



ADMINISTRATION COMMERCIAL INCENTIVE PROGRAM

Title:	Commercial Incentive Program
Adopted on:	December 13, 2021
Adopted by:	City Council
Jurisdiction:	City Manager
Effective Date:	January 1, 2022

1. PURPOSE

The Commercial Incentive Program (CIP) provides a framework for the creation and implementation of various incentive programs aimed to encourage businesses and developers to create commercial activity and development in Weyburn.

The program is developed for the following objectives:

- To improve Weyburn's competitive position in attracting and retaining businesses
- Encourage Commercial investment to create a strong local economy and expand employment opportunities for residents
- To support current businesses to expand or improve their operations in Weyburn
- To encourage businesses to locate or expand their operations in Weyburn
- To increase the long-term viability of a commercial or industrial development; and
- To demonstrate the City's commitment to economic development

2. POLICY:

The Commercial Incentive Program will be made available to all new and existing businesses in the following categories:

- Façade & Site Improvements
- New Construction
- Vacant Buildings

2.1 Façade & Site Improvement:

Intent:

The focus of the program is the improvement of all commercial or industrial buildings in Weyburn (non-residential) by encouraging property and business owners to renovate, restore or redesign existing building façades and sites. Home occupations would not be eligible.

Grant:

The program will rebate 25% of the combined total cost of eligible façade or site improvements. The maximum rebate amount paid by the City shall not exceed \$5,000 of eligible improvements being paid for by the owner, based on a total of \$20,000. This amount will be credited to the tax roll of the property.

Eligibility:

- The following would be the eligible improvements:
 - Awnings
 - Canopies
 - Exterior Lighting
 - Doors, entrances
 - Window Replacement
 - Exterior Painting
 - Siding
 - Brick cleaning / repairs
 - Landscaping
 - Signage
 - Parking Lot Resurfacing
 - Curbing
 - Sidewalks / Walkways
- The project must meet all applicable building safety codes, development requirements and comply with Zoning Bylaw requirements upon completion.
- The Project(s) will require land use approval through applicable development permit, sign permit, and construction approvals which may include building, electrical and mechanical permits.
- The program is intended to incentivize work and not abate past improvements. As such, to be eligible for funding, improvements may not commence until the application has been approved by the City.
- Only the registered owner(s) of the property or a Business owner (Renter or Leaser) who is entered into a net/triple net lease agreement with the property owner, at the time of commencement of the project approval, is/are eligible for the incentive.
- To be eligible, a building must be commercially assessed and a property must not be in arrears in taxes, municipal utilities or any other municipal charges.
- A property/building is not eligible to receive a tax rebate if it has been the subject of a façade/site improvement or vacant buildings tax incentive under this policy within the past 5 years. If the property/building was previously subject to a New Construction Incentive, it is not eligible for another tax incentive under this policy until 3 years after the New Construction Tax exemption is completed.
- The Business needs to be licensed by the City of Weyburn.

Application:

- A completed “Commercial Incentive Program Application” (appendix A) must be submitted to the Planning & Development Department.
- All required information must be included in the application prior to being reviewed.
- A project cannot qualify for more than one Commercial Incentive Program.

2.2 New Construction

Intent:

The focus of the program is to encourage new development (construction on vacant properties).

Grant:

The following tax abatements would be applied:

- Year 1: (from date on the original development permit) 100%
- Year 2: 100%
- Year 3: 100%
- Year 4: 100% (only applicable for projects with permit value - \$1,500,000 - \$2,499,999)
- Year 5: 100% (only applicable for project with permit value - \$2,500,000 and over)

Eligibility:

- New construction of buildings on vacant properties. Construction value must be greater than \$500,000.
- The project must meet all applicable building safety codes, development requirements and comply with Zoning Bylaw requirements upon completion.
- The project will require land use approval through a development permit and construction approvals including the appropriate building, electrical and mechanical permits.
- The program is intended to incentivize work and not abate past improvements. As such, to be eligible for funding, improvements may not commence until the application has been approved by the City.
- Only the registered owner(s) of the property at the time of commencement of the project approval, is/are eligible for the incentive.
- To be eligible, a property must be commercially assessed and must not be in arrears in taxes, municipal utilities or any other municipal charges.
- A property/building is not eligible to receive a tax rebate if it has been the subject of a tax incentive under this policy within the past 5 years.
- The Business needs to be licensed by the City of Weyburn.

Application:

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2.3 Vacant Buildings**Intent:**

The focus of the program is to attract new businesses and develop employment opportunities in currently vacant commercial and industrial buildings. In some cases, the incentive will assist new property owners offset the cost of having the property meet building code and development standards.

Grant:

The program will provide the following incentive:

- Year 1 – 100%

Eligibility:

- The applicant must be a new business to the building/property.
- The building must be vacant for 12 months prior to the possession date. The onus is on the applicant to prove that building has been vacant for 12 months.
- The project must meet all applicable building safety codes, development requirements and comply with Zoning Bylaw requirements upon completion.
- The project will require land use approval through a development permit and construction approvals including the appropriate building, electrical and mechanical permits.
- The program is intended to incentivize work and not abate past improvements. As such, to be eligible for funding, improvements may not commence until the application has been approved by the City.
- Only the registered owner(s) of the property or a Business owner (Renter or Leaser) who is entered into a net/triple net lease agreement with the property owner, at the time of commencement of the project approval, is/are eligible for the incentive.
- To be eligible, a property must be commercially assessed and must not be in arrears in taxes, municipal utilities or any other municipal charges.
- A property/building is not eligible to receive a tax rebate if it has been the subject of a façade/site improvement or vacant buildings tax incentive under this policy within the past 5 years. If the property/building was previously subject to a New Construction Incentive, it is not eligible for another tax incentive under this policy until 3 years after the New Construction Tax exemption is completed.
- The Business needs to be licensed by the City of Weyburn.

Application:

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- A project cannot qualify for more than one Commercial Incentive Program.

3. ROLES & RESPONSIBILITIES

City Council to:

- Review and approve updates to this policy, as necessary.
- Approve the appropriate level of funding in accordance with the Commercial Incentive Policy and pursuant to *The Cities Act, Section 263*.

Economic Development Ad Hoc Committee to:

- Review and evaluate program outcomes and provide recommendations to Council.

Planning and Development to:

- Promote the Commercial Incentive Program and assist prospective applicants applying for the program
- Accept and review all applications, approve applications based on the criteria set out within the policy.
- Provide a report to the Economic Development Ad Hoc Committee for annual program outcomes and any suggestions or recommendations for changes to the program.
- Report program outcomes annually to City Council.

Assessment and Taxation to:

- Calculate and process all rebates for eligible properties prior to year-end
- Submit to City Council at year end:
 - a list of properties qualifying the program
 - a list of properties for which applications for program have been received but do not qualify for the program
 - a list of properties through the program that have previously been approved and which remain eligible for tax concessions under the phasing out provisions of this policy
- Establish a separate budget item in each year's budget to show properties approved under this policy

Applicant to:

- Submit an application in the form prescribed by the City to the Planning and Development Department for review
- Provide additional information as required during the application process
- Pay 100% of cost of eligible improvements prior to funding. Once the invoices have been paid by the owner/applicant, these must be submitted to the City for funding.
- If approved, provide required follow-up documentation which may include pictures of the work completed, quotes, receipts, assessments, etc.
- Ensure taxes are kept current. If the property goes into arrears, the tax incentive becomes null and void.
- Only be eligible to receive an incentive once within the time period prescribed in this policy for the same building/property.

4. PROCEDURES

- The City may revoke the grant approval of applications that have been deemed eligible under this policy:
 - On the written request of the Applicant; or
 - At any time, if the Applicant breaches or does not fully satisfy any of the obligations and



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- conditions in the established policy, as determined by the City acting reasonably, effective immediately upon delivery of a notice to the Applicant of the intention to stop the rebate of municipal taxes.
- In the event that an Applicant does not meet the obligations in the established policy, the Applicant will pay to the City, municipal property taxes for any period during which the obligations were not in fact met, calculated pro rata based on the annual amount of municipal taxes that would have been payable but for the Tax Cancellation; and any municipal property taxes penalties that would apply.
 - Approval of projects for tax incentives will be based solely on the scope of the application submitted.



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“Appendix A”

Applicant:

Name: _____
 Mailing Address: _____

 Phone: _____
 Email: _____
 Business Name: _____

Property Owner (if different from applicant):

Name: _____
 Mailing Address: _____

 Phone: _____
 Email: _____

Subject Property:

Address: _____ Zone: _____
 Legal Land Description: _____

Project Involves (check one):

- New Construction (new building)** - Please describe: _____
- Vacant Building (new business)** – Please describe: _____
- Façade & Site Improvements** – Please specify below:
 - 1. _____ Estimated Cost: _____
 - 2. _____ Estimated Cost: _____
 - 3. _____ Estimated Cost: _____
 - 4. _____ Estimated Cost: _____
 - 5. _____ Estimated Cost: _____
 - 6. _____ Estimated Cost: _____
 - 7. _____ Estimated Cost: _____

Proposed Commencement Date: _____ Proposed Completion: _____

Estimated Project Cost: _____

Please submit supporting documentation including pictures/renderings of proposed work, site plan, building floor plans, quotes/cost estimates, etc.

For Office Use Only		
Application No.	File No.	Development Permit #: _____ or <input type="checkbox"/> N/A Sign Permit #: _____ or <input type="checkbox"/> N/A Building Permit #: _____ or <input type="checkbox"/> N/A Business License Approved: <input type="checkbox"/> Yes or <input type="checkbox"/> No
Date received:		City Official:
Approved <input type="checkbox"/> or Denied <input type="checkbox"/>		Date:
Value of project:		Value of Rebate:



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Declaration

I _____, hereby certify that:

- I am the registered property owner of the subject property; or
- I am authorized to act on behalf of the registered property owner;

I/We hereby acknowledge reading this application and state that the information contained herein is correct. I certify that the above information is true and accurate to the best of my knowledge.

I agree to comply with all City Bylaws and / or Provincial Regulations.

I understand that knowingly providing false costs will null and void the Application and any associated approvals.

Owner / Agent

Date

Witness