



Industrial Community Improvement Plan DRAFT

Town of Tecumseh
June 2022



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1.0 Introduction

1.1 Background

The Town of Tecumseh (referred to as Town or Tecumseh) is strategically situated within the northwest corner of the County of Essex in southwestern Ontario. The Town shares a municipal boundary with five other municipalities, including the Municipality of Lakeshore, the Towns of Essex, Amherstburg, LaSalle, and the City of Windsor. Within the Town, there is a combination of both urban and rural uses, providing for distinct characteristics found throughout the municipality. There are currently three interchanges providing direct access to Highway 401, with a fourth proposed as part of the future Lauzon extension. Other main highway corridors serving the Town are E C. Row Expressway/County Road 22 and Highway 3. The Town is also in close proximity to the Windsor International Airport and multiple key international border crossings between Canada and the United States.

Today, the Town enjoys a distinctly small town ambiance that includes a collection of residential neighbourhoods, commercial services and parks, a vibrant industrial sector, as well as a strong agricultural landscape and rural character. Tecumseh is committed to finding ways to further diversify and expand the local economy to ensure sustainability of the community. To that end,

the Town has decided to create an Industrial Community Improvement Plan (Industrial CIP) to facilitate major new industrial investment and job growth in the community.

A Community Improvement Plan (CIP) is a tool that municipalities in Ontario can use to stimulate or support economic activity that is in accordance with local and provincial priorities. The requirements for an Industrial CIP are outlined under Section 28 of the *Planning Act*. An Industrial CIP is intended for use as a tool to establish a framework for achieving specified community improvements to stimulate or encourage private and public sector investments and improvements. Through an Industrial CIP, programs are provided that can include municipal grants, loans, and/or rebates for private sector improvements.

1.2 Purpose

Council has directed the preparation of an Industrial CIP that has two main purposes: 1) to support the local economy by attracting major new investment and development that represent desirable sectors for the local economy; and 2) to encourage job creation through the attraction of major new industrial development and/or expansion of existing industrial businesses into identified sectors of the economy.

There are several challenges that complicate continued investment in the Town's employment areas including availability of services and utilities, cost to service, as well as the availability of employment lands suitable for a range and scale of development. The purpose of this Industrial CIP is to help address these barriers by enticing investment and development by reducing the costs associated with development and establishing a policy framework to guide municipal lands assembly, servicing, and disposition with the intent of stimulating new major investment and development in Tecumseh.

The primary purpose of this Industrial CIP is to attract new major industrial investment and development to the Town. As such, the Industrial CIP:

1. Outlines the legislative, policy, and planning framework that supports this Industrial CIP ;
2. Recommends a Community Improvement Project Area (Project Area) that captures and prioritizes areas within the Town that are subject to the programs in this Industrial CIP ;
3. Provides targeted incentive programs that can be offered by the Town to directly stimulate private sector investment in development within the Project Area;
4. Provides direction on actions that the Town can take in support of the Industrial CIP; and,
5. Outlines a Monitoring Program that will help the Town implement, or adjust, this Industrial CIP and the incentive programs contained within.

1.3 Methodology

A Project Team was assembled to help guide the creation of the Industrial CIP. In establishing this CIP, the following tasks were undertaken:

- A review of key policy and planning documents relevant to the CIP;
- A scoped jurisdictional review of industrial incentive programs and economic development incentive programs;

- Regular meetings with the Project Team to discuss findings and refine key areas of community improvement needs to be addressed by the CIP;
- A Public Information Meeting held on April 20, 2022 to present preliminary ideas for the Industrial CIP and incentive programs;
- Meetings with key stakeholders in the community to gather feedback on creating an Industrial CIP;
- Presentation of the new Draft Industrial CIP and Draft Incentive Programs to Council on June 7, 2022, and receipt of verbal comments from Council;
- Finalization of the new Industrial CIP and Incentive Programs based on feedback received from meetings with the Project Team, Town staff, Council, and the public during the consultation process; and
- Preparation and finalization of the Industrial CIP in consultation with the Project Team.

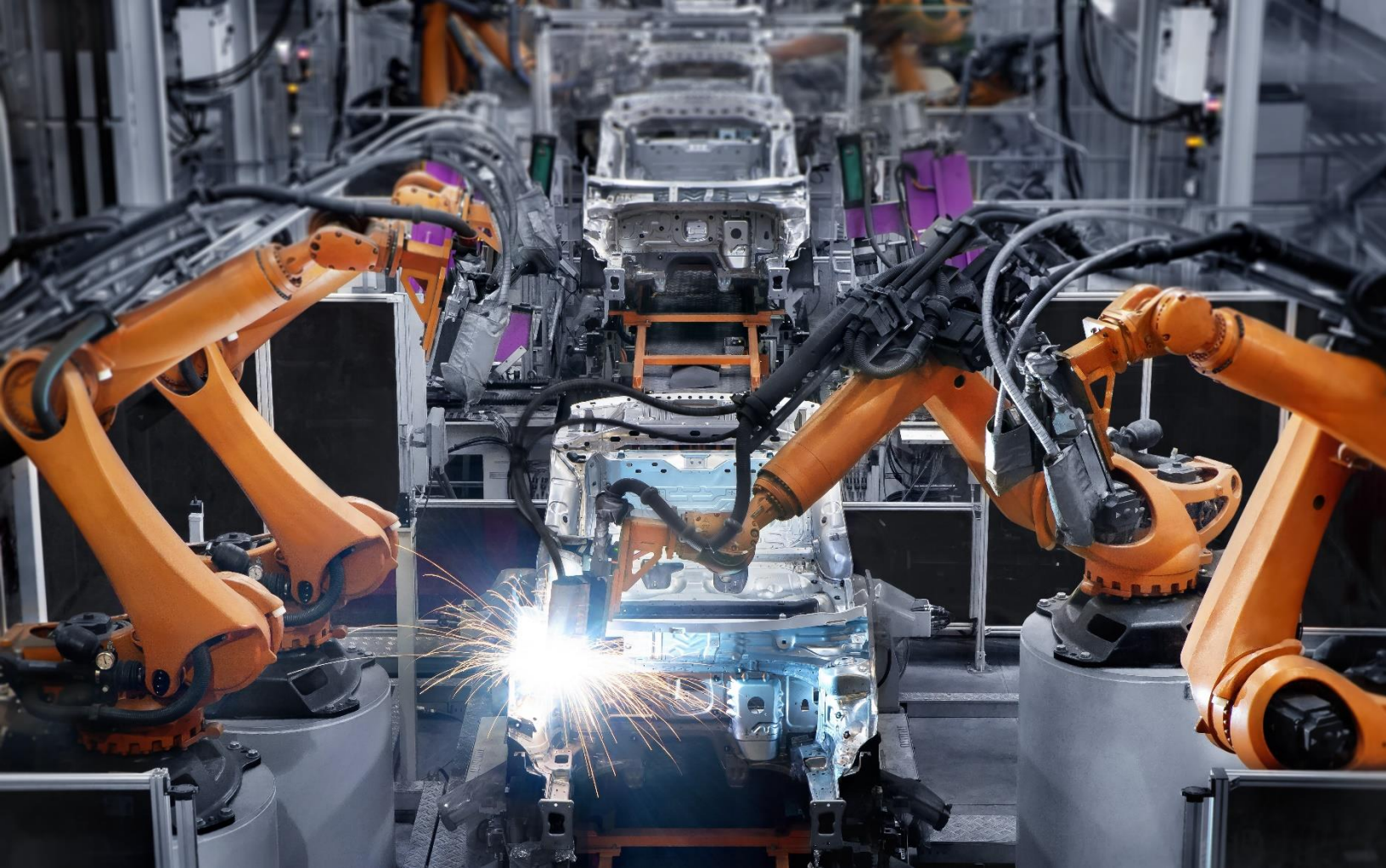
1.4 Plan Contents

This Industrial CIP is divided into the following sections:

- Section 2 contains a review of the legislative and policy framework for the Industrial CIP.
- Section 3 describes the Community Improvement Project Area, also referred to as the “Project Area” for the Industrial CIP, and contains details on the financial incentive programs specifically designed to address the objectives of the Industrial CIP.
- Section 4 describes the eligibility criteria and how an application is to be submitted along with how an application will be assessed.
- Section 5 details activities that the Town can engage in through an Industrial CIP, along with strategic items the Town may complete in advance of an eligible project.
- Section 6 contains a Monitoring Program designed to assist the Town in monitoring progress on implementation of the Industrial CIP, and the impacts of the programs contained in the Industrial CIP.

Sections 3, 4, 5, and 6 are operative parts of the Industrial CIP.





2.0 Legislative and Policy Framework

This section of the Industrial CIP will provide the policy rationale for using the Community Improvement provisions of the *Planning Act* to grow the economic landscape in the Town. It is intended to demonstrate how the Industrial CIP is consistent with the Provincial Policy Statement and conforms to the County and Town Official Plan.

2.1 Municipal Act, 2001

The Municipal act regulates a municipality's ability to provide financial incentives. Section 106 (1) of the Municipal Act, 2001 sets out the prohibition as follows:

Despite any Act, a municipality shall not assist directly or indirectly any manufacturing business or other industrial or commercial enterprise through the granting of bonuses for that purpose. 2001, c. 25, s. 106 (1).

Section 106 (2) states the municipal actions prohibited consist of giving or lending any property of the municipality, including money; guaranteeing borrowing; leasing or selling any property of the municipality at below fair market value; or giving a total or partial exemption from any levy, charge or fee.

Despite these prohibited actions, there are exceptions in the Municipal Act provisions. Section 106 (3) provides the exception to this bonusing for municipalities exercising authority under subsection 28 (6), (7) or (7.2) of the *Planning Act* or under section 365.1 of the Municipal Act, 2001. Section 28 of the *Planning Act* allows municipalities, through the parameters of an adopted CIP, to provide grants, loans and tax incentives to property owners and tenants within the identified Industrial CIP area. Section 365.1 of the Municipal Act authorizes municipalities to pass a by-law to provide tax assistance or tax relief for eligible properties.

Section 107 outlines the power a municipality has to make grants including the power to provide a grant in the form of a loan and guaranteeing a loan. The municipality also has the power to;

107 (2) - sell or lease land for nominal consideration or to make a grant of land; to provide for the use by any person of land owned or occupied by the municipality upon such terms as may be fixed by council; to provide for the use by any person of officers, employees or agents of the municipality upon such terms as may be fixed by council; to sell, lease or otherwise dispose of at a nominal price, or make a grant of, any personal property of the municipality or to provide for the use of the personal property on such terms as may be fixed by council

CIP's provide municipalities with a comprehensive framework for the planning and provision of economic development incentives in areas requiring community improvement.



2.2 Planning Act, 1990

An Industrial CIP is a municipal planning tool used to set out financial programs and strategies for improving identified areas within a municipality. 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 therefor, as may be appropriate or necessary.”

Section 28(1) establishes and defines the term “community improvement project area” 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.”

After a municipality has identified the Industrial CIP project area, it can prepare an Industrial CIP for the designated area. Section 28 (1) defines “community improvement plan” as “a plan for the community improvement of a community improvement project area.”

Once a CIP has been designated and the by-law has been passed under subsection 28(2), the municipality may;

- 28 (3) acquire land within the community improvement project area;
- 28 (3) hold land acquired before or after the passing of the by-law within the community improvement project area; and
- 28 (3) clear, grade or otherwise prepare the land for community improvement;
- 28 (6) construct, repair, rehabilitate or improve buildings on land acquired or held by it in the CIP area;
- 28 (6) sell, lease or otherwise dispose of any land acquired or held by it in the CIP area.

Section 28 (7) provides guidance on the eligible costs of the CIP stating that municipalities may make grants or loans to registered owners, assessed owners and tenants of lands and buildings within the project area once the CIP has come into effect. Costs may include costs related to environmental site assessment, environmental remediation, development, redevelopment, construction and reconstruction of lands and buildings for rehabilitation purposes or for the provision of energy efficient uses, buildings, structures, works, improvements or facilities as identified in Section 28 (7.1) of the *Planning Act*.

Section 28(7.3) of the *Planning Act* specifies that the total of the grants and loans made in respect of particular lands and buildings under subsections (7) and (7.2) and the tax assistance as defined in section 365.1 of the *Municipal Act, 2001* shall not exceed the eligible cost of the CIP with respect to those lands and buildings.

Section 28(11) allows a municipality to register an agreement concerning a grant or loan made under subsection 28(7) or an agreement entered into under subsection 28(10) against the land to which it applies and the municipality shall be entitled to enforce the provisions thereof against

any party to the agreement and, subject to the provisions of the Registry Act and the Land Titles Act, against any and all subsequent owners or tenants of the land.

Section 69 allows municipalities to reduce or waive the amount of a fee in respect of a planning application where it feels payment is unreasonable. Municipalities can use this tool to waive all matter of planning application fees to promote community improvement without inclusion in a CIP. Alternatively, a municipality can collect fees and then provide a partial or total rebate of fees in the form of a grant, but this must be done within a CIP.

2.3 Development Charges Act

Through Section 5 of the Development Charges Act, municipalities are allowed to exempt a type(s) of development from a development charge, but without the ability to have any resulting shortfall be made up through higher development charges on other types of development. This allows upper and lower tier municipalities to offer partial or total exemption from municipal development charges in order to promote community improvement, such as downtown redevelopment, brownfield redevelopment or intensification in core areas. This tool is often influential as it is traditionally offered before construction.

Through Section 28 of the *Planning Act*, municipalities can also use an Industrial CIP to offer a reduction in development charges in the form of a grant equivalent to part or all of the development charge normally payable. An Industrial CIP gives flexibility and can provide grants based on meeting intensification targets and/or project performance criteria.



2.4 Provincial Policy Direction

2.4.1 Provincial Policy Statement, 2020

The Provincial Policy Statement (PPS) is issued under Section 3 of the *Planning Act* and provides direction on matters of provincial interest related to land use planning and development. Section 3 of the *Planning Act* requires that, “decisions affecting planning matters shall be consistent with policy statements issued under the Act”.

The Provincial Policy Statement (PPS) requires that Planning Authorities (i.e. Town of Tecumseh) promote economic development and competitiveness in a number of ways including providing for an appropriate mix and range of employment uses to meet long-term needs of the community (1.3.1.1). Additionally, the PPS requires the Town to provide opportunities to diversify the local economy (1.3.1.2).

This Industrial CIP is promoting economic development and growth of industrial uses in the Town by supporting and encouraging the large-scale industrial development.

2.5 County of Essex Policy Direction

2.5.1 County of Essex Official Plan

The County of Essex Official Plan provides a comprehensive planning framework that sets out long term goals and objectives for the seven (7) local municipalities. The current County of Essex Official Plan was adopted in 2014 by Council and is currently being reviewed.

Section 1.1 of the County Official Plan states that the County will coordinate and cooperate with the municipalities to establish policy framework on planning, development, resources and inter-municipal servicing issues that cross municipal boundaries. Furthermore the County OP contains numerous polices that encourages sustainable and resilient communities with a strong economy.

Currently, there is only one policy (Section 3.2.4.1 f)) for Primary Settlement Areas, where Industrial CIPs are encouraged for Downtown/Uptown areas. A County Official Plan Amendment has been discussed that would encourage and support local municipal Industrial CIPs that offer more diverse programs, particularly related to economic growth and job creation in major new industrial developments and/or expansion of existing industrial businesses into identified sectors of the economy.

2.6 Town of Tecumseh Policy Direction

The Town Official Plan has policies that provide direction regarding the local economy, as well as policies that enable the Town to use the Community Improvement provisions of the *Planning Act*.

2.6.1 Town of Tecumseh Official Plan

The purpose of the Town Official Plan is to provide guidance and direction for future development within the municipality. The current Official Plan was adopted in 2021. It is the first town-wide Official Plan since Tecumseh's incorporation in 1999, at which time the former Town of Tecumseh, the former Village of St. Clair Beach and the former Township of Sandwich South were amalgamated to form the new Town of Tecumseh.

The Official Plan enables the Town to prepare CIPs that prioritize a strong economy and community improvement initiatives. The Official Plan recognizes the importance of a strong economy to the overall health of the community. The Planning Principles (Section 2.3) of the Official Plan direct development to settlement areas and promote economic development and competitiveness by planning for and protecting existing employment areas and their expansion (Section 2.3 i), vii)).

The Official Plan also enables the Town to prepare an Industrial CIP for “various situations where there is an identified community need.” (Section 10.8 ii)). Section 10.8 of the Official Plan states that the Community Improvement Area shall be the entirety of the Settlement Areas

shown on Schedule “B” and may be designated, in whole or in part, by by-law, as one or more defined community improvement project areas for which detailed CIPs will be prepared.

The Official Plan provides policy guidance for an Industrial CIP to be established for any portion of the Community Improvement Area, as long as it conforms to one or more the criteria listed under Section 10.8 iv). This Industrial CIP is established on the basis of two criteria:

“l. the presence of lands or buildings that may require detailed environmental site assessments or designated substances surveys and the implementation of appropriate and necessary remediation; ...

n) the opportunity to support development that would intensify vacant or underutilized lots in the Community Improvement Area;...”

As defined by Section 10.8 v) of the OP, this Industrial CIP aims to achieve the following policy objectives of the Town:

“a. encourage improvement activities that contribute to a strong economic base including tourism, cultural, commercial and industrial development; ...

k. encourage the rehabilitation of environmentally compromised land and buildings through appropriate remediation.”

The purpose of this Industrial CIP is to help address barriers of cost, availability of services and utilities, and availability of employment lands suitable for a range and scale of development. The intention, as supported by the Official Plan, is to entice investment and development by reducing the costs associated with development and establishing a policy framework to guide municipal lands assembly, servicing, and disposition with the intent of stimulating new major investment and development in Tecumseh.





3.0 Industrial Community Improvement Plan Policies & Programs

3.1 Project Area

The *Planning Act, R.S.O. 1990* defines “community improvement project area” as a municipality or an area within a municipality where Council has deemed community improvement desirable due to the age, dilapidation, overcrowding, faulty arrangement, unsuitability of buildings or for any other environmental, social or community economic development reason (s. 28(1)).

Given the support for economic development contemplated as part of the Town Industrial CIP, the project area includes all lands within the delineated Settlement Area Boundaries of the Town which have the appropriate Official Plan designation (Business Park) and zoning for industrial

development. It is noted that, through the appropriate processes, the settlement area boundaries and land uses may change from time to time. As such, the project area for the Industrial CIP may change as well. The boundaries of the community improvement project area are illustrated below in **Figure 1**.

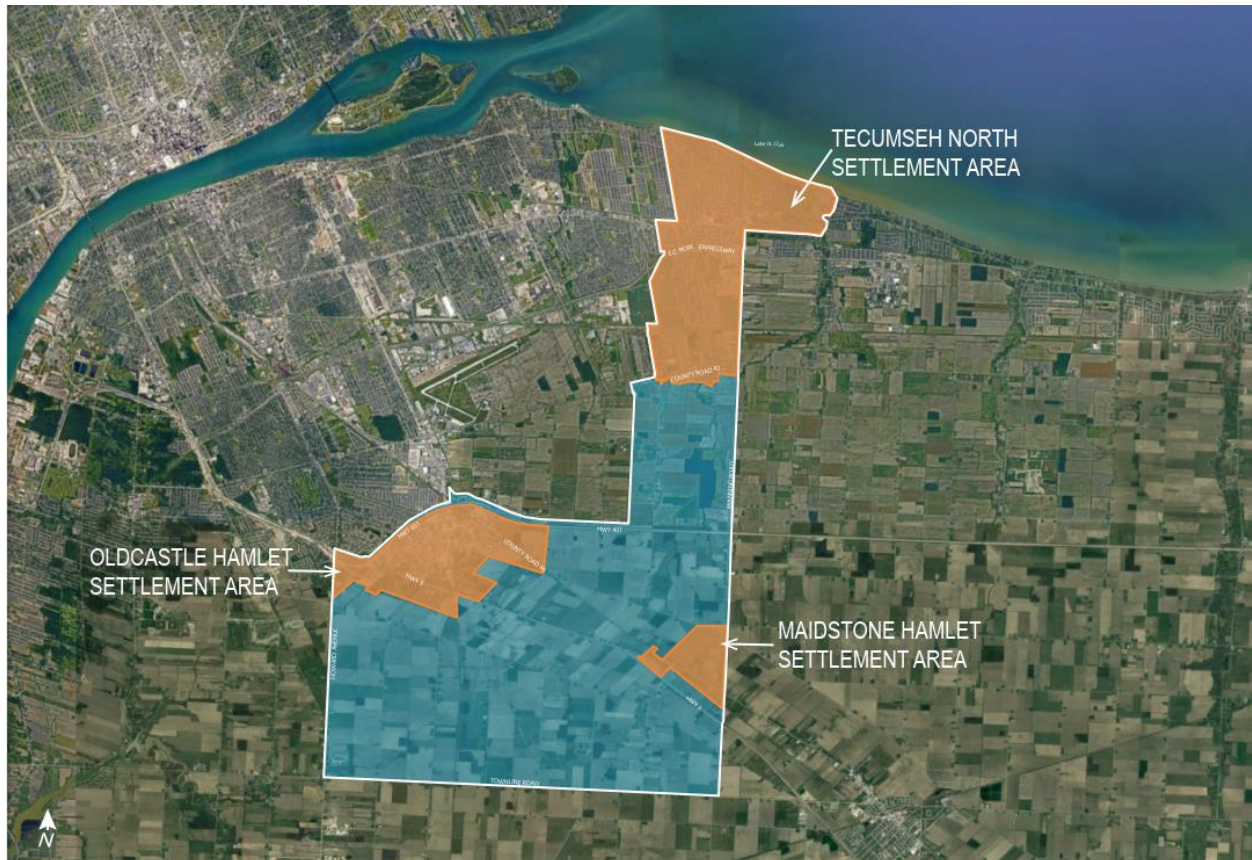


Figure 1: Project Area

3.2 Project Goals & Objectives

The Town has identified the development of an Industrial CIP as an opportunity to stimulate industrial development, consistent with its Official Plan and other strategic documents. The Industrial CIP will serve as a long-term framework that will direct and guide community improvements through financial incentives and municipally driven projects.

The objectives stated below are an expression of the intended outcomes resulting from the implementation of this Industrial CIP. Objectives are a way to guide decisions and will be used as guideposts to demonstrate how individual development proposals result in a public benefit (i.e. meeting one or more objectives). Additionally, the clearly stated objectives have been used to provide direction for the development and implementation of the specific policies, incentives and municipal actions contained in this CIP. The Industrial CIP will:

- Support investments in targeted high potential economic sectors that contribute to the diversification of the local economy;

- Support the establishment and on-going development of targeted sector clusters and encourage businesses to take advantage of cluster-related synergies;
- Support synergies with existing and growing industries by attracting investment based on the community's strengths and competitive advantages;
- Provide financial incentive programs that are attractive to potential investors and corporate decision-makers, but are balanced with expectations of Town taxpayers and the Town's ability to fund the financial incentive programs;
- Encourage investment that results in the productive use of lands and/or buildings for the purposes of establishing or maintaining a business enterprise, or the expansion of existing businesses to realize more effective use of the land's potential;
- Encourage capital investments that create new and/or maintain existing permanent jobs, as well as short-term construction jobs that contribute to the reduction of the unemployment rate;
- Support investment and development that results in an increase in property assessment and grows the non-residential municipal tax base over the long-term.

This CIP will include specific policies, incentives and municipal actions that are intended to contribute towards the achievement of these objectives.

3.3 Targeted Economic Sectors & Uses

The financial incentives and tools in this Industrial CIP will be used to support new major investment and development in the Town. To ensure that that the Town is attracting the intended scale of industrial development, the targeted economic sectors must be subject to the Large and Special Purpose Property Assessments by the Municipal Property Assessment Corporation (MPAC). More specifically, the Industrial CIP is targeted exclusively to those developments that would be assessed using the Assessment Methodology Guide: Assessing Automotive Assembly Plants in Ontario and the Assessment Methodology Guide: Assessing Automotive Parts Manufacturing Plants in Ontario.

Based on MPAC's criteria, a property containing an automotive assembly plant or automotive parts manufacturing plant meeting specified criteria will be assessed under the Large and Special Purpose Property Assessments.¹ The following criteria is set by MPAC for a property to meet in order to be assessed under the assessment methodologies for automotive assembly plants or parts manufacturing plants:

- The property is used for an automotive assembly plant or an automotive parts manufacturing plant; AND,
- The facility is 125,000 square feet (11,612.88 m²) or more and is comprised of 20 or more buildings; OR, the facility is more than 250,000 square feet (23,225.76 m²); without regard for the number of buildings.²

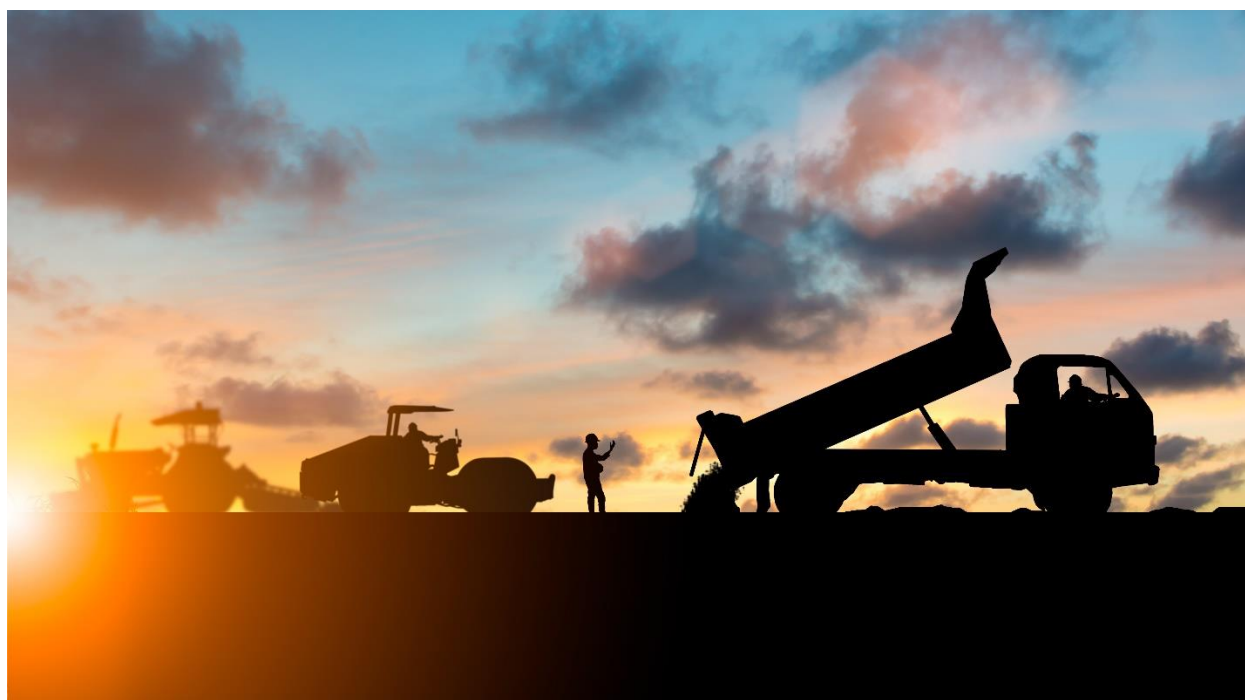
¹ MPAC. Large and Special Purpose Property Engagement. <https://www.mpac.ca/en/PropertyTypes/LargeandSpecialPurposePropertyAssessments/LargeandSpecialPurposePropertyEngagement>

² MPAC. Large and Special Purpose Property Engagement. <https://www.mpac.ca/en/PropertyTypes/LargeandSpecialPurposePropertyAssessments/LargeandSpecialPurposePropertyEngagement>

MPAC notes within each methodology guide for Assessing Automotive Assembly Plants in Ontario and Assessing Automotive Parts Manufacturing Plants in Ontario, that the basis for the definition of “large” industrial properties means,

“a property that falls within the definition of the 'Large Industrial Property Class' contained in section 14 (1) of Ontario Regulation 282/98. [Which] in general, this refers to an industrial property in excess of 125,000 square feet in terms of 'exterior measured area.'”

For the Industrial CIP, the Town’s focus is on large-scale investment expressed as square footage of development. This large-scale of development is validated by examining the existing properties in Ontario assessed under MPAC’s Assessment Methodology Guides for Assessing Automotive Assembly Plants and Assessing Automotive Parts Manufacturing Plants in Ontario. In looking at the properties in Ontario that are assessed under these MPAC methodologies, there is an apparent overlap between the floor space area of the automotive assembly plants and parts manufacturing plants. This range is between 1,834,749 to 2,376,084 square feet for total floor space area for all buildings located on a site. This range provides a threshold to derive a benchmark from for the large-scale development that the Town endeavours to attract through the Industrial CIP. As such, the minimum value of total floor area space targeted through the Industrial CIP is 140,000 square meters (approximately 1,500,000 square feet).



3.3.1 Economic Sector Summary

In Ontario, manufacturing remains critical for the provincial economy in terms of providing jobs and contributing to the overall economic output. While there will continue to be an emphasis on manufacturing in Ontario, the Province has more recently focused attention to the automotive sectors. The automotive industry and the Province are currently working together, along with other levels of government and the research and education sector, to establish a business

climate that facilitates growth, innovation, and helps the industry adapt to global trends.³ The Province of Ontario’s vision is to “strengthen and build on Ontario’s North American leadership in automotive assembly and parts production” and “position Ontario to be a leader in the development, commercialization and adoption of advanced manufacturing and mobility technologies.”⁴ Areas of immediate action have been identified by the Province to support the vision for the automotive sectors.

Nearing the end of 2021, the Province released *Driving Prosperity: Ontario’s Automotive Plan Phase 2*. The document focuses on the automotive sector in Ontario and how it can be transformed through a focus on building electric vehicles (EVs), autonomous and connected vehicles. As well, this refocusing of manufacturing efforts will also support the supply chain as the exploration, mining and production of critical minerals will be necessary for the anticipated fabrication of electric batteries in Ontario.⁵ A main objective for Phase 2 of *Ontario’s Automotive Plan* is to transition and expand Ontario’s automotive sectors towards vehicle and parts production for more hybrid and EVs, by building at least 400,000 electric vehicles and hybrids by 2030.⁶ This new plan for the automotive sector will also foster an opportunity for Ontario’s mining sector to become a critical supplier of raw materials for batteries within a fully integrated, electric battery and vehicle supply chain.

Given the Province’s continued support for the automotive sector, large scale Automotive Assembly Plants and Automotive Parts Manufacturing Plants are targeted through this Industrial CIP as the Town of Tecumseh Official Plan contemplates manufacturing uses in appropriately designated employment areas. Further, the Town has an established industrial hub, where a diverse collection of industrial uses are located. As such, the economic sectors targeted through this Industrial CIP would be compatible with uses already existing in the Town and will benefit from the Town’s proximity to the City of Windsor and the international border crossing. In light of recent announcements from the Province regarding investments in the automotive sector, the Town stands to benefit from proximity with new large-scale automotive battery and assembly plants in the City of Windsor. This provides an opportunity for the Town to support potential feeder plants and enhance synergies within the automotive sector. Further, employment growth projections for the Town anticipated an increase over the planning horizon, which is based on the Town’s geographic location, existing transportation infrastructure, supply of employment land, existing employment base, and the forecast population growth.

3.4 Financial Incentive Programs

3.4.1 Tax Increment Equivalent Rebate Program

3.4.1.1 Purpose

The Tax Increment Equivalent Rebate Program is intended to encourage the development and redevelopment of eligible properties through the provision of a rebate equivalent to the

³ Driving Prosperity – the Future of Ontario’s Automotive Sector. Province of Ontario. Published: 2019

⁴ Driving Prosperity – the Future of Ontario’s Automotive Sector. Province of Ontario. Published: 2019

⁵ Driving Prosperity: Ontario’s Automotive Plan Phase 2. Province of Ontario. Published: 2021

⁶ Driving Prosperity: Ontario’s Automotive Plan Phase 2. Province of Ontario. Published: 2021

incremental increase in the municipal property tax levy resulting from new property improvements.

This financial incentive reduces the property tax increase that can result from these various types of development. The incentive may also assist development proponents in securing project financing.

3.4.1.2 Description

In instances where improvements to a property will result in an increase in assessment value and taxes levied, Town Council may provide rebates to the owner or tenant of an eligible property to help offset the increased tax costs associated with new construction.

The value of the rebate provided is equal to the incremental increase in the property's tax levy that results from the improvements. The tax increment rebates are to be provided after the improvements to the property are complete and after the reassessment of the property by the Municipal Property Assessment Corporation has demonstrated an increase in the assessed value of the property. The pre- and post-improvement assessment and tax values will be used to calculate the incremental increase in municipal property tax levy. This calculation will also determine the total value of the rebate that can be offered by the Town.

3.4.1.3 Program Requirements

This financial incentive program will provide an annual tax increment rebate equal to 50% of the increase in the municipal portion of property taxes generated through the completion of an eligible project, which has resulted in an increase of the assessment value and, therefore, an increase in property taxes. The approved tax increment rebate amount would be paid by the Town on an annual basis, determined at the time municipal taxes are collected, for up to 10 years.

The approved applicant for this financial incentive program must construct and complete the approved project prior to receiving the rebate. The Town will pay the rebate to the approved applicant annually, once the following steps have been met:

1. The eligible project is completed;
2. The final building inspections have occurred;
3. All deficiencies have been addressed;
4. An occupancy permit has been issued (as applicable);
5. All program and rebate agreement requirements have been met to the Town's satisfaction;
6. The property has been reassessed by the Municipal Property Assessment Corporation (MPAC);
7. The Town has confirmed that there are no outstanding orders against the property; and
8. The new property taxes have been paid in full for the year.

The pre-improvement assessment and municipal tax values will be determined at the time the application is approved, before construction is started for the industrial development project. For purposes of this financial incentive program, the tax increment is the increase in municipal property taxes, which is calculated as the difference between the pre-improvement municipal property taxes on the property and the post-improvement municipal property taxes that are

levied as a result of the property's re-valuation by the MPAC after the industrial development project is completed and operational. For clarity, a property undergoing construction that is reassessed before it is fully operational but subject to increased municipal taxes will not be eligible to receive a tax equivalent rebate; all construction must be completed and the development must be ready for occupancy and/or be fully operational.

The Town may establish a maximum total rebate that can be paid under this program per application, property, or project.

3.4.2 Planning & Building Permit Fee Rebate Program

3.4.2.1 Purpose

The Planning and Building Permit Fee Rebate Program is intended to encourage the development and redevelopment of eligible properties by rebating fees associated with *Planning Act* and *Ontario Building Code* applications in the form of a grant.

3.4.2.2 Description

The Town may rebate 100% of fees for *Planning Act* and *Ontario Building Code* applications associated with improvements to eligible properties.

The fees will be rebated for the following eligible types of planning/development applications and building permits:

- Official Plan amendment;
- Zoning By-law amendment;
- Minor Variance;
- Consent to Sever;
- Site Plan Control;
- Condominium;
- Demolition Permit (except where the demolition permit is for a property listed on the Municipal Heritage Register);
- Building Permit;
- Sign Permit; and
- Other development related municipal fees that are not listed above, that advance the purpose of this program, may be considered at the discretion of the Director Development Services.

3.4.2.3 Program 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:

1. Planning and Building Permit Fee Grant Program applications must be filed prior to the start of any activity



- that would constitute an eligible cost and to which the proposed grant would apply.
2. Any required planning and building permit fees shall be paid in advance and may be reimbursed upon successful completion and approval of an application by Council.
 3. The total amount of incentive provided under this program shall not exceed the cost of the required land use planning application fees and/or building permit application fees, as applicable.
 4. Any fee required by an outside private or public agency is not subject to this CIP.
 5. This fees-rebate program does not apply to any required performance securities (i.e., letters of Credit) posted by the proponent, required professional studies, to expenses incurred by the applicant as a result of an Ontario Land Tribunal Hearing.
 6. This rebate does not apply the Parkland Dedication Fees that are associated with the development, redevelopment, adaptive reuse or rehabilitation of a building or property.

3.4.3 Development Charges Rebate Program

3.4.3.1 Purpose

The Development Charges Rebate Program is intended to encourage targeted sectors development by providing a financial incentive that reduces the Town's development charge traditionally required. The Development Charges Grant Program is aimed at attracting new targeted sector businesses to the Town and the expansion of existing businesses through the development, redevelopment, rehabilitation or adaptive reuse of buildings and properties in the Community Improvement Project area.

3.4.3.2 Description

This program will provide a grant equal to up to 100% of the Town's Development Charges paid on an eligible project, as determined by Council on a case-by-case basis.

3.4.3.3 Program Requirements

Development charges will be paid in full by an applicant for this program at the time of building permit issuance. The Town will pay the Development Charge Rebate to the applicant only once:

1. The eligible and approved project is constructed;
2. Final building inspections have taken place;
3. An occupancy permit has been issued (as applicable);
4. All deficiencies have been addressed; and
5. All program and grant agreement requirements have been met to the Town's satisfaction.

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:

1. The Development Charges Rebate Program will consist of a grant program, whereby registered property owners and/or assignees will be eligible to receive a grant for 100% of the development charges paid.
2. Projects are also required to be in compliance with all Town by-laws and policies, including zoning and building regulations.

3. The subject property shall not be in a position of property tax arrears. If the tax bill is not paid in full, the Town will cancel all future grants and collect past grants made as part of this program.
4. The Town will collect the full amount of Development Charges owed for the proposed development at the time of Building Permit application and will issue the Development Charges Rebate after the final inspection has been conducted by the Building Department.
5. The grant will be forfeited and repaid to the Town if the property is demolished or altered in a manner that does not comply with this Industrial CIP before the rebate period elapses.
6. A Development Charges Rebate may be received by a property owner and/or assignee in combination with any other municipal program offered by this Industrial CIP. However, in accordance with the *Planning Act*, the total of the Development Charges Rebate and any other property tax assistance, grants and loans provided by the Town in relation to this, or any other Industrial CIP, cannot exceed the approved eligible costs for all approved incentive programs.





4.0 Application Guide

4.1 Eligibility

For a project to be deemed eligible for any of the incentives outlined in the Town Industrial CIP, it must meet all of the following criteria:

- Be located within the community improvement project area described in Section 3.1; and
- Be consistent with the goals and objectives detailed in Section 3.2; and
- Meet the MPAC methodology for the targeted economic sectors and uses outlined in Section 3.3; and
- Meet the minimum floor space requirement of 140,000 square meters (approximately 1,500,000 square feet) of total floor area space; and,
- Adhere with the general and/or specific requirements for the financial incentive program listed below in Section 4.2 and 4.3.

If the above criteria can be demonstrated, a project will be eligible to participate in the Industrial CIP.

4.2 General Incentive Program Requirements

The programs created through the Industrial CIP aim to provide tangible economic gains and encourage targeted economic development. The Plan calls for individual decision-making freedom while providing design and leadership guidelines that ensure planning harmony within the Industrial CIP area. The purpose, type, duration, eligibility criteria and application requirements for each of the financial incentive programs are described in detail below.

The general and program specific requirements contained in this Industrial CIP are not necessarily exhaustive and the Town 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 Industrial CIP are subject to the following general requirements, as well as the individual requirements specified under each program.

1. The provision of all grant and loan programs will be administered on a first-come first-served basis to the limit of available funding in accordance with any administrative rules governing this and other programs. Should there be inadequate funding, completed applications will be held and processed in chronological order from the date of application approval and on their merit as soon as funding is available.
2. The Town 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 and/or tax assistance.
3. Costs related to projects/rehabilitation activities that occurred prior to the approval of the Industrial CIP will not be considered eligible. Financial incentive programs will commence following the adoption of the Industrial CIP by Council.
4. No program in this Industrial CIP shall be considered active unless Council has approved implementation of the program and has, as part of its annual budget process provided for the allocation of funds to support its implementation.
5. An application for any financial incentive program contained in this Industrial CIP must be submitted to, and approved by the Town prior to the commencement of any eligible works to which the financial incentive program will apply and, in some cases, prior to application for building permit.
6. 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.
7. Review and evaluation of an application and supporting materials against program eligibility requirements and applicable built performance guidelines/criteria will be done by Town staff, who will then make a recommendation to Town Council. The application is subject to approval by Town Council.
8. As a condition of application approval, the applicant may be required to enter into a grant agreement with the Town. This Agreement will specify the terms, duration and default provisions of the grant to be provided. This Agreement is also subject to approval by Town Council.
9. All works completed must comply with the description of the works as provided in the application form and contained in any funding agreement, if required, with any amendments as approved by the Town.
10. Where other sources of government and/ or non-profit organization funding (Federal, Provincial, Regional, CMHC, Federation of Canadian Municipalities, etc.) can be applied

- against the eligible costs are anticipated or have been secured, these must be declared as part of the application. Accordingly, the grant may be reduced on a pro-rated basis.
11. The Town 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.
 12. Property taxes and any other municipal financial obligations must be in good standing at the time of program application and throughout the entire length of the grant commitment.
 13. Eligible applicants can apply for one or more of the incentive programs contained in this Industrial CIP that are offered by the Town, but no two programs may be used to pay for the same eligible cost.
 14. The total of all grants, loans and tax assistance provided in respect of the particular lands and buildings for which an applicant is making application under the programs contained in this Industrial CIP and any other applicable Industrial CIPs shall not exceed the eligible cost of the improvements to those particular lands and buildings under all applicable.
 15. Grants or loans awarded under any Industrial CIP program are only available to the owner or tenant that signed the original grant agreement and are not transferable. If all or part of a property is sold within a grant eligibility period, all grant payments would immediately be discontinued. However, the Town may, at its sole discretion, transfer all or part of a grant amount to a new property owner, subject to a new owner entering into an agreement (where applicable) with the Town that fulfills the requirements of the original agreement, plus any new requirements.
 16. If the applicant is in default of any of the general or program specific requirements, or any other requirements of the Town, the Town may delay, reduce or cancel the approved grant and/or tax assistance.
 17. The Town may discontinue any of the programs at any time, but applicants with approved grants and/or tax assistance will still receive said grant and/or tax assistance, subject to meeting the general and program specific requirements.
 18. All proposed works approved under the incentive programs and associated improvements to buildings and/or land shall conform to all municipal Bylaws, policies, procedures, standards, guidelines, including applicable Official Plan and zoning requirements and approvals.
 19. The improvements made to buildings and/ or land shall be made pursuant to a Building Permit and/or other required permits, and constructed in accordance with the Ontario Building Code and/or other municipal requirements. Outstanding work orders, and/or orders or requests to comply and/or charges from the Town (including tax arrears) must be satisfactorily addressed prior to grant and/or tax assistance payment.
 20. Town staff, officials, and/or agents of the Town may inspect any property that is the subject of an application for any of the financial incentive programs offered by the Town.



4.3 Specific Incentive Program Requirements

All projects that are approved for financial incentives through the Industrial CIP are subject to the terms and conditions outlined in Section 4.2, in addition to the following provisions specific to each of the following programs.

4.3.1 Tax Increment Equivalent Rebate Program Requirements

For applicants approved for the Tax Increment Equivalent Program, additional requirements apply. The following outlines the specific requirements for applicants of this program:

1. Applications for the Tax Increment Equivalent Rebate Program must be filed prior to the start of any activity that would constitute development triggering a re-valuation by MPAC;
2. Tax Increment Equivalent Rebate Program applications must be accompanied by information that describes existing site conditions, including the current value assessment and taxation rates for the subject property.
3. Applications must also be supported by documentation detailing the proposed development, including a site plan or concept plan and confirmation of any planning approvals being sought to facilitate the proposed industrial use and development.
4. Those applications for the Tax Increment Equivalent Rebate Program which are approved, shall be approved by Council, by by-law.
5. As a condition of approval, Council may require the owner or tenant of the approved eligible property to enter into an agreement with the Town establishing the terms, duration, default and termination provisions of the grant. Council may also apply other conditions to the approval where appropriate and warranted.
6. Should the owner or tenant of the approved eligible property default on any condition in the by-law or agreement, the rebates, plus interest at the rate used by the Town for tax arrears, will become payable to the Town in full.

4.4 Application Procedure

In this section, the steps for submitting a financial incentive program application are outlined. As well, the evaluation and approval procedures are included.

4.4.1 Submitting an Application

Before a full application is submitted, applicants are required to have a pre-application consultation meeting with Development Services staff to review any preliminary plans and factors such as program eligibility, scope of work and project timing.

Based on the outcomes and items discussed during the pre-application consultation meeting, the applicant is required to submit a completed application form to the Department of Planning and Building Services for approval. Along with the completed application form, any required supporting materials such as detailed work plans and reports (as outlined in Sections 4.2 and 4.3) should also be submitted prior to commencing any development that is the subject of the financial incentive application.

For an application for any of the financial incentive programs to be deemed completed, it must include the following:

- Minutes of the Pre-Application Consultation Meeting;
- A completed and signed application form;
- A description of the eligible works and how they satisfy the eligibility criteria;
- Confirmation on the submission status of the building permit application and any planning approvals application(s), including drawings that detail the proposed works and supporting reports for the proposed works;
- Supporting documentation, including detailed drawings, as identified in the pre-application consultation meeting and outlined in Sections 4.2 and 4.3;
- Current assessment information;
- Copy of the Property Deed for the subject property (available from the Land Registry Office) showing name of current owner and legal description;
- Photographs of the existing building(s)/property;
- A letter from the Town's finance department confirming that the property is up-to-date and in good standing with respect to all municipal financial obligations; and
- Identification of any additional public funding sources used to support the proposed project.

4.4.2 Application Review & Evaluation

Once a completed application is submitted, the application will be circulated to the Town's review committee that consists of Town staff and is led by the Director of Development Services. The committee will review the application based on the eligibility requirements. As part of the evaluation procedure, a visual inspection of the subject building or property may be required in order to fully assess the application.

4.4.3 Decision on an Application & Expiry of Approval

After the application has been reviewed and evaluated, the Director of Development Services will determine how much of the proposed development, if any, is eligible for funding under the CIP program applied for. If an application satisfies all of the eligibility criteria and conditions, and funds are available, the Director of Development Services shall make a recommendation to Council for approval of the financial incentive program and the amount of the rebate. If an agreement is a condition of approval, the draft agreement shall be appended to the Director's recommendation.

Next, the recommendation for approval of the application will be presented to Town Council. Upon approval from Council, the Director of Development Services will provide the applicant with a letter indicating the Town's approval of the application.

As a condition of Council approval, an applicant may be required to enter into a rebate agreement with the Town that specifies the terms, duration, and default provisions of the approved rebate(s).

After the agreement is executed, the applicant will then have a period of one year to start the project and two years to complete the project from the date of Council approval.

Any extensions needed to the above time period will be considered on a case-by-case basis.



4.4.4 Applicant to Undertake Project Work

At this stage in the application procedure, the applicant should obtain, if they have not already, the necessary permits and/or approvals from the Town for the project. All costs associated with the development of the property will be borne by the applicant. In some cases, due to the nature of the proposed works, the applicant may be required to undertake the works in accordance with a commitment agreement made with Town.

To demonstrate the development has been completed, the applicant must submit evidence of paid invoices, paid taxes, and other supporting documentation, such as an updated MPAC assessment. The applicant must also ensure that there are not any outstanding orders on the property. If actual costs are less than what were approved under the letter and/or agreement, the dollar amount of the payment may be reduced; however, if costs are higher, the payment shall not be increased without the approval of Town Council. With support from Town staff, the Director of Development Services will prepare a report to confirm the Town's acceptance of the work completed.

4.4.5 Provision of Rebate

The rebate will only be available to the applicant upon completion of the agreed upon development. Funding will not be provided in full or as progress payments to partially completed projects. Given the scale of industrial development contemplated through this CIP, it is not expected that multiple eligible projects will be proposed within the Town in the available timeframe of the Industrial CIP. To provide financial incentive programs to more than one eligible project, the CIP would need to be updated to accommodate the provision of financial support for multiple projects.

If there is a dispute between an applicant and the Town, between the stages of approving the application (Section 4.4.3) and the provision of the rebate, the applicant may appeal to Council. Council will then determine the appropriate course of action regarding the application.



5.0 Town of Tecumseh Community Improvement Activities & Actions

In addition to the financial incentive programs outlined in this Industrial CIP, the *Planning Act* also permits the municipality to undertake the following community improvement activities within the community improvement project area via an Industrial CIP:

1. Acquire, hold, clear, grade or otherwise prepare land for community improvement;
2. Construct, repair, rehabilitate or improve buildings on land acquired or held by it in conformity with the Industrial CIP; and
3. Sell, lease, or otherwise dispose of any land and/or buildings acquired or held by it in conformity with the Industrial CIP (s. 28 (3) and s. 28 (6)(a)(b)).

5.1 Property Acquisition

In conformity with the Industrial CIP, the Town may engage in the assembly of land within the municipal boundaries. As outlined in Section 28 of the *Planning Act*, the Town may acquire, hold, clear, grade or otherwise prepare land in the community improvement project area for community improvement as defined by this Industrial CIP.

The acquisition of property by the municipality is a key means to improve and sustain the longevity of the local economy. By acquiring and consolidating properties, the Town can ensure that there will be sites available and suitable for new major industrial investment and development, which furthers the objectives of this Industrial CIP.

Additionally, as permitted through Section 28 of the *Planning Act*, the Town may opt to construct, repair, rehabilitate or improve buildings on land acquired or held by it to further the objectives of this Industrial CIP.

5.2 Property Disposition

The Town may dispose of municipally owned land or buildings within the Community Improvement Project Area in conformity with the Industrial CIP. Additionally, the Town may sell, lease, or otherwise dispose of any land and buildings acquired or held by it provided the end use of the property and/or buildings remains in conformity with this Industrial CIP. The Town may choose to dispose of municipally owned property or buildings at less than market value in order to facilitate the development, redevelopment or adaptive reuse of the property and/or buildings.

Municipally owned property that is disposed of for the purpose of meeting one or more of the objectives of this Industrial CIP, whether at market value or less, is subject to the following requirements:

1. Town Council, with recommendations from Town Administration, will determine the percentage below market value, if any, that the Town will sell the property for based on the benefit to the public generated by the project, as determined by Town Council.
2. The actual percentage below market value will be determined by Town Council with the difference between market value (as determined by an independent appraiser) and the amount paid (i.e. the amount less than market value) applied to the total amount of incentives a project may be eligible for. The total amount of the incentives provided by the municipality, either individually or collectively, cannot exceed the eligible costs.
3. As required by the *Planning Act* the purchaser of Town owned property will be required to enter into a written agreement with the Town stating that they will keep and maintain the land, building and the use in conformity with the Industrial CIP. The agreement entered into above will be registered against the land to which it applies and the Town will enforce the provisions of the agreement against any party to the agreement and, subject to the provisions of the Registry Act and the Land Titles Act, against any and all subsequent owners or tenants of the land.
4. Projects are also required to be in compliance with any applicable Town by-laws and policies, including zoning and building regulations.

5.3 Development Streamlining

For major development applications, the Town will actively explore procedural and other development incentives such as, scheduling extra or single-agenda-item Town Council meetings to expedite the processing of major development applications that are in conformity with the Industrial CIP.

5.4 Municipal Leadership Strategy to Ensure an Adequate Supply of Employment Land

A critical site selection factor that companies consider when determining a community to relocate or expand to is the availability of suitable and serviced employment lands. In the Provincial Policy Statement (PPS), the importance of having an adequate supply of land for employment uses, and the infrastructure to support it, is expressed. Through the PPS, municipalities are required to promote economic development and competitiveness by:

- Providing for an appropriate mix and range of employment uses to meet long-term needs;
- Providing opportunities for a diversified economic base;
- Maintaining a range and choice of suitable sites for employment uses which support a wide range of economic activities and ancillary uses, and take into account the needs of existing and future businesses;
- Facilitating the conditions for economic investment;
- Identifying strategic sites for sites for investment;
- Monitoring the availability and suitability of employment sites, including market-ready sites, and seeking to address potential barriers to investment;
- Ensuring the necessary infrastructure is provided to support current and projected needs; and
- Planning for, protecting and preserving employment areas for current and future uses.

As such, the Town is encouraged to take an active role in ensuring that there is an adequate supply of “shovel ready” employment lands within the municipal boundaries. To do so, actions may include establishing lands that are designated and zoned to allow for a wide range of employment uses and to coordinate the servicing of those lands.

The Town is home to a number of existing, built-up employment hubs that contain an array of industrial uses. However, the supply of available “shovel-ready” employment land located within the Town is limited. Therefore, the establishment of “shovel-ready” employment land is a priority for the Town. The incentives, activities and actions outlined in this Industrial CIP will be used to support and facilitate the provision of suitable serviced employment lands through the establishment of new employment areas to attract new major industrial investment and development.

In order to attract new major industrial investment and development, the Town may consider the following endeavours as part of a Municipal Leadership Strategy. The Municipal Leadership Strategy is part of community improvement planning enabled by the Planning Act and it

provides the ability to identify important initiatives that complement the financial incentives to achieve the Industrial CIP's goals. The Municipal Leadership Strategy has been developed to identify projects, programs, and tools for the improvement of the community in alignment with the Industrial CIP. As part of the Industrial CIP, the Municipal Leadership Strategy serves as a roadmap of strategic opportunities for the Town to enhance its infrastructure, availability of employment lands, and any utilities that may exist entirely or partially within the Industrial CIP area boundary. It is a goal of the Municipal Leadership Strategy to support the Industrial CIP through municipally-led initiatives, as municipal investments have a role to "activate" private sector participation with the Industrial CIP. In no particular order of priority, the Municipal Leadership Strategy includes the following endeavours for the Town's consideration in supporting the broader objectives of the Industrial CIP:

- A. Initiating an Official Plan Amendment to Section 10.8 Community Improvement to permit the entirety of the Town to be recognized as a Community Improvement Area (for purposes of an Industrial CIP);
- B. Conducting a Lands Needs Assessment for large-scale employment uses⁷;
- C. Initiating an Official Plan Amendment to designate additional lands for employment uses⁸;
- D. Initiating an Official Plan Amendment to expand the Settlement Area Boundary to accommodate additional employment lands;
- E. Conducting an Infrastructure Study to determine servicing needs to support new major industrial investment and development;
- F. Undertaking a Traffic Analysis to determine what, if any, roadway improvements are needed to facilitate an increase in the movement of goods/freight related to a large-scale employment use;
- G. Conducting a detailed market analysis of the targeted sectors to determine additional ways to support large-scale industrial development;
- H. Coordinating with the County of Essex to provide complementary incentives for large-scale industrial development;
- I. If required, updating the Development Charge By-law No. 2019-63 to include a provision that allows for development charges to be rebated as part of a financial incentive program in a CIP;
- J. Establishing a promotions campaign to market the Town as a strategic location for major new industrial investment and development;
- K. Extending the municipal servicing networks in preparation for major new industrial investment and development;
- L. Coordinating with utility providers to expand the availability of electricity and telecommunications facilities; and
- M. Coordinating with the Government of Canada and the Province of Ontario to attract major new industrial investment and development.

⁷ This includes the planning of employment areas beyond a 25-year time horizon as enabled by Section 1.1.2 of the PPS.

⁸ This includes the planning of employment areas beyond a 25-year time horizon as enabled by Section 1.1.2 of the PPS.



6.0 Monitoring & Implementation

The general administration of the Industrial CIP and the financial incentive programs contained within shall be the responsibility of the Development Services Department, in consultation with other Town departments as appropriate.

6.1 CIP Funding

During preparation of its annual budget, Town Council will determine the contribution to be made available to the various programs under this Industrial CIP for the current year. The financial incentive programs available under this Industrial CIP will be administered by Development Services staff within the budget established by Council. Any unspent funds at year-end may be placed in reserves to be used in subsequent years. Projects will not be approved that result in over-expenditure to what has been allocated to the Industrial CIP's active program(s) by Town Council.

Properties may only receive incentives through any given program one time during the life of the Industrial CIP.

If there are municipal budget constraints to support the Industrial CIP programs, the Town will prioritize funding to rebate Development Charges; and lastly, the Town will prioritize the rebates of Planning & Building Permit fees. These are prioritized given the scale of benefit they offer to a large future industrial development.

6.2 Implementation

The financial incentive programs established through this Industrial CIP will be implemented, and available to applicants, over the span of ten (10) years. Where deemed appropriate and if funds are available, Council may extend the planning horizon of the Industrial CIP and continue to make one or more of the programs available. The Town shall review the Industrial CIP programs at regular intervals to ensure that the intent and project objectives are being met.

Nothing in the Industrial CIP shall limit the right of the Town and Council to undertake any other initiatives provided for through the Town's Official Plan to facilitate or achieve new major industrial investment or development in the municipality.

6.3 Monitoring & Adjustments

The Town will conduct annual reviews of the programs and activities relating to the Industrial CIP, in order to determine the effectiveness of the programs offered. The impact of the incentive programs will be monitored to ensure that the purpose and objectives of the Industrial CIP are successfully being met. Monitoring will include reviewing the financial incentive programs, the municipal financial contribution to the programs, and the use of the programs offered through the Industrial CIP.

Additionally, monitoring for this Industrial CIP will include reviewing industry trends and projections for industrial development and innovations in the targeted sector. Based on any significant industry shifts, it may be advantageous to adjust programs or eligibility criteria of the Industrial CIP in response to market changes.

After five (5) years of the Industrial CIP coming into effect, a report containing an analysis of the information collected through monitoring will be presented to Council. This analysis will be accompanied by recommendations relating to the following matters (at a minimum):

- Revisions to the targeted economic sectors;
- Revisions to the eligibility criteria;
- Modification to funding amounts offered through the financial incentive programs contained within the Industrial CIP;
- Discontinuation or addition of financial incentive programs contained within the Industrial CIP; and
- Minor adjustments to the program details or the terms and requirements of the financial incentive programs contained within the Industrial CIP.

6.4 Requirements for CIP Amendment

The programs included under the Industrial CIP may be offered at the discretion of the Town, and may be established or rescinded by the Town without an amendment to this Industrial CIP. The administrative details of the specific financial incentive programs (e.g., application forms) may also be amended by the Town without a formal amendment. Additions of other community improvement project areas and additions of programs shall require an amendment to this Plan.

Minor revisions to the Industrial CIP, such as an adjustment to the terms and requirements of any of the programs, and/or the addition of eligibility criteria under any of the existing targeted sectors (provided the use reasonably fits within the sector) may be undertaken without an amendment to this Industrial CIP

The addition of any new programs, addition of new targeted sectors, any change to eligibility criteria, or changes to the Industrial CIP that would substantially increase funding provided by any existing financial incentive in the Industrial CIP will require a formal amendment to the Industrial CIP in accordance with Section 28 of the *Planning Act*.

