

CITY PROCEDURE



POLICY NUMBER: C616

AUTHORITY: City Manager

EFFECTIVE DATE: June 1, 2019

TITLE: Corner Store Program Procedures

1. DEFINITIONS

- 1.1. Active Storefront - A facade that supports commercial activity and creates the opportunity for pedestrian activity through at least 50% ground-level clear, transparent glazing that opens into an active section of the business, in combination with one or more other features that support activity and vitality on the street. Proportion of glazing is calculated as a percent of linear meters at 1.5m above finished Grade.
- 1.2. Building Age - The year the building was built as identified in municipal tax records.
- 1.3. Commercial Building - For the purpose of administering the Corner Store Program, a Commercial Building means a building that:
 - will be used for a commercial purpose at ground level, excluding home based businesses;
 - is designed to support and visually communicate the commercial use of the building; and
 - will have active storefronts and improve pedestrian experience.
- 1.4. Combined Corner Store Light Grant - A reimbursement grant of up to 50% of eligible construction costs for exterior and/or interior improvements to storefronts or interiors to a maximum amount of \$15,000.
- 1.5. Construction Value - The total cost of the construction project including the architecture, engineering, design, and labour (excluding work performed by the owner or a related entity), as well as the building, mechanical, and electrical components.

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- 1.6. Corner Store Program Guide - The guide(s) issued by the City which is (are) used by the City to direct the intended effect of the Policy and these procedures. The guide(s) is (are) separate from these procedures.
- 1.7. Corner Store Program Stream - The financial assistance available to property owners of eligible commercial buildings and business owners within these buildings under the Corner Store Program. This stream includes the: Exterior Corner Store Grant, Interior Corner Store Grant, and Small Business Support Grant.
- 1.8. Corner Store Light Stream - The financial assistance available to property owners of eligible commercial buildings and business owners within these buildings under the Corner Store Store Program that includes the Combined Corner Store Light Grant, and the Small Business Support Grant.
- 1.9. Dwelling - A self contained unit comprised of one or more rooms accommodating sitting, sleeping, and sanitary facilities, as well as a principal kitchen for food preparation, cooking, and serving. A Dwelling is used permanently or semi-permanently as a residence for a single household.
- 1.10. Exterior Corner Store Grant - The financial assistance available to property owners of eligible commercial buildings under the Corner Store Program:
 - a) Exterior Improvement Grant for reimbursement of up to 50% to a maximum of \$60,000 per Small Commercial Centre for the cost of eligible storefront improvements.
 - b) Exterior Improvement Grant for reimbursement of up to 50% to a maximum of \$15,000 per Standalone Commercial Building for the cost of eligible storefront improvements.

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- 1.11. Facade - The exterior of a commercial building. For the purpose of administering the Corner Store and Corner Store Light Programs, a facade is defined as a maximum of two stories in height.
- 1.12. Interior Building Improvements – means structural or non-structural improvements such as: electrical, plumbing, heating and ventilation system upgrades; improvements related to health and safety issues; fire safety compliance; wheelchair access; and other permanent leasehold improvements such as painting, flooring, walls, ceilings, and permanent fixtures carried out within an existing building to revitalize merchantable space and to enhance interior building aesthetics and functionality with regard for the interface between public pedestrian space and street oriented retail and commercial activities.
- 1.13. Interior Corner Store Grant - The financial assistance available to property owners of eligible commercial buildings in the Corner Store Program. This encompasses:
 - a) a reimbursement grant of up to 50% to a maximum of \$20,000 per Small Commercial Centre for the cost of eligible Interior Building Improvements to existing buildings that have ground floor Underutilized or Vacant Commercial Use Storefronts.
 - b) a reimbursement grant of up to 50% to a maximum of \$10,000 per Standalone Commercial Building for the cost of eligible Interior Building Improvements to existing buildings that have ground floor Underutilized or Vacant Commercial Use Storefronts.
- 1.14. Mixed-use - A development that includes Dwellings located above ground floor Commercial Use Storefronts, or Dwellings located on the ground floor of the building adjacent to, or located behind, Commercial Use Storefronts. This term also encompasses live-work units.

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- 1.15. Neighbourhood Commercial Area - An area of commercial development, within a residential neighbourhood, which is intended to meet the commercial needs of local residents. These areas generally contain up to 10 commercial buildings that contain commercial uses on the ground floor and may contain residential, commercial, or professional uses on the upper floors. For the purposes of the Corner Store Program Policy, Neighbourhood Commercial Areas:
 - a) may be:
 - i) one commercial property containing a low rise building with at least three commercial retail units at ground level, on a property of no more than 1 hectare in area (Small Commercial Centre);
 - ii) a collection of several directly adjacent Standalone Commercial Buildings, each housing one or two commercial retail units at ground level, and all generally contained within no more than one full blockface; or
 - iii) a collection of several commercial properties/buildings at the intersection of two roads, with commercial retail units at ground level on at least two corners of the intersection.
 - b) may not be part of a Business Improvement Area, a commercial corridor generally longer than one full blockface, or a commercial centre larger than one hectare.

- 1.16. Post Construction Inspection - A site visit by the Program Manager to determine whether the improvements or new construction identified in the Reimbursement Agreement have been completed.

- 1.17. Pre-Construction Inspection - A site visit by the Program Manager to determine the pre-construction status of a building or site, and to ensure that no work has begun before a Reimbursement Agreement is signed.

- 1.18. Project Review Committee - A committee approved by the Deputy City Manager

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with representation that may include City of Edmonton administration and/or other relevant organizations or individuals.

- 1.19. Reimbursement Agreement - The standard form contract identifying the maximum grant amount, the approved project design, and the eligible improvements that the applicant may seek reimbursement for upon successful project completion. Reimbursement Agreements are between: the City of Edmonton and the building owner; or the City of Edmonton, building owner, and building tenant.
- 1.20. Small Business Support Grant - A reimbursement grant of up to 50% of eligible costs for initiatives that will improve the capacity, efficiency, productivity, and/or competitiveness of the business to a maximum amount of \$1,000. This grant is available to business owners in participating commercial buildings in the Corner Store Program.
- 1.21. Small Commercial Centre - A commercial building with three or more commercial units at ground level, typically arranged in a row and containing the only commercial units in a neighbourhood commercial area. These buildings may also be referred to as small strip malls or mini-malls, and often have onsite parking lots at the front of the building. For the purposes of the Exterior Corner Store Grant Program, a maximum of only one commercial unit within a Small Commercial Centre may contain a business with more than 50 employees.
- 1.22. Standalone Commercial Building - A commercial building typically containing one to three commercial units at ground level and, for the purposes of the Exterior Corner Store Grant Program, no units may contain a business with more than 50 employees.
- 1.23. Storefront - The first storey of the facade of a commercial building that fronts onto a public road right-of-way or pedestrian-oriented City owned open space, contains a public entrance, supports commercial activity and is a primary visual

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focus. A commercial building may have more than one storefront.

- 1.24. Target area - Neighbourhood Commercial Areas in mature and established neighbourhoods.
- 1.25. Underutilized Commercial Use Storefront
 - 1.25.1. For the purposes of the Interior Corner Store Grant and Combined Corner Store Light Grant means a Storefront that is used for the sole purpose of conducting activities related to commercial use and has had a high level of tenant turnover within the last 3 years, identified by at least 3 different business licences registered to an address for three separate businesses within the 3 year time span, or
 - 1.25.2. For the purposes of the Interior Corner Store Grant, means a Storefront that is used for the sole purpose of conducting activities related to commercial use, is vacant at the time of application, requires interior improvements to support a commercial use that has been identified through the Corner Store Program as desirable for the local area, and that following interior improvements will be occupied by such a commercial use.
- 1.26. Vacant Commercial Use Storefront - means a Storefront that is used for the sole purpose of conducting activities related to commercial use, and that has been chronically vacant for at least 6 months. The vacancy may not be the result of major redevelopment or construction within the building.

2. PROGRAM REGULATIONS

2.1. CORNER STORE STREAM

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2.1.1. EXTERIOR CORNER STORE GRANT

2.1.1.1. AREA OF APPLICATION: EXTERIOR CORNER STORE GRANT

- 2.1.1.1.1. These procedures apply to Corner Store projects undertaken on existing commercial buildings located only in Neighbourhood Commercial Areas.
- 2.1.1.1.2. These procedures are applicable to Target Areas based on the available budget for the program or for such time as otherwise prescribed.

2.1.1.2. ELIGIBILITY: EXTERIOR CORNER STORE GRANT

- 2.1.1.2.1. The applicant, project and building must meet the following minimum requirements to be eligible for consideration for an Exterior Corner Store Grant:
 - a) the applicant must be the building owner(s) or that person's designate;
 - b) the proposed project must be located within a Target Area;
 - c) the proposed project must be related to a Commercial Building that is commercial in use, Mixed-use in nature with commercial use on the main floor, or has a commercial function;
 - d) the building must not have previously received a Corner Store Program grant;
 - e) the owner of the building must be current on municipal property tax payments;
 - f) the Building Age must be 20 years or older;
 - g) excluding design and engineering work, construction work done prior to an executed Reimbursement Agreement between the applicant and the City is not reimbursable;

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- h) the proposed project must involve eligible exterior improvements and satisfy any Corner Store Program design principles identified in the Program Guide for implementation of these procedures;
- i) the applicant must meet additional Application Requirements as specified in the program guide; and
- j) funds are allocated subject to the conditions of the Corner Store Program Policy and these procedures.

2.1.1.2.2. Projects that cannot achieve a Storefront with transparent glass or less than 10% of the total glazing obscured by the end of the project are not eligible for the Program.

2.1.1.2.3. Rehabilitation or improvements that affect historic properties must be consistent with the City of Edmonton’s Historic Resources Management Program and are subject to review by a Heritage Planner. No funds will be allocated for projects that prevent or detract from future possible designation as a heritage resource.

2.1.1.2.4. Buildings that are built to predominantly accommodate auto-oriented uses, such as gas stations, are not eligible to apply to the Program.

2.1.1.3. APPLICATION REQUIREMENTS: EXTERIOR CORNER STORE GRANT

2.1.1.3.1. Applications submitted under the Corner Store Program Policy are completed in two stages, the first of which must include the following components:

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- a) a completed application form;
- b) photographs of the current state of the building;
- c) elevations, site plans, and/or any other drawings or materials identified in the Application form and/or requested by the Program Manager that show the improvements to be made; and

The second stage is completed after a successful review by the Project Review Committee. Stage two applications must be submitted in a timely manner, and must include the following components:

- d) a minimum of two contractor bids or quotes for all work proposed for the project;
- e) a cost summary listing the: itemized breakdown of the improvements, corresponding specific costs, selected vendor(s)/contractor(s), and corresponding City of Edmonton business license numbers of the selected contractor(s); and
- f) a copy of the submitted Development Permit application and/or submitted Building Permit application and/or submitted Sign Permit application.

To confirm property ownership, the City will pull a Land Title Certificate, and if the property owner is a company, a Corporate Registry Search.

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2.1.1.4. ADDITIONAL INFORMATION: EXTERIOR CORNER STORE GRANT

- 2.1.1.4.1. Reimbursement is limited to eligible work performed on a Commercial Building Facade. The first storey of a Commercial Building must always be improved in order to receive a Program Grant.
- 2.1.1.4.2. Reimbursement is limited to labor and material for eligible cost items only. The City may require that non-eligible work be performed as a precondition for reimbursement of eligible cost items. The following improvements are always required, even where such improvements may not be eligible for reimbursement:
 - a) property must be in compliance with all City Bylaws, including but not limited to the Minimum Maintenance Standards Bylaw.
 - b) graffiti on all exterior surfaces covered, removed, or painted over.

2.1.1.5. APPLICATION PROCESS: EXTERIOR CORNER STORE GRANT

- 2.1.1.5.1. Prior to submitting an application the applicant shall consult with the Program Manager regarding the application process, requirements, criteria, rules of eligibility, and project design.
- 2.1.1.5.2. Completed applications shall be submitted to the Corner Store Program Manager.

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- 2.1.1.5.3. In order to ensure adequate, consistent review and evaluation, the project application shall be prepared in accordance with the format established by the City.
- 2.1.1.5.4. Project applications will be received and reviewed at regular application periods until funds are depleted or the program has ended.
- 2.1.1.5.5. After the project is reviewed by the Project Review Committee, and before an applicant may enter into a Reimbursement Agreement with the City of Edmonton, the Corner Store Program Manager will conduct a Pre-Construction Inspection of the subject property to determine the pre-construction status of the building.
- 2.1.1.5.6. To be eligible for reimbursement, no work, excluding design and engineering work, maybe performed until a Reimbursement Agreement has been signed by all parties and fully executed by the City. Projects that have commenced prior to a fully executed Reimbursement Agreement being in place are not eligible for reimbursement.
- 2.1.1.5.7. Submitting an application does not commit the City to enter into an agreement to pay any costs incurred in its preparation, to participate in subsequent negotiations or to enter into a Reimbursement Agreement for the project. Further, the acceptance of an application does not constitute an agreement by the City that any Reimbursement Agreement will actually be entered into by the City.

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2.1.1.5.8. The City reserves the right to accept, reject, or modify any application and render decisions in regards to complete applications as approvals, approvals with conditions and refusals.

2.1.1.6. COMMITTEE REVIEW: EXTERIOR CORNER STORE GRANT

2.1.1.6.1. Complete applications are reviewed by the Project Review Committee.

2.1.1.6.2. The Project Review Committee meets as required to evaluate applications.

2.1.1.6.3. The Project Review Committee will recommend to the Deputy City Manager either approval, approval with conditions, or refusal, regarding the decision to enter into Reimbursement Agreements regarding any applications reviewed by the Committee.

2.1.1.6.4. The City's decision to approve an application involves reviewing the applications and allocating funding (according to the Policy) based on alignment with the program guide, project eligibility, eligibility of proposed improvements and the availability of program funding. Maximum grant amounts are not guaranteed, and lesser amounts may be allocated at the discretion of the City.

2.1.1.6.5. A recommendation from the Project Review Committee for approval does not commit the City to entering into an agreement to pay any costs incurred in its preparation, to participate in subsequent negotiations, or to enter into a Reimbursement Agreement for the project. Further, approval of an application does

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not constitute an agreement by the City that any contract will actually be entered into by the City.

2.1.1.6.6. All decisions made by the City regarding whether to approve or refuse an application are final. No appeal lies from the decision of the City.

2.1.1.7. CONSTRUCTION PROCESS: EXTERIOR CORNER STORE GRANT

2.1.1.7.1. Applicants are required to enter into a Reimbursement Agreement with the City of Edmonton which specifies the: work to be completed, costs of the project, maximum amount of the grant, and conditions under which the City will provide a reimbursement.

2.1.1.7.2. All work must comply with City, Provincial, and Federal regulations. The applicant is responsible for securing all required permits from the City of Edmonton and must present a Permit Service Report prior to disbursement of program funds.

2.1.1.7.3. All contractors must hold a valid business license issued by the City of Edmonton. All construction contracts will be between the applicant and the contractor.

2.1.1.7.4. All projects assisted by this program must be completed, with relevant documentation submitted, in a timely manner. The Reimbursement Agreement will allow a maximum of 12 months for completion. If it can be demonstrated that circumstances clearly beyond the applicant's control prohibit the completion of construction and submission of

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all relevant documentation within 12 months, the City may grant a one-time 6 month extension. Failure to complete the project in a timely manner will result in the termination of the Reimbursement Agreement at the discretion of the City.

2.1.1.8. REIMBURSEMENT OF PROJECT COSTS: EXTERIOR CORNER STORE GRANT

- 2.1.1.8.1. Reimbursement of architectural and/or engineering fees may not exceed 20% of eligible costs.
- 2.1.1.8.2. Reimbursement of project management and administration costs may not exceed 10% of eligible costs.
- 2.1.1.8.3. At the time a reimbursement request is made, no individual or entity will be eligible for reimbursement under the Corner Store Program if such individual or entity is in default of taxes owing or an obligation funded by any other municipal program. Demonstration of good standing must be provided.
- 2.1.1.8.4. The applicant is responsible for payment of all contractors. The City will not pay the contractors directly.
- 2.1.1.8.5. The Exterior Corner Store Grant is paid only when: all construction work associated with the project has been completed and formal permit reports have been issued by the City; the work conforms to changes/improvements as outlined in the executed Reimbursement Agreement; the applicant provides a current tax notice showing that all

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municipal property taxes are paid; and all invoices, proof of payments, and cost summaries have been submitted and reviewed/approved by the City.

2.1.1.9. SPECIAL CONSIDERATIONS: EXTERIOR CORNER STORE GRANT

- 2.1.1.9.1. The Deputy City Manager or that person's designate may make minor exceptions to program procedures.
- 2.1.1.9.2. For a period of 5 years after reimbursement, the Storefront and/or Facade must be cleaned and maintained in accordance with the standard of care applicable to owners of valuable real estate in a large city.
- 2.1.1.9.3. The Deputy City Manager has the sole authority to determine eligibility of proposed work and confirmation of completed work. Certain work may be required or precluded as a condition of funding.

2.1.2. INTERIOR CORNER STORE GRANT

2.1.2.1. AREA OF APPLICATION: INTERIOR CORNER STORE GRANT

- 2.1.2.1.1. These procedures apply to Interior Corner Store projects undertaken on existing commercial buildings located only in Neighbourhood Commercial Areas.
- 2.1.2.1.2. These procedures are applicable to Target Areas based on the available budget for the program or for such time as otherwise prescribed.

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2.1.2.2. ELIGIBILITY: INTERIOR CORNER STORE GRANT

- 2.1.2.2.1. The applicant, project and building must meet the following minimum requirements to be eligible for consideration for an Interior Corner Store Grant:
 - a. the applicant must be the building owner(s) or that person’s designate;
 - b. the proposed project must be commercial in use or Mixed-Use in nature with a commercial use on the main floor;
 - c. the proposed project must be referenced to a titled lot;
 - d. the Building Age must be 20 years or older;
 - e. the project must relate to a building interior that is Underutilized or with a ground floor Vacant Commercial Use Storefront(s) and will be occupied by an eligible commercial business Post Construction;
 - f. the building must not previously received an Interior Corner Store Grant;
 - g. the owner of the building must be current on all municipal property tax payments;
 - h. excluding design and engineering work, construction work done prior to an executed Reimbursement Agreement between the applicant and the City is not reimbursable;
 - i. the proposed project must involve eligible Interior Building Improvements and satisfy all requirements or principles in the Corner Store Program Guide;
 - j. the applicant must meet any additional Application Requirements as specified by the Project Review Committee; and
 - k. funds are allocated subject to the conditions of the Corner Store Program Policy and these procedures.

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- 2.1.2.2.2. Projects that cannot achieve a Storefront with transparent glass or less than 10% of the total glazing obscured by the end of the project are not eligible for this Program.
- 2.1.2.2.3. Rehabilitation or improvements that affect historic properties must be consistent with the City of Edmonton’s Historic Resources Management Program and are subject to review by a Heritage Planner. No funds will be allocated for projects that prevent or detract from future possible designation as a heritage resource.
- 2.1.2.2.4. Buildings that are built to predominantly accommodate auto-oriented uses, such as gas stations, are not eligible to apply to the Program.
- 2.1.2.3. APPLICATION REQUIREMENTS: INTERIOR CORNER STORE GRANT
 - 2.1.2.3.1. Applications submitted under the Corner Store Program Policy and these procedures are completed in two stages. The first stage must include the following components:
 - a) a completed application form;
 - b) photographs of the current state of the interior of the building;
 - c) elevations, site plans, and/or any other drawings or materials identified in the Application form and/or requested by the Program Manager that show the improvements to be made; and

The second stage is completed after a successful review by the Project Review Committee. Stage two applications must be

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submitted in a timely manner, and must include the following components:

- d) a minimum of two contractor bids or quotes for all work proposed for the project;
- e) a cost summary listing the itemized breakdown of the improvements and corresponding specific costs, the selected vendor(s)/contractor(s), and the City of Edmonton business license number of the selected contractor(s);
- f) a copy of the submitted Development Permit application and/or submitted Building Permit application and/or submitted Sign Permit application; and
- g) a Statutory Declaration by the property owner stating that their Commercial Use Storefront retail space has been Vacant or Underutilized.

To confirm property ownership, the City will pull a Land Title Certificate, and if the property owner is a company, a Corporate Registry Search.

2.1.2.3.2. Interior Building Improvements that affect historic properties must be consistent with the City of Edmonton’s Historic Resources Management Program. No funds will be allocated for projects that prevent or detract from future possible designation as a heritage resource.

2.1.2.4. APPLICATION PROCESS: INTERIOR CORNER STORE GRANT

2.1.2.4.1. Prior to submitting an application the applicant shall consult with the Program Manager regarding the application process, requirements, criteria, rules of

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eligibility, and project design.

- 2.1.2.4.2. Completed applications shall be submitted to the Corner Store Program Manager.
- 2.1.2.4.3. In order to ensure adequate, consistent review and evaluation, the project application shall be prepared in accordance with the format established by the administration.
- 2.1.2.4.4. Project applications will be received and reviewed at regular application periods identified by program administration until the funds are depleted or the program has ended.
- 2.1.2.4.5. After the project is reviewed by the Project Review Committee and before an applicant may enter into a Reimbursement Agreement with the City of Edmonton, the Corner Store Program Manager will conduct a Pre-Construction Inspection of the subject property to determine the pre-construction status of the building.
- 2.1.2.4.6. To be eligible for reimbursement, no work, excluding design and engineering work, may be performed until a Reimbursement Agreement has been signed by all parties and fully executed by the City. Projects that have commenced prior to a fully executed Reimbursement Agreement being in place are not eligible for reimbursement.
- 2.1.2.4.7. The City reserves the right to accept, reject, or modify any application and render decisions in regards to complete applications as approvals, approvals with conditions, and

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refusals.

2.1.2.5. COMMITTEE REVIEW: INTERIOR CORNER STORE GRANT

- 2.1.2.5.1. Complete applications are reviewed by the Program Manager and the Project Review Committee.
- 2.1.2.5.2. The Project Review Committee meets as required to evaluate applications.
- 2.1.2.5.3. The Project Review Committee will recommend to the Deputy City Manager approval, modification or refusal regarding the decision to enter into Reimbursement Agreements.
- 2.1.2.5.4. The City's decision to approve an application involves reviewing the applications and allocating funding (according to the Policy) based on alignment with program guide, project eligibility, eligibility of proposed improvements, and the availability of program funding. Maximum grant amounts are not guaranteed, and lesser amounts may be allocated at the discretion of the City.
- 2.1.2.5.5. A recommendation from the Project Review Committee for approval does not commit the City to enter into an agreement to pay any costs incurred in its preparation, to participate in subsequent negotiations, or to enter into a Reimbursement Agreement for the project. Further, approval of an application does not constitute an agreement by the City that any Reimbursement Agreement will actually be entered into by the City.

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2.1.2.5.6. All decisions made by the City regarding whether to approve or reject an application are final. No appeal lies from the decision of the City.

2.1.2.6. CONSTRUCTION PROCESS: INTERIOR CORNER STORE GRANT

2.1.2.6.1. Applicants are required to enter into a Reimbursement Agreement with the City of Edmonton which specifies the: work to be completed, costs of the project, the maximum amount of the grant, and conditions under which the City will provide a reimbursement.

2.1.2.6.2. All work must comply with City, Provincial and Federal regulations. The applicant is responsible for securing all required permits from the City of Edmonton and must present all Permit Service Reports prior to disbursement of program funds.

2.1.2.6.3. All contractors must hold a valid business license issued by the City of Edmonton. All construction contracts will be between the applicant and the contractor.

2.1.2.6.4. All projects assisted by this program must be completed with relevant documentation submitted in a timely manner, including an executed 2 year (minimum) lease agreement with a new commercial tenant. The Reimbursement Agreement will allow a maximum of 12 months for completion. If it can be demonstrated that circumstances clearly beyond the applicant's control prohibit the completion of construction and submission of all relevant documents within 12 months, the City may grant a

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one-time 6 month extension. Failure to complete the project in a timely manner will result in a termination of the Reimbursement Agreement at the discretion of the City.

2.1.2.7. REIMBURSEMENT OF PROJECT COSTS: INTERIOR CORNER STORE GRANT

- 2.1.2.7.1. Reimbursement for architectural and/or engineering fees may not exceed 20% of eligible costs.
- 2.1.2.7.2. Reimbursement for project management and administration costs may not exceed 10% of eligible costs.
- 2.1.2.7.3. At the time a reimbursement request is made, no individual or entity will be eligible for reimbursement under the Corner Store Program if such individual or entity is in default of taxes owing or an obligation funded by any other municipal program. Demonstration of good standing must be provided.
- 2.1.2.7.4. The applicant is responsible for payment of all contractors. The City will not pay the contractors directly.
- 2.1.2.7.5. The Interior Building Improvements Grant is paid only when: all construction work associated with the project is completed and formal permit reports have need issued by the City; the work conforms to changes/improvements as outlined in the executed Reimbursement Agreement; the applicant provides a current tax notice showing all municipal property taxes are paid; and all invoices, proof of payments, and cost summaries have been submitted and reviewed/approved by the City.

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2.1.2.7.6. Reimbursement is limited to labor and material for eligible cost items only. However, the City may require that non-eligible work be performed as a precondition for reimbursement of eligible cost items. Improvements which place the property in compliance with all City Bylaws, including but not limited to the Minimum Maintenance Standards Bylaw, are always required, even where such improvements may not be eligible for reimbursement.

2.1.2.8. SPECIAL CONSIDERATIONS: INTERIOR CORNER STORE GRANT

2.1.2.8.1. For a period of 5 years after the reimbursement for Interior Corner Store Grant , the building owner must:

- a. clean and repair the commercial space in accordance with the standard of care applicable to owners of valuable real estate in a large city; and
- b. use the commercial space only for eligible retail and Commercial Uses as prescribed by the procedures.

2.1.2.8.2. The Deputy City Manager or that person’s designate may make minor exceptions to program procedures.

2.1.2.8.3. The Deputy City Manager has the sole authority to determine eligibility of proposed work and confirmation of completed work. Certain work may be required or precluded as a condition of funding.

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2.2. CORNER STORE LIGHT

2.2.1. COMBINED LIGHT GRANT

2.2.1.1. AREA OF APPLICATION: COMBINED LIGHT GRANT

2.2.1.1.1. These procedures apply to Corner Store Light projects undertaken on existing Commercial Buildings located only within a Neighbourhood Commercial Area. For the purposes of Corner Store Light, a Standalone Commercial Building that is not adjacent to any other commercial building (and is therefore not within a Neighbourhood Commercial Area as defined by these procedures) may be eligible for a grant if the applicant and the project meet all other eligibility criteria of these procedures and the Corner Store Program Policy.

2.2.1.1.2. These procedures are applicable to Target Areas based on the available Program budget for the program or for such time as otherwise prescribed.

2.2.1.2. ELIGIBILITY: COMBINED LIGHT GRANT

2.2.1.2.1. The applicant, project and building must meet the following minimum requirements to be eligible for consideration for a Combined Light Grant:

- a) the applicant must be the building owner(s) or that person's designate;
- b) the proposed project must be related to a Commercial Building with a Storefront facing onto a public road right-of-way, excluding an alley, and may have a Facade facing onto

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pedestrian-oriented, municipally-owned open space;

- c) the proposed project must be related to a Commercial Building that is commercial in use or mixed-use in nature with commercial on the main floor, or has a commercial function;
- d) the building must not have previously received a Corner Store Program grant;
- e) the owner of the building must be current on municipal property tax payments;
- f) the Building Age must be 20 years or older;
- g) excluding design and engineering work, construction work done prior to an executed Reimbursement Agreement between the applicant and the City is not reimbursable;
- h) the proposed project must involve eligible Façade and Storefront Improvements and satisfy any Corner Store Program design principles identified in the Program Guide for implementation of these procedures;
- i) the applicant must meet additional Application Requirements as specified in the Program Guide; and
- j) funds are allocated subject to the conditions of the Corner Store Program Policy and these procedures.

2.2.1.2.2. Projects that cannot achieve a Storefront with transparent glass or less than 10% of the total glazing obscured by the end of the project are not eligible for the Program.

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- 2.2.1.2.3. Should a property owner wish to apply the Combined Light Grant to Interior Building Improvements, the commercial space must be Underutilized or Vacant.
- 2.2.1.2.4. Rehabilitation or improvements that affect historic properties must be consistent with the City of Edmonton’s Historic Resources Management Program and are subject to review by a Heritage Planner. No funds will be allocated for projects that prevent or detract from future possible designation as a heritage resource.
- 2.2.1.2.5. Buildings that are built to predominantly accommodate auto-oriented uses, such as gas stations, are not eligible to apply to the Program.

2.2.1.3. APPLICATION REQUIREMENTS: COMBINED LIGHT GRANT

- 2.2.1.3.1. Applications submitted under the Corner Store Program Policy are completed in two stages, the first of which must include the following components:
 - g) a completed application form;
 - h) photographs of the current state of the building;
 - i) elevations, site plans, and/or any other drawings or materials identified in the Application form and/or requested by the Program Manager that show the improvements to be made; and

The second stage is completed after a successful review by the Project Review Committee. Stage two applications must be

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submitted in a timely manner, and must include the following components:

- j) a minimum of two contractor bids or quotes for all work proposed for the project;
- k) a cost summary listing the itemized breakdown of the improvements and corresponding specific costs, the selected vendor(s)/contractor(s), and the City of Edmonton business license number of the selected contractor(s); and
- l) a copy of the submitted Development Permit application and/or submitted Building Permit application and/or submitted Sign Permit application.

To confirm property ownership, the City will pull a Land Title Certificate, and if the property owner is a company, a Corporate Registry Search.

2.2.1.4. APPLICATION PROCESS: COMBINED LIGHT GRANT

- 2.2.1.4.1. Prior to submitting an application the applicant shall consult with the Program Manager regarding the application process, requirements, criteria, rules of eligibility, and project design.
- 2.2.1.4.2. Completed applications shall be submitted to the Corner Store Program Manager.
- 2.2.1.4.3. In order to ensure adequate, consistent review and evaluation, the project application shall be prepared in

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accordance with the format established by the City.

- 2.2.1.4.4. Project applications will be received and reviewed at regular application periods until funds are depleted or the program has ended.
- 2.2.1.4.5. After the project is reviewed by the Project Review Committee and before an applicant may enter into a Reimbursement Agreement with the City of Edmonton, the Corner Store Program Manager will conduct a Pre-Construction Inspection of the subject property to determine the pre-construction status of the building.
- 2.2.1.4.6. To be eligible for reimbursement, no work, excluding design and engineering work, may be performed until a Reimbursement Agreement has been signed by all parties and fully executed by the City. Projects that have commenced prior to a fully executed Reimbursement Agreement being in place are not eligible for reimbursement.
- 2.2.1.4.7. Submitting an application does not commit the City to enter into an agreement to pay any costs incurred in its preparation, to participate in subsequent negotiations, or to enter into a Reimbursement Agreement for the project. Further, the acceptance of an application does not constitute an agreement by the City that any Reimbursement Agreement will actually be entered into by the City.
- 2.2.1.4.8. The City reserves the right to accept, reject, or modify any application and render decisions in regards to complete

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applications as approvals, approvals with conditions, and refusals.

2.2.1.5. PROJECT REVIEW COMMITTEE: COMBINED LIGHT GRANT

2.2.1.5.1. Complete applications are reviewed by the Project Review Committee.

2.2.1.5.2. The Project Review Committee meets as required to evaluate applications.

2.2.1.5.3. The Project Review Committee will recommend to the Deputy City Manager approval, approval with conditions, or refusal regarding the decision to enter into Reimbursement Agreements.

2.2.1.5.4. The City's decision to approve an application involves reviewing the applications and allocating funding (according to the Policy) based on alignment with program guide, project eligibility, eligibility of proposed improvements and the availability of program funding. Maximum grant amounts are not guaranteed, and lesser amounts may be allocated at the discretion of the City.

2.2.1.5.5. A recommendation from the Project Review Committee for approval does not commit the City to enter into an agreement to pay any costs incurred in its preparation, to participate in subsequent negotiations, or to enter into a Reimbursement Agreement for the project. Further, approval of an application does not constitute an agreement by the City that any Reimbursement Agreement

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will actually be entered into by the City.

2.2.1.5.6. All decisions made by the City whether to approve or reject an application are final. No appeal lies from the decision of the City.

2.2.1.6. CONSTRUCTION PROCESS: COMBINED LIGHT GRANT

2.2.1.6.1. Applicants are required to enter into a Reimbursement Agreement with the City of Edmonton which specifies the: work to be completed, costs of the project, maximum amount of the grant, and conditions under which the City will provide a reimbursement.

2.2.1.6.2. All work must comply with City, Provincial and Federal regulations. The applicant is responsible for securing all required permits from the City of Edmonton and must present a Permit Service Report prior to disbursement of program funds.

2.2.1.6.3. All contractors must hold a valid business license issued by the City of Edmonton. All construction contracts will be between the applicant and the contractor.

2.2.1.6.4. All exterior improvement projects assisted by this program must be completed, and have relevant documentation submitted, in a timely manner. The Reimbursement Agreement will allow a maximum of 12 months for completion. If it can be demonstrated that circumstances clearly beyond the applicant’s control prohibit the completion of construction and submission of all relevant documentation within 12 months, the City may grant a

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one-time 6 month extension. Failure to complete the project in a timely manner will result in the termination of the Reimbursement Agreement at the discretion of the City.

2.2.1.6.5. All interior improvement projects assisted by this program must be completed with relevant documentation submitted in a timely manner, including an executed 2 year (minimum) lease agreement with a new commercial tenant. The Reimbursement Agreement will allow a maximum of 12 months for completion. If it can be demonstrated that circumstances clearly beyond the applicant’s control prohibit the completion of construction and submission of all relevant documents within 12 months, the City may grant a one-time 6 month extension. Failure to complete the project in a timely manner will result in a termination of the Reimbursement Agreement at the discretion of the City.

2.2.1.7. REIMBURSEMENT OF PROJECT COSTS: COMBINED LIGHT GRANT

- 2.2.1.7.1. Reimbursement for architectural and/or engineering fees may not exceed 20% of eligible costs.
- 2.2.1.7.2. Reimbursement for project management and administration costs may not exceed 10% of eligible costs.
- 2.2.1.7.3. At the time a reimbursement request is made, no individual or entity will be eligible for reimbursement under the Corner Store Program if such individual or entity is in

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default of taxes owing or an obligation funded by any other municipal program. Demonstration of good standing must be provided.

2.2.1.7.4. The applicant is responsible for payment of all contractors. The City will not pay the contractors directly.

2.2.1.7.5. The Combined Corner Store Light Grant is paid only when: all construction work associated with the project is completed and formal permit reports have been issued by the City; the work conforms to changes/improvements as outlined in the executed Reimbursement Agreement; the applicant provides a current tax notice showing all municipal property taxes are paid; and all invoices, proof of payments, and cost summaries have been submitted and reviewed/approved by the City.

2.2.1.8. SPECIAL CONSIDERATIONS: COMBINED LIGHT GRANT

2.2.1.8.1. For a period of 5 years after reimbursement, the Storefront and/or Facade must be cleaned and maintained in accordance with the standard of care applicable to owners of valuable real estate in a large city.

2.2.1.8.2. For a period of 5 years after the reimbursement for Interior Building Improvements, the building owner must:
a. clean and repair the commercial space in accordance with the standard of care applicable to owners of valuable real estate in a large city; and

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b. use the commercial space only for eligible retail and commercial uses as prescribed by the procedures.

2.2.1.8.3. The Deputy City Manager or that person’s designate may make minor exceptions to program procedures.

2.2.1.8.4. The Deputy City Manager has the sole authority to determine eligibility of proposed work and confirmation of completed work. Certain work may be required or precluded as a condition of funding.

2.3. SMALL BUSINESS SUPPORT GRANT

2.3.1. Small Business support grant is available on a 50/50 cost-shared basis to a maximum reimbursement of \$1,000. Details of the application process and eligible expenses are found in the Small Business Support Grant Program Guidelines.

2.3.2. PROGRAM MANAGER REVIEW: SMALL BUSINESS SUPPORT GRANT

2.3.2.1. Complete applications are reviewed by the Corner Store Program Manager.

2.3.2.2. The City’s decision to approve an application involves reviewing the applications and allocating funding (according to the Policy) based on alignment with the program guide, project eligibility, eligibility of proposed improvements and the availability of program funding. Maximum grant amounts are not guaranteed, and lesser amounts may be allocated at the discretion of the City.

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2.3.2.3. All decisions made by the City regarding whether to approve or refuse an application are final. No appeal lies from the decision of the City.

3. **RESPONSIBILITIES**

3.1. **DEPUTY CITY MANAGER**

- a) Oversees the Corner Store Program, including program evaluation and funding,
- b) Makes the final decision regarding approval or refusal of applications to the Corner Store Program based on recommendations provided by the Project Review Committee;
- c) Varies Program Procedures from time to time, as required;
- d) Approves detailed application requirements and the Corner Store Program Guide; and
- e) Delegates authority as required in regards to program implementation.

3.2. **PROJECT REVIEW COMMITTEE**

- a) Evaluates applications and recommends approval, approval with conditions, or refusal to the Deputy City Manager or that person's delegate;
- b) Is governed by a Terms of Reference that is approved by the Deputy City Manager or that person's delegate; and
- c) Is chaired by the Corner Store Program Manager.

3.3. **PROGRAM MANAGER**

- a) Administers the Corner Store Program, including program evaluation and monitoring, managing program funding, communication with applicants, site inspections, coordinating administrative review of applications, recommending Project Review Committee members, chairing the Project Review Committee, and other duties as required;

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- b) Proposes amendments and recommends variances to the Program Guide from time to time, as required;
- c) Prepares recommendations and any proposed changes for the Deputy City Manager regarding the application requirements and Guide for the Corner Store Program, as required.