



Administration and Operations Committee Report

To: The Chair and Members of the Administration and Operations Committee
From: Brandon Webb, Research and Marketing Economic Development Officer
Date: June 17, 2025
Report #: RPT-0239-25
Subject: CIP Application BUR-25-01 – 114 King Street
Purpose: For Approval

Recommendation

THAT Community Improvement Plan (CIP) Application BUR-25-01 from the tenant of 114 King Street, Burford, for signage improvements be approved to a maximum of \$1,550.

AND that the Chief Administrative Officer be authorized to execute the Community Improvement Plan Agreement for BUR-25-01

Strategic Plan Priority

Strategic Priority 1 - Economic and Financial Resilience

Impacts and Mitigation

Social Impacts

N/A

Environmental Impacts

N/A

Economic Impacts

The application is eligible for \$1,550 in funding under the Downtown Burford Community Improvement Plan.

Report

Background

Through Section 28 of the Planning Act, Council has established Community Improvement Plans and Design Guidelines for the downtown core areas of Burford, Paris, and St. George. Community Improvement Plans give Council the ability to approve several different grants to support businesses and property owners within the cores to make property improvements. These plans were amended in July of 2022 to ensure the programs were running effectively.

As of this report date, 71 Downtown projects have been approved, two (2) are pending approval, 51 projects have been completed, 14 are in progress, and six (6) applications have been withdrawn.

Approved CIP Projects 2025 To Date

Project	Grant Value	Construction Value	Leveraged Percentage
CIP-25-01 – 5,7,9 Grand River St. N.	\$33,700	\$330,000	11%
CIP-25-02 – 69 Grand River St. N.	\$63,000	\$400,000	15%
CIP-25-03 – 105 Grand River St. N.	\$16,500	\$29,000	56%
CIP-25-04 – 54 Grand River St. N.	\$14,500	\$41,205	35%
CIP-25-05 – 71 Grand River St. N.	\$43,000	\$250,000	17%
CIP-25-06 – 80 Grand River Street N.	\$196	\$392	50%
CIP-25-08 – 109 Grand River Street N.	\$1,275	\$2,550	50%
STG-25-01 – 41 Main Street S.	\$2,900	\$5,038	59%
CIP-25-10 – 13 Grand River Street North	\$10,304	\$19,550	52%
CIP-25-11 – 44 Grand River Street N.	\$2,727	\$5,453	50%
CIP-25-12 – 31 Mechanic Street	\$963	\$1,926	50%
Pending Approval - BUR-25-01 – 114 King Street	\$1,550	\$3,100	50%
Pending Approval - STG-25-02 – 2 Main Street S.	\$4,350	\$8,700	50%
TOTAL	\$194,965	\$1,096,914	17%

Analysis

The Community Improvement Plan application BUR-25-01 for 114 King Street was received in May of 2025. A location map of the property has been provided as Attachment 1.

This application is for the Signage Improvement Grant, a grant that assists businesses with the cost of acquiring new signage for their building to a maximum of \$3,000.

Summary of Incentives – CIP-25-10 – 13 Grand River Street North

Grant Program	Value of Grant
Signage Improvement Grant	\$1,550
Total Value of Grant	\$1,550
Total Construction Value	\$3,100
Grant as a Percentage of Construction	50%

The tenant of 114 King Street is applying to install new materials on the existing awning to reflect their business. A proposed design is included as Attachment 2, with the applicant indicating that the text below the logo may be removed from the final design, as this text is currently on the windows of the building.

Application BUR-25-01 aligns with one of the core principles of the County of Brant's refreshed Economic Development Strategy. This application and all Community Improvement Plan applications align with the principle of "Energetic and Financially Feasible Downtown and Community Cores".

Summary and Recommendations

The completed application was reviewed by the interdepartmental Community Improvement Plan review team and deemed consistent with the applicable Community Improvement Plan guidelines and recommended for approval.

In addition, below is a summary of the CIP Capital Account.

Current Balance of CIP Capital Account (as of April 1, 2025)	\$429,621
Previously Approved CIP Grants Not Paid Out (as of June 1, 2025)	\$308,209
Previously Approved CIP Grants Withdrawn (as of June 1, 2025)	\$5,625
Previously Approved CIP Grants Paid Out (as of June 1, 2025)	\$196
Total Grants Proposed at the June 17, 2025, Administration and Operations Committee Meeting	\$5,900
Remaining CIP Capital Account if All Grants Approved and Paid	\$115,316

Lastly, to align with the delegated authority granted by Council in downtown Paris to allow the General Manager of Strategic Initiatives to approve projects below \$5,000, staff intend to request Council for the same delegated authority for St. George and Burford either through a resolution or the upcoming changes of the delegated authority by law.

Attachments

Attachment 1 – Location Map

Attachment 2 – Proposed Sign Design

Reviewed By

Melissa Connor, General Manager of Strategic Initiatives

Copied To

Zach Gable, Director of Economic Development and Tourism

By-law and/or Agreement

By-law Required	No
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Agreement(s) or other documents to be signed by Mayor and /or Clerk	No
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