

St. Joseph Boulevard Community Improvement Plan

Final Draft – December 2008

Prepared by:

City of Ottawa
Infrastructure Services and Community Sustainability
Planning and Growth Management Branch
Document No. 3-20

draft

(Sample CIP By-law)

BY-LAW NO. 2009 - XX

A by-law of the City of Ottawa to designate a part of the area covered by the Official Plan for the City of Ottawa as the St. Joseph Boulevard Community Improvement Project Area.

WHEREAS pursuant to Section 28 of the *Planning Act*, R.S.O. 1990. c. P.13, City Council may designate the whole or any part of an area covered by an official plan as a community improvement project area;

AND WHEREAS the 2003 St. Joseph Boulevard Corridor Study approved by Council directed the implementation of a Community Improvement Plan for St. Joseph Boulevard;

AND WHEREAS on _____, 2009 Planning and Environment Committee recommended the designation of part of the area covered by the Official Plan to be a community improvement project area;

AND WHEREAS on _____, 2009, City Council carried the recommendations of Planning and Environment Committee;

THEREFORE the Council of the City of Ottawa enacts as follows:

1. The following area is designated as the St. Joseph Boulevard Community Improvement Project Area:

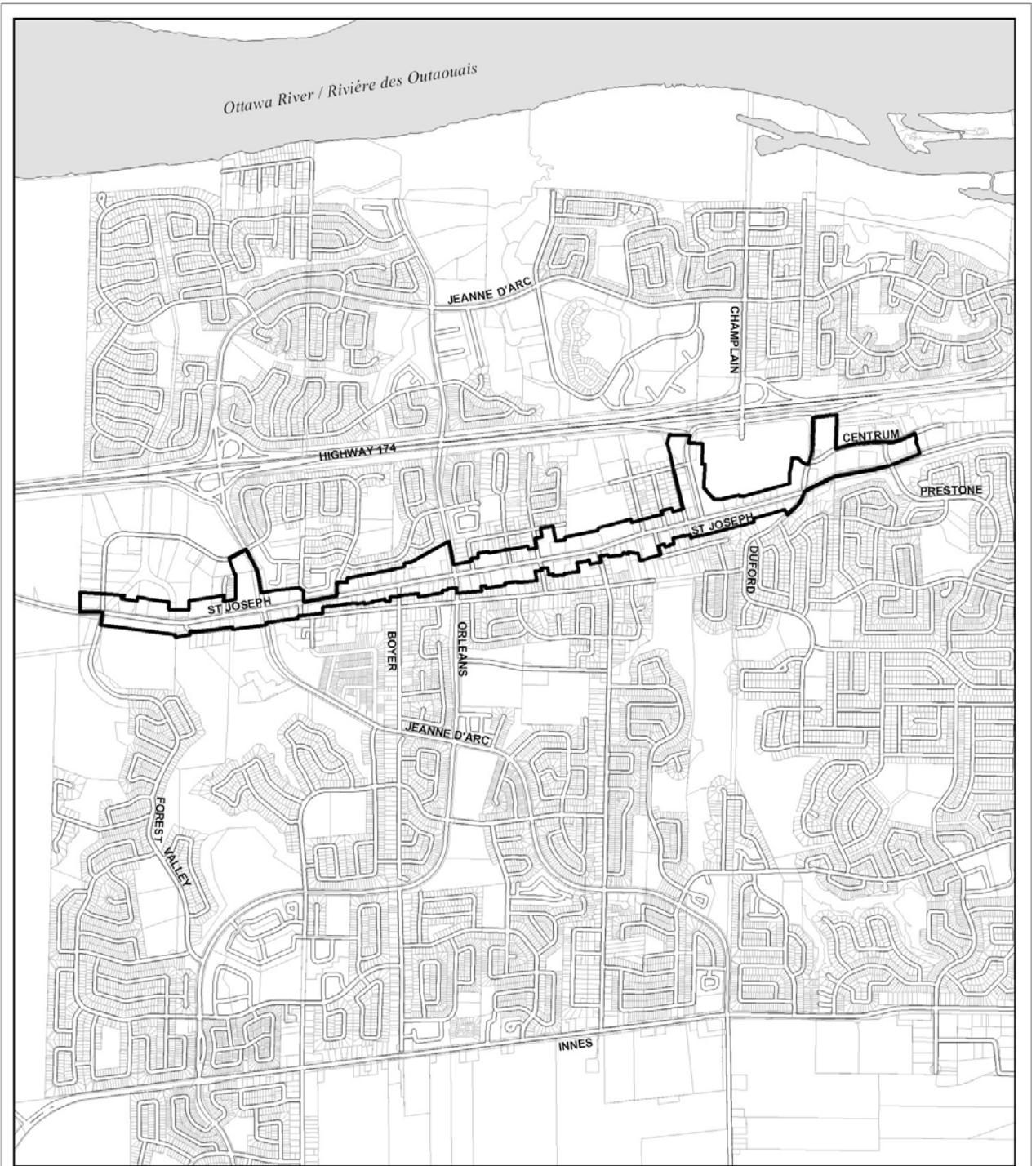
(1) the land illustrated on Schedule “A” to this by-law is hereby designated as a community improvement project area.

2. This by-law shall come into force in accordance with the provisions of the *Planning Act*, R.S.O. 1990, c.P.13, as amended.

ENACTED AND PASSED this ___ day of _____, 2009.

CITY CLERK

MAYOR



Produced by Infrastructure Services and Community Sustainability,
 Planning & Infrastructure Approvals, Development Approvals West /
 Central Division Mapping and Graphics



Produit par Services d'infrastructure et Viabilité des Collectivités,
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 demandes d'aménagement, Ouest-Centre
 Cartographie et Graphiques.

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03 / 11 / 2008

This is Schedule A to By-law No. 2009- passed
Voici l'Annexe A du Règlement no 2009 - adopté

 ST. JOSEPH BOULEVARD COMMUNITY IMPROVEMENT PLAN PROJECT AREA
 ZONE D'AMÉLIORATIONS COMMUNAUTAIRES DU BOULEVARD SAINT-JOSEPH

Echelle N.A.E.



Scale - N.T.S.

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1.0 Background

The St. Joseph Boulevard corridor has enjoyed a successful history of settlement and growth over the past 100 years. The area is comprised of a diverse mix of commercial, residential, office, and institutional and vacant parcels of land. In recent years development along St. Joseph Boulevard has been slow due in part to the availability of new commercial and residential development land in other parts of Orleans. The area is however well positioned geographically to again play a more significant role in the community as a live / work / play destination. The area offers a good population base and existing utility and public transit services. There is as a result significant potential for development of vacant properties and for possible redevelopment of existing buildings both individually and as part of land assemblies.

To set the stage for new development, beautification and to bolster the economic viability of the community the City in 2003 approved the St. Joseph Boulevard Corridor Study. This study established an urban design framework to guide the form of development adjacent to the street, suggested aesthetic improvements to the streetscape and formed the basis of implementing Official Plan policies and zoning regulations.

The new zoning by-law changed the regulations for properties on both north and south sides of the street to provide for residential and commercial intensification. The new regulations also require future buildings to be constructed in proximity to the street thereby establishing, overtime, a more “mainstreet” or downtown look and feel. The Heart of Orleans Business Improvement Area (BIA) was established in 2007 and several initiatives to enhance the streetscape have been undertaken by the organisation in cooperation with the Chamber of Commerce since that time.

The purpose of this Community Improvement Plan (CIP) is to encourage and facilitate development and redevelopment of properties on the street by providing financial incentives to landowners. The CIP benefits private landowners undertaking development projects on private property.

The CIP project area is comprised of private properties fronting on both the north and south sides of St. Joseph Boulevard, covering a length of approximately 4.0 kilometres from Youville Drive in the west to Prestone Drive in the east. Other properties fronting on Jeanne D’Arc Boulevard, Place D’Orleans Drive and within portions of the Cumberland Town Centre area are also included within the CIP boundary (refer to Appendix “B”).

2.0 Basis of the Plan

2.1 Municipal Act

Section 106(1) and (2) of the *Municipal Act, 2001* prohibits municipalities from directly or indirectly assisting any manufacturing business or other industrial or commercial enterprise through the granting of bonuses. Prohibited actions include:

- a) giving or lending money or municipal property;
- b) guaranteeing borrowing;
- c) leasing or selling any municipal property at below fair market value; and
- d) giving a total or partial exemption from any levy, charge or fee.

Section 106(3) of the *Municipal Act, 2001* provides an exception to this bonusing rule for municipalities exercising powers under the provisions of Section 28(6), (7) or (7.2) of the *Planning Act* or Section 365.1 of the *Municipal Act, 2001*.

2.2 Planning Act

Section 28 of the *Planning Act* allows municipalities with provisions in their official plans relating to community improvement to designate by by-law a “community improvement project area” and prepare and adopt a community improvement plan for the community improvement project area. Once the community improvement plan has been adopted by the municipality and comes into effect, the municipality may exercise authority under Section 28(6), (7) or (7.2) of the *Planning Act* or Section 365.1 of the *Municipal Act, 2001* in order that the exception provided for in Section 106(3) of the *Municipal Act, 2001* will apply.

According to Section 28(1) of the *Planning Act*, a “community improvement project area” is defined as “a municipality or an area within a municipality, the community improvement of which in the opinion of the council is desirable because of age, dilapidation, overcrowding, faulty arrangement, unsuitability of buildings or for any other environmental, social or community economic development reason”.

Section 28(1) of the *Planning Act* defines “community improvement” as “the planning or replanning, design or redesign, resubdivision, clearance, development or redevelopment, construction, reconstruction and rehabilitation, improvement of energy efficiency, or any of them, of a community improvement project area, and the provision of such residential, commercial, industrial, public, recreational, institutional, religious, charitable, or other uses, buildings, structures, works, improvements or facilities, or spaces therefore, as may be appropriate or necessary”.

Once a CIP has come into effect, the municipality may:

- i) acquire, hold, clear, grade or otherwise prepare land for community improvement (Section 28(3) of the *Planning Act*);
- ii) construct, repair, rehabilitate or improve buildings on land acquired or held by it in conformity with the community improvement plan (Section 28(6));
- iii) sell, lease, or otherwise dispose of any land and buildings acquired or held by it in conformity with the community improvement plan (Section 28(6)); and
- iv) make grants or loans, in conformity with the community improvement plan, to registered owners, assessed owners and tenants of land and buildings within the community improvement project area, and to any person to whom such an owner or tenant has assigned the right to receive a grant or loan, to pay for the whole or any part of the eligible costs of the community improvement plan (Section 28(7)).

Section 28(7.1) of the *Planning Act* specifies that the eligible costs of a community improvement plan for the purposes of Subsection 28(7) may include costs related to environmental site assessment, environmental remediation, development, redevelopment, construction and reconstruction of land and buildings for rehabilitation purposes or for the provision of energy efficient uses, buildings, structures, works, improvements or facilities.

Section 28(7.3) of the *Planning Act* specifies that the total of all grants and loans made in respect of particular lands and buildings under Section 28(7) and (7.2) of the *Planning Act* shall not exceed the eligible cost of the community improvement plan with respect to those lands and buildings. The grant programs contained in Section 5.0 of this Plan contain safeguards to ensure that this legislative requirement is met.

2.3 Provincial Policy Statement

The Provincial Policy Statement (PPS), issued under Section 3 of the *Planning Act*, guides municipalities as planning decisions are made. The *Planning Act* requires that municipal decisions in respect of the exercise of any authority that affects a planning matter “shall be consistent with” the PPS.

The PPS supports long-term economic prosperity. For example, Section 1.7.1 b) of the PPS states that “long-term economic prosperity should be supported by maintaining and, where possible, enhancing the vitality and viability of downtowns and mainstreets”. St. Joseph Boulevard is a designated “Arterial Mainstreet” in the Ottawa Official Plan.

The PPS also supports Smart Growth through urban growth management. For example, Section 1.1.3.3 of the PPS states “planning authorities shall identify and promote opportunities for intensification and redevelopment where this can be accommodated taking into account existing building stock or areas, including brownfield sites, and the availability of suitable existing or planned infrastructure and public service facilities required to accommodate projected needs”. Other policies in the PPS (Sections 1.1.1 a), 1.1.1 g) and 1.6.2) support the management of growth to achieve efficient development and land use patterns which sustain financial well-being over the long term. The development and redevelopment of St. Joseph Boulevard has a role to play in supporting the economic and social health of the Orleans community.

2.4 Ottawa Official Plan

The Community Improvement policies in Section 5.2.5 of the Official Plan set out the rationale for preparing a community improvement plan, criteria to be considered when designating a community improvement project area, priority areas for community improvement, and the range of actions that Council may undertake to implement community improvement plans. Depending on the purpose for which it is designated, a community improvement project area may be part or all of the urban area of the City of Ottawa, and/or part or all of one or more villages in the City of Ottawa. The full text of Section 5.2.5 of the City of Ottawa Official Plan is contained in Appendix A.

Schedule “B” to the Official Plan designates the northeasterly portion of the CIP Project Area as “Mixed Use Centre” with a “Town Centre” overlay designation. Such areas are to provide for compact mixed-use development and have employment for at least 10,000 people. The balance of the Project Area is designated as “General Urban Area” permitting, for example, a range of uses of land including residential, commercial and mixed use. Much of the St. Joseph Boulevard corridor within the CIP Project Area is also designated as an “Arterial Mainstreet”. The Arterial Mainstreet policies support development of a more “urban” pattern of land use over time, including mixed-use buildings and a higher proportion of residential.

2.5 Economic Strategy

The Economic Strategy promotes creation of a city that can retain and capture employment opportunities while reducing its ecological footprint for land and energy use and improving the quality of life through development. Intensification through development and redevelopment of properties within the St. Joseph Boulevard CIP for employment, residential and/or mixed use will help to achieve this goal.

The Economic Strategy is based on strengthening industry clusters and entrepreneurship. Attracting people and investment also depends on maintaining both quality of life and quality of place. One of the ways the Strategy recommends that this be done is to develop a program that will strengthen and support the economic vitality of Ottawa's mainstreets through promotion and business retention initiatives. Encouraging the revitalisation of the St. Joseph Boulevard area through the financial incentives offered in this CIP will provide opportunities to improve site and built form aesthetics and help to retain existing and to attract new businesses.

2.6 St. Joseph Boulevard Corridor Study

Council approved the St. Joseph Boulevard Corridor Study in 2003. This study establishes a framework to guide a new, more urban form of development along St. Joseph Boulevard. It sets out urban design policies that provide for future street-oriented, mixed-use buildings and improved development and streetscape aesthetics. It supports intensification and improved development design through a series of principles, strategies and specific initiatives. The Study formed the basis for a concurrent zoning by-law amendment that placed properties along St. Joseph Boulevard into a new "Community Mixed Use" zone. This zone permits a range of uses of land and requires that building setbacks to the street right-of-way generally to be not greater than four metres for commercial uses and six metres for residential uses.

3.0 Goals

The primary goal of this community improvement plan is to bolster the economic viability of the St. Joseph Boulevard area by stimulating development and redevelopment, encouraging land use intensification, supporting establishment of mixed-use development and improving site and built-form aesthetics.

Other goals include:

- a) To reinforce the St. Joseph Boulevard area as a central focus for the community.
- b) To strengthen the St. Joseph Boulevard area as a live / work / play destination.
- c) To encourage a range of higher-density housing types including affordable housing units.
- d) To provide employment opportunities through intensification of commercial and office uses.
- e) To encourage infill and mixed use development.
- f) To assist in achieving improved building architecture, site design and site landscaping.
- g) To provide for an attractive, safe and pedestrian friendly environment.
- h) To encourage and assist in environmentally friendly design including energy efficiency.

4.0 Community Improvement Project Area

The St. Joseph Boulevard CIP Project Area encompasses approximately 75 hectares of land. The incentive programs however affect only private properties located within the project area. In cases where the Project Area boundary does not follow a property line, only that portion of the property and building(s) within the project area qualifies for CIP grant programs. The intent is that in the case of large or very deep properties, only part of the property in proximity to the public street would qualify for grant programs given that these areas have the most benefit to the public at large. City staff will determine the limit of the Project Area on properties where a lot line is not followed at the time an application is submitted. The CIP does not apply to public road rights-of-way except where “eligible costs” include off-site development costs.

Council has approved the Project Area for the St. Joseph Boulevard Community Improvement Plan as shown on map Schedule “A” (please refer to the front of this document). The Project Area is also shown at a larger scale on an air photo base for reference purposes in Appendix “B”.

5.0 Community Improvement Plan Incentive Programs

5.1 Introduction

The incentive grants contained in this CIP are a framework of programs that will assist in achieving the goals outlined in Section 3.0. The incentive programs can be used individually or together by an applicant, but the total of all grants provided in respect of the subject lands and buildings of an applicant under the programs contained in this CIP, combined with any Brownfields CIP programs, shall not exceed 70% of the eligible costs of on / off site development of said lands and buildings, excluding all taxes, to a total maximum combined grant per property owner / property of \$1,000,000.00, whichever is lower.

The maximum grant amount will be increased to 85% of the eligible costs of on / off site development of said lands and buildings, excluding all taxes, for residential development of 3 or more new dwelling units provided that affordable housing criteria as set out in the City of Ottawa Official Plan are achieved, to a total maximum combined grant per property owner / property of \$1,000,000.00, whichever is lower.

To be considered for grant programs, a project must include one or more of:

- i) An addition of building space to an existing building;
- ii) Façade improvement facing a public road right-of-way;
- iii) New building construction; and
- iv) Site works including hard / soft landscaping and signage.

Stand-alone internal building upgrade and maintenance costs in existing building space do not qualify for the incentive grant programs in this CIP.

To be eligible for payment of a grant, the amount of work undertaken on the property and/or buildings shall result in a minimum increase of \$10,000.00 in the assessed value of the property as determined through post-construction reassessment by the Municipal

Property Assessment Corporation (MPAC). To be eligible to receive payment of an increased grant amount as a result of the provision of three or more affordable housing units, affordability will be determined in accordance with the City of Ottawa Official Plan and shall be based on the actual sale price or rental cost of the units.

The incentive programs are available to all properties within the Community Improvement Plan Project area subject to fulfilment of grant program requirements. Any property owner (or assignee) in the St. Joseph Boulevard CIP Project Area is eligible to apply for the incentive programs. If all or part of a property is sold within a grant eligibility period, grant payments will continue to be made to the Owner that signed the original grant agreement. The City may however, at its discretion, transfer all or part of a grant amount to a new property owner subject to the new owner entering into an agreement (where applicable) with the City that fulfills the requirements of the original agreement, plus any new requirements. Grants awarded under any incentive program for a particular property are not transferable to another property. New agreements are subject to the approval of the General Manager, Planning & Growth Management and/or Council.

Where the CIP Project Area Boundary does not follow a property boundary (i.e. only a portion of the property abutting the public road is included), only that portion of the property and building(s) within the CIP boundary may qualify for incentive programs.

Coordinated development proposals that include abutting properties under the same or separate ownership are permitted to apply only for one of each type of grant in this CIP (i.e. more than one application for the same type of grant on abutting properties that comprise a coordinated development is not permitted).

Applications for grants and that exceed a total grant amount of \$250,000 are subject to approval by City Council. Applications for grants equal to or less than a total amount of \$250,000 are subject to approval by the General Manager, Planning & Growth Management.

Program duration is specified in each program description. All programs are offered subject to Council approval of operating funds where applicable. The commencement of timing for program duration for each incentive grant starts on the date the application is approved by either Council or by the Deputy City Manager, as required based on total program funding amount.

The financial incentive programs in this CIP apply to the private sector and are designed to encourage private sector revitalisation of properties within the St. Joseph Boulevard CIP Project Area. This CIP contains the following incentive programs:

- a) Project Feasibility Study Grant Program
- b) Planning Fee Grant Program
- c) Development Incentive Grant Program
- d) Building Permit Fee Grant Program

A summary of the incentive programs is shown in Figure 1. The purpose, type, duration, eligibility criteria and application requirements for each of the financial incentive programs is described in detail in the sections following below.

Figure 1 - Incentive Programs Summary

Program	Description Summary
<p>Project Feasibility Study Grant Program</p>	<p>Grant equivalent to 25% of the cost of an eligible project feasibility study. Includes studies, tests or designs required by the City and in support of an application under the Planning Act and/or for building permit approval (i.e. architectural, engineering, site design, transportation). Would apply for example to small projects such as facade improvement up to larger projects such as demolition and intensification through redevelopment. Total combined maximum grant amount is \$2,500.00.</p> <p>Grant increased to up to 50% / \$5,000.00 max. if three or more new affordable housing units are constructed.</p>
<p>Planning Fee Grant Program</p>	<p>Grant equivalent to 25% of the City fees for initial applications made under the Planning Act (after applicable multi-application reductions) including for example Official Plan amendments, Zoning By-law amendments, Site Plan approval, Plans of Condominium and Committee of Adjustment applications. Final approval by the City of the planning application must be obtained in order for a grant under this program to be paid. Total combined maximum grant amount is \$5,000.00.</p> <p>Grant increased to 50% / \$10,000.00 max. if three or more new affordable housing units are constructed.</p>
<p>Development Incentive Grant Program</p>	<p>Grant paid once annually following post-construction property reassessment and tax payment, up to a maximum 10 year period, equal to 70% of the increase in the municipal portion of property taxes resulting from constructed eligible projects, up to a combined maximum grant total of 70% of the eligible on/off site construction costs of the project or \$1,000,000.00 maximum, whichever is lower.</p> <p>Grant annual payment increased to 85% and combined maximum grant total percentage increased to 85% / \$1,000,000.00 max, if three or more new affordable housing units are constructed.</p>
<p>Building Permit Fee Grant Program</p>	<p>Grant equivalent to 30% of building permit fee - included as an “eligible cost” within a Development Incentive Grant (maximum 21% paid).</p> <p>Grant maximum percentage increased to 40% if three or more new affordable housing units are constructed (maximum 34% paid).</p>

5.2 General Program Requirements

The general and program specific requirements contained in this CIP are not necessarily exhaustive and the City reserves the right to include other requirements and conditions as deemed necessary on a property specific basis. All of the financial incentive programs contained in this CIP are subject to the following general requirements as well as the individual requirements specified under each program.

- a) The City reserves the right to audit the cost of project feasibility studies and/or works that have been approved under any of the financial incentive programs, at the expense of the applicant;
- b) The City is not responsible for any costs incurred by an applicant in relation to any of the programs, including without limitation, costs incurred in anticipation of a grant;
- c) If an applicant is in default of any of the general or program specific requirements, or any other requirements of the City, the City may delay, reduce or cancel the approved grant;
- d) The City may discontinue any of the programs at any time but applicants with approved grants will continue to receive said grant subject to meeting the general and program specific requirements;
- e) All proposed works approved under the incentive programs and associated improvements to buildings and/or land shall conform to all relevant codes, policies, procedures, standards and guidelines, including applicable municipal by-laws, Official Plan policies and zoning requirements and approvals;
- f) The improvements made to buildings and/or land shall be made pursuant to a Building Permit where required, and/or other required permits, and be constructed in accordance with the Ontario Building Code where applicable;
- g) 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;
- h) Outstanding work orders, and/or orders or requests to comply, and/or other charges from the City (including tax arrears) must be satisfactorily addressed prior to any grant payment being issued at any time;
- i) If post-construction assessment is appealed by any party for a property and/or buildings subject of an approved grant application and the post-appeal assessment is reduced, the City will recalculate payments made to the Applicant that were based on the higher assessment and corresponding municipal tax increment and any overpayment amount shall be repaid to the City by the Owner.
- j) The total of all grants provided in respect of the particular lands and buildings of an applicant under the programs contained in this CIP, combined with any Brownfields CIP programs, shall not exceed 70% of the eligible costs of on / off site development of said lands and buildings, excluding all taxes, to a total maximum combined grant per property owner / property of \$1,000,000.00, whichever is lower.

- k) The maximum combined grant amount will be increased to 85% of the eligible costs of on / off site development of said lands and buildings, excluding all taxes, for residential development of three or more new dwelling units provided that affordable housing criteria as set out in the City of Ottawa Official Plan are achieved, to a total maximum combined grant per property owner / property of \$1,000,000.00, whichever is lower.
- l) To be considered for grant programs, a project must include one or more of:
 - (1) An addition of building space to an existing building;
 - (2) Façade improvement facing a public road right-of-way;
 - (3) New building construction; and
 - (4) Site works including hard / soft landscaping and signage.
- m) Stand-alone internal building upgrade and maintenance costs in existing building space do not qualify for the incentive grant programs in this CIP.
- n) To be eligible to receive a grant, the amount of eligible work undertaken on the property and/or buildings shall result in a minimum increase of \$10,000 in the assessed value of the property as determined through post-construction reassessment by the Municipal Property Assessment Corporation (MPAC).
- o) To be eligible to receive a grant, the combined total grant payment per grant type must be a minimum of \$1,000.00. Grant applications that, based on review, are projected to result in a combined total grant payment of less than \$1,000.00 will not be processed.
- p) To be eligible to receive payment of an increased grant amount as a result of the provision of three or more new affordable housing units, affordability will be determined in accordance with the City of Ottawa Official Plan and shall be based on the actual sale price or rental cost of the units as may be applicable.
- q) Generally, the City will provide grant payments under this CIP only after applicable permits have been issued, construction is complete and has received final inspection approval by the City, the property has been reassessed by MPAC demonstrating that the minimum required increase in assessment has been achieved and, following reassessment, the property owner has paid the first year property taxes in full.
- r) Except as noted for the Project Feasibility Study Grant Program, grant payment amounts will be calculated based on the actual costs incurred.

5.3 Project Feasibility Study Grant Program

5.3.1 Purpose

The purpose of the Project Feasibility Study Grant Program is to encourage and facilitate development by partially offsetting costs associated with preparing studies that are typically needed to determine the feasibility of development. Studies under this program will assist in demonstrating how proposed development will, for example, improve site and built form aesthetics, provide for additional jobs and/or housing and help to support the economic viability of the community.

5.3.2 Description

The Project Feasibility Study Grant Program provides a one-time grant per study type per property per owner (or assignee) of up to 25% of the cost of one or more eligible feasibility studies to a maximum combined grant of \$2,500.00. The maximum grant amount will be increased to 50% of the cost of eligible feasibility studies to a maximum combined grant of \$ 5,000.00 for residential development of three or more new dwelling units if affordable housing criteria as set out in the City of Ottawa Official Plan are achieved. The grant will only be paid if the increase in assessed value of the property following development is a minimum of \$10,000.00.

Eligible feasibility studies include but are not limited to:

- a) transportation analyses;
- b) site servicing analysis;
- c) geotechnical analysis;
- d) market analyses;
- e) planning rationale;
- f) conceptual building elevation / façade improvement plans,
- f) site design concept plans; and,
- g) any other feasibility study as approved by the City at the time of grant application.

Phase one environmental site assessments are not eligible under this program.

All eligible studies shall be prepared by qualified professionals to the satisfaction of the City and, where appropriate, in consultation with relevant public agencies and affected parties. Applications will be processed and approved on a first come, first served basis, subject to availability of funding as approved by Council. Review and evaluation of an application and supporting materials against program requirements will be done by City staff and a decision on the grant application will be made by City staff, subject to delegation of this approval authority from Council.

Applicants must submit to the City for review and acceptance the final completed study along with the original invoice, indicating that the study consultants have been paid in full. The grant will be paid on the lesser of the initial cost estimate provided by the consultant conducting the study and the actual cost of the study. 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 are not paid. The applicant will agree to provide the City with permission to provide the study to subsequent owners and interested parties, should the applicant decide not to proceed with construction of the project.

The City will provide a grant for eligible studies after a building permit has been issued, building construction is complete and inspected, the property has been reassessed by MPAC demonstrating that the minimum required increase in assessment has been achieved and the property owner has paid the property taxes in full for the first year following reassessment. Alternatively, the City may elect to pay the Project Feasibility Study Grant as a component of a grant for the same property approved under the Development Incentive Grant Program.

The Project Feasibility Study Grant Program will commence on or after the date that this Plan comes into effect and will be offered for an initial period of five years, with an option to extend the program for up to another five years, subject to the availability of funding as approved by City Council.

5.3.3 Additional Requirements

Applicants are eligible to apply for funding under this program, subject to meeting the general program requirements, the following program requirements, and subject to the availability of funding as approved by Council:

- a) A grant application must be submitted to and be deemed complete by the City prior to a consultant / company being retained in writing to prepare any feasibility study to which the grant will apply;
- b) 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 conduct the study;
- c) Applications shall include:
 - i) a detailed work plan for each study;
 - ii) a cost estimate for each study; and
 - iii) a description of the planned project, including projected construction cost and any anticipated planning applications;
- d) All completed feasibility studies must comply with the description of the studies as provided in the grant application form;
- e) One electronic and one hard copy of all feasibility studies under this program shall be submitted to the City for the City's review and retention.

5.3.4 Administration

Guidelines for the administration of this program are attached in Appendix "D". Appendix "D" does not form part of this Plan. The Guidelines for administration of this program may be changed from time to time, as required, without amendment to this Plan.

5.4 Planning Fee Grant Program

5.4.1 Purpose

The purpose of the Planning Fee Grant Program is to provide an incentive to facilitate development that improves site and built form aesthetics, provides for additional jobs and/or housing and supports the economic viability of the area.

5.4.2 Description

The Planning Fee Grant Program will provide a one-time grant to property owners (or assignee) equivalent to 25% of eligible City of Ottawa planning fees to a maximum combined grant for all applications of \$5,000.00, calculated after applicable multiple application reductions. The maximum grant amount will be increased to 50% of the cost

of eligible planning fees to a maximum combined grant of \$10,000.00 for residential development of three or more new dwelling units provided that affordable housing criteria as set out in the City of Ottawa Official Plan are achieved. This grant will only be paid if development results in a minimum increase in assessed value of the property of \$10,000.00. If a planning application is withdrawn, the City for that particular application will pay no grant or partial grant.

This Program applies only to initial planning applications meaning that amendments or extensions to planning documents, plans, policies and regulations approved through applications under this grant program do not qualify for additional grants. Applications for grant assistance for any individual type of planning application can be made at any time however only one application type per property per owner is permitted. Final approval by the City of the planning application must be obtained in order for a grant under this program to be paid. Exclusions from the program include but are not limited to registration costs, the Engineering Design Review Fee, Appraisal Fee for parkland dedication and the Conservation Authority Fee.

Applications will be processed and approved on a first come, first served basis, subject to availability of funding as approved by Council. City staff will undertake review and evaluation of an application and supporting materials against program requirements. The City will provide a grant for eligible planning application fees once a building permit has been issued, building construction is complete and inspected, the property has been reassessed by MPAC demonstrating that the minimum required increase in assessment has been achieved and the property owner has paid the property taxes in full for the first year following reassessment. Alternatively, the City may elect to pay the Planning Fee Grant as a component of a grant for the same property approved under the Development Incentive Grant Program.

The Planning Fee Grant Program will commence on or after the date that this Plan comes into effect and will be offered for an initial period of five years, with an option to extend the program for up to another five years, subject to the availability of funding as approved by City Council.

5.4.3 Additional Requirements

Applicants are eligible to apply for funding under this program, subject to meeting the general program requirements, the following program requirements, and subject to the availability of funding as approved by Council:

- a) A pre-consultation meeting for the proposed development is required to determine the type of planning applications necessary and that are supportable by planning staff. This is followed by submission of a grant application listing eligible planning applications and associated fees. The grant application must be submitted to the City prior to submission of any planning application to which the grant will apply;
- b) 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;
- c) Eligible costs under the Planning Fee Grant Program applies to the fees for any of the following types of planning approvals:
 - i) Official Plan amendment;

- ii) Zoning By-law amendment;
 - iii) Lifting of Holding;
 - iv) Minor Variance;
 - v) Site Plan Control;
 - vi) Plan of Subdivision and Condominium;
 - vii) Lifting of Part Lot Control; and
 - viii) Consent to Sever;
- d) Applications will include:
- i) a detailed list of eligible planning approvals and associated fees;
 - ii) a description of the planned project; and
 - iii) a breakdown of projected residential unit market selling price if affordable housing is proposed.
- e) The fees associated with planning applications that are not supported by Planning staff are not eligible costs under the Planning Fee Grant Program.

5.4.4 Administration

Guidelines for the administration of this program are attached in Appendix “E”. Appendix “E” does not form part of this Plan. The Guidelines for administration of this program may be changed from time to time, as required, without amendment to this Plan.

5.5 Development Incentive Grant Program

5.5.1 Purpose

The purpose of the Development Incentive Grant Program is to improve site and built form aesthetics, provide for additional jobs and/or housing and to support the economic viability of the area by providing grants to partially offset site and building development costs.

5.5.2 Description

The Development Incentive Grant Program will provide a financial incentive in the form of an annual grant to property owners (or assignee) for up to 10 years to help offset the cost of construction. This grant will only be paid when development results in a minimum increase in assessed value of the property of \$10,000.00. The first payment of the annual grant available under the Development Incentive Grant Program will be made following final building inspection, reassessment of the property and after the property owner has paid the property taxes in full for the year in which the grant is to be provided. The total amount of the grant provided under the Development Incentive Grant Program including the total of all other grants as set out in Section 5.1 shall not exceed 70% of the total of eligible development costs (85% if new affordable housing constructed) excluding all taxes, or \$1,000,000.00 whichever is lower.

Eligible costs for the Development Incentive Grant Program include the following:

- a) Demolishing buildings;
- b) Constructing / upgrading on-site infrastructure including water services, sanitary sewers, burial of hydro service and stormwater management facilities;

- c) Constructing / upgrading off-site infrastructure including roads, water services, sanitary sewers, stormwater management facilities, electrical and gas utilities,
- d) Constructing / upgrading on-site features including hard and soft landscaping, parking areas, walkways, decorative lighting and signage;
- e) Constructing / upgrading off-site features including walkways, pedestrian amenities, hard and soft landscaping;
- f) Constructing new building(s), additions to buildings in front yards or external side yards, upgrading building facade in front or external side yards;
- g) Building permit fees for any of the preceding works to a maximum amount as set out in Section 5.6, “Building Permit Fee Grant Program”; and
- h) The following Leadership in Energy and Environmental Design (LEED) Program Components:
 - i) Base plan review by a certified LEED consultant;
 - ii) Preparing new working drawings to the LEED standard;
 - iii) Submitting and administering the constructed element testing and certification used to determine the LEED designation;

The annual grant available under the Development Incentive Grant Program is based on the municipal tax increment amount. The applicant will initially pay for the entire cost of development. After the City receives payment of the incremental property taxes that result from the project, the City will reimburse the applicant in the form of an annual grant equivalent to 70% of the increase in municipal taxes (85% if new affordable housing is constructed) for a period of up to ten years, or up to the time when total grant payments equal the lesser of a maximum of 70% of total eligible costs excluding all taxes (85% if new affordable housing is constructed) and \$1,000,000.00, whichever comes first.

Applications will be processed and approved on a first come, first served basis, subject to availability of funding as approved by Council. City staff will undertake review and evaluation of an application and supporting materials against program requirements. Applications for funding under this program that exceed a total grant amount of \$250,000.00 are subject to approval by City Council. Applications for funding under this program that result in a total grant amount equal to or less than \$250,000.00 are subject to approval by the General Manager, Planning & Growth Management. As a condition of approval of an application for a Development Incentive Grant, the applicant must enter into an agreement with the City. The Agreement will be registered against the land to which it applies and will specify the terms, duration and default provisions of the grant.

The assessment and municipal property taxes (“base rate”) will be determined before commencement of the project. The increase in municipal property taxes (or “municipal tax increment”) is calculated by subtracting the municipal property taxes before reassessment from municipal property taxes after reassessment as determined by the Municipal Property Assessment Corporation (MPAC) following project completion. The amount of the grant payment will be recalculated annually based on the municipal property taxes levied and the resultant municipal tax increment paid by the owner for that year.

The Development Incentive Grant Program will commence on or after the date that this Plan comes into effect and will be offered for an initial period of five years, with an option to extend the program for up to another five years, subject to the availability of funding as approved by City Council.

5.5.3 Additional Requirements

Applicants are eligible to apply for funding under this program, subject to meeting the general program requirements, the following program requirements and subject to the availability of funding as approved by City Council:

- a) A grant application must be submitted to and be deemed complete by the City prior to the start of any site development works that require a building permit;
- b) Such application shall include reports, plans, estimated project costs including but not limited to building permit fees, an estimate of increase in assessment resulting from the proposed development prepared by a qualified person, contracts and other details as may be required to satisfy the City with respect to all eligible costs and conformity of the project with the CIP;
- c) If the development includes site environmental remediation, a separate grant application may be submitted by the Owner under the City's Brownfield's Community Improvement Plan;
- d) The cost of any site development works undertaken in advance of grant application approval by Council and / or the General Manager, Planning & Growth Management as required, shall not be included as an eligible cost under this grant program.
- e) As a condition of the grant application, the City may require the applicant to submit a Business Plan, with said Plan being to the City's satisfaction;
- f) The property shall be developed such that the amount of work undertaken is sufficient to at a minimum result in an increase in the assessed value of the property of at least \$10,000.00;
- g) The total value of the grant provided under this program shall not exceed 70% (85% if new affordable housing is constructed) of the total eligible costs excluding all taxes or, \$1,000,000.00 whichever is lower. Eligible costs for the Development Incentive Grant Program include the following:
 - i) Demolishing buildings;
 - ii) Constructing / upgrading on-site infrastructure including water services, sanitary sewers burial of hydro service and stormwater management facilities;
 - iii) Constructing / upgrading off-site infrastructure including roads, water services, sanitary sewers, stormwater management facilities, electrical and gas utilities;
 - iv) Constructing / upgrading on-site features including hard and soft landscaping, parking areas, walkways, decorative lighting and signage;
 - v) Constructing / upgrading off-site features including walkways, pedestrian amenities, hard and soft landscaping;
 - vi) Constructing new building(s) additions to buildings in front or external side yards, upgrading building facade in front or external side yards;
 - vii) Building permit fees for any of the preceding works to a maximum amount as set out in Section 5.6, "Building Permit Fee Grant Program"; and
 - viii) The following Leadership in Energy and Environmental Design (LEED) Program Components:

1. Base plan review by a certified LEED consultant;
 2. Preparing new working drawings to the LEED standard;
 3. Submitting and administering the constructed element testing and certification used to determine the LEED designation.
- h) All applicants participating in this program will be required to enter into an agreement with the City which will specify the terms of the grant and will be registered against the property to which it applies;
- i) Development Incentive Grant Program applications with a projected grant amount exceeding \$250,000.00 must be approved by City Council;
- j) If a building(s) erected or renovated on a property participating in this program is demolished before the grant period expires, the remainder of the monies to be paid out under the grant shall be forfeited.

5.5.4 Administration

Guidelines for the administration of this program are attached in Appendix “F”. Appendix “F” does not form part of this Plan. The Guidelines for administration of this program may be changed from time to time, as required, without amendment to this Plan.

5.6 Building Permit Fee Grant Program

5.6.1 Purpose

The purpose of the Building Permit Fee Grant Program is to facilitate development by providing an additional incentive to partially offset development costs.

5.6.2 Description

This program applies to properties that have been approved under the Development Incentive Grant Program. Therefore, a separate application will not be required for the Building Permit Fee Grant Program.

The Building Permit Fee Grant Program allows for 30% of building permit fees paid, excluding development charges and other supplementary permit charges, to be included as an “eligible cost” within the Development Incentive Grant Program, through which up to 21% of permit cost (70% of 30%) may be reimbursed. The maximum allowable building permit fee as an eligible cost in the Development Incentive Grant Program may be increased to 40% for residential development of three or more new dwelling units (provided that affordable housing criteria as set out in the City of Ottawa Official Plan are achieved) through which up to 34% of permit cost (85% of 40%) may be reimbursed.

The City will provide a grant for eligible building permit fees once building construction is complete and inspected, the property has been reassessed by MPAC demonstrating that the minimum required increase in assessment has been achieved and the applicant has met all the terms of the approved Development Incentive Grant Program agreement.

The Building Permit Fee Grant Program will commence on or after the date that this Plan comes into effect and will be offered for an initial period of five years, with an option to

extend the program for up to another five years, subject to the availability of funding as approved by City Council.

6.0 Other Incentive Programs

The following programs are not part of this Community Improvement Plan. A brief summary of each is provided to raise awareness of other financial incentive programs provided by the City and which may be applicable to development within the CIP project area.

6.1 Ottawa Brownfield's Community Improvement Plan

Council approved the Brownfield's Community Improvement Plan in 2007. This program is based on the Ottawa Brownfield's Redevelopment Strategy and sets out the general policy framework that guides the City's program activities to promote brownfield redevelopment. A brownfield is defined as an abandoned, vacant, derelict, idled or underutilized commercial or industrial property where past actions have resulted in actual or perceived environmental contamination and/or derelict or deteriorated buildings.

The Brownfield's CIP includes a detailed critical needs analysis, rationale for the incentive programs and strategies to market Brownfield's CIP programs. Its purpose is to encourage the remediation, rehabilitation and adaptive reuse of brownfield properties through a group of incentive grant programs including the Project Feasibility Study Grant Program, Environmental Site Assessment Grant Program, Property Tax Assistance Program, Rehabilitation Grant Program and the Building Permit Fee Grant Program.

The Brownfield's Community Improvement Plan applies to brownfield's properties (if any) located within the St. Joseph Boulevard Community Improvement Plan project area. However, to avoid "double-dipping", certain programs and portions of programs in this CIP are not available to properties being developed with the assistance of similar grants under the Brownfield's CIP. These include for example the Development Incentive Grant Program, the Building Permit Fee Grant Program and any studies within the Project Feasibility Study Grant Program covered by the Brownfield's CIP.

6.2 Development Charges Reductions

Development Charges reductions have been approved by Council to the City's development charges by-law, subject to compliance with specific program requirements, for development on brownfield's properties through an approved Rehabilitation Grant under the Brownfields CIP, and for development of apartment dwellings within 500 metres of a transit station.

7.0 Community-Based Projects

7.1 Community Improvement Plan Marketing

The St. Joseph Boulevard CIP will be marketed primarily through the Heart of Orleans Business Improvement Area (BIA) as well as the Orleans Chamber of Commerce with support from the City. The CIP project area is comprised almost entirely of land within the BIA and its members will benefit directly through the various CIP grant programs. Marketing initiatives include making BIA members aware of the CIP and its programs through BIA meetings and newsletters and by promoting the CIP to local realtors. The City will support marketing of the CIP by maintaining access to the document on the “Ottawa.ca” web site, by promoting awareness of the CIP programs through developer pre-consultation meetings with Planning Branch staff for development proposals within the CIP area and through promotion of Orleans area development opportunities by the Economic Development Division.

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8.0 Implementation

8.1 Administration

The City of Ottawa Department of Infrastructure Services & Community Sustainability will administer the St. Joseph Boulevard Community Improvement Plan.

8.2 Financing

The grant programs described in this Plan will be available subject to an annual budget allocation approved by Council. The Development Incentive Grant Program and the Building Permit Fee Grant Program may be funded from the municipal tax increment resulting from properties participating in the Program. The Project Feasibility Study Grant Program and the Planning Fee Grant Program may be funded by retaining the remaining amount of the municipal tax increment resulting from properties participating in the Development Incentive Grant Program. Grant programs in this CIP may also be funded from initial seed funding and subsequent top-up funding as may be approved annually by Council to support the CIP.

8.3 Monitoring and Amendments

The City will conduct periodic reviews of the grant programs and activities relating to community improvement under this Plan to determine effectiveness. Council may utilize this information to amend this Plan as necessary to ensure that the goals outlined in Section 3.0 are achieved.

Figure 2 presents a list of the variables that should be monitored on an individual project and aggregate basis for the incentive programs. As well, the feedback received from users of the financial incentive programs should be considered. It is important that the results of the monitoring program be utilized to help ensure that the incentive programs are effective both for small and large development projects.

The City should also attempt to monitor the results of the programs in Figure 2 in terms of financial and social benefits. For example, the increase in long-term property tax revenues from a development project can be compared to the total municipal financial incentive provided to the project, to determine which projects are providing the highest return on investment. Increases in use of public transit and comparable rate of increase in property values before / after the CIP was approved could also be monitored.

Progress on implementation and the empirical results of the incentive programs should be reported annually to City Council. These monitoring results should also be used as may be required to recommend adjustments to the terms and requirements of the financial incentive programs.

The feedback from monitoring the CIP may lead to minor revisions to the grant programs. Therefore, the City may periodically review and adjust the terms and requirements of any of the programs contained in this Plan, or discontinue any of the programs contained in this Plan, without amendment to the Plan. Such minor changes or discontinuation of programs will be provided to the Minister of Municipal Affairs and Housing for information purposes. Increases in funding provided by existing financial incentives or changes to eligibility criteria that would increase funding provided, the addition of any new programs to this

Plan, or an expansion of the Community Improvement Project Area will require a formal amendment to the CIP in accordance with Section 28 of the *Planning Act*.

Figure 2 Variables to be Monitored

Program	Variable
Project Feasibility Study Grant Program	<ul style="list-style-type: none"> - Number of applications. - Type of Feasibility Study. - Cost of study. - Amount of Feasibility Study Grant. - Number of Feasibility Study Grant Program applications leading to Development Incentive Grant Applications and/or actual development projects.
Planning Fee Grant Program	<ul style="list-style-type: none"> - Number of applications by type. - Cost of all applications per project compared to grant amount given. - Number of Planning Fee Grant Program applications leading to Development Incentive Grant Applications and/or actual development projects.
Development Incentive Grant Program	<ul style="list-style-type: none"> - Number of applications. - Increase in assessed value of participating properties. - Increase in municipal and education property taxes of participating properties. - Estimated and actual amount of tax increment financing grants provided. - Hectares/acres of land developed. - Commercial space constructed. - Increase in building energy efficiency and site permeable surfaces. - Residential units/space constructed including number of units/percentage affordable housing constructed. - Estimate of jobs created/maintained. - Number of program defaults.
Building Permit Fee Grant Program	<ul style="list-style-type: none"> - Number and \$ value of building permit fee grants. - \$ Value of building permit fee paid. - \$ Value of building permit issued.

9.0 Glossary

The following defines terms used in this CIP:

- “City”:
The City of Ottawa.
- “Community Improvement”:
Unless otherwise specified, this term is as defined and used in accordance with its meaning under Section 28 of the *Planning Act*, and means the planning or replanning, design or redesign, resubdivision, clearance, development or redevelopment, construction, reconstruction and rehabilitation, improvement of energy efficiency, or any of them, of a community improvement project area, and the provision of such residential, commercial, industrial, public, recreational, institutional, religious, charitable or other uses, buildings, structures, works, improvements or facilities, or spaces therefor, as may be appropriate or necessary. Without limiting the generality of this definition, for greater certainty, it includes the provision of affordable housing.
- “Community Improvement Plan”:
Unless otherwise specified, this term is as defined and used in accordance with its meaning under Section 28 of the *Planning Act* and means a plan suitable for adoption as a community improvement plan for the community improvement project area and the plan may be adopted and come into effect in accordance with subsections (5) and (5.1) of the *Planning Act*.
- “Community Improvement Project Area”:
Unless otherwise specified, this term is as defined and used in accordance with its meaning under Section 28 of the *Planning Act* and means a municipality or an area within a municipality, the community improvement of which in the opinion of the council is desirable because of age, dilapidation, overcrowding, faulty arrangement, unsuitability of buildings or for any other environmental, social or community economic development reasons.
- “Eligible property”:
Unless otherwise specified, is a property (including land and buildings) that is within the Community Improvement Project Area as defined in this Plan.
- “Municipal Taxes”:
Means the municipal portion of total taxes paid not including any other taxes or amounts including but not limited to education and local improvements.
- “Owner”:
Unless otherwise specified is a registered owner of land and/or buildings within the community improvement plan project area, and any person to whom a registered owner of land and/or buildings within the community improvement plan project area has legally assigned the right to apply for and receive a grant.
- “Tax Increment”:
Means the difference between the municipal portion of property taxes prior to eligible works being undertaken and the municipal portion of property taxes in consideration of completion of eligible works, including any capping or claw-back amounts.

APPENDIX “A”

City of Ottawa Official Plan, S. 5.2.5, Community Improvement

5.2.5 Community Improvement

The Community Improvement provisions of the *Planning Act* allow municipalities to prepare community improvement plans for designated community improvement project areas that require community improvement as the result of age, dilapidation, overcrowding, faulty arrangement, unsuitability of buildings or for any other environmental, social or community economic development reason. Once a community improvement plan has been adopted by a municipality, approved by the Province, and is in effect, the municipality may offer incentives to encourage private sector investment. The municipality may also undertake a wide range of actions for the purpose of carrying out the community improvement plan.

Policies

General

1. The City will maintain and promote an attractive and safe living and working environment through community improvement. To this end, community improvement will be accomplished through the:
 - a) Designation by by-law of Community Improvement Project Area(s), the boundary of which may be part or all of the urban area of the City of Ottawa, and/or part or all of one or more villages as defined in this Plan, and as amended from time to time;
 - b) Preparation, adoption and implementation of a Community Improvement Plan(s) within a designated Community Improvement Project Area(s), pursuant to the *Planning Act* and the Community Improvement Policies set out in this Plan.
 - c) Ongoing maintenance, rehabilitation, redevelopment and upgrading of areas characterized by deficient/obsolete/deteriorated buildings, deficient municipal recreational or hard services, and social, community, or economic instability; and,
 - d) Establishment of programs to facilitate municipal and private sector rehabilitation and redevelopment that addresses identified economic development, land development, environmental, energy efficiency, housing, and/or social development issues/needs.

Community Improvement Project Areas

2. The designation of Community Improvement Project Areas shall be based on one or more of the following conditions being present:
 - a) Known or perceived environmental contamination;
 - b) Vacant lots and underutilized properties and buildings which have potential for infill, redevelopment or expansion to better utilize the land base or the public infrastructure;
 - c) Other barriers to the repair, rehabilitation or redevelopment of underutilized land and/or buildings.

- d) Buildings, building facades, and/or property, including buildings, structures and lands of heritage and/or architectural significance, in need of preservation, restoration, repair, rehabilitation, energy efficiency or renewable energy improvements, or redevelopment;
 - e) Absence of an adequate mix of uses;
 - f) Deficiencies in physical infrastructure including but not limited to the sanitary sewer system, storm sewer system, and/or watermain system, streetscapes and/or street lighting, municipal parking facilities, sidewalks, curbs, or road state of repair;
 - g) Poor overall visual quality, including but not limited to, streetscapes and urban design and/or overhead wiring;
 - h) A concentration of obsolete or aging low-density land uses, vacant lots, surface parking lots and/or abandoned buildings;
 - i) High commercial vacancy rates.
 - j) Deficiencies in community and social services including but not limited to public open space, parks, indoor/outdoor recreational facilities, and public social facilities and support services;
 - k) Vacant lots and underutilized properties and buildings which have potential for infill, redevelopment or expansion to better utilize the land base or the public infrastructure;
 - l) Opportunities to improve the mix of housing types;
 - m) High commercial vacancy rates.
 - n) Any other environmental, energy efficiency, social or community economic development reasons.
3. Priority for the designation of Community Improvement Project Areas and the preparation and adoption of Community Improvement Plans shall be given to those areas:
- a) Targeted for growth and intensification in Section 2.2.3 (Managing Growth Within the Urban Area), in particular, the Central Area, Traditional and Arterial Mainstreets, Mixed Use Centres and the vicinity (within 600 metres) of existing or planned rapid transit stations; and/or
 - b) Where the greatest number of conditions (as established in Policy 2) are present; and/or,
 - c) Where one or more of the conditions (as established in Policy 2) is particularly acute; and/or,
 - d) Where one or more of the conditions (as established in Policy 2) exists across the urban area of the city.

Community Improvement Plans

4. Community Improvement Plans may be prepared and adopted to:
- a) Facilitate the renovation, repair, rehabilitation, remediation, redevelopment or other improvement of lands and/or buildings;

- b) Facilitate the preservation, restoration, adaptive reuse and improvement of buildings with historical, architectural or other heritage significance;
 - c) Facilitate the development of mixed use buildings, or the introduction of a wider mix of uses in areas that are deficient in mixed uses;
 - d) Facilitate the restoration, maintenance, improvement and protection of natural habitat, parks, open space and recreational amenities;
 - e) Facilitate residential and other types of infill and intensification;
 - f) Facilitate the construction of a range of housing types and the construction of affordable housing;
 - g) Upgrade and improve municipal services and public utilities such as sanitary sewers, storm sewers, watermains, roads and sidewalks;
 - h) Improve pedestrian and bicycle circulation;
 - i) Facilitate public transit supportive land uses and improve the quality of, and accessibility to, transit facilities;
 - j) Contribute to the ongoing viability and revitalization of the Central Area, Mainstreets, and other areas that may require community improvement;
 - k) Improve environmental and energy consumption conditions;
 - l) Improve social conditions and support services;
 - m) Promote cultural development;
 - n) Facilitate and promote community economic development; and,
 - o) Improve community quality, safety and stability.
5. During the preparation of a Community Improvement Plan and any subsequent amendments, the public will be informed and public input will be obtained in keeping with the policies for Public Notification contained in this Plan.

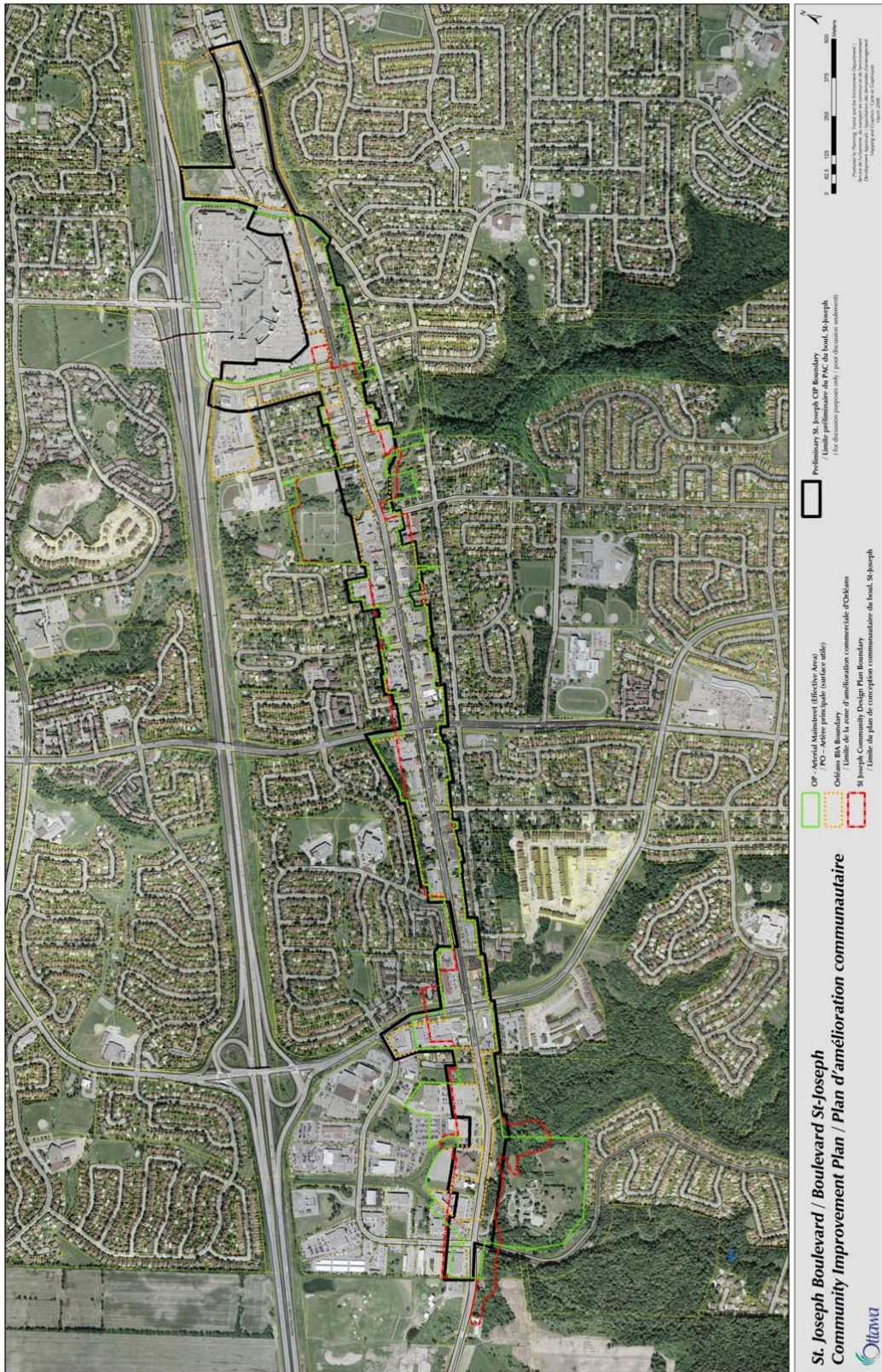
Implementation

6. In order to implement a Community Improvement Plan in effect within a designated Community Improvement Project Area, the City of Ottawa may undertake a range of actions as described in the Community Improvement Plan, including:
- a) The municipal acquisition of land and/or buildings within the Community Improvement Project Areas where a Community Improvement Plan has been adopted, approved and is in effect, and the subsequent:
 - i) Clearance, grading, or environmental remediation of these properties;
 - ii) Repair, rehabilitation, construction or improvement of these properties;
 - iii) Sale, lease, or other disposition of these properties to any person or governmental authority;
 - iv) Other preparation of land or buildings for community improvement.
 - b) Provision of public funds such as grants, loans and other financial instruments;
 - c) Application for financial assistance from senior level government programs;
 - d) Participation in senior level government programs that provide assistance to private landowners for the purposes of community improvement;
 - e) Provision of information on municipal initiatives, financial assistance programs, and other government assistance programs;

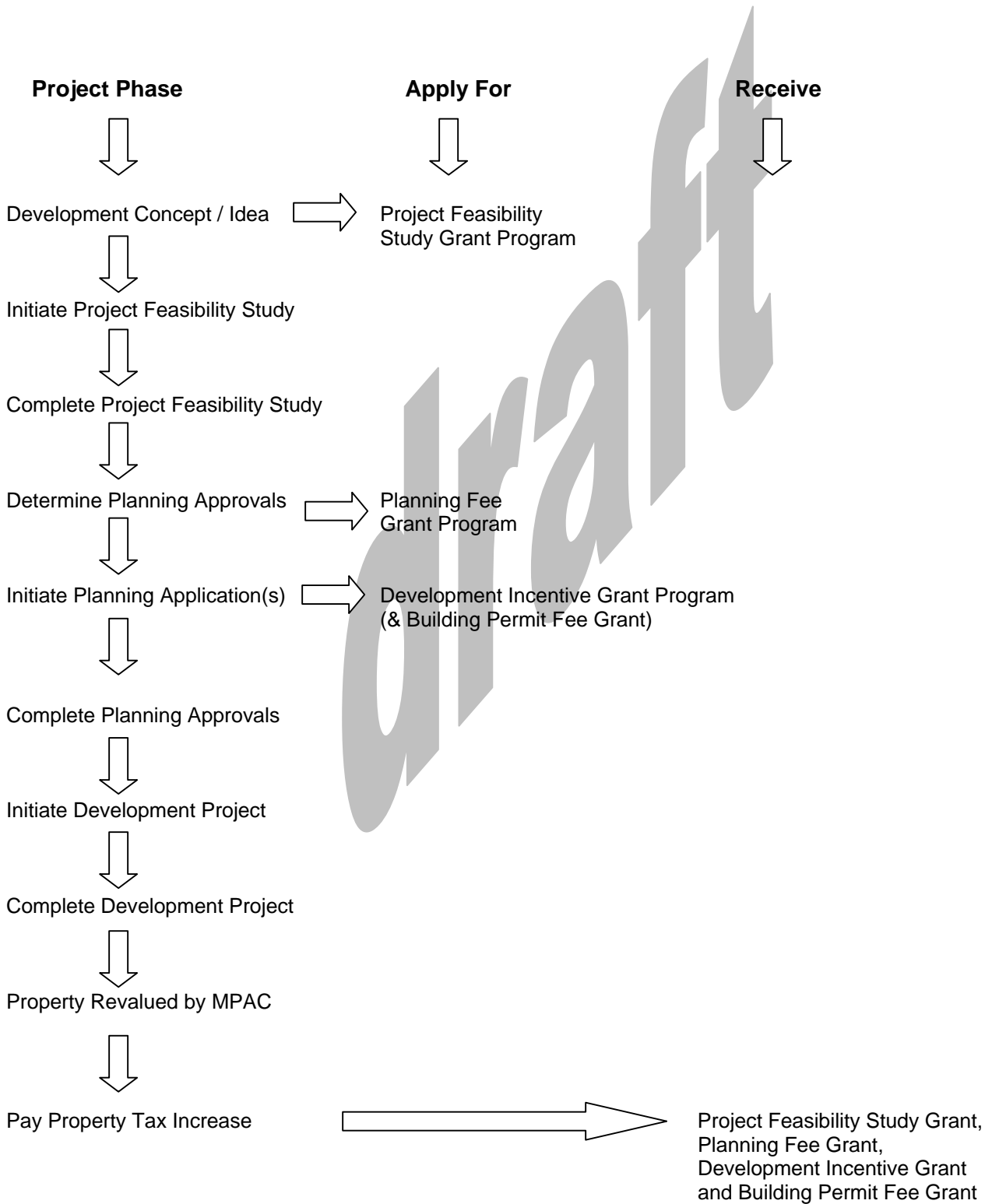
- f) Support of heritage conservation through the *Ontario Heritage Act*.
- 7. All developments participating in programs and activities contained within Community Improvement Plans shall conform with the policies contained in this Plan, applicable Community Design Plans, the Zoning-By-law, Maintenance and Occupancy By-laws, and all other related municipal policies and by-laws.
- 8. The City shall be satisfied that its participation in community improvement activities will be within the financial capabilities of the City.

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APPENDIX “B” - Community Improvement Plan Project Area



APPENDIX “C” Incentive Program Project Flow Chart



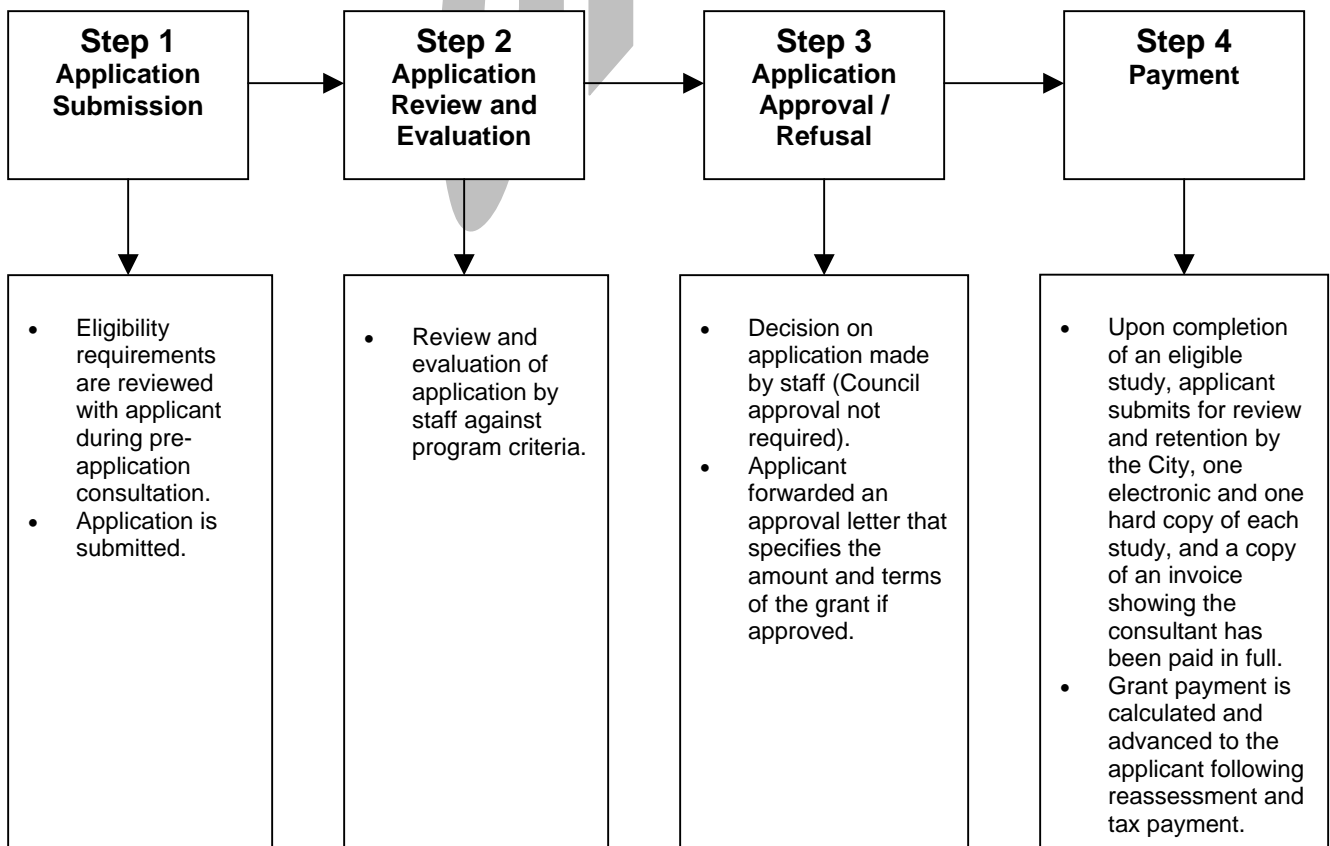
**APPENDIX “D”
Project Feasibility Study Grant Program Administration**

Applications shall be submitted to the City and shall include a detailed work plan and budget for the required study. City staff will determine program eligibility and applications will be approved by City staff only if they meet the criteria specified in this Plan and any other requirements of the City. Proposed development must result in a minimum increase in assessed value of \$10,000 in order to qualify for a grant payment.

If an application is approved, the applicant will be sent a letter that outlines the terms and the amount of the grant. The grant amount will be based on 25% / \$2,500 maximum of the estimated cost of all eligible studies combined excluding taxes (50% / \$5,000 max. if new affordable housing) or 25% / \$2,500 maximum of the actual cost of all eligible studies combined excluding taxes (50% / \$5,000 max. if new affordable housing), whichever is less. If an application is not approved the applicant will also be advised by letter.

The City will provide a grant for eligible studies upon receipt of one hard copy and one electronic copy of the final study report with the original invoice indicating that the study consultants have been paid in full, once a building permit has been issued, project construction is complete, the property has been reassessed by MPAC demonstrating that the minimum required increase in assessment has been achieved and the property owner has paid the property taxes in full for the first year following reassessment. Alternatively, the City may pay the grant amount as part of an approved Development Incentive Grant.

Figure D-1 Project Feasibility Study Grant Program Administration



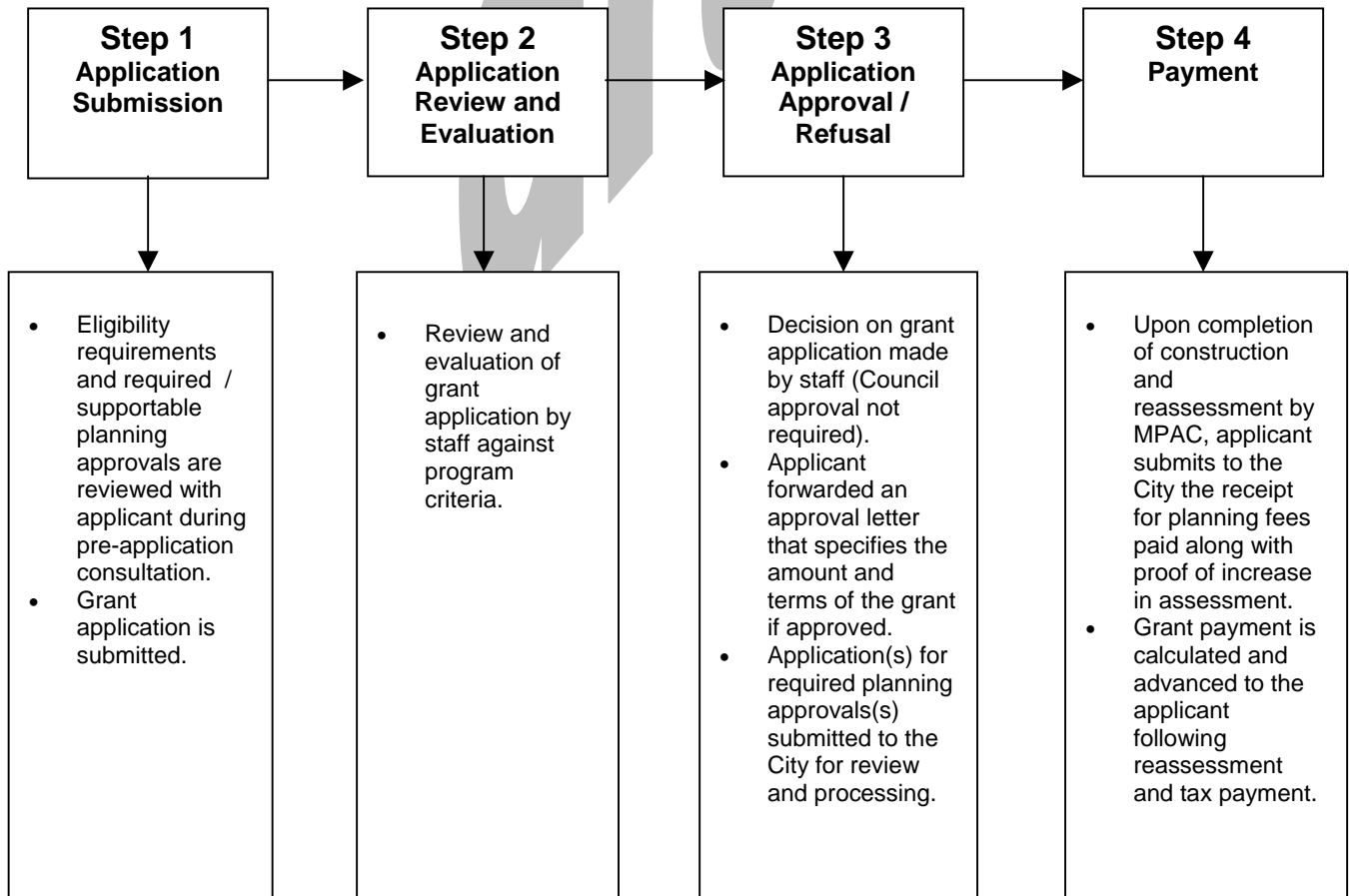
**APPENDIX “E”
Planning Fee Grant Program Administration**

Applications shall be submitted to the City accompanied by a description of the planned development, a list of required planning approvals and associated application costs. City staff will determine program eligibility and applications will be approved by City staff only if they meet the criteria specified in this Plan and any other requirements of the City. Proposed development must result in an increase in assessed value of a minimum \$10,000 in order to qualify for grant payment.

If an application is approved, the applicant will be sent a letter that outlines the terms and the amount of the grant. The grant amount will be based on 25% / \$5,000 maximum of the actual cost of the total of all eligible application fees combined excluding taxes (50% / \$10,000 max. if new affordable housing). If all or a portion of an application is not approved, the applicant will also be advised by letter.

The City will provide a grant under this program following submission of the receipt(s) for payment of the approved planning application fees, once a building permit has been issued, project construction is complete, the property has been reassessed by MPAC demonstrating that the minimum required increase in assessment has been achieved and the property owner has paid the property taxes in full for the first year following reassessment. Alternatively, the City may pay the grant amount as part of an approved Development Incentive Grant.

Figure E-1 Planning Fee Grant Program Administration



APPENDIX “F”

Development Incentive Grant Program Administration

Applicants are required to have a pre-application consultation meeting with City staff in order to determine program eligibility, proposed scope of work, project timing and application submission requirements.

Applications shall be submitted to the City accompanied by a work plan, an estimate of eligible costs for the proposed works, an overall budget for the proposed development and an estimate of increase in assessment for the proposed development prepared by a qualified person. Proposed development must result in an increase in assessed value of a minimum \$10,000 in order to qualify for grant payment. The City may also require submission of a Business Plan.

City staff will screen the grant application before accepting it. If the application does not meet the program requirements, it will not be accepted. Acceptance of the grant application by City staff however in no way implies approval. Applications will be recommended for approval only if the requirements specified in this Plan are met along with any other requirements of the City.

Applications for funding under this program that exceed a total estimated grant amount of \$250,000 are subject to approval by City Council. Applications for funding under this program that result in a total estimated grant amount equal to or less than \$250,000 are subject to approval by the General Manager, Planning & Growth Management.

The actual pre-project City property taxes will be used at the time of application review with the estimated post-project assessed value, combined with applicable tax rates to calculate the estimated post-project City property tax increase. The estimated annual and total grant payment amount will also be calculated.

Where City staff will be recommending approval of an application for a Development Incentive Grant, City staff will prepare the following documents:

- a) a recommendation report to City Council or Deputy City Manager; and
- b) a Development Incentive Grant Program Agreement.

The recommendation report and the Agreement (dated and signed by the property owner), will then be forwarded to City Council or Deputy City Manager for consideration. If the application is approved, the authorized City officials will execute the agreement and a copy will be provided to the applicant.

Once the project is complete, an occupancy permit has been issued, and the property has been re-valued by the Municipal Property Assessment Corporation, the property owner will be sent a new property tax bill. After the property owner has paid in full the new property taxes for one year, the City will check to see that the property is not in tax arrears and that the property is still in conformity with the terms of the Development Incentive Grant Program Agreement. The City will calculate the actual tax increment and finalise the grant payment amount accordingly. The City will then issue payment of the grant in the form of a cheque in the amount specified as per the calculation of the actual grant payment.

Figure F-1 Development Incentive Grant Program Administration

