

Lakeview Innovation District CIP Application Guide

August 2023

Table of Contents

1. Background.....	2
2. Program Information.....	3
3. Application Process.....	6
4. Funding Sources.....	8
5. Monitoring	9
6. Terms and Conditions for the Use of Incentives.....	10

1. Background

The purpose of the Lakeview Innovation District (“Innovation District”) Community Improvement Plan (“CIP”) is to stimulate the development of employment uses in the identified economic development key sectors (“Key Sectors”) and/or the development of low-carbon technologies and energy systems (“Low-Carbon”) on these designated employment lands. Currently, these uses are not economically viable because there is a significant gap between the cost of development and achievable revenues / rents.

The Innovation District is envisioned as the economic driver for the new community, delivering an environment where people can research and develop innovative solutions that help to educate and drive behavioural change, and commercialize innovative solutions. The vision supports the CIP’s goals to:

- Create a complete community with a balance between employment and population.
- Expand the City’s entrepreneurship and innovation ecosystem within its innovation identity (IDEA Mississauga).
- Achieve the Innovation District guiding principles of: Environmental Sustainability; Entrepreneurship and Innovation; and Equitable and Inclusive Growth.
- Support the achievement of the City’s Climate Change Action Plan (“CCAP”) goals and actions.

The Innovation District CIP was approved by Council on June 14, 2023, and enacted through By-law 0102-2023.

The Innovation District CIP is currently in full force and effect until June 13, 2030. This guide will be updated should the Innovation District CIP be extended beyond this date or otherwise amended.

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

This Application Guide is a companion document to the Innovation District CIP and includes details about the programs, application process, and terms and conditions of participation.

Additional information about the Innovation District CIP and application forms are available on the City of Mississauga’s website at: www.mississauga.ca/projects-and-strategies/city-projects/lakeview-innovation-district/

The Application Guide may be revised and altered without amendment to the Innovation District CIP.

2. Program Information

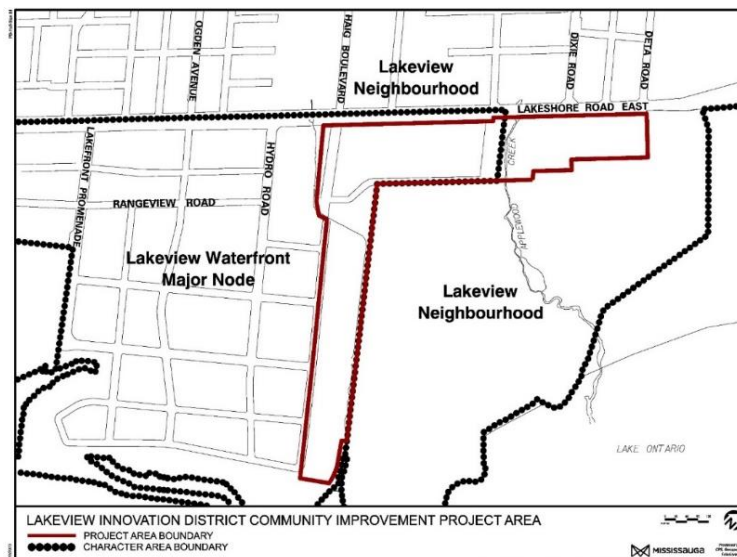
The Innovation District CIP is intended to stimulate investment in the Key Sectors and Low-Carbon uses.

The Innovation District 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 of the applicable program category outlined in the Innovation District CIP and advance the City's strategic priorities.

All Innovation District CIP applications are subject to City Council (or delegated approval) and budget availability. Decisions are not subject to appeal.

The Innovation District CIP applies to all lands within the Lakeview Innovation District, identified in Figure 1, which was designated by City Council through By-law 0052-2023 on March 22, 2023.

Figure 1: Lakeview Innovation District Community Improvement Project Area (CIPA)



The Innovation District CIP serves as an enabling tool that allows the City to review applications for Key Sectors and Low-Carbon use development proposals and consider incentives intended to offset the high cost of constructing these uses in Lakeview. The Innovation District CIP provides a “toolbox” of incentive programs which may be activated on a case-by-case basis, subject to feasibility and financial assessment.

The programs are referred to as a ‘toolbox’ because once activated, they can be used individually or in combination by an Applicant. The CIP contains two separate application categories:

- Key Sectors for projects resulting in the creation of high quality, knowledge-intensive jobs that advance the City's innovation ecosystem.
- Low-Carbon for projects achieving environmental benefits.

Applicants may choose to apply for any combination of programs under either Key Sectors or Low-Carbon, but may only apply under one category per project.

ECONOMIC DEVELOPMENT KEY SECTORS INCENTIVE PROGRAMS

The following four (4) incentive programs are available for the Key Sectors:

Incentive	Description	Details
1. Tax Increment Equivalent Grant (TIEG)	Provides assistance in the form of annual grants to offset the change in property taxes related to reassessment resulting from the completion of development.	10 years of grants starting at 100% of the tax increment and declining by 7% annually.
2. Development Charge (DC) Deferrals	Provides assistance in the form of deferring the payment of DCs to a future date.	5 year deferral that may be extended once for a total maximum deferral of 10 years.
3. Municipally Funded Parking	Provides parking at reduced cost.	Dependent on capital funding and market interest.
4. Municipal Property Acquisition and Disposal	Makes City lands available at below fair market rates.	Dependent on capital funding and market interest.

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

1. The project must be located on a property within the CIPA.
2. The Applicant must be the owner of the subject property or have the owner's written authorization to apply for the program(s).
3. The project must create, at a minimum, 2,000 m² of gross floor area ("GFA") dedicated to one or more of the Key Sectors. In multi-tenant buildings, incentives will be pro-rated to the portion of the project dedicated to Key Sectors.
4. The project must result in the creation of a minimum of 100 jobs in one or more of the Key Sectors.
5. The project must result in building(s) that are a minimum of 3 storeys.
6. The project must utilise low-carbon energy sources, where available.
7. The project must result in an increase in assessment value as determined by the Municipal Property Assessment Corporation ("MPAC").
8. The subject property must not be in a position of tax arrears.
9. The project must conform to all municipal by-laws, policies, procedures, standards, and guidelines.
10. The project must meet all mandatory policies of the Green Development Standards and should meet the voluntary policies.
11. Condominium tenure projects are not eligible for incentives. Individual condominium unit owners may apply for incentives if they can independently fulfill all of the program requirements and conditions.
12. Council adoption of this CIP must predate the issuance of any building permit(s) for the project.

LOW-CARBON INCENTIVE PROGRAMS

The following four (4) incentive programs are available for Low-Carbon uses:

Incentive	Description	Details
1. Tax Increment Equivalent Grant (TIEG)	Provides assistance in the form of annual grants to offset the change in property taxes related to reassessment resulting from the completion of development.	TIEG structure and value to be evaluated on a case by case basis by staff and approved by Council.
2. Development Charge (DC) Deferrals	Provides assistance in the form of deferring the payment of DCs to a future date.	Maximum deferral period and any extensions to be approved by Council. Option for Council to forgive a portion of the DC, subject to conditions.
3. Municipal Property Acquisition and Disposal	Makes City lands available at below fair market rates.	Dependent on capital funding and market interest.
4. Capital Loan	Provision of a low or no interest loan to support Low-Carbon uses start up costs.	Dependent on capital funding and market interest. Option for Council to forgive a portion of the loan, subject to conditions.

Innovation District CIP applications under the Low-Carbon uses must meet all of the general eligibility requirements (as outlined in the Innovation District CIP and summarized below) to be considered for incentive(s):

1. The project must be located on a property within the CIPA.
2. The Applicant must be the owner of the subject property or have the owner's written authorization to apply for the program(s).
3. The project must support the CCAP goal of reducing GHG emissions through a decrease of at least 50% compared to business as usual.
4. The project must supply or utilise low-carbon energy sources.
5. The project must result in an increase in assessment value as determined by MPAC.
6. The subject property must not be in a position of tax arrears.
7. The project must conform to all municipal by-laws, policies, procedures, standards, and guidelines.
8. The project must meet all mandatory policies of the Green Development Standards and should meet the voluntary policies.
9. Condominium tenure projects are not eligible for incentives. Individual condominium unit owners may apply for incentives if they can independently fulfill all of the program requirements and conditions.
10. Council adoption of this CIP must predate the issuance of any building permit(s) for the project.

3. Application Process

This CIP will be administered by the City's Planning and Building Department. There is no application fee for any of the incentive programs. All applications must be received by June 13, 2030, unless the Innovation District CIP and relevant by-law(s) are extended by Council.

The Planner will be the initial point of contact for Applicants interested in seeking incentives under this CIP and may be contacted at any of the below:

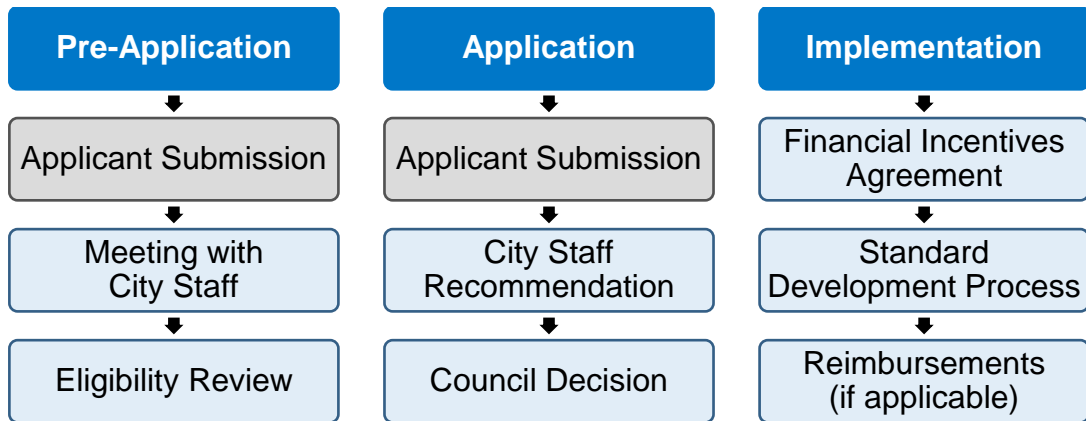
Mail: City of Mississauga
Planning and Building Department
Attention: CIP Planner, City Planning Strategies
300 City Centre Drive, Mississauga, ON L5B 3C1
Email: melissa.slupik@mississauga.ca
Phone: 905-615-3200 Ext. 5152

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, Environment, Finance, Revenue, Legal, and other service areas as appropriate.
- Members of the City's Leadership Team: City Manager/Chief Administrative Officer and the Commissioners of Community Services, Corporate Services, Planning and Building, and Transportation and Works.
- City Council and Committees of Council, as applicable.

The application and review process comprises the following key steps:

1. **CIP Pre-application Form** – Applicant submits the pre-application form that provides the City with information about the proposed project.
2. **Pre-application Meeting** – Applicant and City staff meet to review preliminary concepts and project eligibility.
3. **Eligibility** – City staff determine project eligibility based on information provided by the Applicant.
4. **CIP Application** – if the project is eligible and the Applicant proceeds to apply, a detailed application form is submitted. The application is circulated to relevant staff for review and comment. If staff confirm that it satisfies the intent of the CIP and merits incentive(s), Finance staff will undertake a financial analysis of the requested incentive(s) to determine the impact to the City Budget.
5. **Recommendation Report** – once staff have completed their review, a Recommendation Report will be brought to the Planning and Development Committee for discussion.
6. **Council Decision** – if the application is recommended for approval by the Planning and Development Committee, it will advance to Council. Upon Council approval, an Agreement will be prepared by the City's Legal staff and be entered into by the City and the Applicant. In the event that the application is not approved, there is no further action taken by City staff.
7. **Development Approval Process** – the project will follow the standard development approval process.
8. **Reimbursement** (if applicable) – grants are issued in accordance with the enacted Agreement.



The details and structure of individual incentives will be determined on a case-by-case basis, subject to Council approval. The level of incentives available to a successful Applicant may be based on the following factors, among others: location within the CIPA, type of development, quality of the proposal, public benefit, and alignment with the strategic priorities of the City. If Council approves any incentives for a project, they must be secured through a legally binding Agreement.

4. Funding Sources

Incentives that require funding, capital or other financing, require Council approval informed by a comprehensive financial review conducted by the City's Finance Division.

Once a CIP application, including funding, capital or other financing is approved by Council and an Agreement is executed between the City and the Applicant, the City is obligated to continue any financing as set out in the Agreement provided that the Applicant is in compliance with the Agreement.

5. Monitoring

Monitoring of the CIP, program participation, and performance will be conducted by the Planning and Building Department to provide the basis for recommendations regarding program design and funding. Reports will be presented to Council every other year, at a minimum.

The monitoring program is proposed to include the following items:

- **Inquiries:** number and type received.
- **Applications:** number and type received, completion of projects.
- **Assessment:** increases in assessment values, the City's total tax base, and property tax revenue.
- **Building permits:** number and value of permits issued.
- **Job creation:** increases in full-time and part-time employment.
- **Environment:** GHG reductions.
- **Development:** hectares of land redeveloped, GFA constructed, value of private sector investment leveraged.
- **Incentives:** value of approved incentives, duration of approved incentives.

Monitoring results will be used to improve the CIP by recommending adjustments to eligibility requirements and the administration process. The City may periodically review and adjust the terms and requirements of the incentive programs, or discontinue incentive programs.

Minor and technical amendments (e.g. correcting typographical errors) may be made without Council approval. Major and substantive amendments (e.g. CIPA boundaries, new incentive programs, eligibility criteria) may be made by amendment, subject to the statutory process under the *Planning Act*. Notwithstanding, the City may discontinue any of the programs contained in this CIP without formal amendment.

In the event that this CIP, or any portion thereof, is repealed or expires, the terms and conditions of any executed Agreement(s) will remain active and valid.

6. Terms and Conditions for the Use of Incentives

Applicants will be required to enter into a legally binding Agreement with the City, registered on title, in order to secure any approved incentives. The Agreement will set out the terms and conditions of the incentive(s), as applicable.

The terms and conditions identified below are for information purposes only. Individual legal agreements will likely be subject to provisions beyond those listed.

1. The City reserves the right to require the submission of any additional documentation or enter into any additional agreements as deemed necessary by the City to ensure the goals and purpose of this CIP are met.
2. The City is not responsible for any costs incurred by an Applicant in relation to the program, including, without limitation, costs incurred to apply for the CIP or in anticipation of receiving an incentive.
3. The combined total of all City incentives approved for any one project through this CIP or any other City program, in conjunction with any matching grants or other CIP incentives from the Region (or its successor) may not exceed the total cost of the project, where the total cost of the project includes:
 - a. Construction costs as shown by the main building permit associated with the project; and
 - b. The costs of associated studies and surveys, development of plans and specifications, implementation and administration of the project including staff and professional service costs for architectural, engineering, legal, financial, and planning services.
4. The subject property must not be in a position of tax arrears at any point in time commencing with the time of CIP application and throughout the duration of an executed Agreement. The subject property, and any other property(ies) owned by the Applicant within the city, must be in good standing with respect to all municipal taxes, fees, and charges.
5. The Applicant may not be in litigation with the City.
6. Incentives cannot be applied retroactively. Applicants are encouraged to apply as early as possible. Costs, fees, and charges incurred prior to CIP application submission are not eligible for CIP assistance.
7. The project shall be in conformity with [Mississauga Official Plan](#), the [Zoning By-law](#), and other planning requirements and approvals at both the local and regional levels.
8. The subject property must not be subject to any outstanding work orders and/or orders or requests to comply from any municipal or provincial entity.
9. 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, Ontario Fire Code, and all applicable zoning requirements and planning approvals.
10. Municipal inspection requirements to ensure activities subject to the incentives conform to municipal approvals and the Agreement.
11. Works, actual or estimated costs, and any associated supporting documentation/studies may be subject to audit or independent review by a third party qualified consultant, at the sole cost of the Applicant, to determine eligibility in accordance with this CIP, to the satisfaction of the City.

12. Protocol governing communications between the owner/Applicant and the City, including notification procedures where there is a change in ownership of the subject property.
13. Municipal recourse should the project be converted to an ineligible use or demolished, except to expand an eligible use.
14. Municipal recourse should the Applicant cease doing business at the subject property.
15. Any applicable interest or other fees and charges on loans and/or deferred payments under any of the CIP incentive programs.
16. If during the course of the project, the scope of work changes along with associated costs, the City reserves the right to amend or cancel the terms of the incentive to reflect any changes in GFA occupied by eligible use(s) or user(s).
17. Once a CIP application is approved and an Agreement is executed between the City and the Applicant, the City is obligated to continue any payments as set out in the Agreement provided that the Applicant is in compliance with the Agreement.
18. It is the sole responsibility of the Applicant to satisfy the City that they are in compliance with the Agreement. Failure to do so will result in recourse and/or conditions.
19. Incentives are not transferable and are only available to the Applicant that signed the original application and executed Agreement, unless authorized by the City in accordance with the terms of the Agreement.