



## Appendix D

### Staff Report for City Manager Delegated Authority

Date of Report: July 30, 2019

Report Number: D.A.19.008

Department: Planning and Regulatory Services  
Division: Policy Planning

**Subject: D.A.19.008 Community Improvement Plan –  
Façade, Landscaping, and Signage Grant  
Program Application – CIPG-19.004 (10211  
Yonge Street, Richmond Hill, Ontario)**

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#### **Purpose:**

The purpose of this report is to request City Manager's approval for a Community Improvement Plan (CIP) grant application, under the Façade Improvement, Landscaping, and Signage Grant Program. The application is submitted by Hedy Luetjen-Scott, the tenant (authorized by the owner) of 10211 Yonge Street. The owner of the property is Wilanmar Holdings Ltd.

#### **Recommendation(s):**

- a) That the City Manager approve a Community Improvement Plan - Façade Improvement, Landscaping, and Signage Grant application submitted by Hedy Luetjen-Scott for signage improvement of "Edward Jones", one of the offices located on 10211 Yonge Street, in an amount not exceeding of \$4,500 as outlined in D.A.19.008; subject to the issuance of the required permits (Sign Permit and Tenant Permit) from the Building Division;
- b) That the Mayor and Clerk be authorized to sign the grant agreement noted in item (a), upon the recommendation of the Commissioner of Planning and Regulatory Services;
- c) That the commissioner of Planning & Regulatory Services be authorized to enter into and execute assumption agreements to transfer the grant if property ownership changes;
- d) That the City Manager allow the Director of Financial Services and Treasurer to issue a cheque(s) to disburse the funding to the applicant after it is determined that the project has satisfied all requirements.

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### Contact Person:

Banani Afsana, Planner II (Policy), phone number 905-771-9996, Ext. 3404.

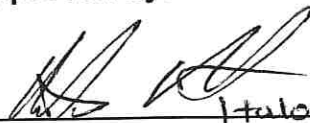

### Report Approval:

#### Submitted by:

per: 

Kelvin Kwan  
Commissioner, Planning and Regulatory Services

#### Approved by:

Fol  

Neil Garbe  
City Manager

### Background:

The Façade Improvement, Landscaping, and Signage Grant Program was established in 2018 through the Richmond Hill Office Development and Downtown Local Centre Community Improvement Plan (CIP). It is designed to support aesthetic improvements within the Richmond Hill Business Improvement Area (BIA) boundary. The program provides a matching grant of up to 50% of eligible improvement costs to the entitled property owners / tenants (authorized by the owner) for building façades, landscaping (i.e. publicly accessible parts of private properties), exterior signage improvements, or any combination of these three categories of property enhancement. The grant amount range from \$1,000 up to \$25,000 per property depending upon the available amount of funding, and the assessment of the merits of proposed improvements against the CIP evaluation criteria.

**ENHANCED FUNDING:** On July 9, 2018, Council approved additional funding for CIP Grant Program resulting from the Ontario Main Street Revitalization Initiative. The purpose of this provincial initiative is to help municipal governments undertake main street revitalization initiatives that support and benefit small businesses. This additional funding is to be combined with the existing CIP funding for the Façade Improvement, Landscaping, and Signage Grant Program; and therefore, the CIP program changed from a matching (50%) funding to a cost-sharing (90%) funding for the duration of the enhanced program initiated by the province. The enhanced program has a grant amount ranging from a minimum of \$1,800 for a sign to a maximum of \$45,000 for a façade improvement project involving more than one façade. Once the enhanced

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funding is fully allocated, the CIP grant program will revert back to the previous matching funding model of up to 50% of eligible project costs.

To be considered for the program, an owner or tenant (authorized by the owner) must submit a signed complete application form and supporting documents including detailed descriptions of the proposed improvements, photos and drawings (elevations, plans, etc.); two quotes of the proposed works; and samples of building materials; if applicable.

This report recommends that City Manager provides the grant funding to Hedy Luetjen-Scott, the applicant, under the Façade Improvement, Landscaping, and Signage Grant Program to assist with the overall cost for signage improvement described in this report.

### Project Details

On April 29, 2019, Hedy Luetjen-Scott, the tenant of 10211 Yonge Street, made an application requesting a grant for their business (Edward Jones) signage improvement under the Façade Improvement, Landscaping, and Signage Grant Program. The subject property is located to the east of Yonge Street, and between Richmond Street to the North and Centre Street East to the South; and within the Boundaries of CIP and BIA of Downtown Richmond Hill (see attached **Appendix A**).

The property is zoned as "General Commercial (GC)" in the current Zoning By-law that allows office uses. Currently, a two-storied beige coloured office building is located on the subject property. Edward Jones is one of the commercial offices located within the building and a long-time tenant of this building.

The applicant has proposed to replace the existing aged front wall signage with a new one. Two options have been proposed – Option A: a 24" LED channeled letter signage on a raceway (see attached **Appendix C**); and Option B: a backlit signage cabinet and fascia with LED lighting (see attached **Appendix D**). The applicant believes that the signage improvement would revitalize their office providing a current, progressive and strong business presence; and concurrently, the new signage would attract new office developments and enhance the aesthetics of Downtown Richmond Hill. To replace the signage, the applicant will require to go through a sign permit process that will determine a final and an appropriate signage for the subject business in the downtown.

As per the CIP requirements, the applicant submitted a complete and signed Grant Application Form including project description for the signage grant and a signed authorization form by the registered owner (see attached **Appendix B**), elevation photos and specifications showing the two proposed signage on the front wall, and one quote per option (a total of two quotes). The application was considered at the monthly scheduled Evaluation Committee Meeting held on June 20, 2019; and the Committee supported and endorsed the application for CIP grant funding. As part of the review of this application, the Committee noted that a Tenant Permit has not been issued for this business. The Tenant Permit is a simple process that needs to be undertaken before a Sign Permit application; and the tenant is aware of its responsibility to apply for one.

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Staff have reviewed the application in relation to the goals, objectives, and public benefits as described in the CIP; and also, City's urban design guidelines and policies such as the Downtown Design and Land Use Strategy, Village Core Neighborhood Design Guidelines, and the Official Plan. The review has recognized that the proposed signage improvement will align with the CIP principles by:

- Contributing to downtown revitalization through signage improvement; and
- Enhancing the aesthetic appeal of the Downtown Local Centre may result in economic spinoff effects including the potential attraction for new businesses and office development interests.

Overall, the proposed work will enhance the aesthetic appeal of Yonge Street within the BIA; and accordingly, it meets the goals and objectives of the CIP.

### Eligible Costs

In accordance with the CIP, the applicant has submitted two quotes for the proposed signage in the amount of \$8,280 (a 24" LED channeled letter signage) and \$5,433 (a Backlit cabinet signage) (see attached **Appendix E**). Please note the quotes have been adjusted to reflect the HST.

The quotes submitted by the applicant meet the eligible costing criteria of the CIP; however, the applicant shall abide to all regulations set out through the sign permit process.

### Recommended Grant Amount

Based on the review and evaluation of the proposed signage including the quotes, staff recommend that the applicant receive an amount not exceeding \$4,500 (equivalent to a maximum cost-shared grant) subject to the approval of the required Sign Permit and Tenant Permit, and any other approvals as determined, as well as submission of the receipts (invoices) of the completed work as signed off by the applicant in the "Grant Agreement" form (see attached draft version in **Appendix F**). If the grant is approved; and thereafter, the project has been completed accordingly and passed an inspection, the funds will be disbursed.

### Time Period to Complete Project

According to the provisions of the Ontario Main Street Revitalization Grant (40% of the eligible improvement costs shared with the CIP Grant) will lapse if the project has not been completed by March 31, 2020. In that event, a matching grant of up to 50% of the eligible improvement costs or a maximum grant of \$2,500 (whichever is less) will be granted to the applicant.

### Financial/Staff/Other Implications:

There are sufficient funds available in the CIP Grant Program to award this grant. There are no other financial or staffing implications.

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### **Relationship to the Strategic Plan:**

The Façade Improvement, Landscaping, and Signage Grant Program implements the direction to achieve a more vibrant Richmond Hill, specifically by fostering a “sense of identity and place”; and it is directly consistent with the Goal 3 – Outcome 1 of the Strategic Plan to improve the look of buildings, streets and neighbourhoods.

### **Conclusion**

Staff has reviewed the proposed grant application and recommends that City Manager approve a grant not exceeding an amount of \$4,500 to Hedy Luetjen-Scott for the signage improvement of “Edward Jones” located on 10211 Yonge Street, Richmond Hill.

### **Attachments:**

The following attached documents include scanned photographs. If you require an alternative format, please call the contact person listed in this document.

- D.A.19.008 - Appendix A – Location Map – 10211 Yonge Street
- D.A.19.008 - Appendix B – Completed and Signed Grant Application Form by Applicant
- D.A.19.008 - Appendix C – “Option A” – a LED Channel Letter Signage
- D.A.19.008 - Appendix D – “Option B” – a Backlit Cabinet Signage
- D.A.19.008 - Appendix E – Quotes for Two Proposed Signage Options
- D.A.19.008 - Appendix F – Draft Grant Agreement



# 10211 Yonge Street



## Project Location

City of Toronto

City of Toronto



10211 Yonge Street





## Richmond Hill Office Development and Downtown Local Centre Community Improvement Plan

### GRANT APPLICATION FORM

## 1. Application Background

Please fill out the following information to apply for the tax increment equivalent grant, building renovation grant, and/or façade improvement, landscaping, and signage grant programs (each a "Grant Program"). Please refer to the Community Improvement Plan (the "CIP") and the **CIP Grant Application Guide** for detailed information on each Grant Program and whether the CIP is applicable to your property and the work you are proposing (the "Project"). If you have any questions, contact the Planning and Regulatory Services Department at [planning@richmondhill.ca](mailto:planning@richmondhill.ca) or (905)771-8910.

Submit completed application form along with all supporting documents to [planning@richmondhill.ca](mailto:planning@richmondhill.ca).

For more information regarding eligibility criteria, submission requirements, application process and terms and conditions of funding, please see the **CIP Grant Application Guide** available at [RichmondHill.ca/CIPgrants](http://RichmondHill.ca/CIPgrants).

### Notice of Collection, Use, and Disclosure

Personal information collected on this form is collected under the authority of the *Municipal Act, 2001*, S.O. 2001, C. 25, *Planning Act*, R.S.O. 1990, c. P.13 and the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, Chapter M. 45. The personal information being collected will be used for the purposes of processing grants under the Richmond Hill Office Development and Downtown Local Centre Community Improvement Plan. In addition, all personal information will be made available to the public pursuant to the *Planning Act*. Questions about the collection, use and disclosure can be directed to Policy Planner, 225 East Beaver Creek Road, Richmond Hill, Ontario, L4B 3P4 or by telephone at 905-771-8910.

## 2. Applicant Information

Applicant*	Registered Owner of Project lands ("Subject Property")
Name: Hedy Luctjen-Scott / Edward Jones	Name: Wilanmar Holdings Ltd. Dr. William Chedesiuk.
Mailing Address: 10211 Yonge Street, #101 Richmond Hill, ON L4C3B3	Mailing Address: 92 Roncesvalles Ave. Toronto, ON M6R 2K8
Phone Number: 905-883-5333	Phone Number: 416-735-4562.
Email Address**: hedy.luctjen-scott@edwardjones.com	Email Address**:

### Applicant is:

- ☐ Property Owner  
☒ Tenant\*  
☐ Agent\*

\*If the applicant is not the registered property owner(s) of the Subject Property, the applicant and property owner must also fill out the Authorization of Registered Owner(s) form (Appendix A).

\*\*By providing your email address, you agree to receive electronic information regarding the Town's programs and services.

### Municipal address of Subject Property:

10211 Yonge Street #101, Richmond Hill, ON L4C3B3

### Legal description of Subject Property (if known):



**GRANT APPLICATION FORM**  
**Richmond Hill Office Development and Downtown Local Centre**  
**Community Improvement Plan**

**4. Applicant Certification** *(Please read carefully!)*

*All capitalized terms have the meanings set out in Parts 1, 2, and 3 of this Application.*

I, Hardy Luehen-Scott, **certify that I:**

*print name of individual Applicant or, if Applicant is a corporation authorized, an authorized signing officer*

- (a) am the Applicant named in Part 2 of the Grant Application Form or, if the Applicant is a corporation, an authorized signing officer of the Applicant;
- (b) have reviewed the CIP and all eligibility requirements therein for the purpose of completing this Grant Application Form, and all statements made in and information contained herein in support of my/my company's eligibility as well as in any other supporting document(s) are true to the best of my knowledge and belief
- (c) have no, nor will I have any, direct or indirect pecuniary interest in the preparation of Project cost estimates as may be required and provided with this application or throughout the completion of the Project;
- (d) have not commenced any work or incurred expenses in connection with the Project;

*I further certify that I acknowledge and understand that:*

- (e) approval of this application is fully at the discretion of the Council of the Town, and the Town may refuse my application for, among other things, if the feasibility of the Project is deemed to be limited;
- (f) should any matters which I have declared above be found to be incomplete or untrue, I will no longer be considered eligible to receive Grant(s) and this application will be terminated and no monies will be advanced;
- (g) further to the Notice of Collection of Personal Information in Part 1 of this Grant Application Form, my personal information may be required to be disclosed to other person or organizations in connection with the processing of this application and the administering of any Grant(s) for which I may be approved, and I consent to such disclosure and use;
- (h) this application and any supporting material, including studies and drawings, filed with this application, upon such filing becomes a record of the Town and further,;
  - i. the information contained therein will become part of the public record upon inclusion in a report to the Council of the Town seeking approval of the application; and
  - ii. the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M.56 ("MFIPPA"), as amended applies to and governs all records and information related to this application and any approval pursuant to same;
- (i) employees, agents or contractors or other approving agencies may enter the Subject Property for the purposes of collecting information for the review and report on the Application and if this Application is approved, for the purpose of monitoring and inspecting the Project on the Subject Property up to and including such time as either all Grant(s) are disbursed to the Applicant or the Town terminates the Grant(s) and I give such permission as owner of the Subject Property or I have obtained the written permission for such entry from the owner in the form attached as **Appendix A**;
- (j) the Town reserves the right to conduct credit rating checks as it deems necessary; and
- (k) the payment of the Grant(s) will be made only to me/my company as the applicant, except as set out in (j) below, and is subject to:
  - (i) approval of my/my company's application by Council of the Town;
  - (ii) my/my company's execution of an agreement in the form attached as **Appendix B**;
  - (iii) my/my company continuing to be the owner or tenant of the Subject Property, as applicable; and
  - (iv) completion of the Project as approved by Council of the Town and in accordance with the agreement referred to above.
- (l) if me/my company wish to transfer to another person (a "new recipient") the right to receive a Grant(s) (or any part thereof in the case of a TIEG) that has not already disbursed, approval of such transfer may be given provided that the request is made in writing a minimum of 30 days' prior to any change in my/my company's status as owner or tenant of the Subject Property; and



**GRANT APPLICATION FORM**  
**Richmond Hill Office Development and Downtown Local Centre**  
**Community Improvement Plan**

## Submission Checklist

Before submitting your application, please ensure you complete and enclose all of the necessary documents. Please email all documents to [planning@richmondhill.ca](mailto:planning@richmondhill.ca).



Item



Completed grant application form



A copy of your most current tax bill



All supporting documents required for the grant program to which you are applying. For details on what to include in each of the supporting documents listed below, please see the CIP Grant Application Guide available at [RichmondHill.ca/CIPgrants](http://RichmondHill.ca/CIPgrants).

**Tax Increment Equivalent Grant (TIEG)**



Project description



Relevant drawings



Construction cost summary identifying eligible costs and schedule

**Building Renovation Grant**



Project description



Relevant drawings



Two quotes identifying eligible costs



Construction schedule (if known)

**Façade Improvement, Landscaping, or Signage Grants**



Project description



Elevation photos



Elevation drawings showing proposed improvements



Two quotes identifying eligible costs



Construction schedule (if known)



For Façade grant: product samples and specifications



For Signage grant: drawings of proposed sign



For Landscaping grant: landscape plan



Signed Applicant Certification (section 4 of the grant application form)



Completed Appendix A – Authorization of Registered Owner(s) (if applicable)

**NOTE: Do not fill out "Appendix B – Grant Agreement" attached to the application form at this time. It is to be prepared by the Town after Council approval of the grant application.**

04-25-19:11:45 From:Edward Jones

To:4165336791

11977743617E

# 2/ 2



GRANT APPLICATION FORM  
Richmond Hill Office Development and Downtown Local Centre  
Community Improvement Plan

### Appendix A: Authorization of Registered Owner(s)

Please complete this page if the applicant is not the registered property owner(s) of the Subject Property.

I/we, William Chepesiuk, being the registered owner(s) of the Subject Property referred to in Part 2 of this Grant Application Form, hereby authorize:

1. hereby authorize Brad Turner-Scott (Edward Jones) being the Applicant named in Part 2 of this Grant Application Form, to prepare and submit this application for approval; and
2. grant permission to Town, other municipal and relevant external agency staff to enter upon the Subject Property during regular business hours over the time that this application is under consideration by the Town and, if the application is approved, for the purpose of monitoring and inspecting the Project on the Subject Property up to and including such time as either all grant funds are disbursed to the Applicant or the Town terminates the grant.

Signature of Registered Owner: \_\_\_\_\_

WILKINSON HOLDINGS LTD.

Print Name: \_\_\_\_\_

WILLIAM CHEPESIUKE

Date: \_\_\_\_\_

26/4/18

Signature of Registered Owner: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

## **Project Description for Signage Grant Application**

*Edward Jones – 10211 Yonge Street, Suite 1010, Richmond Hill, ON L4C 3B3*

Edward Jones is a commercial space located within the CIP boundaries in heart of downtown Richmond Hill. We are within the Richmond Hill Business Improvement area and are looking to revitalize the look of our office. In replacing our existing, aged, store front sign with a new & fresh sign we would be enhancing the esthetics of the downtown core. A new sign would show us as being current, progressive and a strong business to work with in Richmond Hill. Our new sign would bring revitalization to our office and support office development in the downtown core.

## **Construction Schedule**

The estimated time to replace the sign should be one day.

## **Quotes**

*2 Quotes are provided from Spectra-Signs. Edward Jones only uses this vendor to create consistent signage across our brand.*

Quote A is for a Channel Letter Sign, completely different than what we currently have

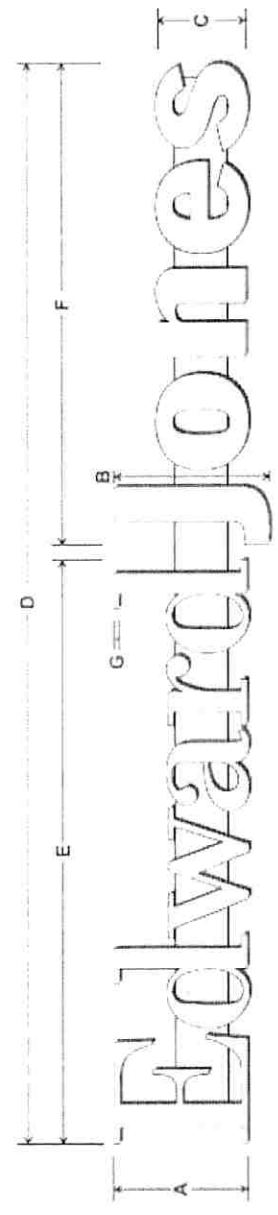
Quote B is for a replacement backlit box sign





# Sign Specifications – Illuminated Channel

Face-It Channel Letters  
White Faces - Linear Layout - Raceway Mounted



**Type:** Face It 5" Deep fabricated channel letters

**Fabrication:** .040 coil returns, pre-finished by manufacturer to match Green PMS 5535 (white interior)  
Cinched .063 pre-finished white backs

**Letter Faces:** 3/16" #7328 White acrylic with 1" Trimcap, pre-finished by manufacturer to match Green PMS 5535

**Illumination:**  
Sign size 12":  
Osram Sylvania BackLED 73569 XS B white 6500K LED's with  
Osram optotronic 0160W/12V/UNV 120-277V class 2 self-adjusting power supply  
\*Or Equivalent LED and power supply specifications\*  
Sign sizes 15", 18", 24":  
Osram Sylvania BackLED 71918 M B white 6500K LED's with  
Osram optotronic 0160W/12V/UNV 120-277V class 2 self-adjusting power supply  
\*Or Equivalent LED and power supply specifications\*  
UL listed with toggle switch and a dedicated 20amp breaker  
all bounded and grounded as required by NEC code book

**Mounting:** Mounted to an extruded aluminum raceway painted to match the facade color unless otherwise specified  
The raceway dimensions are 7" Height x 4 1/2" Deep  
Sign to be mounted to the exterior wall with necessary hardware based on installation conditions

Part No.	A	B	C	D	E	F	G	H
EDJL-12-W-R	12"	14"	8"	8'-0 3/8"	4'-3 7/8"	3'-7 1/8"	1 1/2"	9 4
EDJL-15-W-R	15"	17 1/2"	10"	10'-0 1/2"	5'-4 7/8"	4'-6"	5 8"	14.6
EDJL-18-W-R	18"	21"	12"	12'-0 5/8"	6'-5 7/8"	5'-4 3/4"	3 4"	21 1
EDJL-24-W-R	24"	27 7/8"	16"	16'-0 3/4"	8'-7 7/8"	7'-2 1/4"	1"	37 3

All measurements rounded to nearest 1/8"

**RACEWAY-MOUNTED CHANNEL LETTERS  
LED ILLUMINATION**

1. 20-24" 1/2" x 1/2" x 1/2" ALUM. RACEWAY  
2. 1/2" x 1/2" x 1/2" ALUM. RACEWAY  
3. 1/2" x 1/2" x 1/2" ALUM. RACEWAY  
4. 1/2" x 1/2" x 1/2" ALUM. RACEWAY  
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23. 1/2" x 1/2" x 1/2" ALUM. RACEWAY  
24. 1/2" x 1/2" x 1/2" ALUM. RACEWAY

**Colors to Match**

Faces  
#7328 White Acrylic

1" Trim Cap  
PMS 5535

Returns .040 Coil  
PMS 5535

Raceway  
Painted per building spec

**Mounting Hardware**

1. 1/2" x 1/2" x 1/2" ALUM. RACEWAY  
2. 1/2" x 1/2" x 1/2" ALUM. RACEWAY  
3. 1/2" x 1/2" x 1/2" ALUM. RACEWAY  
4. 1/2" x 1/2" x 1/2" ALUM. RACEWAY  
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22. 1/2" x 1/2" x 1/2" ALUM. RACEWAY  
23. 1/2" x 1/2" x 1/2" ALUM. RACEWAY  
24. 1/2" x 1/2" x 1/2" ALUM. RACEWAY





**PROPOSAL**

190262-01

Date: 04/25/2019

Expires:

Drawing Numbers:

**Project:** Edward Jones - 4252  
10211 Yonge Street  
Richmond Hill, Ontario L4C 3B3

**Client:** Edward Jones Investments  
1245 JJ Kelley Memorial Drive 2nd  
Floor  
St. Louis, MO 63131

**Contact:** Grace Walther

We are pleased to offer this proposal for the following services at the above location.

<b>Project Description:</b>	<b>Item Total:</b>
1. To Supply , Remove & Install the following :	
A. Remove existing sign cabinet , dispose of	\$995.00
B. Prepare and obtain sign permit	\$900.00
C. Supply 24" LED channeled letters to read " Edward Jones " on a raceway	\$4,885.00
D. Install raceway with letters on wall	\$1,500.00
	<b>Subtotal: \$8,280.00</b>
	<b>Tax: \$1,076.40</b>
	<b>Total: \$9,356.40</b>

**Notes:** All prices are subject to applicable sales tax. Prices are based on available information given at the time and are subject to change.

**Exclusions:** Sign permits, permit procurement, structural engineering and traffic control equipment are NOT included in the above quotations and if required shall be invoiced on a time and material basis. Electrical services to the proposed sign(s), unless specifically quoted above, is assumed to be existing or provided by others.

**Warranty:** 12 months against defective materials and 12 month unconditional guarantee on parts and labor.

**Salesperson: Rob Ascenzi**

Buyer \_\_\_\_\_ Seller \_\_\_\_\_



# PROPOSAL

190263-01

Date: 04/25/2019

Expires:

Drawing Numbers:

**Project:** Edward Jones - 4252 OPTION C  
10211 Yonge Street suite 101  
Richmond Hill, Ontario L4C 3B3

**Client:** Edward Jones Investments  
1245 JJ Kelley Memorial Drive 2nd  
Floor  
St. Louis, MO 63131

**Contact:** Grace Walther

We are pleased to offer this proposal for the following services at the above location.

Project Description:	Item Total:
1. To supply ,and Install as follows ,:	\$800.00
A. Remove dispose of existing cabinet and fascia	
:	\$3,833.00
B. Supply new backlit sign cabinet and fascia with LED lighting	
	\$800.00
C. Install new cabinet and fascia	
<hr/>	
<b>Subtotal:</b>	<b>\$5,433.00</b>
<b>Tax:</b>	<b>\$706.29</b>
<b>Total:</b>	<b>\$6,139.29</b>

**Notes:** All prices are subject to applicable sales tax. Prices are based on available information given at the time and are subject to change.

**Exclusions:** Sign permits, permit procurement, structural engineering and traffic control equipment are NOT included in the above quotations and if required shall be invoiced on a time and material basis. Electrical services to the proposed sign(s), unless specifically quoted above, is assumed to be existing or provided by others.

**Warranty:** 12 months against defective materials and 12 month unconditional guarantee on parts and labor.

**Terms:** 50% advanced deposit with balance due upon completion of project. All credit card payments will be charged with a 3% processing fee.

**Salesperson: Rob Ascenzi**

Buyer's Acceptance \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Seller's Acceptance \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_



**Richmond Hill Office Development and Downtown Local Centre  
Community Improvement Plan**

**GRANT APPLICATION FORM**

## Appendix B – GRANT AGREEMENT

*(To be prepared by the Town for signature by the Recipient following Council approval of Grant Application)*

THIS AGREEMENT dated **\*\*insert\*\***, 20**\*\*insert\*\***

BETWEEN:

THE CORPORATION OF THE TOWN OF RICHMOND HILL (the "Town")

-and -

**[\*\*insert full legal name of Recipient\*\*]** (the "Recipient")

**BACKGROUND:**

1. Pursuant to Part IV of the Planning Act, R.S.O. 1990, c.P.13, on February 26, 2018, Council of the Town adopted a community improvement plan known as "The Richmond Hill Office Development and Downtown Local Centre Community Improvement Plan" (the "CIP").
2. For the purpose of carrying out the CIP, the Town has established grant programs pursuant to which property owners and tenants of lands and buildings within the CIP area may apply for grants to use towards the eligible costs of new development and redevelopment in the CIP area (each a "Grant Program").
3. The Recipient has applied to the Town to receive grant monies pursuant to the Grant Program(s) to assist the Recipient in funding the Project approved by Council of the Town as detailed in the Special Provisions below.
4. The Council of the Town authorized the entry into this agreement to provide the recipient with the Grant(s), subject to the Recipient (a) completing the Project as approved by Council and in accordance with the terms of this Agreement, including the Special Provisions and the Standard Grant Terms and Conditions set out in Schedule "A".

NOW THEREFORE the Parties agree as follows:

SPECIAL PROVISIONS				
<b>Recipient Contact Information</b>	<b>Name/Title of Recipient's Representative:</b>	<b>Address:</b>	<b>Telephone No.:</b>	<b>E-mail:</b>
<b>Subject Property</b>	<b>Owner Name:</b>	<b>Municipal Address:</b>	<b>Legal Description:</b>	
<b>Project Description</b>	See Staff Report attached as Schedule "B", as approved by Council by by-law no.      on      .			
<i>(check applicable Special Provisions for approved Grant(s) as described in Schedule A)</i>				
<p><input type="checkbox"/> <b>Special Provisions for Tax Increment Equivalent Grant (TIEG):</b></p> <ul style="list-style-type: none"> <li>• For the purpose of these Special Provisions for the TIEG, "tax increment" shall mean the percentage of the municipal portion of the incremental property tax increase payable for the Subject Property that is attributable to an office use, based on the difference between the property tax assessment at the time of approval of the Application for the Project, or such other time as determined by the Town, in its sole discretion, and a re-assessment by MPAC obtained by the Recipient after completion of the Project.</li> <li>• The maximum amount of the TIEG shall be:               <ul style="list-style-type: none"> <li>o determined by the Town upon receipt of a final property tax re-assessment by the Municipal Property Assessment Corporation ("MPAC"), after all appeals have been filed;</li> <li>o the lesser of the Eligible Costs or a declining percentage of the tax increment, starting with (      %) in the first year of the TIEG and declining by ten (10%) percent annually to zero (0%) percent by the (      ) year (and every year thereafter);</li> <li>o based only on the Project and not take into consideration any other development; and</li> <li>o subject to the Town's right to reduce the maximum amount of the TIEG should there be any reassessment resulting in a reduction of taxes owing at any time prior to the TIEG being fully disbursed.</li> </ul> </li> <li>• Once the amount of the TIEG has been determined, the Treasurer shall advise the Recipient in writing of the payment schedule.</li> <li>• Without limiting any other provision in this Agreement, the Town shall have no obligation to pay the TIEG, or any part thereof, unless and until the Recipient has: (a) complied with all the provisions of this Agreement; (b) achieved Final Completion; (c) had the Subject Property assessed by MPAC and the revised assessment added to the tax roll of the Town; (d) demonstrated to the satisfaction of the Town that the development has resulted in a tax increment; and (e) paid all outstanding property taxes levied on the Subject Property for a minimum of one (1) year after the MPAC re-assessment.</li> </ul> <p><input type="checkbox"/> <b>Special Provisions for Building Renovation Grant:</b></p> <ul style="list-style-type: none"> <li>• The maximum amount of the Grant is \$      , and shall not exceed (      %) of the Eligible Costs.</li> <li>• The Town shall have no obligation to pay the Grant, or any part thereof, unless the Recipient has complied with all the provisions of this Agreement, commenced the Project within six (6) months of the building permit being issued and achieved Final Completion within eighteen (18) months, except as otherwise set out in the Staff Report attached as Schedule B.</li> </ul> <p><input type="checkbox"/> <b>Special Provisions for Façade Improvement, Landscape &amp; Signage Grant</b></p> <ul style="list-style-type: none"> <li>• The maximum amount of the Grant is \$      , and shall not exceed (      %) of the Eligible Costs.</li> <li>• The Town shall have no obligation to pay the Grant, or any part thereof, unless the Recipient has complied with all the provisions of this Agreement, and if a building permit applies to the Project, commenced the Project within six (6) months of the building permit being issued and achieved Final Completion within eighteen (18) months, except as otherwise set out in the Staff Report attached as Schedule B.</li> </ul>				

SIGNED, SEALED &  
DELIVERED  
in the presence of:

**[INSERT FULL LEGAL NAME OF  
RECIPIENT]**

THE CORPORATION OF THE  
TOWN OF RICHMOND HILL

Witness Name: \_\_\_\_\_

Name: \_\_\_\_\_  
Title: \_\_\_\_\_

Recommended for Execution in  
accordance with By-law No.      :

MAYOR \_\_\_\_\_

Witness Name: \_\_\_\_\_

Name: \_\_\_\_\_  
Title: \_\_\_\_\_

I/We have authority to bind the Recipient

CLERK  
We have authority to bind the  
Town



## Appendix B – GRANT AGREEMENT

### SCHEDULE “A” – STANDARD GRANT TERMS AND CONDITIONS

#### 1. DEFINITIONS, INTERPRETATION AND GENERAL PROVISIONS

1.1 **Definitions:** In this Agreement the following terms will have the following meanings:

- (a) **“Agreement”** means this agreement, all of the schedules listed in Section 1.5 (Entire Agreement), and any amending agreement entered into pursuant to section 1.4 (Amendments);
  - (b) **“Authority”** or **“Authorities”** means any government authority, agency, body or department, whether federal, provincial or municipal, having or claiming jurisdiction over the Agreement and/or the Project;
  - (c) **“Building Code Act”** means Ontario Building Code Act, 1992, S.O. 1992, c.23, as amended or superseded;
  - (d) **“Building Renovation Grant Program”** means the grant program described in Section 4.4 of the CIP and pages 43 to 44 of Appendix A – Schedule of Program Details of the CIP;
  - (e) **“CBO”** means the individual appointed from time to time as the Chief Building Official for the Town pursuant to Section 3(2) of the *Building Code Act*;
  - (f) **“CIP”** means the community improvement plan by Council of the Town Pursuant to Part IV of the Planning Act, R.S.O. 1990, c.P.13, on February 26, 2018 known as “The Richmond Hill Office Development and Downtown Local Centre Community Improvement Plan”;
  - (g) **“Eligible Costs”** means, with respect to the Tax Increment Equivalent Grant, the costs described as eligible in Section 4.3.2 of the CIP, with respect to the Building Renovation Grant, the costs described as eligible in Section 4.4.2 of the CIP and with respect to the Façade Improvement, Landscape & Signage Grant, the costs described as eligible in Section 4.5.2 of the CIP;
  - (h) **“Event of Default”** has the meaning ascribed to in subsection 6.1;
  - (i) **“Façade Improvement, Landscape & Signage Grant”** means the grant program described in Section 4.5 of the CIP and pages 45 to 47 of Appendix A – Schedule of Program Details of the CIP;
  - (j) **“Final Completion”** means the completion of the Project in its entirety, including all final payments having been made and holdbacks released;
  - (k) **“Grant”** or **“Grant(s)”** means the money the Town has agreed to provide to the Recipient pursuant to the terms of this Agreement to assist in funding the Project;
  - (l) **“Grant Program”** means a grant program provided for in the CIP, including the Tax Increment Equivalent Grant and the Building Renovation Grant;
  - (m) **“Parties”** mean all the parties listed in the introductory clause of this Agreement has and **“Party”** has a corresponding meaning and shall refer to any one of the Parties, as the case be;
  - (n) **“Project”** means the works proposed by the Applicant to be installed on the Subject Property as shown in Schedule “B”.
  - (o) **“Recipient”** means the person that has been approved for a Grant;
  - (p) **“Requirements of Law”** means all applicable requirements, laws, statutes, codes, acts, ordinances, approvals, orders, decrees, injunctions, by-laws, rules, regulations, official plans, permits, licences, authorizations, directions, and agreements with all Authorities.
  - (q) **“Special Provisions”** means those additional term applicable to the specific Grant Program under which the Grant has been approved, as set out in the table on the first page of this Agreement;
  - (r) **“Subject Property”** means the lands described in Schedule “A”;
  - (s) **“Tax Increment Equivalent Grant Program”** means the grant program described in Section 4.3 of the CIP and pages 40 to 42 of Appendix A – Schedule of Program Details of the CIP;
  - (t) **“Town”** means the Corporation of the Town of Richmond Hill; and
  - (u) **“Treasurer”** means the individual appointed from time to time as the Treasurer for the Town pursuant to Section 286(1) of the *Municipal Act, 2001*, S.O. 2001, c.25.
- 1.2 **General Interpretation:** (a) Words in the singular include the plural and vice-versa; words in one gender include all genders; (b) the background and the headings do not form part of the Agreement; they are for reference only and will not affect the interpretation of the Agreement; (c) any reference to dollars or currency will be in Canadian dollars and currency; and (d) every obligation of the Recipient under this Agreement shall be deemed to include “at the expense of the Recipient”, unless specifically stated otherwise.

1.3 **Recitals:** The recitals to this Agreement form an integral part of this Agreement.

1.4 **Amendments:** The Agreement may only be amended by a written agreement.

1.5 **Entire Agreement:** This agreement, including: the Special Provisions; Schedule “A” – Project Description; and this Schedule “B” – Standard Grant Terms and Conditions; constitutes the entire agreement between the Parties with respect to the subject matter contained in the Agreement and supersedes all prior oral or written representations and agreements.

1.6 **Conflict or Inconsistency.** In the event of a conflict or inconsistency between any of the requirements of the Special Provisions and any requirements of a schedule: (a) Schedule “B” – Project Description will prevail over the Special Provisions and Schedule “A” – Standard Grant Terms and Conditions and (b) the Special Provisions of the Agreement will prevail over Schedule “A” – Standard Grant Terms and Conditions.

#### 2. REPRESENTATIONS, WARRANTIES, COVENANTS AND ACKNOWLEDGEMENTS

2.1 **General Representations.** The Recipient represents, warrants and covenants that: (a) it is, and will continue to be, a validly existing legal entity with full power to fulfill its obligations under the Agreement; (b) it has, and will continue to have, the experience and expertise necessary to carry out the Project; (c) unless otherwise provided for in the Agreement, any information the Recipient provided to the Town in support of its request for the Grant including, without limitation, information relating to any eligibility requirements and the Project, was true and complete at the time the Recipient provided it and will continue to be true and complete; (d) it is not in default of any term, condition or obligation under any agreement with or order of the Town; and (d) it, the Subject Property and the Project are in compliance with, and will continue to comply with, all Requirements of Law related to any aspect of the Project and the Grant.

2.2 **Execution of Agreement:** The Recipient represents and warrants that it has the full power and authority to enter into the Agreement and taken all necessary actions to authorize the execution of the Agreement.

2.3 **Acknowledgements:** The Recipient acknowledges that: (a) the Grant is to assist the Recipient in carrying out the Project and not to provide goods or services to the Town; (b) the Town is not responsible for carrying out the Project; and (c) the Town is bound by the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c.M56, and any information provided to the Town in connection with the Project or otherwise in connection with the Agreement may be subject to disclosure in accordance with that Act.

#### 3. CARRYING OUT THE PROJECT

3.1 **Requirements Prior to Submission of an Application for a Building Permit:** The Recipient acknowledges that, prior to submitting an application for a building permit for the Project to the CBO it shall have: (i) executed this Agreement; (b) obtained all necessary road occupancy and other permits and approvals required by any Authorities, or made satisfactory arrangements to do so prior to starting construction; (c) submitted the required applications and fees to the Town's Planning and Regulatory Services Department for building permits, inclusive of all information as may be required by the CBO; and; (d) paid to the Town all applicable development and other charges as may be required by the Town or have made an arrangement satisfactory to the Town for payment of same.



## Appendix B – GRANT AGREEMENT

### SCHEDULE “A” – STANDARD GRANT TERMS AND CONDITIONS

- 3.2 Recipient's Responsibility for Project.** The Recipient shall have full responsibility for the Project, including, without limitation: (i) complete, diligent and timely implementation of the Project in accordance with the terms and conditions of the Agreement; (b) the entire cost of the Project, including, without limitation, payment of all Eligible Costs; (c) subsequent operation, maintenance, repair, rehabilitation, demolition or reconstruction, as required and as per appropriate standards; and (d) undertaking, or causing to be undertaken, any engineering and construction work in accordance with industry or applicable Town standards, in conformity with the approved scope and in compliance with the Requirements of Law and of any building permit and the *Building Code Act* and no deviation from or modification of the Project shall be made without the written approval of the Town.
- 3.3 Access and Inspection:** Without limiting any of the statutory powers of the CBO or of any inspector appointed for the purpose of enforcing the *Building Code Act*, the Recipient covenants and agrees that the CBO, and any other designated agent(s) of the Town shall have the right, at all times, to inspect the Subject Property and the Project. If in the opinion of the CBO, or other Town designate, the Project is not being carried out in accordance with the *Building Code Act* or other Requirements of Law or of this Agreement, the CBO may, in the event of an urgent or emergency situation, immediately issue a stop work order for all or any part of the construction for any length of time until the Project been placed in satisfactory condition.
- 3.4 Road Occupancy Permits and Related Matters:** No construction shall take place on, or cause the obstruction of, any Town lands, including highways, unless the Recipient has obtained the proper road occupancy or other permits and in any event, not prior to sufficient securities having been deposited with the Town. Without limiting the provisions of any road occupancy or other permit, the Recipient shall at all times keep the Subject Property and the Town's lands and highways in reasonable condition and free from public nuisances such as dust, noise, vibration or noxious odours, all hazardous situations and unnecessary debris and refuse and shall properly secure any hazardous or potentially hazardous site situation that may be necessary during the course of construction of the Project. The Recipient shall not obstruct ingress or egress to the Subject Property or interfere with traffic flowing along adjoining highways and shall provide all necessary signs and lighting to provide ample warning to the public and any area that poses actual or potential dangers and/or hazards. The Recipient shall be responsible for the full costs involved in the relocation of any existing service or utility and shall repair or replace any infrastructure, utilities, existing structure or landscaping located within any highway or other Town lands that have been damaged as a result of the Project.
- 3.5 Waste:** The Recipient shall ensure that all refuse and debris associated with the Project are disposed of in an orderly, sanitary and expeditious manner in a disposal area provided by the Recipient. The Town will not be responsible for the removal, disposal or acceptance of refuse and debris.
- 3.6 Construction Lien Act:** The Recipient covenants and agrees that it will hold back in its payments to any contractor on the Project such amounts as may be required under the provisions of the *Construction Lien Act*. The obligation of the Recipient to indemnify the Town will extend to any matters arising under the *Construction Lien Act*, or any other claim for unpaid accounts. On demand by the Town, the Recipient will take such steps as may be necessary to immediately discharge all liens registered upon the Subject Property.
- 4. GRANT AND TOWN COSTS**
- 4.1 Grant provided.** Provided the Recipient is not in default of any of its obligations under this Agreement and subject to the conditions precedent below having been met, the Town will provide the Grant to the Recipient in accordance with the Special Provisions.
- 4.2 Conditions Precedent to Payment of Grant(s):** The Town shall have no obligation to pay the Grant(s) until the Recipient has: (a) obtained a final inspection of, and (if applicable) an occupancy permit for, the Project by the Town; (b) provided a written request to the Treasurer for the Grant(s), accompanied by an accounting of all Eligible Costs with supporting invoices; (c) demonstrated to the Town that Final Completion has been reached; (d) satisfied the Town that, in achieving Final Completion for the Project, it has completed the Project in accordance with its Application and in compliance with this Agreement and any other applicable agreements or permits; (e) satisfied the Town that any Eligible Costs or other costs relating to the Project have been paid in full and that there are no claims or litigation in respect of the Project or the Subject Property and (f) satisfied any other additional requirements that may be set out in the Special Provisions.
- 4.3 Additional Documentation and Audit.** The Town may request any additional documentation or proof of any work claimed to be complete and may request a third party review or audit of any matter. Any third party audit shall be at the cost of the Recipient. Notwithstanding the performance of an audit or the payment of any Grant(s) pursuant to this agreement, the Town shall not be stopped from having such additional audits conducted as it sees fit, in its sole discretion.
- 5. INSURANCE AND INDEMNIFICATION**
- 5.1 Insurance:** Upon execution of this Agreement, the Recipient shall file with the Town evidence of the Recipients General Liability Insurance coverage in the amount of not less than two million dollars (\$2,000,000) per occurrence, identifies the Town as an additional insured, and is specifically applicable to the project for which this grant applies. Evidence of Insurance must be provided on a Town Certificate of Insurance form, which is available in PDF fillable format at [www.richmondhill.ca/certificatesofinsurance](http://www.richmondhill.ca/certificatesofinsurance). The insurance coverage shall be primary and shall not call into contribution any insurance coverage of the Town. The Town reserves the right to increase this limit in the event it identifies additional risks that require further coverage. The Recipient shall keep the policy in force until the Project has been completed and approved by the Town, or the Town otherwise advises that the coverage is no longer required.
- 5.2 Indemnification.** The Recipient will indemnify, defend and hold harmless the Town, its appointees, employees, agents, contractors and volunteers from and against any and all liability, loss, costs, damages and expenses (including legal, expert and consultant fees), causes of action, actions, claims, demands, lawsuits or other proceedings, by whomever made, sustained, incurred, brought or prosecuted, in any way arising out of or in connection with the Project or otherwise in connection with the Agreement, unless solely caused by the negligence or wilful misconduct of the Town.
- 6. DEFAULT**
- 6.1 Events of Default.** Each of the following events will constitute an Event of Default: (a) in the opinion of the Town, the Recipient breaches any representation, warranty, covenant or other material term of the Agreement including, without limitation, failing to do any of the following in accordance with the terms and conditions of the Agreement: (i) obtain a building permit (if applicable) and reaching Final Completion within any timeline specified in the Special Provisions; (ii) complete the Project in accordance with the Application; (iii) make payments to service providers or contractors in connection with the Project; (b) the Recipient or the Project no longer meets one or more of the eligibility requirements of the Grant Program; or (c) the Recipient makes an assignment, proposal, compromise, or arrangement for the benefit of creditors, or a creditor makes an application for an order adjudging the Recipient bankrupt, or applies for the appointment of a receiver.
- 6.2 Consequences of Default:** If an Event of Default occurs, the Town may, at any time, take one or more of the following actions: (a) initiate any action the Town considers necessary in order to facilitate the



## Appendix B – GRANT AGREEMENT

### SCHEDULE “A” – STANDARD GRANT TERMS AND CONDITIONS

- successful continuation or completion of the Project; (b) provide the Recipient with an opportunity to remedy the Event of Default; (c) suspend the payment of the Grant(s) until such time as the Town determines appropriate; (d) reduce the amount of the Grant(s) and/or cancel further instalments of the Grant(s); (e) demand from the Recipient the payment of any Grant(s) already paid, or an amount equal to any Grant(s) together with interest at a rate to be determined by Council for the Town; (f) add those amounts referred to in (e) to the tax roll to be collected in like manner as municipal taxes; and (g) terminate the Agreement at any time, including immediately, without liability, penalty or costs to the Town upon giving notice to the Recipient of same.
- 6.3 **Opportunity to Remedy:** If, in accordance with paragraph 6.2, the Town provides the Recipient with an opportunity to remedy the Event of Default, the Town will provide the Recipient with a written notice including the particulars of the Event of Default and the period of time in which to remedy. In the event that the Recipient does not or cannot remedy the Event of Default within the time set out in the notice or is not proceeding to remedy the Event of Default in a manner that is satisfactory to the Town, the Town may extend the period to remedy or may initiate any one or more of the other actions provided for in subsection 6.2.
- 6.4 **Termination Effective.** Termination under this Section 6 will take effect as provided for in any termination notice.
7. **GENERAL MATTERS**
- 7.1 **Assignment:** The Recipient may not assign the whole or part of this Agreement or any monies due under the Grant(s) without prior written consent of the Town. Such consent shall be in the sole discretion of the Town and subject to such terms and conditions that may be imposed by the Town. Without limiting the generality of the conditions which the Town may require prior to consenting to an assignment, every assignment must be documented by an agreement between the Recipient, the person to whom the recipient intends to assign (the “Assignee”) and the Town whereby the Recipient and Assignee agree that the Assignee will be bound by all the terms and conditions of this Agreement and assume all of rights, liabilities and obligations the Recipient in the Agreement.
- 7.2 **Notices:** All notices that are required to be given under this Agreement shall be in writing and shall be delivered personally, sent by registered mail, or sent by facsimile or by electronic mail to the parties at their respective addresses as set out as follows: To the Town at: Director of Policy Planning, Town of Richmond Hill, 225 East Beaver Creek Road, Richmond Hill, Ontario L4B 3P4, Fax Number: 905-771-2502, E-mail: [insert] and to the Recipient at the Recipient address, facsimile number and electronic mail address set out in the Special Provisions.
- 7.3 **Extension of Time:** Time shall always be of the essence in fulfilling the terms of this Agreement. Any time limit specified in this Agreement may be extended with the consent in writing of all the Parties, but no such extension of time shall operate or be deemed to operate as an extension of any other time limit, and time shall be deemed to remain of the essence of this Agreement notwithstanding any extension of any time limit.
- 7.4 **Waivers:** Either Party may, by providing notice in accordance with subsection 7.2, as the other Party to waive an obligation under the Agreement. Any waiver granted in response to such request will; be valid only if the Party granting the waiver provides it in writing; and apply only to the specific obligation referred to in the waiver.
- 7.5 **Invalidity or Unenforceability of Any Provision.** The invalidity or unenforceability of any provision of the Agreement will not affect the validity or enforceability of any other provision of the Agreement. Any invalid or unenforceable provision will be deemed to be severed.
- 7.6 **Parties Independent.** The Recipient is not an agent, joint venture, partner or employee of the Town, and the Recipient will not represent itself in any way that might be taken by a reasonable person to suggest that it is, or take any actions that could establish or imply such a relationship.
- 7.7 **Governing Law:** This Agreement shall be interpreted and governed by the laws of the Province of Ontario.
- 7.8 **Successors and Assigns:** This Agreement shall be binding upon and ensure the benefit of the parties hereto and their respective heirs, executors, administrators, successors and assigns, as the case may be.
- 7.9 **Rights and Remedies Cumulative.** The rights and remedies of the Province under the Agreement are cumulative and are in addition to, and not in substitution for, any of its rights and remedies provided by law or in equity.
- 7.10 **Survival.** The following Sections, subsections, paragraphs and all applicable cross-referenced Sections, subsections and paragraphs will continue in full force and effect for a period of 7 years from the date of expiry or termination of the Agreement: Section 1 (Definitions, Interpretation and General Provisions), subsection 2.1 (General Representations), subsection 3.2 (Recipient's Responsibility for Project), subsection 3.3 (Access and Inspection), subsection 4.3 (Additional Documentation and Audit), subsection 5.2 (Indemnification), subsection 6.1 (Events of Default), subsection 7.2 (Notice), and subsection 7.5 (Invalidity or Enforceability of Any Provision), subsection 7.7 (Governing Law), subsection 7.8 (Successors and Assigns) subsection 7.9 (Rights and Remedies Cumulative), and this subsection 7.9.



## **Appendix B – GRANT AGREEMENT**

### **SCHEDULE "B" – PROJECT DESCRIPTION**

**[APPROVED COUNCIL STAFF REPORT TO BE ATTACHED]**

