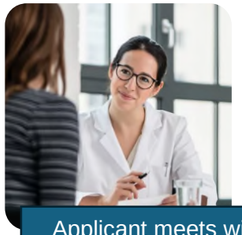
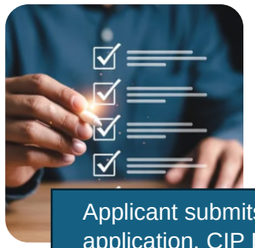
COB Community Improvement Plan for Office Employment Process Flowchart

Applicant submits site plan for office development to the City. DS schedules pre-con and notifies CIP Planner.



Applicant meets with Ec Dev and CIP Planner to review eligibility requirements in detail. CIP planner notifies ROP of the submission.



Applicant submits CIP application. CIP Planner reviews application and confirms with Legal/ Finance/Building that there are no outstanding issues on the property and notifies the Region.

CIP Planner conducts site visit and confirms with Building the status of building permits.

DENIED (applicant notified file closed) OR **ACCEPTED**

CIP Planner sends letter and copy of the CIP application (including approved site plan) to ROP.

CIP Planner updates Ec Dev/Finance and Legal about the details of the application and status of review.

Report to PDC outlining details (including preliminary payment schedule) of the application requesting direction to process the application.

Applicant is issued full occupancy permit and MPAC is advised to conduct a re-assessment of the subject property.

Applicant submits MPAC re-assessment to CIP Planner for circulation to Finance. CIP Planner coordinates with Finance to prepare final TIEG payment schedule based on the current tax year payment plan and confirms eligibility requirements and TIEG amounts.

PDC report requesting Council approval of the final TIEG payment schedule.

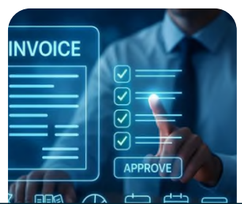
CIP Planner coordinates with Legal to finalize TIEG agreement and sends it to the applicant and MOI agreement to the Region for signature.

Applicant sends executed agreement to the CIP Planner for the City's digital records (copy sent to Legal). Legal sends the executed MOI agreement to the CIP Planner.

CIP Planner moves forward with a budget request in July/August of each year (over the 10-year period) and follows-up with Finance to confirm the funds are available.

Applicant pays property taxes at the new tax rate and sends Stat Declaration. CIP Planner confirms with Finance property taxes paid.

Taxation Team reconciles the City portion of the property taxes to be paid and contacts the ROP to reconcile their portion of the TIEG.



CIP Planner prepares cheque requisition for AP to issue applicant's cheque along with a letter advising applicant the amount paid.