

Municipality of Tweed Community Improvement Plan Application

For Office Use Only

Application No.

Date Received

Recommendation

Decision

Section A: Applicant Information

Applicant Name

Elizabeth Bonhark

Applicant Business Name

Gaylord Hardwood Flooring

Applicant Address

228 Victoria St. N. Tweed, ONT. K0K 3J0

Applicant Phone No.

613 478-5301

Applicant Email

elizabeth@gaylordhardwood.com

Type of Business

Retail/Manufacturing

Section B: Building Owner Information

Building Owner

☐ Please check if same as above

Owner Name

Greg Gaylord

Owner Address

228 Victoria St. N. Tweed, ONT. K0K 3J0

Owner Phone No.

613-243-1143

Owner Email

greg@gaylordhardwood.com

PLEASE NOTE: If the applicant is not the registered property owner, please ensure that the required authorization is completed and signed by the registered property owner as provided in this application form and noted as **Declaration of Applicant**. In absence of the owner's authorization, no further consideration of the application will be made.

Section C: CIP Program Screening Criteria

Did you arrange for a pre-application consultation meeting? If yes, please note date:

Sept. 15th, 2020

☒ Yes

☐ No

Is the property located within the currently designated Community Improvement Project Area? *Note: Your property must be within the current Community Improvement Project Area in order to be eligible for financial incentives.*

☒ Yes

☐ No

Does your property have any outstanding municipal taxes, area rates or other charges that are in arrears? *Note: The subject property must not have any outstanding tax or other municipal charges in arrears in order to be eligible (even if you are a tenant).*

☐ Yes

☒ No

Are there any outstanding work orders from the Municipality's Fire Department or the Building Department that must be addressed prior to grant approval?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Have you previously applied for a financial incentive through the Community Improvement Plan Program? If yes, please note date: Date:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Have you secured, do you intend to apply for, or do you anticipate receiving funding from other government bodies and/or non-profit organizations for your project? If yes, please list the funding sources and indicate status of approvals (i.e., "application submitted", "not submitted", or "approval received"). <i>Note total value of incentives cannot exceed the total eligible cost of the project.</i> 1. 2. 3. 4.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
The Municipality requires all applicants applying for a loan secure a letter from their bank attesting to the financial good standing of the applicant's business. Required letter is attached.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No N/A
Section D: CIP Program Selection	
Programs	Please select the CIP program(s) to which you are applying and complete the corresponding sections of this application.
Façade Improvement	<input checked="" type="checkbox"/> Grant \$ <i>Municipality may cover 50% of construction costs to a maximum of \$5000 grant on completion of work. Only applies to front or exterior façades that front onto a public street.</i>
	<input type="checkbox"/> Loan \$ <i>Municipality may cover 50% of construction costs to a maximum \$5000 loan awarded at time application approved. Only applies to front or exterior façades that front onto a public street.</i>
Accessibility	<input type="checkbox"/> Grant \$ <i>Municipality may cover 50% of construction costs to a maximum of \$2500 grant on completion of work. Only the commercial area of a property shall be eligible for this grant.</i>
	<input type="checkbox"/> Loan \$

	<i>Municipality may cover 50% of construction costs to a maximum \$2500 loan awarded at time application approved. Only the commercial area of a property shall be eligible for this loan.</i>
Planning & Building Permit Fee	<input type="checkbox"/> Grant \$ <i>A grant to a maximum of \$2500 to cover the cost of minor variance applications, zoning by-law amendments, site plan applications or building permit fees.</i>
Brownfield Property Tax Assistance and Remediation Program	<input type="checkbox"/> Grant \$ <i>Municipality may cover 50% of construction costs to a maximum of \$2500 grant on completion of work.</i>
	<input type="checkbox"/> Loan \$ <i>Municipality may cover 50% of construction costs to a maximum \$2500 loan awarded at time application approved.</i>
	<input type="checkbox"/> Tax Relief <i>The Municipality may pass bylaws to provide a deferral or cancellation of all or part of the municipal taxes on a brownfield site during rehabilitation and development period. The Municipality may also apply for the provincial brownfield financial tax incentive program on behalf of the owner to cancel or freeze all or a portion of the education component of property taxes.</i>
Section E: CIP Program Supporting Documentation	
Programs	In order for your application to be considered complete, you must provide the information below for each applicable program. Please check all boxes to ensure compliance.
Façade Improvement	<input checked="" type="checkbox"/> Photographs of the existing building <input type="checkbox"/> Historical photographs of the building, if available <input type="checkbox"/> Confirmation of an approved Heritage Permit, if applicable <input type="checkbox"/> Elevation drawings to illustrate the full scope of the proposed façade improvements <input type="checkbox"/> Other relevant drawings, studies, or information to support the proposed scope of work, if applicable, or as required by the Municipality <input checked="" type="checkbox"/> Two (2) cost estimates required if possible, for eligible work and/or materials <input checked="" type="checkbox"/> Itemized quote(s) indicating project/construction costs, and including the name and contact <input type="checkbox"/> Information of the qualified contractor(s)/other professional(s) who will be undertaking the work <input type="checkbox"/> A work plan

	<input checked="" type="checkbox"/> A site plan or landscape plan <input type="checkbox"/> A letter from bank attesting to the financial good standing of the applicant's business for all loan requests
Accessibility	<input type="checkbox"/> Photographs of the existing building <input type="checkbox"/> Historical photographs of the building, if available <input type="checkbox"/> Confirmation of an approved Heritage Permit, if applicable <input type="checkbox"/> Elevation drawings to illustrate the full scope of the proposed accessibility improvements <input type="checkbox"/> Other relevant drawings, studies, or information to support the proposed scope of work, if applicable, or as required by the Municipality <input type="checkbox"/> Two (2) cost estimates required if possible, for eligible work and/or materials <input type="checkbox"/> Itemized quote(s) indicating project/construction costs, and including the name and contact <input type="checkbox"/> Information of the qualified contractor(s)/other professional(s) who will be undertaking the work <input type="checkbox"/> A work plan <input type="checkbox"/> A site plan or landscape plan <input type="checkbox"/> A letter from bank attesting to the financial good standing of the applicant's business for all loan requests
Planning & Building Permit Fee	<input type="checkbox"/> Business plan or feasibility study
Brownfield Property Tax Assistance and Remediation Program	<input type="checkbox"/> A letter from bank attesting to the financial good standing of the applicant's business for all loan requests Please describe in detail the eligible scope of work for which you are seeking financial support through the Brownfields Tax Assistance Program:
	Area of land to be remediated/developed (Ha.)
	Rehabilitation Period: Approximate start date: Approximate end date:
	Development Period: Approximate start date: Approximate end date:
Section F: Detailed Project Costs	

Please detail all project costs using the following table. The estimated costs should be based on quotes from contractors and vendors. Applicants are required to obtain at least two quotes.

Community Improvement Task/Itemized Quotes	Cost – Low Quote	Cost – High Quote
Example: Replacement of storefront sign	\$ 1,800 from Signs Inc.	\$2,200 from Jim's Custom Sig
Painting front of Building	\$ 2,699.19	\$ 2,999.10
Sign left of Building	\$ 2,936.31	\$ 2,936.31
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
Total	\$ 5,635.50	\$ 5,935.41

Please note: The personal information on this form was collected pursuant to the Freedom of Information Act and forms part of a public record open to inspection by any person upon request at the office of the clerk during normal office hours. See the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.M.56, s.14(1)(c).

Work Plan

Please describe your proposed improvement project and timeline.

painting refresh front of building +
new signage on left of building.

Photos + estimates attached

Municipality of Tweed Community Improvement Applicant Declaration

I hereby declare that the statements made herein and all attached supporting materials and documentation, are a true and complete representation of the purpose and intent of this application.

I have reviewed the submission requirements and understand that incomplete applications will not be accepted.

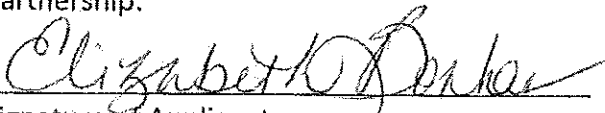
I also understand that the proposal must comply with all other applicable legislation and by-laws and that other approvals, if required, must be described clearly in this application form (e.g. Minor Variance, Site Plan, Building Permit, Sign Permit, Heritage Permit, etc.).

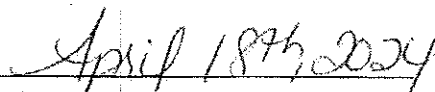
I acknowledge that the Municipality or their designate may visit the property that is the subject of this application for the purpose of evaluating the merits of this application.

I acknowledge that personal information on this form is collected under the authority of the *Ontario Heritage Act*, *Municipal Act*, and/or the *Planning Act* and will be used to process the Community Improvement Plan application and information may also be released to the public.

I acknowledge that I have read in full the Municipality of Tweed Community Improvement Plan and understand and conform to the eligibility and program requirements.

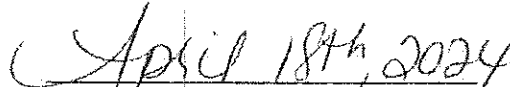
If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.


Signature of Applicant


Date

If the applicant is not the registered property owner, the property owner must also sign this application:


Signature of Property Owner


Date

Faxed or emailed submissions will not be accepted since original signatures are required.

A pre-application consultation meeting is required before your application can be accepted by the Municipality. Please contact:

Rachelle Hardesty, Community Development Manager
Municipality of Tweed, 255 Metcalf St., Tweed ON, K0K 3J0
Tel: 613-478-2535
Email: rhardesty@tweed.ca

Terms and Conditions

1. In order to be eligible for the Municipality of Tweed Community Improvement Program, an application form must be submitted to the Municipality prior to commencing any work.
2. Applications will initially be reviewed by Municipality staff with regard to planning approvals and/or building permit requirements.
3. Applicants will be advised in writing of any required approvals or permits associated with their application.
4. Eligible loan applicants must be the owner of the property since any loans will be tied to that property.
5. In order to be eligible for the Municipality of Tweed Community Improvement Program, all proposed projects must be within the designated Municipality of Tweed Community Improvement Plan area, as indicated by By-law No. 2018-39.
6. Submitted projects must help to achieve the Community Improvement Plan's (CIP) goals.
7. The property owner must have no outstanding tax arrears and must be in good standing with regard to taxation at the time of application and throughout the duration of the incentive benefit period as identified in the Community Improvement Plan.
8. In order to be eligible all applications must include completed application forms and supporting materials such as detailed work plans, two (2) cost estimates and contracts, applicable reports and any other applicable information as required by the Municipality.
10. Existing and proposed uses must be in conformity with the policies and standards provided by the County Official Plan, Zoning By-law, and all other planning documents.
11. Community improvement works must be undertaken pursuant to application for planning approval and/or building permit, and any additional required permits and in accordance to the Ontario Building Code and all applicable planning policies and standards.
12. The loan program made available under the Municipality of Tweed Community Improvement Plan may be used individually or may be combined with additional funding opportunities; however, the total of all incentive benefits (including loans and grants) must not exceed the project's costs.
13. All sources of additional funding, or incentives must be declared at the time of application submission. The Municipality, in consultation with the CIP Implementation Business Retention & Expansion (BR&E) Committee, is entitled to make recommendations for grant/loan reductions based upon any declared funding or incentives.

14. The BR&E Committee will evaluate all applications and supporting materials, upon review of the material the Committee will make a decision to approve or not approve.
15. Should the BR&E Committee approve the loan application, the applicant will be required to sign a ***Municipality of Tweed Community Improvement Plan Loan Agreement*** which will outline the terms, duration, and default provisions under the program.
16. Should the BR&E Committee, Municipal staff or Council require additional information, plans, studies or any additional works related to the proposed project, the requested information must adequately be provided and/or undertaken prior to approval of the application.
17. Undertaken and completed works that are associated with an improved CIP program application must be consistent with the project description contained in the application form and supporting materials, and with the program agreement. Should works not be consistent with the original project description, to the satisfaction of the Municipality, the Municipality may delay, reduce or cancel the grant/ loan.
18. Should the applicant fall into default of any of the eligibility requirements or fail to meet the detailed requirements of the loan program, or any requirements of the Municipality, the Municipality in its sole discretion may reduce, or cancel the agreement and add any outstanding amount to the building's municipal taxes;
19. All loans will be issued at 0% interest unless noted otherwise
20. The Municipality may at any time discontinue the Community Improvement Program; however, all approved projects will receive funding in accordance to the executed Loan Program Agreement and subject to available funding as approved by Council.
21. The Council shall have authority to resolve disputes between applicants and Municipality staff with regard to completion of approved projects and monies to be loaned under the Loan Program and for disputes for grant values of \$5,000 or less the decision of the Council shall be final.
22. Any program commitments may be cancelled if work does not commence within nine months of Council's approval of the application or in accordance with an agreement with the Municipality.
23. Recipients are expected to maintain, in good repair, any work funded in part by the CIP program for the duration of the projects expected lifecycle.

Additional Provisions

The BR&E Committee will review the application and make its recommendation to Council within forty-five (45) business days of the intake date. The total amount of funds available each year are limited so funds will be awarded on a first- come, first-served basis. In the event that the applicant is a multiple property owner project funding will be limited to two (2) projects annually.

Applications will be reviewed and selected based on their compatibility with the visions and goals of the Municipality of Tweed and the CIP Review Committee, and their effect on the project area.

Limitations of Liability and Indemnification, Further Conditions

Municipality staff, officers and agents shall be saved harmless arising out of any actions or approvals granted, or any building code infractions associated with the completed work. The Municipality shall be entitled, at any time, to impose such additional terms and conditions on the use of the loan, which, in its sole discretion, it deems appropriate.

Letters of Agreement

All applicants will be required to complete a **Municipality of Tweed Community Improvement Applicant Declaration** and/or a ***Municipality of Tweed Community Improvement Plan Loan Agreement***, before any monies are distributed.

Municipal Freedom of Information and Privacy Protection Act

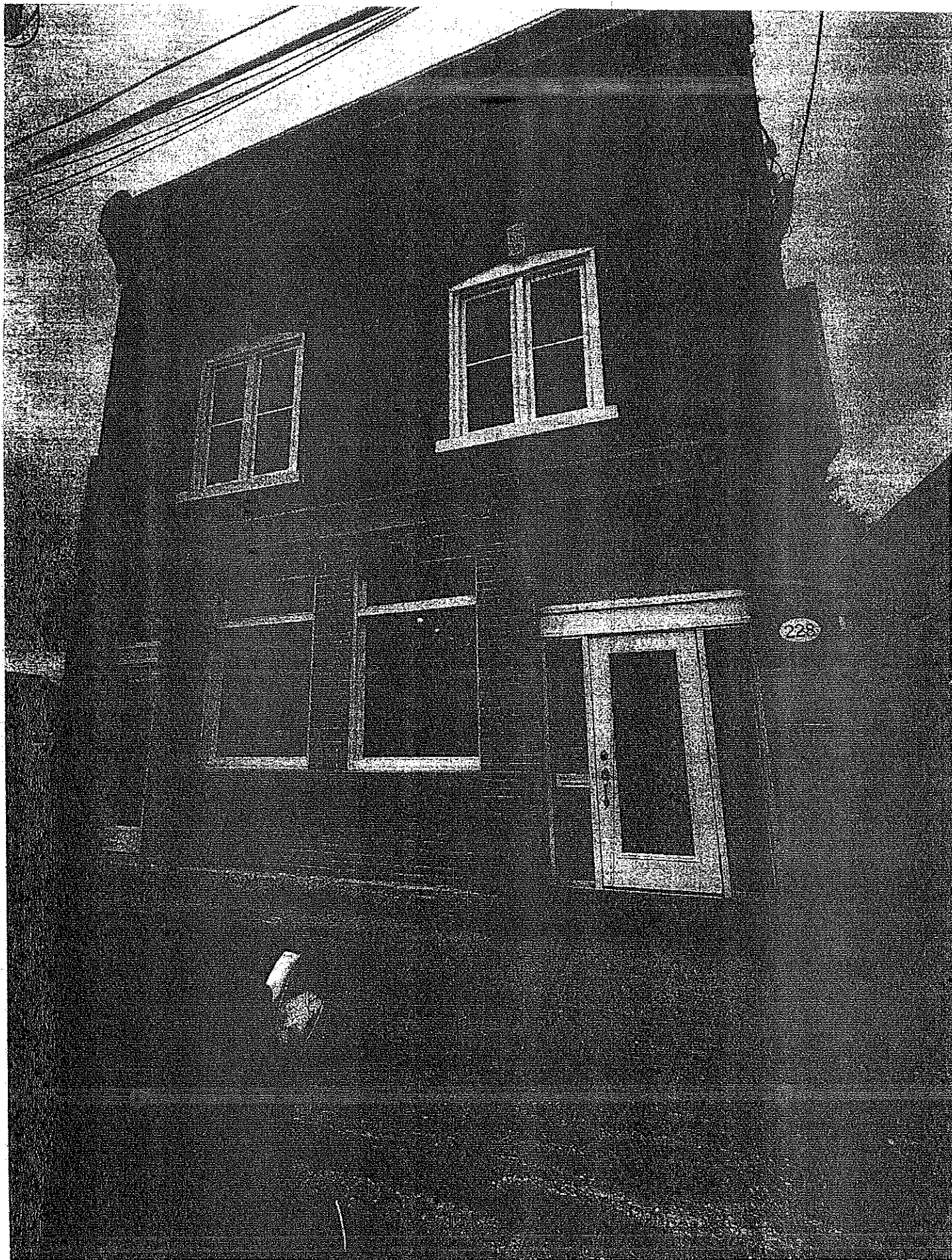
The Municipality may promote the program and reserves the right to use approved and funded projects as examples in promotional programming. The Municipality may promote an approved project by using photographs and descriptions of the project in promotional materials. The Municipality reserves the right to install in a conspicuous location, on-site, project funding boards for all approved projects.

Payment of Interest Free Loan

Municipal Community Improvement Program loans will be disbursed by cheque upon approval of the application and signing of the ***Municipality of Tweed Community Improvement Plan Loan Agreement***. This interest free loan is repayable over three years (36 months) in equal monthly payments. Release from the Loan Agreement will be contingent on the following conditions:

- Notice of completion submitted to staff;
- Completion of the proposed project to the satisfaction of the Municipality;
- Submission of proof of payment (paid invoices materials and contractors) for all

- eligible and completed work;
- Satisfactory compliance with all inspections and regulations under the Ontario Building Code;
- The loan amount is fully repaid to the Municipality of Tweed.



STUDENT WORKS PAINTING **AGREEMENT FOR PAINTING** 1313437

CLIENT: Greg Gaylord OPERATOR: Carson Roach Date: June 17, 2015

Address: 228 Victoria St N. Tweed Phone: 613-921-1992

City: ON KOK 350 Email: pay@studentworks.com

3 YEAR WRITTEN WARRANTY • \$5,000.00 DOLLAR LIABILITY INSURANCE COVERAGE • WSIB COVERAGE

COLOR SELECTED AREA	TOP	SOUP	WINE	BARLEY	ALL	CLARK	ELITE	SWAY	WASH	FORMS	COLOUR OLD/NEW	MANUFACTURER & PRODUCT INFORMATION	# OF COATS
Est 1: All soffits fascia on front of Showroom (green)										✓	New	Dulux	3

WE DO NOT WARRANT PAINTING WORK ON PVC OR VINYL WINDOWS OR DOOR FRAMES • PAINT COVERAGE NOT GUARANTEED FOR ONE COAT OPTIONS AND DEEP BASE OPTIONS SUCH AS YELLOW, RED ETC.

NO WARRANTY ON DECKS, FLOORS OR FOUNDATIONS • EXTRA COATS OF PAINT AT ADDITIONAL COST TO CLIENT

FULL PAYMENT UPON PROJECT COMPLETION AND CUSTOMER SATISFACTION

SPECIAL AREAS	REMOVE	REPLACE	PAINT	ITEM(S)	INCLUDE	EXCLUDE
STORM WINDOWS (NO.)						
SCREENS (NO.)				All Paint/Labour/Materials	✓	

☐ CLIENT TO REMOVE FURNITURE ☐ OPERATOR TO REMOVE FURNITURE ☐ FIBREGLASS LADDER NEEDED

SURFACE PREPARATION LEVELS:

☐ A - STANDARD LEVELS A & B ARE GUARANTEED (See reverse)

☐ B - DELUXE APPEARANCE IS AFFECTED BY THE LEVEL OF SURFACE PREPARATION

SPECIAL CONDITIONS TO THIS AGREEMENT (2nd coat, options, etc.):

10% OFF

Continuous weekdays

Extra care around back

Paint is old & needs a conversion primer before paint

STUDENT WORKS PAINTING & ITS OPERATORS DONATE \$10 FOR EVERY JOB COMPLETED TO PROVIDE A WORLD FREE OF MS

PROJECT OPTIONS	Est. #1	Est. #2	Est. #3	Est. #4
Regular Price	\$ 2,999.10			
Today's Price	\$ 2,699.19			
Other				

WARRANTY APPLICABLE TO: ☐ REGULAR CONDITIONS (See reverse) ☐ SPECIAL CONDITIONS (See reverse) ☐ NO WARRANTY

ALL PAINT / LABOUR / MATERIALS \$ _____

HST \$ _____

DEPOSIT \$ _____

BALANCE DUE \$ _____

BALANCE DUE UPON PROJECT COMPLETION

25% RESERVATION MATERIAL DEPOSIT (NOT REFUNDABLE)

PROGRESS PAYMENTS REQUIRED WEEKLY

OPERATOR SIGNATURE: _____

PAYMENTS UNDER THIS AGREEMENT CAN BE MADE BY CASH OR E-TRANSFER. CHECKS MUST BE MADE PAYABLE TO STUDENT WORKS PAINTING AND E-TRANSFER PAYMENTS MUST BE SENT TO PAY@studentworks.com.

PLANNED JOB START: _____

The above work has been completed to my satisfaction.

I agree to have the above work done for the proposed price

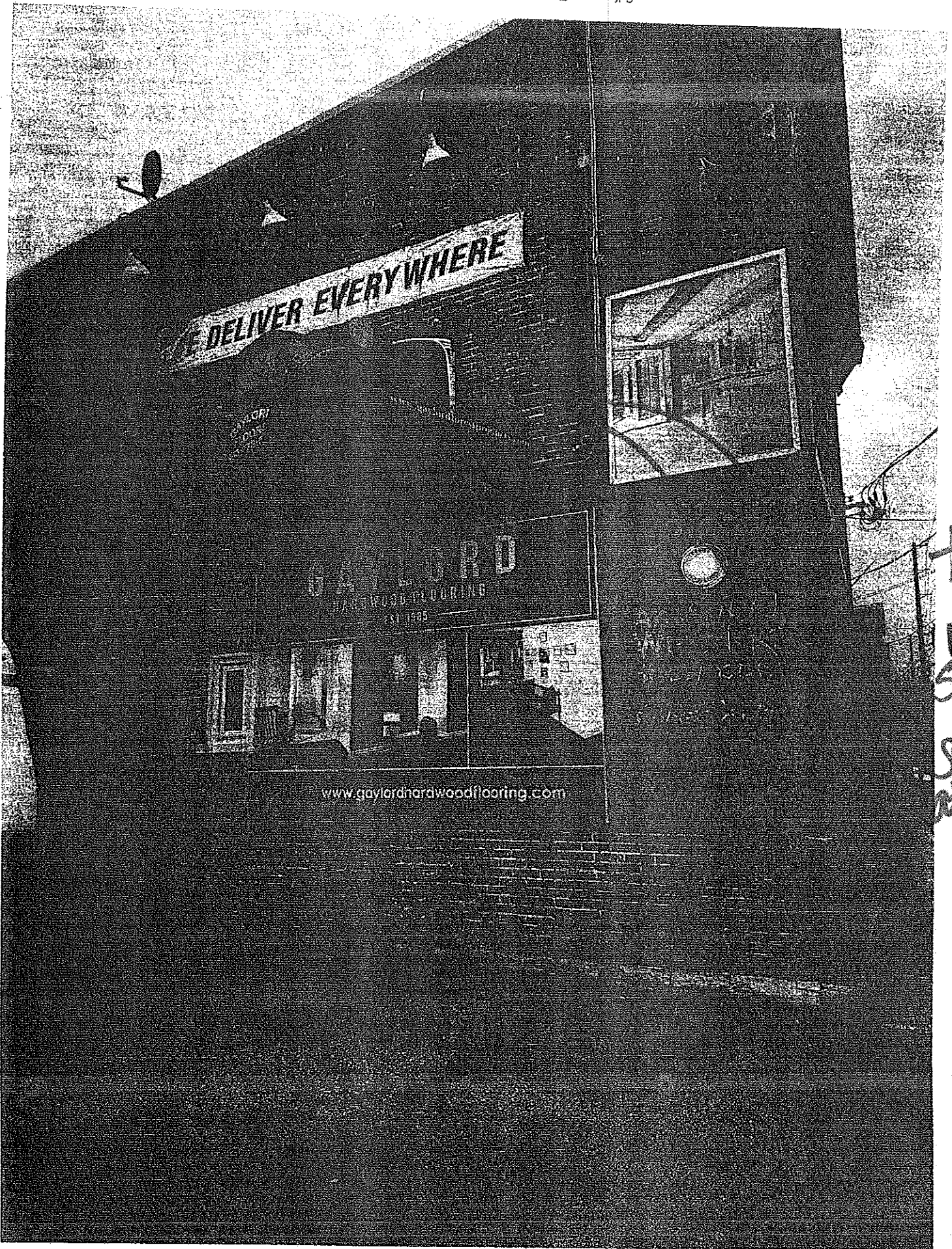
DATE: _____

I HAVE READ AND UNDERSTOOD THE WARRANTY INSTRUCTIONS AND THE ENTIRE CONTENTS OF THIS AGREEMENT.

PAYMENTS UNDER THIS AGREEMENT CAN BE MADE BY CASH OR E-TRANSFER. CHECKS MUST BE MADE PAYABLE TO STUDENT WORKS PAINTING AND E-TRANSFER PAYMENTS MUST BE SENT TO PAY@studentworks.com. CASH PAYMENTS ARE NOT ACCEPTED. THE OPERATOR IS AN INDEPENDENT CONTRACTOR AND EMPLOYEE OF STUDENT WORKS PAINTING.

Rights Under Consumer Protection Act on reverse side

SEE OVERLEAF



X
New
Sign
See
attached

We Deliver Everywhere



Tint Your Ride Inc.

6835 Highway 62 North, Unit 5

Belleville ON K8N 0L9

613-968-1999

accounting@tintyourride.ca

www.2xtreme.ca

GST/HST Registration No.: 760807297

SIGNS & APPAREL
2xtreme**Estimate****ADDRESS**

Gaylord Flooring

ESTIMATE # 1045**DATE 25/10/2023**

ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
SIGNS + GRAPHICS	4X8 SIGNAGE ON ALUMINUM	4	320.00	1,280.00
SIGNS + GRAPHICS	REFLECTIVE MAP OF CANADA (BLK) 7.5'X6'	1	675.00	675.00
SIGNS + GRAPHICS	REFLECTIVE LOGO (BLK) 5'X5'	1	376.00	376.00
SIGNS + GRAPHICS	REFLECTIVE "We Deliver" (BLK) 7.5'X.6' (BLK)	1	67.50	67.50
SIGNS + GRAPHICS	INSTALATION ON SITE 2 HOURS	2	100.00	200.00

SUBTOTAL	2,598.50
HST (ON) @ 13%	337.81
TOTAL	\$2,936.31

Accepted By

Accepted Date

Please be advised that we will charge 2% interest per month on late invoices.

Please make all cheques payable to TINT YOUR RIDE INC

Accounting Department:
Faith Kerr (613) 885 3641
accounting@tintyourride.ca