

<u>Issued</u>	<u>AMENDED:</u>
<b>Downtown Revitalization Incentive Policy</b>	

**1. Objective and Purpose**

The objective of this policy is to encourage the revitalization and restoration of the City of North Battlefords’ Downtown by providing tax based incentives to owners of eligible properties. This policy has been formed in conjunction with the Downtown Revitalization Action Plan adopted by City Council on March 13<sup>th</sup>, 2017. The purpose of the Downtown Revitalization Incentive Policy is to strengthen the viability of existing businesses, stimulate and encourage new private investment and improve the image and attractiveness of Downtown North Battleford.

**2. Definitions**

In this policy:

**“Agreement”** means a redevelopment tax incentive agreement between the owner of a parcel of land and the City of North Battleford, substantially in the form and with the content of the Agreement attached as Schedule “B”.

**“City”** means City of North Battleford.

**“Council”** means the Council of the City of North Battleford.

**“Downtown”** means the Downtown Business Improvement District as outlined in Schedule “A”.

**“Permit”** means a building or development permit issued by the City of North Battleford.

**“Project”** means a development for which a building permit and/or development has been issued for by the City of North Battleford.

**“Tax Exemption”** means a redevelopment tax incentive provided under this policy.

**3. Policy**

(a) The Downtown North Battleford Revitalization Incentive Program Applications will be accepted for a 24-month period beginning at the date of adoption by City Council.

(b) To be eligible for this policy, a permit must be issued by the City of North Battleford after January 1, 2017 or currently be in progress.

- (c) The issuance of the permit must adhere to the criteria set by the City of North Battleford and satisfy all requirements.
- (d) The Tax Exemption will only be granted on the assessed value for the portion of the Commercial Mill Rate.
- (e) The Tax Exemption does not apply to Education Taxes, UPAR, BID rate and the Recreational Capital tax.
- (f) For a project to be considered for a Tax Exemption it must reside within the Business Improvement District Boundary as outlined in Schedule “A”.
- (g) If the owner of a property wishes to enter an agreement for a Tax Exemption under this policy, the owner must submit the application attached as Schedule “B” to this policy to the Downtown Business Improvement District. The property must hold a current permit that is either in progress or issued after January 1, 2017 and must provide details and the value of the project. Council will determine the eligibility of a project. The City reserves the right to request proof of cost for the project.
- (h) The implementation of the abatement shall begin upon the completion of the project determined by the Development Officer and issuance of a Downtown Revitalization Abatement Certificate. In the fiscal year following the Notice of Assessment for the “improvements” and the term of the abatement shall be negotiated and drafted in a contract form between the City and the Applicant.
- (i) The Tax Exemption may be cancelled by the City, in its discretion, in one or more of the following circumstances:
  - i. on request of the owner
  - ii. if any of the conditions in the Agreement are not met; or
  - iii. if the owner has allowed the property taxes to go into arrears.
- (j) If the Tax Exemption is cancelled by the City, the credit amounts will be charged back to the property on the tax roll and are considered due and collectable upon written notice.

#### **4. Programs**

The following six programs are meant to incentivize specific development in the Downtown. Each program targets specific needs for Revitalizing Downtown. A project cannot qualify for more than one program. Applicants are to apply for their preferred program at time of submission.

**Building Façade and Site Improvements Incentive Program***Intent:*

The intent of this program is for existing businesses to improve their overall aesthetics and physical appearance of the building exterior and property.

*Criteria:*

1. Must be within the BID District as outlined in Schedule A, commercially assessed property.
2. All taxes and charges related to the property must be current.
3. Improvements must comply with *National Building Code of Canada*, the *Uniform Building and Accessibility Standards Act*, the *City of North Battleford Zoning Bylaw 1971*, the *City of North Battleford Downtown Revitalization Action Plan and Architectural Design Guidelines*, and where applicable any other regulations. All projects must apply for a Building Permit and Development Permit.
4. One application per property within the 24-month time period of this policy.
5. Projects eligibility determined by City Council

*The following improvements are eligible:*

- Awnings
- Canopies
- Lighting
- Doors, entrances
- Window Replacement
- Painting - exterior
- Siding
- Brick Cleaning/repair
- Landscaping
- Signage
- Parking Lot Resurfacing
- Curbing
- Sidewalks/Walkways
- Bollards
- Street amenities or other items approved by the Development Officer

*Incentive:*

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.

**Building Improvements and Expansion Incentive Program**

*Intent:*

This program will abate taxes for existing buildings and businesses that improve their property through new construction and/or interior renovations.

*Criteria:*

1. Must be within the BID District as outlined in Schedule A, commercially assessed property.
2. All taxes and charges related to the property must be current.
3. Improvements must comply with *National Building Code of Canada*, the *Uniform Building and Accessibility Standards Act*, the *City of North Battleford Zoning Bylaw 1971*, the *City of North Battleford Downtown Revitalization Action Plan and Architectural Design Guidelines*, and where applicable any other regulations. All projects must apply for a Building Permit and Development Permit.
4. One application per property within the 24-month time period of this policy.
5. Projects eligibility determined by City Council

*Eligible Improvements:*

- Interior renovations (flooring, paint, drywall, etc.)
- Structural Alterations
- Building Additions (new construction)

*Incentive:*

<b>Project Value on Building Permit</b>	<b>Amount of Years Eligible for Tax Exemption</b>
\$100,000-\$149,999	One (1) Year
\$150,000-\$199,999	Two (2) Years
\$200,000-\$249,999	Three (3) Years
\$250,000-\$499,999	Four (4) Years
\$500,000+	Five (5) Years

**Vacant Property Tax Incentive Program***Intent:*

This program will abate taxes for new property owners to offset the cost of bringing a property up to building code and current standards.

*Criteria:*

1. Must be within the BID District as outlined in Schedule A, commercially assessed property.
2. All taxes and charges related to the property must be current.
3. Improvements must comply with *National Building Code of Canada*, the *Uniform Building and Accessibility Standards Act*, the *City of North Battleford Zoning Bylaw 1971*, the *City of North Battleford Downtown Revitalization Action Plan and Architectural Design Guidelines*, and where applicable any other regulations. All projects must apply for a Building Permit and Development Permit.
4. One application per property within the 24-month time period of this policy.
5. Projects eligibility determined by City Council

*Eligible:*

- Must be a new owner within the 24 month time frame of this policy.
- Building must be vacant for the past 2 years minimum.
- The new owner cannot be related to the previous owner or affiliated in any financial manner.

*Incentive:*

First Year	100%
Second Year	50%
Third Year	0%

**Brownfield Tax Incentive Program***Intent:*

This program will abate taxes for properties that are contaminated to encourage property owners and/or developers to clean-up the land for redevelopment.

*Criteria:*

1. Must be within the BID District as outlined in Schedule A, commercially assessed property.
2. All taxes and charges related to the property must be current.
3. Improvements must comply with *National Building Code of Canada*, the *Uniform Building and Accessibility Standards Act*, the *City of North Battleford Zoning Bylaw 1971*, the *City of North Battleford Downtown Revitalization Action Plan and Architectural Design Guidelines*, and where applicable any other regulations. All projects must apply for a Building Permit and Development Permit.
4. One application per property within the 24-month time period of this policy.
5. Projects eligibility determined by City Council

*Eligible:*

- Must be a contaminated site that requires remediation.
- Must provide closure report from Saskatchewan Environmental Resource Management Department certifying the property has been remediated to their standards.
- Must provide copies of environmental reports from a certificated Professional Engineer.

*Incentive:*

First Year – 100%

Second Year- 100%

Third Year – 100%

Fourth Year- 100%

Fifth Year- 75%

Sixth Year-0%

**New Construction Incentive Program***Intent:*

This program will encourage new development in the Downtown.

*Criteria:*

1. Must be within the BID District as outlined in Schedule A, commercially assessed property.
2. All taxes and charges related to the property must be current.
3. Improvements must comply with *National Building Code of Canada*, the *Uniform Building and Accessibility Standards Act*, the *City of North Battleford Zoning Bylaw 1971*, the *City of North Battleford Downtown Revitalization Action Plan and Architectural Design Guidelines*, and where applicable any other regulations. All projects must apply for a Building Permit and Development Permit.
4. One application per property within the 24-month time period of this policy.
5. Projects eligibility determined by City Council

*Eligible:*

- New construction of buildings on vacant properties.
- Construction value must be greater than \$500,000.
- Any demolition and new development of a principal building will qualify but only the value of new construction will be taken into consideration for program eligibility. Demolition costs are **not** eligible for this incentive.

*Incentive:*

First Year – 100%

Second Year- 100%

Third Year – 100%

Fourth Year- 75%

Fifth Year- 50%

Sixth Year-0%

**New Residential Incentive Program***Intent:*

This program will encourage developers to build medium to high density units in the Downtown.

*Criteria:*

1. Must be within the BID District as outlined in Schedule A, commercially assessed property.
2. All taxes and charges related to the property must be current.
3. Improvements must comply with *National Building Code of Canada*, the *Uniform Building and Accessibility Standards Act*, the *City of North Battleford Zoning Bylaw 1971*, the *City of North Battleford Downtown Revitalization Action Plan and Architectural Design Guidelines*, and where applicable any other regulations. All projects must apply for a Building Permit and Development Permit.
4. One application per property within the 24-month time period of this policy.
5. Projects eligibility determined by City Council

*Eligible:*

New construction of medium to high density residential units **(5 or more units)**.

*Incentive:*

First Year – 100%

Second Year- 100%

Third Year – 50%

Fourth Year- 25%

Fifth Year- 0%



## 5. Procedure

- (a) Applicants will complete all necessary City forms to acquire all required permits for a project
- (b) Applicants must then complete a City of North Battleford “**Application for Redevelopment Tax Incentive**” in the prescribed form.
- (c) Upon receipt of application the Business Improvement District will submit a report summarizing the project to the Planning and Development Department of the City of North Battleford. This report will be then submitted for review and approval to City Council by the Director of Planning and Development.
- (d) The tax assessment exemption starts from January 1<sup>st</sup> of the year the project is completed and inspected.
- (e) For those applications that qualify for more than one program, only one incentive will be given. Incentive programs cannot be combined or altered unless City Council approves otherwise.
- (f) The following items are not eligible for rebates and are not to be included in cost estimates for any Incentive Programs within this policy:
  - Loan fees
  - Mortgage fees
  - Property Acquisition Fees
  - Removable items
  - Equipment or inventory
  - Building Permit Fees
  - Development Permit Fees
  - Attorney fees
  - Legal Fees
  - Any item which Applicant pays contractor in services or in merchandise
  - Projects which commenced prior to the approval of application

Schedule "A"



**Application for City of North Battleford Downtown Redevelopment Tax Incentive Policy**

All City of North Battleford Tax Incentive Programs are designed to encourage the development of properties in the City by giving property tax assessment exemptions on the applicable property assessment.

**Conditions of eligibility for the Tax Assessment Exemption**

1. A development whose building permit is currently in progress or was issued after January 1, 2017 is eligible for the property tax assessment exemption on the applicable portion of the property assessment.
2. Land assessment remains taxable
3. Education taxes remain payable.
4. A new owner of a property that has a tax assessment exemption agreement in place shall be eligible to continue the tax assessment exemption if the agreement is still current.
5. There are no outstanding taxes owing on the property or utility charges owing by the occupant.

**\*This application is not valid without a permit issued by the City of North Battleford.**

Incentive Program: \_\_\_\_\_

Full Name of Applicant: \_\_\_\_\_

Civic Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: (Res.) \_\_\_\_\_ (Bus.) \_\_\_\_\_

Lot(s): \_\_\_\_\_ Block: \_\_\_\_\_ Plan: \_\_\_\_\_

Date of issue of Permit: \_\_\_\_\_ Date of Inspection: \_\_\_\_\_

Construction Start Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_

Please provide details of the project including intended use:

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Estimated number of units being proposed from development: \_\_\_\_\_

What is the targeted business \_\_\_\_\_ Proposed Rent/Lease rate \_\_\_\_\_

Please provide a brief description of the project details:

Proposed Improvements:

1. \_\_\_\_\_ Estimated Cost \$ \_\_\_\_\_
2. \_\_\_\_\_ Estimated Cost \$ \_\_\_\_\_
3. \_\_\_\_\_ Estimated Cost \$ \_\_\_\_\_
4. \_\_\_\_\_ Estimated Cost \$ \_\_\_\_\_
5. \_\_\_\_\_ Estimated Cost \$ \_\_\_\_\_
6. \_\_\_\_\_ Estimated Cost \$ \_\_\_\_\_
7. \_\_\_\_\_ Estimated Cost \$ \_\_\_\_\_
8. \_\_\_\_\_ Estimated Cost \$ \_\_\_\_\_

Describe how the architectural guidelines of the Downtown Revitalization Action Plan will be met.

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Please include the following attachments with your application:

- Site plan
- Building Plans
- Cost Estimates
- Estimated Schedule of Work
- Copy of Permit(s) from City of North Battleford

**Please note more information may be requested from the applicant prior to acceptance of the application.**

I/we the undersigned understand the conditions of eligibility outlined above and would like to apply for a conditional tax exemption under the applicable tax exemption policy.

\_\_\_\_\_

Applicant \_\_\_\_\_ Date \_\_\_\_\_

**Declaration of Applicant**

I, \_\_\_\_\_ of \_\_\_\_\_

(Name of Applicant) (Name of Municipality)

In the Province of Saskatchewan, solemnly declare that all the above statement contained within the Application are true, and I make this solemn declaration conscientiously believing it to be true, knowing that is the same force and effect as if made under oath, and by virtue of "The Canada Evidence Act".

I certify that the above information is true and accurate to the best of my knowledge. I understand that knowingly providing false costs will nullify and void the Business Tax Incentive Agreement.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_

**For Office Use Only:**

*Applicable Program:*

*Council Decision for Incentive Eligibility:*

Approved: (       ) Denied: (       )

Date: \_\_\_\_\_ City Representative: \_\_\_\_\_