



AMENDED POLICY

TOWN POLICY NAME:**Storefront Improvement Program Policy****POLICY NO:****003/2024****RESOLUTION:**
2024-097**ADOPTED BY:**
Town Council**SUPERSEDES:**
002/2012**RESCINDS:****PREPARED BY:**
Administration**EFFECTIVE DATE:**
March 21, 2024**REVIEWED BY:**
Town Council**REVIEW DATE:**
March 2025**POLICY AMENDMENT:****RESOLUTION:**
2025-079**ADOPTED BY:**
Town Council**EFFECTIVE DATE:**
March 4, 2025**1. PURPOSE**

To establish a written policy, approved by Council, to clarify expectations and determine criteria for a matching grant program for improving/renovating storefronts that are non-residential within the Town of Rocky Mountain House, with funding provided by Town Council.

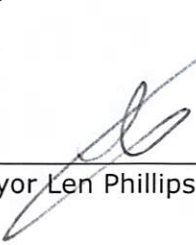
2. GUIDELINES

- 2.1. That if Council provides funds for storefront improvements, these funds are to be approved on a matching basis. This means businesses and property owners must contribute an amount equal to or exceeding the actual funds provided by Council. A maximum of **\$5,000** per approved storefront renovation will be granted or a maximum of **\$350** for a window covering per property approved by the Town.
(Resolution 2025-079, March 4, 2025)
- 2.2. The matching requirement may be met in the form of any combination of money, services, donated materials or equipment, all of which must be specifically related to the project (GST is excluded).
- 2.3. The Storefront Improvement Program shall be applied for using the **Storefront Improvement Program Application Form (Schedule A)**.
- 2.4. Administration is responsible to review and decide upon each application for the Storefront Improvement Program.


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- 2.5. Approved designs and building plans must conform to the Town's Architectural Guidelines, as approved December 6, 2011, by Town Council.
- 2.6. For an application to be deemed complete, the Town requires:
 - A certificate of title.
 - A scaled elevation showing the design and materials used for the proposed renovation.
 - A signed letter from the landowner agreeing to the proposed designed concept.
 - A quote from a licensed contractor showing the full amount of work to be completed.
- 2.7. That each approved applicant must enter into a reimbursement agreement with the Town of Rocky Mountain House, attached in **Schedule B**. This agreement confirms the Town's commitment for repayment of the matching grant after completion of the work in conformance with the plan submitted.
- 2.8. If construction is not completed within a six (6) month time frame, from the date of signature of the reimbursement agreement to the date of final inspection, the Town may cancel the agreement and enter into a reimbursement agreement with another applicant.

This Policy rescinds Town Policy 002/2012.



Acting Mayor Len Phillips



CAO Dean Krause

**Policy 003/2024 SCHEDULE A
 Storefront Improvement Program Application Form**

SECTION A – Notice to Applicants

Your application information will be assessed for conformance to the guidelines of the Town of Rocky Mountain House Storefront Improvement Program Policy 003/2024.

Completed application forms will be sent to planningdept@trmh.ca. Administration will contact you to request any mandatory information if it is missing from your application form.

In order for your application to be eligible, you must have the authority:

- To enter into contracts and agreements on behalf of this property or business
- To certify that the information in the application is true, accurate and complete.

The personal information that you provide to the Town of Rocky Mountain House on this form is being collected under the authority of the Freedom of Information and Protection of Privacy (FOIP) Act. Collected personal information is protected from unauthorized access, collection, use and disclosure in accordance with the FOIP Act. Questions about the collection or use of this information can be directed to the Town of Rocky Mountain House FOIP Coordinator at 403-845-2866.

SECTION B – Applicant Information

1. Business Legal Name (as it appears on legal documents)

2. Business Operating Name (if different from legal name)

3. Contact Name

Phone Number	Email Address
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4. Mailing Address

Street Number and Name	City or Town	Province	Postal Code
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5. Property Address

Street Number and Name	City or Town	Province	Postal Code
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6. Applicant is the **Property Owner** **Business Tenant**

If the Applicant is the Business Tenant, how many years remaining in current lease?

7. Property Owner Name

SECTION C – Building Information		
8. Indicate which apply: <input type="checkbox"/> Single Storefront <input type="checkbox"/> Corner Property <input type="checkbox"/> Multi-tenant Building		
9. Number of Stories	10. Age of the Building	11. Current Use of Building (ex. retail, office, restaurant)
12. Description of Improvements Please ensure that all attachments are clearly labeled. I have provided a: <ul style="list-style-type: none"> <input type="checkbox"/> detailed description of the proposed improvements. <input type="checkbox"/> detailed drawing and listing of proposed design and materials. <input type="checkbox"/> copy of the certificate of title. <input type="checkbox"/> signed letter from the landowner agreeing to the proposed design. <input type="checkbox"/> quote for the proposed improvements from a licensed contractor. 		
SECTION D – Funding Request		
13. Funding Request Amount (\$5,000 maximum)		
14. Amount of Window Covering (\$350 maximum)		
15. Total Overall Cost of Improvements		

I understand my application submission does not constitute a guarantee for funding under the Town of Rocky Mountain House's Storefront Improvement Program. I certify that all information is true and accurate to the best of my knowledge and if approved, work will be completed in accordance with the Reimbursement Agreement entered into with the Town.

I have reviewed the program brochure and am aware with the responsibilities of each party. I accept the qualifications and will abide by such conditions through signature below.

Signature of Applicant/Owner: _____

Date: _____

**Policy 003/2024 SCHEDULE B
Reimbursement Agreement**

Made this _____ day of _____, 202__

BETWEEN:

“ _____ ”
(the “Grantee”)

-and-

THE TOWN OF ROCKY MOUNTAIN HOUSE
(the “Town”)

WHEREAS:

- A. The Grantee is the registered owner or lessee of a building with the municipal address: located on property legally described as: Legal Description: Plan __Block __Lot __in Rocky Mountain House, Alberta.
- B. On _____, 2024, Town Council approved a policy entitled the “Storefront Improvement Program Policy 003/2024” to provide matching grants to owners of buildings and building tenants in the downtown area who make specific improvements to their buildings.
- C. The Policy calls for the Grantee and the Town to enter an Agreement setting out their respective obligations.

THEREFORE, the parties agree as follows:

DEFINITIONS

1.1 In this Agreement:

- (a) “**Deficiency List**” means a description of the particulars given by the Town to the Grantee that specifies how the Exterior Improvements work is inadequate or deficient;
- (b) “**Exterior Improvements**” means the improvements to the subject property as set out in Section 3 herein;
- (c) “**Matching Grant**” means financial assistance available to the Grantee and payable by the Town under the Program in accordance with the terms of this Agreement; and
- (d) “**Program**” means the Town’s Storefront Improvement Program.

SCHEDULES

2.1 **Schedule “A” Storefront Improvement Program Application Form** is attached to and forms part of this Agreement.

EXTERIOR IMPROVEMENTS WORK

- 3.1 The Grantee shall construct the Exterior Improvements as set out in Schedule "A" of this agreement.
- 3.2 The Exterior Improvements must conform to the details as set out in Schedule "A". Any deviation from the details set out on Schedule "A" may, in the sole discretion of the Town, render the Grantee ineligible for the Matching Grant, in whole or in part, unless the Town has provided its prior written consent for such deviation. With this regard, the Grantee will provide written notice to the Town of any proposed changes as set out in Schedule "A", which will be reviewed by the Town for approval and addition to this agreement.
- 3.3 The Town will match up to \$350.00 for a window covering upon Town approval of design.
- 3.4 The Grantee is responsible for obtaining all necessary approvals for the Exterior Improvements, including Town of Rocky Mountain House development and building permits. All work associated with the Exterior Improvements must comply with municipal, provincial, and federal regulations.
- 3.5 The Exterior Improvements work must be performed by a licensed contractor qualified to perform the work in Alberta.
- 3.6 On completion of the Exterior Improvements, the Grantee shall notify the Town who shall inspect the Exterior Improvements and either confirm in writing that the project is complete or provide a Deficiency List.
- 3.7 If the Town issues a Deficiency List, the Grantee shall forthwith commence remediation of the deficiencies described in the Deficiency List.
- 3.8 The Grantee shall complete the Exterior Improvements, including remediation of any deficiencies described in the Deficiency List, by no later than six (6) months of the signing of this agreement in order to be eligible for the Matching Grant.

PAYMENT OF MATCHING GRANT

- 4.1 The Town shall not be liable to pay the Owner the Matching Grant for work associated with the Exterior Improvements until:
 - (a) the Grantee has secured all required permits from the Town's Planning and Community Development Department (Permit fees are not an eligible cost for matching grant funding);
 - (b) receipts expensed from final construction are received and approved (excluding GST). Final inspection to follow upon submission of final receipts; and
 - (c) the Town has confirmed in writing that all the Exterior Improvements as set out in Section 3.1 are complete, including remediation of any deficiencies if the Town had issued a Deficiency List; and

- 4.2 After the requirements in Section 4.1 have been satisfied, the Town shall pay the Grantee the lesser of:
- (a) \$ 5,000.00 or \$350.00;
 - (b) 50% of the approved project costs as described in Schedule "A".

EXPIRY

- 5.1 After a six(6) month time period after the signing of this agreement, if the Grantee has not completed construction as indicated under Schedule "A" – Exterior Improvements, the Town will reserve the option to cancel this agreement with the Grantee.

NOTICE

- 6.1 Any notice given pursuant to the terms of this Agreement shall be sufficiently given: in case of notice to the Town, if such notice is sent by prepaid registered mail, or personally delivered, in an envelope addressed to:

Director, Planning and Community Development
Town of Rocky Mountain House
Box 1509,
5116 – 50th Avenue
Rocky Mountain House, AB
T4T 1B2

Grantee:
Name of Owner for Building
Address
Rocky Mountain House, AB Postal Code

- 6.2 Notice given as aforesaid, if posted, other than during an actual or threatened postal disruption, shall conclusively be deemed to have been given on the fifth business day following the date on which the notice is mailed or emailed. Any notice personally delivered or sent by facsimile transmission shall be deemed to have been given on the date of actual delivery.
- 6.3 Either party may, at any time, give notice in writing to the other of any change of address of the party giving such notice and, from and after giving of such notice, the address therein specified shall be deemed to be the address of the party for the giving of notice hereunder.

GENERAL PROVISIONS

- 7.1 The parties shall execute and deliver to the other all such further assurances and documents which may reasonably be deemed necessary by the solicitors for either of them to give full force and effect to the Agreement. The Agreement is not intended to nullify, replace, circumvent, extend or modify any existing statutes, bylaws, policies or permit conditions, which govern development or construction within the Town.

7.2 The failure of the Town at any time to require performance by the Grantee of any of the Grantee's covenants will in no way affect the Town's right to enforce such covenant, nor will the waiver by the Town of the performance of any covenant be taken or be held to be a waiver of the performance of that covenant or any other covenant hereunder at any later time.

7.3 If any portion of this Agreement is found to be unenforceable, the remaining portions of this Agreement shall be given full force and effect.

7.4 No amendments to this Agreement are valid unless they are in writing and signed by both parties to this Agreement.

7.5 Time is of the essence in this Agreement.

7.6 Everything herein contained shall inure to the benefit of and be binding upon the parties hereto, their administrators, successors and assigns respectively.

IN WITNESS WHEREOF the parties have signed this Agreement on the day and year first above written.

APPROVED BY

THE TOWN OF ROCKY MOUNTAIN HOUSE
as represented by the Director, Planning and Community Development.

THE GRANTEE(S)

Witness/Seal _____

Per: _____
(Print Name)

Per: _____
(Signature)

Witness/Seal _____

Per: _____
(Print Name)

Per: _____
(Signature)