


<i>Classification</i> Economic Development		Content Updated: 2024-xx-xx
<i>Authority</i> Chief Administrative Officer		Supersedes Policy:
Commercial Building Improvement		Reviewed:
Policy No: ED-003		Resolution: 2024-
Pages:		Date Passed: 2024-xx-xx

## **POLICY STATEMENT**

Prairie View Municipality recognizes the economic impact of maintaining the integrity of our existing commercial buildings for business tenants.

The Commercial Building Improvement Program (CBIP) for businesses is established to assist property owners and business tenants to enhance commercial properties within the designated areas of the Municipality.

## **DEFINITIONS**

## **SCOPE**

## **PROCEDURES**

- The Birtle Miniota & District Development Corporation will be responsible for all administration of the program.
- The CBIP provides funding for up to 50% of the eligible costs to a maximum of \$5,000.00 per commercial property.
- This incentive is a reimbursement program and will be paid out upon the completion of the project and after all criteria is met.
- All required building or sign permits must be obtained prior to work starting. Starting work prior to obtaining the permits required may forfeit the incentive.
- All work must comply with the Municipal, Provincial and Federal Government.

## **ELIGIBILITY**

To be eligible the applicant must meet the following requirements;

- Submit application with proper supporting documentation no later than January 15th of each year. (See Schedule appendix)
- Owner(s) of commercial properties that are located within the Prairie View Municipality.
- Commercial Tenant(s) must provide written authorization from the registered property owner(s).
- Must be on property zoned as: Commercial Central or Commercial Highway.
- Submit at least two (2) cost estimates from bona fide contractors for the building improvements.
- Submit design drawings which shall be in conformity with applicable by-laws.
- Construction of all proposed improvements must be completed within one (1) calendar year from the date of approval of the grant. If not completed, within one (1) year, the applicant may no longer be eligible for grant reimbursement.

## **Commercial Building Improvement Grant Program Application Form**

### **General Information and Instructions**

- 1.** Before filling out this application form please feel free to arrange for a pre-application meeting with staff.
- 2.** If an agent is acting for the property owner, please ensure that the required authorization is completed and signed by the owner as provided in Section F below.
- 3.** If you find insufficient space on this form to respond to questions, please provide additional information on a separate page and attach to your completed application form.
- 4.** Please attach to the application the required supporting documents as indicated in the Required Documents list. An application will not be considered complete until all required documents have been submitted.
- 5.** Please ensure that the application form is complete and that all required signatures have been supplied.
- 6.** You may deliver your application in person or send it by mail to:

*Birtle Miniota & District Development Corporation  
Zoey Jebb, Economic Development Officer  
PO Box 598  
684 Main Street  
Birtle, Manitoba R0M 0C0  
Phone: 204-842-3602  
Email: [zjebb@myprairieview.ca](mailto:zjebb@myprairieview.ca)*

**COMMERCIAL BUILDING IMPROVEMENT PROGRAM  
APPLICATION FORM**

Application No. \_\_\_\_\_  
(To be filled by office staff)

(Please Print)

**Applicant Information**

Name of Applicant \_\_\_\_\_

Mailing Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone Number \_\_\_\_\_

Email \_\_\_\_\_

**Registered Property Owner Information** *(if the applicant is not the property owner)*

Name of Registered Property Owner \_\_\_\_\_

Mailing Address of Property Owner \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone Number of Property Owner \_\_\_\_\_

Email of Property Owner \_\_\_\_\_

**Primary Contact Information** *(if different than above)*

Name of Primary Contact \_\_\_\_\_

Mailing Address of Primary Contact \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone Number of Primary Contact \_\_\_\_\_

Email of Primary Contact \_\_\_\_\_

**PROPERTY INFORMATION**

Municipal address of property for which this application is being submitted

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Assessment Roll Number(s) \_\_\_\_\_

Legal description of property *(lot and plan numbers)*

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Existing property use

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Are property taxes paid in full for this property? Yes / No

Description of proposed improvements:

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*(if more space is needed please continue on back of page or attach document)*

Attached documents to include:

- Photographs of building prior to improvements
- Drawings, brochures, samples, etc of any proposed improvement elements

Drawing of proposed improvements:



*(if more space is needed please continue on back of page or attach document)*

**Project Timelines**

Proposed start date of construction: \_\_\_\_\_

Proposed end date of construction: \_\_\_\_\_

**Funding Requested**

Total estimated cost of improvements:

Detailed cost breakdown:

_____	_____
_____	_____
_____	_____
_____	_____

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Amount of funding requested: \_\_\_\_\_  
(50% of construction costs up to a maximum of \$5000)

**APPLICANT DECLARATION**

I/We hereby apply for a reimbursement incentive under the Commercial Building Improvement Program.

I/We hereby certify that the information contained in this application is true, correct and complete in every respect and may be verified by Prairie View Municipality by such inquiry as it deems appropriate, including inspection of the property for which this application is being made.

I/We hereby grant permission to Prairie View Municipality, and its agents, to inspect the subject property prior to, during, and after project construction.

I/We hereby agree that this application is subject to approval by the board of Birtle Miniota & District Development Corporation (BMDDC). Applications are subject to available funding. Prairie View Municipality reserves the right to deny or refuse any application, or to discontinue funding at any time.

I/We have reviewed and agree to comply with all requirements and conditions of the Commercial Building Improvement Program.

I/We understand that the incentive can be cancelled if the work is not completed as agreed, and or if I/we fail to comply with any condition of the program, or with any requirement or condition of the program including timely compliance with all applicable codes, requirements, and permits as necessary.

The personal information on this form will be used solely for the administration of this program. Questions regarding this collection should be directed to BMDDC.

If an incentive is awarded I/we consent to media publicity to profile me/us, the business and the funding provided by Prairie View Municipality. This consent shall be valid for five years from the date an incentive is awarded.

If any information provided by or on behalf of the applicant is or subsequently becomes untrue, incorrect and/or incomplete, Prairie View Municipality may immediately cancel the incentive.

I/We shall at all times indemnify and save Prairie View Municipality, its employees and agents, from and against any and all manner of claims, losses, costs, charges, actions and other proceedings whatsoever made or brought against, suffered by, or imposed upon any person or property directly or indirectly arising out of, resulting from or sustained as a result of the work associated with the Commercial Building Improvement Program.

I/We hereby agree that all incentives will be calculated and awarded at the sole discretion of Prairie View Municipality. Notwithstanding any representation by or on behalf of Prairie View Municipality, or any statement contained in the program, no right to any incentive arises until it has been duly authorized, subject to the applicant meeting the terms and conditions of the Commercial Building Improvement Program and any Agreement. Prairie View Municipality is not responsible for any costs incurred by the owner/applicant in any way relating to any program, including, without limitation, costs incurred in anticipation of an incentive.

Name of Applicant: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

Name of Property Owner: \_\_\_\_\_  
*(if different than above)*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_