

**TOWN OF SHAUNAVON
PROPERTY IMPROVEMENT
POLICY**

1. **Purpose:** The purpose of this incentive is to promote economic development by facilitating physical upgrades to the exterior of privately owned commercial and industrial properties within the Town of Shaunavon.
2. **Definitions:**
 - 2.1. " **Building**" means a building as defined in *The Municipalities Act*
3. **Eligibility:**
 - 3.1. **Eligible Properties:** All properties taxed as commercial or industrial located within all sectors of the Town of Shaunavon.
 - 3.2. **Eligible Applicants:** Owners and tenants of commercial or industrial property are eligible to apply for this tax relief incentive. Tenants are required to provide documentation of the property owner's consent to the improvements. Written consent may be either in the form of a lease indicating the lessee's authority for property renovation and repair or written documentation of the property owner's agreement to the proposed rehabilitation. The incentive will be provided to the property owner. The Town of Shaunavon has no involvement or obligation in ensuring that the tenant be reimbursed for the work or provided compensation in any way for the tax relief provided to the property owner.
 - 3.3. **Eligibility Requirements:**
 - 3.3.1. The subject property must not be in default of any municipal taxes, local improvements or any other money payable to the Town (taxes, receivables, utility, etc.).
 - 3.3.2. Proposed work cannot commence prior to application approval.
 - 3.3.3. Existing use of property must be in conformity with applicable zoning bylaw regulations and other relevant planning controls.
 - 3.3.4. All required demolition, building and development permits must be completed and approved by the Town of Shaunavon as part of the qualification for the incentive.

- 3.3.5. Applicants must complete a Town of Shaunavon "Application for Property Improvement Incentive" complete with two (2) quotes for the same scope of work from two (2) separate licensed contractors.
 - 3.3.6. Any property that has been designated as a "municipal heritage property" will require Council approval prior to the issuance of any permits.
 - 3.3.7. In 2018, the first year of this incentive program, properties owned by any individual that may have a conflict of interest associated with the Town of Shaunavon shall be excluded, pending applications.
4. **Eligible Improvements:** Visible exterior property improvements which enhance the curb appeal of the property, including signage and parking lot improvements.
5. **Ineligible Improvements:** The following types of work are ineligible:
 - o Roofing
 - o Non-visible structural modifications
 - o Basement and foundation work
 - o Public sidewalks (see the Town of Shaunavon Sidewalk Replacement Policy)
6. **Eligible Expenses:** Eligible costs shall be the cost of materials, equipment and contracted labour to complete eligible improvements, as supported by invoices to the satisfaction of the Shaunavon Economic Development Committee. Labour provided by the applicant or tenant of the building will not be an eligible cost.
7. **Incentive Program Information:**
 - 7.1. **Amount of Incentive:** The incentive is in the form tax relief, which will come into effect in the subsequent year(s) following satisfactory completion of the previously approved work. Approved applicants who undertake at least five hundred dollars (\$500) in property improvements are eligible for tax relief of not more than fifty percent (50%) of the eligible expenditures of the project, less applicable taxes, up to a maximum of ten thousand dollars (\$10,000) in tax relief per property.
 - 7.2. **Calculation of Incentive Amount:** Two separate estimates of work are to be provided by a professional/licensed contractor other than the owner. The incentive will be calculated based upon the lowest estimate, and will not address cost increases or over runs.
 - 7.3. **Frequency of Incentive:**
 - 7.3.1. Each property may receive one grant per calendar year. If a grant is provided, the work must be completed and inspected before another grant is considered by the municipality.

- 7.3.2. Each property may not be used in conjunction with other tax incentive policies.
- 7.4. **Completion of Work:** Incentive commitments are valid for one (1) year from the time of approval and expire if the work is not completed and/ or invoices submitted within that time period. This timeframe may be extended at the discretion of the Town of Shaunavon. When the project is completed, the applicant must submit copies of all paid invoices for approved work no later than December 15 of the current year. If the cost of the completed work is less than the approved amount, tax relief will be calculated for 50% of the new costs.
- 7.5. **Funding Availability:** The maximum total amount allocated for this tax relief program by the Town of Shaunavon in each fiscal year is thirty thousand dollars (\$30,000). Applications are considered on a first come, first served basis. Applications may be limited. Funding for this program will be considered on an annual basis by Shaunavon Town Council.
- 7.6. **Transfer of Incentive:**
- 7.6.1. If the owner, prior to the end of the incentive time period, sells the qualifying building or property for which incentives have been granted, the incentive will not transfer to the new property owner.
- 7.6.2. The Successful Applicant covenants and agrees not to assign the entitlements of land or improvements, or portion of land or improvements, to any other, without first obtaining the written consent of the Town, which consent may be withheld.
- 7.7. **Issuing the Incentive:** Tax relief will not be granted until project is completed to the satisfaction of the Economic Development Committee or a Committee thereof and approved by resolution by the Council of the Town of Shaunavon and shall come into effect as of that date.
- 7.8. **Continuation of the Program:** The Town, in its sole discretion, reserves the right to review, modify or discontinue this program at any time.
- 7.9. **Program Expiration:** The program shall continue until resolution of council to discontinue the program.