



Policy Number: 2024 – 08

Date of Issue: April 16, 2024

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Motion Number: 2024 – 107

Policy Subject/Title: DOWNTOWN VACANT SPACES INCENTIVE

Signature of Approval by Authorized Personnel:


Karris A. Gau, CAO

Supersedes: N/A
Date of Last Update

N/A
Title & No. of Previous Policy if Applicable

POLICY STATEMENT:

The Town of Wainwright is willing to invest up to \$10,000.00 annually into the retention of a unique, well-invested downtown core where people and businesses thrive. The Downtown Vacant Spaces Incentive is a limited time pilot program designed to provide up to \$2,500.00 in startup costs for entrepreneurs to activate vacant street-level commercial spaces in the C1 – Commercial Central District.

The incentive is available to businesses that take occupancy of a commercial space that has been vacant for at least three (3) months.

Funding to a maximum of \$2,500.00 per successful application may be used to cover 50% of eligible startup costs.

PROCEDURES:

ELIGIBLE EXPENSES

1. Permanent signage on the front/exterior locations (in accordance with the Land Use Bylaw) e.g. fascia/projecting signs
2. Material and labor costs of painting
3. Digital communications and security systems e.g. electronic point of sale terminals, server upgrades, cable and wiring, etc.
4. Material and labor costs of new flooring e.g. carpet, laminate, tile, hardwood

5. Material and labor costs of shelving and cabinetry
6. Material and labor costs of light fixtures
7. Exterior windows and door replacement
8. Building frontage including trim, facia, siding, brickwork, etc.

ELIGIBILITY CRITERIA

Town of Wainwright businesses that wish to apply for the Downtown Vacant Spaces Incentive must meet the following criteria:

1. The business has purchased a vacant building or is renting a vacant building in the C1 zoned street-level commercial space in the Town of Wainwright that has been vacant for at least three (3) months.

Note that relocating businesses are eligible if they move from another zone into the C1 – Commercial Central District i.e. from C2 – Commercial Secondary District to C1 – Commercial Central District.

2. Only one (1) application permitted per vacant building.
3. Must have the expressed permission of the owner at the time of application.
4. Must hold a valid Town of Wainwright business license.
5. Must have no overdue balances on any accounts to the Town of Wainwright.
6. Must be compliant with Town of Wainwright bylaws.
7. Funding is awarded on a first come, first serve basis until funding limit is reached.
8. Any businesses being provided an incentive from this program must be open to the public and utilized for an eligible commercial use.
9. Applications must be received and approved prior to the opening of the business.
10. A summary of eligible expenses and proof of payment in the form of receipts must be provided by the business to the Town of Wainwright.

The Town reserves the right to accept or refuse any Downtown Vacant Spaces Incentive Application. Disbursement of funds to the approved business will be made once the business has opened to the public.

For submissions, questions, or clarification of this program, please contact:

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Economic Development Officer
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REVIEW CYCLE:

This policy will be reviewed every year.