



Brownfield Redevelopment Grant Program

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Introduction

The Brownfield Redevelopment Grant Program is managed by the City of Edmonton. This document describes how to qualify for a grant, and includes the grant application form. This application form may be used to apply for each phase(s) relevant to your proposal. Grant awards for qualified proposals are subject to availability of funds at the time of application. A waiting list for grant funding will be managed on a first come, first served basis.

The program's funding tools assist owners of Brownfield sites with the additional financing needed to address environmental testing, remediation or exposure control costs in preparation for redevelopment. The grant has four Phases. Phases I, II and III support the identification of potential environmental issues, testing, delineation and remediation. Phase IV offers financial assistance to support an innovative interim land use (i.e. renewable energy project, art installation) and/or a detailed exposure control program or sustainable remediation approach (e.g., monitored natural attenuation with exposure control, bioremediation).

An applicant may apply for one or more grants for different Phases per property but grants will not be issued for both Phase III and Phase IV for any one project. In other words, each project may be eligible for a Phase III or Phase IV Grant but not both. The total cumulative grant amount for any project for Phase I, II and IV Grants is \$200,000. The maximum grant payable for a Phase III Grant is up to 100% of City approved remediation costs or the sum of six (6) consecutive years of Municipal Tax Uplift, as calculated by the City Assessor, whichever is less, per property. Approval of Phase I, II and IV Grants is subject to eligibility criteria as well as budget availability. Approval of a Phase III Grant is subject to eligibility criteria and approvals by the appropriate municipal authorities, including necessary budget approvals.

Eligibility Criteria for All Grant Phases

- The property must be located within the boundaries of the City of Edmonton.
- The property must have been formerly used for the purposes of gasoline and/or diesel refueling.
- The current condition of the property must meet the City of Edmonton's Brownfield definition: "A Brownfield is a site that is under-utilized and where past activities on the site may have caused environmental soil and/or groundwater contamination." For the purposes of this program these Brownfields exhibit good potential for other uses such as economically viable business opportunities.
- For Phase III grants, the applicant must own the property. For Phase I, II or IV grants, the applicant does not have to be the owner of the property but the applicant must provide express written consent from the property owner for the Environmental



Site Assessment (“ESA”) or the Phase IV activity to be undertaken. This must include consent for appropriate access to the property.

- Property owned by the City of Edmonton, any other municipality or the provincial or federal government is not eligible for a grant under this program.
- Properties are only eligible for one Phase I, II and III Grant or one Phase I, II and IV Grant.
- Grant payments will not be paid until the City has reviewed and confirmed that all taxes imposed pursuant to part 10 of the *Municipal Government Act*, R.S.A. c. M-26, have been paid for any property within the City of Edmonton that is owned by the grant recipient.

Application Process

- Applicants who plan to apply for rezoning or subdivision of the property referenced in their application should consult with the City’s **Urban Form and Corporate Strategic Development** Department by calling 311 for basic information. A meeting should be arranged with a department professional (zoning, development permits, other) prior to formally submitting an application. This step is critical to understand the planning approval process and ensure timely processing and project approval.
- At the time the application is submitted, a site inspection may be carried out and further information, including documentation, may be requested to verify that the property meets the Brownfield definition. Applicants must provide results of any previous ESA and other relevant environmental records with their application.
- All environmental data will be evaluated in the context of current environmental criteria and guidelines.
- The City of Edmonton Brownfield Coordinator will work with applicants to develop applications to the level of detail that the City requires.
- Except for applications for Phase III Grants on properties within a Community Revitalization Levy (CRL) area, the City of Edmonton Brownfield Grant Panel will assess completed applications and either approve or refuse an application, subject to any necessary approvals by City Council. The City of Edmonton Brownfield Grant Panel will also make determinations on eligibility of costs, including eligibility of remediation costs for Phase III Grants, subject to any necessary approvals by City Council. The City of Edmonton, including the Brownfield Grant Panel, may require additional information from applicants in order to consider applications.
- For applications for Phase III Grants on properties within a CRL area, the City of Edmonton Brownfield Grant Panel will assess completed applications and recommend either approval or refusal of the application to the City of Edmonton Executive Leadership Team (ELT). The City of Edmonton Brownfield Grant Panel will also make recommendations to ELT on the eligibility of remediation costs for Phase III Grants and will make a recommendation to ELT on the maximum Grant Amount, as calculated by the City Assessor. ELT will make the final determination on whether to approve or refuse an application for a Phase III Grant on a property within a CRL and, if approved, will make a determination on the maximum Grant



Amount. Any decision of ELT will be considered final and binding, subject to any necessary approvals by City Council.

- All material submitted to the City of Edmonton as part of a grant application may be shared internally within the City of Edmonton and externally with any relevant government agencies.
- Applicants whose projects have received preliminary approval will be required to enter into a Grant Funding Agreement with the City of Edmonton.
- Except for applications for Phase III Grants on a property within a CRL area, an applicant who disagrees with the decision of the City of Edmonton Brownfield Grant Panel may appeal the decision by providing written notice of appeal, including the reasons and any supporting documentation for the appeal, to the Deputy City Manager of the **Regional and Economic Development Department** within 14 (fourteen) days of the applicant receiving notice of the decision of the City of Edmonton Brownfield Grant Panel. Upon receiving written notice of appeal of the decision of the City of Edmonton Brownfield Grant Panel, the Deputy City Manager of Regional and Economic Development may request any additional information that is necessary to evaluate the appeal and must within a reasonable time provide, a written decision regarding the appeal, which will be considered final and binding on both the Applicant and the City of Edmonton Brownfield Grant Panel either confirming or varying all or part of the decision of the City of Edmonton Brownfield Grant Panel.

Phase I: Historical Investigation: ESA Phase I

Grant Amount: Maximum of \$5,000 or 80% of the Phase I ESA, whichever is less per property (the “Phase I Grant”).

Eligibility Criteria

- a) An application for the Phase I Grant must be submitted to the City of Edmonton (the “City”) prior to the start of any work to which the grant will apply.
- b) Properties must not have received a previous Phase I Grant.
- c) The Phase I Grant is to be used towards completing a Phase I ESA.
- d) The Phase I ESA and the associated report must comply with the CSA Z768-01 (R2006) Phase I ESA standard guidance document. The Phase I ESA report must include, but is not limited to:
 - i. Historical review of the property and adjacent properties, including a historical summary of land titles (subject property only); land uses; interviews; review of aerial photographs on at least a 5-7 year interval (where available) dating back as far as possible given adequate scale and quality of the photos; municipal, provincial and



- federal regulatory agency records checks; review of other environmental reports available for the property.
- ii. Review of any historical uses of properties in the general area where activities had the potential to cause an adverse environmental impact (not limited to directly adjacent properties).
 - iii. Present-day review of the property and adjacent lands, including site visits and interviews with present owners and land users. During a site visit, the owner is responsible for enabling unencumbered inspection of suspected areas (e.g. Removal of snow where warranted).
 - iv. Copies of location maps, site diagrams and aerial photographs. Any documentation acquired during the historical or present-day review should also be presented in the report.
- e) Applications must include:
- i. Proof of property ownership or written consent from the property owner to submit the grant application and to allow access to the property.
 - ii. A proposal for the environmental study prepared by a Qualified Environmental Specialist, including a cost estimate to complete the work.¹
 - iii. A description of the planned redevelopment or interim land use, including timeframes and any planning applications that have been submitted or approved.

Grant Payment Requirements for Phase I Grant

To receive grant payment for the Phase I Grant:

- a) Phase I ESA must be completed.
- b) All environmental studies must be conducted and signed off by a Qualified Environmental Specialist and must meet the scope of work and detailed plans outlined in the proposal provided with the grant application form to the satisfaction of the City.

¹ A **Qualified Environmental Specialist** is a person who is a member in good standing with of one of the seven professional regulatory organizations outlined in the document *Professional Responsibilities in Completion and Assurance of Reclamation and Remediation Work in Alberta – Joint Practice Standard (September 2007)*. This document is endorsed by the Province of Alberta.

- c) One (1) electronic copy of the draft report will be provided to the City for review. After the City review is complete, one (1) electronic copy and five (5) hard copies of the final report must be submitted.
- d) Grant payments will be paid to the Qualified Environmental Specialist conducting the work or to the property owner once the report has been fully completed to the City's satisfaction.
- e) The City reserves the right to audit the costs of studies prior to making any grant payments. The eligible grant amount will be reduced by any audit costs incurred by the City.
- f) Applicants whose projects have received preliminary approval are required to enter into a Grant Funding Agreement and payment is subject to the City having sufficient budget funds allocated to the program for the payment.
- g) Phase I Grants will not be paid until the City has reviewed and confirmed that all taxes imposed pursuant to part 10 of the *Municipal Government Act*, R.S.A. c. M-26, have been paid for any property located within the City of Edmonton that is owned by the property owner.

Phase II: Testing, Delineation, Remedial/Exposure Control Planning

Phase IIa. "ESA Initial" (Phase II ESA a)

Phase IIb. "ESA Delineation" (Phase II ESA b) and/or

Phase IIc. "Remedial/Exposure Control Planning" (Phase II ESA c)

(collectively referred to henceforth as Phase II Grant)

Grant Amount: Maximum of \$80,000 or 80% of the cost of the environmental study (any combination of Phase II a, b and c) being proposed, whichever is less, per subject property.

Eligibility Criteria

- a) A complete application for Phase II Grant must be submitted to the City of Edmonton ("the City") prior to the start of any work to which the grant will apply.
- b) Properties must not have received a previous Phase II Grant.
- c) The Phase II Grant can be used for one or all of the following purposes:
 - i. "Phase II ESA a" funds can be used to confirm the presence or absence of contamination at the site with a reasonable level of certainty, as determined by a Qualified Environmental Specialist;
 - ii. "Phase II ESA b" funds can be used to delineate contamination at the site based on previously obtained "Phase II ESA a" information (any existing Phase II ESA data must be updated in a manner such that it



- can be compared to the most recently published provincial guidelines); and
- iii. “Phase II ESA c” funds can be used to develop a plan to remove, treat, or otherwise manage contamination found on the site (such as a Remediation Plan or Exposure Control Management Plan).
- d) Applications must include:
- i. A current (<1 year old) Phase I ESA in accordance with requirements outlined in Phase I. This report must have been prepared on behalf of the applicant;
 - ii. Proof of property ownership or written consent from the property owner to submit the grant application and to allow access to the property;
 - iii. A proposal for the environmental study prepared by a Qualified Environmental Specialist including a cost estimate to do the work and a site plan identifying borehole locations and identified potential sources of contamination;
 - iv. A detailed work plan with defined end dates and milestones (including site map with proposed boreholes, monitoring wells, previous excavation areas, utilities, and other relevant site information); and
 - v. A description of the planned redevelopment or interim land use, including timeframes and any planning applications that have been submitted or approved.

Grant Payment Requirements for Phase II Grant

To receive grant payment for the Phase II Grant:

- a) All environmental studies must be conducted and signed off by a Qualified Environmental Specialist and must meet the scope of work and detailed plans outlined in the proposal provided with the grant application form to the City’s satisfaction. Copies of all reports must be provided to Alberta Environment and Parks (the regulator) and the City. All final reports and evidence that the reports have been submitted to the regulator must be provided to the City in order to receive final grant payment.
- b) One (1) electronic copy of all draft reports must be provided to the City for review. After the City review is complete, one (1) electronic and five (5) hard copies of the final reports must be submitted to the City.
- c) Grant funds will be paid to the Qualified Environmental Specialist conducting the work or to the property owner once the report has been fully completed to the City’s satisfaction. A Phase I ESA is required for review to confirm a “Phase II ESA a” proposal. A Phase I ESA that meets the requirements for a “Phase II ESA a” proposal, and a Phase II ESA report are required for review

- to confirm a “Phase II ESA b” proposal. All previous environmental investigations meeting the requirements of the Phase I ESA, and “Phase II ESA a” and “Phase II ESA b” are required for review to confirm a “Phase II ESA c” proposal (the remediation action plan or exposure control plan proposal).
- d) For “Phase II ESA b” and “Phase II ESA c” proposals, the applicant must confirm in writing that any affected third parties have been notified and have received copies of all environmental reports. The applicant must also provide confirmation that affected third parties have accepted the remediation and/or management approach recommended for off-site contamination that affects those third parties. Where third parties do not permit off-site testing, grant applicants must include evidence that they have notified the third party owner(s) in writing of the implications, including but not limited to affects to the third party of all remediation and management plans.
 - e) The City reserves the right to audit the costs of studies prior to advancing any grant payments. The eligible grant amount will be reduced by any audit costs incurred by the City.
 - f) Applicants whose projects have received preliminary approval are required to enter into a Grant Funding Agreement and payment is subject to the City having sufficient budget funds allocated to the program for the payment.
 - g) Phase II Grants will not be paid until the City has reviewed and confirmed that all that taxes imposed pursuant to Part 10 of the *Municipal Government Act*, R.S.A. c. M-26, have been paid for any property located within the City of Edmonton that is owned by the property owner.

Phase III: Remediation

Grant Amount: Assuming LEED Gold certification or higher is planned for redevelopment of the property, the maximum Grant Amount per property is the lesser of either:

- 100% of City of Edmonton (City) approved remediation costs; or
- The sum of six (6) consecutive years of Municipal Tax Uplift², as calculated by the City Assessor.

Approved properties that are remediated and obtain at least a LEED Gold certification are eligible to receive up to 100% of the City approved remediation costs. All other approved properties are eligible to receive up to 50% of the City approved remediation costs.

Please note that the Grant Amount will be reduced and annual grant payments will not be paid, if the applicant owes taxes pursuant to Part 10 of the *Municipal Government Act*, R.S.A., c. M-26. The grant amount will also be reduced if an Occupancy Permit for the property is not issued by the required date. Further, the City will not pay more than 50% of the City approved remediation costs until documentation showing LEED Gold certification or higher is delivered to the City.

Assuming all eligibility criteria, grant payment requirements and approvals (as further detailed below) are satisfied, the City will enter into a Grant Funding Agreement with the applicant for up to 100% (or up to 50% if LEED Gold certification or higher is not planned) of the City approved remediation costs.³ However, at no time will the City pay more than 100% of the City approved remediation costs or the sum of six (6) years of consecutive years of Municipal Tax Uplift, as calculated by the City Assessor, whichever is less.

Grant funding is payable in up to six (6) annual consecutive payments, generally paid once per year, and each annual grant payment shall not at any time exceed the actual Municipal Tax Uplift for the applicable taxation year. Annual grant payments will

² **Municipal Tax Uplift** means the annual increase in municipal property taxes and is calculated by the City Assessor by subtracting the Municipal Property Tax Baseline Valuation from the municipal property taxes payable in the applicable taxation year. Only municipal property taxes, as defined in the Grant Funding Agreement, will be used. Education taxes as defined in sections 359, 359.1 and 359.2 of the *Municipal Government Act*, R.S.A. 2000, c. M-26, are not included in this calculation. The **Municipal Property Tax Baseline Valuation** is established by the City Assessor at the time of execution of the Grant Funding Agreement and is equal to the Municipal Property Taxes found on the municipal tax roll, as calculated by the City Assessor after all assessment complaints and appeals are fully determined and the assessment is finalized, for the year in which the Agreement is executed or as otherwise agreed to by the parties.

³ All approvals and Grant Funding Agreements are subject to City Council approving a budget adjustment that reflects the maximum Grant Amount for the redevelopment project.

generally commence in October in the year after the issuance of an Occupancy Permit for the redevelopment of the property or by a predetermined date to be determined in consultation with the applicant but at the sole discretion of the City.

In the event that the sum of any lump sum catch up payment and the six (6) annual grant payments, including any annual grant payments equal to \$0.00, is less than 100% of the City approved remediation costs, no further payments shall be paid and all Phase III grant funding shall be deemed to be fully paid.

In the event that 100% of the City approved remediation costs are paid before the City pays six (6) annual consecutive grant payments, no further payments shall be paid and all Phase III grant funding shall be deemed to be fully paid.

The grant application, the maximum Grant Amount and the Grant Funding Agreement must be approved by the appropriate municipal authority prior to the City of Edmonton's execution of the Grant Funding Agreement. The Grant Funding Agreement is subject to City Council approving a budget adjustment that reflects the maximum Grant Amount for your redevelopment project.

Applicants must also meet the eligibility criteria and requirements outlined below in order to receive grant funding.

Eligibility Criteria

- a) A completed application for the Phase III Grant must be submitted to the City of Edmonton (the "City") prior to the start of any work to which the grant will apply and all environmental work must be completed prior to execution of the Grant Funding Agreement.
- b) Properties must not have received a previous Phase III Grant.
- c) Proposals that receive Phase I or Phase II grant funding may apply for Phase III Grant funding.
- d) Proposals that receive Phase IV grant funding are not eligible for Phase III Grant funding.
- e) Properties located within a Community Revitalization Levy (CRL) area may not be eligible for Phase III grant funding at the sole and unfettered discretion of the City. Decisions to approve or refuse applications for Phase III Grants on properties located in a CRL area will be made by the City of Edmonton's Executive Leadership Team (ELT).
- f) Applicants for a Phase III grant must be the property owner of the property.
- g) Applications must include:
 - i. A complete and current (<1 year old) Phase I ESA according to requirements outlined in the Phase I Eligibility Criteria. This report must have been prepared on behalf of the applicant.

- ii. Proof of property ownership.
- iii. A complete report documenting the proposed remediation project and confirming with a reasonable level of certainty (as assessed by a Qualified Environmental Specialist conducting the assessment) that levels of contaminants of concern at the site exceed the target criteria in the provincial guidelines. This report must meet the requirements of for a “Phase II ESA a” proposal. Any existing Phase II ESA data must be updated in a manner that enables it to be compared to the most recently published provincial guidelines.⁴
- iv. A complete and current (<1 year old) Phase II ESA report identifying all on-site and off-site sources of contamination. Contamination at the site must be fully delineated (including off-site impacts), as assessed by a Qualified Environmental Specialist. This documentation must meet the requirements of the “Phase II ESA b” proposal. Any existing Phase II ESA data must be updated in a manner that enables it to be compared to the most recently published provincial guidelines.
- v. A formal remediation plan that outlines a chosen remediation methodology and identifies a necessary course of action to remediate the site to its intended land uses, prepared by a Qualified Environmental Specialist. The remediation plan must include, but is not limited to:
 - i. Full delineation of the contamination (including off-site impacts);
 - ii. A full description of the remediation method proposed;
 - iii. A full description of how the remediation method will meet the requisite environmental criteria for the full range of allowable land uses;
 - iv. Results of any feasibility studies conducted;
 - v. A detailed work plan and cost estimates (using the attached City’s template) for the environmental remediation; and
 - vi. The timeframe in which remedial endpoints are expected to be met.
- vi. A business plan that must include, but is not limited to:
 - i. Written details for all planned environmental, social and economic benefits;

⁴Use the table “Phase III Remediation Cost Template” from the Brownfield Grant website <http://www.edmonton.ca/environmental/programs/brownfield-redevelopment-grant-program.aspx> for an acceptable breakdown of remediation costs. Additional line items may be added to incorporate all relevant remediation work in your plan. A sample is included at the end of this document.



- ii. A plan for execution of the remediation plan and confirmation that the remediation plan will meet environmental criteria applicable for the full range of allowable and proposed uses for the property;
- iii. Intended land use and development plans in sufficient detail to allow calculation of a projected property tax assessment including information such as the number and type of units, the area covered in square metres, timeline of construction and redevelopment, size of the lot and any sustainability highlights such as utilization of a green roof and use of renewable energy;
- iv. Construction cost estimates;
- v. Where LEED Gold or higher certification is planned, a full written description of how the certification will be achieved, including the total projected points for each of the seven topic areas and an overall projected total, and where reimbursement for certification expenses is being requested, copies of all expected costs, including any paid invoices;
- vi. Economic and financial assessments (including an allocation for remediation cost estimates and construction costs estimates);
- vii. Financing plans;
- viii. Partners and their roles and responsibilities; and
- viii. Any site management considerations specific to the property.

The City's Brownfield Coordinator will work with the applicant to develop applications, including cost estimates, to the level of detail that the City requires.

Grant Payment Requirements for Phase III Grants

Further to the above requirements, in order to receive grant funding for a Phase III Grant the following criteria must be established to the satisfaction of the City and any required supporting documentation must be delivered to the City prior to the date of execution of a Grant Funding Agreement, except for either LEED Gold certification documentation or proof of Occupancy Permit issuance which may be provided at a later date, as outlined below:

- a) Applicants whose projects have received preliminary approval are required to enter into a Grant Funding Agreement. The Grant Funding Agreement is subject to City Council approving a budget adjustment that reflects an amount up to the maximum Grant Amount for the redevelopment project. Further, Grant Funding



- Agreements that exceed delegated authorities are subject to approval by a Committee of City Council.
- b) The Grant Funding Agreement will contemplate a maximum Grant Amount that is equal to up to 100% of the City approved remediation costs for the property. The actual grant amount payable may be less than the maximum Grant Amount as the City will not pay more than the sum of six (6) consecutive years of actual Municipal Tax Uplift, as calculated by the City Assessor, for the property. The actual grant amount paid will be reduced if the applicant owes taxes pursuant to Part 10 of the *Municipal Government Act*, R.S.A., c. M-26, if the Occupancy Permit is not issued by the pre-determined year, or if LEED Gold Certification or higher is not delivered before grant payments totaling 50% of the City approved remediation costs are paid.
 - c) The remediation costs must be confirmed by a Qualified Environmental Specialist and approved by the City, prior to execution of a Grant Funding Agreement. Remediation costs must be apportioned and shown separately from construction costs as outlined in the Phase III Cost Estimates Template. This apportionment must be confirmed by a Qualified Environmental Specialist and submitted for approval by the City prior to execution of the Grant Funding Agreement.ⁱ The City may submit the remediation costs to a third party auditor for review, at the City's sole and unfettered discretion, and any eligible grant amount will be reduced by any costs of the third party audit incurred by the City. Final decisions on the eligibility and approval of costs⁵ as well as the maximum Grant Amount shall be at the sole and unfettered discretion of the City.
 - d) Annual grant payments will not at any time exceed the Municipal Tax Uplift for the applicable year.
 - e) An Occupancy Permit must be issued for the property prior to the City paying any grant payments that exceed \$0.00.
 - f) When the applicant does not plan to obtain at least LEED Gold certification for redevelopment of the property and all other requirements are met, the Grant Funding Agreement will reflect a maximum Grant Amount equal to up to 50% of

⁵ Except for LEED Gold certification or higher expenses (which are eligible⁵), only those costs related directly to remediation of the property will qualify for grant funding. Costs which would have accrued but for the remediation will not qualify for grant funding. For example, costs for the construction of underground parking will not qualify for the grant. However, excavation of clean overburden to access contaminated soil and excavation of contaminated soil that must be removed as part of construction of a basement or underground parking may qualify for grant funding. Cost of actions taken to reduce the concentration of contaminants of the property in order to permit the property to be redeveloped the costs required to demolish and remove existing on-site infrastructure required prior to environmental remediation being conducted may be eligible. Any grant funding already provided by the City in relation to the Property, including any funding provided under a different phase or a prior version of this grant program, may not be eligible as a remediation cost.



- the City approved Remediation Costs. The maximum Grant Amount will be disbursed in annual grant payments, generally paid once per year, to a maximum of six (6) annual consecutive grant payments, including any annual grant payments equal to \$0.00.
- g) When the applicant plans to obtain at least LEED Gold certification for redevelopment of the property and all other requirements are met, the Grant Funding Agreement will reflect a maximum Grant Amount equal to up to 100% of the City approved Remediation Costs. The maximum Grant Amount will be disbursed in annual grant payments, generally paid once per year, for a maximum of six (6) annual consecutive grant payments, including any annual grant payments equal to \$0.00. However, the City will not pay more than 50% of the City approved remediation costs until documentation showing LEED Gold certification or higher is delivered to the City. If LEED Gold certification or higher is not delivered to the City prior to the City paying a sum total of grant payments equal to 50% of the City approved remediation costs, annual grant payments equal to \$0.00 shall commence. Upon the City receiving documentation proving LEED Gold certification or higher and the applicant continuing to meet all other eligibility criteria and grant payment requirements, the City will resume annual payments equal to up to 100% of the annual municipal Tax Uplift, as calculated by the City Assessor, for the relevant taxation year. The City will not, however, make any payments to compensate the applicant reduced annual grant payments, including any grant payments equal to \$0.00, due to LEED Gold certification not being delivered to the City. If LEED Gold certification or higher is not delivered to the City as described above and the City pays six (6) annual consecutive grant payments, including any annual grant payments equal to \$0.00, the City shall not pay any further payments, the maximum Grant Amount shall be reduced and all grant funding shall be considered fully paid.
- h) After a Grant Funding Agreement is entered into, the first annual payment of the grant funding will usually be paid in October of the year after an Occupancy Permit is issued for the property. However, if an Occupancy Permit is not issued by a pre-determined date⁶, annual grant payments shall be reduced to \$0.00 until an Occupancy Permit is issued for the property. If an annual grant payment is reduced because an Occupancy Permit has not been issued by the pre-determined date, the applicant shall not be entitled to a lump sum catch payment to compensate the applicant for the payment reduction, the total grant funding shall be reduced accordingly and any subsequent annual grant payments shall not be increased to compensate the Applicant.

⁶ This date is set by the City, in consultation with the applicant, at the time of execution of the grant funding agreement. While the City will work with the applicant to determine a reasonable date, the date is determined by the City in its sole and unfettered discretion.



- i) An annual grant payment shall be reduced to \$0.00 if the applicant owes taxes pursuant to part 10 of the *Municipal Government Act*, R.S.A., c. M-26. If an annual grant payment is reduced due to unpaid taxes, the applicant shall not be entitled to a lump sum catch up payment to compensate the applicant for the payment reduction resulting from the unpaid taxes, the total grant funding payable shall be reduced accordingly and any subsequent annual grant payments shall not be increased to compensate the Applicant.
- j) All environmental work must be completed and signed off by a Qualified Environmental Specialist and must meet the scope of work and detailed plans outlined in the proposal provided with the grant application form to the satisfaction of the City, prior to execution of the Grant Funding Agreement. Documentation confirming that remediation to the appropriate levels for the intended use of the property has been completed and that any proposed exposure control program is adequate for the intended land use of the property must be provided to the City prior to the execution of the Grant Funding Agreement. This may involve circulation to external agencies, such as Alberta Environment and Parks, for comment or review.
- k) One (1) electronic version of draft reports must be provided to the City for review. After the City review is complete, one (1) electronic and five (5) hard copies of the final reports shall be submitted to the City.
- l) Documentation confirming that affected third parties have been notified and have received copies of all environmental reports and documentation confirming that all third party risk management and exposure control programs have been signed off by any affected third parties must be delivered to the City prior to the payment of any grant funding. Where third parties do not permit off-site testing or do not sign off on the third party risk management and exposure control programs, grant applicants must include evidence in their documentation that they have notified the third party owner(s) in writing of the implications, including but not limited to affects to the third party of all remediation and management plans.
- m) Grant funds will only be disbursed to successful applicants according to contract terms, as outlined in the Grant Funding Agreement.
- n) In order to receive grant funding there must be a net positive change to the municipal property tax resulting from remediation and redevelopment of the subject property as compared to the Baseline Municipal Property Tax Value confirmed at the time of the grant application, at the time of execution of the Grant Funding Agreement and at the time of each annual grant payment and any lump sum catch up payments. Excluding any lump sum catch up payments, the maximum annual grant payment amount shall not exceed the annual Municipal Tax Uplift amount for that year. A net positive change to the municipal property

taxes will be confirmed by the City when any and all assessment complaints and appeals are fully determined and the assessment is finalized.

- o) Annual grant payments and lump sum catch up payments will not be paid until the City has confirmed that all that taxes imposed pursuant to part 10 of the *Municipal Government Act*, R.S.A. c. M-26, have been paid for any property located within the City of Edmonton that is owned by the grant recipient.

Phase IV: Sustainable Remediation/Exposure Control/Interim Solution

Grant Amount: Maximum of \$200,000 or 80% of the remediation and exposure control program being proposed, whichever is less, per title or site. The grant can also be applied to the construction of infrastructure to support an innovative interim land use or renewable energy project while the site is undergoing longer term remediation with exposure control. Eligible costs will include costs directly related to remediation and monitoring efforts and may include annual operating costs such as lease, rent, utility, and tax payments that are associated with sites with ongoing remediation or activities of the interim use.

Eligibility Criteria

- a) Proposals that receive Phase I or Phase II grant funding may apply for Phase IV funds.
- b) Properties must not have received a previous Phase III or IV Grant.
- c) Proposals that receive Phase III grant funding are not eligible for Phase IV funds.
- d) Data must confirm, with a reasonable level of certainty, as deemed by a Qualified Environmental Specialist conducting the assessment, the presence of contaminants of concern at the site at levels that exceed the provincial guidelines.
- e) Contamination at the site must be fully delineated (including off-site impacts) by a Qualified Environmental Specialist.
- f) A remediation methodology (e.g., monitored natural attenuation or multi-phase extraction) and method of exposure control must have been chosen and the course of action documented in a formal remediation plan or exposure control program prepared by a Qualified Environmental Specialist.
- g) An application for the Phase IV grant must be submitted to the City prior to the start of any work to which the grant will apply;
- h) This grant can be used for one or all of the following purposes as part of implementing and monitoring long-term remediation combined with an exposure control plan:



- i. installation of infrastructure designed to remove or manage the receptor pathways as outlined in a risk assessment or exposure control program (e.g., engineered barriers),
 - ii. the monitoring and maintenance of any engineered controls,
 - iii. the implementation of administrative controls outlined in a risk assessment or exposure control program,
 - iv. plume monitoring and modeling to assess plume mobility or stability,
 - v. plume management measures to reduce contaminant concentrations and accelerate timelines to meet remediation endpoints, and
 - vi. infrastructure that would allow the site to be temporarily developed for a desirable interim land use including the installation of renewable energy infrastructure (e.g. solar panels), art installation, community gardens.
- i) The proposed management of the site, infrastructure upgrades and any interim land use must be included in the business plan requested as part of the application package, and the City reserves the right to evaluate the proposed plan in the context of economic viability and benefit to the surrounding community.
- j) Applications must include:
- i. A current (<1 year old) Phase I ESA according to requirements outlined in Phase I. This report must have been prepared on behalf of the applicant.
 - ii. Proof of site ownership or written consent from the property owner to submit the grant application.
 - iii. A Phase II ESA (with complete delineation), a remediation plan and/or risk assessment with a planned exposure control program prepared by a Qualified Environmental Specialist, and a business plan. Any existing Phase II ESA data must be updated in a manner that enables it to be compared to the most recently published provincial guidelines.
 - a. The remediation plan must:
 - i. identify the full extent of contamination (including off-site impacts);
 - ii. include a full description of the remediation method proposed;
 - iii. include results of any feasibility studies conducted;
 - iv. include a detailed work plan and budget for the environmental remediation; and
 - v. include the timeframe in which remedial endpoints are expected to be met.
 - b. The risk assessment or exposure control program must:



- i. identify the full extent of contamination (including off-site impacts);
 - ii. include a description of the interim land use, including timeframes and any planning applications that have been submitted or approved;
 - iii. provide an assessment of exposure pathways and receptors specific to the intended land use;
 - iv. provide applicable risk management criteria and how they were derived;
 - v. identify affected third parties and the relevant risk management or exposure control plans to manage third party impacts;
 - vi. provide risk management or exposure control strategies;
 - vii. provide risk management or exposure control procedures;
 - viii. provide modeling data and monitoring schedule;
 - ix. provide applicable remediation endpoints and timeframe for achieving those endpoints as well as the means being used to meet those endpoints (e.g., monitored natural attenuation, in-situ biostimulation).
- c. The business plan must include:
- i. Intended interim land use and development details;
 - ii. Economic and financial assessment;
 - iii. Financing plans including all cost estimates and funding sources (in-kind valuations may be included);
 - iv. Partners and their roles and responsibilities;
 - v. Any site management considerations specific to the property; and
 - vi. End use and timeline of key milestones.

The City's Brownfield Coordinator will work with the applicant to develop cost estimates to the level of detail the City requires.

Grant Payment(s) for Phase IV Grants

To receive grant payment(s) for a Phase IV Grant:

- a) All environmental work must be conducted and signed off by a Qualified Environmental Specialist and must meet the scope of work and detailed plans outlined in the proposal provided with the grant application form to the satisfaction of the City. All third party risk management and exposure control programs must be signed off by affected third parties.



- b) One (1) electronic draft report will be provided to the City for review. One (1) electronic and five (5) hard copies of the final report shall be submitted to the City.
- c) Grants will be paid to the Qualified Environmental Specialist conducting the work or to the property owner in accordance with a payment schedule determined by the City and the applicant.
- d) The applicant must confirm in writing that any affected third parties have been notified and have received copies of all environmental reports. The applicant must also provide confirmation that affected third parties have accepted the remediation and/or management approach recommended for off-site contamination that affects those third parties. Where third parties do not permit off-site testing or do not sign off on the third party risk management and exposure control programs, grant applicants must include evidence that they have notified the third party owner(s) in writing of the implications, including but not limited to affects to the third party of all remediation and management plans.
- e) The City reserves the right to audit the costs of all components of the project prior to advancing the grant payment(s). The eligible grant amount will be reduced by any audit costs incurred by the City.
- f) The City reserves the right to require the submission, to the City's satisfaction, of environmental reports and documentation showing the subject property has been remediated to the appropriate levels for the proposed use and the proposed exposure control program is adequate for the intended land use.
- g) Given the ongoing nature of Phase IV work, the City acknowledges the potential need to disburse funds prior to the submission of a final report. The schedule for disbursement will depend on the specific plans submitted to the City, but may, at the sole discretion of the City, allow up to of 25% of eligible costs to be advanced upon a pre-determined project initiation point, another 25% may be advanced at a predetermined mid-project milestone, and the final 50% upon completion of the final remediation report or significant implementation milestone associated with the exposure control program and determined during the grant approval phase between the City's representative and the applicant. This schedule may be altered to suit the individual project at the discretion of the Brownfield Coordinator.
- h) Applicants whose projects have received preliminary approval are required to enter into a Grant Funding Agreement and payment is subject to the City having sufficient budget funds allocated to the program for the payment.
- i) Phase IV Grants will not be paid until the City has reviewed and confirmed that all that taxes imposed pursuant to part 10 of the *Municipal Government*



Act, R.S.A. c. M-26, have been paid for any property located within the City of Edmonton that is owned by the property owner.

Grant Application Form

BROWNFIELD REDEVELOPMENT GRANT PROGRAM APPLICATION

C/O City Environmental Strategies, 9TH FLOOR Edmonton Tower, 10111 104 Avenue, EDMONTON, AB T5J 0J4

*****PLEASE NOTE THIS IS NOT A DEVELOPMENT OR BUILDING PERMIT*****

Applicant (Property Owner) Name, Address, Phone Number & Fax Number	Date:								
Contact/Agent, Address, Phone Number & Fax Number (if different from above)									
Property Address where remediation and redevelopment will occur:									
Legal Description of where remediation and redevelopment will occur:									
Please attach a detailed estimate of the cost of appropriate Phase (s) pertinent to your proposal. Please see the section titled "Required Attachments" for details.									
Estimated cost of Phase I	\$								
Estimated Cost of Phase II (total of all activity, supporting documentation must detail Phase II a, b, c)	\$								
Estimated cost of Phase III (see Cost Estimate Template):	\$								
If applicable, estimated cost of LEED Gold Certification	\$								
Building Standard: Minimum LEED Gold	Yes No (circle one)								
Estimated cost of Phase IV:	\$								
Approximate Date Project Phase (s) will begin:									
Phase I: _____	Phase III: _____								
Phase II (any/all of a.b.c.): _____	Phase IV: _____								
I understand that my submission of an application does not constitute a guarantee for funding under the Brownfield Redevelopment Grant 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 terms and conditions of the Funding Agreement entered into with the City of Edmonton. _____ Applicant (or Property Owner) Signature	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="background-color: #cccccc; padding: 2px;">Office Use Only</th> </tr> <tr> <td style="padding: 2px;">Date Received _____</td> </tr> <tr> <td style="padding: 2px;">Application Complete Yes or No (if no, details) _____</td> </tr> <tr> <td style="padding: 2px;">Date of Deficiencies Review _____</td> </tr> <tr> <td style="padding: 2px;">Deficiency Notice to Agent/Applicant _____</td> </tr> <tr> <td style="padding: 2px;">Resubmission received _____</td> </tr> <tr> <td style="padding: 2px;">Decision Approval Refusal</td> </tr> <tr> <td style="padding: 2px;">Amount of Grant \$ _____</td> </tr> </table>	Office Use Only	Date Received _____	Application Complete Yes or No (if no, details) _____	Date of Deficiencies Review _____	Deficiency Notice to Agent/Applicant _____	Resubmission received _____	Decision Approval Refusal	Amount of Grant \$ _____
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Required Attachments:

- Detailed written Project Description
- Copy of registered title (and owner's consent if applicable for Phase I,II, IV only)
- Phase I Environmental Site Assessment Report (5 hard copies + one electronic copy) {for Phase II,III,IV only} †
- Phase II Environmental Site Assessment Report (5 hard copies + one electronic copy) {for PHASE II a, b and c, Phase III and IV only} †
- Remediation Plan {for Phase III and IV only}
- Business Plan {for Phase III and IV only}
- Photographs of the present state of the site (5 hard copies and 1 electronic, both high quality)
- Detailed estimate of Phase (s) cost(s) with each Phase detailed separately
- Construction schedule and phasing of the project (for Phase III only)
- Proposed redevelopment plans (for Phase III) or interim solution (Phase IV)
- Total estimated cost of redevelopment (for Phase III only) or Interim solution (for Phase IV)
- Green Building Checklist: "House" or "Large & Commercial Buildings" (p 7 embedded pdf below) (for Phase III only)
- The Phase III Cost Estimate Template (for Phase III only)

Information collected in this application form is not confidential and collected for the purpose of administering the Brownfield Redevelopment Grant Program. Please note that information related to the property may be released to various branches within the City of Edmonton and to government agencies as deemed necessary by the City of Edmonton Administration.

Phase III Grant - Cost Estimate Template

An applicant for the Phase III Brownfield Redevelopment Grant Program must complete and submit this Cost Estimate Template in order to be eligible for funding.

Assuming all criteria outlined in the Brownfield Redevelopment Grant Program is met Phase III Grant funding is to be awarded against environmental remediation costs that have been confirmed by a Qualified Environmental Specialist and approved by the City. Costs which would have accrued but for the remediation will not qualify for grant funding. The City reserves the right to submit the costs to a third party auditor. Any eligible grant amount will be reduced any audit costs incurred by the City.

This Cost Estimate Template outlines the environmental remediation costs that will usually qualify for grant funding. Final decisions on costs shall be determined at the sole discretion of the City. Additional lines may be added as necessary to provide appropriate remediation and cost detail.

City of Edmonton Brownfield Grant

Phase III Cost Estimate Template (separate xls for download on website)

All estimates must be confirmed by a qualified Environmental Specialist

Phase III Cost Estimates	Total Cost (excl GST)	Cost Apportioned to Remediation	Cost Apportioned to Construction
Eligible Remediation Expenses			
Environmental consulting Fees (site supervision, confirmatory sampling, reporting etc)			
Lab Fees			
Groundwater Management and Disposal			
Liner			
Site Preparation			
Excavation and handling of clean soil (includes stockpiling, backfill and compaction or cost to haul offsite)			
Excavation, loading and hauling of contaminated soil to be hauled off site			
Landfill Tipping Fees			
Backfill and compaction of imported fill			
Miscellaneous and Discretionary (specify below- add lines as necessary)			
LEED Gold Certification Expenses			
Total Remediation Cost Estimate			