



DOWNTOWN TOMORROW
COMMUNITY IMPROVEMENT PLAN (CIP)

Evaluation Criteria

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Review Panel Member:	
Application Number:	
Date of Review Panel Meeting:	

Term Date	
Approved/Denied Notes	
Other Notes	

Evaluation Criteria: Tier 1

FEASIBILITY/DESIGN STUDY GRANT

Mandatory Criteria

Mandatory Criteria*	Is criteria met?* (Y/N)
The applicant has taken part in a pre-consultation meeting with the Business Development Division.	
The professional study/plan meets the description of an eligible study/plan.	
In the case of eligible environmental studies, applications must complete and submit to the City for review a Phase 1 ESA that demonstrates that site contamination is likely.	
In the case of eligible environmental studies, all environmental studies shall be completed by a “qualified person” as defined by Ontario Regulation 153/04.	
The applicant has provided two cost estimates for eligible work provided by qualified contractors. A qualified contractor must provide proof of insurance and WSIB Compliance with project estimate.	
The application meets the City’s Design Principles and Guidelines.	
The property is within the DTCIP Project Area.	
The proposed project meets the eligibility requirements as defined within section 8.2 and 8.3.3 of the DTCIP.	

*Mandatory criteria must be met to be eligible for consideration of a CIP grant.

Evaluation Criteria: Tier 2

FACADE GRANT

Mandatory Criteria

Mandatory Criteria*	Is criteria met?* (Y/N)
The applicant has taken part in a pre-consultation meeting with the Business Development Division.	
The proposed project meets the eligibility requirements as defined within section 8.2 and 8.4.3 (a) & (b) of the DTCIP.	
The property is within the DTCIP Project Area.	
If applying for additional funds related to heritage designated properties, the application should be supported by documentation in the form of historic photographs or drawings.	
The project meets the applicable recommendations within the City's Design Principles and Guidelines	
The applicant has provided two cost estimates for eligible work provided by qualified contractors. A qualified contractor must provide proof of insurance and WSIB Compliance with project estimate.	

*Mandatory criteria must be met to be eligible for consideration of a CIP grant.

FACADE GRANT

Evaluation Criteria

Criteria	Crucial Considerations	Scoring Options	Eligible Points	Evaluators Score
1. Overall impact of the improvement	The improvement goes beyond regular maintenance/repair and has the potential to stimulate spin-off economic activity, enhance the visitor experience, and/or increase the capacity for people to live and work downtown.	<i>All or nothing.</i>	10	
2. The application meets the City's Design Principles and Guidelines	Increased transparent ground floor facades with a large proportion of transparent wall surfaces that allow visibility (see Principle 7)	<i>Combine all that apply (or zero if none apply)</i>	10	
	Restored/improved building entranceways providing barrier-free access to and/or through buildings (see Principle 8)		10	
	Awnings designed and located in a traditional fashion for commercial storefronts (see Principle 9)		5	
	A palette of materials and colours on new or restored building facades similar to the existing materials in the area (see Principles 10, 11)		5	
	Murals on building walls providing visual interest and enhancing the sense of community (see Principle 14)		5	
	Plantings and landscape features provide attractive edges to the site (see Principle 18)		5	
	Project design facilitates energy efficiencies		5	
3. Type of improvement	Landscaping	<i>All or nothing.</i>	5	
	Business Sign (does not meet "Heritage Sign" specifications*)	<i>Select one only.</i>	5	
	Business Sign (meets "Heritage Sign*" specifications)		10	
	Exterior repair	<i>Select one only.</i>	5	
	Exterior improvements		10	
	Other eligible project		5	
	Sign only		0	
4. Location	Within BIA Boundaries	<i>Select one only.</i>	20	
	Outside of BIA Boundaries		10	
5. Magnitude of Project	One façade**	<i>Select one only.</i>	5	
	Two façades **		10	
	Three or more façades**		15	
6. Building use	Residential	<i>Select one only.</i>	5	
	Institutional		5	
	Mixed Use		20	
	Commercial		20	
7. Business Type (if applicable)	Proposed business is within a key business category as identified and further described within the Downtown Orillia Retail Mix Analysis (restaurant, specialty food, apparel, personal services, culture/entertainment/recreation and/or home furnishings)	<i>All or nothing.</i>	10	
TOTAL:				

*Properties under the jurisdiction of the "Heritage Sign By-law" are legally obligated to meet these standards. Businesses not legislated under this by-law that voluntarily meet the standards described within will be given additional points.

**For the purpose of this criteria, façade shall refer to the face of a building, especially the principle front that looks onto a street, open space, or walkable alley. For signage, this criteria shall be used to evaluate the number of facades with affected signage.

Absolute Minimum Potential Points: **25 points**
Maximum Potential Points: **145 points**
Recommended Minimum Threshold for Grant: **70 points**

Evaluation Criteria: Tier 2
BUILDING IMPROVEMENT

Mandatory Criteria

Mandatory Criteria*	Is criteria met?* (Y/N)
The applicant has taken part in a pre-consultation meeting with the Business Development Division.	
The proposed project meets the eligibility requirements as defined within section 8.2 and 8.5.3 (a) of the DTCIP.	
The property is within the DTCIP Project Area.	
The project meets the applicable recommendations within the City's Design Principles and Guidelines.	
The project has a minimum project value of \$20,000.	
The applicant has provided two cost estimates for eligible work provided by qualified contractors. A qualified contractor must provide proof of insurance and WSIB Compliance with project estimate.	

*Mandatory criteria must be met to be eligible for consideration of a CIP grant.

BUILDING IMPROVEMENT

Evaluation Criteria

Criteria	Crucial Considerations	Scoring Options	Eligible Points	Evaluators Score
1. Overall impact of the improvement	The improvement goes beyond regular maintenance/repair, and has the potential to stimulate spin-off economic activity, enhance the visitor experience, and/or increase the capacity for people to live and work downtown.	<i>All or nothing.</i>	10	
2. The application meets the City's Design Principles and Guidelines	Increased transparent ground floor facades with a large proportion of transparent wall surfaces that allow visibility (see Principle 7)	<i>Combine all that apply (or zero if none apply)</i>	10	
	Restored/improved building entranceways providing barrier-free access to and/or through buildings (see Principle 8)		10	
	Project design facilitates energy efficiencies		5	
3. Type of improvement	Extension/upgrading of plumbing and electrical services for the creation of retail, office, and residential space	<i>Select one only.</i>	10	
	Construction/improvement of pedestrian infrastructure such as walking paths and alleyways		15	
	Construction/improvement of public gathering spaces such as patios and squares		15	
	Construction of an extension to the building		15	
	Creating access to an additional storey which could not otherwise be occupied		20	
	Other eligible project		5	
4. Magnitude of Project	Less than \$50,000	<i>Select one only.</i>	5	
	\$50,000 - \$99,999		10	
	\$100,000 - \$249,999		15	
	\$250,000 plus		20	
5. Use of space	Creation* of usable space	<i>Select one only.</i>	20	
	Upgrading of existing space		10	
6. Employment**	Supports the retention of existing jobs	<i>Select one only.</i>	5	
	Creates 1-5 jobs		15	
	Creates 6-10 jobs		20	
	Creates 11+ jobs		25	
7. Business Type (if applicable)	Proposed business is within a key business category as identified and further described within the Downtown Orillia Retail Mix Analysis (restaurant, specialty food, apparel, personal services, culture/entertainment/recreation and/or home furnishings)	<i>All or nothing.</i>	10	
TOTAL:				

*Creation shall pertain to the establishment of a new space and/or the rehabilitation of an uninhabitable space that results in habitable space

**Employment levels will be determined in consultation with the applicant, and at the final discretion of staff.

Absolute Minimum Potential Points: **25 points**
Maximum Potential Points: **130 points**
Recommended Minimum Threshold for Grant: **70 points**

Evaluation Criteria: Tier 2

RESIDENTIAL

Mandatory Criteria

Mandatory Criteria*	Is criteria met?* (Y/N)
The applicant has taken part in a pre-consultation meeting with the Business Development Division.	
The proposed project meets the eligibility requirements as defined within section 8.2 and 8.6.3 (a) of the DTCIP.	
The property is within the DTCIP Project Area.	
The project meets the applicable recommendations within the City's Design Principles and Guidelines.	
The applicant has provided two cost estimates for eligible work provided by qualified contractors. A qualified contractor must provide proof of insurance and WSIB Compliance with project estimate.	

*Mandatory criteria must be met to be eligible for consideration of a CIP grant.

RESIDENTIAL
Evaluation Criteria

Criteria	Crucial Considerations	Scoring Options	Eligible Points	Evaluators Score
1. Overall impact of the improvement	The improvement goes beyond regular maintenance/repair, and has the potential to stimulate spin-off economic activity, enhance the visitor experience, and/or increase the capacity for people to live and work downtown	<i>All or nothing.</i>	10	
2. Type of Project	Renovations to existing residential units in mixed use buildings	<i>Combine all that apply (or zero if none apply)</i>	10	
	Conversion of excess commercial and/or vacant space on upper storeys of commercial and mixed use buildings to residential units		20	
	Infilling of vacant lots with two or more residential units		30	
	Project design facilitates energy efficiencies		5	
3. Magnitude of Project	Creation* of one residential unit	<i>Select one only.</i>	10	
	Creation* of two residential units		15	
	Creation* of three-to-five residential units		20	
	Creation* of more than five residential units		25	
TOTAL:				

*Creation shall pertain to the establishment of a residential unit and/or the rehabilitation of an uninhabitable residential space that results in a habitable space.

Absolute Minimum Potential Points: **10 points**
Maximum Potential Points: **100**
Recommended minimum threshold for grant: **25 points**