrial, residential, or mixed-use property or building, involving an increase of at least 25% of the existing gross floor area or a minimum of 4 new dwelling units created;
3. Conversion of upper-storey space in a mixed use or commercial building to a minimum of two (2) new residential units, or major renovations or improvements to upper-storey residential space;
4. Streetscaping or landscaping improvements, in combination with any of the above;
5. Professional services by an engineer, architect, or professional planner; or
6. Any combination of the above.

Program Details

1. The Tax Increment Equivalent Grant is offered to eligible property owners only where the property assessment increases as a result of development, redevelopment, or major





improvements, and there is a subsequent increase in municipal property taxes. For the purpose of calculating this grant, municipal property taxes include the municipal portion of the taxes only, and do not include education or any other special charges.

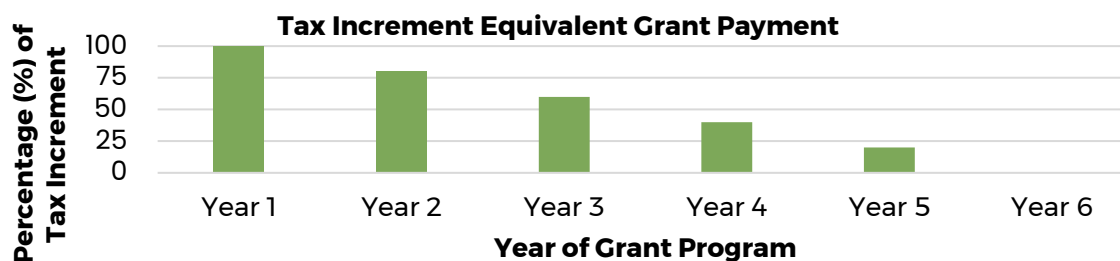
2. Major improvements are defined as those community improvement projects which involve improvement of at least 25% of the existing gross floor area, or are considered to be a new development. Projects which result in an increase in the assessed value of the property by at least 10% will also be considered eligible.
3. Grants will be equal to 100% to 20% of the increase in annual municipal property taxes resulting from property improvements, paid to the owner each year for a maximum of five (5) years (declining by 20% each year), or as otherwise determined at the discretion of Council and outlined in the agreement. The total amount of all grant payments over the duration of the Tax Increment Equivalent Grant shall not exceed 50% of the total eligible costs of the improvements.
4. The eligible development / property improvement works must be completed within three (3) years of application approval, or as stipulated in the agreement with the Town.
5. Grants shall be provided upon successful completion of the work, as approved by Council, and payment in full of the property taxes including the taxes for the incremental assessment increase. The amount of the grant in the first year cannot be calculated until the incremental assessment has been determined by the Municipal Property Assessment Corporation (MPAC) and provided to the Municipality, which may take up to two (2) years. Grants for subsequent years shall be paid annually to property owners within three (3) months of payment of the full property tax.
6. The Tax Increment Equivalent Grant will not be paid and will not accumulate for any year when taxes remain unpaid by the due date. Any failure to pay taxes in any year shall disqualify the owner for further grant payments.

Example Scenario

A hypothetical property pays \$10,000 in annual municipal property taxes this year. If the property is redeveloped and a reassessment results in municipal property taxes of \$15,000 annually, the tax 'increment' is \$5,000 (i.e., $\$10,000 + \$5,000 = \$15,000$).



Council has approved a Tax Increment Equivalent Grant for the property, with a duration of five (5) years. In the first year after re-assessment, the applicant would be eligible for a grant of \$5,000, representing 100% of the tax increment. In the second year after re-assessment, the applicant would be eligible for a grant of \$4,000, representing a decrease of 20% from the previous year. The grant amount would continue to decrease by 20% each year in years 3, 4, and 5. The grant expires after five (5) years, based on the grant duration determined by Council. This example assumes that all eligibility criteria are met.



Eligibility Criteria

1. All General Eligibility Requirements outlined in **Section 4.1** shall apply.
2. Applications shall be in accordance with the application submission requirements under **Section 6.3**.
3. The Tax Increment Equivalent Grant cannot be combined with any other Financial Incentive Program under this CIP.
4. To be eligible for the Tax Increment Equivalent Grant, the property improvements undertaken must:
 - a. Result in an increase in the assessed value of the property by at least 10%;
 - b. Result in an increase of at least 25% of the existing gross floor area or a minimum of 4 new dwelling units created; or
 - c. Be considered a new development.
5. In order to determine the suitability of the Tax Increment Equivalent Grant, prior to submitting an application for the program, eligible applicants may be required to estimate the total potential value of the tax increment and the anticipated post-project property value assessment from MPAC, based on current assessment values and anticipated investment.



6. If the total estimated value of the Tax Increment Equivalent Grant is significantly less than the applicant's estimated value, at the sole discretion of the Town, the applicant may be given the opportunity to withdraw their application for the Tax Increment Equivalent Grant program and submit an application for one or more of the other Financial Incentive Programs in this CIP, as may be applicable to the project.
7. Should an eligible applicant be approved for the Tax Increment Equivalent Grant, and if the subject property is sold, in whole or in part, before the original grant period lapses, the original owner may not be entitled to receive the remaining grant payments, in accordance with the terms of the agreement executed between the owner and the Town. The payments are also non-transferrable to the new owner, unless specifically stipulated as part of the agreement.
8. The property owner is responsible for the entire cost of the development or redevelopment project.

4.6 Additional Dwelling Units Grant

Purpose

To support the development of additional dwelling units within or on the same property as a single detached, semi-detached, or townhouse dwelling, in accordance with the policies and provisions in the Town of Renfrew Official Plan and Zoning By-law.

Eligible Costs

1. Plans, designs, and study costs, including:
 - a. Site Plans;
 - b. Structural Plans;
 - c. Architectural Plans;
 - d. Engineering Plans; and

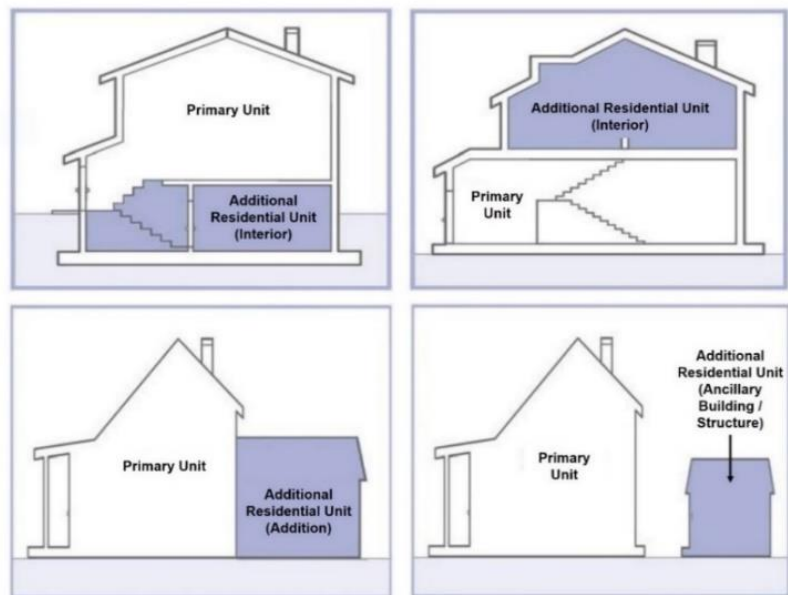


Figure 4-1: Examples of additional dwelling unit locations (Adapted from Ministry of Municipal Affairs and Housing, 2019)



- e. Other site-specific plans or studies as required by the Town at the time of pre-consultation or under the Planning Act.
- 2. Works related to compliance with the Ontario Building Code or Fire Code, including:
 - a. Safe egress;
 - b. Accessibility improvements;
 - c. Structural improvements;
 - d. Electrical improvements;
 - e. Ventilation improvements;
 - f. Fire protection, including associated insulation; and
 - g. Other similar improvements.
- 3. Materials costs, including:
 - a. Construction materials; and
 - b. Finishing materials.
 - c. Construction and labour costs, associated with the above eligible costs.

Additional dwelling units (ADUs) are permitted 'as of right' on all residential properties on full municipal services within the Residential designation and associated zones, as well as on all legal non-conforming residential properties. – Town of Renfrew Official Plan, Section 2.2 (19)(b)(iv)

Program Details

- 1. A grant of up to 50% of eligible costs, up to a maximum of \$10,000 per additional dwelling unit, or as determined at the discretion of Council.

Eligibility Criteria

- 1. All General Eligibility Requirements outlined in **Section 4.1** shall apply.
- 2. Applications shall be in accordance with the application submission requirements under **Section 6.3**.
- 3. Only additional dwelling units located within a single detached, semi-detached, or townhouse dwelling, or within a detached structure on the same lot as and ancillary to a single detached, semi-detached, or townhouse dwelling are eligible for this grant.
- 4. A self-contained additional dwelling unit with a private kitchen, bathroom, and sleeping area must be created.



5. The additional dwelling unit being created must conform to any applicable requirements of the Ontario Building Code and Fire Code, and the Town of Renfrew Official Plan and Zoning By-law, and any other applicable regulations.
6. An application for this program must be submitted to the Town prior to the commencement of any site works and/or issuance of a building permit, as applicable.

4.7 Downtown Housing Grant

Purpose

To encourage the creation of new residential units and to improve the condition of existing upper-storey or rear residential units within mixed use buildings in Downtown Renfrew.



Figure 4-2: Example of eligible upper-storey residential units, Raglan Street South, Renfrew (Source: Google Earth)



Eligible Costs

1. Creation of new residential units in the upper storey(s) or at the rear of a mixed-use building; and/or
2. Rehabilitation and significant improvement in the quality of one (1) or more existing residential units which improve the quality of life for the occupants, increase the value of the



unit(s), or make the unit(s) habitable where the unit(s) are currently considered to be inhabitable, or make the unit attractive to a wider range of income groups. Eligible projects may include improvements related to the health and safety of the residential unit, and required to bring the building or unit into compliance with the current Ontario Building Code or Fire Code, including but not limited to, improvements to electrical systems and wiring, structural improvements, etc.

Program Details

1. Grants for the rehabilitation of residential space or the conversion of non-residential space to residential space will be available to eligible applicants in order to provide improvements to existing residential units. Grants will be equal to 50% of the construction costs of each unit to a maximum of \$10,000 per unit, to a maximum of two (2) units per eligible address. In no case will the total grant exceed 50% of the total construction costs.

Eligibility Criteria

1. All General Eligibility Requirements outlined in **Section 4.1** shall apply.
2. Applications shall be in accordance with the application submission requirements under **Section 6.3**.
3. This Grant will apply only to properties designated as Downtown Commercial within the Town's Official Plan.
4. Existing or proposed ground floor/at grade residential space within the designated Community Improvement Project Area will not be eligible for the grants through this program. For clarity, upper storey and rear residential units in mixed use buildings are eligible for this program.
5. At the discretion of Council in consultation with the Town's CIP Administrators, priority may be given to the conversion of upper storey space to new residential unit(s) and for the rehabilitation of affordable residential units over other projects for improvements to existing residential units.
6. An application for this program must be submitted to the Town prior to the commencement of any site works and/or issuance of a building permit, as applicable.



4.8 Multi-Unit and Affordable Housing Grant

Purpose

To support multi-unit residential development consisting of a minimum of four (4) new dwelling units (rental or ownership), a percentage of which must include affordable dwelling units.

Eligible Costs

1. The development or redevelopment of properties and buildings to support the creation of a minimum of four (4) or more dwelling units (rental or ownership), of which 25% must comprise affordable dwelling units.
2. Plans, designs, and study costs, including:
 - a. Site Plans;
 - b. Structural Plans;
 - c. Architectural Plans;
 - d. Engineering Plans;
 - e. Traffic or Parking Studies;
 - f. Environmental Plans;
 - g. Interior Design Plans;
 - h. Market Analysis or Feasibility Studies; and
 - i. Other site-specific plans and studies as required by the Town at the time of pre-consultation, or under the Planning Act.
3. Works related to compliance with the Ontario Building Code or Fire Code, including:
 - a. Safe egress;
 - b. Structural improvements;
 - c. Electrical improvements;
 - d. Ventilation improvements;
 - e. Fire protection, including associated insulation; and
 - f. Other similar improvements.
4. Exterior property improvements, including:





- a. Sidewalk upgrades;
 - b. Lighting; and
 - c. Landscaping.
5. Accessibility improvements, including:
- a. Ramps;
 - b. Elevators;
 - c. Automatic doors; and
 - d. Alternative means of access and egress.
6. Utilities infrastructure upgrades, including:
- a. Sewer;
 - b. Water; and
 - c. Stormwater management.
7. Materials costs, including:
- a. Construction materials; and
 - b. Finishing materials.
8. Construction and labour costs, associated with the above eligible costs.

Program Details

1. A grant of up to 50% of eligible costs up to a maximum of \$5,000 per dwelling unit and a maximum of \$10,000 per affordable dwelling unit. The total maximum per property would be determined at the discretion of Council.

Eligibility Criteria

1. All General Eligibility Requirements outlined in **Section 4.1** shall apply.
2. Applications shall be in accordance with the application process set out in **Section 6.3**.
3. Eligible residential developments must result in the creation of four (4) or more new dwelling units (rental or ownership), of which 25% must comprise affordable dwelling units.
4. Eligible affordable dwelling units must meet the definition of “affordable” as defined in the Provincial Planning Statement, 2024 and outlined in **Section 4.1**.



5. The affordable dwelling units must be maintained as affordable, in accordance with the definition of “affordable” outlined in **Section 4.1**, for a minimum duration of 10 years.
6. For proposed development on the upper storeys of a commercial / mixed use building, the applicant must be either a registered property owner, assessed property owner, or a tenant of a property to whom the owner has assigned consent to receive assistance under the CIP.
7. If a dwelling unit or affordable dwelling unit is proposed on the upper storey(s) of a property that is designated under the Ontario Heritage Act, the improvements shall not compromise the property’s heritage attributes and the reasons for designation. In such cases, the CIP Financial Incentive Program Application will be circulated to the relevant Town staff and/or Town of Renfrew Heritage Advisory Committee, should one be established, for review of Cultural Heritage impacts which may require additional supporting documentation.
8. An application for this program must be submitted to the Town prior to the commencement of any site works and/or issuance of a building permit, as applicable.

4.9 Brownfield Property Tax Assistance Program

Purpose

To encourage the remediation and rehabilitation of brownfield sites by providing a cancellation of part or all of the property tax increase on a property that is undergoing or has undergone remediation and development to assist with payment of the cost of environmental remediation.

Eligible Costs

1. Eligible costs relate to reducing the concentration of contaminants on, in, or under the subject property to permit a record of site condition to be filed in the Environmental Site Registry under Section 168.4 of the Environmental Protection Act. Eligible costs include:
 - a. Preparation of Phase III Environmental Site Assessments (ESAs) and Risk Assessment Plans (except where such a cost has been included as part of an Environmental Study Grant [see **Section 4.13**]);
 - b. Environmental remediation costs, including any action taken to reduce the concentration of contaminants on, in or under the property to permit a Record of Site Condition to be filed in the Environmental Site Registry under Section 168.4 of the Environmental Protection Act;
 - c. Costs related to complying with any certificate of property use issued under Section 168.6 of the Environmental Protection Act;





- d. Preparation of a Record of Site Condition;
- e. Placing clean fill and related grading;
- f. Installing environmental and/or engineering controls or works, as specified in the Phase III ESA and/or Risk Assessment Plan;
- g. Monitoring, maintaining, and operating environmental and engineering controls/works, as specified in the Phase III ESA and/or Risk Assessment Plan; and
- h. Environmental insurance premiums.

Program Details

1. Municipal Tax Assistance:

- a. The Town may pass bylaws to provide a deferral or cancellation of all or a part of the municipal taxes on a brownfield site during the assistance period, as defined in Section 365.1(1) of the Municipal Act.
- b. The total value of the tax assistance will not exceed the total eligible costs, which are defined in the eligibility requirements above. The level and duration of the tax assistance will be considered on a case-by-case basis.
- c. Prior to passing the By-law approving the tax assistance, the Town will be required to notify the Ministry of Finance. Within 30 days of passing the By-law, the Town will also be required to notify the Minister of Municipal Affairs and Housing and the Minister of Finance.

2. Provincial Tax Assistance:

- a. The Town may apply for the Provincial Brownfields Financial Tax Incentive Program, on behalf of the owner, to cancel or freeze all or a portion of the education component of property taxes.
- b. The application will need to be approved by the Minister of Finance, and may be subject to a different timeline than the approved Municipal Tax Assistance Program.
- c. The Town must be offering municipal tax assistance in order for the owner to be eligible for Provincial tax assistance.

Payment Details

1. Municipal Tax Assistance:



- a. The municipal portion of the property tax assistance is limited to the Rehabilitation Period and Development Period of the project.
- b. The municipal portion of the property tax assistance will be undertaken in accordance with the provisions of Section 365.1 (1) of the Municipal Act.
- c. The municipal portion of the property tax assistance may start at the beginning of the Rehabilitation Period and run for a period specified by Council in a By-law, but shall not extend beyond the time periods outlined in Section 365.1(1) of the Municipal Act, which is the earlier of:
 - i. Eighteen (18) months;
 - ii. the date a Record of Site condition is filed; or
 - iii. when the total amount of tax assistance is equal to the eligible remediation costs (as defined above).
- d. The Development Period begins when the Rehabilitation Period ends, and concludes on the earlier of:
 - i. the end date specified in the By-law; or
 - ii. when the tax assistance is equal to the eligible remediation costs.
- e. The duration of tax assistance may consist of both the Rehabilitation Period and Development Period, subject to the limitations for each period as described above.
- f. The implementing By-law is to specify whether the tax assistance will occur during the Rehabilitation Period, the Development Period, or both.

2. Provincial Tax Assistance:

- a. The exemption may commence at the start of the Rehabilitation Period, and continue through the Development Period, for a maximum time period as defined in the implementing bylaw, and subject to program and termination requirements established by Section 365.1(1) of the Municipal Act.
- b. The education portion of the property tax assistance may be delivered on a different timetable from the municipal portion of the property tax assistance for the given property.
- c. The conditions imposed by the Minister of Finance for the education portion of the property tax assistance under Section 365.1 of the Municipal Act may differ from those outlined in this Plan.



Eligibility Criteria

1. All General Eligibility Requirements outlined in **Section 4.1** shall apply.
2. Applications shall be in accordance with the application submission requirements under **Section 6.3**.
3. The applicant must demonstrate that the subject property is a brownfield site, which is determined through a Phase II Environmental Site Assessment (ESA) which concluded that action is required to remediate the site prior to redevelopment. The Town has the discretion to determine whether the subject property would be considered as a brownfield site.
4. The Brownfield Property Tax Assistance Program may not be combined with the Tax Increment Equivalent Grant.
5. Successful applicants may also be eligible for other Financial Incentive Programs, provided that the total value of incentives does not exceed the total eligible cost of rehabilitating the land and buildings.
6. The Town may require preparation of a business plan or feasibility study as a condition of approving tax assistance.
7. Application for Provincial tax assistance shall be at the sole discretion of the Town. Initially, the Town may wish to seek Provincial tax assistance on behalf of the owner on a pilot project basis only, and discontinue such applications in the future. Should the Town choose not to apply for Provincial tax assistance, such a decision shall not require an amendment to this CIP.

4.10 Commercial, Mixed Use, and Industrial Building and Property Improvement Grant



Purpose

To assist with interior and/or exterior improvements to commercial, mixed use (with ground floor commercial), and industrial buildings and properties, including interior retrofits, façade, signage, landscaping, paving, and/or streetscape improvements on private property.

Eligible Costs

1. Plans, designs, and study costs, including:



- a. Site Plans;
- b. Structural Plans;
- c. Architectural Plans;
- d. Engineering Plans;
- e. Interior Design Plans; and
- f. Other site-specific plans and studies as required by the Town at the time of pre-consultation or under the Planning Act.

One comprehensive grant for interior and exterior improvements to commercial, mixed use, and industrial building and property improvements

2. Works related to compliance with the Ontario Building Code and/or Fire Code, including:

- a. Safe egress;
- b. Structural improvements;
- c. Electrical improvements;
- d. Ventilation improvements;
- e. Fire protection, including associated insulation; and
- f. Other similar improvements.

3. Exterior property improvements, including:

- a. Façade improvements, including to the front, rear, or exterior building façades that front onto a public street of a commercial or mixed use (with ground floor commercial) building / property, including:
 - i. Façade restoration of brickwork, wood, masonry, and metal cladding;
 - ii. Replacement or repair of entablature, eaves, parapets, and other architectural details;
 - iii. Replacement or repair of windows and doors, as a component of a broader façade project;
 - iv. Replacement, repair, or addition of exterior lighting;
 - v. Replacement, repair, or addition of awnings, marquees, and canopies;
 - vi. Replacement of façade elements originally in place during initial construction of the building;
 - vii. Redesigned shop fronts; and



- viii. Similar other improvements / repairs, as may be considered and approved by Council in consultation with the Town's CIP Administrators;
 - b. Installation of active transportation infrastructure, such as bicycle parking racks;
 - c. Landscaping;
 - d. Lighting;
 - e. Paving of site accesses / egresses and parking areas;
 - f. Sidewalk and pedestrian walkway upgrades;
 - g. Signage improvements, including the following eligible signs:
 - i. Primary signs attached to buildings, particularly those that form part of a building façade's sign board area, or that are located above a building entrance or porch;
 - ii. Hanging signs, which may be used either as primary signs or as secondary signs, to complement the main building signage;
 - iii. Stand-alone signs, associated with landscaping, located in front yards and standalone signs in rear yards;
 - iv. Installation and replacement of awnings that contain the name of the business or otherwise form part of the business signage;
 - v. Decorative window decals;
 - h. Site furniture, such as benches or permanent planters.
4. Utilities infrastructure upgrades, including:
- a. Sewer;
 - b. Water; and
 - c. Stormwater management, including but not limited to, green infrastructure installations such as bioswales, rainwater harvesting and reuse systems, rain barrels, rain gardens, etc.; and
5. Professional fees, materials costs, construction and labour costs, associated with the above eligible costs.



Program Details

1. A grant of up to 50% of eligible costs, up to a maximum of \$20,000, or as determined at the discretion of Council.

Eligibility Criteria

1. All General Eligibility Requirements outlined in **Section 4.1** shall apply.
2. Applications shall be in accordance with the application submission requirements under **Section 6.3**.
3. Only commercial, mixed use (with ground floor commercial), and industrial buildings / properties are eligible for this grant.
4. An application for this program must be submitted to the Town prior to the commencement of any site works and/or issuance of a building permit, as applicable.

4.11 Crime Prevention Through Environmental Design (CPTED) Grant

Purpose

To facilitate the installation of site security improvements associated with commercial, mixed use (with ground floor commercial), and industrial buildings and properties.

Eligible Costs

1. Installation of:
 - a. Bollards or other parking lot security improvements;
 - b. Exterior lighting intended for safety and security improvements;
 - c. Exterior mirrors;
 - d. Fences;
 - e. Retractable security gates at building entrances (e.g., in recessed doorways);
 - f. Security cameras and associated hardware;



Figure 4-3: Example of security gates at a recessed doorway, Harbourtown Centre, Kenora, ON (Source: City of Kenora)



- g. Shatter-resistant glass windows;
- h. Other recommended CPTED and improvements, subject to approval by the Town;
- 2. Creation of mural art on exterior walls as a graffiti-deterrent, in compliance with regulations for murals in the Town's Sign By-law and Graffiti Management Policy; and
- 3. Professional fees, materials costs, and construction and labour costs, associated with the above improvements.

Program Details

- 1. A grant of up to 50% of CPTED costs, up to a maximum of \$10,000, or as determined at the discretion of Council.

Eligibility Criteria

- 1. All General Eligibility Requirements outlined in **Section 4.1** shall apply.
- 2. Applications shall be in accordance with the application submission requirements under **Section 6.3**.
- 3. An application for this program must be submitted to the Town prior to the commencement of any site works, installation, and/or issuance of a building permit, as applicable.
- 4. All applicants with approved projects that involve the installation of security cameras will be required to register (at no cost) for the CAMSafe program, administered by the Ontario Provincial Police, which maintains a database of camera locations and points of contact if an incident occurs to request camera footage.

4.12 Energy Efficiency Grant

Purpose

To encourage property owners to improve energy efficiency of existing commercial and industrial buildings, and to facilitate the installation of small-scale renewable energy systems.

Eligible Costs

- 1. Renovations to result in enhanced energy efficiency;
- 2. Purchase and installation of small-scale renewable energy systems (e.g. solar or wind);





3. Purchase and installation of energy-efficient lighting and lighting controls (e.g. timers or sensors); and
4. Purchase and installation of energy-efficient heating/cooling/ventilation products (e.g., central air conditioners, heat pumps, furnaces/boilers, windows and doors with the EnergySTAR certification).

Program Details

1. A grant for up to 50% of eligible costs, to a maximum of \$15,000, or as determined at the discretion of Council.

Eligibility Criteria

1. All General Eligibility Requirements outlined in **Section 4.1** shall apply.
2. Applications shall be in accordance with the application submission requirements under **Section 6.3**.
3. An application for this program must be submitted to the Town prior to the commencement of any site works, installation, and/or issuance of a building permit, as applicable.

4.13 Environmental Study Grant

Purpose

To promote the completion of environmental studies to better understand environmental site conditions, the type of contamination present, and potential remediation costs for brownfield sites.

Eligible Costs

1. Phase II and/or Phase III Environmental Site Assessment (ESA), to confirming and describe contamination at the site;
2. Designated Substance and Hazardous Materials Survey, to surveying designated substances and hazardous materials at the site; and
3. Remedial Work Plan and/or Risk Assessment Plan, to develop a plan to remove, treat, or otherwise manage contamination found on the site.

Program Details

1. A grant of up to 50% of the cost of undertaking an eligible study, to a maximum of:





- a. \$3,000 per study;
 - b. Two (2) studies per property / project; and
 - c. A total maximum of \$6,000 per property / project.
2. The grant will be payable upon completion of the study. If the grant is being provided for two (2) studies, it will be payable after both studies are complete.

Eligibility Criteria

1. All General Eligibility Requirements outlined in **Section 4.1** shall apply.
2. Applications shall be in accordance with the application submission requirements under **Section 6.3**.
3. Phase I ESAs are not eligible studies under this grant. Applicants must complete and submit, for the Town's review, a Phase I ESA that demonstrates that site contamination is likely.
4. Applications will include a:
 - a. Detailed study work plan;
 - b. Cost estimate for the study; and
 - c. Description of the planned redevelopment, including any planning applications that have been submitted / approved, if applicable.
5. All environmental studies should be completed by a "qualified person" as defined by Ontario Regulation 153/04: Records of Site Condition, as amended.
6. An application for this program must be submitted to the Town prior to the commencement of any studies and associated site activities.

4.14 Heritage Conservation Property Improvement Grant

Purpose

To assist property owners in maintaining and rehabilitating buildings and properties that are included in the Town's Municipal Heritage Register and designated under Part IV of the Ontario Heritage Act, to protect their cultural heritage value and contribute to the historic character and identity of the Town of Renfrew.





Eligible Costs

1. Works that conserve or enhance elements specified in the List of Heritage Attributes in the applicable Designation By-law or which contribute to the cultural heritage value under the Ontario Heritage Act;
2. Works that preserve, conserve, renew or restore significant architectural features, including:
 - a. Doors, windows, verandahs, cupolas, chimneys, or other decorative trim, parapets, cornices, hood mouldings and any other features important to the overall composition of the structure as specified in the Reasons for Designation;
 - b. Fences and outbuildings if specifically referred to in the Reasons for Designation;
 - c. Original cladding and roofing materials including repair and replacement, where necessary, of wood clapboard or board and batten, repair and repointing of masonry buildings, stucco repair, repair or replacement of original roofing materials (e.g., slate, wood shingles, tile, etc.);

3. Removal of modern material (e.g., synthetic siding, asphalt shingles, etc.) and replacement with documented original materials;
4. Reconstruction or construction of former and significant architectural features (e.g., shop fronts of commercial properties) for which the appearance can be clearly determined from documentary sources (e.g., photographs, drawings, etc.).

Documentation should be in the form of historic photographs or drawings clearly showing the feature(s) to be reconstructed. Eligible work will be guided by appropriate reference material as deemed appropriate by Town staff;

5. Cleaning of masonry buildings if it is necessary for the building's preservation. Abrasive cleaning techniques that degrade the original structure (e.g., sand blasting, chemical cleaning or high-pressure washes) are not eligible;
6. All final finishes, such as paint and masonry, subject to approval and confirmation that they are the original final finishes of the building;
7. Interior works specifically referred to in the List of Heritage Attributes, including, but not limited to, woodwork, plasterwork, wall or ceiling murals, or metal work, and other decorative features; and
8. Professional fees, materials costs, and construction and labour costs, associated with the above improvements.



Program Details

1. A grant of up to 50% of eligible costs, up to a maximum of \$10,000 per property, or as determined at the discretion of Council and relevant Town staff and/or Town of Renfrew Heritage Advisory Committee, should one be established, for review of Cultural Heritage impacts which may require additional supporting documentation
2. Heritage property owners found to be in contravention of the Ontario Heritage Act are not eligible for a grant under this CIP for a period of 2 years after the offense, or otherwise at the discretion of Council.
3. If unapproved demolition, alteration, removal or destruction of heritage fabric that compromises cultural heritage value takes place then all grant payments shall cease, and payments already made will be repayable to the Town.

Eligibility Criteria

1. All General Eligibility Requirements outlined in **Section 4.1** shall apply.
2. Applications shall be in accordance with the application submission requirements under **Section 6.3**.
3. An application for this program must be submitted to the Town prior to the commencement of any site works, installation, and/or issuance of a building permit, as applicable.
4. No work can be carried out until approved by Council and a Heritage Permit has been issued. The applicant must make a separate Application for Alteration / Demolition / Removal for properties designated under Section 29, Part IV of the Ontario Heritage Act.
5. All applicants must provide two comparative and detailed quotes by contractors with demonstrated heritage experience and expertise (e.g., a Professional Member of the Canadian Association of Heritage Professionals or equivalent at the discretion of the Town's CIP Administrators).
6. If contractors or specifications are proposed to change from what was reviewed by the Town's CIP Administrators and approved by Council, the property owner is first required to receive approval from Town Staff prior to any change, otherwise the property owner may be ineligible to receive the allocated funding.



4.15 Inclusivity Improvement Grant

Purpose

To promote exterior and interior improvements to commercial and mixed-use properties to enable people of all ages and abilities to access businesses without encumbrances, and to feel welcomed and safe. This Grant will enable business owners and operators to lead by example and contribute to inclusivity and accessibility for both residents and tourists.

Eligible Costs

1. Installation of:
 - a. New automatic doors;
 - b. New permanent or removable access ramps;
 - c. Elevators;
2. Widening of public entryways;
3. Leveling or repairs to pathways / accesses, ramps, and stairs;
4. Inclusive design improvements, such as dimmer light switches, display and shelving units that are free from clutter; and
5. Professional fees, materials costs, and construction and labour costs, associated with the above improvements.

Inclusivity is including all people fairly and equally and ensuring all feel welcome, valued, and respected regardless of their abilities.

A business designed with inclusivity in mind maximizes its customer base.

While not eligible costs under this CIP, inclusive space design considerations for businesses can also include avoiding the use of indoor mats, keeping music at low volumes, and ensuring product displays and shelving are maintained free of clutter to reduce visual impacts.

Program Details

1. A grant of up to 50% of eligible costs, up to a maximum of \$5,000 per property, or as determined at the discretion of Council.

Eligibility Criteria

1. All General Eligibility Requirements outlined in **Section 4.1** shall apply.



2. Only commercial and mixed-use properties are eligible for this grant. For clarity, single detached dwellings and other residential use buildings are not eligible for this grant.
3. Applications shall be in accordance with the application submission requirements under **Section 6.3**.
4. An application for this program must be submitted to the Town prior to the commencement of any site works, installation, and/or issuance of a building permit, as applicable.
5. Applications for proposed interior improvements, such as display and shelving units, may be required to include a concept plan or similar visual documentation to demonstrate proposed layouts.
6. Inclusivity improvements shall meet or exceed the requirements of the Ontario Building Code and the Accessibility for Ontarians with Disabilities Act, as applicable to the property.



Figure 4-4: Example of removable ramp at business entry (Source: StopGap.ca, 2026)





5.0 Urban Design Criteria

The implementation of this CIP involves the application of urban design criteria which were established as part of the Town's 2015 CIP. Urban design criteria are intended to set aesthetic standards for improvements made under this CIP and to guide applicants in the planning and design process to advance the vision and goals of the CIP. It is recognized that not all urban design criteria outlined in this section will be applicable to all applications for property and building improvements, depending on their proposed works, context, and location. The interpretation and application of these criteria will be at the discretion of the Town's CIP Administrators and Council, or the designated approval authority. The intent of the criteria is illustrated through visual precedent images in the Town of Renfrew or other communities. However, the wording takes precedence over the images, which are provided for illustrative purposes only. Existing urban design guidelines include the Downtown Renfrew Streetscape Masterplan and Urban Design Guidelines (2017).

5.1 Façade and Building Improvement Criteria

Applicability: These criteria are applicable to the Commercial, Mixed Use, and Industrial Building and Property Improvement Grant. Additionally, these criteria should also be considered as part of the development of new buildings under the Planning and Building Permit Fee Grant, Tax Increment Equivalent Grant, and the Brownfield Property Tax Assistance Program.

Principle	Criteria
1. Maintain and restore historic or original building materials, architectural elements, and features.	a. Original colours, architectural detailing and original materials should be maintained and restored where possible. If original materials or detailing must be replaced, similar materials should be used as much as possible. b. The reconstruction of missing historic features of the façade is encouraged, based on historic documentation. c. Alterations should not remove, obscure, overwhelm or cover original historic materials and architectural elements. d. The use of economical materials such as aluminum cladding is strongly discouraged.



Principle	Criteria
	e. Where original colours are not known even in consideration of historic documentation of a property, the use of a palette of heritage colours, as may be offered through many paint supply stores, is encouraged for exterior painting. f. Proposals must be in consideration of historical documentation about the original appearance of the façade, where such documentation is available.
2. Maximize façade interest, detailing and differentiate the components of a façade (base, middle and top).	a. Principal building entrances should face the street / sidewalk. Secondary entrances may be provided from side yards or rear yards. b. Doors should be articulated through recessed entryways and detailed framing. c. Windows should be articulated with detailed framing and division of windowpanes. Large, undivided windowpanes should be avoided. d. Detailing and design of the façade should be differentiated using different materials, colours or the application of architectural elements. There should be a base, a middle and a cornice. Repeating elements along the façade are encouraged (e.g., repeating architectural elements or windows). A storefront cornice and signboard should be provided.
7. Maximize barrier-free access.	a. Entryways should be barrier-free in accordance with Ontario Building Code standards. Building entrances should not have steps. Where this cannot be avoided, the installation of an accessible ramp or an alternate entrance is encouraged even where it is not required by the Ontario Building Code. b. Automatic doors are encouraged even where they are not required by the Ontario Building Code.



Principle	Criteria
8. Create an active, inviting façade using murals, awnings and patios / sidewalk cafés.	a. Murals are encouraged on side and rear façades. b. Murals should generally relate to historic persons, places, and events which reference and celebrate the Town of Renfrew's history. Awnings are encouraged; where provided, awnings should be designed to be proportional to the façade and use colours that are complementary to the façade colours. c. In all cases, consideration should be made to incorporate awnings into a façade improvement. Permanent, fabric awnings and retractable awnings are encouraged. d. Bubble-style awnings are discouraged. e. Signage may be imprinted on an awning provided it is proportionally sized and scaled for pedestrians. f. Informal sidewalk cafés are encouraged in the front yard. Where space permits, designated patio areas may be provided in the front or side yard. g. Larger outdoor seating areas (more than 12 seats) should be designated with decorative fencing.

Figure 5-1: Illustration of Façade and Building Improvement Criteria



The retention and restoration of original building materials is encouraged.



Façade articulation should be maximized.



Example of a recent façade renovation with articulation of windows, repeating elements and architectural differentiation (example from Inglewood, Ontario).



Murals should relate to the community's history (example from Arnprior, Ontario).



Awnings should be retractable, fabric and be suitable to provide shelter from the elements for pedestrians.



Patios/sidewalk cafes are encouraged to bring activity to the street.

5.2 Signage Criteria

Applicability:

These criteria are intended to guide the evaluation of applications proposing new or replacement signage under the Commercial, Mixed Use, and Industrial Building and Property Improvement Grant, and may also be considered under other Community Improvement Plan (CIP) programs where signage forms part of a proposed project.

These criteria are based on the Town of Renfrew Sign By-law 46-2022 urban design objectives for permanent signage and are intended to encourage signage that is complementary to building architecture and the character of the surrounding streetscape. All proposed signage



must comply with the provisions of the Town of Renfrew Sign By-law and obtain any required approvals or permits. Where these criteria are more restrictive than the Sign By-law, they shall be used solely for the purpose of evaluating eligibility for financial incentives and do not supersede the requirements of the Sign By-law.

Principle	Criteria
1. Signage should be scaled for pedestrians and not vehicular traffic.	a. Signage should be scaled according to the building height and oriented for pedestrians and slow traffic. b. Only one principal sign should be used, and it should be located above the principal building entrance. No more than two small signs should be used, and only if they are used to enhance the appearance of the storefront. For clarity, large signs and cluttered signs are to be avoided. c. Hanging perpendicular signs are encouraged.
2. Signage should be well articulated, attractive, and exude a high-quality appearance.	a. Back-lit and neon signs are strongly discouraged. b. Front-lit signage is encouraged. c. Embossed or engraved signage is encouraged. d. Where provided, signage should be contained in the storefront cornice/sign board area of the façade. e. Signage should not be used in the storefront windows, except a minimal amount of painted signs. Storefront windows should be as transparent as possible.



Figure 5-2: Illustration of Signage Criteria



Hanging, perpendicular signs are encouraged.



Front lit signs are encouraged.



Embossed lettering and pedestrian-scaled signage is encouraged (example from Perth, Ontario).



Signage should be incorporated into the storefront cornice or signboard where possible (example from Arnprior, Ontario).



5.3 Property and Landscaping Improvement Criteria

Applicability: These criteria are applicable to any applications made for exterior property improvements, such as landscaping or parking area improvements, under the Commercial, Mixed Use, and Industrial Property Improvement Grant. However, these criteria should also be considered under any other program where the applicant is proposing landscaping, parking, and similar exterior property improvements.

Principle	Criteria
1. Minimize the visual impact of parking areas on Raglan Street South.	a. Rear yard parking areas should have a clear access or entrance to the building. Building entrances are encouraged; where they cannot be provided, signage is encouraged to direct visitors to the main entrance. b. Driveways from Raglan Street South should be minimized. The width of driveways from Raglan Street South should generally be minimized (two one-way driveways are preferred over one large, two-way driveways). c. Parking areas should be buffered from the sidewalk / street. A planting strip including vertical elements (decorative fencing, trees, plantings) is encouraged. d. The use of permeable paving surfaces is encouraged. e. Parking areas should not restrict pedestrian access to building entrances. Clearly designated walkways and pathways should be provided within parking areas to enable persons to walk from the parking area and into the building or onto the sidewalk. f. Large parking areas should be broken up with decorative landscaping and tree planting.



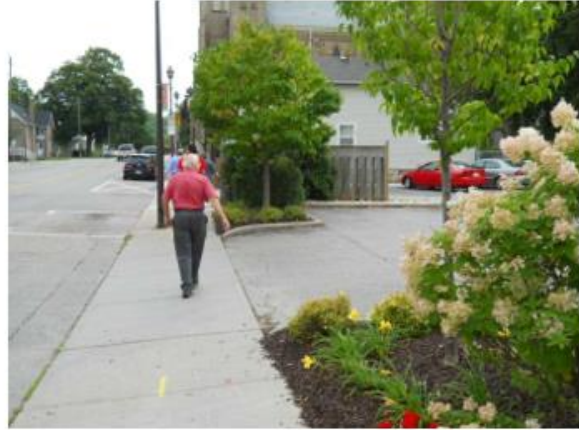
Principle	Criteria
2. Maximize planting and landscaping to maximize visual interest.	a. Generally, business owners and residents are encouraged to implement and maintain temporary plantings, such as hanging window planters. b. Landscaping and planting strips are encouraged in accordance with the criteria noted above for minimizing the visual impact of parking areas.
3. Encourage sustainable and paving materials.	a. The use of permeable paving surfaces (e.g., porous asphalt, pervious concrete, interlocking concrete pavers, plastic grid systems filled with gravel or grass) is encouraged. b. The use of native plantings as part of landscaping is encouraged to minimize watering needs and maintenance costs.



Figure 5-3: Illustration of Property and Landscape Improvement Criteria



'Informal' planters are encouraged.



Parking areas should be landscaped and buffered from the sidewalk (example from Paris, Ontario).



Parking areas should be buffered with trees to minimize their impact (example from Perth, Ontario).



One-way driveways are preferred (example from Paris, Ontario).



Landscaping and planters create interest and colour in the façade (example from Paris, Ontario).



Patios/sidewalk cafés are encouraged to bring activity to the street.



5.4 Built Form, Scale, and Massing Criteria

Applicability: These criteria will be applicable to the development of new buildings or any additions made to buildings under the Commercial, Mixed Use, and Industrial Building and Property Improvements Grant, Multi-Unit and Affordable Housing Grant, Planning and Building Permit Fee Grant, Tax Increment Equivalent Grant, and the Brownfield Property Tax Assistance Program.

Principle	Criteria
1. Additions should be sensitive to the existing context and have an impact on the existing building.	a. For buildings considered to be historic, additions should not be located closer to the front lot line than the original building face. b. The height of building additions should be consistent with the original building height. c. The roof should correspond with the original roof (e.g., flat or sloping). d. The design of building additions should be in accordance with the criteria for façade improvements.
2. New buildings should be compatible with the existing urban fabric and be designed to be pedestrian-oriented.	a. New buildings should be located similarly to adjacent buildings. In the downtown core, buildings should be located close to the sidewalk. b. New buildings should not be less than two (2) storeys in height, providing for active uses at the ground floor (retail, restaurants, personal service shops, etc.) and other uses in the upper storey(s) (residential, office space, etc.). New buildings should not exceed three (3) storeys unless in accordance with the Official Plan and Zoning By-law. Buildings over three (3) storeys should be subject to step-backs and/or angular plane requirements to minimize the visual impact of tall buildings. c. The height of the proposed building should be similar to the height of adjacent buildings, with the aim of creating a harmonious roofline, minimizing large variations in building height and creating transitions in building height.



Principle	Criteria
	d. Principal building entrances should face the street / sidewalk. Secondary entrances may be provided from side yards or rear yards. e. Parking areas and landscaping should be in accordance with the Property and Landscaping Improvement Criteria in Section 5.3. f. New building façades and signage should be in accordance with the Façade and Building Improvement Criteria Section 5.1 and the Signage Criteria Section 5.2.

Figure 5-4: Illustration of Built Form, Scale, and Massing Criteria



New buildings and additions should respect the downtown core's "main street" character, with buildings located at the sidewalk and compatible heights.



In the Town, generally 2-3 storey buildings are encouraged to provide for active uses on the ground floor and residential or office uses in the upper storeys.



6.0

Implementation



6.0 Implementation

The successful implementation of the Town of Renfrew CIP requires municipal leadership and a clear and comprehensive framework to guide its administration. The Town will ensure that the Financial Incentive Programs achieve the intended vision and goals of this CIP.

This section sets out the interpretation, general administration structure, application process, and other considerations related to the management of the CIP and its implementation. It also includes a recommended monitoring and evaluation program.

6.1 Interpretation



This CIP must be read and interpreted in its entirety, and in conjunction with the Planning Act, Municipal Act, and all applicable municipal planning documents, standards, policies, and By-laws for the Town of Renfrew. The CIP shall be interpreted at the sole discretion of the Town of Renfrew Council or Council's designate, in consultation with, or based on, advice from Town staff.

6.2 Administration



This Plan will be administered by the Town of Renfrew, as part of the implementation of the Community Improvement policies in the Official Plan. The Community Improvement Project Area to which this CIP applies shall be designated through a By-law adopted by Council.

This CIP is intended to remain in effect until such time as determined appropriate by Council. Council may review it after 10 years to assess the degree of uptake and the overall success of the programs. Amendments or adjustments to this CIP may be made as described in **Section 6.6** of this document.

Financial Incentive Program applications shall be processed, subject to the availability of funding and CIP priorities, as approved by Council. Council may determine that the objectives of a particular Financial Incentive Program have been met, and decide to terminate or temporarily suspend funding, without the need for an amendment to the CIP.

Once Council is satisfied that this CIP has been carried out, it may enact a By-law dissolving the Community Improvement Project Area(s) and rendering the CIP inoperative.



6.2.1 Designation of Administrator

Upon approval of this CIP, Council shall appoint one (1) or more members of Town Staff as the CIP Administrator(s), to manage day-to-day implementation and approval of applications. The responsibilities of the CIP Administrator(s) would generally include: meeting with potential applicants for Financial Incentives Programs; coordinating applications; undertaking marketing activities; and monitoring and evaluation of the CIP's performance.

6.2.2 Application Intake and Approval Authority

The Town may maintain its existing application intake practices of receiving applications on an ongoing basis. Alternatively, the Town may consider establishing one (1) or more annual designated application intake periods to receive applications. A designated application intake period may assist the CIP Administrator(s) and Council with decision-making on individual applications with respect to appropriate budget allocations for successful applications.

The CIP Administrator(s) will review applications and supporting materials for CIP programs. A recommended application process is outlined in **Section 6.3**. Applications will be evaluated against general and program-specific eligibility requirements, and a recommendation will be made to Town Council or Council's designate. The application is subject to approval by Town Council or Council's designate.

6.2.3 Financial Incentive Program Budget

At its sole discretion, Council may establish a budget for Financial Incentive Programs as part of its annual budget process. This budget may be subject to the availability of funding and other budget priorities, and is therefore not specified in this CIP. Any unused portion of the Financial Incentive Programs budget may be carried over to the following year, or put into a Reserve.

Further, at its sole discretion and considering any recommendations made by the CIP Administrator(s) through the annual Monitoring and Evaluation Program, in any given year Council may choose to allocate portions of the Financial Incentive Program budget to specific programs, or choose not to allocate funding to certain programs. Council may also prioritize the consideration of applications for specific Financial Incentive Programs, depending on the Town's priorities in any given year.

The Town may discontinue funding for any of the Financial Incentive Programs recommended in this CIP at any time, without an amendment. However, applicants with approved tax assistance



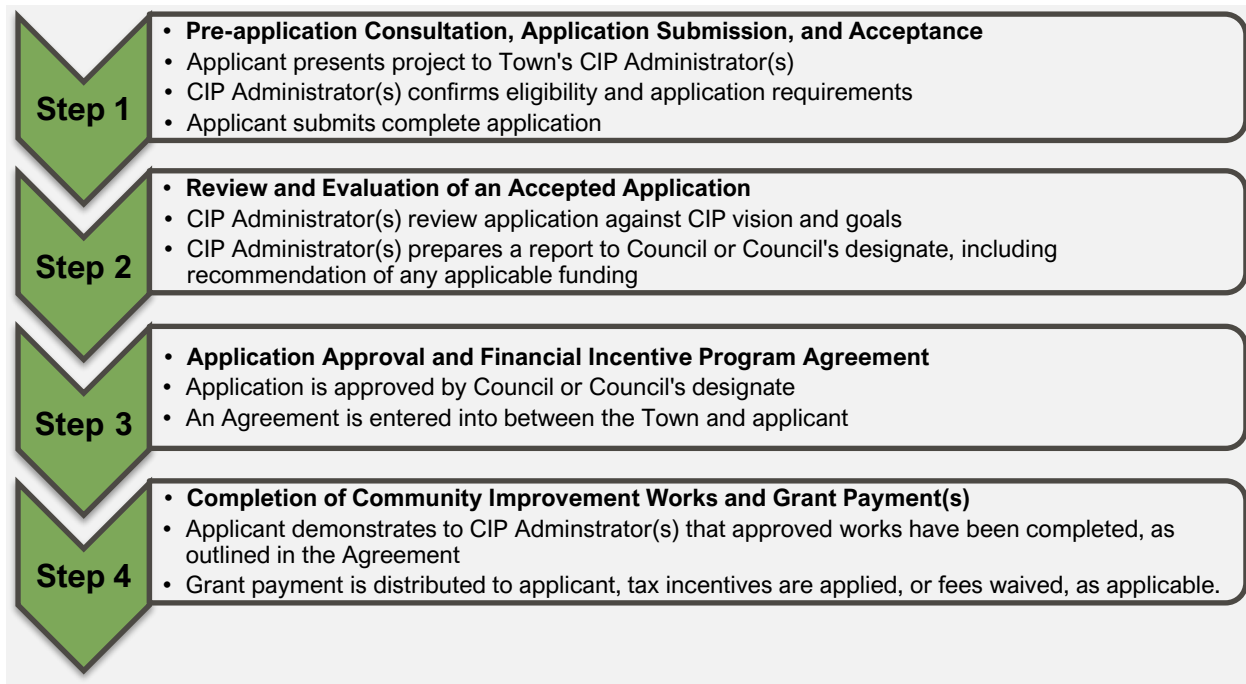
and/or grant payments shall still receive said payment, provided that they continue to meet the general and program-specific requirements and the terms of any executed Financial Incentive Program Agreement entered into with the Town.

6.3 Application Process



The recommended process for submitting a Financial Incentive Program application and the Town's process for accepting and evaluating applications is described below and illustrated in **Figure 6-1**.

Figure 6-1: CIP Financial Incentive Program Application Process Summary



Step 1: Pre-application Consultation, Application Submission, and Acceptance

1. Prior to submitting an application for one or more of the Financial Incentive Programs in this CIP, applicants are required to have a pre-application consultation meeting with the CIP Administrator(s) to discuss their proposed community improvement project, and to confirm application and eligibility requirements. Other members of Town staff may participate in the meeting.



2. Applicants shall submit a completed application form and all supporting materials as confirmed at the pre-application consultation meeting. The supporting materials are encouraged to include, but shall not be limited to:
 - a. Photographs of the existing building or property condition;
 - b. Historical photographs or documentation;
 - c. Details of the project and proposed works to be completed, including a work plan for the improvements and a timeline for completion;
 - d. Professional or conceptual drawings and/or plans;
 - e. Two (2) different cost estimates from non-associated contractors / companies for eligible work and/or materials, where possible. One (1) cost estimate may be acceptable at the discretion of the CIP Administrator(s) and/or Council or Council's designate; and/or
 - f. Any additional materials as may be required to review the application, as determined by the Town and as may be specified under the individual Financial Incentive Programs in **Section 4.0**.
3. Upon receipt of the application and supporting materials, the CIP Administrator(s) shall complete a preliminary screening to determine whether the application is complete. Acceptance of an application does not guarantee approval.

The application will be rejected if it is considered incomplete, or if the application does not comply with the eligibility criteria.
4. The CIP Administrator(s) and other Town staff, as applicable, may visit the subject property.
5. The Town will communicate their decision to accept or reject the application to the applicant.
6. The CIP Administrator(s) will enter the accepted application into the Town's inventory.

Step 2: Review and Evaluation of an Accepted Application

1. The CIP Administrator(s) will generally review a complete application within two (2) weeks of it being deemed complete. The application will be evaluated against the CIP vision and goals, and the general and program-specific eligibility requirements.
2. The CIP Administrator(s) will prepare and submit a recommendation for approval or rejection to the Approval Authority (i.e., Council or Council's designate), which will also be forwarded to the Town Treasurer. The two (2) week application review timeline does not



include approval time, which may be subject to Council's meeting schedule and budgeting process.

Step 3: Application Approval and Execution of a Financial Incentive Program Agreement

1. Upon approval of an accepted application, a Financial Incentive Program Agreement ("the Agreement") will be prepared by the CIP Administrator(s), in consultation with other Town staff, and will be entered into between the Town and the applicant.

The Agreement will outline the nature of the works to be completed, the details of the applicable Financial Incentive Program(s), and a timeframe for project completion and grant payment(s). Both the Town and the applicant will be required to sign and date the agreement. A copy of the Agreement will be provided to the applicant.

2. If the Approval Authority does not approve the application, it will be returned to the applicant with a rationale for the decision. The applicant will be provided with an opportunity to make a written submission requesting that their application be reconsidered; the written submission would be circulated to Council for their review. Under the Town's Procedural By-law, applicants are unable to make a direct delegation to Council. Under Council's procedural rules, should a member of Council who voted on the prevailing side of the original Motion wish to bring the matter forward for reconsideration, there is a mechanism for them to do so, and it would be at the discretion of that member of Council.

Step 4: Completion of Community Improvement Works and Incentive Payment(s)

1. Upon execution of the Agreement, the applicant may begin the approved community improvement works. In the case of grants, payment will occur once the approved works have been completed, as outlined in the Agreement, to the satisfaction of the CIP Administrator(s) and/or Council or Council's designate.
2. Before the payment is issued subject to the payment schedule in the Agreement, the applicant may be required to provide the CIP Administrator(s) with final supporting documentation, which may include but is not limited to:
 - a. Photographic evidence of the completed works, satisfactory to the Town;
 - b. Other documentation proving successful completion of the project according to program-specific eligibility criteria;
 - c. Original invoices for all eligible work completed, including the total amount paid for eligible works; and



- d. Proof of payment to contractors in full.
3. The CIP Administrator(s) and other Town staff, as applicable, may perform a final site visit and inspection of the building or property, as necessary, to ensure the community improvement works have been completed in accordance with the Agreement.
4. The CIP Administrator(s) may take appropriate action as specified in the Agreement if the applicant defaults on the Agreement. If all program and Agreement requirements are determined to have been met to the satisfaction of the CIP Administrator(s), payment will be issued to the applicant for the approved incentive(s), in accordance with the general and program-specific eligibility and the Agreement.

6.4 Marketing Strategy

The successful implementation of this CIP relies on an effective Marketing Strategy that is targeted to potential applicants, including investors and property / business owners and tenants, both locally and further afield. The Marketing Strategy is recommended to be prepared and launched by the Town following Council adoption of this CIP, or following the subsequent Council budget approval. This section provides suggestions that the Town may wish to consider in the development and implementation of the CIP Marketing Strategy.



Town's Website and Social Media

The Town should continue to maintain a dedicated CIP webpage on its website, which may include an overview of the benefits of a CIP, the CIP document, a summary of available Financial Incentive Programs, the CIP application form, and with Town staff contact information. The Town may use its existing social media platforms to announce the formal launch of the CIP and share success stories as community improvement works are completed.

The preparation of a short video, maximum 2 minutes in length, could be considered to highlight the key features of the Town, such as its strategic location, key services, etc., followed by an explanation of the CIP, the vision, and the Financial Incentive Programs that are available. This video can be linked to other partner websites, such as the Downtown Renfrew Business Improvement Area (DRBIA), Renfrew and Area Chamber of Commerce, and the Renfrew County Community Futures Development Corporation, and through social media feeds such as Facebook and YouTube.



Launch Party

The Town could consider hosting a physical or virtual launch party leading up to the launch of available funding through the CIP, which could also include a social media presence and available Town staff and elected officials to promote the CIP and answer related questions.

Printed Promotional Materials

Consistent with the Town's Branding Strategy, the Town may develop publications using various mediums that provide an overview of the CIP and the available Financial Incentive Programs to be circulated, in hard copy and/or electronically, to all relevant property owners within the Community Improvement Project Area. Copies of printed promotional materials and the CIP document may be made available at the Town Municipal Office, on the Town's website, and at any other locations or distribution points considered appropriate by Town staff.

Prospective Applicant Meetings and Information Package

Town staff and elected officials may wish to offer targeted meetings and presentations to prospective applicants on the available programs through the CIP. A targeted CIP Information Package could be developed to be shared with prospective applicants, area developers, and realtors.

The Town may also identify target properties where improvements would be most desirable, and arrange meetings with property owners to ensure awareness of the CIP and encourage applications.

Annual Reporting

The Town may communicate the results of the Monitoring and Evaluation Program (as described in **Section 6.5**) through the Town's website. This can serve to remind potential applicants of the program, promote the achievements of the CIP, and highlight successful projects.

Celebrate Success

Successful projects are recommended to be recognized, celebrated, and used in promotional material, which may include a "CIP Successes" section on the Town's CIP webpage showcasing past CIP applicants and their completed projects. The Town could also consider installing signs on the properties of CIP recipients, with their permission, and coordinating photo opportunities with Town Council. In addition, interviews with CIP participants could be conducted and



recorded for use on the Town's website and social media, along with a timelapse of before / after photos, and professional photography.

6.5 Monitoring and Evaluation Program



This CIP has been developed and designed to be flexible as a planning and economic development tool for the Town of Renfrew. It identifies opportunities and provides incentives for private sector investment, as well as for municipal initiatives, to redevelop and beautify properties and spaces across the Town.

This CIP will remain in effect for ten (10) years, but it may be reviewed by Town Council after five (5) years from Council's adoption, to review the degree of uptake and the overall success of the programs. Amendments or adjustments to this CIP can be made as described in **Section 6.6**.

To ensure that this CIP achieves the desired results and remains current with respect to local and global market conditions, and to inform decision-making regarding the Town's implementation budget, the uptake and success of the Financial Incentive Programs should be monitored, evaluated and, if necessary, revised on a regular basis.

The recommended monitoring and evaluation program for this CIP includes the following steps:

Step 1: Application Data Collection

The CIP Administrator(s) should maintain a record of all pre-application consultations related to potential application submissions, even if the consultations do not result in a submitted application. In doing so, the Administrator(s) shall have consideration for the confidentiality of any inquiries.

As applications are received, they should be listed by the Financial Incentive Program type in an inventory. In addition, comparable information regarding municipal leadership initiatives that are related to this Plan should be recorded as a separate category.

Carefully selected performance indicators will provide important information regarding the success of this Plan and its individual programs. For each Financial Incentive Program application received, the Town should record and monitor, on an on-going basis, the:



- Date of the pre-application consultation meeting;
- Subject property's tax assessment prior to the project's approval;
- Total construction value of the project;
- Requested financial incentive value, by program and in total;
- Details and purpose of the project, including the: number of new residential units being created; number of new jobs being created; square footage of residential, commercial, or industrial space affected or being created; number of trees to be planted; length of façade improved; etc., as may be appropriate;
- Appearance of the property prior to project initiation ("before" photos);
- Proposed concept plans for the property; and
- Relevant subjective information about the application (notably, whether the availability of CIP Financial Incentive Programs encouraged the applicant to undertake the project).

In addition, it is important to appropriately record and monitor sites where more than one (1) application has been submitted according to the Financial Incentive Programs. For unsuccessful applications, the Town should monitor, on an on-going basis, the:

- Number of unsuccessful applications; and
- Reason(s) for the application's refusal.

For each approved Financial Incentive Program application, the Town should monitor, on an ongoing basis, the:

- Approved value of grant(s), in total and by program;
- Amount of private investment leveraged by the financial incentives (i.e., construction value);
- New housing units created as a result of the project;
- New direct and indirect jobs created as a result of the project;
- Timing of completion of the project and payment of the financial incentives;
- Property tax assessment after the completion of the project, if relevant; and
- Appearance of the completed project ("after" photos).

As an outcome of a decision on a Financial Incentive Program application, the Town may survey the applicant to obtain feedback on the CIP process. Regarding each municipal leadership initiative, the Town will monitor the progress of each project on an annual basis. This may require annual communication with each department or individual responsible for advancing the initiative.



This information should be recorded and monitored, as it will provide valuable information in the Monitoring and Evaluation Report that will be presented to Council on an annual basis.

Step 2: Prepare Annual Monitoring and Evaluation Report

On an annual basis, subject to staffing resources, the Town should prepare a Monitoring and Evaluation Report that demonstrates the performance of the CIP to Council. The Report should include the details of the information collected in Step 1.

In addition, the Report shall also include, if necessary, recommendations regarding the:

- Funding of the Financial Incentive Programs for Council's consideration in budget deliberations or the funding or timing of any Town-initiated projects described herein or others that are recommended or developed after the adoption of this CIP;
- Potential for revisions to the Community Improvement Project Area, which may be passed by By-law;
- Consideration of amendments or adjustments to the CIP, as described in **Section 6.6** of this CIP; and
- Administration of the CIP.

Furthermore, the annual Report should include a review, summary and analysis of potential funding opportunities from the Federal and Provincial governments or other sources. The Monitoring and Evaluation Report should be made available on the Town's website for public review.

6.6 Amendments / Adjustments to the CIP

As redevelopment and revitalization is achieved in the Town of Renfrew over time and specific CIP goals may evolve, the Town may deem it necessary to amend or adjust this CIP. Revisions may also be necessary to address issues with specific Financial Incentive Programs, which may become evident as the programs are implemented. For example, grant values, as set out in the CIP, may need to be increased at the discretion of Council, to correspond to changing costs of community improvement projects over time.

Necessary amendments or adjustments to this Plan will generally be identified through the recommendations from the annual Monitoring and Evaluation Report. This CIP permits adjustments; however, certain adjustments may require an amendment to this CIP in



accordance with Section 28(5) of the Planning Act. Requirements under the Planning Act and its Regulations must also be met, such as the need for Statutory Public Meeting and related notice.

6.6.1 CIP Amendments

The following adjustments to the CIP require an amendment under Section 28(5) of the Planning Act:

- Change to the Community Improvement Project Area (as illustrated in **Figure 1-1**), requiring a By-law passed by Council;
- Extension of the Plan beyond the intended 10-year planning horizon;
- Changes to the CIP vision and/or goals;
- Addition of a new Financial Incentive Program or complete removal of a Financial Incentive Program;
- Changes to the types of eligible projects / costs or addition of a new eligible project / costs;
- Changes to eligibility criteria; and
- Changes to value or calculation of financial incentives.

6.6.2 CIP Adjustments

Minor administrative changes to the CIP may be permitted without an amendment. The following adjustments do not require an amendment under Section 28(5) of the Planning Act:

- Dissolution of the Community Improvement Project Area (i.e., CIP becomes inoperative), requiring a By-law passed by Council, once Council is satisfied this CIP has been carried out;
- Changes to the amount of annual funding provided for Financial Incentive Programs (total or program specific);
- Changes to the funding or prioritization of the municipal leadership initiatives;
- Discontinuation of funding for one (1) or more Financial Incentive Programs; and,
- Delegation of administration / approval of the Financial Incentive Program applications to a committee or an individual, or a return of the responsibilities to Council, which generally requires a By-law, subject to Section 23.1 of the Municipal Act.



7.0

Conclusion



7.0 Conclusion

The Town of Renfrew CIP is a strategic planning and economic development tool that will be implemented to achieve the CIP vision and associated goals to foster revitalization, growth, and economic prosperity in the Town.

Renfrew will grow and develop as a thriving, inclusive town, rooted in a deep sense of community and pride in its heritage. The Town will foster economic prosperity by supporting and attracting tourism and private investment, strengthening its role as a key commercial centre and activity hub within the County of Renfrew.

The development of the Town's updated CIP was informed through collaboration with Town staff and valued input from community organizations, business representatives, property owners, and residents. Feedback received throughout the review process helped shape a CIP that reflects local priorities, support for new housing, downtown revitalization, heritage building rehabilitation, commercial and industrial business growth, tourism attraction, and inclusivity.

The municipal leadership activities and Financial Incentive Programs in this CIP seek to position the Town as a leader in community development and revitalization within the County of Renfrew. **The CIP reaffirms the Town's support for its existing business community and commitment to attracting new investment and opportunities for future economic growth.**

The long-term success of the CIP will require the continued dedication and effort of Town Council and staff. Through ongoing implementation and partnership with the community, the Town can ensure that the CIP remains a valuable planning and economic development tool for achieving meaningful and lasting improvements across Renfrew for future generations.

The Town of Renfrew CIP represents the Town's commitment to its business community, residents, and prospective developers to encourage private investment opportunities. **The Town is driven to look forward and invest in community improvements that will bring Renfrew to the forefront as a destination and welcoming community in the Ottawa Valley.**

Town of Renfrew

Revised Draft

Community Improvement Plan

August 2026

