



# PROCEDURE

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**PROCEDURE NO:** 357•1

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**TITLE:** Development Incentives and Grants Program Procedure      **APPROVAL DATE:** July 27, 2021

**POLICY:** 357, Development Incentives and Grants (DIG) Program      **REVISION DATE:**

**SECTION:** Finance

**RESPONSIBLE  
DEPARTMENT:** Economic Development

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## 1. APPLICABILITY

- 1.1 Applies to new large-scale industrial or commercial developments, existing business expansion or revitalization efforts within the City of Grande Prairie (“City”) and residential development within the Residential Infill Area boundaries as outlined in [Policy 357](#), Schedule A (map).
- 1.2 This Procedure is applicable to five (5) grant opportunities available under the program collectively known as the Development Incentives and Grants (DIG) Program. Unless otherwise approved by Council, DIG Program funding will be disbursed as follows:
  - a) The combined tax rebate grants offered by the New Business Development Grant and the Business Retention and Expansion Grant shall not exceed Nine Million Two Hundred Thousand (\$9,200,000.00) Dollars; and
  - b) The combined grants provided through the Business Revitalization Grant, Residential Infill Grant and Municipal Fee Rebate shall not exceed One Million Three Hundred Thousand (\$1,300,000.00) Dollars.
- 1.3 The DIG Program funding will not be considered for a property that has received City funding related to a similar project at the same civic address within the previous five (5) years of the DIG Program application date.
- 1.4 The DIG Program participants are required to comply with all permit requirements, Provincial Building Codes, applicable statutory plans, City’s [Land Use Bylaw C-1260](#) and all other relevant Bylaws.

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**2. MUNICIPAL CONTROL**

**2.1** The City shall be protected in the delivery of the DIG Program in that:

- a) Council or Administration can close the program to new applications at any time;
- b) Any delivery of program funding is bound by the terms of a Reimbursement Agreement;
- c) Work commenced prior to City approval is not eligible for reimbursement;
- d) Submitting an application does not commit the City to enter into an agreement to pay any costs incurred in its preparation or to participate in subsequent negotiations. Further, the acceptance of an application does not constitute an agreement by the City to enter into any agreement;
- e) The City reserves the right to determine applicant participation in the DIG Program on a case-by-case basis;
- f) Available DIG Program funding is limited by Council;
- g) The application period for program funding is limited by Administration;
- h) With one exception, the City will only consider DIG Program grant funding for a project under one (1) grant program. The exception permits that projects approved for the Residential Infill Grant may also qualify for the Municipal Fee Rebate;
- i) Projects will be funded on a first-come, first-served basis, based on the date of application approval; and
- j) For the purposes of the DIG Program, infill development refers to the development of vacant or under-utilized commercial or industrial parcels which were developed at least twenty (20) years ago and do not require further extension of infrastructure. The DIG Program review committee shall be the sole authority in determining if a proposed infill development supports the intent of the DIG Program.

**3. NEW BUSINESS DEVELOPMENT GRANT****3.1 Applicability**

**3.1.1** Applies to new large-scale commercial or industrial development resulting in a taxable assessment increase of over Twenty-Five Million (\$25,000,000.00) Dollars.

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**3.2 Eligibility Criteria**

- 3.2.1 To be eligible for a New Business Development Grant the applicant must meet the following requirements:
- a) Be the property owner(s) or that person's legal representative;
  - b) Submit a proposed eligible project for a new industrial or new commercial development within the City; and
  - c) Meet any applicable, additional application requirements as specified by the DIG Program review committee.
- 3.2.2 Funds are allocated subject to the conditions of [Policy 357](#), this Procedure and a review of proposed developments for eligibility.
- 3.2.3 To determine project eligibility in the application stage, the City's Assessment and Taxation Department will estimate increased taxable assessment growth and are the sole authority on eligibility as it relates to expected assessment growth.

**3.3 Application Requirements**

- 3.3.1 Applications submitted must include the following components:
- a) A completed Application Form;
  - b) A site plan that indicates the location of all existing and proposed structures and their context;
  - c) Drawings that show the proposed design and basic elevations; and
  - d) A complete description of the project including the proposed uses, employment created, and benefits to the City and economy.

**3.4 Application and Review Process**

- 3.4.1 In conjunction with, or prior to, submitting an application, the applicant should review the application requirements and consult the Program Coordinator regarding the application process, requirements, criteria, rules of eligibility, project design, and other relevant details of the proposed project.
- 3.4.2 In order to ensure adequate and consistent review, the project proposal shall be prepared in accordance with the format established by the Program Coordinator.
- 3.4.3 To be eligible for reimbursement, no construction is to be performed until a Reimbursement Agreement is entered into with the City.

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- 3.4.4 The City reserves the right to accept, reject or modify any application and render decisions in regard to complete applications as:
- a) Approval;
  - b) Approval with conditions; or
  - c) Refusal.
- 3.4.5 The application deadline shall be no later than 4:00 p.m. on December 30, 2025.
- 3.4.6 Completed applications shall be submitted to the Program Coordinator.
- 3.4.7 Applications shall be reviewed by the DIG Program review committee.
- 3.4.8 The DIG Program review committee will be the approving authority.
- 3.4.9 The City's decision to approve an application is based on the project meeting the eligibility criteria and/or the intent of the DIG Program and available funding.
- 3.4.10 Applicants are required to enter into a Reimbursement Agreement with the City which specifies the amount and conditions under which the City will provide funding. This includes the terms of the tax rebate calculation. Detailed requirements of the Reimbursement Agreement are stipulated therein.
- 3.4.11 A Reimbursement Agreement signed by the applicant must be received by the City within twenty (20) working days of notification of approval.

**3.5 Construction Process**

- 3.5.1 All projects approved by the DIG program must be completed in a timely manner. On a case-by-case basis, the Reimbursement Agreement will stipulate a designated development period and a maximum period for completion from the time of approval notification. Failure to complete the project in a timely and agreed upon manner will result in cancellation of the agreement at the discretion of the City.
- 3.5.2 The applicant shall be responsible for securing all required permits from the City.
- 3.5.3 Final determination of the qualification of a New Business Development project is not made until the construction is complete and a review has been undertaken to assess the project against the applicant's previously approved proposal. If, after this review, a project does not meet the eligibility requirements the applicant may be required to return any previous tax rebate disbursements. In such case, the Reimbursement Agreement may be terminated immediately with no further benefit provided.

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**3.6 Provision of Grant Funding**

- 3.6.1 The amount of funds awarded shall be established in the Reimbursement Agreement.
- 3.6.2 Tax Rebates will only apply to the portion of work specified in the Reimbursement Agreement which has been satisfactorily completed with all required permits.
- 3.6.3 At the time that a funding disbursement request is made, no individual or business will be eligible for funding, if such entity is in default of taxes owing or an obligation funded by any other municipal program.

**3.7 Tax Rebate Funding**

- 3.7.1 Only the Municipal portion of the increased assessed value may be rebated. Education property taxes, Grande Spirit Foundation levy and taxes on the original assessed value are still payable annually.
- 3.7.2 Tax rebates are transferable to a new owner upon sale of the property. For the property to remain eligible for a tax rebate, a new owner must complete a Reimbursement Agreement and maintain the program eligibility requirements.
- 3.7.3 The ten (10) year tax rebate period becomes effective on the date that the building permit is approved unless otherwise stipulated in the Reimbursement Agreement.
- 3.7.4 The increased assessed value is based on the condition date of December 31<sup>st</sup> of each year.
- 3.7.5 Applicants approved for a New Business Development Grant must apply for the tax rebate annually.
- 3.7.6 Applications for tax rebates may be submitted at any time after all taxes levied and amounts owing have been paid in full. The City will endeavour to provide rebates within sixty (60) days of the receipt of an application.

**4. BUSINESS RETENTION AND EXPANSION GRANT****4.1 Applicability**

- 4.1.1 Applies to:
  - a) Expansion of existing commercial or industrial businesses through addition or renovation with a minimum taxable assessment increase of One Million (\$1,000,000.00) Dollars and which increases taxable assessed value by a minimum of twenty-five percent (25%); or
  - b) Retention of existing commercial or industrial business through demolition, infill, or adaptive reuse of vacant or under-utilized land/buildings with a minimum taxable assessment increase of One Million (\$1,000,000.00) Dollars and which increases taxable assessed value by a minimum of twenty-five percent (25%).

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**4.2 Eligibility Criteria**

- 4.2.1 To be eligible for a Business Retention and Expansion Grant the applicant must meet the following requirements:
- a) Be the property owner(s) or that person's legal representative;
  - b) Submit a proposed eligible project for an industrial or commercial property within the City; and
  - c) Meet any applicable, additional application requirements as specified by the DIG Program review committee.
- 4.2.2 Funds are allocated subject to the conditions of [Policy 357](#), this Procedure, and a review of proposed improvements for eligibility.
- 4.2.3 To determine project eligibility in the application stage, the City's Assessment and Taxation Department will estimate increased taxable assessment growth and are the sole authority on eligibility as it relates to expected assessed tax growth.

**4.3 Application Requirements**

- 4.3.1 Applications submitted must include the following components:
- a) A completed Application Form;
  - b) A site plan that indicates the location of all existing and proposed structures and their context;
  - c) Drawings that show the proposed design and basic elevations; and
  - d) A complete description of the project including the opportunity for the business, benefits of the proposed expansion to the City and economy and employment created.

**4.4 Application and Review Process**

- 4.4.1 In conjunction with, or prior to, submitting an application, the applicant should review the application requirements and consult the Program Coordinator regarding the application process, requirements, criteria, rules of eligibility, project design, and other relevant details of the proposed project.
- 4.4.2 In order to ensure adequate and consistent review, the project proposal shall be prepared in accordance with the format established by the Program Coordinator.
- 4.4.3 To be eligible for reimbursement, no construction is to be performed until a Reimbursement Agreement is entered into with the City.

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- 4.4.4 The City reserves the right to accept, reject or modify any application and render decisions in regard to complete applications as:
- a) Approval;
  - b) Approval with conditions; or
  - c) Refusal
- 4.4.5 The application deadline shall be no later than 4:00 p.m. on December 30, 2025.
- 4.4.6 Completed applications shall be submitted to the Program Coordinator.
- 4.4.7 Applications shall be reviewed by the DIG Program review committee.
- 4.4.8 The DIG Program review committee will be the approving authority.
- 4.4.9 The City's decision to approve an application is based on the project meeting the eligibility criteria and/or the intent of the DIG program and available funding.
- 4.4.10 Applicants are required to enter into a Reimbursement Agreement with the City which specifies the amount and conditions under which the City will provide funding. This includes the terms of the tax rebate calculation. Detailed requirements of the Reimbursement Agreement are stipulated therein.
- 4.4.11 A Reimbursement Agreement signed by the applicant must be received by the City within twenty (20) working days of notification of approval.

**4.5 Construction Process**

- 4.5.1 All projects approved by the DIG program must be completed in a timely manner. On a case-by-case basis, the Reimbursement Agreement will stipulate a designated development period and a maximum period for completion from the time of approval notification. Failure to complete the project in a timely and agreed upon manner will result in cancellation of the agreement at the discretion of the City.
- 4.5.2 The applicant shall be responsible for securing all required permits from the City.
- 4.5.3 Final determination of the qualification of a Business Retention and Expansion project is not made until the construction is complete and a review has been undertaken to assess the project against the applicant's previously approved proposal. If, after this review, a project does not meet the eligibility requirements the applicant may be required to return any previous tax rebate disbursements. In such case, the Reimbursement Agreement may be terminated immediately with no further benefit provided.

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**4.6 Provision of Grant Funding**

- 4.6.1 The amount of funds awarded shall be established in the Reimbursement Agreement.
- 4.6.2 Tax Rebates will only apply to the portion of work specified in the Reimbursement Agreement which has been satisfactorily completed with all required permits.
- 4.6.3 At the time that a funding disbursement request is made, no individual or business will be eligible for funding, if such entity is in default of taxes owing or an obligation funded by any other municipal program.

**4.7 Tax Rebate Funding**

- 4.7.1 Only the Municipal portion of the increased assessed value may be rebated. Education property taxes, Grande Spirit Foundation levy and taxes on the original assessed value are still payable annually.
- 4.7.2 Tax rebate grants are transferable to a new owner upon sale of the property. For the property to remain eligible for a tax rebate, a new owner must complete a Reimbursement Agreement and maintain the program eligibility requirements.
- 4.7.3 The four (4) year tax rebate period becomes effective on the date that the building permit is approved unless otherwise stipulated in the Reimbursement Agreement.
- 4.7.4 The increased assessed value is based on the condition date of December 31<sup>st</sup> of each year.
- 4.7.5 Applicants approved for a Business Retention and Expansion Grant must apply for the tax rebate annually.
- 4.7.6 Applications for tax rebates may be submitted at any time after all taxes levied and amounts owing have been paid in full. The City will endeavour to provide rebates within sixty (60) days of the receipt of an application.

**5. BUSINESS REVITALIZATION GRANT****5.1 Applicability**

- 5.1.1 Applies to commercial or industrial properties for:
  - a) Exterior building and property improvements that improve aesthetic appeal, access and/or safety; or
  - b) Demolition or removal of a building.

**5.2 Eligibility Criteria**

- 5.2.1 To be eligible for a Business Revitalization Grant the applicant must meet the following requirements:



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- a) Be the property owner(s) or that person's legal representative;
  - b) Submit a proposed eligible project for an industrial or commercial revitalization project within the City; and
  - c) Meet any applicable, additional application requirements as specified by the DIG Program review committee.
- 5.2.2 Funds are allocated subject to the conditions of [Policy 357](#), this Procedure and a review of proposed improvements for eligibility.

**5.3 Application Requirements**

5.3.1 Applications submitted must include the following components:

- a) A completed Application Form;
- b) Photos that show the current site and its context;
- c) A Site Plan that indicates the location of the proposed project and its context;
- d) A complete description of the project including the benefits of the project;
- e) Drawings that show the proposed design. Construction drawings are acceptable; and
- f) Detailed estimates for hard costs including materials and labour. A minimum of two (2) quotes from two (2) separate and third-party contractors that indicate the cost of the project must be provided. Costs of materials and/or labour proposed to be supplied by the owner of the property may be eligible for reimbursement however must be provided as an additional quotation (i.e. the program requirement of a minimum of two (2) third-party quotes remains mandatory). The DIG Program review committee shall be the sole authority in determining if materials and/or labour provided by an owner of the project are eligible for reimbursement in whole or in part.

**5.4 Application and Review Process**

- 5.4.1 In conjunction with, or prior to, submitting an application, the applicant should review the application requirements and consult the Program Coordinator regarding the application process, requirements, criteria, rules of eligibility, project design, and other relevant details of the proposed project.
- 5.4.2 In order to ensure adequate and consistent review, the project proposal shall be prepared in accordance with the format established by the Program Coordinator.
- 5.4.3 To be eligible for reimbursement, no work is to be performed until a Reimbursement Agreement is entered into with the City. Work that has commenced prior to City approval is not eligible for reimbursement.

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5.4.4 The City reserves the right to accept, reject or modify any application and render decisions in regard to complete applications as:

- a) Approval;
- b) Approval with conditions; or
- c) Refusal.

5.4.5 The application deadline shall be no later than 4:00 p.m. on December 30, 2022.

5.4.6 Completed applications shall be submitted to the Program Coordinator.

5.4.7 Applications shall be reviewed by the DIG Program review committee.

5.4.8 The DIG Program review committee will be the approving authority.

5.4.9 The City's decision to approve an application is based on the project meeting the eligibility criteria and/or the intent of the DIG program and available funding.

5.4.10 Applicants are required to enter into a Reimbursement Agreement with the City which specifies work to be completed, the hard costs of the project, and the amount and conditions under which the City will provide a reimbursement. Detailed requirements of the Reimbursement Agreement are stipulated therein.

5.4.11 A Reimbursement Agreement signed by the applicant must be received by the City within twenty (20) working days of notification of approval.

## **5.5 Construction Process**

5.5.1 All projects approved for the DIG program must be completed in a timely manner. The agreement will allow a maximum of six (6) months for completion from the time of approval notification. When it can be demonstrated that circumstances clearly beyond the applicant's control prohibited completion within six (6) months, the City may grant a six (6) month extension. Failure to complete the project in a timely manner will result in cancellation of the agreement at the discretion of the City.

5.5.2 The applicant shall be responsible for securing all required permits from the City.

5.5.3 Final determination of the qualification of a business revitalization project is not made until the construction is complete and a review has been undertaken to assess the project against the applicant's previously approved proposal.

## **5.6 Provision of Grant Funding**

5.6.1 The amount of funds reimbursed shall be based on the project's actual hard costs.

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- 5.6.2 City funds will be disbursed, as specified in the Reimbursement Agreement, once the post-construction review has determined that the project matches the approved proposal and proof of project costs has been provided.
- 5.6.3 At the time a reimbursement request is made, no individual or business will be eligible for reimbursement if such entity is in default of taxes owing or an obligation funded by any other municipal program.
- 5.6.4 The applicant is responsible for payment to contractors. The City will not pay the contractors directly.

**6.0 RESIDENTIAL INFILL GRANT****6.1 Applicability**

- 6.1.1 Applies to the new construction or reconstruction of a single detached dwelling, duplex or multi-attached dwelling, with a minimum construction value of Two Hundred Thousand (\$200,000.00) Dollars, within the eligible Residential Infill Area as shown in [Policy 357](#) Schedule A (map).

**6.2 Eligibility Criteria**

- 6.2.1 To be eligible for a Residential Infill Grant the applicant must meet the following requirements:
  - a) Be the property owner(s) or that person's legal representative;
  - b) Submit a proposed eligible residential infill project within the eligible Residential Infill Area;
  - c) Meet any applicable, additional application requirements as specified by the DIG Program review committee; and
  - d) Only benefit from the program for a maximum of two (2) approved Residential Infill Grant applications.
- 6.2.2 Funds are allocated subject to the conditions of [Policy 357](#), this Procedure, and a review of proposed developments for eligibility.

**6.3 Application Requirements**

- 6.3.1 Applications submitted must include the following components:
  - a) A completed application form;
  - b) Drawings that show the proposed design. Construction drawings are acceptable; and

- c) Estimate detailing the total construction cost of the development.

#### **6.4 Application and Review Process**

- 6.4.1 In conjunction with, or prior to, submitting an application, the applicant should review the application requirements and consult the Program Coordinator regarding the application process, requirements, criteria, rules of eligibility, and other relevant details of the proposed project.
- 6.4.2 In order to ensure adequate and consistent review, the project proposal shall be prepared in accordance with the format established by the Program Coordinator.
- 6.4.3 To be eligible for reimbursement, no work is to be performed until a Reimbursement Agreement is entered into with the City. Work that has commenced prior to City approval is not eligible for reimbursement.
- 6.4.4 The City reserves the right to accept, reject or modify any application and render decisions in regard to complete applications as:
  - a) Approval;
  - b) Approval with conditions; or
  - c) Refusal.
- 6.4.5 The application deadline shall be no later than 4:00 p.m. on December 30, 2022.
- 6.4.6 Completed applications shall be submitted to the Program Coordinator.
- 6.4.7 Applications shall be reviewed by the DIG Program review committee.
- 6.4.8 The DIG Program review committee will be the approving authority.
- 6.4.9 The City's decision to approve an application is based on the project meeting the eligibility criteria and/or the intent of the DIG program and available funding.
- 6.4.10 Applicants are required to enter into a Reimbursement Agreement with the City which specifies work to be completed, the costs of the project, and the amount and conditions under which the City will provide reimbursement. Detailed requirements of the Reimbursement Agreement are stipulated therein.
- 6.4.11 A Reimbursement Agreement signed by the applicant must be received by the City within twenty (20) working days of notification of approval.

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**6.5 Construction Process**

- 6.5.1 All projects approved by the DIG program must be completed in a timely manner. The agreement will allow a maximum of twelve (12) months for completion from the time of approval notification. When it can be demonstrated that circumstances clearly beyond the applicant's control prohibited completion within twelve (12) months, an extension may be granted through the development permit process. Failure to complete the project in a timely manner may result in cancellation of the agreement at the discretion of the City.
- 6.5.2 The applicant shall be responsible for securing all required permits from the City.
- 6.5.3 Final determination of the qualification of a Residential Infill project is not made until the required phase of construction is complete and a review has been undertaken to assess the project against the applicant's previously approved proposal.

**6.6 Provision of Grant Funding**

- 6.6.1 City funds will be disbursed as per the Reimbursement Agreement once:
- a) The approved building permit receives a completed passed framing inspection; and
  - b) A review has determined that the project matches the approved proposal.
- 6.6.2 At the time a reimbursement request is made, no individual or business will be eligible for reimbursement if such entity is in default of taxes owing or an obligation funded by any other municipal program.
- 6.6.3 The applicant is responsible for payment to contractors. The City will not pay contractors directly.

**7. MUNICIPAL FEE REBATE****7.1 Applicability**

- 7.1.1 Applies to new construction or reconstruction of single-detached, duplex or multi-attached dwellings city-wide;
- 7.1.2 City imposed portions of inspection services permit fees, engineering services fees, planning and development fees and Land Use Bylaw Amendment fees are in accordance with the [Fees, Rates and Charges Bylaw C-1395](#) which may be eligible for reimbursement for Residential Development.
- 7.1.3 Applicants to the Residential Infill Grant who may also apply for the Municipal Fee Rebate.

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**7.2 Eligibility Criteria**

- 7.2.1 To be eligible for a Municipal Fee Rebate Grant, the applicant must meet the following requirements:
- a) Be the property owner(s) or that person's legal representative;
  - b) Submit an eligible residential building project within the City;
  - c) Meet any applicable, additional application requirements as specified by the DIG Program review committee; and
  - d) Only benefit from the program for a maximum of two (2) approved Municipal Fee Rebate applications.
- 7.2.2 Funds are allocated subject to the conditions of [Policy 357](#), this Procedure, and a review of proposed developments for eligible reimbursement.

**7.3 Application Requirements**

- 7.3.1 Applications submitted must include the following components:
- a) A completed Application Form; and
  - b) Estimated total cost of the development.

**7.4 Application and Review Process**

- 7.4.1 In conjunction with, or prior to, submitting an application, the applicant should review the application requirements and consult the Program Coordinator regarding the application process, requirements, criteria, rules of eligibility, and other relevant details of the proposed project.
- 7.4.2 In order to ensure adequate and consistent review, the project proposal shall be prepared in accordance with the format established by the Program Coordinator.
- 7.4.3 To be eligible for reimbursement, no work is to be performed until a Reimbursement Agreement is entered into with the City. Work that has commenced prior to City approval is not eligible for reimbursement.
- 7.4.4 The City reserves the right to accept, reject or modify any application and render decisions in regard to complete applications as:
- a) Approval;
  - b) Approval with conditions; or
  - c) Refusal.

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- 7.4.5 The application deadline shall be no later than 4:00 p.m. on December 30, 2022.
- 7.4.6 Completed applications shall be submitted to the Program Coordinator.
- 7.4.7 Applications shall be reviewed by the DIG Program review committee.
- 7.4.8 The DIG Program review committee will be the approving authority.
- 7.4.9 The City's decision to approve an application is based on the project meeting the eligibility criteria and/or the intent of the DIG Program and available funding.
- 7.4.10 Applicants are required to enter into a Reimbursement Agreement with the City which specifies the amount and conditions under which the City will provide reimbursement. Detailed requirements of the Reimbursement Agreement are stipulated therein.
- 7.4.11 A Reimbursement Agreement signed by the applicant must be received by the City within twenty (20) working days of notification of approval.

**7.5 Construction Process**

- 7.5.1 All projects approved by the DIG program must be completed in a timely manner. The agreement will allow a maximum of twelve (12) months for completion from the time of approval notification. When it can be demonstrated that circumstances clearly beyond the applicant's control prohibited completion within twelve (12) months, an extension may be granted through the development permit process. Failure to complete the project in a timely manner may result in the cancellation of the agreement at the discretion of the City.
- 7.5.2 The applicant shall be responsible for securing all required permits from the City.
- 7.5.3 Final determination of the qualification of the Municipal Fee Rebate is not made until the required phase of construction is complete and a review has been undertaken to assess the project against the applicant's previously approved proposal.

**7.6 Provision of Grant Funding**

- 7.6.1 City funds will be disbursed as per the Reimbursement Agreement once:
  - a) The development has passed an approved framing inspection;
  - b) A review has determined that the project matches the approved proposal; and
  - c) Proof of payment for eligible Municipal Fees has been provided.

**8. APPEALS**

- 8.1 Applicants may appeal a DIG Program review committee decision by submitting a request to the Program Coordinator.

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- 8.2 Appeals shall be considered by the Infrastructure & Economic Development Committee at a regularly scheduled meeting.
- 8.3 The Infrastructure & Economic Development Committee may choose to uphold, uphold with modification or overturn the DIG Program review committee recommendation.

**9. SPECIAL CONSIDERATIONS**

- 9.1 The Program Coordinator may make minor exceptions to the DIG Program Guidelines.
- 9.2 The Program Coordinator has the sole authority to confirm completion of work. Certain work may be required or precluded as a condition of funding.

The following Guidelines and/or Application Forms are related to this Procedure:

- 357•1-1 [Development Incentives and Grants Program Guidelines](#)
- 357•1-2 [New Business Development Application Form](#)
- 357•1-3 [Business Retention and Expansion Grant Application Form](#)
- 357•1-4 [Business Revitalization Grant Application Form](#)
- 357•1-5 [Residential Infill Grant](#)
- 357•1-6 [Municipal Fee Rebate Application Form](#)