



EMPLOYMENT AREA COMMUNITY IMPROVEMENT PLAN (CIP) GUIDE & APPLICATION

Dated: May 2022

EMPLOYMENT AREA COMMUNITY IMPROVEMENT PLAN (CIP) GRANT PROGRAM GUIDE & IMPLEMENTATION GUIDELINES

A CIP is a planning tool that is available to municipalities under the Planning Act and it provides the ability for a municipality to identify an area where development incentives can be applied. The CIP also provides the criteria that must be met in order for a particular development to be eligible for funding that is provided by the CIP.

The objective of the CIP for the Port Perry Employment Area is for the Township to offer various incentives and programs to the development community to:

- stimulate public and private sector investment in the Port Perry Employment Area;
- strengthen the Employment Area by attracting industries leading to increased competitiveness;
- off-set the currently large residential tax base (85% residential to 15% non-residential assessment); and
- contribute to the attraction, retention or development of a highly-skilled and knowledgeable local workforce.

The CIP for the Port Perry Employment Area Community Improvement Project Area (CIPA) includes three grant programs:

Planning Fees and Building Permit Grant Program

This program offers property owners/developers a grant for a portion of applicable planning application and building permit fees. A grant to cover planning application and building permit fees may, in concert with other programs support, help encourage new development efforts through reducing regulatory costs. The planning and building fees are subject to a maximum grant of \$15,000 per property or up to 75% reduction, whichever is less for eligible projects.

Development Charge (DC) Grant Program

The objective of this program is to provide assistance for the development and redevelopment of sites by further reducing the cost of development related to the Township's component of the development charge. A grant to cover the Township's development charges will help facilitate development and redevelopment efforts, and the municipality will benefit through development which raises assessment and activity in the Employment Area. This grant program provides a maximum of 100% reduction of the Development Charges levied by the Township for eligible projects.

Cash-In-Lieu of Parkland Grant Program

The objective of this program is to provide assistance for the development or redevelopment of sites by further reducing the cost of development related to Cash-In-Lieu of Parkland (CIL) dedication fees. This grant program provides up to a 100% of the cash in-lieu of parkland dedication fees for eligible projects.

Eligibility Requirements

Eligibility will be on a first come first served basis. In addition, the decision to fund, and the amount of funding, will generally be determined through the application of minimum criteria which measure each application based on the quality of the proposed property enhancement and/or development project. Such criteria will be determined by the Evaluation Committee and adjusted from time to time as required. The development of these criteria and their use in evaluation of complete applications which have successfully passed a screening test, will be at the sole discretion of the Evaluation Committee in performing its mandate under this Plan.

In addition to program specific eligibility criteria, the following General Eligibility Criteria have been established. For a project to be eligible for any of the Grant Programs, the following must be met before an application is considered by the Evaluation Committee:

1. Preference will be given to those projects which, in the view of the Township are most likely to meet the goals and objectives of the CIP, as determined by the Township in its sole discretion.
2. Eligibility will be determined through the merits of each individual application and generally on the basis of likelihood of development to occur, and in a manner which is consistent with the goals and objectives of the CIP.
3. Properties that are up-to-date with tax payments and have no outstanding bills with the Township are eligible for consideration under this program. All applicants shall be in good standing with regard to any other municipal fees and levies liable on the property. Applicants will be given the opportunity to reinstate their applications once tax arrears and outstanding municipal bills have been cleared.
4. Only properties located within the boundary of the Employment Area CIPA are eligible for financial incentive programs offered under this CIP.
5. Any application which is in default of any by-law of the Township will not be considered and applicants who are involved in ongoing litigation with the Township are ineligible for consideration.
6. Under Section 28(7) of the Planning Act, eligible applicants must be either a registered property owner, assessed property owner or a tenant of a property to whom the owner has assigned consent to receive assistance under the CIP.
7. A complete CIP Application, including all supporting documentation is submitted. The Township needs to review and approve the application.
8. Proposals must demonstrate to the satisfaction of the Township, that financial assistance is necessary in order for the development to be economically viable and that it will provide a measurable public benefit.

9. In order to encourage economic development, eligible employment uses should include, but are not limited to:
 - Manufacturing, processing, assembly or fabrication plant;
 - Food processing plant;
 - Business, professional or administrative office;
 - Corporate head office;
 - Engineering, research and development use; or
 - Distribution facility.
 - A hotel on appropriately zoned properties within the Port Perry Urban Area or on the property municipally known as 1430 Hwy 7A.
10. Development, redevelopment or adaptive reuse of a building or property for a use that does not fall within the uses listed above but is considered a “catalyst project” (ie. results in the creation and/or retention of a significant number of indirect jobs in one or more of the targeted sectors above) may be eligible to apply. To qualify as a catalyst project, applicants must ensure:
 - a minimum investment (ie. eligible costs) that totals at least \$250,000;
 - the creation of at least 15 new permanent jobs as part of the development, redevelopment, or adaptive reuse of a building or property, not including construction jobs; and
 - the creation and/or retention of at least 50 indirect jobs in one or more of the targeted sectors.
11. The following uses are not eligible: Aggregate Transfer Site; Asphalt Plant; Motor Vehicle Sales and Service Establishment; Self-Storage Facility; Outside Storage.
12. Funding through this CIP program will be limited to the construction of new and/or expansion of existing buildings. Proposals for the creation of outside storage uses, landscape and access improvements will not be supported unless such development represents an ancillary or accessory use of the site which is being proposed by the development of new buildings and/or their expansion.
13. Funding through this CIP program is not intended to support private investment in on-site drainage, grading or servicing works unless related directly to building-related construction activity, and in the view of the Township these works do not represent the majority of the capital investment in the proposed development.
14. The Township may refuse an application if it deems project feasibility to be limited or for any other reason, at the discretion of the Township.
15. The project must be in conformity with the Township guidelines and procedures, as well as other relevant legislation (ie. Ontario Building Code).

Financial incentive programs under the CIP will not be provided for rehabilitation/development works completed/commenced prior to the adoption of this CIP by Council in November 2019.

Planning Application and Building Permit Fees Grant Program

The Planning Application and Building Permit Fees Grant Program applies to employment area projects and specified hotel projects in the Port Perry Employment Area CIPA.

Planning Application Fees Grant:

The grant is equivalent up to 75% of the applicable planning application fees for a Zoning By-law Amendment, Site Plan Application and Minor Variance.

- Maximum grant of \$15,000 per property or up to 75% of the applicable planning application fee costs, whichever is less.
- A maximum of 1 grant per property (or combined properties if subject to the same application) over the duration of the plan.
- The Planning application fees grant only covers those Planning application fees levied by the Township. It does not cover fees associated with the completion of required studies for planning approvals, legal costs, or Ontario Land Tribunal (OLT) related activities.

Building Permit Fees Grant:

The grant is equivalent up to 75% of the applicable building permit fees for new builds or major renovations.

- Maximum grant of \$15,000 per property or up to 75% of the applicable in building permit fee costs, whichever is less.
- A maximum of 1 grant per property (or combined properties if subject to the same application) over the duration of the plan.
- The effective schedule of Township fees for the purpose of this CIP is that which is approved and in force at the time of approval of the CIP application for program support. This is specifically defined as being at the time of final approval (as contrasted with approval in principle).
- The building permit fee grant only covers those applicable building permit fees as levied by the Township.

Development Charges (DC) Grant Program

The Development Charge (DC) Grant Program applies to employment and specified hotel development in the Port Perry Employment Area CIPA for local (Township of Scugog) DCs. The grant excludes any application to DCs levied by, or on behalf of, the Region of Durham, as well as the Education DC. For qualifying developments, the Township may provide a grant of DC fees levied by the Township based on the scoring system outlined below. Should an application demonstrate the benefits of the project to the Township, Council maintains the ability to approve a grant for a higher percentage up to 100% of the DCs levied by the Township, subject to budget availability.

A. Construction Value

Construction Value based on building permit(s)	Points
\$200,000 - \$750,000	1
\$750,000 - \$1,000,000	2
\$1,000,000 - \$2,000,000	3
\$2,000,000+	4

B. Jobs

Full time Jobs Created/Retained	Points
1-9	4
10-19	5
20-34	6
35-50	7
51-75	8
76-99	9
100+	10

C. Sustainable Design

Level of LEED Certification (or other comparable green development standard)	Points
Certified	1
Silver	2
Gold	3
Platinum	4

Total Score

Total Score (A+B+C)	Incentive
0-6	No Grant
7	50%
8	55%
9	60%
10	65%
11	70%
12	75%
13	80%
14	85%
15	90%
16	95%
17+	100%

Cash-in-Lieu of Parkland Grant Program

Sections 42 and 51 of the Planning Act allow municipalities to accept cash-in-lieu (CIL) dedication equal to the value of the land that would otherwise be conveyed. Under section 9.12 (Parkland Dedication) of the Township's Official Plan for industrial or commercial development, redevelopment or subdivision, a conveyance or dedication based on 2% of the land is permissible.

The following CIL of Parkland Grant Program applies to employment area projects and hotel projects in the Port Perry Employment Area CIPA.

For qualifying developments, the Town may provide up to a maximum 100% grant of cash-in-lieu of parkland fees levied by the Township.

Administration

The application process for the Planning Application and Building Permit Fees Grant, Development Charge Grant, and Cash-in-Lieu of Parkland Grant Program is as follows:

- a) Prior to submitting a CIP application, pre-consultation with the Township is required. Application requirements will be clearly articulated at or following a pre-consultation meeting with Township staff.
- b) The owner of the property submits a completed CIP application to the Planning division at the time of Site Plan Application submission. The application must include information with the gross floor area, timeline and commitment to proceed to building permit.
- c) The Evaluation Committee is to be comprised of the following:
 - Chair or designate of the Economic Development Advisory Committee
 - Chief Building Official or designate from Building Division
 - Director of Development Services
 - Director of Finance/Treasurer or designate
 - Manager of Planning
 - 1 community representative
 - 1 Council Member

The Application Review Team confirms eligibility, complete application and provides a summary of application to the Evaluation Committee for their review.

- d) The Evaluation Committee will then provide recommendations to Council via a staff report. Council will make the final decision. Applicants are notified of Council's decision in writing.
- e) If approved, a legal agreement may be required which outlines all terms and conditions of grant / financial assistance.

- f) The applicant pays all required planning application fees, building permit fees, development charges and cash-in-lieu of parkland at the applicable times. Approved grants are paid back to the applicant at substantial completion as determined by the date of occupancy issued under the Ontario Building Code. At its discretion, the Township may determine whether payment can be made at an earlier date or at the time the initial fee/payment is required by the applicant.
- g) Applications will be considered on a first-come, first-serve basis, until the total annual municipal investment has been reached. All funds committed in any one year (based on calendar years) will be assumed to be drawn down from the annual funding limit for the CIP as whole during the year of approval for funding, even where funds are disbursed in the following calendar year. In cases where the municipal investment has been reached, applicants may be contacted and invited to re-submit an application if and when the municipal investment is increased by Council.
- h) Grants for planning applications and building permit fees do not absolve an applicant of the responsibility for funding studies and site technical reviews, or other executing actions in order to remove conditions of approval as may be required by the Township.
- i) If the owner/applicant is in tax arrears in any subsequent year, regarding this or other properties in its ownership in the Township, the applicant will, at the discretion of the Township, be required to repay part or the entire grant as determined by the Township.
- j) These obligations will be confirmed by the execution of an agreement between the successful applicant and the Township in a form acceptable to the Township.
- k) Site visits by Township staff may be required in order to ensure that the project has been completed to the Township's satisfaction before the grant(s) can be disbursed.
- l) If during the course of construction, the owner/applicant is in default of relevant By-laws or payments to the Township and fails to remedy this within a reasonable period determined by the Township, or if the completed project proves to be inconsistent with the proposed project that was approved and detailed in the application form and supporting documentation, the Township retains the right to cancel the disbursement of funds.



CIP Grant Program Process

- 1. Pre-Consultation:** Pre-consultation meeting is held with Township staff and external agency representatives as required. Supporting documents and studies for application are determined.
- 2. Application Submission:** A 'complete' application is submitted with all supporting documents.
- 3. Application Circulation:** The application is circulated to the Evaluation Committee for review.
- 4. Evaluation Committee Review and Recommendations:** The Evaluation Committee reviews the application and associated materials and determines their recommendations to Council.
- 5. Staff Report to Council:** Planning staff prepare a staff report based on the Evaluation Committee's recommendations.
- 6. Council Decision:** Council will make a decision to support or reject the Committee's recommendations.
- 7. Grant Agreement & Payment:** Should Council approve an application; the applicant will be required to enter into an agreement with the Township. The approved grant payments would be made in accordance with the Agreement upon proof of all associated costs and once the Township takes a site visit of the project.



**APPLICATION FOR EMPLOYMENT AREA
COMMUNITY IMPROVEMENT PLAN (CIP) GRANT PROGRAMS**

OFFICE USE ONLY	
DATE RECEIVED	
ASSOCIATED FILE NO(S).	
ROLL NO.	

1. REQUIRED DOCUMENTS

Please indicate that the minimum required documents are attached by placing a checkmark in the box provided:

- CIP Grant Program Application Form**
- Site Plan** of Proposed Development
- Rationale** to justify how the CIP Program Grant is appropriate for the development (as required)

2. OWNER / APPLICANT / AGENT INFORMATION

Please list the contact information for each of the following (if applicable):

Name	Mailing Address	Contact Information
Owner:*		Phone:
		Email:
Applicant:**		Phone:
		Email:
Authorized Agent:		Phone:
		Email:

*If there is more than one owner, attach a list of each owner. If the owner is a company, provide the name and address of company owner(s).

**An Owner's authorization is required if the applicant is not the owner.

ALL COMMUNICATIONS TO BE FORWARDED TO: (Check one only)

APPLICANT AGENT OWNER

3. LOCATION/DESCRIPTION OF SUBJECT PROPERTY:

MUNICIPAL ADDRESS: _____

LEGAL DESCRIPTION: _____

ASSESSMENT ROLL NO: _____

LOT AREA (m²): _____

4. PROJECT DESCRIPTION

New Construction Alteration Improvement/Renovation

Provide a description (building size/type, number of stories, construction materials, etc) of the proposed development to take place on the property.

5. ECONOMIC DESCRIPTION

Provide a description of the economic benefits of the project (assessment, jobs, synergies with other industries, local production, community partnerships, etc).

How many people are currently employed by the business/organization? _____

How many new jobs will be created as a result of the proposed development? _____

How many existing jobs will be retained as a result of the proposed development? _____

6. CONSTRUCTION

Expected START date of construction: _____

Expected END date (ie. occupancy): _____

7. ENVIRONMENTAL DESIGN

Provide a description of the environmental/sustainable design elements of the proposed development (if applicable): _____

8. Have you received funding from the CIP Grant Program in previous years for this subject property? Yes No

Year in which funding was granted: _____

Amount(s) & CIP program(s) through which previous funding was granted:

9. CIP GRANT PROGRAMS

Please select the CIP program(s) to which you are applying and complete the corresponding sections of the table below.

GRANT(S) APPLIED FOR:

AMOUNT REQUESTED:

PLANNING APPLICATION FEES	<input type="checkbox"/>	\$ _____
BUILDING PERMIT FEES	<input type="checkbox"/>	\$ _____
DEVELOPMENT CHARGES (DC)	<input type="checkbox"/>	\$ _____
CASH-IN-LIEU OF PARKLAND	<input type="checkbox"/>	\$ _____
	TOTAL	\$ _____

Grant(s) Applied for	Additional Information	
Planning Application Fees Please list all eligible municipal fees that have been paid to permit construction of this project.	Fee Type(s):	Fee(s) Paid (\$):
Building Permit Fees Please list all eligible municipal fees that have been paid to permit construction of this project.	Fee Type(s):	Fee(s) Paid (\$):
Development Charges (DCs)	Percentage and Type of DC Exemption applying for:	Total Estimated Value of Work:
	Total GFA (breakdown):	

Cash-in-Lieu of Parkland	
Additional Funding Sources Please indicate any other sources of government and/or non-profit organization funding being applied against eligible costs for the project.	

10. AUTHORIZATION OF PROPERTY OWNER FOR AGENT TO MAKE THE APPLICATION:

If the Applicant/Agent is NOT the Owner(s) of the property that is the subject of this application, the written authorization of the Owner(s) that the Applicant/Agent is authorized to make the application, must be included with this application, or the Authorization set out below must be completed.

I/We _____ am/are the Owner(s) of the property that is the subject of this CIP Grant Program Application and I/we authorize _____ to make this application on my/our behalf.

Signature

Date

Signature

Date

11. AUTHORIZATION OF OWNER FOR DISCLOSURE OF PERSONAL INFORMATION

I/We _____ am/are the Owner(s) of the property that is the subject of this CIP Grant Application and I/we, for the purposes of the Freedom of Information and Protection of Privacy Act, consent to the disclosure of any personal information provided in the processing of this application, under the Planning Act, to any person or public body.

Signature

Date

Signature

Date

12. AFFIDAVIT TO BE SIGNED IN THE PRESENCE OF A COMMISSIONER

I/We _____ of the _____ of _____
in the _____ of _____, do solemnly declare that:

All above statements contained within and any information submitted with this application are true and I/We make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of “*The Canada Evidence Act*”.

DECLARED before me at the

_____ of _____

in the _____ of _____

this _____ day of _____, 20_____.

Signature of Applicant or Agent

Signature of Applicant or Agent

A Commissioner, etc.