



OAKVILLE

ENVIRONMENTAL
STUDY GRANT (ESG)

PROGRAM GUIDE



1. Program Description

The purpose of the **Environmental Study Grant (ESG) Program** is to promote the undertaking of environmental studies so that more and better information is available with respect to the type of contamination and potential remediation costs on brownfield properties. The program provides a financial incentive in the form of a grant to help offset the cost of conducting a range of environmental studies.

2. Who can apply?

Only owners of properties and assignees within the Community Improvement Project Area that meet the program eligibility requirements may apply for this program. The Community Improvement Project Area includes all lands within the Urban Area of the Town of Oakville. The boundary of this area is shown in the attached figure.

If the applicant is not the owner of the property, the applicant must provide written consent (in a form acceptable to the Town) from the owner of the property to make the application and receive the grant (the property owner assigns the grant to the assignee).

Environmental study grants will only be offered on eligible properties where there is potential for renovation, expansion, or adaptive reuse of the buildings on the property, and/or development/ redevelopment of the property. Applicants must clearly demonstrate their legitimate intention to undertake one of these activities on an eligible property by whatever means deemed necessary by the Town¹.

The Town retains the right and absolute discretion to reject an application received from a person or corporation which in the opinion of the Town or its professional advisers, does not possess the experience, financial, technical, personnel or other resources that may be required to carry out the obligations that the applicant proposes to assume under the terms of its application.

¹ This may include, but is not necessarily limited to the submission of a letter of intent to renovate, adaptively reuse, and/or redevelop the property, and submission of a preliminary development plan (if planning applications have not yet been submitted).



3. What types of environmental studies are eligible for a grant?

Eligible studies include:

- a) a Phase I Environmental Site Assessment (ESA);
- b) a Phase II Environmental Site Assessment (ESA);
- c) a Designated Substances and Hazardous Materials Survey;
- d) a Remedial Work Plan; and,
- e) a Risk Assessment/Risk Management Plan.

Any environmental study work carried out prior to written receipt from the Town of conditional grant approval is not eligible for the grant.

4. How does the program work?

The program is a “50-50” matching grant program where the Town of Oakville will provide a grant to an applicant for up to 50% of the cost of an eligible study (excluding HST).

Applications for this program will be processed and approved on a first come, first served basis, subject to a higher priority being placed on applications:

- a) in Priority Areas 1 and 2 (see attached figure);
- b) where planning applications have already been approved or submitted; and,
- c) located on key known or suspected brownfield sites.

5. What is the maximum grant amount?

The maximum grant amount for eligible properties is \$3,000 for a Phase I ESA, \$20,000 for any other eligible environmental study, with a maximum of two (2) environmental studies per project and a maximum total grant of \$30,000 per project.

The total value of any grant(s) provided under this program will be deducted from eligible program costs for the Tax Assistance Program (TAP) and/or Tax Increment Grant (TIG) Program, as applicable.



6. What conditions must be met to be eligible for a grant?

In addition to the General Program Requirements, the following program specific requirements must also be met:

- a) Applications must be made in writing and approved by the Town prior to the commencement of the environmental study;
- b) Applications must be for an environmental study that has the purpose of:
 - i) determining the likelihood that one or more contaminants have affected any land or water on, in or under the property (Phase I ESA);
 - ii) confirming and describing the location and concentration of contamination at the site (partial, complete, or supplemental Phase II ESA);
 - iii) surveying designated substances and hazardous materials at the site (Designated Substances and Hazardous Materials Survey);
 - iv) developing a plan to remove, treat, or otherwise manage contamination found on the site; (Remedial Work Plan, Risk Assessment/Risk Management Plan).
- c) All applications must be accompanied by:
 - i) a description of the planned development/redevelopment, building renovation/ adaptive reuse, and/or building expansion, including any planning applications that have been submitted/ approved;
 - ii) two (2) cost estimates including a work plan for preparation of the proposed environmental study²; and,
 - iii) any other environmental studies or environmental site assessments conducted on the property.
- d) **Applications for a Phase II ESA** must be accompanied by a Phase I ESA completed by a Qualified Person (QP) (as defined by the *Environmental Protection Act* and Ontario Regulation (O. Reg) 153/04) that demonstrates the property is suspected of environmental contamination and that preparation of a Phase II ESA is recommended.

² For a Phase I ESA, Phase II ESA, Remedial Work Plan, Risk Assessment/Risk Management Plan, the cost estimate and work plan must be prepared by a a Qualified Person (QP) (as defined by the Environmental Protection Act and Ontario Regulation (O. Reg) 153/04).



- e) **Applications for a Remedial Work Plan/Risk Assessment/Risk Management Plan** must be accompanied by:
- i) a Phase I ESA completed by a QP that demonstrates the property is suspected of environmental contamination and that preparation of a Phase II ESA is recommended; and,
 - ii) a Phase II ESA prepared by a QP that demonstrates that as of the date the Phase II ESA was completed, the property did not meet the required standards under subparagraph 4i of Section 168.4(1) of the Environmental Protection Act to permit a Record of Site Condition (RSC) to be filed in the Environmental Site Registry for the proposed use of the property.
- f) The grant to be paid by the Town for each environmental study will be based on the lesser of the two cost estimates, or the actual cost of the study, whichever is less.
- g) All completed environmental studies must comply with the description of the studies as provided in the grant application form.
- h) One (1) electronic and one (1) hard copy of the study shall be submitted to the Town for review.
- i) You must agree to provide the Town with permission to notify any other subsequent project proponents of the existence of environmental studies funded by the ESG Program.
- j) Actual costs for any or all items eligible for a grant may be subject to audit by the Town, at the expense of the applicant.
- k) Where other sources of government and/or non-profit organization funding (Federal, Provincial, Regional, Federation of Canadian Municipalities, etc..) that can be applied against eligible study costs are anticipated or have been secured, these must be declared as part of the ESG application. Accordingly, the grant amount may be reduced on a pro-rated basis.

7. Is there a fee to apply?

No.



8. How do I apply?

- a) Arrange a pre-application meeting or consultation with staff in order to determine program eligibility, proposed scope of the study, project timing, etc..
- b) If authorized by the Town to make application for this program, complete and submit an application form. Ensure that all required signatures have been provided and that the application is accompanied by all information and documentation as requested in the application form and by Town staff.

9. What happens next?

- a) Applications and supporting documentation are reviewed by staff to ensure they meet all of the eligibility requirements. Staff may request clarification or additional supporting documentation.
- b) If your application does not meet the eligibility requirements, you will be notified of this in writing.
- c) If authorized to apply for the program, once you have submitted a complete application, you will be notified of this in writing.
- d) Staff may perform an initial site/building inspection (as necessary).
- e) Staff will then review the application and make a decision on the application.
- f) If your application is approved, you will receive an approval letter specifying the amount and terms of the grant. If your application is not approved, you will receive a letter advising you of this.
- g) Applicants whose application is not approved by staff have the option to appeal this decision to Council.
- h) Only once you have received the Town's approval letter, may the environmental study commence.
- i) Please contact Town staff when the environmental study is completed.
- j) Submit to the Town one (1) electronic copy and one (1) hard copy of the environmental study, and a copy of an invoice(s) and letter from the consultant who conducted the study showing that the environmental study has been paid for in full.



- k) The actual grant amount will be calculated based on 50% of the original lowest cost estimate submitted for the environmental study or 50% of the actual cost of the environmental study, whichever is less.
- l) Upon review and approval of all submitted documentation, the Town will issue a grant cheque to the applicant for the full amount of the approved funding.
- m) The applicant will be asked to complete a grant receipt form and return this to the Town.
- n) The Town reserves the right to audit the cost of the environmental study prior to advancing the grant payment.

**FOR FURTHER INFORMATION ON THIS PROGRAM, PLEASE CONTACT
THE OAKVILLE ECONOMIC DEVELOPMENT DEPARTMENT**

 905.845.6601

 econdev@oakville.ca



Community Improvement Project Area

