

## Appendix 6 – External Comments and Staff Responses

<b>Ministry of Municipal Housing and Affairs – Comments received June 9, 2022</b>		
<b>Section</b>	<b>Comments</b>	<b>Staff Responses</b>
Additional Incentive Tools for Future Consideration	MMAH staff recommend that the CIP should only refer to planned incentive programs and not proposed programs that are still under consideration.	Staff have updated the CIP By-Law to clearly note the incentives being offered at this time.
Tool of the CIP Program Section	MMHA recommend clarifying the limit, if there is one, to how many grants an applicant can apply for. The same clarification should also be provided for applicants who own multiple properties.	Staff recommend not placing a cap on the number of applications received by an applicant with the initial launch of the CIP program, as the City wants to attract office employment and does not see a huge uptake in the program. Staff will evaluate the program prior to expiring in 2026 and determine whether it's appropriate to place a cap on the number of applications per applicant, as part of the program eligibility requirements.
Incentive Program Application Requirements	Ministry staff suggest including additional information on the supporting information that is required to accompany an application. These could include plans, reports, estimates, contracts, and other information necessary to understand the proposed development concept for the property.	Staff will include the application submission requirements when the program is launched. The CIP administrator will review the check-list and determine whether the application package is complete to be considered/evaluated for the program.
Contingency in the Event of a Breach of Agreement	City staff may wish to consider including penalties if an approved applicant defaults on any condition set out in the TIEG agreement.	Staff will work with the Legal Dept. to include verbiage in the execution agreement that qualification for the program will be terminated immediately if the applicant doesn't satisfy the program requirements. The

		City will not introducing monetary penalties at this time.
Grant Values and Minimum Investment	City staff may wish to provide additional details on the maximum grant values and minimum investment requirements, if any.	The CIP document currently reflects a minimum square footage of 25,000 for office space and will not be requiring a minimum grant value at this time.
Appeal Mechanisms	The CIP may wish to clarify if there is a mechanism for a reconsideration to Council of any decisions made by the program administrators	Staff are not recommending putting an appeal mechanism in place as the program requirements will be outlined in the application and applicants that satisfy the requirements will qualify for the program. If the application evaluation process changes in the future to include a rating system staff may consider a mechanism for appeal.
Contact Information	MMAH staff suggest including contact information for City staff that applicants may contact for clarification or questions about the CIP.	Staff will include the contact information for the program administrator in the CIP document.