

Meeting Date: April 7, 2025
Department: Building, Planning & By-law Enforcement
Report No.: BBP-2025-27
Submitted by: Saja Alasmar, Development Services Coordinator
Reviewed by: Jake DeRidder, Senior Development Coordinator
Approved by: Rob Browning, Chief Administrative Officer
SUBJECT: **Community Improvement Applications – April 2025**

RECOMMENDATION:

THAT: Report BBP-2025-27 “Community Improvement Applications – April 2025” be received for information, and further;

THAT: Council approve Jason Hastings’ application for funding through the Additional Unit Program to the maximum amount of \$18,377.52, and further;

THAT: Council approve Thane O’Dell’s application for funding through the Additional Unit Program to the maximum amount of \$15,830.48.

BACKGROUND:

Two complete applications for CIP funding were received in Q1 of 2025. The submissions were made in accordance with the CIP application guidelines and the policies set forward and approved by Council. A summary of the submissions are provided below:

Address of proposed works: 227 Front Street East, Strathroy ON

Applicant: Jason Hastings

The applicant has submitted a CIP application under the *Additional Unit Program*, requesting support through the Building/Planning Permit Fee Grant, the Construction Costs Matching Grant, and the Professional Fees Matching Grant. The proposal involves adding one additional unit in the rear yard of the property and ensuring it meets Building Code standards. A building permit and a minor variance application, approved by the Committee of Adjustment on April 3rd, 2025, have been obtained, aligning with CIP guidelines and policies. The applicant has indicated that construction will commence once Council approves their CIP application.

Address of proposed works: 7842 Longwoods Road, Strathroy-Caradoc ON

Applicant: Thane O'Dell

The applicant has submitted a CIP application under the *Additional Unit Program*, requesting support through the Building/Planning Permit Fee Grant and the Construction Costs Matching Grant. The proposal involves adding one additional unit in the front yard of the property and ensuring it meets Building Code standards. A building permit and a minor variance application, approved by the Committee of Adjustment on November 7, 2024, have already been obtained. The applicant has indicated that construction will begin once Council approves their CIP application.

CONSULTATION:

The CIP applications were reviewed in consultation with the CIP Committee and evaluated based on criteria outlined in the CIP Manual. The following conclusions and recommendations were made by the CIP Committee:

Jason Hastings Re: 227 Front Street E, Strathroy ON

After reviewing the application, the CIP Committee determined that it meets all funding requirements and was deemed complete on February 21st, 2025. Additionally, the Committee confirmed that the property is located within the Eligible Stream Zones as outlined in 'Schedule A' of the Strathroy-Caradoc CIP Manual, which encompasses the entire Municipality. The applicant applied for the Building/Planning Permit Fee Grant, Construction Costs Matching Grant, and Professional Fees Matching Grant under the Additional Unit Program.

Table 1. Jason Hastings (227 Front Street E, Strathroy ON) CIP Funding Summary

FUNDING PROGRAM AND INCENTIVES	FUNDING REQUEST	CALCULATED INCENTIVE AMOUNT
ADDITIONAL UNIT PROGRAM		
1. Construction Costs Matching Grant	25% of Construction Costs, up to \$15,000.00 Quote 1: \$ 131,470.89 + HST Quote 2: \$ 163,450.00 + HST	25% of Lowest Quotes provided = \$ 15,000 (MAX)
2. Building/Planning Permit fees	75% of building/planning fees Building Permit Fee: \$ 2,590.03 Planning Fee: \$ 750.00	@75% = \$ 2,505.02
3. Professional Fees Matching Grant	50% of professional fees, up to \$1,500.00. Quote 1: \$ 1,500.00 + HST Quote 2: \$ 2,000.00 + HST	@50% = \$872.50
Total Incentive Amount (\$):		\$ 18,377.52

The grant value recommended for this application is **\$18,377.52** (*Table 1*). Payment of the grant would be provided after occupancy for the additional unit is granted from the Building Department and after receiving proof of payment for all costs claimed for eligible works.

Thane O'Dell Re: 7842 Longwoods Road, Strathroy-Caradoc ON

After reviewing the application, the CIP Committee determined that it meets all funding requirements and was deemed complete on March 5th, 2025. Additionally, the Committee confirmed that the property is located within the Eligible Stream Zones as outlined in 'Schedule A' of the Strathroy-Caradoc CIP Manual, which encompasses the entire Municipality. The applicant applied for the Building/Planning Permit Fee Grant and the Construction Costs Matching Grant under the Additional Unit Program.

Table 1. *Thane O'Dell 7842 Longwoods Road, Strathroy-Caradoc ON) CIP Funding Summary*

FUNDING PROGRAM AND INCENTIVES	FUNDING REQUEST	CALCULATED INCENTIVE AMOUNT
ADDITIONAL UNIT PROGRAM		
1. Construction Costs Matching Grant	25% of Construction Costs, up to \$15,000.00 Quote 1: \$ 53,301.81 + HST Quote 2: \$ 66,651.31 + HST	25% of Lowest Quotes provided = \$ 13,325.45
2. Building/Planning Permit fees	75% of building/planning fees Building Permit Fee: \$ 2,590.03 Planning Fee: \$ 750.00	@75% = \$ 2,505.02
3. Professional Fees Matching Grant	50% of professional fees, up to \$1,500.00. Not applied for	Not applied for
Total Incentive Amount (\$):		\$ 15,830.48

The grant value recommended for this application is **\$15,830.48** (*Table 2*). Payment of the grant would be provided after occupancy for the additional unit is granted from the building department and after receiving proof of payment for all costs claimed for eligible works.

FINANCIAL IMPLICATIONS

The total value of all grants recommended is \$34,208.00. There remains **\$1,152,491.23** of uncommitted funds in the 2024 CIP budget.

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](#)