

**THE CORPORATION OF THE MUNICIPALITY OF SIOUX LOOKOUT**

**BY-LAW NO. 104-24**

**BEING A BY-LAW TO: APPROVE THE DECEMBER 2024 VERSION OF THE SIOUX LOOKOUT COMMUNITY IMPROVEMENT PLAN; CREATE THE COMMUNITY IMPROVEMENT PLAN APPLICATION REVIEW COMMITTEE; AND ESTABLISH TERMS OF REFERENCE FOR THE COMMITTEE; AND TO RESCIND BY-LAW NO. 14-24, (BEING A BY-LAW TO RESCIND BY-LAW NO. 80-23 (BEING A BY-LAW TO APPROVE THE AUGUST 2023 VERSION OF THE SIOUX LOOKOUT COMMUNITY IMPROVEMENT PLAN; APPROVE THE MARCH 2024 VERSION OF THE SIOUX LOOKOUT COMMUNITY IMPROVEMENT PLAN; CREATE THE COMMUNITY IMPROVEMENT PLAN APPLICATION REVIEW COMMITTEE; AND ESTABLISH TERMS OF REFERENCE FOR THE COMMITTEE))**

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WHEREAS the Official Plan for the Municipality of Sioux Lookout includes policies that outline an intent to encourage the rehabilitation and improvement of lands and buildings in the commercial areas of the community, including Hudson; and

WHEREAS the Official Plan for the Municipality of Sioux Lookout establishes that the Municipality may prepare a Community Improvement Plan (CIP) under the provisions of Section 28 of the Planning Act to provide a comprehensive and coordinated plan to encourage improvements to public and private lands; and

WHEREAS By-law No. 80-23, Being a By-law to Adopt Amendments to the Municipality of Sioux Lookout Community Improvement Plan (Version 2.0 – August 2023) in accordance with Section 28 of the Planning Act, R.S.O., 1990, as amended, was passed by the Council of The Corporation of the Municipality of Sioux Lookout on August 16, 2023, and the Plan creates several programs under the CIP for which residents can apply; and

WHEREAS, upon further review of the August 2023 Plan, the Municipality identified several amendments it wished to make to the Plan and passed By-law No. 14-24 to approve an amended Plan, establish an internal committee to process applications received for CIP programs, create Term of Reference for the Committee, and rescind By-law No. 80-23; and

WHEREAS the Municipality wishes to rescind approval of the March 2024 Plan, create an internal committee to process applications received for CIP programs, amend the Terms of Reference for the Committee, and to rescind By-law No. 14-24; and

NOW THEREFORE, THE COUNCIL OF THE CORPORATION OF THE MUNICIPALITY OF SIOUX LOOKOUT ENACTS AS FOLLOWS:

- A. RESCIND APPROVAL OF BY-LAW NO. 14-24 AND THE MARCH 2024 VERSION OF THE SIOUX LOOKOUT COMMUNITY IMPROVEMENT PLAN**
  1. By-law No. 14-24, and approval of the March 2024 Version of the Sioux Lookout Community Improvement Plan be and is hereby rescinded.
  
- B. APPROVE THE DECEMBER 2024 VERSION OF THE SIOUX LOOKOUT COMMUNITY IMPROVEMENT PLAN**
  1. The December 2024 Version of the Sioux Lookout Community Improvement Plan, attached to this By-law as Schedule A, be approved.
  
- C. CREATE COMMUNITY IMPROVEMENT PLAN APPLICATION REVIEW COMMITTEE AND ESTABLISH TERMS OF REFERENCE FOR THE COMMITTEE**

1. **CREATION OF COMMITTEE**

Council hereby establishes an internal committee to be named the “Sioux Lookout Community Improvement Plan Application Review Committee” (the “Committee” or “CIPARC”) to receive, review, and make recommendations to Council on applications submitted for CIP programs, subject to such limits and conditions as set out in the CIP, this By-law and that the Municipality considers appropriate.

2. **MANDATE OF COMMITTEE**

The mandate of the Committee shall be:

- To receive applications for CIP programs.
- To review applications for CIP programs, in whole or in part.
- To make recommendations to Council on CIP program applications
- To make recommendations to Council on changes to CIP programs, and the CIP, if necessary.
- To provide an annual report to Council outlining CIP program activities, grants provided, CIP Project Areas, etc., as set out in this By-law.

3. **GOVERNANCE AND GUIDANCE**

3.1 As applicable, the Committee and Committee Members shall be governed by:

- Municipal Act, 2001, as amended
- Planning Act, R.S.O. 1990, Chapter P. 13, as amended
- The Municipal Freedom of Information & Protection of Privacy Act (MFIPPA)
- The Committee’s Terms of Reference By-law
- The Municipality’s Procedure By-law, if the Committee’s Terms of Reference By-law is silent on a procedural matter.
- Other applicable Legislation

3.2 The Committee and Committee Members shall be guided by the following:

- The Municipal Official Plan
- The Community Improvement Plan (CIP)
- The Downtown Revitalization Plan
- The Municipal Strategic Plan
- Employee Conduct Policy

4. **COMMITTEE STRUCTURE, APPOINTMENTS, ADMINISTRATIVE SUPPORT, REMUNERATION AND CONDUCT**

4.1. The Committee shall consist of a minimum of four and a maximum of nine Committee Members. The Committee shall be comprised of the following:

- Manager of Development Services
- Strategic Initiatives Manager or Alternate
- Planning Coordinator
- Treasurer
- CAO
- Any other Municipal Staff as determined by the CAO

4.2 Appointment of Committee Members



Committee Members shall:

4.2.1 be appointed by the Chief Administrative Officer (CAO) of the Municipality;

4.2.2 be eligible for reappointment by the CAO, unless they are replaced by the CAO;

4.2.3 continue to serve until they are replaced by the CAO.

#### 4.3 When No Committee Appointed

Where a Committee has not been created or is not active for any reason, recommendations on CIP program applications will be brought to Council for a decision through a Staff Report submitted by the Staff Resource or Municipal Staff member designated by the CAO.

#### 4.4 Appointment – Non-Voting Members

The Committee may, by resolution, appoint non-voting resources to assist the Committee, including representatives of government agencies, subject matter experts and other individuals as deemed necessary by the Committee.

#### 4.5 Sub-Committees and/or Ad-Hoc Committees

The Committee shall have the authority to create and appoint, subject to eligibility criteria established by Municipal Policy, Members to serve on standing sub-committees, or project-specific ad-hoc committees, and shall prescribe the purpose(s) of any such established sub-committees or ad-hoc committees. Such committees shall only have the power to make recommendations to the CIPARC. Sub-committee and/or ad-hoc committee members, unless already a member of the CIPARC, shall not have voting privileges on the CIPARC.

#### 4.6 Administrative Support for the Committee – Staff Resource; Recording Secretary

4.6.1 The Planning Coordinator shall be the Staff Resource to the Committee, unless otherwise designated by the CAO. The Staff Resource shall be the sole point of contact between the Committee and Council for administrative matters, and all requests for documentation, reports, support materials, advice/information from other staff (including requests for other staff to attend a Committee Meeting) and other such support shall be funneled through the Staff Resource.

4.6.2 The Recording Secretary shall be appointed by the Staff Resource to the Committee.

#### 4.7 Conduct

All Committee Members shall adhere to the following framework respecting conduct, as applicable to Staff:

- Adhere to Administrative Procedure No. 3-32 – Employee Conduct. (HR Policy).
- Maintain confidentiality, in accordance with Closed Meeting provisions of the Municipal Act, 2001, as amended; the applicable Procedure By-law; and the Municipal Freedom of Information & Protection of Privacy Act.

#### 4.8 Remuneration

4.8.1 Staff Members shall serve as Committee Members without additional remuneration and shall not receive, either directly or indirectly, any pecuniary benefit from their position as such.

4.8.2 Non-voting Members and Sub-Committee or Ad-Hoc Committee Members shall serve without remuneration unless serving in a professional capacity, i.e. a consultant, etc.

#### 4.9 Reasonable Expenses

Notwithstanding Section 4.8 herein, Committee Members shall be entitled to reimbursement for out-of-pocket expenses related to their duties as Committee Members, in accordance with applicable Municipal Policy. Approval for reimbursement of expenses shall be expressed by resolution of the Committee prior to a Committee Member incurring such expense.

### 5. **COMMITTEE OPERATION**

#### 5.1 Officers

5.1.1 The Officers of the Committee, being a Chair and a Vice-Chair, shall be elected at its first general meeting of the Municipality's fiscal year by and from among the voting Members.

5.1.2 The Treasurer of the Municipality shall be the Treasurer for the Committee.

#### 5.2 List of Officers to be Provided to Corporate Services Department

The Staff Resource shall provide a complete list of key positions, including contact information, to the Corporate Services Department following the first general meeting of each fiscal year.

#### 5.3 Role of the Chair

5.3.1 The Chair shall be the Presiding Officer of the Committee and shall preside at all meetings of the Committee. In addition to the duties of the Presiding Officer as identified in the Municipality's Procedure By-law, the Chair shall:

- Sign all formal documents within their authority to do so;
- Act as official spokesperson for the Committee when reporting to Council and when communicating the activities of the Committee to other parties;
- Perform such other duties as are usually incident to the office of Chair of the Committee or are required by the Committee.

5.3.2 The role of the Chair shall be assumed by the Vice-Chair when the Chair is absent or unable to perform their duties.

#### 5.4 Meetings

5.4.1 Meetings Not Open to the Public: As an "internal" Municipal Committee, and at which confidential personal, business and/or financial information may be discussed, CIPARC meetings shall not be open to the public, subject to MFIPPA and Closed Meeting legislation.



5.4.2 Meeting Frequency: Committee meetings shall be held as required and as determined by the Committee in order to process applications on a timely basis.

5.4.3 Meeting Notice: Committee Members shall be notified of meetings as required.

5.4.4 Quorum: Quorum shall be 50%+1 of currently-appointed voting Committee Members.

#### 5.5 Attendance and Absenteeism:

5.5.1 Committee Members shall endeavour to attend all meetings to ensure the business of the Committee moves forward in a timely fashion.

5.5.2 If a Committee Member is unable to attend, notice (“regrets”) shall be communicated to the Staff Resource no less than 24 hours prior to the meeting. The Committee shall determine, by Resolution at each meeting, whether to excuse a Committee Member’s absence.

5.5.3 If a Committee Member has three consecutive “unexcused” absences, they shall be deemed to have resigned from the Committee. The CAO will remove the Staff Member from the Committee, and appoint another Staff Member.

#### 5.6 Agendas and Minutes

5.6.1 Agendas: Committee Meetings shall be conducted in accordance with appropriate meeting procedures and the Agenda developed for that meeting. Agendas shall be prepared by the Staff Resource and circulated to all Committee Members at least one week prior to the meeting. Agendas shall include all pertinent applications, background materials, reports, and a copy of the previous meetings’ draft Minutes for approval.

5.6.2 Minutes: All of the Committee’s meeting proceedings shall be recorded, in writing, by the Recording Secretary, and these Minutes shall be presented to the Committee at the subsequent meeting (or as soon as possible) for review and approval. Minutes will not be made public except as required under MFIPPA and Closed Meeting legislation.

#### 5.7 Reporting to Council

The Committee shall report annually to Council, in writing, on the grant amounts awarded under the various CIP programs, the Project Areas impacted, the subject properties, and any other activities of the Committee. Such reports will be available to the public.

### 6. **COMMUNITY IMPROVEMENT GRANT APPLICATIONS**

6.1 Intake Period: Applications for CIP Programs may be submitted between January 1<sup>st</sup> and in any year and will generally be processed on a first-come, first-served basis.

6.1.2 Applications received after the last day of February will not be considered. Applicants will be advised of such and advised that they can reapply during the next Intake Period.

6.2 Review Period: Between March 1<sup>st</sup> and March 31<sup>st</sup>, the Committee shall review applications received during the Intake Period for completeness. Applicants will be informed of any missing information and have until

March 31<sup>st</sup> to provide the information. Applications that remain incomplete as of March 31<sup>st</sup> will not be considered.

6.3 Decisions will be made no later than the May Council meeting.

6.4 Applications will not be made public except as required under the *Municipal Freedom of Information & Protection of Privacy Act*.

7. **RECOMMENDATIONS, DECISIONS AND AUTHORITY TO EXECUTE GRANT AGREEMENTS**

7.1 Recommendations

7.1.1 All Committee activities shall be informed by and be in accordance with Section 3 herein, "Governance and Guidance", as applicable.

7.1.2 The Committee will make recommendations to Council on applications received for the Municipality's CIP programs.

7.1.3 When one application is for three or more programs and/or for a total grant amount of \$10,000 or more, Committee shall indicate such to Council and provide a recommendation on disposition of the application through a Staff Report submitted by the Staff Resource.

7.1.4 Similarly, in the case of multiple applications from the same applicant within the entire CIP Application Intake Period, if approval of an application would result in (an) application(s) for three or more programs or grants totalling \$10,000 or more, Committee shall indicate such to Council and provide a recommendation on disposition of the application(s) through a Staff Report submitted by the Staff Resource.

7.2 Decisions

Council shall pass a motion to deny or approve an application, as the case may be.

7.3 Grant Agreements

In accordance with Council's Delegation of Authority By-law, the Clerk and Treasurer are authorized to execute the related Grant Agreements. No further by-law authorizing execution of the agreements shall be required.

8. **FINANCIAL ARRANGEMENTS**

8.1 Treasurer

The Municipal Treasurer is responsible, as specified in the Municipal Act, for handling all of the financial affairs of the Committee.

8.2 CIP Fund/Budget

8.2.1 CIP Program and CIPARC administrative funds shall come from Council's annual budget allocation for such purposes, and shall be housed within the Development Services Department budget.

8.2.1.1 The CIP Program fund shall be a maximum of \$75,000 at any given time, and shall be a combination of Council's annual budget allocation (see Section 8.2.1.2 below) and any remaining Program funds (see Section 8.2.4 below).



8.2.1.2 Council's annual budget allocation shall be a minimum of \$25,000.

8.2.2 Council shall approve applications within the budget allocation provided in the budget/fiscal year.

8.2.3 Once all the CIP Program funding available has been awarded, any unfunded applications or additional applications received, will not be considered. Applicants will be advised of such and advised that they can reapply during the next Intake Period.

8.2.4 If the CIP Program is undersubscribed in any given year, any remaining funds shall be held in a reserve to be added to the CIP funds allocated in the following year, to a maximum of \$75,000.

### 8.3 Purchasing and Procurement By-law

The Committee shall follow the Municipality's Purchasing and Procurement By-law.

### 8.4 Expenditures and Purchasing Agent

Notwithstanding Section 8.3 herein, all Committee expenditures shall be approved by the Committee, by resolution, prior to making the expenditure. The Staff Resource (or other designated Municipal staff person) shall be the Purchasing Agent for the Committee. No Committee Member shall incur debt on behalf of the Committee or the Municipality.

## 9. **APPROVAL AND REVIEW OF TERMS OF REFERENCE; EXPIRATION OF CIP PROGRAM**

### 9.1 Approval

The Terms of Reference, and any requested amendments thereto, require the approval of Council.

### 9.2 Review

9.2.1 The Terms of Reference shall be reviewed by the Committee and Council after the Committee's first full year of operation, and annually thereafter.

9.2.2 Council or the Committee may initiate a review of the Terms of Reference at its discretion; however, the Committee shall undertake a review upon the request of Council.

### 9.3 Expiration of 2024 Community Improvement Plan Program

The 2024 CIP Program shall expire December 31, 2026, at which time the Plan and the Grant Programs shall be reviewed by Staff in terms of effectiveness. A report shall be provided to Council with recommendations as to continuation of the Programs and funding.

## 10. **RESCIND PREVIOUS BY-LAWS**

By-law No. 14-24 and any other by-laws that establish or amend the Terms of Reference for the Committee are hereby rescinded.

11. **EFFECTIVE DATE/ENACTMENT**

This By-law shall come into force and take effect on the date of its final passing.

READ A FIRST, SECOND AND THIRD TIME AND PASSED THIS EIGHTEENTH DAY OF DECEMBER, 2024.



\_\_\_\_\_  
Doug Lawrance, Mayor

  
\_\_\_\_\_  
Brian P. MacKinnon, CAO & Municipal Clerk





**SIOUX LOOKOUT**  
Hub of the North

# COMMUNITY IMPROVEMENT PLAN

THE MUNICIPALITY OF SIOUX LOOKOUT  
REVISED DECEMBER 2024  
APPROVED DECEMBER 18, 2024



**MHBC**  
P L A N N I N G  
U R B A N D E S I G N  
& L A N D S C A P E  
A R C H I T E C T U R E

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## Schedules:

Schedule A: Sioux Lookout Main Central Improvement Area

Schedule B: Gateway Community Improvement Area

Schedule C: Hudson Community Improvement Area

Schedule D: Airport Community Improvement Area

## APPENDIX

Appendix 1 Design Guidelines



## 1.0 Basis

The Municipality of Sioux Lookout in the District of Kenora is located halfway between Thunder Bay, Ontario, and Winnipeg, Manitoba, nestled on the shores of Pelican Lake, Abram Lake and Lac Seul. It includes the communities of Sioux Lookout and Hudson and has a population of approximately 5,800 people. The Municipality also provides essential services for 30,000 people in 29 remote Indigenous communities.

Sioux Lookout has a vibrant economy that can be attributed to the Municipality's ability to adjust to change. The economy of Sioux Lookout was once based upon primary industry. However, now a greater focus is placed on the knowledge-based economy as well as the Municipality's role of being a service centre to the surrounding Indigenous communities. Sioux Lookout is considered by many to be the "Hub of the North"; this can be attributed to Sioux Lookout's strategic location as a full service community as well as being home to the second busiest airport in Northwestern Ontario.

In June of 2020, the Municipality adopted its 2020-2025 Strategic Plan. One of the initiatives presented in the Strategic Plan was the development of a Community Improvement Plan.

This Community Improvement Plan has been prepared with the intention of attracting and supporting the rehabilitation and revitalization of private lands and buildings in the Municipality of Sioux Lookout. In order to provide financial incentives to encourage this private development, it is necessary for the Municipality to prepare a Community Improvement Plan under Section 28 of the *Planning Act* RSO 1990, c.P. 13.

This Community Improvement Plan provides objectives for private property improvements and establishes financial incentives for property owners to encourage the revitalization and continued economic stability of the four highlighted improvement areas within the Municipality. These areas are identified as the Main Central Area, the Gateway Area, the Hudson Core Area and the Airport Area.

This Community Improvement Plan is prepared in accordance with the requirements of Section 28 of the *Planning Act* RSO 1990, c.P.13, as amended, and implements the Community Improvement policies of the Official Plan for the Municipality of Sioux Lookout.

## 2.0 Purpose

The purpose of this Community Improvement Plan is to establish a program for Municipal financial incentives to encourage the rehabilitation and improvement of public and private lands. The intent of the plan is to target improvements to existing buildings and properties; however, there is the inclusion of an incentive for new residential developments within the Community Improvement Areas.



### 3.0 Community Improvement Project Areas

The four identified project areas are illustrated on Schedules A, B, C and D to this Plan. These areas include the:

- Main Central Area
- Gateway Area
- Hudson Core Area
- Airport Area

Availability of the CIP Grant Programs in the four project areas is shown below:

Grant Program	Main Central	Gateway	Hudson	Airport
Façade Improvement Grant				N/A
Improved Signage Grant				N/A
Landscaping				N/A
Application Fees Grant				
Residential Intensification Grant				
Tax Increase Increment Grant				N/A
Municipal Land Development Grant			N/A	
Building Renovation and Improvement Grant		N/A		N/A
Accessibility Grant				
Relocation of a Home Occupation/Home Industry				

## 4.0 Objectives

Throughout each of the Community Improvement Project Areas, the following objectives shall apply:

- **To improve the success of retail business in Sioux Lookout by encouraging more attractive areas and a wider variety of goods and services.**
- **To encourage the development of additional residential units as infilling within the Community Improvement Areas of Sioux Lookout and Hudson.**
- **To encourage the improvement of private and public properties in a manner that reflects a caring and inclusive community.**
- **To encourage future development within the Municipality of Sioux Lookout by reducing the costs for initial development and ensuring that there are incentives to increase the overall value of lands within the Municipality.**



## 5.0 Community Improvement Incentive Programs

In order to meet the objectives identified in Section 4.0, the Municipality may provide the following incentives to private property owners and business owners. The incentive programs outlined in this Section are available in the various Project Areas as set out in Section 3.0.

### 5.1 Façade Improvement Grant

The Municipality may provide a one-time grant of 50% (up to a maximum of \$5,000) of the costs to assist commercial building owners to improve a building façade in accordance with the Downtown Revitalization Study and the Community Improvement Plan Background Report (available from the Development Services Department). The grant would include building materials, labour and professional fees.

### 5.2 Improved Signage Grant

The sign improvement program may provide property owners a grant of 50% (up to a maximum of \$2,000) toward the cost of replacing an existing sign that does not comply with the sign design guidelines outlined in this Plan. Grants will be paid upon completion and installation of the sign.

### 5.3 Landscaping

A grant of 50% (up to a maximum of \$1,000) of the costs may be available for landscape improvements between parking areas and roadways or laneways. The grant will be payable upon completion of the works.

### 5.4 Application Fees Grant

Where a property owner is undertaking improvements to a building in ~~the a~~ designated improvement area in accordance with this program, the Municipality may provide a grant equivalent to the cost of the normal application fees for approved projects in accordance with the provisions of Section 69 of the *Planning Act* as follows:

- |                           |  |
|---------------------------|--|
| • Site Plan Approval      | \$800 for construction valued \$0-\$800,000<br>0.1% of costs (Maximum \$5000) for construction valued greater than \$800,000 |
| • Zoning By-law Amendment | \$800  |
| • Minor Variance          | \$400  |
| • Building Permit         | 50% to a maximum of \$3,000.   |

## 5.5 Residential Intensification Grant

Where new residential dwelling units are created within the Community Improvement Project Areas and where permitted by the Municipality of Sioux Lookout Zoning By-law, the Municipality may provide a grant of up to \$3,000 per residential unit created where the unit is developed on an existing serviced lot or within an existing building. Where residential units are less than 60 square metres the Municipality may provide a grant of up to \$1,500 per residential unit.

The grant is for a maximum of \$9,000.

## 5.6 Tax Increase Increment Grant

Where property owners have improved lands and buildings under this Community Improvement Plan and those improvements have resulted in increased assessment on the property, the Municipality may provide a grant to offset the tax increase in the first year of a maximum of 50% of the tax increase to a maximum of \$10,000.

Conditions of Tax Increase Increment Grant:

- Must be improvement to developed land
- Grant applies to regular Tax Levy, not Supplemental Tax Levies
- Previous year's taxes must be paid in full
- Grant applies to previous year's taxes
- Grant will be applied as a credit on the subject property's tax account
- The Tax Increase Increment Grant will only be available where the property and building improvements undertaken result in an increase in the Municipal share of taxes resulting from increased assessment and exceed \$200 per year. The actual costs associated with an individual application may be subject to an independent audit at the request of the Municipality and at the expense of the property owner.

## 5.7 Municipal Land Development Grant

Where the Municipality sells public lands for the purposes of development as described in the Official Plan, the Municipality may sell the land at less than market value. If there are comparable private lands for sale at the same time the Municipality must sell at an appraised market value to ensure non-compete with the private market.

An agreement must be registered on title requiring the lands to be developed within 24 months of the close of the purchase, unless the Municipality provides a written extension.

## 5.8 Building Renovation and Improvement Grant

The Building Renovation and Improvement Grant provides financial assistance to improve upon the physical appearance of properties in the Main Central area and the Hudson Core Area, as well

as to assist in creating barrier free environments, and interior improvements. The purpose of this program is to support capital projects that will allow for the establishment of new businesses, enhancement of existing businesses, or the creation of new mixed-use, or residential units.

**Grant option:**

The maximum grant amount is \$10,000 per development to a maximum of 50% of the value of the improvements.

## 5.9 Accessibility Grant

A grant of 50% to a maximum of \$5,000 to assist property owners to encourage the provision of accessibility improvements to existing buildings. Examples of the types that projects that may qualify for the grant include, but are not limited to: remove barriers, install ramps, elevators, lifts, automatic doors, and design services by a professional for the required project.

## 5.10 Relocation of a Home Occupation/Home Industry

Where a business owner is relocating an existing home occupation or home industry to a commercial building in a Community Improvement Plan area, the Municipality may apply a grant of 100% of the Municipal planning related fees and building permit-related fees up to a maximum of \$10,000.



## 6.0 Grant Eligibility Requirements

- 6.1 Council shall appoint a Committee to review applications for financial incentives. The Committee shall review all applications based on these eligibility requirements and the degree to which the project implements the Official Plan, Downtown Revitalization Plan and Community Improvement Plan (available from the Development Services Department). The final decision on an application will be made by Council.
- 6.2 No improvements carried out prior to the approval of the application will be eligible for funding. Only approved projects will be eligible for grants.
- 6.3 Grants would be available to a property owner or business owner occupying an assessed building in the Community Improvement Area upon satisfactory completion of the project. Assistance granted under any of the financial incentive programs to a particular property is not transferable to any other property.
- 6.4 Building façade grants will be granted based on a primary grant for the building façade that forms the primary entrance to the building. A secondary grant for a building side that faces the street or back lane but is not the primary entrance to the building may be provided after the primary grant.

Where a building has more than two building faces abutting a street or a lane the Municipality may consider a further secondary grant based on funding availability.

Where the primary building entrance is deemed by the Committee to comply with the objectives of this Community Improvement Plan, and no previous Façade Improvement Grants have been given, the primary grant may be approved for improvements to the rear of a building facing the street.

- 6.5 Façade Improvement Grants will only be available for entire building faces. Partial improvements to a portion of a building face will not be eligible. However, one façade may be improved on buildings that have side or rear facades that are also eligible for grants.
- 6.6 The Recipient and the Municipality of Sioux Lookout will be required to enter into an Agreement specifying the amount to be paid and the payment period. Where the Agreement is between a business owner and the Municipality, the property or building owner must consent to the Agreement.
- 6.7 Properties and buildings shall not have any tax arrears, outstanding utility charges or any other legal claim, lien or order that may affect the title of the land.
- 6.8 The grant programs outlined in Section 5.0 may be combined in a manner that will permit more than one grant per property. Where this is done, the total grant amount shall be based on the amounts listed in Section 5.0; however, the expenditure on each element of the grant shall be flexible, subject to the approval of the Municipality. In no instance shall grants exceed 50% of the cost of rehabilitation or a total of \$15,000 per property.

- 6.9 Grant applications will be assessed against the Objectives in Section 4.0 of this Plan and the Design Guidelines attached to this Plan as Appendix 1.
- 6.10 The Recipient will be required to enter into an Agreement with the Municipality regarding the conditions under which a grant is provided. The Municipality may register the Agreement on the title of the lands guaranteeing all of the improvements where grants have been provided.
- 6.11 The total of the grants made in respect of particular lands and buildings under this Community Improvement Plan, and the tax assistance that is provided in respect of the lands and buildings in this Community Improvement Plan shall not exceed the total cost of rehabilitating the lands and buildings.

## 7.0 Implementation

### 7.1 Administration

This Community Improvement Plan will be administered by the Municipality of Sioux Lookout as part of the implementation of the Community Improvement Policies of the Official Plan. The Municipality will market the Community Improvement Plan and post details on the Municipality's website for property and business owners to review.

Applications may be submitted during the Spring Application Intake Period as determined by the Municipality and advertised to the public to ensure applications are processed in a timely fashion for the summer construction season. Decisions will be made no later than the May Council meeting in any year. Applications received after the Intake Period will not be considered. Applicants will be advised of such and advised that they can reapply during the next Intake Period. Processing of applications will generally be on a first-come first-served basis, and is subject to the budgeted Community Improvement Plan funds.

Notwithstanding the above, applications for CIP Programs in 2024 may be submitted between April 1 and June 21, 2024, and will generally be processed on a first-come, first-served basis. Decisions will be made no later than the July Council meeting.

### 7.2 Permits Required

Grants will only be made available to business or property owners once all of the required Municipal, Provincial and Federal permits for the project have been secured. The business or property owner shall be responsible for acquiring the necessary permits.

### 7.3 Design Guidelines

Preliminary Design Guidelines for signs and building facades are attached as Appendix 1 to this Plan. The Municipality may complete more detailed Design Guidelines to guide future development in the Community Improvement Area to augment the revitalization and rehabilitation programs outlined in this Plan. The Design Guidelines would provide detailed recommendations to augment the policies of the Official Plan, and establish a basis for reviewing new development, and to ensure that development is consistent with the Community Improvement Plan objectives.

The Guidelines may also include additional details regarding building and landscape design that may be used by the Committee to assess applications for grants provided under this Plan. Approval of more detailed Guidelines will not require an amendment to this Plan.



## 7.4 Sign By-law

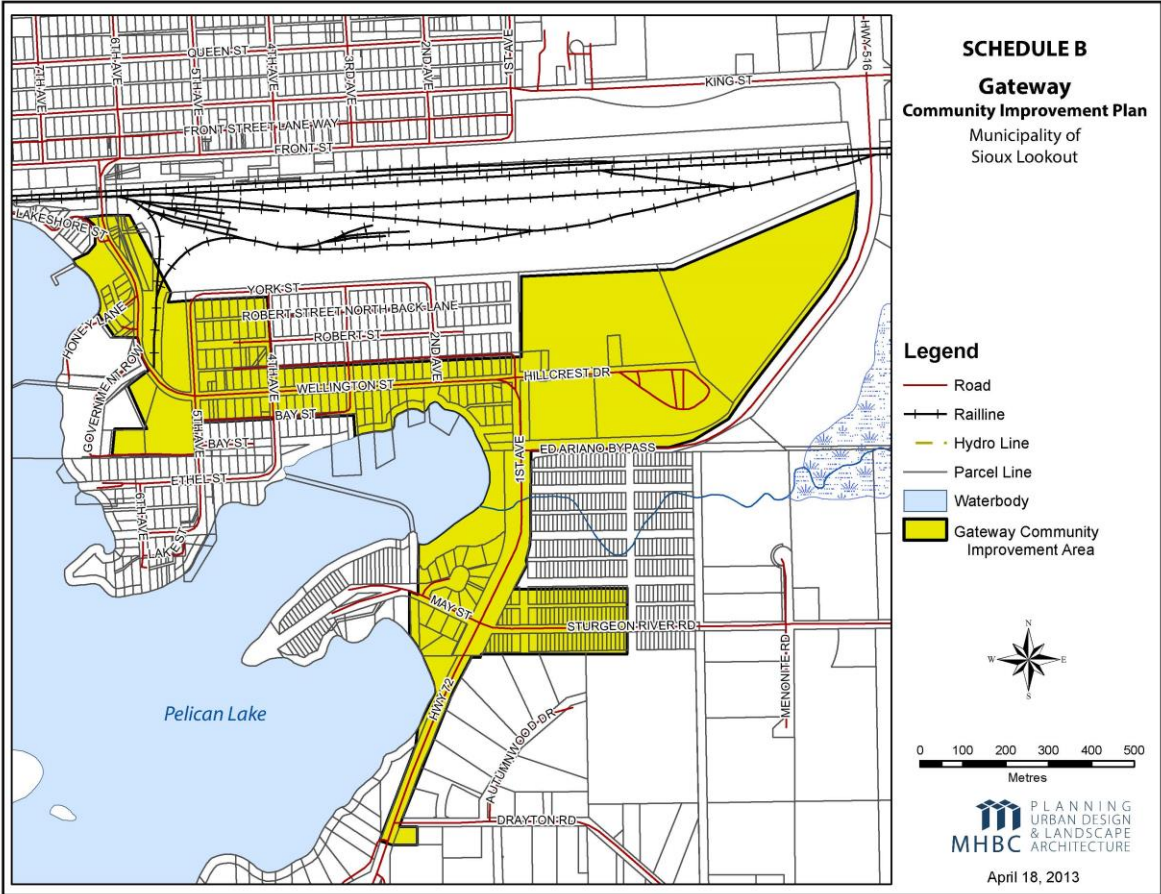
The Municipality may adopt a sign by-law to reflect this Community Improvement Plan.

## 7.5 Monitoring and Amendments

Staff will prepare an annual report for Council to review the programs and activities relating to Community Improvement to determine their effectiveness. Council may amend this Plan as is necessary to ensure that the objectives outlined in this Plan are achieved. Council may eliminate any of the incentive programs outlined in Section 5.0 in order to focus financial incentives on other programs. Any increase in Incentive Program financing permitted under Section 28 of the *Planning Act* will require an amendment to this Plan.

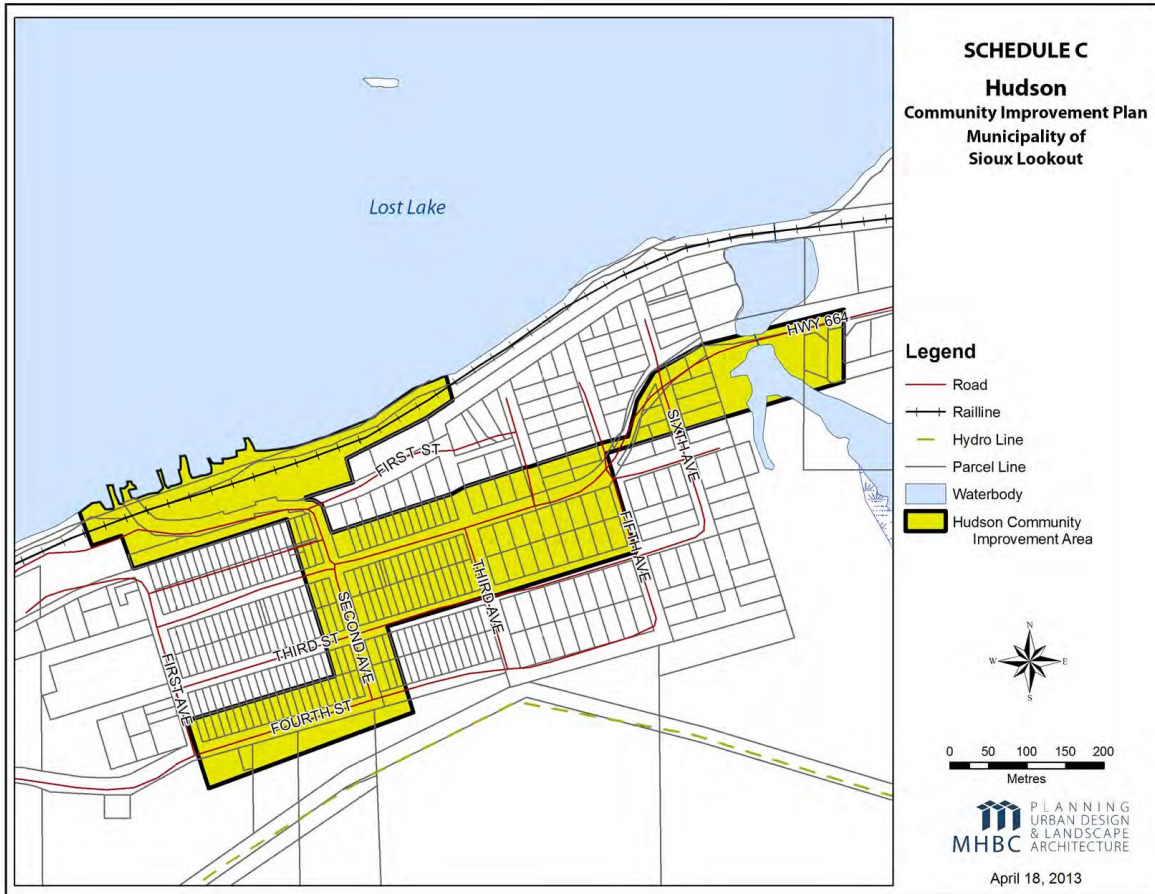


# SCHEDULE B Gateway Area

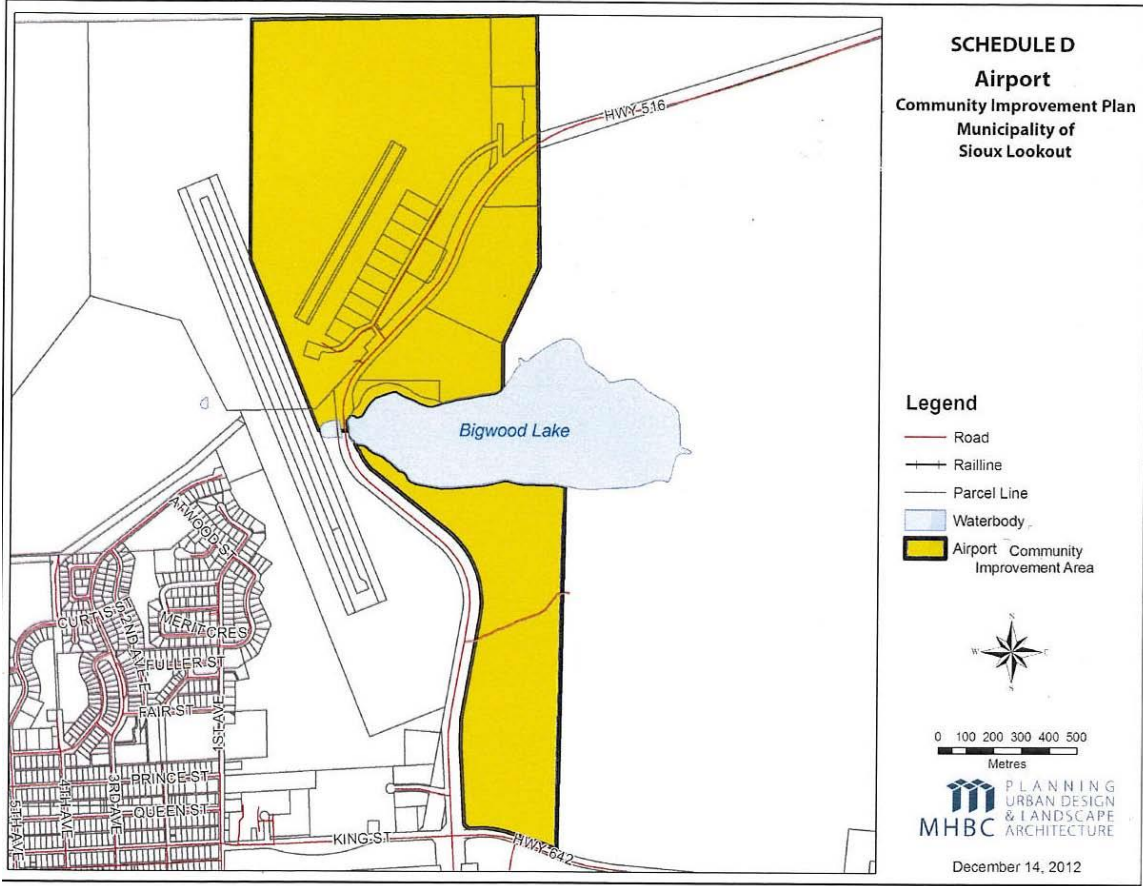




# SCHEDULE C Hudson Core Area



# SCHEDULE D Airport Area



## APPENDIX 1 - DESIGN GUIDELINES

In order to be eligible for a façade improvement grant, buildings should satisfy some basic design principles. The current building stock in the Main Central area has a mix of buildings including brick, metal and synthetic stone façades. There are a number of beautiful examples of brick buildings including the post office and the CIBC building. However, many of the original brick buildings have decayed to the point that the decayed brick has been covered with sheet metal siding. It is recognized that it is unlikely that repairs to the brick on some of these buildings is possible. Therefore alternative façade options should be considered. However, the pointing and replacing brick in buildings which had originally had brick façade should be a primary objective of the façade improvement program.



There are a number of buildings in the Main Central Area that have historic foundations and façade that are natural stone. Wherever possible these façades should be preserved in their current state to demonstrate some of the historical building techniques utilized in Sioux Lookout.



A façade treatment that could work with some interest and continuity in the Main Central Area could be to take elements of the wonderful architecture at the Meno-Ya-Win Health Centre and apply those same principles within the Downtown areas of Sioux Lookout and Hudson. The architectural style of the Health Centre combines natural wood, specifically stripped logs, and natural stone in a manner that creates a unique façade utilizing locally obtained natural materials. While new façade treatments should not be a direct copy of the Meno-Ya-Win architecture, elements of this form of façade design, using large timbers or logs and natural stone on the bottom kneewall or first floor could provide a consistent natural appearance to the downtown which would complement buildings that continue to be or are improved with brick façades. This design concept of using natural materials, stone and wood is utilized in a number of resort towns with great success.



The Sobeys food store in Collingwood Ontario has utilized a similar approach in developing a facade treatment that changes a typical big box store into something with architectural details reminiscent of historic construction.



Photos of Banff Alberta illustrate the streetscape when individual architectural styles are combined with similar design details as described above.





Grants will not be provided for sheet metal siding.



## SIGN GUIDELINES

The following are recommended design guidelines for signs that would be eligible for the Community Improvement Sign Grant.

Building Mounted Signs			
Awning	Wall Sign	Plaque	Projected Hanging
			
<p>Printed or painted on, or attached to an awning or canopy above a business door or window</p> <p>Oriented to pedestrians from the opposite side of the street</p>	<p>Mounted flush and fixed securely to a building wall facing the street</p> <p>Does not extend beyond the frontage</p> <p>Front lit only</p> <p>Typically the main identification sign for a building</p>	<p>Sign affixed to the building wall</p> <p>Not part of the typical sign band</p> <p>Above eye level</p> <p>Typically secondary to a wall or awning sign</p>	<p>Affixed at the right gable of a building</p> <p>Typically secondary to a wall sign</p>



## THE MUNICIPALITY OF SIOUX LOOKOUT

Community Improvement Plan, December 2024