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Planner: A-B. Watson/P. Yeoman

<b>TO:</b>	<b>CHAIR AND MEMBERS PLANNING &amp; ENVIRONMENT COMMITTEE</b>
<b>FROM:</b>	<b>JOHN M. FLEMING MANAGING DIRECTOR, PLANNING AND CITY PLANNER  MARTIN HAYWARD MANAGING DIRECTOR, CORPORATE SERVICES AND CITY TREASURER, CHIEF FINANCIAL OFFICER</b>
<b>SUBJECT:</b>	<b>DEVELOPMENT CHARGES GRANT PROGRAM FOR DOWNTOWN AND OLD EAST VILLAGE CIP AREAS MEETING ON FEBRUARY 2, 2015</b>

<b>RECOMMENDATION</b>
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That, on the recommendation of the Managing Director, Planning and City Planner, and the Managing Director, Corporate Services and City Treasurer, Chief Financial Officer, the following actions **BE TAKEN**:

- (a) the attached program guidelines **BE CIRCULATED** for public review and comment;
- (b) a public participation meeting **BE SCHEDULED** for the Planning and Environment Committee on March 2, 2015 to consider proposed program guidelines related to a Development Charges Program for the Downtown and Old East Village Community Improvement Areas contained in **Appendix "B"** attached, and that staff **BE DIRECTED** to report results of the public meeting and final proposed program guidelines at a future meeting, it being noted that the program guidelines provide for the following:
  - a. the program is slated to expire on August 4, 2019 consistent with its status under the DC by-law,
  - b. the program will be reviewed by Council at least two (2) years prior to that expiry date;
  - c. the proposed CIP program guidelines being tabled provides no substantive differences from the existing program, and,
  - d. the approval of the CIP program facilitates the transfer of the program from the DC by-law to the CIP program, in accordance with the previous Council direction.
- (c) Civic Administration **BE DIRECTED** to monitor development proposals and Development Charge Grants issued for the Downtown and Old East Village and to report back at a future meeting of the Planning and Environment Committee the findings of the monitoring program, including potential recommendations for changes to the Grant program parameters.

<b>PREVIOUS REPORTS PERTINENT TO THIS MATTER</b>
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Development Charges Grant Program for Downtown, Old East Village and SOHO CIP Areas – March 25, 2014 – Planning and Environment Committee

Strategic Change in Delivery of Development Charge Exemptions and Incentives Policies – August 26, 2013 – Strategic Priorities and Policy Committee.

<b>PURPOSE OF REPORT</b>
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This report completes the administrative process changes approved by City Council in August, 2013 with respect to delivery of Downtown/Old East village exemptions through a Community Improvement program (CIP). The August 2013 report disclosed why it was considered prudent

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to amend the “vehicle” used to deliver that program to a CIP based program, and that report was approved by Council on August 27, 2013 (see full text of Council resolution in Appendix A). This report responds to subclause b) i) A. of that Council direction.

<b>BACKGROUND</b>
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Prior to the adoption of the 2014 DC By-law, the DC exemption for residential development in the Downtown and Old East Village areas had previously been incorporated into the DC by-law. In making the move from a ‘DC by-law based exemption’, to a ‘CIP based grant program’, only the vehicle for delivery has changed. Under the CIP program, the parameters of the program are being amended to include program guidelines and any future changes to the CIP program will be made within the parameters of the *Planning Act* provisions related to CIPs.

Previous Downtown DC Incentive Program Unchanged

In responding to the Council resolution, and as a result of concerns about the existing program, Staff’s initial response to the direction in August, 2013 was tabled in March, 2014.

That response included an intention to “provide limits to protect the programs financial viability over the long term”. It included the suggestion that a financial cap (or limit) of \$4.0M over five years be placed on the program. The proposed changes were to be at aired a public meeting to receive input.

When the proposed program parameters were outlined at the Planning and Environment Committee meeting on March 25, 2014 a number of comments were received from development proponents expressing concern about negative impacts on the feasibility of residential development proposals that were under active consideration in the Downtown.

Arising from its consideration of the March 25, 2014 report, on April 1, 2014, Council adopted the following resolution:

*“20. That the following actions be taken with respect to the Development Charges Grant Program:*

- a) the following matters BE REFERRED back to the Planning and Environment Committee for further consideration:*
  - i) the Program guidelines appended to the staff report dated March 25, 2014;*
  - ii) the holding of a public participation meeting to consider proposed Program guidelines; and*
- b) the Civic Administration BE DIRECTED to maintain the current incentive program within the Downtown and Old East Village Community Improvement Project Areas, whereby residential development is not required to pay development charges;*

*it being noted that the Planning and Environment Committee reviewed and received a communication, dated February 24, 2014, from J. Rodgers, Rygar Corporation Inc., with respect to this matter.”*

In accordance with Council’s expressed concerns about the proposed changes and their general desire to maintain the parameters of the existing DC exemption with the transition to the Community Improvement Plan (CIP) DC Grant program staff have compiled this report, including proposed revisions to the Development Charges Grant program provided in detail in Appendix B.

It should be noted that the revised program guidelines only pertain to the Downtown and the Old East Village. There are currently no DC Grants provisions applicable to the SoHo area under the SoHo CIP.

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**GRANT PROGRAM GUIDELINES**

The proposed Downtown/Old East Village Development Charges Grant Program Guidelines, attached to this report, are summarized as follows:

- Program Purpose: encouraging residential growth in key defined areas of the Downtown and Old East Village;
- Grant Parameters: no funding limits associated with the program (i.e., an open obligation for the City to pay the DCs for any new qualifying residential development within the Downtown and Old East Village defined areas);
- General Grant Terms and Calculations: define criteria for qualifying grants; and
- Program Administration and Requirements: to coordinate and administer the appropriate use of municipal funds.

The program guidelines establish a process for development proposals to follow in order to be eligible for residential development charge grants.

**GRANT PROGRAM CRITERIA**

As part of the April 1, 2014 Council resolution, Staff was directed to maintain the parameters of the existing Development Charges exemption. The features of the existing DC exemption under the DC By-law are as follows:

- upon application for a building permit for a residential unit in the Downtown and Old East Village, the amount of net DCs payable (taking into account demolition or conversion credits) is calculated. This net amount represents the value of the DC exemption;
- the applicant is not required to pay development charges;
- under the Development Charges Act, the cost of exempted development cannot be charged to non-exempted development. This implies the City has an obligation to pay for DCs for qualifying buildings in the exemption areas;
- the incentive under the existing by-law would expire at the end of the term of the by-law, but would also be subject to review prior to that date.

In shifting the “vehicle” used to deliver residential development incentives in the downtown (from a DC exemption under the DC By-law to a DC Grant under a Community Improvement Plan), the parameters of the DC Grant program must be defined. These parameters are outlined in the attached Guidelines and generally reflect those of the former DC exemption.

The proposed DC Grant program sets out the current program parameters:

- there are no financial caps on the total value of grants issued;
- applicants will receive grant funding for 100% of net DCs payable for the eligible units;
- the applicant is not required to pay development charges, but is required to sign a form acknowledging that a DC Grant has been received in lieu of paying development charges;
- funds will be transferred by the City from a tax-funded incentive reserve fund to the DC reserve funds in the amount of the DC grant; and,
- the City will continue to have an open-ended obligation to pay for DCs for qualifying buildings in the CIP areas.

All of the above are consistent with the Council resolution to maintain the current incentive program through the transition from administration under DC by-law to administration under CIP.

Applicants will be asked to fill out a brief application for the DC Grant and to enter into an agreement with the City for grant funding. The purpose of the application/agreement is to document the grant and to facilitate the transfer of the value of the provided grant to the DC reserve funds in lieu of the applicant paying DCs otherwise owing. The application/agreement will be brief and is not anticipated to cause delays in the issuance of a building permit.

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The original DC residential exemptions for the Downtown and Old East Village were required to be renewed every five years, due to the expiration of the DC By-law. In effect, the program life coincided with the life of the development charge by-law, until the by-law expired and a new DC by-law adopted. Replacement of the development charge by-law every 5 years is a statutory requirement. Therefore, one of the parameters of the program will be that it expires on the same date it would have expired under the DC by-law, but is slated to be reviewed prior to August 4, 2019. As a result, a program horizon of August 4, 2019 is retained as a provision of the CIP, but a commitment to review the program’s future at least two years prior to that date is also being recommended.

<b>FINANCIAL IMPLICATIONS</b>
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The financing of development charge exemptions is funded from taxpayer contributions included in the City’s Operating Budget. This part of the program also remains unchanged.

Annual budget contributions are based on estimates of future qualifying development activity. Estimates for program requirements for both Downtown and the Old East Village combined are provided in Table 1. The anticipated 5 year program cost is \$12 million. These costs may ultimately vary from estimates, depending on market demand and other factors affecting investment in the Downtown and OEV areas.

**TABLE 1: ESTIMATED FUNDING REQUIREMENTS FOR DOWNTOWN/OLD EAST VILLAGE CIP DC GRANT**

Category	2015		2016		2017		2018		2019	
	Units	Grant	Units	Grant	Units	Grant	Units	Grant	Units	Grant
< 2 Bedroom Apartments	76	\$980k	76	\$980k	76	\$980k	76	\$980k	76	\$980k
2 + Bedroom Apartments	82	\$1.4m	82	\$1.4m	82	\$1.4m	82	\$1.4m	82	\$1.4m
<b>TOTAL</b>	<b>158</b>	<b>\$2.4m</b>	<b>158</b>	<b>\$2.4m</b>	<b>158</b>	<b>\$2.4m</b>	<b>158</b>	<b>\$2.4m</b>	<b>158</b>	<b>\$2.4m</b>

In recent months, Planning Services has received a number of inquiries from development proponents regarding potential high rise buildings in the Downtown and Old East Village. Many of the proposals have not yet materialized as formal planning applications; however, there is a strong possibility that more growth than forecast above may occur in the Downtown and Old East Village.

Civic Administration is presently tracking development proposals for the qualifying DC Grant areas. Based on information submitted to Staff and best available estimates, there are approximately 2400 high density units being proposed for the Downtown, and approximately 500 for the Old East Village. If all of these proposals resulted in the issuance of building permits (i.e., all development approvals completed), the required taxpayer contributions for DC Grants would amount to approximately \$43 million in total. This implies the potential for significant acceleration in the amount of downtown residential development, and all the positive benefits that accompany that. It also implies the potential for significant increases in taxpayer funding to fund the incentive program.

Finance and Corporate Services is concerned about the budgetary implications of actual residential construction in the Downtown and Old East Village being substantially above forecasted growth used to produce budget estimates. It is recognized that market demand is unlikely to be sufficient to result in all 2900 proposed high density units being constructed; however, even if a number of the larger proposed projects were to materialize, the financial sustainability of the DC Grant program is questionable.

As a result of the above commentary, it is recommended that Staff be directed to monitor interest in the DC Grant program over the next six months and to return to the Planning and Environment Committee with further analysis on anticipated growth in the Downtown, implications on the program costs, and the potential need to introduce program parameters to mitigate financial risk. The proposed timeline for reporting back will feed in to the 2016 Budget.

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<b>FUTURE COMMUNITY IMPROVEMENT PLAN AMENDMENTS</b>
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This report provides for technical amendments to the CIP to facilitate the transition the existing Downtown/Old East DC incentive program from a ‘DC by-law based approach’ to a ‘CIP based approach’.

Each of the existing Community Improvement Plans will require minor amendments to recognise the change from an exemption under the DC By-law to a grant program under the CIP. These amendments would remove existing text references made to the waiving, suspending, exempting and/or the removal of development charges and replace them with text describing grants being made available to cover the costs of development charges that would be payable.

The proposed CIP amendments will be undertaken through separate reports to Council, containing the detailed CIP texts to be amended, following the amendment process established in the *Planning Act*. This will occur after the circulation of, and feedback received from the attached proposed draft Development Charges Grant Program. The details of the Development Charge Grant program (Appendix B) will also be included as a separate amendment to the Financial Incentive Guidelines for Downtown and Old East Village.

<b>CONCLUSION</b>
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This report responds to decisions of the previous Council to:

- change the “vehicle” through which the City provides DC incentives for downtown development from its definition and authority from the DC by-law, to a Community Improvement Plan (CIP)
- maintains the parameters of the previously existing exemption under the DC by-law, including the requirement to review the program two years prior to its expiry in August, 2019.

Providing financial incentives that attract the types of uses desired and encouraged by the Community Improvement Plans is of public benefit and helps achieve development objectives for the downtown area. Moving to a Development Charges Grant Program for residential units provides a more responsive tool for this purpose than the development charges exemption programs currently offered. Based on Council direction, Staff has proposed the DC Grant program features to mirror those currently found in the DC by-law. As a result, applicants should notice little difference between the previous exemption program and its replacement grant program.

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<b>PREPARED BY:</b>	<b>PREPARED BY:</b>
<b>PAUL YEOMAN MANAGER, DEVELOPMENT FINANCE, FINANCE AND CORPORATE SERVICES</b>	<b>AMANDA-BREA WATSON, MCIP, RPP PLANNER II URBAN REGENERATION</b>
<b>SUBMITTED BY:</b>	<b>SUBMITTED BY:</b>
<b>PETER CHRISTIAANS, DIRECTOR, DEVELOPMENT FINANCE</b>	<b>JAMES YANCHULA, MCIP, RPP MANAGER, URBAN REGENERATION</b>
<b>RECOMMENDED BY:</b>	<b>RECOMMENDED BY:</b>
<b>MARTIN HAYWARD MANAGING DIRECTOR, CORPORATE SERVICES AND CITY TREASURER, CHIEF FINANCIAL OFFICER</b>	<b>J.M. FLEMING, MCIP, RPP MANAGING DIRECTOR, PLANNING AND CITY PLANNER</b>

ABW/PY

cc.: Alan Dunbar, Manager, Financial Planning & Policy  
Peter Kokkoros, Deputy Chief Building Official

“Appendix A”: Council resolution regarding Development Charge Exemption Program, August, 2013

“Appendix B”: Development Charges Grant Program”

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**Appendix "A"**

August 28, 2013

M. Hayward  
 Managing Director, Corporate Services and City Treasurer, Chief Financial Officer

I hereby certify that the Municipal Council, at its session held on August 27, 2013 resolved:

That, on the recommendation of the Managing Director, Corporate Services and City Treasurer, Chief Financial Officer, the following actions be taken with respect to Development Charge (DC) Exemptions Policy for the 2014 Development Charges Study:

- a) the following Development Charge exemptions outlined in the current Development Charges By-law BE MAINTAINED for the 2014 Development Charges By-law:
  - i) all mandatory statutory DC exemptions:
    - A. expansions of existing industrial buildings to the extent reflected in the Development Charges Act (generally up to 50%);
    - B. municipal and school board buildings; and,
    - C. construction of additional dwelling units, as prescribed in the DC Act regulations.
  - ii) a parking building or structure;
  - iii) a bona fide non-residential farm building;
  - iv) a structure that does not have municipal water and sanitary facilities and that is intended for seasonal use only;
  - v) a temporary garden suite installed in accordance with the provisions of the Planning Act, as amended; and,
  - vi) an air supported structure or arch framed structure clad with fabric-type material, temporary in nature, the purpose of which is to provide indoor facilities for recreational and sports activities owned and operated by a non-profit organization for public use;

it being noted that the above exemptions maintain existing City policy, and are for uses that have no perceptible impact on growth infrastructure requirements;

- b) the City Planner BE DIRECTED to prepare or amend Community Improvement Plans (CIPs), listed in order of priority, for the following forms and areas of development to provide the basis for providing grants to individuals for a portion of, or all of, development charges paid:
  - i) existing exemptions/grants/discounts to be provided for in CIPs effective on the effective date of the 2014 Development Charges By-law (no later than August 4, 2014):
    - A. residential units, Downtown Area, Old East Village Area, and SoHo Area;
    - B. new industrial buildings and expansions not exempt by statute, city-wide; and,
    - C. hospitals, universities, places of worship/cemeteries and not-for-profit organizations that are exempt from taxation by the Assessment Act, city-wide (currently 50% of CSRF rate exempted).

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- ii) new grant to be considered for adoption in a CIP following Council adoption of the 2014 Development Charges By-law:

- A. small businesses/minor commercial expansion, city-wide;

- it being noted that the staff report dated August 26, 2013 outlines the implementation plan for bringing forward these CIPs for Council consideration, including input opportunities from interested stakeholders;

it being further noted that the Strategic Priorities and Policy Committee heard the attached presentation from P. Christiaans, Director, Development Finance, with respect to this matter. (3/12/SPPC)



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**Appendix “B”**

## **DOWNTOWN / OLD EAST VILLAGE RESIDENTIAL DEVELOPMENT CHARGES GRANT PROGRAM**

### **1) Purpose:**

The Development Charges Grant Program is intended to encourage property owners to increase the amount of residential dwelling units within the Downtown and Old East Village Community Improvement Areas. Redevelopment of these sites provides a public benefit by reducing urban sprawl and taking advantage of the City’s existing servicing infrastructure. Reducing the development charges will provide an incentive to property owners in these areas. This program offers a grant to offset the municipal development charges paid for residential dwelling units to be provided to property owners within the Downtown and Old East Village Community Improvement Areas.

This financial benefit, together with the other incentives that are offered for the two Community Improvement Areas, will reduce “up-front” development costs and encourage investment by landowners.

This program is consistent with several goals for revitalization. It is anticipated that the program will:

- support the maintenance, improvement, beautification and viability of the historic building stock in Downtown and Old East Village. This stock is an integral feature of these areas and offers a unique built environment that cannot be replicated;
- promote intensification and redevelopment where infrastructure currently exists;
- aid in the achievement of intensification and redevelopment targets within the existing built-up area;
- encourage the development of residential units in older buildings through conversion, adaptive re-use, redevelopment and new construction;
- support the viability of distinctive, interesting and attractive residential and commercial spaces to assist in the regeneration of the Downtown and Old East Village Areas;
- strengthen the Downtown and Old East Village property assessment base; and,
- help ensure that buildings are safe for residents and patrons alike.

### **2) Funding:**

Grant commitments will be provided subject to funding availability within the supporting reserve fund. Should there not be adequate funding to meet demand for the grant program, the City Treasurer (or designate) shall transfer the value of the grant amount to the Development Charge reserve funds as incentive program funding becomes available, based on the date of building permit issuance. Applicants eligible for Development Charge Grants under this program shall not be required to pay development charges in the event that the incentive reserve funds do not contain sufficient funding to cover the next development charges payable for the subject building.

#### **2a) Program Expiration**

The Development Charges Grant Program expires on August 4, 2019.

Council will regularly review the eligibility criteria and incentives offered to determine if the program should continue, be modified, or cease to issue any new commitments. The program will be monitored annually to ensure that sufficient funds are available for all commitments and

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to recommend any program changes. Additional guidelines or eligibility requirements may be identified and implemented at any time, in order to provide a more detailed description of how this CIP will be administered. Modifications to this CIP will be made in accordance with the relevant provisions under the Planning Act and through amendments to these guidelines. A full review of the program will be submitted to Council no later than August 3, 2017.

The City may discontinue this incentive program at any time; however, previously approved applications for DC Grants under this program will continue to receive the grant incentives as approved for their properties. For the purposes of this section, participation in the program shall constitute an approved application for grant funding. Participation shall terminate in the event that the building permit for the construction of the subject building lapses.

**3) Eligible Areas:**

The Development Charges Grant Program applies to:

- all properties within the Downtown Community Improvement Area as defined in the Downtown London Community Improvement Area By-law (see Schedule #1); and,
- all properties within the Old East Village Community Improvement Area (except the Entertainment and Recreation Zone) as defined in the Old East Village Community Improvement Area By-law (see Schedule #2).

**4) Eligible Uses:**

The Development Charges Grant Program shall apply to each newly created residential dwelling unit within the Areas identified in Section 3 of the Program Guidelines.

This program shall only provide funding where development charges for a residential unit is required in accordance with the Development Charges By-law.

Multi-unit residential and mixed use buildings will be considered and funded as single projects; however, the Grant will only apply to the residential portion of a mixed use building.

**5) Eligibility for Grant (owner):**

To be eligible for Development Charges Grant Program, the applicant must meet all conditions detailed in this program description and the associated grant agreement including:

- the applicant must submit a complete Development Charges Grant Program application;
- the applicant must be the registered owner of the property for which the application is being submitted;
- applicants shall provide the City of London with all required information prior to receiving any financial incentives under the Community Improvement Plan. All reports and information received by the City will be retained on file and available for review by City personnel, members of the public and potential investors;
- the application must be submitted prior to or coincident with the application of a building permit; and,
- the applicant must sign a grant agreement which will identify the terms and conditions of the grant.

**6) General Terms of the Grant:**

The following are the general terms of the Development Charges Grant under this program:

- Grants will be provided at the time that development charges would normally be payable according to the Development Charges By-law;

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- The City is not responsible for any costs incurred by an applicant in relation to the Grant program, including without limitation, costs incurred in application of a grant:
- If the applicant is in default of any of the general or program specific requirements, or any other requirements of the City, the approved grant may be delayed, reduced or canceled, and the applicant may be required to repay part of all of the approved grant;
- Proposed land uses must be in conformity with the Official Plan, Zoning By-law and other planning requirements and approvals;
- All proposed works approved under the incentive programs shall conform to provincial laws and City guidelines, by-laws, policies, procedures and standards;
- All works completed must comply with the description of the works as provided in the application form and contained in the grant agreement, with any amendments as approved by the City;
- All construction and improvements made to buildings and/or land shall be made pursuant to a building permit, and/or other required permits, and constructed in accordance with the Ontario Building Code and all applicable zoning requirements and planning approvals;
- Property taxes must be in good standing throughout the time of program application and approval;
- City staff, officials and/or agents may inspect a property that is the subject of an application for incentive program(s) offered by the City;
- If an applicant is eligible to apply for a similar program under any CIP that provides for a DC Grant, the applicant shall be eligible for only one (1) DC Grant per property;
- The total of all grants and loans provided in respect of the particular lands and buildings for which an applicant is making an application under the programs contained in these CIPs and any other applicable CIPs shall not exceed the eligible costs of the improvements to those particular lands and buildings under all applicable CIPs;
- The applicant(s) must be the registered property owner(s) for the subject property;
- Separate applications must be made for each discreet property under consideration for the Development Charges Grant Program; and,
- Development Charge Grants replace the amount of Development Charges an applicant would be required to pay in the absence of the Grant program. Under no circumstances shall an applicant have their Development Charges payable waived by this program and also receive DC grant funding disbursed by the City to the applicant.

**6a) Grant Amount Criteria:**

Applicants meeting the conditions of eligibility identified in 4) and 5) shall receive a Development Charge Grant. Grants will be the equivalent of 100% of calculated net development charges payable, based on rates and provisions contained in the Development Charges By-law and as determined by the Chief Building Official.

**6b) Disbursement:**

At the time of application, Development Charge fees will be calculated by the Chief Building Official (or designate). The total dollar value calculated will be the total DC Grant available for the given project. The grant will be paid by the City at the time of building permit issuance.

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**7) Additional Rehabilitation and Demolition:**

The Development Charges Grant Program does not impose any specific restrictions on additional rehabilitation or demolition.

**8) Relationship to other Financial Incentive Programs:**

It is intended that the Development Charges Grant Program will complement other incentive programs offered by the City of London.

**9) Procedures:**

The following procedures must be completed in entirety prior to the disbursement of funds under the Development Charges Grant Program.

**9a) Grant Application:**

The applicant is required to complete a Development Charges Grant application form. The application must be submitted prior to or coincident with the application of a building permit.

***The Development Charges Grant Program will not apply retroactively to works completed prior to the approval of the Grant application.***

**9b) “Complete” Application:**

To be eligible for a Development Charges Grant, the applicant will be required to submit a complete application.

- All applications for development charge grants shall be submitted to municipal staff and shall include the following information:
  - name and address of the property owner and agent;
  - a statement of Development Charges from the Building Division indicating the total residential development charges to be applied to the proposed development.
  - acknowledgement of the receipt of DC Grant funding and authorization to the City to transfer the amount of the grant to the applicable DC reserve funds.
  - Any or other information that may be deemed necessary by the Managing Director, Planning and City Planner or designate.

**9c) Final Determination of Grant Approval:**

Municipal staff will review the application and determine if it is complete. The Chief Building Official (or designate) will determine the applicable net Development Charges payable for the building according to the provisions of the Development Charges By-law.

- An agreement is executed between the City and the landowner outlining the terms and conditions of the approved incentive. If the landowner does not comply with all conditions of the agreement and other relevant municipal requirements, all financial incentives, assistance and grants provided under this program will be repaid to the City, with interest.
- The final determination as to the number of residential units eligible for funding under the Development Charges Grant Program will be made by the Managing Director, Planning and City Planner or designate.

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**9d) Grant Approval:**

As a condition of approval, the applicant shall be required to enter into a Grant Agreement with the City.

**9e) Disbursement of Grant:**

The administrative process by City of London Staff will ensure the following:

- i) The Chief Building Official (or designate) advises the Finance and Corporate Services of the value of the Development Charges calculated for the eligible project; and,
- ii) The value of the calculated grant will be transferred directly to the Reserve Fund for Development Charges. This direct transfer is instead of Staff collecting 100% of DCs from applicants and then providing applicants with 100% grant to rebate the monies collected.

Grant recipients will be required to provide written authorization for the City to deposit the amount of the grant into the City’s Development Charge Reserve Funds.

**10) Applicable Schedules:**

For the purpose of this program, the following schedules shall be utilized:

- Schedule 1 – Downtown Community Improvement Area;
- Schedule 2 – Old East Village Community Improvement Area;



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