

1) Program Description

The intent of the Initial Study Grant is to provide a financial incentive in the form of a grant to help offset the cost of conducting Phase Two, Phase Three Environmental Site Assessments (ESA) and Site-Specific Risk Assessment (SSRA) Studies. The Initial Study Grant is intended to financially assist proponents in doing initial environmental research and may be submitted in advance of any other application being filed.

2) Who can apply?

Only owners of properties within the designated City of Kingston Community Improvement Plan Brownfield project areas 1A, 1B or 1C may apply. Purchasers and other non-owners may apply only with the written consent of the property owner.

3) How does the program work?

The program is a “50-50” matching grant program where the City will provide a grant to a property owner or applicant/purchaser for up to 50% of the cost of an environmental study (excluding HST).

4) What types of studies are eligible for funding?

Eligible studies include:

- Phase Two Environmental Site Assessments (ESA)
- Phase Three Environmental Site Assessments (ESA)
- Site-Specific Risk Assessments (SSRA)
- Phase One Environmental Site Assessments (ESA) are not eligible for a grant

5) What is the maximum grant amount?

The maximum grant amount for eligible properties will be \$20,000 per property, with a maximum of two (2) studies per property.

6) What conditions must be met to be eligible for an Initial Study Grant?

- None of the financial components of the Brownfields Program will be offered retroactively for rehabilitation or development activities undertaken or costs incurred prior to the approval of the

Community Improvement Plan or prior to the approval of any amendment to this CIP. Only projects or studies that commence and make application for the specific grant components of the Program after the date for the approval of the CIP or after the effective date of any approved amendments to this CIP (including amendments to the Community Improvement Project Areas), will be eligible.

- Costs eligible for coverage by the Initial Study Grant must have been incurred after the date of submission of the Initial Study Grant Application.
- Eligible properties must be located in Community Improvement Project Areas 1A, 1B or 1C, as illustrated by Map 1 in the CIP.
- In order to be eligible for any Initial Study Grant, eligible properties must not be in tax arrears. All taxes owing shall be paid prior to the disbursement of any Initial Study Grant.
- Eligible proponents shall include only the property owners of eligible properties, or their heirs, successors or assignees. Written authorization shall be required from the property owner for any agent acting on their behalf, for all components of the Brownfields Program.
- Proponents shall declare if the proposed property is designated under Part IV of the Ontario Heritage Act.
- The proponent shall submit the appropriate completed application(s) with the appropriate supporting documentation.
- All proponents of properties within the designated Community Improvement Project Areas are eligible to apply for funding under the Initial Study Grant, subject to the general eligibility criteria and requirements listed above, the specific criteria and requirements listed below, and the availability of funding as approved by Council.
- The Initial Study Grant shall apply to environmental studies for the purpose of:
 - i) Confirming and describing contamination on the site (Phase Two ESA)
 - ii) Developing a plan to remove, treat, or otherwise manage contamination found on the site (Phase Three ESA or SSRA).
- The Initial Study Grant component of the Brownfields Program will be limited to a period of ten (10) years, subject to funding availability.
- Applications for Initial Study Grants will be received until December 31, 2025.
- A Phase One ESA is not eligible for an Initial Study Grant and will have been completed prior to applying for an Initial Study Grant under the Brownfields Program.
- A summary proposal of the environmental study, and a quote from the consultant undertaking the study to verify the expected cost of the study, shall be submitted.



- All eligible study costs, up to 50% of the cost or a maximum of \$20,000, will be eligible for an Initial Study Grant, with the exception of the HST.
- The Initial Study Grant may be used to fund up to two (2) studies per property, with a maximum overall cost, for both studies, of \$20,000. Per property.
- The Initial Study Grant will be paid to the property owner regardless of who pays the fees.
- One (1) electronic and two (2) hard copies of the study findings must be given to the City with permission to circulate said studies to internal City departments, and to advise other project proponents that a study or studies exists, but said studies will not be released by the City, without written consent of the applicant;
- Where other sources of government and/or non-profit organization funding (Federal, Provincial, Municipal, Federation of Canadian Municipalities, etc...) are anticipated or have been secured, these must be declared as part of the Environmental Study Grant Application. Accordingly, if other sources of government and/or non-profit funding are received for the study, the Initial Study Grant will be reduced on a pro-rated basis according to the following formula:

Initial Study Grant = (Total Study Cost excluding HST – Other Government Funding)*0.50 or \$20,000, whichever is less.

7) Is there a fee to apply?

No.

8) What is the application process?

- Arrange a pre-application meeting or consultation with staff in order to determine program eligibility, proposed scope of work, project timing, etc.
- Complete an Initial Study Grant Application Form and attach a copy of the Phase One ESA that supports the proposed scope of Phase Two ESA work.

9) What happens next?

- Applications will be reviewed by the Brownfield Project Manager and a report prepared with recommendations to approve or reject the application.
- Where Council approves the application, a by-law will be passed outlining the approval and necessary conditions for the Initial Study Grant Application.



- You must contact City staff within the Environment & Sustainable Initiatives prior to commencing the approved study.
- Contact City staff when the study is completed.
- Submit to the City, one (1) electronic copy and two (2) hard copies of the study, and a copy of an invoice showing that the study has been paid for in full by the applicant. The actual grant amount will be calculated based on 50% of the original cost estimate for the study or 50% of the actual cost of the study, whichever is less.
- The proponent provides all requested information regarding the work performed and payments made.
- The Brownfield Project Manager reviews all submitted information to satisfy itself that the work was performed, the accounts are paid, and that no liens are outstanding;
- The Brownfield Project Manager submits a report to the City's Council with recommendations;
- Council, if satisfied that the proponent is eligible for an Initial Study Grant pass a by-law to authorize payment.
- The City reserves the right to audit the cost of the study.

For further information on this program, please contact:

**City of Kingston
Environment & Sustainable Initiatives
216 Ontario Street
Kingston, Ontario
K7L 2Z3**

**Attention: Ms. Kim Jamieson
Project Office Assistant
Phone: 613-546-4291 ext. 1272
E-mail: kjamieson@cityofkingston.ca**