

# **ENVIRONMENTAL STUDY GRANT 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 Designated Substances and Hazardous Materials Surveys, Phase II Environmental Site Assessments (ESAs), Remedial Work Plans, and/or Risk Assessments /Risk Management Plans.

## **2) Who can apply?**

Only owners of properties and assignees within the Brownfield Community Improvement Project Area may apply for this program. The Brownfield Community Improvement Project Area includes all lands within the Urban Area of the City of Welland and the Northwest Planning and Servicing Study Area. The boundary of this area is shown as the Area Affected by Community Improvement Policies in the attached figure.

If the applicant is not the owner of the property, the applicant must provide written consent from the owner of the property to make the application and receive the grant.

The City retains the right and absolute discretion to reject an application received from a person or corporation which in the opinion of the City 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.

## **3) What types of studies are eligible for a grant?**

Designated Substances and Hazardous Materials Surveys, Phase II ESAs, Remedial Work Plans and Risk Assessments/Risk Management Plans are eligible for an Environmental Study Grant. Phase I ESAs are not eligible for an Environmental Study Grant. Any environmental study work carried out prior to written receipt from the City of conditional grant approval is not eligible for the grant.

## **4) How does the ESG Program work?**

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

## **5) What is the maximum grant amount?**

The maximum grant amount for eligible properties will be up to \$20,000 per environmental study, with a maximum of two (2) environmental studies per project and a maximum total grant of \$35,000 per project. The total value of any grant(s) provided under this program will be deducted from eligible program costs for the Brownfields Tax Assistance (BTA) Program/Brownfields Tax Increment Grant (BTIG) Program.

## **6) What conditions must be met to be eligible for a grant?**

- Applications must be made in writing (see attached Application Form) and approved by the City prior to the commencement of the environmental study;
- Applications must be for an environmental study that has the purpose of:
  - a) surveying designated substances and hazardous materials at the site (Designated Substances and Hazardous Materials Survey);
  - b) confirming and describing contamination at the site (partial or complete Phase II ESA);

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- c) developing a plan to remove, treat, or otherwise manage contamination found on the site; (Remedial Work Plan/Risk Assessment/Risk Management Plan).
- **Applications for a Designated Substances and Hazardous Materials Survey** must be accompanied by:
  - i) two (2) cost estimates including a work plan for preparation of the Designated Substances and Hazardous Materials Survey;
  - ii) a description of the planned development/redevelopment, building renovation/adaptive reuse, and/or building expansion, including any planning applications that have been submitted/approved; and,
  - iii) any other environmental studies or environmental site assessments conducted on the property.
- **Applications for a Phase II ESA** must be accompanied by:
  - i) a Phase I ESA that demonstrates the property is suspected of environmental contamination and that preparation of a Phase II ESA is recommended;
  - ii) two (2) cost estimates including a work plan for preparation of the Phase II ESA completed by a Qualified Person (QP) (as defined by the *Environmental Protection Act* and Ontario Regulation (O. Reg) 153/04);
  - iii) a description of the planned development/redevelopment, building renovation/adaptive reuse, and/or building expansion, including any planning applications that have been submitted/approved; and,
  - iv) any other environmental studies or environmental site assessments conducted on the property.
- **Applications for a Remedial Work Plan/Risk Assessment/Risk Management Plan** must be accompanied by:
  - i) a Phase I ESA that demonstrates the property is suspected of environmental contamination and that preparation of a Phase II ESA is recommended;
  - 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;
  - iii) two (2) cost estimates including a work plan for preparation of the Remedial Work Plan/Risk Assessment/Risk Management Plan completed by a QP;
  - iv) a description of the planned development/redevelopment, building renovation/adaptive reuse, and/or building expansion, including any planning applications that have been submitted/approved;
  - v) any other environmental studies or environmental site assessments conducted on the property.
- The grant to be paid by the City 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.
- All environmental site assessments that are subject of an ESG application shall be completed by a QP.
- All completed environmental studies must comply with the description of the studies as provided in the grant application form.

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- One (1) electronic and one (1) hard copy of the study findings shall be submitted to the City for review. You must agree to provide the City with permission to notify any other subsequent project proponents of the existence of environmental studies funded by the ESG Program.
- Actual costs for any or all items eligible for a grant may be subject to audit by the City, at the expense of the applicant.
- 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 work, project timing, etc. . .
- b) 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 City staff.

### **9) What happens next?**

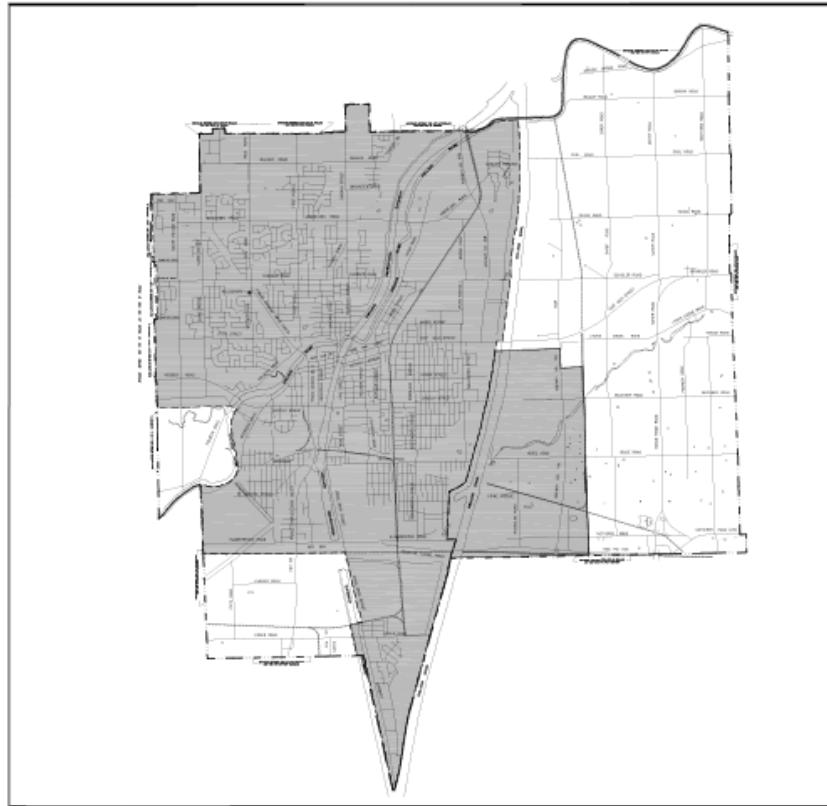
- Applications and supporting documentation are reviewed by staff to determine eligibility and costs eligible for the Environmental Study Grant. Staff may request clarification or additional supporting documentation.
- A decision on the application is made by staff and you will be notified of the decision in writing.
- If your application is approved, you will receive an approval letter specifying the amount of the grant and the requirements that must be met in order to receive payment of the grant. If your application is not approved, you will receive a letter advising you of this.
- Only once you have received the City's approval letter, the environmental study may commence.
- Please contact City staff when the environmental site assessment is completed.
- Submit to the City one (1) electronic copy and one (1) hard copy of the environmental study, and a copy of an invoice(s) showing that the environmental site assessment has been paid for in full.
- 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.
- Upon review and approval of all submitted documentation, the City will issue a grant cheque to the applicant for the full amount of the approved funding.
- The applicant will be asked to complete a grant receipt form and return this to the City.
- The City 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 Christine Rossetto, Planning Assistant, Integrated Services - Planning Division by phone at (905) 735-1700, Extension 2258 or via e-mail at [christine.rossetto@welland.ca](mailto:christine.rossetto@welland.ca)***

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## SCHEDULE "A" - LAND USE PLAN



### SCHEDULE "A" TO AMENDMENT NO. 120 TO THE OFFICIAL PLAN FOR THE WELLAND PLANNING AREA LAND USE PLAN

NOTE: THIS SCHEDULE FORMS PART OF AMENDMENT NO.120  
TO THE OFFICIAL PLAN FOR THE WELLAND PLANNING AREA  
AND MUST BE READ IN CONJUNCTION WITH THE WRITTEN TEXT

**AREA AFFECTED BY  
COMMUNITY IMPROVEMENT  
POLICIES**



**CITY OF WELLAND  
PLANNING AND DEVELOPMENT SERVICES  
PLANNING DIVISION**

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