



Town of Rimbey Policy Manual

Title:	Business Development Incentive Grant Program	Policy No.:	6601
Supercedes:	New		
Approved:	September 12, 2011	Resolution No.:	206/11
Effective Date:	September 12, 2011		
Purpose:	Development Incentive to encourage business growth within the community		

1.0 Policy Statement

The Town of Rimbey is committed to encouraging development of businesses within the Town by encouraging the enhancement of existing buildings, the construction of new buildings and additions to existing buildings, or the demolition of dilapidated buildings.

To this end, Council has established a business development incentive grant program for eligible development projects, to be paid upon project completion.

2.0 Purpose

The purpose of this Policy is to establish the Business Development Incentive Grant Program (the "Program") in order to:

- 2.1 Encourage owners of non-residential buildings to invest in improvements that enhance the building's appearance and function and which will increase the assessed value of the property.
- 2.2 Attract economic growth and employment, and encourage new investment in the Town.
- 2.3 Encourage the demolition of existing buildings that may detract from the visual amenities of the area, as well as posing a potential fire and safety hazard to the community.

3.0 Application Area, Effective Date and Program Timeline

- 3.1 This Program applies to all private commercial and industrial buildings within the Town of Rimbey, together with all vacant lots zoned for commercial or industrial purposes in accordance with the Town of Rimbey Land Use Bylaw.
- 3.2 This Program becomes effective upon approval by Town Council.
- 3.3 Once approved, the Program shall run for a two-year period for application submissions. At the end of the two-year period, Administration shall evaluate the overall effectiveness of the Program and report its findings to Town Council. Town Council can then determine whether to continue the Program.
- 3.4 All Program funding is subject to Town Council approval within the Town's operating budget and all applications for grants shall be processed on a first come, first serve basis subject to the availability of funding as approved by Town Council.

Amended:

Date:

Resolution:

Date:

Resolution:

4.0 Eligibility

- 4.1 The Applicants assessed value must increase by a minimum of \$50,000, except for demolition.
- 4.2 To be eligible for a grant under this Program, no work may be performed until approved by the Town. Except as noted in clauses 4.3 or 4.4, work that has commenced prior to Town approval is not eligible for a grant through this Program.
- 4.3 Business Applicants that previously qualified for a development incentive pursuant to Town of Rimbey Bylaw #827/08, which was rescinded March 9, 2011, would be eligible for a grant.
- 4.4 Business Applicants that previously qualified for a demolition incentive pursuant to Town Policy #6701, which was abolished March 9, 2011, would be eligible for a grant.
- 4.5 The applicant would be eligible for a grant once the Town has received verification that the improvements, the subject of the grant application, have been completed to the Town's satisfaction.
- 4.6 The Program is limited to one grant application per parcel or principal building on a parcel. In the case of a single parcel accommodating multiple tenants or businesses, the grant incentive program may be applied for each independent business operation, with the grant available to the property owner(s).
- 4.7 Home based businesses are not eligible for grant funding through this Program.
- 4.8 The applicant must be the registered property owner or his or her designate.
- 4.9 Business Applicants must be in good standing with the Town in order to qualify under this Program. Applicants and businesses that have outstanding taxes (including tax arrears), outstanding utilities or any litigation or Town Bylaw infractions with the Town will not qualify for this Program. If any tax or utility payments are missed or received late for the property, the Town may terminate any application related to that property.
- 4.10 Government offices and agencies and any organizations exempt from paying property taxes to the Town will not qualify for this Program.
- 4.11 All projects approved under this Program must be completed in a timely manner. All projects must be completed within 12 months of the approval by the Town. When it can be demonstrated that circumstances clearly beyond the applicant's control prohibit completion in 12 months, the Town may, in its discretion, grant a 12 month extension. Failure to complete the project in a timely manner will result in cancellation of the application at the discretion of the Town.
- 4.12 The applicant will be responsible for securing all required development permits and building permits. All work must comply with the Town, Provincial and Federal regulations.
- 4.13 All construction contracts will be between the applicant and the contractor.
- 4.14 Final determination of qualification for a grant pursuant to this Program will not be made until the construction is substantially complete and ready for occupancy and a review has been undertaken by the Development Authority assessing the project against the applicant's previously approved proposal.

5.0 Development Incentive Grant

- 5.1 New Build or Enhancements to Existing Buildings (Including internal and external improvements and additions to existing buildings and rebuild after demolition)
 - 5.1.1 The grant is provided and paid to the property owner in one payment following receipt of new assessment. Schedule "A" attached to this policy, sets out the grants available.
 - 5.1.2 As this is a one time grant, each grant is subject to review by Council annually.

Amended:**Date:****Resolution:****Date:****Resolution:**

5.2 Demolition of Existing Buildings (with no rebuild)

- 5.2.1 A one-time grant up to \$5,000 is available to the property owner to assist with demolition costs, grant not to exceed the total cost of the demolition.
- 5.2.2 The grant is available following demolition and subject to the Town's satisfaction that the entire site has been cleared of all buildings and structures.
- 5.2.3 Must comply with relevant environmental standards.
- 5.2.4 Each grant is subject to annual review by Council.

6.0 Application Requirements

- 6.1 Applications submitted under this Program shall be accompanied by the following components:
 - 6.1.1 An approved Development Permit and approved Building Permit.

7.0 Application Process

- 7.1 In conjunction with or prior to filing an application, the applicant shall review the Application Requirements and consult with the Development Authority regarding the application process, requirements, criteria, rules of eligibility, project design and other relevant details of the proposed project.
- 7.2 In order to ensure adequate, consistent review and evaluation, the project proposal shall be prepared in accordance with the format established by Town Administration.
- 7.3 Completed applications shall be submitted to the Town's Development Authority.
- 7.4 Upon receipt of the application by the Development Authority, the applicant will be required to contact the Development Authority to schedule a pre-construction inspection of the subject property to determine the pre-construction status of the lands and any buildings on it.
- 7.5 Except as noted in clauses 4.3 or 4.4, to be eligible for reimbursement, no work may be performed until approved by the Town. Work that has commenced prior to Town approval is not eligible for reimbursement.
- 7.6 The Town reserves the right to accept, reject or modify any application and render decisions in regards to complete applications as approvals, approvals with conditions, and refusals.
- 7.7 In the case of an approval with conditions, or refusal of an application by the Town, the applicant may appeal such a decision to Council.
- 7.8 An appeal may be made in writing by the applicant to the Development Authority for presentation to Council within 14 days of the date of the decision of the Development Authority.
- 7.9 There is no fee associated with an appeal to Council, however only one appeal may be filed for an application, with no opportunity permitted for a second appeal on the same application.
- 7.10 Within 30 days of receipt of a notice of appeal, Council will hold a hearing respecting the appeal. The hearing shall be conducted in public.
- 7.11 Council shall give at least 5 days notice in writing of the appeal hearing to the applicant and the Development Authority.
- 7.12 At the appeal hearing, Council shall hear:
 - 7.12.1 The appellant or any person acting on behalf of the appellant;

Amended:

Date:

Resolution:

Date:

Resolution:

7.12.2 The Development Authority; and

7.12.3 Any other person affected by the decision, or claims to have an interest in the decision and that Council agrees to hear.

7.13 Council shall make a decision on the appeal within 14 days of the appeal hearing.

8.0 General Program Conditions

8.1 The general conditions and requirements of the Program are not necessarily exhaustive and the Town reserves the right to include other conditions, considerations and requirements as deemed necessary on a property specific basis. All grants pursuant to this Program are subject to the following general conditions and requirements:

8.1.1 The Town is not responsible for any costs incurred by the applicant in relation to the Program, including without limitation, costs incurred in the anticipation of the grant;

8.1.2 If an applicant is in default of any of the Program's requirements or conditions, or any other requirement of the Town, the Town may delay, reduce or terminate an approved grant;

8.1.3 The Town may discontinue the Program at any time but applicants with approved grants will continue to receive approved grants subject to the meeting of the Program's conditions and requirements;

8.1.4 All proposed projects approved under the Program shall conform to all relevant codes, policies, procedures, standards and guidelines, including any applicable Town bylaws, zoning requirements and approvals;

8.1.5 The Town may inspect the property that is subject to an application under this Program at any time;

8.1.6 Outstanding work orders, and orders or requests to comply, and other charges from the Town (including current year tax and arrears) must be satisfactorily addressed prior to any payment being issued at any time.

9.0 Responsibilities

9.1 Town Council

9.1.1 Approves changes to this Program and Policy;

9.1.2 Approves Program funding for implementation of this Program;

9.1.3 Hears and decides appeals on Program applications; and

9.1.4 Evaluates the Program upon completion.

9.2 Chief Administrative Officer

9.2.1 Recommends to Town Council the application of this Program;

9.2.2 Recommends to Town Council the Program funding for implementation of the Program;

9.2.3 Recommends changes to the Program to Town Council;

9.2.4 Provides administrative evaluation of the Program upon completion;

9.2.5 Identifies a funding source for the Program and makes recommendations to Town Council accordingly;

Amended:

Date:

Resolution:

Date:

Resolution:

9.2.6 Renders decisions regarding the approval, approval with conditions or refusal of grant applications pursuant to this Program; and

9.2.7 Administers the funding source.

9.3 Development Authority

9.3.1 Recommends to the Chief Administrative Officer the Program funding for implementation of the Program;

9.3.2 Recommends changes to the Program to the Chief Administrative Officer;

9.3.3 Recommends a funding source for the Program to the Chief Administrative Officer;

9.3.4 Evaluates the Program annually, provides report to the Chief Administrative Officer regarding its performance and makes appropriate recommendations regarding its ongoing implementation;

9.3.5 Serves as the Town’s contact for receipt of applications for Program grants issued pursuant to this Program;

9.3.6 Evaluates applications for completeness;

9.3.7 Coordinates the administrative review of applications throughout the period between submission of the application and project completion;

9.3.8 Prepares a written report to the Chief Administrative Officer on each application with a recommendation to approve, conditionally approve or refuse an application; and

9.3.9 Conducts on-site pre-construction, post-construction and periodic inspections of the subject project.

10.0 Measurements for Program Effectiveness

10.1 In order to measure the effectiveness of the Program at the end of the two-year period, the Town may establish starting benchmarks and final evaluation criteria which may include such measurements as:

10.1.1 2011 Baseline Figures;

10.1.2 Assessment impacts upon the Town;

10.1.3 Review of dollar value figures for building permits (new construction and improvements) through participation in the Program;

10.1.4 New and/or continuing employment opportunities created through the Program.

Amended:

Date:

Resolution:

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SCHEDULE "A"

Total Increase in Assessment	Grant payment upon receipt of new assessment
\$50,000 to \$99,999.....	\$500
\$100,000 to \$149,999.....	\$1,000
\$150,000 to \$199,999.....	\$1,500
\$200,000 to \$249,999.....	\$2,000
\$250,000 to \$299,999.....	\$2,500
\$300,000 to \$349,999.....	\$3,000
\$350,000 to \$399,999.....	\$3,500
\$400,000 to \$449,999.....	\$4,000
\$450,000 to \$499,999.....	\$4,500
\$500,000 to \$749,999.....	\$5,000
\$750,000 to \$999,999.....	\$6,000
\$1,000,000 to \$1,499,999.....	\$8,000
\$1,500,000+	\$10,000

Amended:

Date:

Date:

Resolution:

Resolution:



BUSINESS DEVELOPMENT INCENTIVE GRANT PROGRAM APPLICATION FORM

THIS FORM TO BE COMPLETED IN FULL WHEREVER APPLICABLE

1. APPLICANT INFORMATION

Business Name _____ Applicant's Name: _____
Business Locations: _____ Lot: _____ Block: _____ Plan: _____
Mailing Address: _____ Postal Code: _____
Business Phone: _____ Cell Phone: _____ Home Phone: _____

2. TYPE OF IMPROVEMENT(S)

Enhancements to Existing Property	Type: _____	Value: _____
New Build on Vacant Land	Type: _____	Value: _____
Demo of Existing Building	Type: _____	Value: _____

3. PROPOSED LOCATION FOR PLACEMENT: _____

4. REASONS FOR SELECTING THE PROPOSED LOCATION FOR PLACEMENT: _____

5. ASSESSMENT VALUE

Year before Construction: \$ _____ Year after construction: \$ _____

6. DECLARATION

I, (print) _____ Hereby request the Town of Rimby to administer the Business Development Incentive Grant Program in regards to the above designated improvement(s) on my behalf.

Applicant's Signature: _____ Date: _____

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT (FOIP) NOTICE

The information on this form is collected under the authority of the Freedom of Information and Protection of Privacy Act (FOIP). The FOIP Act regulates the collection and disclosure of personal information. The privacy of personal information requested in this form is protected by the FOIP Act and is collected for the sole use of the Town of Rimby.



BUSINESS DEVELOPMENT INCENTIVE GRANT PROGRAM

APPLICATION CHECKLIST

- 1. Pre- application consultation meeting with the Development Officer regarding the application process, criteria, and rules of eligibility.
- 2. Application form. Completed application forms will be submitted to the Development Officer. This process does not require an application fee.
- 3. Program participants are required to comply with all municipal, provincial and federal permits and licenses.
- 4. Approved development and building permits for the project for which the applicant is seeking grant approval.
- 5. Any other information that may be deemed necessary by the Development Officer to support the application.

Program Evaluation:

In order to measure the effectiveness of the Business Development Incentive Grant Program at the end of the two-year period the Town shall establish starting benchmarks and final evaluation criteria, which may include such measurements as:

- i. The 2011 Baseline figures;
- ii. The assessment impacts upon the Town;
- iii. A review of dollar value figures for building permits (new construction and improvements) through participation in the Program;
- iv. New and continuing employment opportunities created through the Program.