

WATERFRONT DISTRICT VIBRANCY INCENTIVE PROGRAM CRITERIA AND GUIDELINES

2022



INTRODUCTION

- The Waterfront District Vibrancy Incentive is part of the City of Medicine Hat's commitment to supporting development projects that create jobs, diversify the local economy, and positively contribute to community economic development.
- Please read these guidelines carefully to ensure your project fits with the criteria.

PURPOSE

- The purpose of the Waterfront District Vibrancy Incentive is to provide financial assistance to property owners undertaking commercial property improvements which add to the vibrancy and livability of the Waterfront District.
- Projects must be aligned with the [myMH Medicine Hat Master Plan](#).

INCENTIVE AMOUNT

- The incentive is a 50% matching grant, to a maximum of \$50,000 per property.
- The incentive is available on a first-come, first-served basis. Incentive disbursement will commence upon completion of the eligible improvements and submission of paid invoices.

TIMELINES

- Applications are open on a first come, first served basis until **4:00 PM on December 15th, 2022** or until funding runs out (whichever comes first).
- All project receipts must be submitted prior to December 31st, 2023

ELIGIBLE AREA

- This incentive is available to commercial properties located in Waterfront Incentives Boundary Map.

ELIGIBILITY CRITERIA

- To be eligible for the Waterfront District Vibrancy Incentive Program the applicant must meet the following requirements:
 - 1) Be the property owner (s) or that person's legal representative;
 - 2) Have not been approved for the same project under another City grant program; and
 - 3) Meet any applicable, additional requirements as specified by the Waterfront District Vibrancy Incentive.

ELIGIBLE PROPERTIES

- Only commercial properties located within the Waterfront District are eligible for this program. Residential properties may not apply.

- Property owner must not be in arrears in municipal taxes or utilities.
- Property must meet all applicable building safety codes, development requirements, and comply with zoning requirements upon completion of construction.
- Properties that have already received funding for the 2021 Waterfront District Vibrancy incentive will not be eligible.

Development must result in improvements that add to the vibrancy, sustainability, and/or livability of the Waterfront District and contribute to the long-term tax assessment of the property.

ELIGIBLE IMPROVEMENTS

- The Waterfront District Vibrancy Incentive is intended to reimburse commercial property owners for 50% of eligible improvements that are expected to add to the vibrancy and livability of the Waterfront District.
- Eligible commercial property improvements include quality façade improvements, permanent indoor and exterior space improvements, patios, accessibility improvements, and utility infrastructure and/or construction upgrades to bring the site to code.

APPLICATION PROCESS

- Any individual or group interested in applying for IMH Development Incentives will access all relevant information, including application forms, from the IMH website.
- Application forms will be completed online where IMH staff will begin the analysis and vetting process on a case-by-case basis.
- The IMH due diligence process will include an NPV analysis of the project to determine the impact of the proposed incentive in terms of tax assessment growth, net impact of utility sales growth as well as the overall net economic impact on the local economy.
- All IMH Development Incentives will be sent to the City Manager for approval once they have been thoroughly vetted by IMH with all analysis completed.
- Any potential conflicts of interest will be identified during the vetting process with relevant decision makers removing themselves from the process and bringing qualified City employees to bear on the decision-making process.
- Once approved IMH will issue a Program Application Approval Letter to the Applicant in respect of the Proposed Project. The Program Application Approval Letter shall specify the funding limits associated with each of the Program Grant(s) for which the Applicant has applied.
- Once a Program Application Approval Letter has been issued to the Applicant, IMH will note the maximum amount of funding that the Applicant may receive in respect of their program Application as a “reserved” amount. Nothing shall entitle the Applicant to receive any “reserved” amount until and unless the Applicant satisfies all of the eligibility requirements that are relevant to the Program Grant(s) for which the Applicant is eligible.
- Once the total amount that has been “reserved” by IMH in respect of all Program applications is equal to the Program Budget, IMH will thereupon cease granting any more appointment requests to interested persons and will thereupon cease issuing Program Application Approval Letters.
- If, following the issuance of a Program Application Approval Letter to the Applicant, the Applicant fails to meet any of the time-based eligibility requirements related to a Program Grant for which the Applicant has applied, including without limitation, then the Applicant’s eligibility to receive any funding in respect of that Program Grant shall thereupon cease and the “reserved” amount associated with that portion of the Applicant’s Program application shall thereupon cease being a “reserved” amount in respect thereof.

- If, following the issuance of a Program Application Approval Letter to the Applicant, any permit issued by the City to the Applicant in respect of the Proposed Project lapses or is revoked, cancelled or terminated, then the Applicant’s eligibility to receive any funding in respect of their Program application shall thereupon cease and the “reserved” amount associated with the Applicant’s Program application shall thereupon cease being a “reserved” amount in respect thereof.

GENERAL TERMS AND CONDITIONS

- Applicants must work with Invest Medicine Hat to ensure that project applications are complete and that all required supporting documents are provided to confirm project eligibility.
- Once an application is deemed complete it will be timestamped and eligibility determined by Invest Medicine Hat. Applicable funding, if available, will be held for the project; should a program be oversubscribed, applications will be processed in the order in which they were received.
- Applicants must submit a reasonable construction schedule to be approved by the City Manager.
- Approved projects that do not begin construction (demolition and / or shovel in the ground) within one year of approval will have their application approval cancelled and, if applicable, funding will be reallocated. Hazardous material assessment will be considered as a mitigating factor, if required.
- Retroactive funding is not permitted – eligible expenses will only be approved after an approved application.
- Successful applicants must receive all necessary approvals including but not limited to development permit, building permit(s), historical approvals, etc.
- Programs providing tax relief will be subject to the developer achieving the required stage of development each year, or, once the developer receives necessary inspection approvals, approval for receipts and other reporting requirements.
- Invest Medicine Hat may share and advertise your project on the Invest Medicine Hat social media channels. Our marketing specialist will work with you to ensure your content, project, and brand is accurately represented prior to any publication. This allows us to acknowledge and celebrate the development with the community.

To complete your application, please ensure you have the following:

<input type="checkbox"/>	Photos	<i>Photos should show the current site and its context.</i>
<input type="checkbox"/>	Project Description	<i>The project description should include a complete description of the project including its benefits.</i>
<input type="checkbox"/>	Project Drawings	<i>Project drawings should display the proposed design. Construction drawings are acceptable.</i>
<input type="checkbox"/>	Project Quotes	<i>Project quotes include detailed estimates for hard costs including materials and labor. If you intend to do the work yourself, you must provide an independent quote from another contractor.</i>