



Regular Council Meeting

To:	Mayor and Council
Date:	March 3, 2025
From:	Brigid Ayotte, Economic Development & Communications Officer
Report Number:	Department PEB 2025-06
Subject:	2024 Community Improvement Plan Recipients - 2nd Intake

Recommendations:

1. That Council accept the proposed 2024 Community Improvement Plan (CIP) Grant Recipient St. Paul’s Cemetery & Chapel – 2nd Intake as presented and \$3,000.00 be allocated from the Community Improvement Plan Incentives Capital Budget; and
2. That applications be received on a first come, first serve basis to the limit of the available funding for this year.

Overview:

In the 2024 Capital Budget, Council approved the Community Improvement Plan (CIP) Program with the unspent funds from the program years 2019-2022 and 2023 CIP programs. The total funding envelope available for the 2024 CIP Grant program was \$59,718.00.

In June 2024, Council awarded \$34,400 of the funding envelope to six (6) successful projects. Council directed Staff to do a second (2nd) intake for the CIP with the remaining funds.

Applications for the 2nd intake opened August 22, 2024 and closed October 17th, 2024. Two (2) applications were received. The CIP Implementation Committee reviewed the applications. One did not meet the objectives of the funding stream. Staff are meeting with the applicant to review the application and are encouraging them to re-apply.

The chart below represents the Committee’s recommendation for funding approval.

CIP Program	Property Address	Total Project Investment Costs	Amount Requested	Total Eligible	Total Recommended	Project Description
Façade & Signage Improvement Grant	1304 Zion Line St. Paul’s Cemetery	\$6,000.00	\$3,000.00	\$3,000.00	\$3,000.00	The installation of an educational signage/display

Program	& Chapel					panel at the cemetery and chapel.
	Total	\$6000.00	\$3,000.00	\$3,000.00	\$3,000.00	

Section 7.2.3 of the CIP details the administration of financial incentives. It states the applications may be received on a first come, first served basis (to the limit of available funding for that year) or that the CIP Implementation Committee can establish an annual/bi-annual deadline.

Historically, the CIP program has been administered with annual/bi-annual deadlines. The Implementation Committee is recommending the switch to a first come, first served basis as it will create greater accessibility to the program, encourage faster project initiation, and allow Staff to better utilize the program as an economic development tool.

Financial Impact:

As shown in Table 1 below, the total funding envelop for the 2024 CIP Incentive Program was \$59,718.00. To date, \$13,175.00 has been issued for completed projects. A total of \$46,543.00 was rolled over into the 2025 budget. \$35,800 of which is pre-committed to outstanding projects leaving \$10,743 in available funding. Should Council approve the above noted application for funding the remaining balance would be \$7,743.00.

The 2025 budget included the Council directed \$25,000 annual contribution. The total funding envelope for the 2025 CIP program is \$25,000 plus any remaining 2024 balance. Should Council approve the above application the total amount available for 2025 would be \$32,743.

Table 1

2024 Total Funding Envelope	\$ 59,718.00	
Less Total Funds Issued in 2024		\$ 13,175.00
Total Funds rolled over to 2025	\$ 46,543.00	
Less pre-committed funds (projects outstanding)		\$ 35,800.00
Funds available for Intake 2	\$ 10,743.00	
Less Intake 2 Funds Awarded		\$ 3,000.00
Remaining CIP Funds	\$ 7,743.00	
2025 Budgeted CIP Allocation	\$ 25,000.00	
Total 2025 Funding Envelope	\$ 32,743.00	

Respectfully Submitted by,

Reviewed by,

Brigid Ayotte
Economic Development & Communications Officer

Kimberley Pope
Director of Finance/Treasurer

Yvette Hurley
Chief Administrative Officer