

# BUSINESS connect

Connecting Toronto's Business Community to Selected Assistance Programs

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November 2010

To the Members of the Toronto Business Community:

I invite you to take advantage of Toronto's many business outreach initiatives and to use my team to put you in touch with the right program and contacts to meet your business needs. Knowing the right program and contact can save your business time and money. This publication describes the business assistance programs that have proved to be most useful to Toronto's business community.

Assistance programs are organized under the following headings:

- City of Toronto Programs, Services and Tax Incentives
- Energy Efficiency
- Export
- Hiring and Wage Assistance
- R&D
- Other programs

Program summaries focus on their purpose, eligibility and the value to you as a business owner. Our economic development team would be pleased to assist you in accessing the programs and contacts that meet your needs. As with any government program or service, call first to inquire about funding status and eligibility.

Toronto's strength is rooted in your success. We look forward to helping you prosper.



Michael H. Williams  
General Manager  
Economic Development and Culture  
Encl.

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\*(for City of Toronto Programs, see also selected Energy Efficiency Programs and Hiring and Wage Assistance Programs)



## City of Toronto Programs, Services and Tax Incentives



# Brownfields Remediation Tax Assistance

## PURPOSE

This program is designed to provide assistance to Brownfield properties where contamination has rendered the property vacant, under-utilized, unsafe, unproductive or abandoned.

## ELIGIBILITY

Properties will only qualify for assistance where Brownfields remediation is undertaken in order to develop the property for employment uses, excluding retail. Ancillary retail uses subordinate and directly related to, and dependent upon, a principal employment use, building or structure will be considered eligible, including ground floor retail in an office building.

Owners are only eligible for Brownfields Remediation Tax Assistance where a Phase II Environmental Site Assessment has been conducted, and has identified contaminants exceeding acceptable MoE standards that would prevent a Record of Site Condition being registered.

## VALUE

Only the following costs will be eligible for Brownfields Remediation Tax Assistance:

- environmental studies; i.e. a Phase II Environmental Site Assessment and/or a Phase III Environmental Site Assessment/ Remedial Workplan;
- environmental remediation;
- environmental insurance premiums;
- demolition or removal of debris relating to remediation;
- cost of complying with a Certificate of Property Use.

The benefit cannot exceed the cost of remediation over the two year period or the incremental tax liability.

*For further information:*

Rebecca Condon, Economic Development Officer  
City of Toronto, Economic Development & Culture  
Business Services Section  
77 Elizabeth Street, 2nd Floor  
Toronto, ON M5G 1P4  
Tel: 416-392-0626  
Fax: 416-392-1380  
E-mail: [incentives@toronto.ca](mailto:incentives@toronto.ca)  
[www.toronto.ca/invest-in-toronto/incentives-brta.htm](http://www.toronto.ca/invest-in-toronto/incentives-brta.htm)

# Building Permits Overview

## GENERAL BUILDING PERMIT INFORMATION

As a property owner in the City of Toronto, you may want to make some alterations to a building in which you operate your business. Whatever changes you are planning, chances are you will need to get one or more permits from Toronto Building.

The Ontario Building Code sets minimum requirements for construction that are enforced through the Building Permit process. The process protects the owner's interests and those of the community at large, and helps ensure that any new construction is appropriate and safe.

Almost all construction, renovations, changes of use and demolitions require a Building Permit. The process begins when you submit a complete application form together with the supporting documents and applicable fees. As part of the Building Permit process, Toronto Building staff must review your plans to ensure they comply with the Ontario Building Code, local Zoning By-laws, and other Applicable Law.

The Building Code specifies time frames for the review of "complete" Building Permit applications, including 20 business days for a large building and 30 business days for a complex building. The "incomplete" applications stream is for permit applications where there is uncertainty that the project complies with all building regulations, and reviews in this stream are not subject to the time frames intended for **complete** applications.

## PRELIMINARY PROJECT REVIEW (PPR) AND PRE-APPLICATION APPLICABLE LAW REVIEW (PAL)

### Toronto Building offers two types of Zoning and Applicable Law Project Reviews:

**PAL Review** - a detailed review of a proposal intended to determine zoning compliance and compliance with all other applicable law required for the issuance of a Building Permit. Toronto Building examiners will work with you to achieve your goal of obtaining a Notice of Applicable Law Compliance. The review may be used for future Building Permit applications, Committee of Adjustment, Rezoning and Site Plan applications. The PAL Review fee of 25% of the building permit fee is credited to the future permit application.

**PPR Review** – provides one review of submitted plans to determine compliance with the City of Toronto's Zoning By-law(s) and to identify other municipal laws that may require compliance prior to the issuance of a Building Permit. This review is intended for Committee of Adjustment applications, Sign Variances, Business Licenses and other preliminary projects. Fees vary between \$75.00 and \$500.00 depending on the proposal and are non-refundable.

For further highlights of the PAL and PPR programs, and to help you make an informed decision on the Project Review program that best suits your needs, see:

[http://www.toronto.ca/building/pdf/brochures/f\\_project\\_review\\_programs.pdf](http://www.toronto.ca/building/pdf/brochures/f_project_review_programs.pdf).

*For additional information contact Customer Service staff in one of our Toronto Building offices:*

**Etobicoke York District**

2 Civic Centre Court, 1st Floor  
Toronto, ON  
M9C 5A3  
Tel: 416-394-8002

**North York District**

North York Civic Centre, 1st Floor  
5100 Yonge Street  
Toronto, ON  
M2N 5V7  
Tel: 416-395-7000

**Scarborough District**

Scarborough Civic Centre  
150 Borough Drive, 3rd Floor  
Toronto, ON  
M1P 4N7  
Tel: 416-396-7526

**Toronto & East York District**

Toronto City Hall  
100 Queen Street West, Ground Floor  
Toronto, ON  
M5H 2N2  
Tel: 416-392-7539

Visit our website: [www.toronto.ca/building](http://www.toronto.ca/building).

To view the City's on-line brochures that summarize Building Permit requirements, application checklists and fees, etc., see:  
<http://www.toronto.ca/building/brochures.htm>

# Building Toronto Together – A Development Guide overview

Building Toronto Together: A Development Guide is designed for property owners, developers, builders and others interested in obtaining approvals for developing property in Toronto.

The Development Guide outlines the City's development review processes and services, and the requirements you will need to meet when making applications seeking planning approvals from the City, including:

- Official Plan Amendments, Rezoning and Combined applications
- Subdivisions and Condominiums
- Site Plan Control applications
- Part Lot Control Exemption applications
- Committee of Adjustment applications – Minor Variance, Permission & Consents

The Development Guide also contains a series of appendices providing detailed information on the type of material the City requires to appropriately review the various planning applications.

The Development Guide may be accessed through the following link:

[http://www.toronto.ca/developing-toronto/darp\\_guide.htm](http://www.toronto.ca/developing-toronto/darp_guide.htm).

Development application forms and other information may be accessed at:

[http://www.toronto.ca/planning/planning\\_app.htm](http://www.toronto.ca/planning/planning_app.htm).

Pre-application consultation and submission of completed applications are central to the City's commitment to complete the review of your application within our timeline targets.

Pre-application consultation allows you to discuss your proposal with City staff and identify and address any potential areas of concern early in the process. This can save you both time and money.

Submission of completed applications allows City staff to fully review your application in a more efficient and timely manner.

Before you make a formal application, please discuss your proposal with the Planning Consultant at your local Customer Service office:

## **Etobicoke York District**

2 Civic Centre Court, 1st Floor

Toronto, ON

M9C 5A3

Tel: 416-394-8002

**North York District**

North York Civic Centre  
5100 Yonge Street, 1st Floor  
Toronto, ON  
M2N 5V7  
Tel: 416-395-7000

**Scarborough District**

Scarborough Civic Centre  
150 Borough Drive, 3rd Floor  
Toronto, ON  
M1P 4N7  
Tel: 416-396-7526

**Toronto & East York District**

Toronto City Hall  
100 Queen Street West, Ground Floor  
Toronto, ON  
M5H 2N2  
Tel: 416-392-7539

# ChemTRAC and the Environmental Reporting & Disclosure By-law

## PURPOSE

ChemTRAC aims to improve public health by reducing toxic chemicals in the environment and requires local facilities to track and report their use and release of toxic chemicals.

## ELIGIBILITY

Any facility or business in the City of Toronto that uses or releases any of the chemicals listed in the by-law may be required to report. Reporting will be phased in over four years, with the first facilities required to report 2010 data by June 30, 2011.

## VALUE

Tracking toxins in your facility is the first step towards finding ways to reduce their use and release.

Reducing your use and release of toxic chemicals can help you:

- meet consumer demands for greener options
- save money in operating costs
- improve worker health and safety
- enhance community relations

*For further information:*

ChemTRAC

c/o Environmental Protection Office, Toronto Public Health

277 Victoria St., 7th floor

Toronto, ON M5B 1W2

Tel: 416-338-7600

Fax: 416-392-7418

E-mail: [chemtrac@toronto.ca](mailto:chemtrac@toronto.ca)

<http://www.toronto.ca/chemtrac/about.htm>

# Development Charge By-law

## PURPOSE

The purpose of development charges is to recover a portion of the growth-related costs associated with the capital infrastructure needed to service new developments.

## ELIGIBILITY

Lands affected include all lands within the geographical area of the City of Toronto, and the By-law applies whether or not the land or use is exempt from property taxation.

### **Projects subject to a development charge include:**

- New building construction
- Additions or alterations of an existing building which increases the number of residential units or non-residential gross floor area
- Property redevelopment or interior alterations which results in a change of use to all or part of a building

### **Exemptions prescribed by the Development Charges Act, 1997 and exemptions approved by City of Toronto Council:**

- Industrial uses (as defined in the By-law)
- Buildings owned by and used for a college or university
- Buildings used for a public hospital, place of worship, cemetery or burial ground
- Buildings approved for grant under the Imagination, Manufacturing, Innovation and Technology (IMIT) Financial Incentives Program (subject to an agreement)
- Accessory uses not exceeding 10 square metres
- Temporary residential sales offices or pavilions
- Temporary buildings or structures not exceeding eight months
- Land owned by and used for the City or a board of education
- Non-profit housing (as defined in the By-law)
- Enlargement of an existing dwelling unit
- The creation of up to two additional dwelling units in an existing residential building depending on the type of the existing residential building, and provided that the new unit(s) are smaller than any existing unit, subject to certain restrictions.
- Dwelling units qualifying for the Residential Rehabilitation Assistance Program
- Dwelling rooms within a rooming house
- Land subject to a written agreement that expressly exempts the land from development charges

In addition to the above, projects meeting all of the Tier 2 requirements of the Toronto Green Standard Program (as certified by the City), are eligible for a 20 per cent refund of the development charges paid.

## VALUE

### **Development charges are used to fund the following City services:**

- Child care
- Civic improvements
- Development-related studies
- Police
- Fire
- Health
- Library
- Emergency medical services
- Parks and recreation
- Pedestrian infrastructure
- Roads and related
- Sanitary sewers
- Storm water management
- Subsidized housing
- Transit (balance)
- Water
- Spadina Subway extension

#### *For further information:*

General, technical and policy matters:

Sam Malvea

City of Toronto, Special Projects

Tel: 416-397-9263

E-mail: [smalvea@toronto.ca](mailto:smalvea@toronto.ca)

Shirley Siu

City of Toronto, Special Projects

Tel: 416-397-4205

E-mail: [ssiu@toronto.ca](mailto:ssiu@toronto.ca)

[www.toronto.ca/finance/dev\\_charges.htm](http://www.toronto.ca/finance/dev_charges.htm)

# Gold Star Service – City of Toronto Development Projects

## PURPOSE

Toronto's Gold Star program can help businesses reduce the time and costs incurred when working on development projects. An enhanced case management approach is now in place for strategic industrial, office commercial, and institutional developments.

## ELIGIBILITY

- ICI (industrial, office, institutional: hospitals, post secondary, federal/ provincial/ municipal facilities) projects which create employment in the City.
- Mixed-use projects with ICI component greater than 1,000 square metres.

## VALUE

An enhanced service to focus development review and expedite high impact investment/job creation projects with the objective to meet or exceed overall timelines for quick, routine and complex applications.

*For further information:*

John Alderdice  
Senior Business Development Officer - West District  
Tel: 416-392-1004  
E-mail: jalderd@toronto.ca

Catherine Cieply  
Senior Business Development Officer - Central District  
Tel: 416-395-7472  
E-mail: ccieply@toronto.ca

Neil D. Farmer  
Senior Business Development Officer - East District  
Tel: 416-396-4959  
E-mail: farmer@toronto.ca

For more information see: [http://www.toronto.ca/invest-in-toronto/gold\\_star.htm](http://www.toronto.ca/invest-in-toronto/gold_star.htm).

# Green Roof By-law

## PURPOSE

The implementation of green roofs in Toronto is expected to provide significant economic and environmental benefits to the City, particularly in the areas of stormwater flow reduction including impact on combined sewer overflow (CSO), improvement in air quality, reduction in direct energy use, and reduction in urban heat island effect.

## ELIGIBILITY

The By-law requires green roofs on new commercial, institutional and residential development with a minimum Gross Floor Area of 2,000 m<sup>2</sup> as of January 31, 2010. Starting January 31, 2011, the By-law will require green roofs on new industrial development.

## VALUE

Green Roofs can provide:

- Reduction in storm water runoff that affects quality of local water resources which supply drinking water, are used for swimming, and serve as fish and wildlife habitat
- Reduction in energy consumption
- Reduction in the urban heat island effect and associated cooling costs

*For further information:*

Green Roofs

Metro Hall, 22nd floor

55 John Street

Toronto, ON M5V 3C6

Tel: 416-392-0191

Fax: 416-392-3821

E-mail: [sustainablecity@toronto.ca](mailto:sustainablecity@toronto.ca)

<http://www.toronto.ca/greenroofs/>

# Holding the Line on Business Taxes

## PURPOSE

To limit municipal budgetary tax increases for commercial and industrial property owners. Commercial, industrial and multi-residential taxes are set at a ratio target of 2.5-times residential, to be achieved by 2017.

## ELIGIBILITY

Applies to commercial and industrial property tax classes.

## VALUE

Limits the municipal budgetary tax increase for commercial and industrial property owners to a maximum of one third of any residential budgetary tax increase. In addition, small business will see an accelerated tax reduction, and will reach the target ratio of 2.5 times residential by 2013.

*For further information:*

Tel: 416-338-4829

TTY: 416-392-0719

Fax: 416-696-3605

*or write*

City of Toronto  
Revenue Services Division  
General Correspondence  
5100 Yonge Street  
Toronto, ON M2N 5V7

# Imagination, Manufacturing, Innovation, Technology (IMIT) Grants

## PURPOSE

IMIT Grants support new building construction and/or building expansion in targeted sectors and areas across the City.

## ELIGIBILITY

- applications must be submitted prior to issuance of the first above-grade building permit;
- the property must not be in tax arrears;
- the owner must participate in a City-endorsed hiring initiative;
- construction must:
  - conform to all City processes and permits. Status to be confirmed annually;
  - meet minimum Toronto Green Standards;
  - not be demolished for 10 years;
- minimum of \$1,000,000 in building construction costs;
- new building, expansion or substantial rehabilitation of existing building;
- new building located on land that was previously developed for an urban use;
- eligible location;
- eligible sector or use;
- applicant must be owner of property or their designated agent;
- agree to meet annual reporting requirement.

## VALUE

Eligible development will benefit from a grant of up to 60% of the increase in the municipal taxes attributable to eligible new commercial and industrial construction over a 10-year period.

### *For further information:*

Rebecca Condon, Economic Development Officer  
City of Toronto, Economic Development & Culture  
Business Services Section  
77 Elizabeth Street, 2nd Floor  
Toronto, ON M5G 1P4  
Tel: 416-392-0626  
Fax: 416-392-1380  
E-mail: [incentives@toronto.ca](mailto:incentives@toronto.ca)  
[www.toronto.ca/invest-in-toronto/incentives-imit.htm](http://www.toronto.ca/invest-in-toronto/incentives-imit.htm)

# Toronto Green Standard (TGS) Development Charge Refund

## PURPOSE

The Toronto Green Standard (TGS) is a two-tiered set of environmental performance measures that promote sustainable development and is a key element of the City's Climate Change Action Plan aimed at reducing Toronto's greenhouse gas emissions by 80 per cent by 2050. The Toronto Green Standard is about designing sites and buildings that are more environmentally friendly. Achieving the TGS performance measures will help meet this goal, while improving air and water quality, and enhancing the natural environment.

New planning applications including Zoning By-law Amendment, Site Plan Control and Draft Plan of Subdivision received on or after January 31, 2010, are required to meet Tier 1 of the Toronto Green Standard which is secured and validated through the planning process. Tier 2 includes enhanced sustainable performance measures that are voluntary.

## ELIGIBILITY

Site Plan applications received after May 1, 2009 are eligible for the Development Charge (DC) Refund where DCs are paid. Site plan applications must achieve the Tier 1 and 2 package to the level of satisfaction of City staff to receive the DC Refund. Demonstrated compliance is necessary. Achieving the Tier 2 energy efficiency target of 35 per cent above Model National Energy Code for Buildings (MNECB) is very important. Energy modelling reports must be submitted as proof of compliance for mid to high rise buildings and low-rise non-residential buildings. Tier 2 will be validated by pre-qualified consultants selected by the City as a service available to applicants if they wish to pursue the Development Charge Refund.

## VALUE

The Toronto Green Standard Cost Benefit Study determined that the capital cost premium associated with applying the TGS ranges from between 2% to 5% of construction expenditures with a payback of 5 to 7 years based on energy savings alone. The Development Charge Refund would provide a 20% refund on Development Charges paid to the City to support the investment in sustainable building and site technology.

Buildings exceeding 2,000 m<sup>2</sup>, will automatically be enrolled in the Better Buildings Partnership New Construction Program (BBP-NC) program at time of Site Plan application. This incentive provides financial assistance to offset the cost of energy modelling for compliance with Tier 1 or Tier 2 of the TGS. A follow-up BBP-NC incentive also financially rewards the final energy savings achieved in the completed building (see Better Buildings Partnership page).

### *For further information:*

Toronto Green Standard  
Metro Hall, 22nd floor  
55 John Street  
Toronto, ON  
M5V 3C6

Tel: 416-392-0191  
Fax: 416-392-3821  
E-mail: [sustainablecity@toronto.ca](mailto:sustainablecity@toronto.ca)  
<http://www.toronto.ca/planning/environment/greendevlopment.htm>

# Vacant Commercial and Industrial Buildings Tax Rebate

## PURPOSE

Businesses may qualify for a vacancy tax rebate, if the commercial or industrial building was entirely or partially vacant during the taxation year and the eligibility criteria are met.

## ELIGIBILITY

The property must have a building that satisfies the conditions described in category 1, 2 or 3 below:

**Category 1** – Commercial and/or industrial buildings that are entirely vacant:

- The entire building must be unused for at least 90 consecutive days

**Category 2** – Commercial buildings that are partially vacant:

- The vacant portion of the building must be unused for at least 90 consecutive days and;
- The vacant portion of the building must be clearly delineated or physically separated from the used portions of the building; and
- The building must be either:
  - Capable of being leased for immediate occupancy; or
  - Undergoing or in need of repairs, renovations, or construction that prevented it from being available for lease for immediate occupation; or
  - Unfit for occupation

**Category 3** – Industrial buildings that are partially vacant:

- The portion of the building must be unused for at least 90 consecutive days; and
- The portion of the building must be clearly delineated or physically separated from the used portions of the building

### **Properties NOT Eligible for a Rebate:**

An applicant is not eligible to apply for a vacant unit rebate if during that period being claimed a building or portion of a building is:

- Used for commercial or industrial activity on a seasonal basis;
- Leased to a tenant who is in possession of the leasehold interest; and
- Included in a vacant land subclass

## VALUE

The amount of the rebate for commercial properties will be 30 percent of the tax attributable to the eligible vacant space. For industrial properties the rebate will be 35 percent of the tax attributable to the eligible vacant space.

*For further information:*

Any Civic Centre and City Hall

Tel: 416-338-4829

Fax: 416-696-3623

E-mail: [revrebt@toronto.ca](mailto:revrebt@toronto.ca)

[http://www.toronto.ca/taxes/property\\_tax/rebate\\_vacant.htm](http://www.toronto.ca/taxes/property_tax/rebate_vacant.htm)





## Energy Efficiency Programs



# Better Buildings Partnership (BBP)

## PURPOSE

Better Buildings Partnership is a City of Toronto program that works with building owners, managers and builders to ensure that buildings achieve high energy performance and low environmental impact. The program provides knowledge, resources and financial assistance to maximize the outcomes of a wide range of energy efficiency and renewable energy projects. This applies to energy retrofits in existing buildings as well as to new construction.

## ELIGIBILITY

**New Construction:** The BBP New Construction (BBP-NC) program applies to new buildings, additions to existing buildings and full-scale renovations to buildings across all sectors.

**Existing Buildings:** The Better Buildings Partnership program for the Municipal/Academic/Social Services/Healthcare (MASH) sector works closely with owners and facilities managers to increase the energy efficiency of existing institutional buildings through comprehensive multi-measure retrofit projects. BBP also offers assistance for projects in multi-residential buildings.

## VALUE

The BBP – New Construction program offers two options: Modeled Savings Projects and Prescriptive Projects. There are two types of incentives for Modeled Savings Projects:

### 1. Design Assistance Incentive

\$2000 + \$.20/m<sup>2</sup> to a maximum of \$7000

This incentive is paid directly to the modeler upon BBP-NC acceptance of the 'design stage' energy model.

### 2. Constructed Savings Incentive

\$350/ kW peak reduction OR \$.04/kWh annual energy reduction

BBP-NC pays the above incentive, calculated on the modeled energy savings that the newly constructed building achieves compared to a reference building that meets minimum requirements of the Ontario Building Code.

BBP-NC also offers a Prescriptive Option where incentives are calculated as '\$ per item' based on BBP-NC Prescriptive Worksheets. For the BBP-MASH, there are Energy Saving incentives valued at \$800/peak kW (or \$400/peak kW for lighting measures). A Geothermal incentive valued at \$250 per cooling ton is also available.

*For further information:*

Better Buildings Partnership

Metro Hall, 2nd floor

55 John Street

Toronto, ON M5V 3C6

Tel: 416-392-1500

Fax: 416-392-1456

E-mail: [bbp@toronto.ca](mailto:bbp@toronto.ca)

<http://www.toronto.ca/bbp>

# Building Owners and Managers Association (BOMA) Conservation and Demand Management (CDM) Program

## PURPOSE

The Program will direct incentive funds to eligible Participants, towards the capital cost of initiatives that provide sustainable electricity demand and energy reductions in commercial buildings. The program offers incentives for annual energy savings, in kilowatt hours (kWh), peak summer demand reductions, in kilowatts (kW), and reducing tons of cooling (for geothermal projects).

## ELIGIBILITY

Owners of privately held buildings situated within the boundaries of the City of Toronto and that are greater than 25,000 sq. ft. are eligible for this program.

Eligible Measures are those that provide sustainable, measurable and verifiable electrical savings:

- Building Automation Systems
- Lighting Retrofits
- Lighting Controls
- Building Envelope
- HVAC Redesign
- Equipment Replacement
- Fuel Substitution
- Chiller Replacement
- Ground Source Heat Pumps
- Elevator Modernization
- Tenant Sub-metering
- Voltage Optimization
- Deep Lake Water Cooling
- Variable Speed Drives
- Window film

## VALUE

\$800 per kilowatt of on-peak demand savings or \$0.10 per kilowatt-hour annual consumption savings for non-lighting projects; \$400 per kilowatt of on-peak demand savings or \$0.05 per kilowatt-hour annual consumption savings for lighting projects; \$250 per cooling ton (for ground source cooling projects).

*For further information:*

James (Jim) Stone  
Senior Conservation Consultant  
BOMA Toronto CDM Program  
20 Queen Street West, Suite 2012  
Toronto, ON M5W R3R  
Tel: 416-509-0902  
[www.bomacdm.com](http://www.bomacdm.com)

# Eco-Roof Incentive Program

## PURPOSE

Toronto's Eco-Roof Incentive Program is designed to promote the use of green and cool roofs on Toronto's commercial, industrial and institutional buildings, and to help Toronto's business community take action on climate change.

The environmental benefits of eco-roofs are many. Both reduce energy use, which is a particular concern as global temperatures rise. Green roofs also help manage stormwater runoff, enhance biodiversity, improve air quality and beautify our city.

The Eco-Roof Incentive Program complements the City's Green Roof Bylaw and is a key element of the City's Climate Change Action Plan, an aggressive environmental framework aimed at reducing Toronto's greenhouse gas emissions by 80 per cent by 2050.

## ELIGIBILITY

Performance criteria for the Eco-Roof Incentive Program are consistent with the Toronto Green Standard and the Green Roof Construction Standard contained in the Green Roof By-law. The Eco-Roof Incentive Program provides funds for projects that retrofit above-grade green or cool roofs on existing commercial, industrial and institutional buildings.

For 2010, the program will also provide funding for above-grade green roofs on new industrial buildings with a gross floor area of 2,000 m<sup>2</sup> (21,528 sq. ft.) or greater, and new institutional and commercial buildings of less than 2,000 m<sup>2</sup>.

Eco-roof projects that are already complete are not eligible to apply.

Priority will be given to projects in Toronto's designated Employment Districts, where urban heat and stormwater management are of particular concern. While all types of sustainable roofs are encouraged, the Eco-Roof Incentive Program does not apply to alternative green technologies such as photovoltaic panels, solar thermal panels or rainwater harvesting equipment.

Applications will be accepted, on-line, twice a year – once in the spring and once in the fall. The application process may be extended pending response.

## VALUE

Owners who install a green roof, which supports vegetation, can apply for a grant of \$50 per m<sup>2</sup> up to \$100,000. Cool roofs, which feature a membrane or coating to reflect the sun's rays, are eligible for \$2-5 per m<sup>2</sup> up to \$50,000.

*For further information:*

Toronto Environment Office  
City Hall, 21st floor, East Tower  
100 Queen Street West, Toronto, ON M5H 2N2  
Tel: 416-397-0311  
E-mail: [teo@toronto.ca](mailto:teo@toronto.ca)  
[www.toronto.ca/livegreen/ecoroofs](http://www.toronto.ca/livegreen/ecoroofs)

# Enbridge Energy Efficiency Services and Incentives

## PURPOSE

Incentives and technical assistance for implementing energy-saving measures at your facility.

**Energy Monitoring and Targeting:** Learn how to monitor your energy use and help address problems before they become serious.

**HVAC programs:** Find information about HVAC incentives and fuel-saving opportunities.

**Steam Saver programs:** Reduce your energy costs by saving steam.

## ELIGIBILITY

Industrial customers.

## VALUE

**Audit Incentives:** Up to half the cost of an energy audit with grants up to \$10,000.

**Implementation Incentives:** Energy-saving measures may be eligible for grants up to \$100,000 per project.

**Condensing Boiler Incentives:** Grants available if you install a condensing boiler with greater than 90% efficiency.

*For further information:*

Harold Hiyashi

Tel: 416-495-5796 or 1-866-844-9994

Fax: 416-495-6047

E-mail: [energyservices@enbridge.com](mailto:energyservices@enbridge.com)

[www.enbridgegas.com/industrial](http://www.enbridgegas.com/industrial)

# Industrial Water Rate

## PURPOSE

In January 2008, the City of Toronto implemented an industrial water rate to support the growth of businesses using water for processing purposes and to encourage water conservation.

## ELIGIBILITY

To qualify for the industrial water rate, customers must meet the following criteria:

- Consume more than 6,000 m<sup>3</sup> of water annually;
- Fall within the industrial tax class;
- Be in full compliance with the Sewers By-law;
- Submit a comprehensive water conservation plan to the satisfaction of the General Manager, Toronto Water. The facilities are required to report 2010 data by June 30, 2011.

## VALUE

The industrial water rate is approximately 28 per cent less than the general water rate for the 2010 year. The general water rate is \$2.0616 per m<sup>3</sup>; the industrial water rate is \$1.4726 per m<sup>3</sup>. For example, an industrial customer consuming 100,000 m<sup>3</sup> per year will save \$67,735.60 in 2010.

*For further information:*

Questions about completing and/or submitting a water conservation plan and progress reports: [savewater@toronto.ca](mailto:savewater@toronto.ca) or 416-392-7000.

Water Conservation Plan template: [www.toronto.ca/water/industrial](http://www.toronto.ca/water/industrial)

Water rate and tax classifications: Revenue Services: 416-338-4829

City of Toronto Sewers By-law:

[www.toronto.ca/water/protecting\\_quality/pollution\\_prevention](http://www.toronto.ca/water/protecting_quality/pollution_prevention)

Tel: 416-392-9940

For information on, or to determine if there are outstanding Notices of Violation and/or Pollution Prevention Plans: [p3help@toronto.ca](mailto:p3help@toronto.ca), or 416-392-9940 to speak with your bylaw officer or industrial waste control supervisor.

# NRCan – ecoEnergy Retrofit Incentive for Industry

## PURPOSE

Natural Resources Canada's (NRCan's) ecoENERGY Retrofit program is designed to help industrial facilities overcome financial barriers to improving the energy efficiency of their operations.

Using energy more efficiently helps industry to become more competitive and reduce greenhouse gases (GHGs) and air pollution, thereby contributing to a cleaner environment for all Canadians.

This program will help companies:

- implement retrofit projects that generate annual energy savings and pay for themselves through reduced expenditures on utilities, such as energy, water and waste
- establish a baseline against which to compare future improvements
- help kick-start their energy management strategy

## ELIGIBILITY

To be eligible for an incentive, companies must be approved for funding by NRCan and a Contribution Agreement must be signed by both NRCan and the company before starting the energy retrofit. Costs or expenses incurred or paid by your company before this signed-off funding approval are the sole responsibility of your company and no liability exists on the part of NRCan.

The industrial facility must:

- have fewer than 500 employees
- not be in a sector targeted for GHG emission regulations per the Regulatory Framework for Air Emissions
- be in operation for 12 months or more
- be registered with Natural Resources Canada's (NRCan's) CIPEC leadership network.

## VALUE

NRCan will provide a financial incentive of up to 25 per cent of project costs to a maximum of \$50,000 per application and \$250,000 per corporate entity to help small- and medium-sized industrial facilities implement energy-saving projects.

*For further information:*

Industrial Programs Division Office of Energy Efficiency  
Natural Resources Canada  
580 Booth Street, 12th Floor  
Ottawa ON K1A 0E4

Contact: Melissa Sutherland

Tel: 613-996-6891

Fax: 613-992-3161

E-mail: [Melissa.Sutherland@nrcan-rncan.gc.ca](mailto:Melissa.Sutherland@nrcan-rncan.gc.ca)

<http://oee.nrcan.gc.ca/industrial/financial-assistance/retrofit/index.cfm?attr=24>

# Ontario Power Authority's Feed-In Tariff (FIT) and microFIT Programs

## PURPOSE

The Ontario Power Authority's Feed-In Tariff (FIT) and microFIT Programs allow customers to generate and sell renewable energy back to the grid.

Ontario's Feed-In Tariff or FIT Program is North America's first comprehensive guaranteed pricing structure for renewable electricity production. It offers stable prices under long-term contracts for energy generated from renewable sources, including:

- biomass
- biogas
- landfill gas
- on-shore and off-shore wind
- solar photovoltaic (PV)
- waterpower.

## ELIGIBILITY

FIT: For renewable energy developers and projects over 10 kilowatts.

Micro-FIT: For homeowners, small businesses and others for projects 10 kilowatts or less.

Once you have entered into a FIT contract, you will receive a fixed price for the electricity you produce over a 20-year contract period.

## VALUE

Roof Mounted Solar PV  $\leq 10$  kW = 80.2 ¢/kWh

Roof Mounted Solar PV 10 – 100 kW = 71.3 ¢/kWh

Onshore Windturbines 13.5¢/kWh

*For further information:*

<http://fit.powerauthority.on.ca/>

# Power Savings Blitz

## PURPOSE

The Power Savings Blitz program provides small businesses with up to \$1,000 in free energy-efficient lighting and equipment upgrades — all with the aim of helping businesses like yours save money on your utility bill.

## ELIGIBILITY

- program is entirely voluntary; business must be located in Toronto Hydro-Electric System's service territory;
- small businesses in the office or retail sub-sectors including beauty salons, professional offices and other small retailers including food-related businesses;
- annual electricity demand of approximately 50 kW or less and individually metered. (Note: Most small businesses meet these two criteria).

## VALUE

- funding up to \$1,000 for retrofits (average cost for retrofit is \$840);
- helps reduce electricity consumption and provides electricity savings of up to \$400 per year;
- free assessment;
- turn-key lighting, electricity and water heating retrofits for small commercial businesses; covers materials and labour;
- upgrades include:
  - fluorescent Lighting Systems (T8 and CFLs);
  - LED Exit Lights;
  - water heater jackets;
  - pipe insulation;
  - faucet aerators

*For further information:*

Toronto Hydro Electric System Ltd.

14 Carlton Street, 1st floor

Toronto, ON M5B 1K5

Tel: 416-599-9210

[www.torontohydro.com](http://www.torontohydro.com)

# Toronto Hydro Business Incentive Program (BIP)

## PURPOSE

The objective of the Business Incentive Program (“BIP”) is for Toronto Hydro–Electric System Limited (“Toronto Hydro”) to provide financial incentives to its business customers to encourage the implementation of energy efficiency improvement projects (“Projects”) that will result in demand reduction and kWh savings.

Toronto Hydro–Electric System also offers business customers a variety of electricity conservation programs to help you reduce the amount of electricity you use, and control your costs. When you use less electricity, you also help the environment by reducing the amount of electricity that needs to be generated.

## ELIGIBILITY

The Business Incentive Program includes multi-use commercial, office, retail, private institution, grocery store and hotel properties under 25,000 square feet and multi-unit residential and industrial properties. Commercial properties greater than 25,000 square feet, excluding multi-unit residential and industrial properties, are subject to Ontario Power Authority approval.

The building must be connected to the Toronto Hydro–Electric System distribution grid for at least one (1) year.

Businesses are not eligible to receive incentives from both Toronto Hydro–Electric System and the Ontario Power Authority for the same retrofit project.

The proposed project should result in a minimum of 3 kW of peak load reduction or have a minimum total incentive value of \$450.00.

## VALUE

Toronto Hydro–Electric System has implemented a variable incentive scale. Generally, projects that achieve greater peak kW savings will receive higher incentives. The incentives range from \$150/kW to \$350/kW.

*For further information:*

Conservation Demand Management

Business Incentive Program

Toronto Hydro Electric System Ltd.

14 Carlton Street, 1st floor

Toronto, ON M5B 1K5

Tel: 416-542-3388

E-mail: [bip@torontohydro.com](mailto:bip@torontohydro.com)

<https://cf.torontohydro.com/electricsystem/business/bip/index.cfm>





Connecting Toronto's Business Community to Selected Assistance Programs

## Export Programs



# Export Development Canada (EDC)

## PURPOSE

Export Development Canada (EDC) is a Crown corporation that provides trade finance and risk management services to Canadian exporters and investors in up to 200 markets worldwide.

These developing markets offer a wealth of opportunity for Canadian exporters and investors, but also involve greater risk than the domestic market.

Nearly 90% of their customers are smaller companies. EDC has developed a number of programs, many in partnership with other financial institutions, to service their particular needs. For example, EDC joined forces with Montcap Financial and Accord Business Credit Inc. to launch ExportEase. With these services, exporters can concentrate on developing business leads while EDC provides administration and risk management support such as collections and cash management.

EDCs financial services include:

- credit insurance;
- bonding and guarantees;
- political risk insurance;
- direct loans to buyers and lines of credit in other countries to encourage buyers to 'buy Canadian.'

They also provide limited recourse financing arrangements and joint ventures for projects involving long-term leasing arrangements and equity participation.

## ASSISTANCE AVAILABLE

EDC financing solutions help Canadian companies and their customers around the world with:

- Pre-Shipment Financing – for exporters who need cash for manufacturing their goods before they export;
- Equity Investments – helping exporters to increase market reach by accessing capital;
- Note Purchases – exporters extending credit to the foreign buyer;
- Canadian Foreign Investment – helping exporters meet growing export demands or increase their international positioning.

For Foreign Buyers of capital goods or services from Canadian companies:

- Direct Loans – for one-time purchases;
- Lines of Credit – for multiple purchases;
- Corporate Loan Syndication – for buyers consolidating medium-term financing;
- Leasing – for buyers leasing their equipment;
- Project Finance – for limited-recourse projects;
- Investments in Canada – for investors interested in Canadian export activities.

*For further information:*

Export Development Canada  
150 York Street, Suite 810  
P.O. Box 810  
Toronto, ON M5H 3S5

Tel.: 416-640-7600  
Fax: 416-862-1267  
[www.edc.ca/english/index.htm](http://www.edc.ca/english/index.htm)

# Export Market Access

## (Ontario Chamber of Commerce)

### PURPOSE

Export Market Access is designed to assist small to medium size organizations to explore, access and expand sales in new foreign markets that are beyond the U.S. It covers up to 50% of eligible costs incurred to develop export sales. There are four categories of eligible activities: developing contacts, developing marketing tools, market research and assisting with foreign bidding.

### ELIGIBILITY

Companies that have been in business 2 years, with 5 to 500 employees and annual sales of \$500,000 or more. Goods or services must currently be produced in Ontario.

### VALUE

The program provides up to 50% funding for:

#### Direct Contacts

International trade shows, fairs and exhibits as well as incoming and outgoing missions which are verifiable and supported by a recognized third party such as governments (municipal, provincial and federal) and trade related organizations.

#### Marketing Tools

Developing promotional materials to be used for increasing awareness of applicant's activities, and goods and services for potential international buyers and/or foreign audiences to broadly market the applicant's products.

#### Market Research

Conducting market research for more precise international market targeting.

#### Foreign Bidding Projects

This element of EMA is intended for providers of professional services (engineering, consulting, constructions etc.) bidding on foreign projects against foreign competition.

#### *For further information:*

Louie DiPalma  
Program Manager  
Export Market Access  
Ontario Chamber of Commerce  
Tel: 416-482-5222 ext. 227  
E-mail: [louiedipalma@occ.on.ca](mailto:louiedipalma@occ.on.ca)

Lesley Cole  
International Trade Consultant  
Export Market Access  
Ontario Chamber of Commerce  
Tel: 416-482-5222 ext. 239  
E-mail: [lesleycole@occ.on.ca](mailto:lesleycole@occ.on.ca)

Export Market Access: A Global Expansion Program  
180 Dundas Street West, Suite 505  
Toronto, ON M5G 1Z8  
Ontario Chamber of Commerce  
Tel: 416-482-5222  
Fax: 416-482-5879  
<http://exportaccess.ca>

# International Trade Centres (ITC)

## (The Canadian Trade Commissioners Service)

### PURPOSE

In partnership with the Regional Trade Network and Trade Commissioner Service abroad, the Regional Office of the Department of Foreign Affairs and International Trade (DFAIT) can help direct companies to services that relate to particular exporting needs. Their mandate is to increase the number of Canadian exporters, to expand and diversify exports and to support the investment initiatives of Canadian small and medium-sized enterprises (SMEs). The ITC, located in downtown Toronto, is staffed by trade commissioners who can provide introductions to their colleagues abroad and expertise on other government and private sector export service providers that help Canadian business succeed in world markets. Clients are encouraged to register for the Virtual Trade Commissioner service.

### ELIGIBILITY

If a company is already exporting or has a product or service with export potential, the ITC can help.

### VALUE

The ITC provides:

- **ONE-ON-ONE EXPORT HELP** – If a company is export-ready, the ITC's trade commissioners can help companies implement an export strategy. They can also recommend other specialized export services that are available here in Canada or through their offices abroad.
- **MARKET AND INDUSTRY INFORMATION** – To compete in the global marketplace, companies need up-to-date foreign market information and intelligence to guide development of export strategies and plans. The ITC constantly gathers and analyses such data for the benefit of Canadian exporters. With offices located in cities around the world and just around the corner in Canada, they can help you connect with trade commissioners and potential partners in most target markets.
- **ASSISTANCE LOCATING EXPORT FINANCING** – The ITC can advise which funding programs and financing sources are available to companies in Toronto. They work closely with Export Development Canada (EDC), Canadian Commercial Corporation (CCC) and the Business Development Bank of Canada (BDC), all Canadian Crown Corporations, as well as Canadian banks and other trade finance organizations.
- **TRADE FAIRS, MISSIONS AND EVENTS** – The ITC recommends international trade fairs and trade missions (some of which they help organize) that will match a company's needs. They also work with partners to organize seminars and events in Canada that will help local business learn about business environments and opportunities abroad.

*For further information:*

Foreign Affairs and International Trade Canada  
The Canadian Trade Commissioner Service – Toronto  
151 Yonge Street, 4th Floor  
Toronto, ON, M5C 2W7  
Tel: 416-973-5053  
Fax: 416-973-8161  
E-mail: [trnto@international.gc.ca](mailto:trnto@international.gc.ca)  
[www.tradecommissioner.gc.ca/eng/services.jsp](http://www.tradecommissioner.gc.ca/eng/services.jsp)

# New Exporters to Border States (NEBS)

## PURPOSE

The New Exporters to Border States - NEBS program is a two day hands-on seminar, whereby new exporters visit either Buffalo or Detroit to demystify the exporting process. Offered jointly by the Federal and Provincial governments, the NEBS program runs six to eight times a year.

## ELIGIBILITY

To be eligible for this program, a participating company must:

- have been in business for at least one year;
- have a manufacturing or service based in Ontario.

The program includes presentations on:

- New market opportunities;
- Pricing;
- Selecting agents and distributors;
- Banking and legal considerations;
- Warehousing and distribution;
- Export financing and insurance;
- Customs clearance procedures;
- Provincial and federal government support.

Companies interested in participating in missions other than those for the Buffalo and Detroit areas should contact the nearest International Trade Centre.

*For further information:*

Ontario Exports Inc.

Ministry of Economic Development and Trade

6th Floor, Hearst Block

900 Bay Street

Toronto, ON M7A 2E1

Tel.: 416-325-6665

Fax: 416-325-6509

E-mail: [elaine.marks@ontario.ca](mailto:elaine.marks@ontario.ca)

[http://www.sse.gov.on.ca/medt/ontarioexports/en/Pages/programs\\_services.aspx](http://www.sse.gov.on.ca/medt/ontarioexports/en/Pages/programs_services.aspx)

# Ontario Ministry of Economic Development and Trade (MEDT)

## Export Programs Overview

### PURPOSE

MEDT is the lead trade agency of the Ontario Government, offering a range of services to both new and established exporters. Exports are a major component of Ontario's prosperity, creating permanent, high quality jobs. MEDT has 20 export consultants specializing in specific priority markets as well as in-country representatives in the U.S., Latin America, Europe and Asia.

### ELIGIBILITY

Small and medium-sized companies (under \$100 million sales) that are exporting or that are export-ready or becoming export-ready.

### VALUE

**One-on-One Export and Market Consulting:** Through one-on-one consulting, Ontario Exports' team of international trade specialists assists companies to evaluate their export readiness, identify the right markets and export opportunities for their product or services, and develop targeted market access and expansion strategies. The trade specialists provide guidance on doing business in markets worldwide and assist companies to qualify potential local representatives.

**New Exporters to Border States (NEBS):** NEBS is a practical introduction to the basics of exporting to the United States. Organized in co-operation with the Canadian Consulates in Buffalo and Detroit, the two-day NEBS program combines briefings by experts with site visits to a U.S. border entry point and warehouse fulfillment facility. Participants learn about export pricing and financing; customs clearance procedures; selecting agents and distributors; warehousing and distribution; immigration considerations; banking, legal and insurance issues and identifying new market opportunities. MEDT also conducts a Reverse NEBS seminar locally, covering topics of interest to Ontario exporters to the U.S. in an intensive half-day format.

**IT Exports to the US (ITEXus):** ITEXus is a cost-effective export development program designed to introduce export-ready IT firms to key regional IT markets in the U.S. border states. ITEXus assists Ontario IT companies to identify and meet potential customers, research distribution channels, and obtain market information.

**Seminars and Workshops:** Market specific seminars and workshops provide Ontario exporters with forums to explore the opportunities in key markets worldwide, develop knowledge of export fundamentals and learn about successful market access strategies.

**Virtual Trade Missions (VTM):** Using videoconferencing, MEDT hosts VTMs between Ontario exporters and foreign business people and market experts. VTMs offer a cost-effective means to identify new export opportunities, showcase a company, and 'meet' with potential partners abroad.

**Trade Missions and Exhibitions:** MEDT introduces Ontario exporters to potential customers, distributors and decision-

makers by organizing outbound missions and Ontario showcases at key international trade exhibitions. Through participation in these programs, Ontario companies explore new market opportunities, and gain international exposure and access to key contacts in priority markets worldwide.

**In-Market Trade Consultants:** In Mexico, Brazil, Chile and Dubai (UAE), the International Trade Branch has retained local experts to provide in-market assistance to Ontario exporters. These local experts work closely with MEDT's representatives abroad, who are normally co-located in Canadian embassies or consulates in cities such as New York, Los Angeles, Tokyo, Shanghai, Beijing, New Delhi, Frankfurt, and London. They provide market information, assist in identifying potential business partners and advise on the regulatory environment and import requirements.

**Export Market Access:** An initiative of the Ontario Chamber of Commerce, with assistance from the Ontario government, this program provides financial assistance for companies entering into new export markets.

*For further information:*

Ministry of Economic Development and Trade  
International Trade Branch  
6th Floor, Hearst Block  
900 Bay Street  
Toronto, ON M7A 2E1  
Tel: 416-314-8200  
Fax: 416-314-8222  
E-mail: [trade.officer@ontario.ca](mailto:trade.officer@ontario.ca)  
<http://www.sse.gov.on.ca/medt/ontarioexports/en/Pages/default.aspx>



# Hiring and Wage Assistance Programs



# Apprenticeship Assistance

## (Canada Revenue Agency & Employment Ontario)

### PURPOSE

To help employers hire and train apprentices in certain skilled trades and to help the apprentice with some costs.

- i. Ontario Apprenticeship Training Tax Credit (OATTC): For eligible expenditures incurred after March 26, 2009 – refer to schedule 552. The Canada Revenue Agency administers the program on behalf of Ontario through the federal income tax system. The credit is based on salaries and wages paid to an apprentice. The maximum credit for each apprentice is \$10,000 per year to a maximum credit over the first 48 month period of \$40,000.
- ii. Federal Apprenticeship Job Creation (FAJC): For eligible expenditures for 2008 and later tax years, refer to schedule 31, Part 21. The maximum credit is 10% of the eligible salary and wages or \$2,000, whichever is the lesser.
- iii. Provincial Employer Signing Bonus, and Apprentice Assistance (ESB): The Apprenticeship Employer Signing Bonus is available to employers in the amount of \$2,000 (\$1,000 upon apprenticeship registration and \$1,000 after 6 months if the participant is still working with the employer). \$1000 is available to the apprentice.

### ELIGIBILITY

- i. OATTC: Both incorporated and unincorporated businesses can claim this tax credit provided that they hire and train apprentice in certain skilled trades. The apprenticeship must meet various conditions.
- ii. FAJC: The apprentice must be under an apprenticeship program designed to certify or license individuals in the trade. For the province, the trade must be a Red Seal Trade.
- iii. ESB: Employers must meet all the specific apprenticeship requirements to provide training in the trade, hire and register an apprenticeship scholarship candidate as an apprentice.

### VALUE

Helps provide an incentive to employers to hire and train certain apprentices. Provides the apprentice with valuable training in a practical work environment.

*For further information:*

- i) & ii) Contact Canada Revenue Agency 1-800-959-5525, [www.cra.gc.ca](http://www.cra.gc.ca) or talk to your accountant.
- iii) Talk to your local Employment Ontario office or call Employment Ontario at 416-326-5656 (1-800-387-5656), [www.ontario.ca/employment](http://www.ontario.ca/employment).

# Second Career (Employment Ontario)

## PURPOSE

Second Career\* helps laid-off workers train for a new job. It provides up to \$28,000 to support tuition, travel, books and other training related costs. Additional funds may be available for people with disabilities, and for people who need help to pay for academic upgrading, the costs of living away from home or child care.

## ELIGIBILITY

Any workers that were laid-off after January 1, 2005 are eligible including workers who have taken an interim job since that time. It is a cost-sharing grant and the candidate may be asked to contribute what they can to their training or education.

## VALUE

It helps laid-off workers make the transition to new careers in growing areas of the economy by offering training and related needs-based income support. For example, a 45 year old man was laid off from his job as a general labourer – he is now training under Second Career to be a welder.

*For further information:*

Talk to your local Employment Ontario office or call 416-326-5656 (1-800-387-5656), [www.ontario.ca/employment](http://www.ontario.ca/employment).

\*(part of the Ontario Ministry of Training, Colleges and Universities)

# Sectoral Career Focus Program

## (Human Resources and Skills Development Canada)

### PURPOSE

This Government of Canada program supports 13 sector councils in offering the Sectoral Career Focus Program. It helps provide post-secondary graduates with practical career-related work experience to supplement their academic skills for careers in the private and non-profit sectors. (Note: there are a total of 34 sector councils but only 13 offer the program).

Through the program, the amount of funding seems to vary slightly by sector council – from \$12,000 to \$15,000. The 13 sector councils include:

- apparel human resources council,
- biotechnology human resource council,
- Canadian steel trade & employment congress (up to \$15,000 is provided),
- wood manufacturing council (33% wage contribution to a maximum of \$12,000),
- textiles human resources council (up to \$13,000),
- environmental careers organization, and
- Canadian printing industries sector council.

### ELIGIBILITY

The candidates must: be between 15 & 30 years of age (inclusive), have graduated from a college or university (currently out of school), be a Canadian citizen/permanent resident or person who has been granted refugee status in Canada and be legally entitled to work in Canada and not receive employment insurance benefits during the internship.

### VALUE

The program helps link skilled young people with potential employers, and if approved, provides a subsidy to the employer while giving the young person a career opportunity.

*For further information:*

Contact Service Canada at 1-800-622-6232, [www.hrsdc.gc.ca/eng/hip/hrp/gcs\\_spi/scfp.shtml](http://www.hrsdc.gc.ca/eng/hip/hrp/gcs_spi/scfp.shtml) or [www.hrsdc.gc.ca](http://www.hrsdc.gc.ca)

# Summer Jobs Service (Employment Ontario)

## PURPOSE

Free job-search and self-marketing support is available through Employment Ontario offices to help students find summer jobs. A \$2 per hour per student incentive is available for eligible Ontario employers to create summer job placements. The free job-search and self-marketing support is available all year, not just for the summer months.

## ELIGIBILITY

Students aged 15 to 30 who are planning to return to school in the fall. Businesses and farms as well as not-for-profit and other community organizations can apply to receive the hiring incentives. The hiring incentive for employers can last up to 16 weeks. It is available from April 1 to September 30. Employers must apply and be approved before hiring a student.

## VALUE

The employer gets much-needed summer help and might end up finding a potential future long term employee. The student gets practical work experience during their summer which could in some cases lead to a full time job when they graduate.

*For further information:*

Talk to your local Employment Ontario office or call Employment Ontario\* 416-326-5656 (1-800-387-5656), [www.ontario.ca/employment](http://www.ontario.ca/employment)

\* (part of the Ontario Ministry of Training, Colleges and Universities)

# Toronto Employment and Social Services

## Assistance With Hiring for Employers

### PURPOSE

Employment and Social Services works with employers to bring together qualified candidates and employment opportunities. Our services, at no cost to employers, include:

- Access to a large group of candidates with a wide range of skills and experience
- Free pre-screening services, and
- Ongoing human resources support and recruitment services

### ELIGIBILITY

Assistance may be available for any Toronto employer that meets certain minimum conditions. Please see “Guidelines for Employers” at: [http://www.toronto.ca/socialservices/incentives\\_emp.htm](http://www.toronto.ca/socialservices/incentives_emp.htm) for details.

### VALUE

Assistance is available through the following options:

- Hiring through job fairs: Job fairs provide opportunities for employers and job seekers to network and discuss job openings and skills. . Employment and Social Services also hosts career fairs geared towards specific industries such as trades and construction, retail and transport/logistics.
- Hiring through customized training projects: Employment and Social Services can work with local employers and training providers to develop training programs customized to meet your hiring needs.
- Hiring with financial incentives: Employment and Social Services can provide financial incentives to employers when candidates are hired.

*For further information:*

Contact the Community and Labour Market Manager at Employment and Social Services:

[www.toronto.ca/socialservices/offices\\_chart.htm](http://www.toronto.ca/socialservices/offices_chart.htm)

Toronto Employment and Social Services

55 John Street, 12th floor

Metro Hall, Station 1123

Toronto, ON M5V 3C6

Tel: 416-392-2956

Fax: 416-392-4214

E-mail: [employerhotline@toronto.ca](mailto:employerhotline@toronto.ca)

[www.toronto.ca/socialservices/recruitment.htm](http://www.toronto.ca/socialservices/recruitment.htm)

[www.toronto.ca/socialservices/job\\_fairs.htm](http://www.toronto.ca/socialservices/job_fairs.htm)

# Toronto Employment and Social Services

## Financial Incentives for Employers

### PURPOSE

Employment and Social Services works with organizations to introduce employers to qualified job seekers who are receiving Ontario Works benefits. Potential employees are screened for suitability and their skills are matched according to the requirements of the position.

### ELIGIBILITY

If you hire someone who is receiving Ontario Works benefits, you may be able to access incentives.

### VALUE

Access to the following incentives may be made available:

- Funds for supervision and/or training costs: When you hire a person who is receiving Ontario Works you can receive up to \$3,000 to offset supervision and/or training costs.
- Workplace Safety & Insurance Board (WSIB)/Accident Insurance Coverage: Employers with WSIB coverage do not have to pay WSIB premiums for the employee during the first six months of employment. If the employee has a work-related accident or injury within this period, the costs are covered by the Province. The experience rating and premiums of the employer will not be affected. Employers without WSIB coverage may have the cost of any claims associated with a work-related accident or injury covered by the Province's Accident Insurance Plan.
- Human Resources follow-up supports: Human resource services are available to both the employer and the employee during the employee's first six months on the job. These services can support candidates in making a successful transition to employment.

*For further information:*

Toronto Employment and Social Services

55 John Street, 12th floor

Metro Hall, Station 1123

Toronto, ON M5V 3C6

Tel: 416-397-JOBS (5627)

E-mail: [employerhotline@toronto.ca](mailto:employerhotline@toronto.ca)

[www.toronto.ca/socialservices/incentives\\_emp.htm](http://www.toronto.ca/socialservices/incentives_emp.htm)

# Toronto Employment and Social Services Partnership to Advance Youth Employment – PAYE

## PURPOSE

The Partnership to Advance Youth Employment (PAYE) is a joint initiative between private sector employers and the City of Toronto. PAYE is looking for a range of entry-level jobs that offer skill development, learning, upgrading and training opportunities leading to career advancement. Full-time permanent opportunities and paid internships are preferred; however we are willing to work with you to support alternate employment opportunities.

## ELIGIBILITY

A business is eligible if they can identify employment opportunities for young people. The positions can be full-time or part-time positions, an apprenticeship, or a paid internship. Interview candidates who have been pre-screened to meet your specific needs – matched according to their individual skills, experience and interests at one of our Community Recruitment Events. Your company will receive a committed and motivated employee with the right skills and experience for the job. Wage levels and benefits should be market rate and commensurate to the position.

## VALUE

Candidates will be pre-screened and matched to the specific needs of your company, at no cost.

*For further information:*

Bryan Dale

Supervisor, Direct Program

Toronto Employment and Social Services

55 John Street, 12th floor

Metro Hall, Station 1123

Tel: 416-397-1488 or 416-397-JOBS (5627)

E-mail: [bdale2@toronto.ca](mailto:bdale2@toronto.ca)

[www.torontopaye.ca](http://www.torontopaye.ca)

Contact form: [wx.toronto.ca/inter/ss/payee.nsf/employer?openform](http://wx.toronto.ca/inter/ss/payee.nsf/employer?openform)

# Youth Employment Partnerships – YEP

## PURPOSE

The City of Toronto has access to a large pool of youth from across the city that are ready to work and eager to gain experience. Our employment specialists are trained and committed to working directly with you to understand your organization's needs and then select youth with the skills that fit.

## ELIGIBILITY

The company must have a job opportunity that is suited for youth from the YEP program.

## VALUE

YEP works with your organization to:

- Provide free employment assistance. Think of us as your own Human Resources
- Screen and match enthusiastic and knowledgeable young people to your job openings
- Offer pre-employment and on-going support
- Offer employer and potential employee support on a confidential, individual basis
- Prepare potential employees for a new work challenge
- Arrange free job fairs when a organization has multiple job postings
- Arrange wage subsidies (where available)
- Guide and support you with your apprenticeship opportunities
- Assist you to train today's youth to meet your future workforce needs
- Provide free posting of your job opportunities on our electronic job board
- Ensure a future workforce for your organization

The City works closely with young people to assess their strengths and skills and to provide the guidance and support they need to succeed at their jobs. Youth within the YEP network are ready to start contributing to your company as soon as they show up for work.

*For further information:*

Toronto Employment and Social Services  
Client Services and Information Unit  
55 John Street, 12th floor  
Metro Hall, Station 1123  
Toronto, ON M5V 3C6  
Tel: 416-392-2956  
Fax: 416-392-4214  
[www.toronto.ca/yep/index.htm](http://www.toronto.ca/yep/index.htm)

Contact your nearest Youth Employment Partnerships Employment Centres found on the map at: [www.toronto.ca/yep/mappage.htm](http://www.toronto.ca/yep/mappage.htm). Contact information for each centre is found by clicking on the blue location markers on the map.

# Youth Employment Program

## (Delivered by The National Research Council's Industrial Research Assistance Program)

### PURPOSE

This program provides a small or medium enterprise (SME) with up to \$30,000 towards salary costs to hire a post-secondary graduate to work on innovative projects which can include R&D and the commercialization of technologies.

### ELIGIBILITY

The SME must be incorporated, have 500 or less full-time equivalents and be ready to enhance their innovation capacity, and willing to establish a trusting relationship with NRC-IRAP.

The graduates for the Youth Employment Program must:

- be between 15 and 30 years of age (inclusive);
- be a Canadian citizen or have permanent residency or been granted refugee status in Canada;
- have graduated from a post-secondary institution in science or engineering or technology or business or liberal arts;
- not be in receipt of employment insurance benefits;
- be legally entitled to work according to relevant provincial legislation and regulations; and
- be a first-time youth participant in a placement of the Career Focus Program of the Youth Employment Strategy.

The duration of the internship must be at least six months and no longer than 12 months.

### VALUE

It helps the business hire staff to work on meaningful projects e.g. from research to business development related to science and technology activities. Graduates in turn gain valuable work experience.

*For further information:*

Talk with your local National Research Council Industrial Technology Advisor, or call 1-877-994-4727, [www.nrc-cnrc.gc.ca](http://www.nrc-cnrc.gc.ca)





## R&D Programs



# Industrial Research Assistance Program

## PURPOSE

The National Research Council's (NRC) Industrial Research Assistance Program – IRAP is designed to help Canadian small and medium-sized enterprises (SME) meet the technological challenges they face in delivering new products, processes or services. IRAP's goal is to enhance businesses innovation capacity, so that good ideas can be turned into profitable business lines, as quickly as possible. Not only does IRAP support buying the latest equipment, it includes the adoption, adaptation or creation of new technology for the development of new products or production processes.

The Canadian innovation system includes various agencies, at the federal, provincial and local levels, that can assist SMEs with various aspects of innovation.

## ELIGIBILITY

An SME may qualify for help from IRAP if:

- The business is incorporated and profit-oriented
- The enterprise has fewer than 500 employees
- The business has the desire to enhance the innovation capability of the company

## VALUE

NRC-IRAP offers advisory services as well as potential access to financial assistance.

**ADVISORY SERVICES** – IRAP uses a field staff of professionals, widely recognized for their scientific, technical, business expertise and knowledge of the innovation process to provide its clients with value-added advice and financial services.

Industrial Technology Advisors coach a client project through all stages of the innovation process, providing technical advice, referrals and other innovation services as needed.

## Research and Technology Development Activities

NRC – IRAP provides non-repayable contributions to Canadian SMEs interested in growing by using technology to commercialize services, products and processes in Canadian and international markets. IRAP also provides mentoring support and invests on a cost-shared basis for research and pre-competitive development technical projects, upon assessment of a project and firm by a team of Industrial Technology Advisors. IRAP's partner organizations also receive contributions to provide technical and research assistance to Canadian SMEs.

## Youth Employment Strategy Programs

IRAP's Internship Program with Innovative Small and Medium-sized Enterprises and Collaborative Research Internships Program provide firms with support to hire post-secondary graduates. Both firms and graduates benefit from these programs: firms benefit from the graduate's expertise in a diverse variety of disciplines and graduates gain valuable work experience that will help open the doors for future employment. IRAP delivers this youth initiative on behalf of the Government of Canada's Youth Employment Strategy Programs with funds from the Department of Human Resources and Skills Development – HRSD.

**Networks**

The IRAP Network plays a critical role in bringing together the key players in the Canadian Innovation System for the benefit of SMEs. This extensive network links entrepreneurs, research and development (R&D) institutions, technology brokers and technology transfer centres to those with knowledge and information about local sources of financing.

*For further information:*

The Industrial Research Assistance Program

Building M55, Montreal Road

Ottawa, ON K1A 0R6

Tel: 613-993-5326

1-877-994-4727

Fax: 613-952-1086

E-mail: [publicinquiries.irap-pari@nrc-cnrc.gc.ca](mailto:publicinquiries.irap-pari@nrc-cnrc.gc.ca)

[www.nrc-cnrc.gc.ca/eng/ibp/irap/about/index.html](http://www.nrc-cnrc.gc.ca/eng/ibp/irap/about/index.html)

# Innovation Insights – Technology Visits Program (TVP)

## PURPOSE

Giving Canadian executives a chance to see how others meet manufacturing challenges is the goal behind the Technology Visits Program (TVP), sponsored by Canadian Manufacturers & Exporters (CME) and the National Research Council – Industrial Research Assistance Program (NRC-IRAP).

The variety of participating plants allows visitors to see everything from the latest in cellular manufacturing, lasers, robotics, and Lean Manufacturing to new team-based production techniques. The technology is discussed and described in terms of how it fits into production schedules, inventory control, order shipments and other manufacturing concerns.

## ELIGIBILITY

The program is open to anyone who directly influences manufacturing policy and processes in their company, provided they are not direct competitors of the Host Company. The tours generally take about a half-day. Information about registration and fees is available on the web site.

## VALUE

For companies looking to increase production, reduce costs, improve quality or get products to market faster, TVP provides unique opportunities to visit other manufacturers who are already using innovative techniques and processes.

Since its launch in 1994, over 10,000 senior level executives have visited host plants across the country.

*For further information:*

Call the TVP office or visit the web site for more information:

1-800-798-0210

<http://www.tvp-ii.org/english/ontario.asp>

# Ministry of Research and Innovation

## PURPOSE

The Ministry of Research and Innovation (MRI) has a variety of programs and funding available to companies and researchers. It may be useful to check the MRI website for the most current information on what programs are available.

## ELIGIBILITY

Eligibility will be specific to the program or funding.

## VALUE

Value of the program will be specific to the program or funding.

*For further information:*

Ministry of Research and Innovation

56 Wellesley Street West, 7th Floor

Toronto, ON M7A 2E7

Tel: 416-325-5181

Fax: 416-325-3877

<http://www.mri.gov.on.ca/english/default.asp>

# Ontario Innovation Demonstration Fund — IDF (Ministry of Research and Innovation)

## PURPOSE

Helps companies in their efforts to commercialize innovative technologies in Ontario, focusing on the commercialization and initial technical demonstration of innovative green technologies, processes and/or products.

The funding is to be used for technology demonstration activities at the pilot stage of development.

## ELIGIBILITY

Ontario companies with eligible projects that will be undertaken in Ontario, and where the project will result in full scale commercialization.

## VALUE

If approved, the Province will reimburse 50% of the eligible costs from a minimum of \$100,000 to a maximum of \$4,000,000 per project total. The applicant is required to fund the other 50% of project costs.

Financial assistance may be in the following forms:

- Secured Forgivable Loan;
- Secured Repayable Loans;
- Secured Incentive Term Loans;
- Royalty Agreements; or
- Equity participation.

For further information:

Innovation Demonstration Fund  
Ministry of Research and Innovation  
Commercialization Branch  
11th Floor, 56 Wellesley Street West  
Toronto ON M7A 2E7  
Tel: 416-326-0841  
Fax: 416-314-0680  
E-mail: [idf@ontario.ca](mailto:idf@ontario.ca)  
<http://www.mri.gov.on.ca/english/programs/idf/guidelines.asp>

# Scientific Research and Experimental Development – SR&ED Program

## PURPOSE

The Scientific Research and Experimental Development – SR&ED Program is a federal tax incentive program to encourage Canadian businesses of all sizes and in all sectors to conduct research and development (R&D) in Canada that will lead to new, improved or technologically advanced products or processes. The SR&ED program is the largest single source of federal government support for industrial research and development.

It should be noted that the CRA is responsible for administering the SR&ED program, while the Department of Finance is responsible for the legislation that governs it.

## ELIGIBILITY

Claimants can apply for SR&ED investment tax credits for expenditures such as wages, materials, capital expenditures, lease costs of equipment, some overhead and SR&ED contracts.

To qualify for the SR&ED program, work must advance the understanding of scientific relations or advanced technology, address scientific or technological uncertainty, and incorporate a systematic investigation by qualified personnel.

Work that qualifies for SR&ED tax credits includes:

- Experimental development to achieve technological advancement to create new materials, devices, products or processes or improve existing ones.
- Applied research to advance scientific knowledge with a specific practical application in view.
- Basic research to advance scientific knowledge without a specific practical application in view.
- Support work in engineering, design, operations research, mathematical analysis, computer programming, data collection, testing or psychological research, but only if the work is commensurate with, and directly supports, the eligible experimental development, or applied or basic research

The following activities are not eligible for benefits under the program:

- Social science and humanities research
- Commercial production of a new or improved material, device, or product, or the commercial use of a new or improved process
- Style changes
- Market research or sales promotion
- Quality control or routine testing of materials, devices, products or processes
- Routine data collection
- Prospecting, exploring or drilling for or producing minerals, petroleum or natural gas
- Development based solely on design or routine engineering practice

## VALUE

Generally, a Canadian-controlled private corporation (CCPC) can earn an investment tax credit (ITC) of 35% up to the first \$3 million of qualified expenditures for SR&ED carried out in Canada and 20% on any excess amount. Other Canadian corporations, proprietorships, partnerships and trusts can earn an ITC of 20% of qualified expenditures for SR&ED carried out in Canada.

Generally, a CCPC with a taxable income in the immediately preceding year that does not exceed the business limit may receive a portion of the ITC earned as a refund, after applying these tax credits against taxes payable.

The ITC earned by a Canadian corporation that is not a CCPC is non-refundable but may be used to reduce any taxes payable. The ITC earned by a proprietorship or certain trusts may be partially refunded after applying these tax credits against taxes payable.

*For further information:*

Canada Revenue Agency

Toll-free (information): 1-800-959-5525 (Business Enquiries and Registrations)

Toll-free (publications): 1-800-959-2221 (Forms and Publications)

<http://www.cra-arc.gc.ca/sred/>





Connecting Toronto's Business Community to Selected Assistance Programs

## Other Programs



# Business Development Bank of Canada

## PURPOSE

The Business Development Bank of Canada (BDC) is a financial institution owned by the Government of Canada. Its mission is to help create and develop Canadian businesses by providing financing, venture capital and consulting services.

## ELIGIBILITY

BDC programs are targeted to small and medium-sized enterprises (SMEs). The BDC provides services in areas such as manufacturing, exporting, innovation and knowledge-based industries.

## VALUE

The BDC helps build Canadian business capacity through:

- Financing: long-term loans for projects and working capital
- Subordinate financing: hybrid debt and equity financing
- Venture capital: direct and indirect investments in high technology companies
- Consulting services: tailored, quality consulting services at prices businesses can afford.

One of BDC's areas of focus is related to optimizing business operations. By providing financing solutions, as well as business consulting services in areas including technology planning, innovation and optimizing processes and reducing waste, BDC can help businesses find the right combination of financing and professional advice aimed at boosting productivity at minimum cost:

[http://www.bdc.ca/en/my\\_project/Projects/growth/production\\_planning.htm](http://www.bdc.ca/en/my_project/Projects/growth/production_planning.htm)

*For further information:*

Business Development Bank of Canada

121 King Street West

Suite 1200

Toronto, ON M5H 3T9

Tel: 416-973-0341

Fax: 416-954-5009

E-mail: [info@bdc.ca](mailto:info@bdc.ca)

<http://www.bdc.ca/en/home.htm>

# Canada Business Services for Entrepreneurs

## PURPOSE

The goal of Canada Business, a Federal government initiative managed in collaboration with Industry Canada as a lead department, as well as the Province, is to help your business grow and succeed through streamlined access to reliable, up-to-date information and services tailored to your needs.

Canada Business is committed to providing you with a wide range of information on government services, programs and regulations relevant to existing and potential business entrepreneurs. Canada Business is the result of joint service arrangements amongst the Federal and Provincial governments, and in some cases the private sector.

## ELIGIBILITY

The Canada Business web site offers information about programs and services that would be of potential interest to a very wide variety of businesses. The web site contains a feature in which you can search for relevant information and programs based on the NAICS code of your business.

## VALUE

The themes for which information and services are provided generally include:

- growth and innovation
- grants and finances
- sales and marketing
- regulations, licenses and permits
- management and operations
- export, import and foreign investment
- market research and statistics
- selling to government
- copyright and intellectual property
- environment and business
- hiring and managing staff

*For further information:*

Business Info Line (a collaboration between ServiceOntario and Industry Canada)

Toll free: 1-888-745-8888

3rd Floor, 151 Yonge Street

Toronto, ON M5C 2W7

<http://www.canadabusiness.ca/eng/>

<http://www.ic.gc.ca/eic/site/ic1.nsf/eng/home>

# Global Commerce Support Program

## PURPOSE

Support Canadian companies and/or researchers in pursuing international R&D collaborative opportunities through the development of partnerships with key players in other countries/economies.

## ELIGIBILITY

Canadian researchers from

- private Canadian small and medium sized enterprises,
- universities, and
- non-government research centres

## VALUE

Going Global provides assistance by contributing up to 75% of the eligible expenses.

Eligible expenses include:

Travel and related costs

- airfare,
- local transportation,
- accommodation,
- meals and incidentals,
- other related costs.

Other non-research expenses

- meeting costs (workshop or seminar expenses, hospitality),
- participation at targeted exhibitions and conferences,
- pursuit of large scale projects (such as EU Framework),
- development of legal documentation to solidify partnership,
- translation services,
- photocopies or printed material,
- pursuit of financial support

*For further information:*

Yvonne Lauzon

Trade Commissioner – Going Global Administrator

Tel: 613-995-7920

Fax: 613-944-0111

E-mail: [innovation@international.gc.ca](mailto:innovation@international.gc.ca)

# Ministry of Economic Development & Trade Invest in Ontario: Select Government Programs for Businesses

The “Invest in Ontario” initiative of the Ministry of Economic Development & Trade has identified a number of programs and incentives that may be of interest to domestic as well as international firms.

These programs and incentives are offered by the Federal and Provincial governments and a variety of other program sponsors, and may be categorized as follows:

- Commercialization
- Community Development
- Digital Media
- Energy
- Export
- Financing
- Human Resources and Training
- Infrastructure
- Research and Development
- Venture Capital

A listing and descriptions of the various programs may be accessed through this link:  
[http://www.ontariocanada.com/ontcan/1medt/econdev/en/ed\\_home\\_en.jsp](http://www.ontariocanada.com/ontcan/1medt/econdev/en/ed_home_en.jsp)

Additional information about a variety of business programs and services is also available through the Ministry of Economic Development and Trade’s web site:  
[http://www.ontariocanada.com/ontcan/1medt/en/progserv\\_main\\_en.jsp](http://www.ontariocanada.com/ontcan/1medt/en/progserv_main_en.jsp)

More specific information regarding programs for Small and Medium Enterprises targeted to 10-500 employees (SMEs) is available through this link:  
[http://www.ontario.ca/en/business\\_program/index.htm](http://www.ontario.ca/en/business_program/index.htm)

For additional information please contact Invest in Ontario services:  
Tel: 416-212-8888

# Toronto Region Research Alliance (TRRA)

## PURPOSE

TRRA's mandate is to help mobilize the Toronto Region to promote its extraordinary strengths and to compete more effectively in the international research and development (R&D) marketplace.

## ELIGIBILITY

TRRA's activities are focused in four priority sectors where the Toronto Region possesses impressive competitive advantages:

- Advanced manufacturing including materials science
- Bio life sciences
- Energy & environment
- Information technology/communications

## VALUE

- A wide range of data, reports and information about the Toronto Region to help make important decisions about site location and research investment
- Intelligence about critical location factors
- In-depth analysis and understanding of research and innovation issues
- Quick access to regional leadership (governments, business and institutions)
- Reliable navigation and introductions to the most relevant regional R&D resources
- Customized support to international research-intensive organizations interested in investing in the Toronto Region

*For further information:*

Toronto Region Research Alliance  
MaRS Centre, Heritage Building  
101 College Street, Suite HL30  
Toronto, ON M5G 1L7  
Tel: 416-673-6670  
Fax: 416-673-6671  
E-mail: [info@trra.ca](mailto:info@trra.ca)  
[www.trra.ca](http://www.trra.ca)