

Phone: (519)255-6211

CITY HALL
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CAO APPROVAL

The Chief Administrative Officer approved the following recommendation:

Report Number: CAO 195/2026

Approved: Thursday, September 24, 2026

- I. THAT the request for incentives under the *Ford City CIP* Financial Incentive Programs made by Michelle Catherine Cook-McIntyre ("The Owner"), owner of the property located at 1111 Drouillard Road **BE APPROVED**, for the following incentive programs:
 - i. *Building/Property Improvement Tax Increment Grant Program* for the lesser of 100% of the municipal tax increment for up to 10 years or the eligible costs. The estimated annual amount of the grant is +/- \$1,537;
 - ii. *Retail Investment Grant* totaling a maximum amount of \$15,000 for one (1) ground floor retail unit;
 - iii. *Municipal Development Fees Grant Program* to a maximum amount of \$20,000;
- II. THAT subject to completion and review satisfactory to the City Planner, the request made by the Owner of the property located at 1111 Drouillard Road **BE APPROVED** for the Main Streets CIP - *Building Facade Improvement Program* for grants totaling a maximum amount of \$30,000 in principle;
- III. THAT Administration **BE AUTHORIZED** to prepare the agreement between the City and the Owner to implement the *Building/Property Improvement Tax Increment Grant Program* (only) in accordance with all applicable policies and requirements to the satisfaction of the City Planner as to content, the City Solicitor as to legal form, and the City Treasurer as to financial implications;
- IV. THAT the CAO and City Clerk **BE AUTHORIZED** to sign the Grant Agreement(s) in content satisfactory to the City Planner, in financial content to the satisfaction of the City Treasurer and in form satisfactory to the City Solicitor;

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- V. THAT funds in the maximum amount of \$15,000 under the *Retail Investment Grant Program*, and funds in the maximum amount of \$20,000 under the *Municipal Development Fees Grant Program* **BE TRANSFERRED** from the CIP Reserve Fund to the Ford City CIP Project (Project #7181046) once the work is completed;
- VI. THAT funds in the maximum amount of \$30,000 under the Main Streets CIP **BE TRANSFERRED** from the CIP Reserve Fund to the Main Streets CIP project (Project #7219018) once the work is completed;
- VII. THAT the City Treasurer **BE AUTHORIZED** to issue payment for the Building/Property Improvement Tax Increment Grant Program to Michelle Catherine Cook-McIntyre in accordance with the proposed terms and conditions as outlined in this report commencing upon completion of the proposed development subject to the satisfaction of the City Planner and the Chief Building Official;
- VIII. THAT grants **BE PAID** to the Owner upon completion of improvements to the interior/exterior of the property located at 1111 Drouillard Road, through the Ford City CIP (Project #7181046) and facade improvements through the Main Streets CIP (Project #7219018) to the satisfaction of the City Planner and Chief Building Official; and,
- IX. THAT grants approved **SHALL LAPSE** and **BE UNCOMMITTED** and returned to CIP Reserve Fund 226 if the applicant has not completed the work and fulfilled the conditions within 2 years of the approval date.

Report Number: CAO 195/2026

Clerk's File: Z/13251

Anna Ciacelli

Deputy City Clerk /Supervisor of Council Services
September 25, 2026

Department Distribution

Planner III – Special Projects



OFFICE OF THE CITY CLERK COUNCIL SERVICES

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Chief Building Official
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Executive Director, Financial Planning/Deputy Treasurer
Senior Legal Counsel, Legal & Real Estate City Planner
Deputy CAO/Commissioner, Economic Development
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