

**Meeting Date:** June 17, 2024  
**Department:** Building, By-law & Planning  
**Report No.:** BBP-2024-65  
**Prepared by:** Eva Baker, Development Services Coordinator  
**Reviewed by:** Jennifer Huff, Director, Building, Planning and By-law  
**Approved by:** Trisha McKibbin, Chief Administrative Officer

**SUBJECT:** CIP Applications June 2024

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**RECOMMENDATION: THAT:** Council receive report BBP-2024-65 for information, and further;  
**THAT:** Council approve Dan Kiekens and Jason Hastings' application for funding through the Additional Unit Program to the maximum amount of \$32,582.21;  
**THAT:** Council refer By-law No. 58-24, which authorizes the CIP agreement with Dan Kiekens and Jason Hastings, to the Consideration of By-laws section of the agenda for approval.

## BACKGROUND

In 2024 to date, three applications have been approved for CIP funding. One application was approved in Q1 and three were approved in Q2. Recently an additional application for CIP funding was received as well as a request for amending an existing CIP agreement. The details of each of the submissions are below.

### Application for Consideration for CIP Funding:

**Address of proposed works:** 68 Front Street W, Strathroy

**Applicants:** Dan Kiekens and Jason Hastings

The applicants came forward with a CIP application to renovate two existing non-compliant apartment suites to bring them up to Building Code. The apartment suites are located on the 2<sup>nd</sup> level above an existing commercial unit and are currently not in habitable condition. The applicants applied for the Additional Unit Program under the Building/Planning Permit Fee Grant, the Construction Costs Matching Grant (for each suite respectively) and the Professional Fee Matching Grant. The applicants

have applied for and received a building permit application for this project. The applicants have advised the renovations are expected to commence in late June.

### **Request for Amendment to existing CIP Agreement:**

**Address of CIP Funded project:** 2051 Lockwood Crescent, Mount Brydges

**Applicants:** David Vandenberg and Amanda Konash

The applicants have recently come forward with a request to amend their existing executed CIP agreement to request an increase in the grant monies awarded for their project. Council approved their CIP Application on June 5, 2023 for the amount of \$3,520.54 and the CIP agreement was executed under by-law 33-23. At time of making their application, the applicants advised they would be doing the work themselves and only submitted quotes for material costs. The applicants stated that as the project commenced they realized they underestimated the cost of construction. The secondary suite is complete and has received final occupancy from the building department.

The CIP Committee has reviewed the request and has determined that the applicants are not eligible for an amendment to their CIP agreement as the CIP Manual states that payment of financial incentives are to be in accordance with the CIP agreement as approved by council.

### **APPLICATION REVIEW:**

**Address of proposed works:** 68 Front St, Strathroy

**Applicants:** Dan Kiekens and Jason Hastings

The CIP application was reviewed in consultation with the CIP Committee and evaluated based on criteria outlined in the CIP Manual. The CIP Committee noted that the application was complete and met all of the funding requirements. Therefore, the CIP Committee recommends that the application be considered favourably for CIP funding. The grant value recommended for this application is \$32,582.21 (Table 1). The grant would be provided after occupancy for the apartment suites is granted from the building department and after receiving proof of payment for all costs claimed for eligible works.

**Table 1. Dan Kiekens and Jason Hastings (68 Front Street, Strathroy) CIP Funding Summary.**

FUNDING PROGRAM AND INCENTIVES	FUNDING REQUEST		CALCULATED INCENTIVE AMOUNT
ADDITIONAL UNIT PROGRAM			
Building/Planning Permit Fee Grant	75 % of building / planning fees  Total building permit fee: \$1,276.28		@75%= <b>\$957.21</b>
Construction Costs Matching Grant	25% of Construction Costs, up to \$15,000	<p style="text-align: center;"><b>Unit 1</b></p> Quote 1 Provided: \$ 60,713.96+ HST  Quote 2 Provided: \$ 95,609.27+ HST	25% of Lowest Quotes provided  = \$15,178 <b>(\$15,000)</b>
		<p style="text-align: center;"><b>Unit 2</b></p> Quote 1 Provided: \$ 66,796.90+ HST  Quote 2 Provided: \$102,488.30+ HST	25% of Lowest Quotes provided  = \$16,699.22 <b>(\$15,000)</b>
Professional Fees Matching Grant	50% of professional fees , up to \$1,500  Quote 1 Provided: \$3,250+ HST  Quote 2 Provided: \$4,200+ HST		50% of lowest quote=  <b>\$1,625</b>

**SUMMARY**

The total value of all grants recommended is \$32,582.21. There remains **\$1,323,263.34** of uncommitted funds in the 2024 CIP budget. It is therefore recommended that \$32,582.21 be granted to the applicants.

**FINANCIAL IMPLICATIONS**

The recommended allocation of funds does not exceed the budgeted 2024 CIP amount.

**CONSULTATION:**

Jennifer Huff, Director of Building and Planning  
 Heather Lalonde, Development Commissioner  
 Bill Dakin, Director of Finance & IT  
 Rob Lilbourne, Director of Community Services

Trisha McKibbin, Chief Administrative Officer  
Connor McEachen, Chief Building Official

**ALTERNATIVE(S) TO THE RECOMMENDATION:**

1. Council DENY CIP application by Dan Kiekens and Jason Hastings related to 68 Front St, Strathroy.
2. Council to provide alternate direction.

**STRATEGIC PLAN ALIGNMENT:**

This matter is in accord with the following strategic priorities:

**Economic Development:** Strathroy-Caradoc will have a diverse tax base and be a place that offers a variety of economic opportunities to current and prospective residents and businesses.

**Destination Building:** Strathroy-Caradoc will provide distinct experiences that celebrate its past and future by prioritizing innovative new ideas that set the community apart.

**LINKS**

Strathroy-Caradoc CIP Manual <https://www.strathroy-caradoc.ca/en/doing-business/resources/SC-CIP.FINAL-DRAFT-November-13-2020---No-Watermark.pdf>

Strathroy-Caradoc Urban Design Guidelines <https://www.strathroy-caradoc.ca/en/city-hall/resources/2018-Documents/Strathroy-Urban-Design-Guidelines---Web-File.pdf>