

Environmental Study Grant (ESG) Program Administration

Step 1 Application Submission

Applicants will be required to have a pre-application consultation with staff in order to determine program eligibility, proposed scope of work and project timing.

Staff may perform an initial site visit(s) and inspection(s) of the building/property (as necessary).

Before accepting an application, staff will screen the application. If the application is not within the Community Improvement Project Area, or the application clearly does not meet the program eligibility criteria, the application will not be accepted and it will be returned to the applicant with a letter explaining the reason for not accepting the application.

Applications will include:

- a) a Phase I ESA that shows the property is suspected of environmental contamination;
- b) a detailed study work plan and cost estimate for the study, submitted by a qualified person as defined in Ontario Regulation 153/04, as amended from time to time; and
- c) a description of the planned redevelopment, including reference to any planning applications that have been submitted/approved.

Acceptance of the application by the City in no way implies program approval nor approval of any *Planning Act* applications on the subject lands. Program eligibility will be determined by staff and applications will be approved by staff only if they meet the criteria specified in this Plan and any other City requirements.

Step 2 Application Review and Evaluation

Applications and supporting materials will be reviewed by staff against program requirements. A decision on the grant application will be made by staff¹⁵.

All environmental site assessments approved under this program must be completed and submitted by a qualified person as defined under Ontario Regulation 153/04, as amended from time to time. All completed environmental site assessments must comply with the description of the study as provided in the grant application form.

Step 3 Application Approval

If an application is approved, the applicant will be sent a letter that outlines the terms of the grant and the amount of the grant. If an application is not approved, the applicant will also be advised by letter. The grant amount will be equal to 50% of the estimated cost of the study (excluding taxes) or 50% of the actual cost of the study (excluding taxes), whichever is less, to a maximum grant of \$15,000.

¹⁵ Where an application is made by a polluting applicant, the application must be approved by City Council rather than City staff.

Step 4 Payment

Grants approved under this program would be provided to applicants following submission to the City of one electronic and two hard copies of the final completed environmental site assessment with a copy of the original invoice, indicating that the study consultants have been paid in full.

The grant may be reduced or cancelled if the study is not completed, not completed as approved, or if the consultant(s) that conducted the study have not been paid in full.

City of Guelph Brownfield Redevelopment Community Improvement Plan

Figure B-1 Environmental Study Grant (ESG) Program Administration

