

TOWN OF NIVERVILLE

Minutes of the regular meeting of the Niverville Town Council held on August 15, 2017 at 7:00 p.m. at the Niverville Heritage Centre. In attendance were Mayor Myron Dyck, Councillors Kevin Stott, Chris Wiebe and Nathan Dueck.

- Res#243-17 N. Dueck – C. Wiebe
Camera BE IT RESOLVED that in accordance with Section 152(3) of the Municipal Act, that committee meet in camera.
“Carried”
- Res#244-17 C. Wiebe – K. Stott
Resume BE IT RESOLVED that the meeting of the committee held in camera be adjourned;
AND BE IT FURTHER RESOLVED that the Council while in camera discussed matters in the preliminary stages respecting long term plans for the development of the community including legal matters relating thereto.
“Carried”
- Res#245-17 K. Stott – N. Dueck
Excused BE IT RESOLVED that Deputy Mayor John Funk be excused due to an employment commitment.
“Carried”
- Res#246-17 K. Stott – C. Wiebe
Agenda BE IT RESOLVED that the agenda be approved subject to the following addition:
10. New Business – d. In Camera
“Carried”
- Res#247-17 N. Dueck – K. Stott
Minutes BE IT RESOLVED that the minutes of the regular Council meeting held on July 18, 2017 and Special Meeting held on July 19, 2017 be approved as presented.
“Carried”
- Mayor Myron Dyck declared an indirect pecuniary interest as per Section 4(1)(b) of *The Municipal Council Conflict of Interest Act* and asked to be excused. He then vacated the Chair and left the council chambers (7:03 p.m.). Councillor Chris Wiebe assumed the Chairperson responsibilities.
- Res#248-17 K. Stott – N. Dueck
Excused BE IT RESOLVED that Mayor Myron Dyck be excused due to an indirect pecuniary interest as per Section 4(1)(b) of *The Municipal Council Conflict of Interest Act* with the recommendation to hire Gordon Daman of Red River Group.
“Carried”
- Res#249-17 N. Dueck – K. Stott
Eco.Dev. BE IT RESOLVED that Council authorizes the hiring of Gordon Daman of Red
Advisor River Group at a rate of \$150 hour to provide services as an Economic Development Adviser to the Town of Niverville with anticipated 10 to 15 hours per month in consulting services.
“Carried”

Mayor Myron Dyck returned to the council chambers (7:05 p.m.) and reassumed the chairperson responsibilities.

Res#250-17 C. Wiebe – K. Stott

Public Hearing BE IT RESOLVED that the Council meeting agenda be tabled and that
BL 779-17 Council sit in accordance with the Planning Act to hear Public Hearing for By-law No. 779-17, a by-law to change the zoning on:

The area generally described as all that portion of Parcel 1 Plan 9965 WLTO which lies to the South of a line drawn South of Parallel with and perp distant 807 feet from the Northern limit of said parcel in N ½ of NE ¼ of Section 30-7-4 EPM from “R2S” Small Lot Two Family Residential Zone and “OS” Parks and Open Space to “R3” Multiple Family Residential.

“Carried”

Council resumed its former order of business at 7:37 p.m.

Res#251-17 N. Dueck – C. Wiebe

BL 779-17 BE IT RESOLVED THAT Council hereby provides second reading to Bylaw

2nd Reading 779-17, a bylaw to rezone the area generally described as all that portion of Parcel 1 Plan 9965 WLTO which lies to the South of a line drawn South of Parallel with and perp distant 807 feet from the Northern limit of said parcel in N ½ of NE ¼ of Section 30-7-4 EPM from “R2S” Small Lot Two Family Residential Zone and “OS” Parks and Open Space to “R3” Multiple Family Residential, civically known as 243 6th Avenue S.

“Carried”

Res#252-17 C. Wiebe – K. Stott

BL 779-17 BE IT RESOLVED THAT Council hereby provides third reading and passes

3rd Reading Bylaw 779-17, a bylaw to rezone the area generally described as all that portion of Parcel 1 Plan 9965 WLTO which lies to the South of a line drawn South of Parallel with and perp distant 807 feet from the Northern limit of said parcel in N ½ of NE ¼ of Section 30-7-4 EPM from “R2S” Small Lot Two Family Residential Zone and “OS” Parks and Open Space to “R3” Multiple Family Residential, civically known as 243 6th Avenue S.

“Carried”

In Favour: M. Dyck, K. Stott, C. Wiebe, N. Dueck

Absent: J. Funk

A Public Hearing was held at 7:37 p.m. regarding Conditional Use C9-17; an application from Jeff Hrymak to allow a home based fitness and life coach business on Lot 2, Block 1, Plan 54902, civically known as 131 St. Andrews Way. Jeff Hrymak was present to provide an overview of his proposal. There was no opposition brought forward to the application.

Res#253-17 N. Dueck – C. Wiebe

C9-17 WHEREAS a Public Hearing was held regarding Conditional Use C9-17, an application from Jeff Hrymak to allow a home based fitness and life coach business on Lot 2, Block 1, Plan 54902, civically known as 131 St. Andrews Way;

AND WHEREAS in accordance with the Planning Act the conditional use application was duly advertised;

AND WHEREAS there was no opposition brought forward to the proposal;

THEREFORE BE IT RESOLVED that Conditional Use application C9-17, an application from Jeff Hrymak to allow a home based fitness and life coach business on Lot 2, Block 1, Plan 54902, civically known as 131 St. Andrews Way be approved subject to the following conditions:

- 1) That the applicant provide on-site parking for clients;
- 2) That the hours of operation be from 6 a.m. to 9 p.m., 7 days a week; and
- 3) That the applicant obtain an annual Business License from the Town.

“Carried”

A Public Hearing was held at 7:45 p.m. regarding Conditional Use C10-17; an application from Cori Shaw to allow a home based athletic therapy business on Lot 9, Plan 44334, civically known as 21 Claremont Drive. Cori Shaw was present and provided an overview of her business proposal. There was one letter of opposition received to the application.

Res#254-17 K. Stott – C. Wiebe

C10-17 WHEREAS a Public Hearing was held regarding Conditional Use C10-17, an application from Cori Shaw to allow a home based athletic therapy business on Lot 9, Plan 44334, civically known as 21 Claremont Drive;
AND WHEREAS in accordance with the Planning Act the conditional use application was duly advertised;
AND WHEREAS there was one letter of opposition received to the application;
THEREFORE BE IT RESOLVED that Conditional Use application C10-17, an application from Cori Shaw to allow a home based athletic therapy business on Lot 9, Plan 44334, civically known as 21 Claremont Drive be approved subject to the following conditions:

- 1) That the applicant provide on-site parking for clients;
- 2) That the hours of operation be 9 a.m. to 3 p.m., Monday, Wednesday and Friday, and 8 p.m. to 10 p.m. Tuesdays and Thursdays; and
- 3) That the applicant obtain an annual Business License from the Town.

“Carried”

Res#255-17 K. Stott – N. Dueck

Grass Cutting BE IT RESOLVED that effective immediately, under the authority of Bylaw 507-
Fee 96, Niverville’s Bylaw concerning the control of junk, weeds and nuisance and stagnant water, that the fee for grass cutting on delinquent properties be amended from \$195.00 per hour to the cost of outsourcing plus \$100 administrative fee.

“Carried”

Res#256-17 K. Stott – C. Wiebe

F4-16 BE IT RESOLVED that Council approves an amendment to the Business
Amendment Incentive Grant policy (BIG) no. F4-16 which revises definition B to include the Niverville Business Park and Recreational Community Complex properties, copy of which is attached hereto as Schedule “B”.

“Carried”

Res#257-17 N. Dueck – C. Wiebe

Award WHEREAS a request for proposals (RFP) was advertised for the sewer and water
Contract engineering work on community campus lands along with roadworks and drainage design also on the community campus lands;
AND WHEREAS the Town issued an addendum to allow for combined bids to realize cost efficiencies in the work;
THEREFORE BE IT RESOLVED that following the scoring of the proposals based on the criteria within the RFP, that the contract for the community campus land engineering work be awarded to Bicycle Engineering Ltd who submitted the highest scoring proposal at a cost of \$31,700.00 plus applicable taxes.
AND BE IT FURTHER RESOLVED that the combined submission has saved the Town \$2,800 in cost.

“Carried”

- Res#258-17 N. Dueck – K. Stott
 Authorize BE IT RESOLVED that the Mayor and Town Manager on behalf of the Town are authorized to enter into development agreement for the planned unit development on Lot 11, Block 6, Plan 19956, civically known as 79 4th Avenue S.
 “Carried”
 Mayor Myron Dyck reported that this has been a busy and exciting summer, acknowledging projects such as the opening of the Niverville Business Park, announcement of the new high school and waterline grant which will ensure that the Town has a long term supply of water for residents.
- Res#259-17 K. Stott – C. Wiebe
 Accounts BE IT RESOLVED that cheque nos. 35209 to 35288 totalling \$453,845.19 be hereby approved for payment.
 “Carried”
- Res#260-17 C. Wiebe – K. Stott
 Financial BE IT RESOLVED that the July 31, 2017 Financial Statement be approved as presented.
 “Carried”
- Res#261-17 N. Dueck – C. Wiebe
 BL 782-17 WHEREAS the Town is requesting permission from the Public Utilities Board for
 1st Reading a sewer rate increase to establish sewer utility rates for 2018 through 2020;
 AND WHEREAS the rate increase is necessary to cover costs from Provincial phosphorus management requirements, maintenance of sewer lagoon infrastructure, sewer lines and pumps;
 AND WHEREAS the Public Utilities Board will follow a carefully developed consulting process with the Niverville citizens with respect to a rate increase;
 THEREFORE BE IT RESOLVED that Council gives first reading to Bylaw 782-17, a bylaw to establish sewer utility rates for 2018 through 2020.
 “Carried”
- Res#262-17 K. Stott – C. Wiebe
 BL 783-17 BE IT RESOLVED that Council gives first reading to Bylaw 783-17, a bylaw
 1st Reading to rename a public road from Schantz Road and Bernat Road to 6th Avenue North and 6th Avenue South respectively, which is located in parcels of land between Provincial Road 311 and Stott Road and Provincial Road 311 and Crown Valley Road.
 “Carried”
- Res#263-17 C. Wiebe – N. Dueck
 BL 783-17 BE IT RESOLVED that Council gives second reading to Bylaw 783-17, a bylaw
 2nd Reading to rename a public road from Schantz Road and Bernat Road to 6th Avenue North and 6th Avenue South respectively, which is located in parcels of land between Provincial Road 311 and Stott Road and Provincial Road 311 and Crown Valley Road.
 “Carried”
- Res#264-17 C. Wiebe – N. Dueck
 BL 781-17 WHEREAS the Niverville Business Park is currently being developed and
 2nd Reading requires road opening and naming of roads;
 THEREFORE BE IT RESOLVED that Council gives second reading to Bylaw 781-17, a bylaw to open public roads in the Niverville Business Park.

AND BE IT FURTHER RESOLVED that the public roads located in the Niverville Business Park be named Kuzenko Street and Schultz Avenue to commemorate Niverville's first mayor and postmaster.

“Carried”

Res#265-17 K. Stott – C. Wiebe

BL 781-17 WHEREAS the Niverville Business Park is currently being developed and
3rd Reading requires road opening and naming of roads;

THEREFORE BE IT RESOLVED that Council gives third reading and passes Bylaw 781-17, a bylaw to open public roads in the Niverville Business Park.
AND BE IT FURTHER RESOLVED that the public roads located in the Niverville Business Park be named Kuzenko Street and Schultz Avenue to commemorate Niverville's first mayor and postmaster.

“Carried”

In Favour: M. Dyck, K. Stott, C. Wiebe, N. Dueck
Absent: J. Funk

Res#266-17 C. Wiebe – N. Dueck

Greenhouse WHEREAS the Town of Niverville commits to becoming a member of the
Gas Federation of Canadian Municipalities' (FCM) Partners for Climate Protection
Emissions (PCP) program;

AND WHEREAS the Town of Niverville has already created a greenhouse gas emissions inventory;
THEREFORE BE IT RESOLVED that the Town of Niverville commits to reducing its greenhouse gas emissions to 20% below 2011 levels for municipal operations (160 eCO₂) and to reduce its greenhouse gas emissions to 6% below 2011 levels in the community (12,011 eCO₂) to be achieved by 2021.

“Carried”

Res#267-17 C. Wiebe – K. Stott

CCLAP WHEREAS the Town of Niverville has committed to becoming a member of the Federation of Canadian Municipalities' (FCM) Partners for Climate Protection (PCP) program;

AND WHEREAS the Town of Niverville has already created a greenhouse gas emissions inventory and a greenhouse gas reduction plan including a sustainability vision and sustainability goals, specific targets, actions, and an implementation and monitoring strategy;

THEREFORE BE IT RESOLVED that the Town of Niverville adopt the Climate Change Local Action Plan (CCLAP) as presented and that it be submitted to the Federation of Canadian Municipalities (FCM).

“Carried”

Res#268-17 N. Dueck – K. Stott

Authorize WHEREAS the Town of Niverville has partnered with Eco-West to develop baseline greenhouse gas (GHG) inventories for the Town;

AND WHEREAS it is recognized that substantial benefit is derived from the comparison between similar communities, as this offers context for inventories, identifies municipal infrastructure performance levels, and leads to opportunities for improvement;

AND WHEREAS it is further recognized the information collected for these purposes is not proprietary and is mostly already publicly accessible;

THEREFORE BE IT RESOLVED that the Town of Niverville is giving authorization to Eco-West to share the data related to energy consumption and

greenhouse gas emissions (GHG) for the purposes of comparing and contrasting efficiencies in municipal and community infrastructure.

“Carried”

Res#269-17 N. Dueck – C. Wiebe
BL 780-17 WHEREAS Bylaw 780-17, a bylaw to rezone Lots 55-78, Plan 53344 and Lots
Withdrawn 83-85, Plan 50833, civically known as Breckenridge Drive received first reading
on July 18, 2017;
AND WHEREAS a Public Hearing was scheduled for August 15, 2017 and duly
advertised;
AND WHEREAS due to extenuating circumstances the applicant was unable to
attend the Public Hearing and withdrew the rezoning application;
THEREFORE BE IT RESOLVED that Bylaw 780-17, a bylaw to rezone Lots 55-
78, Plan 53344 and Lots 83-85, Plan 50833, civically known as Breckenridge
Drive be withdrawn.

“Carried”

Res#270-17 C. Wiebe – K. Stott
BL 784-17 BE IT RESOLVED THAT Council gives first reading to Bylaw 784-17, a bylaw
1st Reading to rezone the area generally described as Lots 55-78, Plan 53344 and Lots 83-85,
Plan 50833 from “R1” Single Family Residential Zone to “R2” Two Family
Residential Zone, civically known as Breckenridge Drive.

“Carried”

Res#271-17 K. Stott – C. Wiebe
Added Taxes BE IT RESOLVED that in accordance with Section 326 of The Municipal Act,
that supplementary taxes as provided by the Manitoba Assessment Services dated
August 4, 2017 are hereby added to the Tax Roll.

“Carried”

Councillor Chris Wiebe declared an indirect pecuniary interest as per Section
4(1)(b) of *The Municipal Council Conflict of Interest Act*, asked to be excused and
left the council chambers (8:35 p.m.).

Res#272-17 N. Dueck – K. Stott
Excused BE IT RESOLVED that Councillor Chris Wiebe be excused due to an indirect
pecuniary interest as per Section 4(1)(b) of *The Municipal Council Conflict of
Interest Act* with the request to direct a donation to the Niverville Olde Tyme
Country Fair.

“Carried”

Res#273-17 K. Stott – N. Dueck
Donation to WHEREAS a donation of \$100 was received from Chris Wiebe and Libby Hanna
Niv. Fair with a request to forward the funds to the Niverville Olde Tyme Country Fair;
THEREFORE BE IT RESOLVED that a donation receipt in the amount of \$100
be issued to Chris Wiebe and Libby Hanna.
AND BE IT FURTHER RESOLVED that the \$100 donation be forwarded to the
Niverville Olde Tyme Fair Committee in support of their annual community
initiative.

“Carried”

Councillor Chris Wiebe returned to the council chambers (8:40 p.m.).

Res#274-17 C. Wiebe – K. Stott
Geothermal WHEREAS Niverville in partnership with the Public Schools Finance Board
Feasibility (PSFB) has tendered for the preparation of a Geothermal Feasibility Study for a
Study co-located school/multiplex development within the community;
AND WHEREAS the submissions evaluation provided SMS Engineering with the
highest rating with an amended price of \$28,200; a cost to be shared equally
between the PSFB and Niverville;
THEREFORE BE IT RESOLVED that Council approves the awarding of the
contract for the preparation of the Geothermal Feasibility Study to SMS
Engineering in the amount of \$28,200, Niverville’s portion being \$14,100.

“Carried”

Council took a short recess.

Res#275-17 N. Dueck – K. Stott
Camera BE IT RESOLVED that in accordance with Section 152(3) of the Municipal Act,
that committee meet in camera.

“Carried”

Res#276-17 N. Dueck – C. Wiebe
Resume BE IT RESOLVED that the meeting of the committee held in camera be
adjourned;
AND BE IT FURTHER RESOLVED that the Council while in camera discussed
personnel matters.

“Carried”

Res#277-17 N. Dueck – K. Stott
Adjourn BE IT RESOLVED that the meeting be adjourned. (9 p.m.)

“Carried”

Mayor

Town Manager

SCHEDULE "A"

Minutes of a Public Hearing regarding Bylaw 779-17, being a bylaw to change the zoning on the area generally described as all that portion of Parcel 1 Plan 9965 WLTO which lies to the South of a line drawn South of Parallel with and perp distant 807 feet from the Northern limit of said parcel in N ½ of NE ¼ of Section 30-7-4 EPM from "R2S" *Small Lot Two Family Residential Zone* and "OS" *Parks and Open Space* to "R3" *Multiple Family Residential*. The Hearing was called to order by Mayor Myron Dyck at 7:05 p.m. on Tuesday, August 15, 2017 with Councillors Kevin Stott, Chris Wiebe and Nathan Dueck in attendance. Presenters had been asked to sign in and to record whether in favour of the proposed zoning amendment or objecting thereto. Doug Dyck on behalf of Heritage Lane Builders provided an overview of the rezoning request, indicating that the R3 Multiple Family Residential zoning provided for greater flexibility for multifamily development than the current R2S Small Lot Two Family residential zoning. Town Manager Jim Buys provided clarification on the re-zoning process.

1. Cynthia Buglass of 29 Cobblestone Court asked for clarification on the re-zoning of the (OS) open space area. She indicated her concerns were with drainage and the space on the other side of the fence (at the rear of her property). Ms. Buglass also asked for information on how the streets were going to look and the number of storeys of the proposed development.

Town Manager Jim Buys advised that there is a 20 foot drainage easement registered against the property, which will remain as is. Doug Dyck (Developer) advised that they have not yet made any formal plans as the rezoning is the first step in allowing their vision to move forward. Under the R3 zoning, Council (and the public) have an opportunity to speak to the specific proposal during the Conditional Use process. The R3 zoning permits a maximum of 3 storeys for residential development.

There was no opposition brought forward to the proposal.

Hearing was adjourned at 7:33 p.m.

SCHEDULE “B”



TOWN OF NIVERVILLE-FINANCE

POLICY NO. F4-16:	<u>BUSINESS INCENTIVE GRANT (BIG)</u>	
EFFECTIVE DATE:	<u>May 6, 2016</u>	RESOLUTION# <u>142-16</u>
REVISION DATE:	<u>July 19, 2016</u>	RESOLUTION# <u>202-16</u>
REVISION DATE:	<u>August 15, 2017</u>	RESOLUTION# <u>256-17</u>

Background: The following grid will be used as a guide to calculate the scope and amount of the business incentive grant (the “grant”) provided by Niverville Council to an eligible property titleholder (the “titleholder”) located in a commercially zoned area (*see herein “definitions” for further clarification*) within the Town of Niverville (the “Town”).

Following consultation with the Niverville Chamber of Commerce, the purpose of the business incentive policy is to encourage construction of new infrastructure resulting in added commercial assessment and the creation of new jobs. The business incentive grant is limited to commercial or industrial enterprises within specific localities of the community as herein described. That portion of a construction project classified as being of a residential category (*see “residential category” definition herein*) as determined by Manitoba Assessment are exempt for consideration under this policy.

In order to be eligible for the grant, the titleholder must generate a higher business assessment (*see herein definition for “Assessment Increase”*). An increased business assessment is the prerequisite criteria for eligibility consideration for part “B” of the policy, namely financial recognition for creating additional new jobs.

For further clarification regarding leased/rental units, only one titleholder to whom the Niverville property tax statement is issued can apply for this grant program. While this includes freehold titleholders and/or leasehold titleholders, tenants are not eligible. Any arrangements regarding the grant allocation between tenants and landlords will not in any form or manner involve the Town.

The grant to the titleholder is calculated only on the general municipal portion of the annual taxes due.

Council, by means of a resolution passed during regular Council meeting, reserves the right to suspend the program at any time. The grant program commences effective May 6, 2016 and is not applicable to any infrastructure built or in the process of being constructed prior to this date.

Part “A” Assessment	Discount
Up to \$250K	20%
\$251K to \$400K	30%
\$401K to \$550K	40%
\$551K to \$1MM	50%
Over \$1MM	60%
Part “B” # of Employees	Discount
1 to 7	20%
8 to 15	30%
16 to 20	40%
21 to 25	50%
26 or more	60%

Terms & Conditions:

1. Grant pertains to the percentage of the annual general municipal portion of taxes being levied in any one full calendar year.
2. Grant commences in the first full calendar year after infrastructure completion. This is a requirement as a new assessment has to be completed/determined by the Manitoba Assessment Branch. (*see "Application Period" definition herein*). Payment to successful applicants will be made within 30 days of the property tax due date (*property taxes are currently due and payable by September 30th*)
3. Grant will not exceed more than 100% of the municipal tax portion despite the numerical application of the above grid.
4. Grant extends to a maximum of four calendar/tax years. The grant decreases by 25 % per annum over the eligible period.
5. In each applicable year the full amount of annual taxes payable and water and sewer accounts must be paid prior to grant approval. Any overdue accounts with the Town during the period eligible for the grant will result in immediate loss eligibility to continue with the program.
6. To qualify for the grant program all applicants must have obtained a Building Permit with the Town prior to construction commencing and have been issued an Occupancy Permit. The Occupancy Permit date will be considered in the application process.
7. Eligibility for the grant is based on the terms and conditions described within this policy. In the event a titleholder disagrees with the Town's decision, the titleholder may choose to appeal to Council who will hear their case during an open council meeting. Council's decision is final.
8. The above noted grid places value on both jobs created and added assessed value for infrastructure being constructed in the Town; however, the primary focus of the grant is on the creation of increased municipal assessment. The creation of new jobs alone is not sufficient criteria to be eligible to apply for the grant.
9. Prior to the Town issuing a grant cheque, the applicant shall provide the Town with such adequate records as the Town deems necessary to determine and satisfy itself that the criteria for eligibility for the grant have been completed. Such information may include but is not limited to, copies of assessment and applicable business records for prior and current years and where applicable, signed by the titleholder's signing authority or auditor.

An application for the employment creation portion of the grant must include appropriate payroll records or such other records the Town deems appropriate. These records must be part of the titleholder's completed application and cannot be submitted separately by the tenant/ leaseholder in the case of leased or rented property. Prior year records are required to establish the baseline level of employment achieved by business within titleholder's property. Any fraudulent or manipulation of employee figures will result in immediate removal from the program and no future application will be reviewed.

10. To be eligible for the grant's employment creation discount, the business located on titleholder's land must have increased employment calculated on the equivalent of a full time employee (*see "full-time equivalent" definition for additional clarification*). The titleholder will be required to submit annual employment hours as per paragraph 9 herein each year of program eligibility prior to September 30th.
11. It is the sole responsibility of the titleholder to request the grant in writing from the Town. (*see "application period" definition for further details*). If a request is not received within the application period, the Town is under no obligation to consider eligibility for the grant program. For sake of clarity, the Town will not consider grant eligibility retroactively.

12. Should a business cease operations in a leased/rented space for any reason during the time that this policy is in effect for a titleholder; the employment creation portion of the refund will be cancelled effective date of business ceasing operations. This portion of the grant is not transferrable. In the event that the titleholder has in error received an overpayment for the employment grant portion in any given year, the titleholder shall be responsible for returning that portion that pertains to the year in which the business ceased.
13. Grant application approval will occur after the titleholder's application has been approved by resolution of the Town Council. A Letter of Agreement signed by the titleholder and the signing officers of the Town shall complete the application process.

Definitions:

- A) **Residential category:** The Municipal Assessment Act by way of regulation sets out prescribed classes of property. These classes of property are based on type, use, size and ownership of land or buildings, or any one or more of them. There are three residential categories – Residential 1 – Category 10: 1-4 dwelling units per building; Residential 2 – Category 20: 5 or more dwelling units per building; Residential 3 – Category 80 – Owner Occupied Condominium and Co-operative Housing.
- B) **Commercially zoned:** those properties whose primary purpose is a commercial or industrial enterprise located in the following designated zones as defined by By-law No. 663-08 and amendments thereto: **C1** (Downtown Commercial), **C2** (Highway Commercial), **C2A** (Restricted Highway Commercial), **CML** (Commercial Industrial Limited), **M** (Industrial) and **RCC** (Recreational Community Complex).
- C) **New Infrastructure:** for the purpose of eligibility for this business incentive grant, new infrastructure represents newly constructed buildings, tear-down/re-builds and/or expansions to existing buildings. Expansions must be able to show separately the increased assessment as a result of the facility expansion as reported by the Manitoba Assessment Branch. Interior renovations are not eligible for the grant.
- D) **Assessment Increase:** means the actual increase in assessment value on a property tax statement as determined by the Manitoba Assessment Branch, excluding any inflationary increase. The increase due to inflation will be based on the average increase to the entire commercial tax roll. (e.g. if commercially zoned properties increase by 5 % and the applicant's building assessment due to expansion construction increased by 10 %, only 5% of building assessment increase would be considered eligible for this grant.)

In the example of tear-down/re-builds, the prior assessment value will apply. In this situation if a building is worth \$ 200,000 and is torn down and replaced with a building having an assessment value of \$ 400,000 then only \$ 200,000 applies as assessment discount.
- E) **Program period:** any building permit issued after May 6, 2016 for a commercially zoned property expanding, re-building or building new infrastructure may make an application under this grant program to the Town.
- F) **Application period:** the Town will accept applications for the current calendar year up to December 1st of the current calendar year. Any applications submitted in the month of December will be approved for the following incentive year due to budget planning requirements for the Town. (i.e. Titleholder X makes application for 2016 tax reduction on December 15th, 2015. Due to blackout period this application will only be accepted for 2017 incentive program.) Titleholders must make an application prior to new assessment being determined by the Manitoba Assessment but the application will only be processed upon the Manitoba Assessment completing their review.
- G) **Full-time Equivalent:** is the total number of hours worked in an organization divided by 2,080 hours in a calendar year. Should a titleholder (on behalf of his/her tenants) wish to claim this portion of the

program, the two parties must arrive at their own agreement on distribution of the rebate. The Town will not be an intermediary and any application received is presumed to have this issue resolved prior to application.

H) *Application process:*

- i) Applicant registers building permit with Town.
- ii) Building permit approved by Town.
- iii) Applicant obtains building permit from Town Office; may request application form for the Business Incentive Policy.
- iv) Applicant completes and returns form with supporting documentation to Town Office.
- v) Upon Occupancy Permit being issued and Manitoba Assessment completing its review, the Town activates the Application, reviews current status of all tax and utility accounts made by titleholder.
- vi) Town approves / denies request and provides basis for decision
- vii) IF:
 - a. Approved – Town will contact Applicant to work out details of the Letter of Agreement. Town will grant approved percentage of grant within thirty days after payment in full by the titleholder of the property tax statement;
 - b. Denied – Applicant has option to request review by Council as per condition number 7.