

Meeting Date: May 5, 2025
Department: Building, Planning & By-law Enforcement
Report No.: BBP-2025-44
Prepared by: Saja Alasmar, Development Services Coordinator
Reviewed by: Jake DeRidder, Senior Development Coordinator
Approved by: Rob Browning, Chief Administrative Officer

SUBJECT: Community Improvement Application – May 2025 – 79 Bradley Avenue

RECOMMENDATION: THAT: Report BBP-2025-44 “Community Improvement Application – May 2025 – 79 Bradley Avenue” be received for information, and further;

THAT: Council approve Graham Stepien’s application for funding through the Additional Unit Program to the maximum amount of \$16,752.00.

BACKGROUND:

A complete application for CIP funding was received in Q1 of 2025. The submission was made in accordance with the CIP application guidelines and the policies set forward and approved by Council. A summary of the submission is provided below:

Address of proposed works: 79 Bradley Avenue, Strathroy ON

Applicant: Graham Stepien

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 the creation of one additional residential unit in the basement of the existing home, with all work to be completed in compliance with Ontario Building Code standards.

A building permit has already been obtained, demonstrating alignment with the CIP’s guidelines and eligibility requirements. The applicant has indicated that construction will begin upon Council’s approval of the CIP application.

CONSULTATION:

The CIP application was 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:

Graham Stepien Re: 79 Bradley Avenue, Strathroy ON

After reviewing the application, the CIP Committee determined that it meets all funding requirements and was deemed complete on April 14, 2025. Additionally, the Committee has 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 has applied for the Building/Planning Permit Fee Grant, Construction Costs Matching Grant, and Professional Fees Matching Grant under the *Additional Unit Program*.

Table 1. Graham Stepien (79 Bradley Avenue, 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: \$ 65,200.00 + HST Quote 2: \$ 72,600.00 + HST	25% of Lowest Quotes provided = \$ 15,000.00 (MAX)
2. Building/Planning Permit fees	75% of building/planning fees \$ 336.00	@75% = \$ 252.00
3. Professional Fees Matching Grant	50% of professional fees, up to \$1,500.00. Quote 1: \$ 4,100.00 + HST Quote 2: \$ 6,150.00 + HST	@50% = \$ 1,500.00 (MAX)
Total Incentive Amount (\$):		\$ 16,752.00

The grant value recommended for this application is **\$16,752.00** (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.

FINANCIAL IMPLICATIONS:

The total value of all grants recommended is \$16,752.00. There remains **\$1,135,739.23** of uncommitted funds in the CIP budget.

ALTERNATIVE(S) TO THE RECOMMENDATION:

1. Council to provide alternate direction.

STRATEGIC PLAN ALIGNMENT:

This matter is in accord with the following strategic priorities:

- 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](#)