

## Tax Increment Based Grant (TIBG) Program Administration

### Step 1 Application Submission

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

Staff will perform an initial site visit(s) and inspection(s) of the building/property (as necessary).

Before accepting an application, staff will screen the application and proposal. If the application is not within the Community Improvement Project Area, or the application clearly does not meet the program requirements, the application will not be accepted and it will be returned to the applicant with a letter explaining the reason for not accepting the application.

Applications shall be submitted to the City and shall include a detailed work plan and cost estimate for the proposed eligible works. The application will be accompanied by a Phase II ESA and/or Remedial Work Plan and/or Risk Assessment prepared by a qualified person that identifies and details estimated eligible costs and a work plan and budget. The City may also require submission of a Business Plan.

Acceptance of the application by the City in no way implies program approval nor approval of any *Planning Act* applications on the subject lands. Applications will be recommended for approval only if they meet the requirements specified in this Plan and any other requirements of the City.

### Step 2 Application Review and Evaluation

Applications and supporting materials and documentation are reviewed by staff against program requirements and staff will determine the eligible works and costs.

The actual pre-project municipal property taxes and estimated post-project assessed value and applicable tax rates will be used to calculate the estimated post-project property taxes, increase in municipal property taxes, and the estimated annual and total grant amount to be provided.

Where staff will be recommending approval of an application for a Tax Increment Based Grant, staff will prepare the following documents:

- i) a recommendation report to Council; and,
- ii) a Tax Increment Based Grant Program Agreement satisfactory to the City Solicitor.

The Tax Increment Based Grant Program Agreement will contain conditions to ensure that the project is commenced and completed in a timely fashion.

### Step 3 Application Approval

The recommendation report will then be presented to Council for consideration. If Council approves the Application, a draft Tax Increment Based Grant Program Agreement will be presented to the applicant. Once the City and applicant are satisfied, the Agreement will be executed by the authorized City officials and a copy will be provided to the owner.

### Step 4 Payment

Once remediation of the property is complete, the property owner shall file a RSC in the Environmental Site Registry for the property signed by a qualified person, and the owner shall submit to the City proof that the RSC has been acknowledged by the Ministry of the Environment (MOE). Prior to payment of the grant, the applicant must provide the City with:

- a) actual cost of the project;
- b) other documentation proving completion of the project, e.g., engineer's report required;
- c) all final reports and documentation, as required.
- d) photographic evidence of the completed works satisfactory to the City;
- e) invoices for all eligible work completed and a summary of eligible costs paid; proof of payment of contractors in full.

Staff will conduct a final building/site inspection (as necessary) to ensure that the project has been completed in accordance with the grant application and agreement.

Once the redevelopment project is complete, final building permit inspection has been conducted, and the property has been re-valued by the Municipal Property Assessment Corporation, the property owner will be sent a new tax bill. After the new property taxes have been paid for one (1) year, the City will check to ensure that the applicant has not filed any assessment appeals, the property is still in conformity with all program and grant agreement requirements. The City will calculate the actual tax increment and grant payment. The City will then issue payment of the grant in the form of a cheque in the amount specified as per the calculation of the actual grant payment.

Staff will monitor the project, periodically checking that the project is in compliance with all program and grant agreement requirements. Staff will take appropriate remedies as specified in the grant agreement if the applicant defaults on the agreement.

# City of Guelph Brownfield Redevelopment Community Improvement Plan

**Figure D-1 Tax Increment Based Grant (TIBG) Program Administration**

