

Council Policy

Edmonton Economic Recovery Grant



Program Impacted	Economic Development
Number	C623A
Date of Approval	December 7, 2020
Approval History	June 8, 2020
Next Scheduled Review	January, 2022

Policy Statement

The City of Edmonton seeks to promote a resilient business community by offering targeted financial assistance based on demonstrated business need.

The purpose of this policy is to provide timely financial support for local business to respond to local economic conditions; and to partner with other organizations as they develop programs and projects aimed at supporting local business. This will be accomplished through three grant streams: the City Stream, the Business Association Stream and the Business Improvement Area Levy Rebate Stream. The outcome of this policy is to promote long-term local economic stability.

Guiding Principles

- **Timely access:** Providing timely access to grants is key to supporting the business community. The policy framework supports a swift response while ensuring appropriate levels of oversight.
- **Nimbleness:** The grant is designed to be flexible, allowing Administration to review grant performance regularly, and pivot as required within the existing policy framework. Given that business related challenges and needs evolve, maintaining grant nimbleness will be key to its success.
- **Balancing priorities:** There is a need to balance immediate financial needs that local businesses face related to relaunch with longer term priorities related to diversification and local business sustainability. The City must also balance needs versus resources available. This policy endeavors to support this balance while maintaining mechanisms to pivot if and when required.

City Stream

Funding may be available to a local business through the City Stream to help local businesses respond to local economic conditions.

Business Association Stream

Funding may be available to organizations developing programs and projects to support local businesses and economic development impacts.

Business Improvement Area Levy Rebate Stream

Funding may be available to businesses located in a Business Improvement Area to rebate the Business Improvement Area Levy for any period of time a business closed as a result of Covid-19 to a maximum of 3 months.

Procedure

Edmonton Economic Recovery Grant Program: Business Association Stream and City Stream



This Procedure falls under C623A Edmonton Economic Recovery Grant

Program Impacted	Economic Development <i>Edmonton has a diverse and prosperous economy that thrives locally and globally</i>
Approved By	City Manager
Date of Approval	January 11, 2021
Approval History	June 15, 2020
Next Scheduled Review	January 1, 2022

1. DEFINITIONS

- 1.1. BA Proposed Plan - plan for a project or program, presented by a Business Association, that is to be managed by the Business Association and will benefit and support businesses located within the city of Edmonton. The BA Proposed Plan must include a matching component, whereby the Business Association shows its plans to financially match any potential funds awarded to it by the City under the Business Association Stream.
- 1.2. Business Association - the lead applicant who is a legal entity or a member of a partnership, with a plan for a project or program to support businesses within the city of Edmonton. This does not include individuals or community groups. At least one member of the partnership is required to have a mandate related to economic development.
- 1.3. Business Association Stream - the financial support available to a Business Association, which requires a 100% matching commitment by the Business Association. The Business Association may elect to provide up to 25% of its matching commitment from In-kind Contributions but the remaining matching commitment must be financial. Business Associations must provide calculations of their In-kind Contributions, together with all necessary documentation to support these calculations, for review and approval by the Program Manager in the Program Manager's sole and

unfettered discretion. Grant amounts are available in amounts from a minimum of \$10,000 to a maximum of \$75,000.

- 1.4. Business Association Stream Eligible Costs - means those eligible costs set out in section 5.4 of these Procedures.
- 1.5. City Stream - financial support available to Local Businesses which requires a 100% matching commitment from the Local Business with a maximum grant of \$1,000. Phase 2 grant amounts will be determined at a future date. The purpose of this financial support is to help Local Businesses respond to Local Economic Conditions.
- 1.6. City Stream Eligible Costs - means those eligible costs set out in section 4.4 of these Procedures.
- 1.7. Core Criteria - means those criteria described in section 3.1 of these Procedures.
- 1.8. Declaration - the declaration located with the application materials for each Program Stream.
- 1.9. Deputy City Manager - The Deputy City Manager of the relevant Department with the City.
- 1.10. Edmonton Economic Recovery Grant - the financial support available under the Program through either the City Stream or the Business Association Stream.
- 1.11. In-kind Contributions - goods, services or time donated to a program or project in lieu of a financial contribution through the Business Association Stream. This can be up to 25% of the required matching commitment under the Business Association Stream.
- 1.12. Intake Period - the period of time in which the Program Team will accept and process applications for a Program Stream. Intake Periods in both the City Stream and Business Association Stream are one week in length (starting at 09:00AM on Tuesday and ending at 08:59AM the following Tuesday). Applications for both Streams are accepted at all times with no weekly application cap.
- 1.13. Local Business - a business located within the city of Edmonton that has a current city business license to operate a business in the city of Edmonton, at the time of application. Other businesses located within the city of Edmonton that are exempt from business licensing requirements, and/or have provincial licensing, and/or require professional association membership may be considered at the sole and unfettered discretion of the Program Manager.
- 1.14. Local Economic Conditions - external factors that have a significant negative effect on Edmonton's local business economy.
- 1.15. Phase 1 - June 10 until Phase 1 budget is fully committed or as otherwise determined by the Deputy City Manager.
- 1.16. Phase 2 - To be determined.

- 1.17. Policy - City Policy C623A.
- 1.18. Program - The Edmonton Economic Recovery Program as outlined in the May 25/27, 2020 City Council Report CR_8298 Edmonton's Economic Recovery Program - Support for Edmonton Business and as amended by the December 7, 2020 City Council Report UFCSD00060 Update on the Edmonton Economic Recovery Grant.
- 1.19. Program End Date - has the meaning set out in section 2.1.2. of these Procedures.
- 1.20. Program Manager - Administers the Program, including but not limited to the evaluation and monitoring of the Program, managing the financial support awards under the Program Streams, communication with applicants to the Program Streams, coordinating administrative review of all applications, working with members of the Program Team, auditing applications for compliance with the Program Stream and Program requirements, and other duties as required.
- 1.21. Program Streams - collectively means the City Stream and the Business Association Stream. "Program Stream" means any one of them.
- 1.22. Program Team - A group of City staff made up of a cross-departmental team, including the Program Manager, that will assist with the review and processing of select Program Stream applications, evaluating Program success, and discussing and implementing changes to the Program and these Procedures.
- 1.23. The City - means the City of Edmonton.

2. PROGRAM REGULATIONS

2.1. Area of Application and Effective Date

- 2.1.1. These Procedures, subject to change at the City's sole and unfettered discretion, apply to the Program and all Local Businesses and Business Associations in the city of Edmonton who apply to the Program Streams.
- 2.1.2. The Program will end upon the earlier of: the budget for the Program being fully depleted or January 31, 2022 (the "**Program End Date**").

3. PROGRAM CORE CRITERIA

3.1. Core Criteria

The criteria below (the "**Core Criteria**") are used by the Program Team to evaluate applications for the City Stream and Business Association Stream to identify the level of alignment with the outcomes for the Program:

- A. **Jobs:**
Supporting return-to-work potential and the creation of new positions.
- B. **Financial Sustainability:**
Creating short-term financial impacts that help keep businesses open.
- C. **COVID-19 Impact:**
Activities that counter the negative impacts of the COVID-19 pandemic on businesses during the relaunch and recover stages.
- D. **Partner Leverage:**
Opportunity to leverage funds from partner organizations to amplify impacts.
- E. **Economic Diversification:**
Impact or contribution to diverse industries.
- F. **Business Transformation:**
Support businesses as they identify and activate pivots to help them succeed.
- G. **Tangible Placemaking Benefits:**
Contribution to mainstreet vibrancy.
- H. **Environment Alignment:**
Supporting the transition to a low carbon future and increasing resilience to a changing climate.
- I. **Community Impact:**
Demonstrates benefits to members of communities that are disproportionately impacted by COVID-19, using a Gender-Based Analysis.

4. CITY STREAM

4.1. City Stream Eligibility Requirements

- 4.1.1. Only Local Businesses are eligible under the City Stream.
- 4.1.2. The applicant must be the owner of, or designated authority to bind the Applicant, of the Local Business applying for the financial support.
- 4.1.3. No more than one City Stream grant for a Local Business will be allowed.
- 4.1.4. The City Stream application must contain a description of how the financial support will be used and how these plans will meet or demonstrate effects of at least one of the Core Criteria.

- 4.1.5. The City's decision to approve a City Stream application involves reviewing the City Stream applications and allocating financial support according to the Policy and based on alignment with the Core Criteria, eligibility of the business, eligibility of proposed use of financial support provided, and the availability of financial support under the Program.
- 4.1.6. Maximum grant amounts are not guaranteed and lesser amounts may be allocated at the sole and unfettered discretion of the City.
- 4.1.7. Approval of a City Stream application does not constitute an agreement by the City that any financial support will be disbursed.
- 4.1.8. All decisions made by the City regarding whether to approve or reject an application are final and cannot be appealed.
- 4.2. City Stream Application Requirements
 - 4.2.1. City Stream applications must include the following components:
 - 4.2.1.i. A completed City Stream application form, including but not limited to:
 - 4.2.1.i.1. A description of how the applicant plans to use the financial support; and
 - 4.2.1.i.2. A description of how this use aligns to one or more of the Core Criteria;
 - 4.2.1.ii. A signed Declaration, in the City's form, as amended from time to time in the City's sole and unfettered discretion.
- 4.3. City Stream Application Process
 - 4.3.1. Prior to submitting a City Stream application, the applicant will review all City Stream application requirements, and may reach out to the Program Manager with any questions as required.
 - 4.3.2. Completed City Stream applications are to be submitted to the Program Manager.
 - 4.3.3. In order to ensure consistent review and evaluation, the City Stream application shall be prepared in accordance with the format established by the City.
 - 4.3.4. Incomplete City Stream applications will neither be reviewed nor kept on file.
 - 4.3.5. City Stream applications may only be submitted to the City during an Intake Period. City Stream applications submitted outside an Intake Period will neither be considered nor kept on file.
 - 4.3.6. City Streams applications will be received and reviewed in each Intake Period by the Program Team and the applicable financial support will be awarded until the Program End Date.

- 4.3.7. Each City Stream application will be reviewed by the Program Team, as designated by the Program Manager, to ensure application completeness and that all required documentation are included.
 - 4.3.8. City Stream applications that have met the application requirements but have not been approved by the Program Team during an Intake Period may be rolled over for consideration in the subsequent Intake Periods at the sole and unfettered discretion of the Program Team.
 - 4.3.9. All City Stream applicants will be notified of the status of their application following the closing date of each Intake Period.
 - 4.3.10. All City Stream applicants are responsible to pay any and all costs associated with the preparation and submission of their applications for the City Stream.
 - 4.3.11. Submitting a City Stream application does not commit the City to participate in subsequent negotiations or to award financial support through the City Stream.
 - 4.3.12. The City reserves the right, in its sole and unfettered discretion, to accept, reject or modify any City Stream application and render decisions in regards to complete City Stream applications as approved, approved with conditions or refused.
- 4.4. City Stream Eligible Costs
- 4.4.1. Subject to the ineligible costs set out below in section 4.4.2., eligible costs for the City Stream include:
 - 4.4.1.i. Costs associated with purchasing goods or services related to the proposed use of the financial support that were incurred on behalf of the Local Business, and as specified by the applicant in an approved City Stream application;
 - 4.4.2. Ineligible costs for the City Stream include:
 - 4.4.2.i. Costs relating to rent, mortgages, or any other similar form of costs of the Local Business;
 - 4.4.2.ii. Costs relating to wages or payroll for employees of the Local Business;
 - 4.4.2.iii. Costs relating to any permit or licence fees of the Local Business;
 - 4.4.2.iv. Costs relating to debt servicing;
 - 4.4.2.v. Costs relating to any fees for memberships, professional associations, or any other similar form of fees; and

- 4.4.2.vi. Retroactive costs associated with the proposed use of financial support that were incurred prior to applying to the City Stream.

4.5. City Stream Reporting Requirements

- 4.5.1. The City must provide data about the Program, including but not limited to the use of financial support under the Program Streams by Local Businesses, to the Edmonton City Council, its committees, and the public at large.
- 4.5.2. City Stream applicants must provide data about the Program and results from the use of the financial support to their Local Business. Therefore the City will require the following information within 90 days of the financial support being awarded to the applicant:
 - 4.5.2.i. Written proof or documentation (including but not limited to receipts) regarding the use of the financial support and the applicant's matching contribution;
 - 4.5.2.ii. Information regarding the applicant's experience with the City Stream process and the status of their business following the receipt of the financial support; and
 - 4.5.2.iii. Any other information related to the Edmonton Economic Recovery Grant, how the funding was applied, and how the funding supported the Local Business as identified by the City.
- 4.5.3. The City may contact all applicants to gather information about their experience with and the effectiveness of the Program, suggestions for improvement, and overall opinions of the success of the Program.

5. BUSINESS ASSOCIATION STREAM

5.1. Business Association Stream Eligibility Requirements

- 5.1.1. Only Business Associations are eligible under the Business Association Stream.
- 5.1.2. Applicants must be in a position with a Business Association where they have the authority to bind the Business Association to the financial and other obligations of the Program.
- 5.1.3. A Business Association Stream application must include the BA Proposed Plan. The project or program in the BA Proposed Plan must not exceed 1 year to complete.
- 5.1.4. No more than one Business Association Stream application for a Business Association will be allowed. However, if a Business Association, who has already submitted a Business Association Stream application, enters into a partnership with other Business Associations, this Business Association may be eligible to submit another application as long as at least 50% of the partners within this partnership are not the same between the applications. The

Business Association will also require prior written approval from the Program Team, which approval may be arbitrarily or unreasonably withheld, to submit another application.

- 5.1.5. The Business Association Stream application must contain a description of how the proposed financial support will be used and how the project or program in the BA Proposed Plan aligns to one or more of the Core Criteria.
- 5.1.6. The Business Association Stream applicant will have the ability to request grant amounts between the minimum and maximum values. Any grant amount awarded to the Business Association from the City must be 100% financially matched by the Business Association. However, the Business Association may elect to provide up to 25% of the required matching commitment in the form of In-kind Contributions with the remaining matching commitment being financial contributions. Grant funding cannot be matched by funding supplied by other City of Edmonton grants, sponsorship or other financial support.
- 5.1.7. The City's decision to approve a Business Association Stream application involves reviewing the Business Association Stream application and allocating financial support (according to the Policy) based on alignment with the Core Criteria, eligibility of the Business Association(s), eligibility of the project or program in the BA Proposed Plan, and the availability of financial support under the Program.
- 5.1.8. Requested grant amounts are not guaranteed and lesser amounts may be allocated at the sole and unfettered discretion of the City.
- 5.1.9. Approval of a Business Association Stream application does not constitute an agreement by the City that any financial support will be disbursed.
- 5.1.10. All decisions made by the City regarding whether to approve or reject a Business Association Stream application are final and cannot be appealed.

5.2. Business Association Stream Application Requirements

5.2.1. Business Association Stream applications must include the following components:

- 5.2.1.i. A completed Business Association Stream application form, including but not limited to;
 - 5.2.1.i.1. Background information on the Business Association including organization information and mandate for all Business Associations contributing to the project or program;

- 5.2.1.i.2. If the Business Association is acting in partnership, identifying which Business Association will be receiving funding and the amounts being provided;
- 5.2.1.ii. A description of how the COVID-19 pandemic has created a business problem or issue;
- 5.2.1.iii. A description of how the applicant plans to use the financial support to create a program or project to solve the problem/issue described in section 5.2.1.ii. and the expected outcomes, objectives, milestones and timelines of this project or program;
- 5.2.1.iv. A strategy outlining how the Business Association's project or program will benefit Local Businesses;
- 5.2.1.v. If the Business Association intends to create a partnership to solve the problem/issue described in section 5.2.1.ii., the Business Association must include a letter of support from each of the intended partners outlining their intent and agreement to participate in this partnership with its Business Association Stream application;
- 5.2.1.vi. A quote and budget summary for the project or program in the BA Proposed Plan that identifies how the Edmonton Economic Recovery Grant and the financial and/or In-kind Contribution will be spent;
- 5.2.1.vii. A description of how the project or program in the BA Proposed Plan aligns with one or more of the Core Criteria; and
- 5.2.1.viii. A signed declaration, in the City's form, as amended from time to time in the City's sole and unfettered discretion.

5.3. Business Association Stream Application Process

- 5.3.1. Prior to submitting a Business Association Stream application, the applicant will review all Business Association Stream application requirements, and may reach out to the Program Manager with any questions as required.
- 5.3.2. Completed Business Association Stream applications are to be submitted to the Program Manager.
- 5.3.3. In order to ensure consistent review and evaluation, the Business Association Stream application shall be prepared in accordance with the format established by the City.

- 5.3.4. Business Association Stream applications may only be submitted to the City during an Intake Period. Business Association Stream applications submitted outside an Intake Period will neither be considered nor kept on file.
- 5.3.5. Incomplete Business Association Stream applications will neither be reviewed nor kept on file.
- 5.3.6. For the Business Association Stream, applications will be received and reviewed by the Program Team and Program Manager. The Program Team and Program Manager will review and respond to all applicants following the closure of an Intake Period. This will continue until the Program End Date.
- 5.3.7. Each Business Association Stream application will be reviewed by the Program Team, as designated by the Program Manager, to ensure application completeness and that all required documentation are included.
- 5.3.8. Business Association Stream applications that have met the Business Association Stream application requirements but have not been approved by the Program Team during an Intake Period may be rolled over for consideration in the subsequent Intake Periods at the sole and unfettered discretion of the Program Manager.
- 5.3.9. All Business Association Stream applicants will be notified of the status of their application following the closing date of each Intake Period.
- 5.3.10. All Business Association Stream applicants are responsible to pay any and all costs associated with the preparation and submission of their applications for the Business Association Stream.
- 5.3.11. Submitting a Business Association Stream application does not commit the City to participate in subsequent negotiations or to award financial support through the Business Association Stream.
- 5.3.12. The City reserves the right, in its sole and unfettered discretion, to accept, reject or modify any Business Association Stream application and render decisions in regards to complete Business Association Stream applications as approved, approved with conditions or refused.
- 5.3.13. Applicants are required to enter into an Agreement with the City of Edmonton which specifies work to be completed, the costs of the project, the amount of the grant, the reporting obligations of the applicant, and conditions under which the City will provide grant funding.

5.4. Business Association Stream Eligible Costs

- 5.4.1. Subject to the ineligible costs set out below in section 5.4.2, eligible costs for the Business Association Stream include, but are not limited to:
- 5.4.1.i. Costs associated with improved collaboration and support between business groups located within the city of Edmonton;
 - 5.4.1.ii. Costs associated with business coaching or training, including but not limited to:
 - 5.4.1.ii.1. Events (speakers, training, venues, advertising/marketing);
 - 5.4.1.ii.2. Mentorship and networking; and
 - 5.4.1.ii.3. Adoption or enhancement of digital tools vital to business success;
 - 5.4.1.iii. Costs associated with business attraction, retention and expansion activities;
 - 5.4.1.iv. Administration and miscellaneous costs up to 20% of the total financial support awarded to the Business Association under the Business Association Stream;
 - 5.4.1.v. Costs associated with consultants or contractors to support program initiation and operations by the Business Association; and
 - 5.4.1.vi. Other costs as deemed eligible at the Program Manager's sole and unfettered discretion.
- 5.4.2. Ineligible costs for the Business Association Stream include:
- 5.4.2.i. Costs relating to the advancement of faith or political based activities, lobbying, advocacy, or fundraising;
 - 5.4.2.ii. Costs relating to travel or accommodation expenses of any kind;
 - 5.4.2.iii. Costs relating to hospitality or entertainment costs (e.g. food, alcohol, etc...);
 - 5.4.2.iv. Costs relating to gifts, gift cards, contests, prizes, awards, trophies, or plaques;
 - 5.4.2.v. Costs relating to legal or accounting or other professional fees, insurance payments, membership or professional association fees, permit or licence fees, or any other similar form of fees or payments;
 - 5.4.2.vi. Costs relating to any form of sponsorship by the Business Association;
 - 5.4.2.vii. Costs relating to renovations or infrastructure improvements;
 - 5.4.2.viii. Costs relating to projects or programs that are eligible for other-existing municipal, provincial or federal economic development incentives;

- 5.4.2.ix. Costs relating to non-arm's length transactions (e.g. payments to an affiliated or subsidiary organization, payments to directors, shareholders, board members or any of their family members);
- 5.4.2.x. Costs relating to debt reduction; and
- 5.4.2.xi. Retroactive costs associated with the proposed use of the financial support that were incurred prior to the Business Association applying to the Business Association Stream.

5.5. Business Association Stream Reporting Requirements

- 5.5.1. The City must provide data about the Program, including but not limited to the use of financial support under the Program Streams by Business Associations, to the Edmonton City Council, its committees, and the public at large.
- 5.5.2. In the Business Association Stream, all applicants must submit a final report to the Program Manager outlining the success of the BA Proposed Plan within 90 days of the conclusion of the contemplated project or program. This report must include:
 - 5.5.2.i. A summary of how the project or program met its stated goals and benefited the local business economy;
 - 5.5.2.ii. A summary of how the project or program met the Core Criteria;
 - 5.5.2.iii. Number of businesses located within the city of Edmonton that benefited from or participated in the program or project;
 - 5.5.2.iv. A detailed financial accounting of how the money was used for the program or project and the financial or In-kind Contributions of the Business Association to the program or project;
 - 5.5.2.v. Copies of all supporting documentation and receipts/invoices and proof of payment for expenses and In-kind Contributions that were incurred by the Business Association during the project or program;
 - 5.5.2.vi. Information regarding the applicant's experience with the Business Stream process; and
 - 5.5.2.vii. Any other information related to the Edmonton Economic Recovery Grant, how the funding was applied, and how the funding supported the BA Proposed Plan and businesses located within the city of Edmonton.

- 5.5.3. The City may contact all applicants to gather information about their experience with and the effectiveness of the Program, suggestions for improvement, and overall opinions of the success of the Program.
- 5.5.4. Any other information that the Program Team requires.

6. PROGRAM TEAM REVIEW

- 6.1. Complete applications for both the City Stream and Business Association Stream are reviewed by the Program Team against the Core Criteria to determine a ranked list of all applications received during an Intake Period.
- 6.2. The considerations to determine application ranking will be:
 - 6.2.1. The amount of funds that may be available to each application based on the requirements for the City Stream and Business Association Stream;
 - 6.2.2. The number of Core Criteria the application meets. In each Intake Period, applications that demonstrate alignment with a higher number of Core Criteria will be given priority for funding over those that meet less of these criteria. This alignment with the Core Criteria will be based upon the information provided in the applications and the decision of the Program Team, which shall be determined in the Program Team's sole and unfettered discretion.
- 6.3. The City's decision to approve an application involves three steps:
 - 6.3.1. Confirming the applicant's eligibility under the specified Program Stream and that all of the application requirements for the specified Program Stream have been met;
 - 6.3.2. Reviewing the applications and allocating funding (according to the Policy) based on the applicant's demonstrated alignment with the Core Criteria and funding requirements as described in sections 3, 4, and 5 of these Procedures; and
 - 6.3.3. The availability of financial support for the City Stream and Business Association Stream in each Intake Period.

7. PERFORMANCE AND PROCEDURES REVIEW

- 7.1. The City Stream and Business Association Stream will be regularly monitored to ensure that it is meeting the guidelines set out in the Policy and the intended outcomes of the Program as determined by the Deputy City Manager of Urban Form and Corporate Strategic Development in their sole and unfettered discretion.

- 7.2. The Program Team will meet regularly to review the key metrics for the City Stream and Business Association Stream as determined by the Deputy City Manager of Urban Form and Corporate Strategic Development, or their designate, in their sole and unfettered discretion.
- 7.3. Reports on the City Stream and Business Association Stream will be shared with the Deputy City Manager of Urban Form and Corporate Strategic Development or their designate on a regular schedule, as determined by the Deputy City Manager of Urban Form and Corporate Strategic Development in their sole and unfettered discretion.
- 7.4. The review of the City Stream and Business Association Stream will involve a review of the number of applications received by the Program Team, the application review process for the City Stream and Business Association Stream, the disbursement of funds, the collection of information from the applicants, and key metrics as determined by the Deputy City Manager of Urban Form and Corporate Strategic Development, or their designate, in their sole and unfettered discretion.

8. RESPONSIBILITIES

8.1. DEPUTY CITY MANAGER OF URBAN FORM AND CORPORATE STRATEGIC DEVELOPMENT:

- 8.1.1. Oversees the Program, including but not limited to the evaluation of the Program and the financial support awards;
- 8.1.2. Makes the final decision regarding the approval or refusal of applications for either of the Program Streams based on recommendations provided by the Program Manager;
- 8.1.3. May vary the the Program or these Procedures from time to time, in their sole and unfettered discretion;
- 8.1.4. Approves and makes changes to detailed application requirements as necessary; and
- 8.1.5. Delegates authority as required in regards to implementation of the Program and the Program Streams.

8.2. DIRECTOR OF LOCAL ECONOMY

- 8.2.1. The section Director will receive all approved applications from the Program Manager, and conduct a quality assurance test on randomly selected applications;
- 8.2.2. Quality assured applications will then be forwarded for a further level of review by an employee of the City that is not part of the Program Team.

8.3. PROGRAM MANAGER:

- 8.3.1. Monitors the Program to ensure that it is meeting the intent of the Policy and stated Program outcomes;

- 8.3.2. Prepares recommendations and any proposed changes to the Program or Procedures for the Deputy City Manager of Urban Form and Corporate Strategic Development;
- 8.3.3. Evaluates applications for the Program Streams;
- 8.3.4. Communicates with applicants from both streams as required;
- 8.3.5. Audits applications for compliance with the Program and the Program Stream requirements; and
- 8.3.6. Performs other duties as required.

8.4. PROGRAM TEAM

- 8.4.1. Working under the direction and guidance of the Program Manager, helps to evaluate and score complete applications from the Program Streams according to the Core Criteria;
- 8.4.2. Communicates with applicants as required;
- 8.4.3. Audits applications for compliance with the Program and the Program Stream requirements; and
- 8.4.4. Performs other duties as required.

9. SPECIAL CONSIDERATIONS - GENERAL PROGRAM AND FUNDING CONDITIONS OF DISPERSAL

- 9.1. As the City Stream and Business Association Stream offer matching grants, it is expected that all applicants will use their own resources to match the amount of financial support required to satisfy the applicable Program Stream.
- 9.2. An applicant under either Program Stream will be expected to collect and make available to the Program Team, within 90 days of the applicant receiving funds (City Stream) or within 90 days of the completion of the BA Proposed Plan (Business Association Stream), all supporting documentation, including but not limited to receipts, that relate to the use of the funding awarded by the City under the City Stream or Business Association Stream and the matching contributions spent by the applicant in respect of same.
- 9.3. In the event that the applicant has not matched the financial support awarded to them by the City within 90 days of the applicant receiving the awarded financial support in the City Stream, or within 90 days of the completion of the BA Proposed Plan in the Business Association Stream, the City is entitled to seek any and all remedies that may be available to the City at law, or in equity, or otherwise, all of which are intended to be cumulative and not alternative.
- 9.4. If there are any misrepresentations in an application under any Program Stream or there is a failure to comply with the requirements of any Program Stream, the applicant, the Local Business, the

Business Association, and/or any other entity associated with either may be ineligible to receive future funding from the City.

- 9.5. By participating in any aspect of the Program, including but not limited to participating in the Program Streams, the applicant, the Local Business, and/or the Business Association specifically agree that they will have absolutely no claim against the City or any of its employees, advisors, or representatives for anything resulting from the exercise of any or all of the rights set out in these Procedures. Without limiting the generality of the foregoing, the applicant, the Local Business, and/or the Business Association also agree that in no event will the City, or any of its employees, agents, advisors, or representatives be liable, under any circumstances, for any claim, or to reimburse or compensate the applicant, the Local Business, and/or the Business Association in any manner whatsoever, including, without limitation, for the costs of preparing and/or submitting any application, awarding financial support, failing to award financial support, refusing an application, loss of anticipated profits, loss of opportunity, or any other matter.
- 9.6. The Deputy City Manager of Urban Form and Corporate Strategic Development may make exceptions to these Procedures in their sole and unfettered discretion.
- 9.7. The Program Manager has the sole authority, in their sole and unfettered discretion, to determine eligibility of proposed work and confirmation of completed work. Certain work may be required as a condition of funding.
- 9.8. The City reserves the right to close applications to or cancel the Program at any time at the sole and unfettered discretion of the Deputy City Manager of Urban Form and Corporate Strategic Development.
- 9.9. Notwithstanding anything to the contrary, no individual or entity will be eligible to receive any funding under either of the City Stream or the Business Association Stream if that individual or entity is in default of any taxes owing to the City or is in default of any obligation under any other municipal program.
- 9.10. An applicant for either of the City Stream and Business Association Stream is solely responsible for any and all payments to any of its contractors. The City will not be responsible to pay contractors directly.

Procedure

Edmonton Economic Recovery Grant Program: Business Improvement Area Levy Rebate Stream



This Procedure falls under C623A Edmonton Economic Recovery Grant

Program Impacted	Economic Development <i>Edmonton has a diverse and prosperous economy that thrives locally and globally</i>
Approved By	City Manager
Date of Approval	January 11, 2021
Approval History	n/a
Next Scheduled Review	January 1, 2022

1. PURPOSE

1.1 This Procedure is intended to guide the administration of the Business Improvement Area Levy Rebate Stream, including the application process and criteria to qualify for the Grant. This procedure does not apply to the other streams in Policy C623A.

2. DEFINITIONS

2.1 In this Procedure:

2.1.1 "Act" means the *Municipal Government Act*, RSA 2000 Chap M-26.

2.1.2 "Business" means a business as defined in Section 1(1)(a.1) of the Act that is located within a Business Improvement Area.

2.1.3 "Business Improvement Area" means a business improvement area as established by bylaw under the Act.

2.1.4 "Business Improvement Area Tax" means a tax on a business that is located within a Business Improvement Area.

2.1.5 "Closed" means a business that is temporarily not open for business and is not otherwise earning any revenue from business operations.

2.1.6 "Eligible Business" means a Business that meets all the Eligibility requirements to obtain a Grant under this Procedure.

2.1.7 "Grant" means a grant established pursuant to City of Edmonton Policy C623A to a business that was Closed as a result of Covid-19.

3. ELIGIBILITY REQUIREMENTS

3.1 A Business that meets the following criteria shall be eligible to apply for the Grant:

3.1.1 The Business must reside within an Edmonton Business Improvement Area.

3.1.2 The Business must have been assessed for a Business Improvement Area Tax.

3.1.3 The Business must have been required to be Closed on a temporary basis for a minimum period of two weeks as a result of the impact of Covid-19.

3.1.4 The Business must have been Closed during the 2020 taxation year.

3.1.5 The Business must have earned no revenue while Closed.

3.2 The Grant shall only apply to Business Improvement Area Tax and does not apply to any other type of municipal or provincial taxation.

3.3 A Grant shall not be issued if:

3.3.1 The Business has permanently closed.

3.3.2 A Business has received another grant or other financial assistance from the City of Edmonton or another level of Government, and there is a dispute about whether the entity is abiding by the terms of that grant or assistance.

3.3.3 The Business was Closed for a period of less than two weeks.

4. APPLICATION REQUIREMENTS

4.1 A Business must apply for the Grant during the months of January and February, 2021 by filling in an application made available by the City of Edmonton.

4.2 In making an application a business should provide the following information:

4.2.1 The Business name.

4.2.2 The Business Improvement Area tax account number.

4.2.3 The address of the Business.

4.2.4 The number of weeks that the Business was closed as a result of Covid-19.

4.2.5 An active email address for the Business.

4.2.6 Whether the Business has reopened since it was Closed or intends to reopen.

4.3 The City, in its sole discretion, may require a Business to provide any additional information that may be required to determine whether the City will issue a Grant, both during the application process, and at any other time.

5. GRANT DECISION

5.1 Based on the information the City shall decide whether to issue a Grant.

5.2 The submission of an application, or meeting the eligibility requirements does not require or commit the City to the payment of any Grant. The City reserves the right, in its sole and unfettered discretion, to accept, reject, or modify any Grant request, or approve any Grant with conditions.

6. AMOUNT OF THE GRANT

6.1 Any approved Grant shall be for a 1, 2 or 3 month period.

6.2 The number of months that are approved shall be based on the number of weeks a Business is Closed as follows:

2-5 weeks: 1 month.

6- 9 weeks: 2 months.

10 or more weeks: 3 months.

6.3 If the City decides that a Grant should be issued, the amount of the Grant shall be based on the actual Business Improvement Area Tax charged to the business for the 2020 year prorated for the period that the Business was Closed, rounded to the nearest month as outlined in Section 6.2, to a maximum of 3 months.

6.4 Any Grant will not include associated penalties that have been accrued for failure to pay.

7. PAYMENT OF THE GRANT

7.1 Upon approval the Grant shall be paid by applying the Grant to the tax account for the Eligible Business.

7.2 If the payment of the Grant creates a credit on the tax account for the Eligible Business, the City will apply that credit to the upcoming business improvement area tax for the upcoming taxation year.

8. REPORTING

8.1 The City shall report data about the program, including the number and amounts of the Grants provided to City Council on an annual basis.

9. RESPONSIBILITIES

9.1 Deputy City Manager of Financial and Corporate Services

9.1.1 Oversees the Grant program, including the evaluation of the Grant program and the financial implication of the program, and reporting on the program.

9.1.2 Delegates authority as required in regards to the operation of the program.

9.2 Branch Manager of Assessment and Taxation

9.2.1 Provides Grant approval.

9.3 Manager Tax Accounting and Director of Taxation

9.3.1 Approves application process for Grant.

9.3.2 Gathers grant applications and provides recommendation to Branch Manager for approval.

9.3.3 Application (payment) of the Grant amount on the tax account for the Eligible Business.