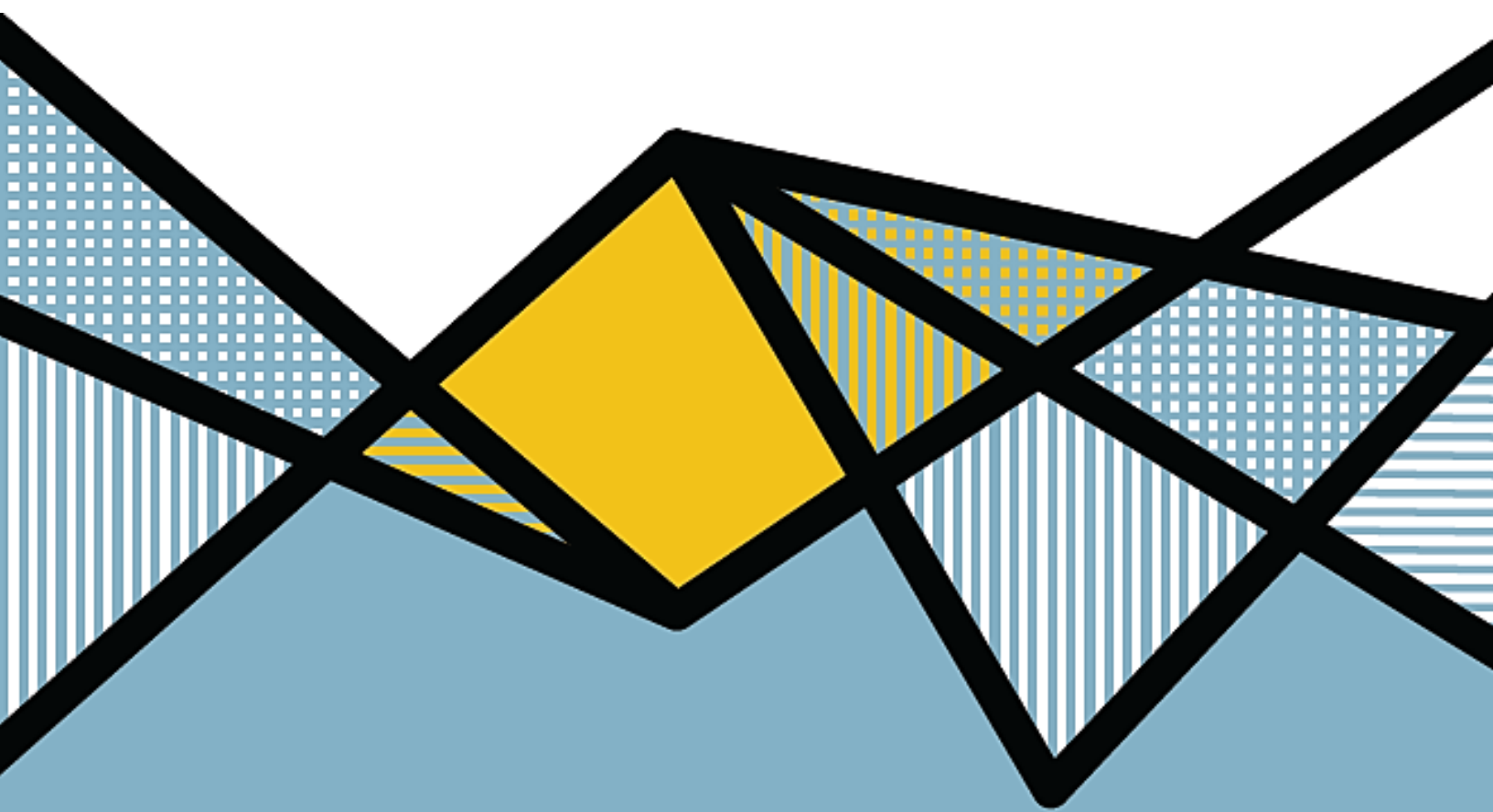


# the **downtown** community improvement plan application guide

November 2018



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## 1.0 Background

The purpose of the Downtown Community Improvement Plan (CIP) is to attract office development, which will in turn generate increased employment in our Downtown Core. Currently, new office buildings are not economically viable because there is a significant gap between the cost of development and achievable office rents.

The Downtown CIP is intended to incent office development to achieve the goal of drawing more job opportunities to balance growth and create a healthy, complete community in the downtown.

The Downtown CIP was approved by Council on July 5, 2017, and enacted through By-law 0135-2017. In addition, Council approved By-law 0136-2017, which grants delegated authority to the City Manager to approve certain applications.

The Downtown CIP is currently in full force and effect until July 4, 2022. This guide will be updated should the Downtown CIP be extended beyond this date.

This Application Guide is intended to make the application, approval and administration process for the program, clear and transparent for Council, staff, applicants and the public.

The Guide is a companion document to the Downtown CIP and includes details about the programs, application process and terms and conditions of participation. Copies of the application forms are included as appendices for reference ([Appendices 2](#) and [3](#)).

Additional information about the Downtown CIP and application forms are available on the City of Mississauga's website at: <http://www.mississauga.ca/downtown>

The Application Guide may be revised and altered without amending the Downtown CIP.

## 2.0 Program Information

### 2.1 Overview

The Downtown CIP is intended to stimulate investment in office development.

The Downtown CIP is an enabling tool available to the City should a landowner be interested in participating in one or a combination of incentive programs. An applicant's proposal must meet the criteria outlined in the Downtown CIP and advance the City's strategic priorities.

All Downtown CIP applications are subject to City Council or delegated approval and budget availability. The City Manager may consider and approve applications requesting the Tax Increment Equivalent Grant (TIEG) and/or Development Processing Fees Grant resulting in a cumulative total of 500,000 sq. ft. (46,452 m<sup>2</sup>) of office space.

The Downtown CIP applies to all lands within the Downtown Core Character Area ([Appendix 1](#)).

### 2.2 Program Descriptions

The Downtown CIP serves as an enabling tool that allows the City to review applications for office development proposals and consider incentives intended to offset the high cost of constructing office in the downtown. The Downtown CIP provides a “toolbox” of incentive programs which may be activated on a case-by-case basis, subject to feasibility and financial assessment. The Downtown CIP includes the following programs:

- Tax Increment Equivalent Grants (TIEG)
- Development Processing Fees Grant
- Municipally Funded Parking Program
- Municipal Property Acquisition and Disposition

Further details on each of the programs are outlined below.

#### 2.2.1 Tax Increment Equivalent Grants (TIEGs)

A grant equivalent to a portion of the increase in municipal property taxes that is directly attributable to a development or improvement. Funding is limited to the City component of property taxes and pro-rated to apply to the office development only in cases of mixed-use buildings. The Regional and Provincial components of property taxes are not eligible for TIEGs.

- a. Details of the TIEG will be determined after a Downtown CIP application is deemed acceptable by the Review Panel (composed of relevant City directors).

- b. If, during the course of the work, the scope of the project changes, or actual costs are greater or less than estimated, the City reserves the right to increase, decrease, or cancel the total amount of the grant. The annual grant reimbursement will be based on the actual increase in property assessment for the office component as calculated, based on the actual re-valuation by the Municipal Property Assessment Corporation (MPAC) following project completion.
- c. The first year of the grant program begins once construction is complete and the property value has been reassessed by MPAC.

### **2.2.2 Development Processing Fees Grant**

A one-time grant equivalent to development application (e.g. official plan amendments, rezonings, minor variances and consents, site plans, site plan amendments, plans of subdivision) and building permit fees, in whole or in part, paid for the office component of the development.

### **2.2.3 Municipally Funded Parking Program**

The provision of municipal parking spaces in a stand-alone structure or as part of a private development to provide parking required for office at reduced cost.

- a. Preference will be given to locations where existing municipal or free parking are not already located or where shared parking arrangements can be made amongst multiple office users.
- b. Terms and duration of use of new municipal parking spaces, if granted, will be negotiated at the time of Downtown CIP application.

### **2.2.4 Municipal Property Acquisition and Disposition**

The purchase or sale of municipal land by the City for the purposes of achieving the objectives of the Downtown CIP.

- a. This incentive is activated upon the issuance of a request for proposal by the City.

## **2.3 Project Eligibility**

Downtown CIP applications must meet all of the general eligibility requirements (as outlined in the Downtown CIP and summarized below) to be considered for incentive(s):

- a. The project is located within the Downtown CIP Project Area ([Appendix 1](#)).
- b. The project must be new construction or an investment in the adaptive reuse of existing office buildings.
- c. The project is a minimum of three (3) storeys in height.
- d. The project includes a minimum of 50,000 sq. ft. (approximately 5,000 m<sup>2</sup>) of office space.
- e. The project will result in an increase in property taxes on the subject property.

- f. The project includes Transportation Demand Management (TDM) measures in accordance with Mississauga Official Plan (MOP) Section 8.5 or related transportation master plans.
- g. The subject property is not in tax arrears.

Projects meeting general eligibility criteria are not guaranteed incentives.

In addition to these requirements, all applications will be scored based on the criteria outlined in Section 2.4 of this Guide.

## 2.4 Scoring

All applications that meet the general eligibility criteria will be scored as set out below in order to establish whether an incentive is merited and the level of incentive that should be provided.

Scoring allows the level of incentive to be tied to the quality of the development and strategic objectives of the City. The criteria is weighted towards projects that advance the vision of the Downtown21 Master Plan and are aligned with the City's Official Plan, Downtown Built Form Standards, and other City policy documents.

### 2.4.1 Scoring Criteria

These criteria and their associated weight are outlined in [Appendix 4](#). For each of the seven (7) criteria, staff will evaluate the degree to which the listed factors are present.

Projects that meet or exceed the following criteria will score highly and are more likely to receive funding incentives:

- a. **Balancing Growth** (projects that can demonstrate that they are supporting the advancement of the downtown to a ratio of population to jobs of 1:1)
- b. **Type of Office Development** (projects with more office space compared to other uses and office that aligns with the City's targeted sectors)
- c. **Location within the Downtown CIP Area** (projects closer to higher order transit and those located on sites identified as office in the Downtown21 Master Plan)
- d. **Quality of the Proposal** (projects that conform to the Downtown Built Form Standards, and are anticipated to be completed in a shorter timespan)
- e. **Public Benefit** (projects that incorporate space for arts, culture, recreation activities, institutions, entertainment or other employment uses)
- f. **Alignment with the Strategic Priorities of the City** (projects that result in new road network, active frontages, office employment, and support existing and/or planned transit infrastructure)
- g. **Sustainability** (projects that incorporate sustainable development features and/or district energy)

## 2.5 Time Limits

In order to ensure certainty and avoid speculation, certain time limits are to be met to ensure that the project moves through the development approval stages and to construction. These time limits also ensure that projects cannot hold onto a commitment indefinitely. If timelines are not met, the commitment will be lost. Time limits will be set at the time of Downtown CIP application.

## 3.0 Application Process

The Downtown CIP will be administered by the Planning and Building Department. The Planner shall be the initial point of contact for applicants interested in seeking incentives under this Plan.

The Planner will coordinate the review of the application within the City, which may include:

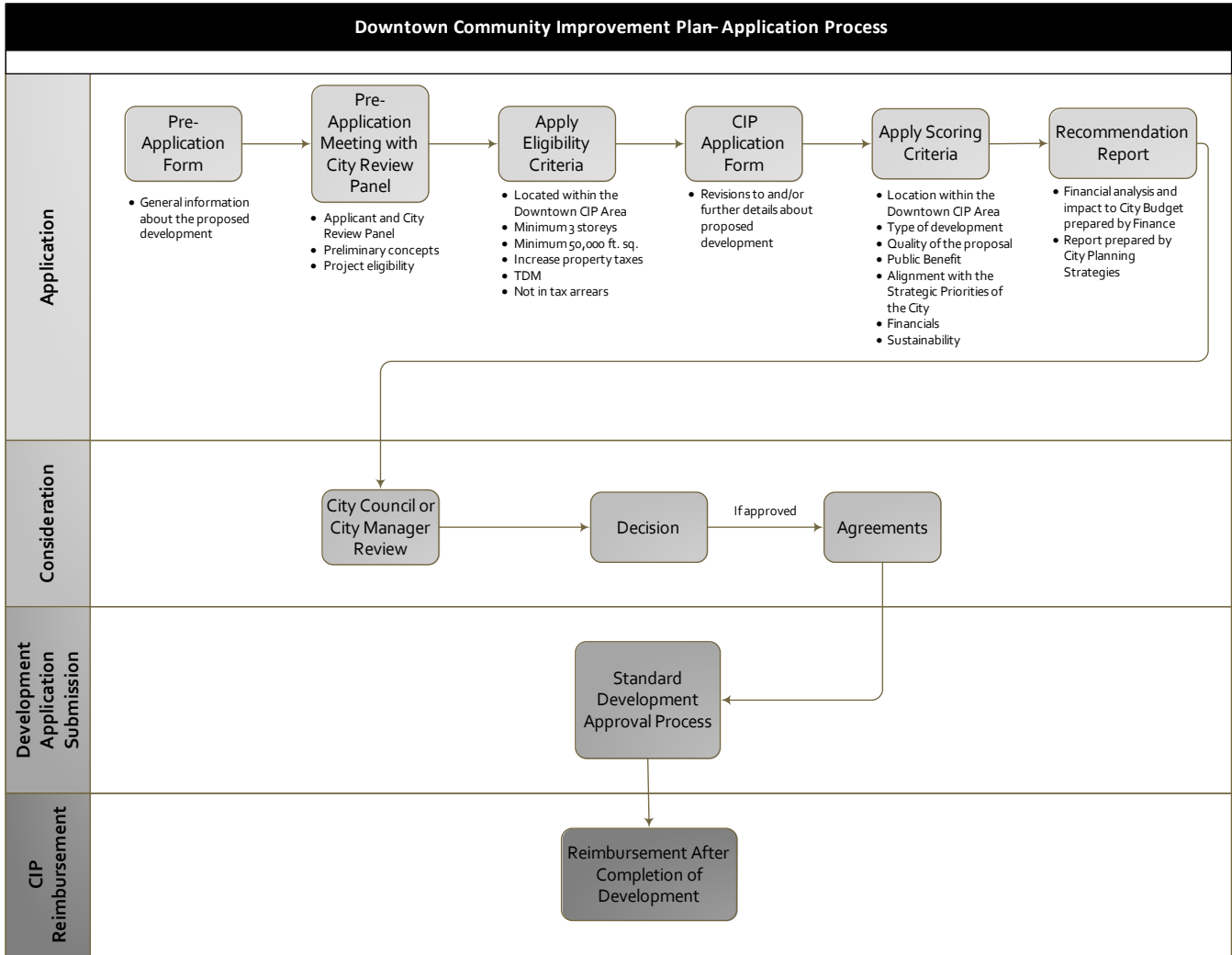
- City staff from City Planning Strategies, Development and Design, Economic Development, Finance, Revenue, Legal, and other divisions as appropriate.
- The Downtown CIP Review Panel
  - Director of City Planning Strategies;
  - Director of Development and Design;
  - Director of Economic Development Office;
  - Director of Finance;
  - Director of Revenue and Materiel Management;
  - Director of Legal Services; and
  - Other directors as appropriate or their delegates.
- The Leadership Team
  - City Manager;
  - Commissioner of Community Services;
  - Commissioner of Corporate Services;
  - Commissioner of Planning and Building; and
  - Commissioner of Transportation and Works.
- The City Manager
- City Council

The application process is intended to address the interests of the City and applicants. It is comprised of four (4) steps:

1. Downtown CIP Application
2. Consideration
3. Development Application Submission
4. Reimbursement



The application process is summarized in the flowchart below, followed by additional details



### 3.1 Downtown CIP Application

- a. The Downtown CIP application process begins with the submission of a **Pre-Application Form** ([Appendix 2](#)) to the dedicated Planner:

CIP Planner  
300 City Centre Drive  
Mississauga, ON L5B 3C1  
[downtown.cip@mississauga.ca](mailto:downtown.cip@mississauga.ca)  
(905) 615-3200 ext. 5152

Applicants may also wish to contact the Planner in advance of making a submission.

- b. Once the **Pre-Application Form** ([Appendix 2](#)) has been received, it will be reviewed by staff and the Planner will coordinate a Pre-Application Meeting with the applicant and the City's Review Panel (relevant City Directors). The Pre-Application Meeting is an opportunity for the applicant to present the project concept, supported by preliminary concepts and discuss project eligibility. The meeting will allow the Review Panel to ask questions and provide feedback.
- c. If the applicant chooses to proceed with their application after the Pre-Application Meeting, an **Application Form** ([Appendix 3](#)) must be completed and submitted to the Planner.
- d. Upon receipt of the application, the Planner will notify the Review Panel, Leadership Team, and Members of Council of the submission.
- e. Staff will review the application to confirm eligibility based on the criteria outlined in Section 2.3 of this Guide.
- f. Should an application meet all of the eligibility criteria, staff will score the application based on the scoring criteria outlined in Section 2.4 and [Appendix 4](#) of this Guide.
- g. Finance staff will calculate an estimate of the financial impact of the application.
- h. Staff will prepare a recommendation report for the Leadership Team, which will be circulated to the Review Panel in advance of the Leadership Team meeting, to provide an overview of the application, its eligibility, score, and estimated financial impact.

The decision to provide incentive(s) to any project(s) is at the discretion of City Council or its delegate and subject to budget availability. Accordingly, even applications that score favourably and have the general support of staff are not guaranteed to receive incentive(s).

### 3.2 Consideration

All Downtown CIP applications are subject to City Council or delegated approval and budget availability. The City Manager may consider and approve applications requesting the Tax Increment Equivalent Grant (TIEG) and/or Development Processing Fees Grant resulting in a cumulative total of 500,000 sq. ft. (46,452 m<sup>2</sup>) of office space. All other applications require the approval of City Council.

The decision to provide incentive(s) to any project(s) is at the discretion of City Council or its delegate, and subject to budget availability. Accordingly, even applications that score favourably and have the general support of staff are not guaranteed to receive incentive(s).

### **3.2.1 Consideration by the City Manager**

- a. If the application falls within the delegated authority of the City Manager, a recommendation report containing the following information will be provided to the City Manager for consideration:
  - i. Completed CIP Application Form;
  - ii. Recommendation report prepared for the Leadership Team, including eligibility, score, and estimated financial impact; and
  - iii. Feedback received from the Leadership Team and Review Panel.
- b. The City Manager will review the application based on the above information. In addition, the City Manager may request a meeting with the applicant in order to render a decision and/or request that the application be reviewed by City Council.
- c. Once a decision has been made, the City Manager will issue a letter outlining the decision to the applicant and City Council.
- d. If approved, City legal staff will be advised to prepare the required agreement(s) in conjunction with City finance staff.
  - i. The incentive is dependent upon the applicant entering into an agreement with the City on terms satisfactory to the City.

### **3.2.2 Consideration by City Council**

- a. If the application is beyond the delegated authority of the City Manager, or at the request of the City Manager, staff will prepare a recommendation report for City Council containing the following information for consideration:
  - i. Completed Application Form;
  - ii. Recommendation report prepared for the Leadership Team, including eligibility, score, and estimated financial impact; and
  - iii. Feedback received from the Leadership Team and Review Panel.
- b. City Council will review the application based on the above information. In addition, City Council may request that the applicant prepare a presentation and/or address questions during the Council meeting in order to render a decision.
- c. If approved, City legal staff will be advised to prepare the required agreement(s) in conjunction with City finance staff.
  - i. The incentive is dependent upon the applicant entering into an agreement with the City on terms satisfactory to the City.

### 3.3 Development Application Submission

- a. Development application submission for an approved Downtown CIP project will follow the City's standard development approval process, including the payment of all required fees and charges.
- b. In order to receive the incentive(s) as approved, the project must be completed as per the submitted and approved Downtown CIP application.
- c. If the applicant fails to complete the project as outlined in the Downtown CIP application, including the achievement of key milestones as per the approved timeline, or otherwise fails to comply with the conditions of the agreement(s) with the City, the City may delay, reduce or cancel the approved incentive(s).

### 3.4 Reimbursement

After the project is complete, final occupancy permit issued, all required fees and charges paid, and in accordance with the terms and conditions of the agreement(s) with the City, the City will reimburse the applicant according to the terms and conditions of the agreement(s). A site inspection by staff may be conducted to ensure conditions have been met.

## 4.0 Funding Sources

To administer this program, the City of Mississauga will establish appropriate reserve funds to fund foregone revenues. Eligibility for this program shall be limited by the funding available.

- The incentive programs, property acquisitions and civic improvements implementing the policies contained in the Downtown CIP will be funded by the City of Mississauga subject to City Council or delegate approval and funding availability.
- Regional, provincial and/or federal grant or loan programs, when available, may be used by the City of Mississauga to supplement municipal funding sources for the purposes of implementing various aspects of the Downtown CIP.
- Community non-profit and service organizations may also provide financial assistance towards various components of the Downtown CIP.
- If during the course of the work, the scope of the work changes, or actual costs are greater or less than estimated costs, the City reserves the right to increase, decrease, or cancel the total amount of the grant. The annual grant payment will be based on the actual increase in property taxes as calculated, based on the actual re-valuation by the MPAC following project completion.

## 5.0 Monitoring

The following variables will be monitored on an individual project and aggregate basis for the Downtown CIP:

- Number of applications by program type and number of units/square footage constructed
- Amount of the incentive
- Increase in assessed value of participating properties
- Increase in municipal property taxes of participating properties
- Office vacancy rates
- Value of building permits issued
- Hectares/acres of land
- Value of private sector investment leveraged (\$)
- Jobs created, persons plus jobs, and population to jobs ratio
- Increase in office gross floor area
- Amount of space added for arts, culture, recreation activities, institutions, entertainment or other employment uses
- Qualitative assessment of improvements in streetscape
- Increase in road network
- Other criteria as deemed appropriate

Staff will select and present the key indicators relevant for the status of the Downtown CIP and programs. The number of development projects in the downtown, the number of units involved, and spin-off developments in the vicinity will be monitored regularly to determine when the City has begun to achieve its goals for the downtown.

The feedback received from users of the Downtown CIP regarding eligibility requirements and the administrative process will also be noted and reviewed on a regular basis.

The performance measures of the Downtown CIP will be reported on a regular basis (at least annually) to City Council so that City Council understands the benefits of the program and the role played by the program in helping the City achieve its vision for the Downtown.

The monitoring results (empirical, qualitative, and feedback from applicants) will be used to improve the program by recommending adjustments such as eligibility requirements and the administration process. Therefore, the City may periodically review and adjust the level, terms and requirements of the Downtown CIP, or discontinue the program, without amendment to the Downtown CIP.

## 6.0 Terms and Conditions for the Use of Incentives

The Downtown CIP incentive programs are subject to the approval of City Council, or its delegate. If incentives are granted, the applicant will be subject to terms and conditions which may include the following:

- a. The merits of providing financial incentives will be considered on a case-by-case basis. The decision to provide financial incentives is entirely at the discretion of the City of Mississauga Council or that of its delegate as applicable.
- b. Formal agreement(s) between the City and applicant is/are required to establish the terms of the incentive package and obligations of the City and recipient(s). The agreement(s) will specify the terms, conditions, duration and default provisions of the incentive to be provided and will be subject to approval by Council or that of its delegate. The incentive is dependent upon the applicant entering into an agreement with the City on terms satisfactory to the City.
- c. The development must meet all legal and financial obligations of the agreement(s).
- d. The subject property shall not be in a position of tax arrears at the time of agreement(s) and throughout the entire duration of the agreement(s).
- e. Where other sources of government and/or non-profit organization funding (Federal, Provincial, Municipal, CMHC, Federation of Canadian Municipalities, etc.) are anticipated or have been secured to cover a portion of the project, they must be declared prior to the approval of the agreement(s) by Council.
- f. If the applicant fails to comply with the conditions of the agreement(s) with the City, the City may delay, reduce or cancel the approved incentive, and may require repayment of any approved incentive(s) which has been paid or granted. If the recipient chooses to delay, reduce or cancel the approved incentive(s) the recipient shall forfeit any portion of incentive(s) paid and the City shall retain any applicable monies that have been collected.
- g. Approval under the financial incentive program(s) shall not fetter the City's discretion with respect to its standard development approval or any other applicable approval process.
- h. All proposed works approved under the financial incentive programs and associated improvements to buildings and/or land shall conform to all municipal by-laws, policies, procedures, standards and guidelines.
- i. All works proposed under one or more of the financial incentive programs shall be in conformity with Mississauga Official Plan and other planning requirements and approvals at both the local and regional level.
- j. All improvements made to buildings and/or land shall be made pursuant to a Building Permit, and/or other required permits, and constructed in accordance with

the Ontario Building Code and all applicable zoning requirements and planning approvals.

- k. All works completed must comply with the description of the works as provided in the application form and/or contained in the program agreement(s) with any amendments as approved by the City.
- l. When required by the City, outstanding work orders, and/or orders or requests to comply, and/or other charges from the City must be satisfactorily addressed prior to the approval/payment of the incentive.
- m. City staff, officials, and/or agents of the City may inspect any property that is the subject of an application for any of the financial incentive programs offered by the City.
- n. No incentive funds will be dispensed by the City until the development has been completed, the Planning and Building Department has conducted final inspection, and the property has been re-valuated by MPAC.



## 7.0 FAQs

### What incentives are available?

The Downtown CIP includes the following programs:

- Tax Increment Equivalent Grants (TIEG)
- Development Processing Fees Grant
- Municipally Funded Parking Program
- Municipal Property Acquisition and Disposition

### Who can apply?

Any landowner within the Downtown CIP Project Area ([Appendix 1](#)) meeting the general Eligibility Criteria (Section 2.3) may apply in writing to the City.

### When can I apply?

Applications will be received on an ongoing basis until July 4, 2022. Incentive reimbursement payments may be distributed beyond this date.

### Where are the incentives available?

The Downtown CIP is only available within the Downtown CIP Project Area ([Appendix 1](#)).

### Is there a fee to apply?

No.

### Is a project eligible for funding from more than one CIP incentive program?

Yes.

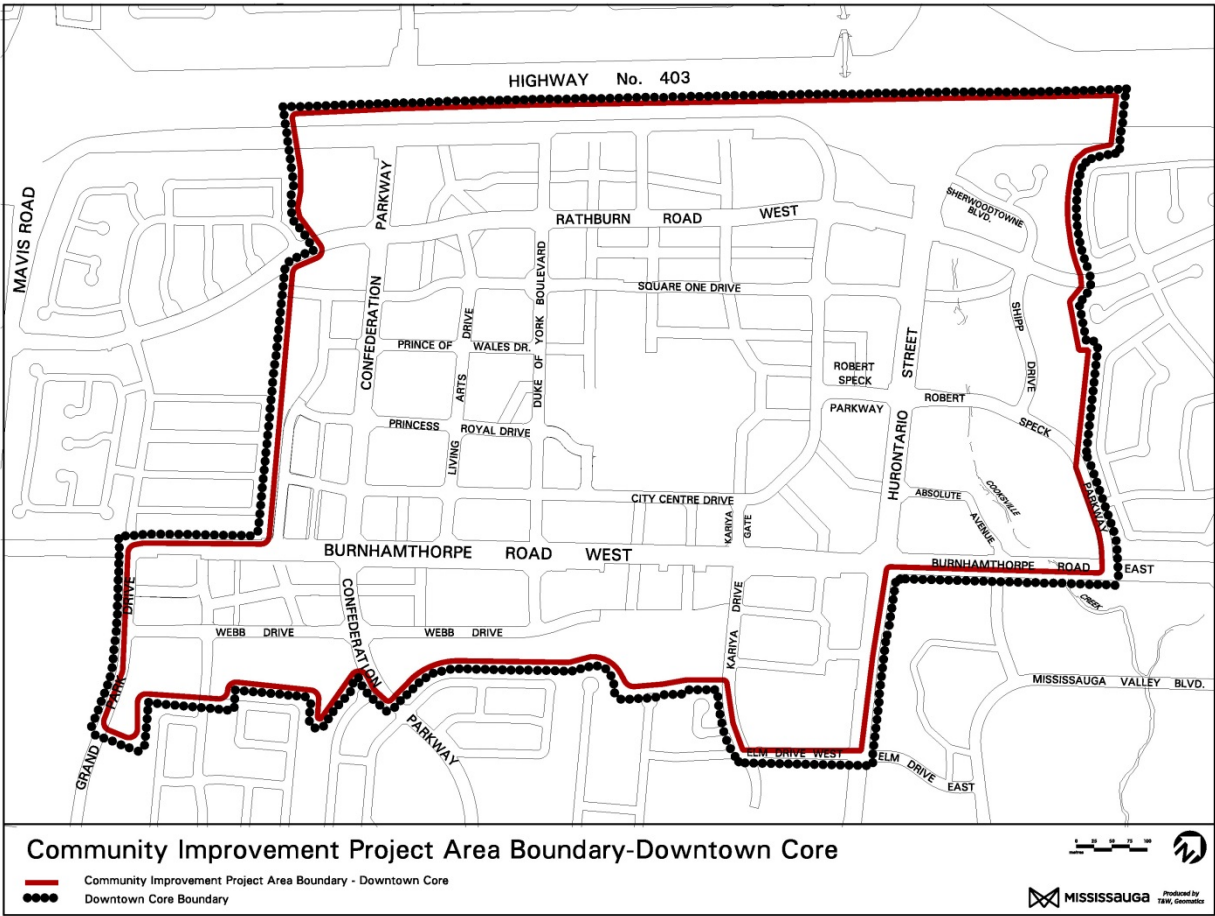
### How do I apply for incentives?

Submit a Pre-Application Form to the CIP Planner, City Planning Strategies Division.

### Who can I contact for more information?

CIP Planner  
300 City Centre Drive  
Mississauga, ON L5B 3C1  
[downtown.cip@mississauga.ca](mailto:downtown.cip@mississauga.ca)  
(905) 615-3200 ext. 5152

# Appendix 1: Downtown Community Improvement Plan Project Area (adopted by By-law 0178-2016)



## Appendix 2: Downtown Community Improvement Plan Pre-Application Form

### Notice to Applicants

**Please complete this form prior to submitting an Application Form.**

1. Prior to completing this form, please read the eligibility requirements in the Downtown Community Improvement Plan and Application Guide for further details and conditions.
2. This form will be used to coordinate a Pre-Application Meeting with the Review Panel. The meeting will allow staff an opportunity to identify requirements and high level issues prior to Application submission.
3. If you find insufficient space on this form to respond to questions, please provide additional information on a separate page and attach to your completed application form.
4. Prior to submission, please ensure that the Pre-Application Form is completed in full, including all required signatures and supporting documents.
5. There is no application fee.
6. You may deliver your application in person, by mail or email to:  
City of Mississauga  
Planning and Building Department  
Attention: CIP Planner, City Planning Strategies  
300 City Centre Drive  
Mississauga, ON L5B 3C1  
Email: [downtown.cip@mississauga.ca](mailto:downtown.cip@mississauga.ca)
7. For further information contact the CIP Planner at 905-615-3200 ext. 5152 or [downtown.cip@mississauga.ca](mailto:downtown.cip@mississauga.ca).

The personal information on this form is collected under the authority of the *Planning Act*, RSO 1990, c.P.13, as amended. The information is used for the purpose of evaluating your Downtown CIP application. Questions about the collection of personal information should be directed to the CIP Planner, City Planning Strategies, Planning and Building Department, 300 City Centre Drive, Mississauga, Ontario, L5B 3C1, Tel: 905-615-3200 ext. 5152.

The development proposal must comply with applicable policy and regulations. Additional project details will be required as part of the full application submission to demonstrate conformity with all relevant policy documents including Mississauga Official Plan, Zoning By-law 0225-2007, (both are accessible at [www.mississauga.ca/portal/residents/officialdocuments](http://www.mississauga.ca/portal/residents/officialdocuments)) and any other applicable plans and documents.

\_\_\_\_\_  
Applicant Initials

FOR CITY USE ONLY	
File Number	Date of Receipt

1. Property Owner Information			
Name	Company		
Address	City	Province	Postal Code
E-mail	Phone No.	Additional Phone No.	
Agent Information - if applicable			
Name of Agent	Company		
Address	City	Province	Postal Code
E-mail	Phone No.	Additional Phone No.	

2. Property Information
Address/Legal Description
Assessment Roll Number
Existing Property Use
Proposed Property Use (including office gross floor area, storeys, residential units, parking spaces, etc.). Please attach any additional information and sketches as required.

Have you met the general eligibility criteria? Explain:			
Criteria	Yes	No	Explanation – if required
1. Lands are situated within the <a href="#">Downtown Community Improvement Project Area</a>	<input type="checkbox"/>	<input type="checkbox"/>	
2. The payment of increased property taxes will apply	<input type="checkbox"/>	<input type="checkbox"/>	
3. The building will be a minimum of three (3) storeys in height	<input type="checkbox"/>	<input type="checkbox"/>	
4. The development will include a minimum of 50,000 sq. ft. (approximately 5,000 m <sup>2</sup> ) of office	<input type="checkbox"/>	<input type="checkbox"/>	
5. Transportation Demand Management (TDM) measures are included ( <a href="#">MOP Section 8.5</a> )	<input type="checkbox"/>	<input type="checkbox"/>	
6. The subject property is <b>not</b> in a position of tax arrears	<input type="checkbox"/>	<input type="checkbox"/>	

3. Programs	
Please check all programs that are being applied for:	
Program(s) Requested	Description
<input type="checkbox"/> Tax Increment Equivalent Grant (TIEG)	Provides tax grants that would offset increase in municipal taxes that are the result of an increase in property assessment due to new development
<input type="checkbox"/> Development Processing Fees Grant	In whole, or in part, the cost of specific planning fees for office development.
<input type="checkbox"/> Municipally Funded Parking Program	The provision of municipal parking spaces in a stand-alone structure or as part of a private development.
<input type="checkbox"/> Municipal Property Acquisition and Disposition (City initiated through request for proposals)	The purchase or sale of municipal land by the City for the purposes of achieving the objectives of the Downtown CIP.
If the <b>Municipally Funded Parking Program</b> has been selected above, indicate the following:	
Total number of parking spaces proposed with development	Number of spaces incentive is requested for
Are the requested incentivized spaces intended to be built within the private development or stand alone?	

#### 4. Property Owner Appointment and Authorization of Agent – if applicable

If no agent is assigned, please check here: ☐

I, the undersigned, being the registered property owner of

\_\_\_\_\_  
*Address/Legal Description*

Hereby authorize \_\_\_\_\_  
*Authorized agent's name/company*

as my agent for the purpose of submitting a Pre-Application Form to the City of Mississauga Planning and Building Department and acting on my/our behalf in relation to this application. The authority granted by this Agent Appointment and Authorization shall continue until I shall have revoked such authority in writing, and delivered such written revocation to the City of Mississauga Planning and Building Department. No such revocation shall, however, invalidate any action taken by my/our agent prior to the date the City of Mississauga Planning and Building Department received such written revocation.

I have the authority to bind the Corporation or Partnership, if applicable.

\_\_\_\_\_  
*Signature of property owner or signing officer*

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Date*

#### 5. Property Owner Acknowledgement of Public Information

Application information is collected under the authority of the *Planning Act*, R.S.O. 1990, c. P.13, as amended. In accordance with Section 1.0.1 of the Act, the City of Mississauga provides public access to all *Planning Act* applications and supporting documentation submitted to the City.

I, the undersigned, being the registered property owner of

\_\_\_\_\_  
*Address/Legal Description*

hereby agree and acknowledge that the information contained in the application and any documentation, including reports, studies and drawings, provided in support of the request, by myself, my agents, consultants and solicitors, constitute public information and will become part of the public record. As such, and in accordance with the provisions of the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M.56, as amended or substituted from time to time, I hereby consent to the City of Mississauga making this request and its supporting documentation available to the general public, including copying, posting on the City's website and/or releasing a copy of the request and any of its supporting documentation to any third party upon their request or otherwise, and as part of a standard distribution of copies of such documentation. I consent to the City releasing copies of any of the documentation to additional persons, including but not limited to Members of Council and resident associations.

I have the authority to bind the Corporation or Partnership, if applicable.

\_\_\_\_\_  
*Signature of property owner or signing officer*

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Date*

## 6. Property Owner Permission to Enter Property

I, the undersigned, being the registered property owner of

\_\_\_\_\_  
*Address/Legal Description*

hereby irrevocably authorize and consent to the City of Mississauga to enter upon the above noted property at any reasonable time for the purpose of evaluating the merits of the application.

I have the authority to bind the Corporation or Partnership, if applicable.

\_\_\_\_\_  
*Signature of property owner or signing officer*

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Date*

## 7. Declaration of Agent/Applicant

I, \_\_\_\_\_, of the \_\_\_\_\_ in the \_\_\_\_\_  
*Name City/Town Region*

solemnly declare that all of the statements and attached documentation contained within the application are accurate and true, and I make this solemn declaration conscientiously believing it to be true, and knowing that it is the same force and effect as if made under oath, and by virtue of "The Canada Evidence Act".

DECLARED BEFORE ME )

at \_\_\_\_\_, )

\_\_\_\_\_  
*Agent/Applicant signature*

In the \_\_\_\_\_, )

this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_. )

\_\_\_\_\_  
*A commissioner, etc.*

\_\_\_\_\_  
*Name/Stamp of commissioner, etc.*





## Appendix 3: Downtown Community Improvement Plan Application Form

### Notice to Applicants

**Please only complete this form after attending a Pre-Application Meeting with the Review Panel.**

1. Prior to completing this form, please read the eligibility requirements in the Downtown Community Improvement Plan and Application Guide for further details and conditions.
2. If an agent is acting for the property owner, please ensure that the required authorization as provided and the application form is completed and signed by the owner. Agreement(s) must be executed with the property owner and payments will only be made to the property owner.
3. If you find insufficient space on this form to respond to questions, please provide additional information on a separate page and attach to your completed application form.
4. Prior to submission, please ensure that the Application Form is completed in full, including all required signatures and supporting documents.
5. There is no application fee.
6. You may deliver your application in person, by mail or email to:  
City of Mississauga  
Planning and Building Department  
Attention: CIP Planner, City Planning Strategies  
300 City Centre Drive  
Mississauga, ON L5B 3C1  
Email: [downtown.cip@mississauga.ca](mailto:downtown.cip@mississauga.ca)
7. For further information contact the CIP Planner at 905-615-3200 ext. 5152 or [downtown.cip@mississauga.ca](mailto:downtown.cip@mississauga.ca).

The personal information on this form is collected under the authority of the *Planning Act*, RSO 1990, c.P.13, as amended. The information is used for the purpose of evaluating your Downtown CIP application. Questions about the collection of personal information should be directed to the CIP Planner, City Planning Strategies, Planning and Building Department, 300 City Centre Drive, Mississauga, Ontario, L5B 3C1, Tel: 905-615-3200 ext. 5152.

The development proposal must comply with applicable policy and regulations. Additional project details will be required as part of the full application submission to demonstrate conformity with all relevant policy documents including Mississauga Official Plan, Zoning By-law 0225-2007, (both are accessible at [www.mississauga.ca/portal/residents/officialdocuments](http://www.mississauga.ca/portal/residents/officialdocuments)) and any other applicable plans and documents.

\_\_\_\_\_  
Applicant Initials

FOR CITY USE ONLY	
File Number	Date of Receipt

1. Property Owner Information			
Name	Company		
Address	City	Province	Postal Code
E-mail	Phone No.	Additional Phone No.	
Agent Information - if applicable			
Name of Agent	Company		
Address	City	Province	Postal Code
E-mail	Phone No.	Additional Phone No.	
2. Property Information			
Address/Legal Description			
Assessment Roll Number			
Existing Property Use			
Are property taxes paid in full on this property?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are there any outstanding work orders on this property?		<input type="checkbox"/> Yes	<input type="checkbox"/> No

### 3. Project Description

Describe the proposed construction project (including office gross floor area, storeys, residential units, parking spaces, etc.). Please attach any additional information and plans, drawings, sketches as required.

What development applications are required?

Application	Yes	No	Description (please include application number if applicable)
1. Official Plan Amendment	<input type="checkbox"/>	<input type="checkbox"/>	
2. Rezoning	<input type="checkbox"/>	<input type="checkbox"/>	
3. Removal of H	<input type="checkbox"/>	<input type="checkbox"/>	
4. Site Plan	<input type="checkbox"/>	<input type="checkbox"/>	
5. Minor Variance	<input type="checkbox"/>	<input type="checkbox"/>	
6. Other	<input type="checkbox"/>	<input type="checkbox"/>	

Have you met the general eligibility criteria? Explain:

Criteria	Yes	No	Explanation - if required
1. Lands are situated within the <a href="#">Downtown Community Improvement Project Area</a>	<input type="checkbox"/>	<input type="checkbox"/>	
2. The payment of increased property taxes will apply	<input type="checkbox"/>	<input type="checkbox"/>	
3. The building will be a minimum of three (3) storeys in height	<input type="checkbox"/>	<input type="checkbox"/>	
4. The development will include a minimum of 50,000 sq. ft. (approximately 5,000 m <sup>2</sup> ) of office	<input type="checkbox"/>	<input type="checkbox"/>	
5. Transportation Demand Management (TDM) measures are included ( <a href="#">MOP section 8.5</a> )	<input type="checkbox"/>	<input type="checkbox"/>	
6. The subject property is <b>not</b> in a position of tax arrears	<input type="checkbox"/>	<input type="checkbox"/>	

Provide a description of why financial assistance/incentives are required to make the development economically viable and what measurable economic benefit the development will provide to the downtown.

Does the project conform to the intent of Mississauga Official Plan, Zoning By-law 0225-2007, (both are accessible at [www.mississauga.ca/portal/residents/officialdocuments](http://www.mississauga.ca/portal/residents/officialdocuments)) and other related City policies and strategies?

Is the subject property subject to outstanding appeals to Mississauga Official Plan policies or amendments to the Downtown Core, Zoning By-law 0225-2007 and/or Interim Control By-laws 0046-2011/0036-2012; or the Downtown Core Built Form Standards?

#### 4. Programs

Please check all programs that are being applied for:

Program(s) Requested	Description	Value (\$) and Duration
<input type="checkbox"/> Tax Increment Equivalent Grant (TIEG)	Provides tax grants that would offset increase in municipal taxes that are the result of an increase in property assessment due to new development	
<input type="checkbox"/> Development Processing Fees Grant	In whole, or in part, the cost of specific planning fees for office development.	
<input type="checkbox"/> Municipally Funded Parking Program	The provision of municipal parking spaces in a stand-alone structure or as part of a private development.	
<input type="checkbox"/> Municipal Property Acquisition and Disposition	The purchase or sale of municipal land by the City for the purposes of achieving the objectives of the Downtown CIP.	

If the <b>Municipally Funded Parking Program</b> has been selected above, indicate the following:	
Total number of parking spaces proposed with development	Number of spaces incentive is requested for
Are the requested incentivized spaces intended to be built within the private development or stand alone?	
Please provide additional details regarding parking (e.g. are the spaces to be exclusive use or shared?)	

5. Construction Schedule	
Approximate Start Date of Construction	Approximate End Date of Construction

6. Tax Information	
Current Assessed Value of Property (\$)	Current Property Taxes (annual) (\$)
Is the property in tax arrears? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please specify the amount (\$)

7. Other Sources of Funds	
Has the property received grants/loans or other financial assistance from the City or other levels of government? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If <b>yes</b> , please specify the type and amount of financial assistance received	

#### 4. Property Owner Appointment and Authorization of Agent – if applicable

If no agent is assigned, please check here: ☐

I, the undersigned, being the registered property owner of

\_\_\_\_\_  
*Address/Legal Description*

Hereby authorize \_\_\_\_\_  
*Authorized agent's name/company*

as my agent for the purpose of submitting a Pre-Application Form to the City of Mississauga Planning and Building Department and acting on my/our behalf in relation to this application. The authority granted by this Agent Appointment and Authorization shall continue until I shall have revoked such authority in writing, and delivered such written revocation to the City of Mississauga Planning and Building Department. No such revocation shall, however, invalidate any action taken by my/our agent prior to the date the City of Mississauga Planning and Building Department received such written revocation.

I have the authority to bind the Corporation or Partnership, if applicable.

\_\_\_\_\_  
*Signature of property owner or signing officer*

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Date*

#### 5. Property Owner Acknowledgement of Public Information

Application information is collected under the authority of the *Planning Act*, R.S.O. 1990, c. P.13, as amended. In accordance with Section 1.0.1 of the Act, the City of Mississauga provides public access to all *Planning Act* applications and supporting documentation submitted to the City.

I, the undersigned, being the registered property owner of

\_\_\_\_\_  
*Address/Legal Description*

hereby agree and acknowledge that the information contained in the application and any documentation, including reports, studies and drawings, provided in support of the request, by myself, my agents, consultants and solicitors, constitute public information and will become part of the public record. As such, and in accordance with the provisions of the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M.56, as amended or substituted from time to time, I hereby consent to the City of Mississauga making this request and its supporting documentation available to the general public, including copying, posting on the City's website and/or releasing a copy of the request and any of its supporting documentation to any third party upon their request or otherwise, and as part of a standard distribution of copies of such documentation. I consent to the City releasing copies of any of the documentation to additional persons, including but not limited to Members of Council and resident associations.

I have the authority to bind the Corporation or Partnership, if applicable.

\_\_\_\_\_  
*Signature of property owner or signing officer*

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Date*

## 6. Property Owner Permission to Enter Property

I, the undersigned, being the registered property owner of

\_\_\_\_\_  
*Address/Legal Description*

hereby irrevocably authorize and consent to the City of Mississauga to enter upon the above noted property at any reasonable time for the purpose of evaluating the merits of the application.

I have the authority to bind the Corporation or Partnership, if applicable.

\_\_\_\_\_  
*Signature of property owner or signing officer*

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Date*

## 7. Declaration of Agent/Applicant

I, \_\_\_\_\_, of the \_\_\_\_\_ in the \_\_\_\_\_  
*Name City/Town Region*

solemnly declare that all of the statements and attached documentation contained within the application are accurate and true, and I make this solemn declaration conscientiously believing it to be true, and knowing that it is the same force and effect as if made under oath, and by virtue of "The Canada Evidence Act".

DECLARED BEFORE ME )

at \_\_\_\_\_, )

\_\_\_\_\_  
*Agent/Applicant signature*

In the \_\_\_\_\_, )

this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_. )

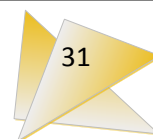
\_\_\_\_\_  
*A commissioner, etc.*

\_\_\_\_\_  
*Name/Stamp of commissioner, etc.*



## Appendix 4: Scoring Summary

Criteria	Factors	Rating	Score
<b>General Eligibility</b>	<ul style="list-style-type: none"> <li>Located within the <a href="#">Downtown CIP Area</a></li> <li>Minimum of three (3) storeys</li> <li>Minimum of 5,000 m<sup>2</sup> of office space</li> <li>Increase property taxes</li> <li>Includes TDM measures (<a href="#">MOP 8.5</a>)</li> <li>Not in tax arrears</li> </ul>	No Yes	Ineligible Eligible
<b>All General Eligibility Criteria must be met in order to proceed with application</b>			
<b>Balancing Growth</b>	How many new jobs will the project create?	0 1- 50 51 - 100 101 - 250 250 - 500 >500	(0) (2) (4) (6) (8) (10)
	How much new office space will the project create?	5,000 - 20,000m <sup>2</sup> 20,001 - 50,000m <sup>2</sup> 50,001 - 100,000m <sup>2</sup> 100,001 - 250,000m <sup>2</sup> >250,000m <sup>2</sup>	(2) (4) (6) (8) (10)
	How much existing office space will the project renovate?	5,000 - 50,000m <sup>2</sup> 50,001 - 100,000m <sup>2</sup> >100,000m <sup>2</sup>	(1) (3) (5)
<b>Balancing Growth</b>			<b>/25</b>
<b>Type of Office Development</b>	Are the proposed office uses aligned with the <a href="#">City's Economic Development Strategies</a> and <a href="#">key sectors</a> ?	No Yes	(0) (5)
<b>Type of Development</b>			<b>/5</b>
<b>Location within the Downtown CIP Area</b>	Is the project within 150m of a higher order transit stop?	No Yes	(0) (5)
	Is the subject site identified as office in the <a href="#">Downtown21 Master Plan</a> ?	No Yes	(0) (5)
<b>Location within the Downtown CIP Area</b>			<b>/10</b>
<b>Quality of the Proposal</b>	Does the project conform to the <a href="#">Downtown Built Form Standards</a> ?	No Yes	(0) (5)
	Is the project anticipated to be complete in the next 3 years?	No Yes	(0) (2)
<b>Quality of the Proposal</b>			<b>/7</b>



<b>Public Benefit</b>	<ul style="list-style-type: none"> <li>What percent of the entire project includes space for arts, culture, recreation activities, institutions, entertainment, or other employment uses?</li> </ul>	0% (0) 1 - 10% (1) 11 - 20% (2) 21 - 30% (4) >30% (5)	
<b>Public Benefit</b>			<b>/5</b>
<b>Alignment with the Strategic Priorities of the City</b>	<ul style="list-style-type: none"> <li>How much new public road network will the project create?</li> </ul>	0m (0) 1 - 250 m (1) 251 - 500 m (2) 500 - 750m (3) >750 m (5)	
	<ul style="list-style-type: none"> <li>What percent of the frontage will be active?</li> </ul>	0 - 20% (0) 21 - 40% (1) 41 - 60% (3) 61 - 80% (4) >81% (5)	
	<ul style="list-style-type: none"> <li>How many transit routes are or will be accessible at stops within 100m of the project?</li> </ul>	0 (0) 1 (1) 2 (2) 3 (3) >4 (5)	
<b>Alignment with the Strategic Priorities of the City</b>			<b>/15</b>
<b>Sustainability</b>	<ul style="list-style-type: none"> <li>How many sustainable development features are being incorporated into the project? <ul style="list-style-type: none"> <li>LEED certified</li> <li>Green roof</li> <li>Energy saving elements</li> <li>Sit development standards (e.g. bioswales, permeable paving, sustainable stormwater management)</li> </ul> </li> </ul>	0 features (0) 1 feature (1) 2 features (2) 3 features (3) 4 features (4) >5 features (5)	
	<ul style="list-style-type: none"> <li>Will the project include district energy?</li> </ul>	No (0) Yes (3)	
<b>Sustainability</b>			<b>/8</b>
<b>Total Score</b>			<b>/75</b>