

Meeting Date: January 20, 2025
Department: Building, Planning & By-law Enforcement
Report No.: BBP-2025-02
Prepared by: Saja Alasmar, Development Services Coordinator
Reviewed by: Jake DeRidder, Senior Development Coordinator
Approved by: Trisha McKibbin, Chief Administrative Officer

SUBJECT: Community Improvement Plan Applications – January 2025

RECOMMENDATION:

THAT: Report BBP-2025-02 “Community Improvement Plan Applications – January 2025” be received for information, and further;

THAT: Council approve Michael and Julianne Kloss’ application for funding through the Additional Unit Program to the maximum amount of \$6,777.56, and further;

THAT: By-law No. 02-25 authorizing the execution of the CIP Agreement be forwarded to the Consideration of By-laws section of the agenda for approval.

BACKGROUND

One complete application for CIP funding was received in Q3 of 2024. The submission was made in accordance with the CIP application guidelines. A summary of the submission is provided below:

Address of proposed works: 53 Hemlock Boulevard, Strathroy Ontario

Applicant: Michael and Julianne Kloss

The applicant has submitted a CIP application under the *Additional Unit Program*, specifically requesting support through the Building/Planning Permit Fee Grant, Construction Costs Matching Grant, and Professional Fees Matching Grant. The proposal involves adding one additional unit in the basement of the applicant’s home and bringing it up to building code standards. A building permit for the project has already been obtained. The separate basement entrance and some interior renovations to the additional unit had been completed prior to the applicant knowing of the program and submitting their CIP application. Once knowledge of the program was obtained, the applicant ceased work on their basement unit project to await their CIP approval. The applicant intends to continue construction as soon as the outcome of their CIP application is determined.

CONSULTATION:

The CIP application was reviewed in consultation with the CIP Committee and evaluated against the criteria outlined in the CIP Manual. The Committee found the application to be complete and meeting most funding requirements, with the exception of the eligibility condition in subsection 7.3.2, which states:

“Applicants must obtain approval for any grant funding prior to commencing an eligible project unless otherwise permitted by the Municipality under Section 7.3.15, in its sole discretion” (*Strathroy-Caradoc Community Improvement Plan, p. 45*).

As the applicant had commenced and completed the basement entrance and some interior renovations to the additional unit prior to gaining knowledge of the program and submitting the CIP application, they are ineligible for funding related to that work. However, the applicant has fully halted any further work on the additional unit since submitting the application to adhere to the eligibility criteria.

The CIP Committee has outlined two funding options for consideration:

1. **Option 1:** Provide funding solely for the development of the additional unit.
2. **Option 2:** Provide funding for both the development of the additional unit and the completed basement entrance and some interior renovations, despite the latter being ineligible under standard program rules.

It is important to note that the CIP program's primary intent is to incentivize and support local growth and investment within the community, rather than serve as a reimbursement mechanism for previously completed work. However, Council retains the discretion to waive the eligibility requirement if deemed appropriate.

Table 1. Michael and Julianne Kloss (53 Hemlock Boulevard, Strathroy ON) CIP Funding Summary

| FUNDING PROGRAM AND INCENTIVES | FUNDING REQUEST | CALCULATED INCENTIVE AMOUNT |
|--------------------------------------|---|--|
| ADDITIONAL UNIT PROGRAM | | |
| Option 1 | | |
| 1. Construction Costs Matching Grant | 25% of Construction Costs, up to \$15,000.00 Quote 1: \$ 22,106.39 + HST Quote 2: \$ 36,143.62 + HST | 25% of Lowest Quotes provided = \$ 5,526.60 |
| 2. Building/Planning Permit fees | 75% of building/planning fees \$ 661.28 | @75% = \$ 495.96 |
| 3. Professional Fees Matching Grant | 50% of professional fees, up to \$1,500.00. \$1,510.00 | @50% = \$755.00 |
| Total Incentive Amount: | | \$ 6,777.56 |
| Option 2 | | |
| 1. Construction Costs Matching Grant | 25% of Construction Costs, up to \$15,000.00 Quote 1: \$ 59,906.43 + HST | 25% of Lowest Quotes provided = \$ 14,976.61 |

| | | |
|-------------------------------------|--|---------------------|
| | Quote 2: \$ 79,129.62 + HST | |
| 2. Building/Planning Permit fees | 75% of building/planning fees \$ 661.28 | @75% = \$ 495.96 |
| 3. Professional Fees Matching Grant | 50% of professional fees, up to \$1,500.00. \$1,510.00 | @50% = \$755.00 |
| Total Incentive Amount: | | \$ 16,227.57 |

The recommended grant amount for this application is \$6,777.56 (Table 1, *Option 1*). The grant will be paid after the Building Department approves occupancy for the additional unit and the applicant provides proof of payment for all eligible costs.

FINANCIAL IMPLICATIONS

The total value of all grants recommended is \$6,777.56. There remains **\$1,300,535.02** of uncommitted funds in the 2024 CIP budget.

ALTERNATIVE(S) TO THE RECOMMENDATION:

1. THAT: Council approve Michael and Julianne Kloss’ application for funding through the Additional Unit Program to the maximum amount of \$16,227.57.
2. THAT: Council provide alternative direction

STRATEGIC PLAN ALIGNMENT:

- 1) 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.
- 2) Managing the Challenges of Growth for the Municipal Organization: Strathroy-Caradoc will be an inclusive community where growth is managed to accommodate a range of needs and optimize municipal resources. We are committed to maintaining operational efficiency and economies of scale through these times of change.

CONSULTATION:

Chief Administrative Officer
 Director of Finance & IT / Treasurer
 Director of Community Services
 Development Commissioner

ATTACHMENTS:

[Strathroy-Caradoc CIP Manual](#)

[Strathroy-Caradoc Urban Design Guidelines](#)