



TOWNSHIP OF

Hornepayne

Business Property Improvement Program Guidelines - Community Improvement Plan (CIP)

The Business Property Improvement Program is designed to support small business owners in Hornepayne by providing financial assistance for property improvements.

This program encourages property owners to enhance the accessibility, façade, structural, and mechanical aspects of their commercial buildings.

Program Objectives

- Enhance the accessibility of commercial buildings for persons with disabilities.
- Improve the exterior appearance (façade) of commercial properties.
- Ensure compliance with building and fire codes, and health regulations.
- Support small businesses in maintaining safe and appealing commercial spaces.

Program Eligibility

Eligible Applicants:

- Property owners or tenants with written permission from property owners.
- Commercial properties located in General Commercial or Highway Commercial zones.
- Improvements must include accessibility, façade, or structural/mechanical upgrades.





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Business Property Improvement Program Guidelines - Continued.

Incentive Details

Grant Amount: Up to 50% of eligible project costs, to a maximum of \$5,000 per property.

Eligible Expenses: Costs directly associated with eligible improvements, including:

- Professional fees (engineers, architects).
- Construction costs for eligible upgrades.
- Permits and inspection fees required by the Township.

Ineligible costs : Routine maintenance, interior furnishings, and general operating expenses.

Application Process

1. Pre-Application Consultation: Consult with the Township's CIP Administrator before submitting.
2. Application Submission: Complete the application form with required documentation.
3. Application Review: The CIP Administrator will review the application for eligibility.
4. Approval: Successful applicants receive a written approval letter.
5. Project Completion: Complete the improvements within four months of approval.
6. Request for Reimbursement: Submit proof of payment and completion.
7. Final Inspection: The Township may inspect the completed improvements.
8. Reimbursement: Approved grant amounts will be issued upon compliance verification.

Important Conditions

- All improvements must comply with the Ontario Building Code and other applicable regulations.
- Property owners must not be in arrears for municipal taxes or other accounts with the Township.
- Approved applicants must maintain the improvements for the duration of the program.
- The Township reserves the right to revoke approval if the improvements are not completed as per the approved application.

For more information, visit
townshipofhornepayne.ca

Business Property Improvement Program

Objective

To encourage small business owners to make minor commercial property improvements to improve accessibility for persons with disabilities, enhance the exterior façade of their building, and to comply with building and fire codes, and health regulations.

Rationale

Small business owners need support to ensure their businesses stay compliant with regulations, welcoming to customers, safe and accessible for employees, and financially viable. Through minor property improvements, owners can enhance the appearance of a commercial building's public-facing exterior walls by providing upgrading signage or facades. Accessibility is very important for employees and customers with disabilities, and property owners must comply with Provincial law. Through minor renovations related to accessibility, property owners can make a large impact. Older buildings may also have decayed structural or mechanical systems that must be improved to meet codes and regulations.

Eligibility Filters

Eligibility Filter	Details
Priority	High – Accessibility Upgrades Medium – Façade Upgrades Low – Structural and Mechanical Upgrades
Geographic Areas	Lands designated General Commercial or Highway Commercial
Industry Focus	High - Tourism, Hospitality and Visitor-oriented Retail Medium – Population-oriented Retail Low – Offices and other commercial properties
Property Types	Commercial
Applicant Types	Property Owner or Tenant with Property Owner's Written Permission
Expenditures	Construction costs related to accessibility (renovation of building entrances, upgrading of doors, installation of power assist door operators, installation of ramps, elevating devices, and accessibility washrooms for the public), façade and signage upgrades (repairs to façades, signage or lighting on any public-facing wall), structural and mechanical upgrades to existing commercial buildings (directly related to compliance with Building Code, Fire Code, or health regulations).
Special Conditions	Construction must follow building codes and other regulations. Property owner has 4 months to complete the necessary improvements to the property, at the discretion of the CIP Administrator. Should this condition not be met, Council has the option to cancel the application approval or to extend the approval. The property owner must not be in arrears in regard to tax payments and other account receivable accounts with the Township of Hornepayne and must be in good standing on all financial matters with the Township at the time of application and throughout the duration of the incentive benefit period. Should the undertaken or completed works not be consistent with the original project description, to the satisfaction of the Community Improvement Grant Approvals Committee, the CIPC may delay, reduce, or cancel the approved incentive program benefits.

Implementation Tools and Funding Amounts

Implementation Tool	Tool Available?	Municipality Match %	Maximum Grant Range
Project Grant	Yes	No more than 50% of total actual eligible costs, capped at the estimated amount in the application.	\$5,000 per property.
Tax Increment Grant	Participants in the Business Property Improvement Grant Program are not eligible to participate in the Commercial Upgrade Tax Rebate Program.	N/A	N/A

Example 1

The owner of a retail store in Hornepayne would like to upgrade the sign above its main entrance.

Prior to starting construction, the property owner applies to the Township of Hornepayne's Business Property Improvement Grant Program.

It is confirmed during the application process that the estimated cost for the new sign is \$750, and installation is estimated at \$250, with a total cost estimate of \$1,000.

The Township approves the application. Any required permits must be obtained prior to work commencing. After receiving written approval, the property owner has the sign manufactured and installed, adding electrified neon to the design. The applicant ACTUALLY spends \$10,000 (excluding HST), based on receipts and proof of payment, \$9,000 more than estimated.

The property owner requests program funding from the Township through the CIP Administrator. An authorized representative of the Township visits the property to confirm the upgrades were made, as per the application. The property owner would provide proof of the costs (invoice from contractor and/or building materials supplier). However, since the program provided for no more than 50% of total actual eligible costs, capped at the ESTIMATED amount in the application (\$1,000 excluding HST), the property owner is eligible for only \$500. When confirmed by the Township's CIP coordinator, the Township would issue a Project Grant payment to the property owner for \$500.

Example 2

The owner of a coffee shop in Hornepayne would like to improve the building's façade and make the public entrance accessible, as per Provincial Government regulations.

Prior to starting construction, the property owner applies to the Township of Hornepayne's Business Property Improvement Program.

It is confirmed during the application process that the cost for a new brick veneer \$8,000, and the cost for a new accessible entry door is \$7,000, totalling \$15,000 (excluding HST).

The Township approves the application, and notifies the property owner that there is a maximum amount available per property of \$5,000. Any required permits must be obtained prior to work commencing. After receiving written approval, the property owner has the new brick veneer and accessible entrance installed, and spends \$15,000 (excluding HST), based on receipts and proof of payment.

The property owner requests program funding from the Township through the CIP Administrator. An authorized representative of the Township visits the property to confirm the upgrades were made, as per the application.

Since the program is capped at \$5,000 per property, and 50% of the total actual eligible costs would be \$7,500, the property owner is eligible for only \$5,000. When confirmed by the Township's CIP coordinator, the Township would issue a Project Grant payment to the property owner for \$5,000.