



**Acknowledgment of Receipt**  
**Economic Development Business Incentive Bylaw 19-2012**

1. I \_\_\_\_\_ (name print, owner/developer/representative) am in receipt of the Economic Development Business Incentive Bylaw and Application in respect for the development of a \_\_\_\_\_, to be located at \_\_\_\_\_ (address).
  
2. I understand the application is not the incentive and that applications must be considered and approved via motion by the City of Martensville and are finalized with an agreement with the City of Martensville.
  
3. I understand that the incentive is not provided retroactively, specifically that applications will not be considered after a building permit has been taken out and paid for, or construction has commenced or been completed.
  
4. I understand as the owner/developer/representative of the development, it is my responsibility to understand the contents of Bylaw 19-2012 and complete all due diligence in respect to applying for the Economic Development Business Incentive.

\_\_\_\_\_  
(Company Name)

\_\_\_\_\_  
(Name- Owner/Developer/Representative Signature)

\_\_\_\_\_  
(Dated)

\_\_\_\_\_  
City of Martensville

City of Martinsville

Economic Development Business Incentive Bylaw

Bylaw No.19-2012

A Bylaw of the City of Martinsville to Provide for tax exemptions to promote commercial and industrial economic development and encourage investment into the community through new and expanding ventures.

1. Purpose:

This Bylaw is intended to provide a framework for Council to encourage and foster commercial economic development in Martinsville through the use of property tax exemption agreements. These incentives are intended to assist with the development of new or expanding commercial projects which may face:

- a) Uncertain business market conditions
- b) High property servicing and building construction costs
- c) General start up costs for business

The City of Martinsville supports a Business Incentive Bylaw to achieve the community objectives:

- a) Encourage capital investment into the community
- b) Increase jobs and employment
- c) Encourage development and expansion of existing businesses and properties
- d) Encourage new start-ups and relocations into Martinsville
- e) Build the community commercial tax base
- f) Improve Martinsville's competitive position for business development and demonstrate a positive commitment to business and industry.
- g)

2. Selection Criteria

Council will consider the following selection criteria when reviewing an application for economic development incentive policy.

- a) The increased future property tax revenue from any improvements based on new construction
- b) The impact the business development will have on the City.
- c) The increased business services or products available.
- d) Potential direct and spin-off job creation as a result of the development
- e) Direct capital investment into the venture
- f) Esthetic improvements to land or property the development will bring
- g) Other factors

3. Exemption Amounts and Application of the Exemption:

Council may provide a property tax exemption to the increased assessed value (improvement),

based on new construction on bare land or expansion to an existing site based on the following business investment amounts:

Investment Amount	Exemption Term
\$250,000 \$350,000	One Year
\$350,000 to \$500,000	Two Years
\$500,000 to \$750,000	Three Years
\$750,000 to \$1,000,000	Four years
More than \$1,000,000	Five Years

**Applications:**

- The exemption does not apply to the assessment of the land; base taxes remain applicable on land and any pre-existing buildings or improvements.
- The exemptions are applied once the expansion as a result of new construction is assessable and remain in effect providing the development proceeds within provided timeframes and for its intended use
- The exemption is not assignable or transferable to other parties without the City of Martinsville's expressed written consent
- Council reserves the right to approve each incentive package individually and to customize incentives to any specific project.
- The City agrees that the exemption from levied taxes provided to the Developer by this Agreement, shall include school taxes pursuant to The Cities Act, Section 263 (5), (6), (7) and (8).
- The applicant/developer agrees that the exemption from levied taxes, including school taxation, shall at all times be subject to the City having the statute authority to provide the exemption from levied taxes, without the City having to:
  - a) make up the school tax revenue, or
  - b) obtain the consent of the school board for the exemption.
- The cut-off date for exemptions is April 30<sup>th</sup> of each calendar year. Applications received and approved after that date will have their exemption amount applied in the following calendar year

4. Evaluation:

- a) Application:
  - A person requesting an economic development tax incentive for a commercial development shall complete the application form attached as Appendix AA, providing the details of the venture.
- b) Confidentiality:
  - The application form shall be confidential as it contains private business information, and shall not be disclosed to the public until appropriate. The information shall be used solely by Council to confirm that the application meets the intent of the bylaw.

**For the application, Council will consider the following investments into the venture when appropriate:**

**Land purchase**

Actual land purchase value will be considered when the construction of the venture begins within one calendar year of the developer's purchase and construction of the development to be finished within 2 years.

- c) Servicing
 

The applicant in completing the form shall list all site servicing work accompanied by acceptable written quotations from contractors or suppliers. Site Servicing costs shall include (where applicable)

  - land survey
  - fill dirt
  - utility line construction for electricity, natural gas, telephone, water and sewer
  - service connections to utility lines or on site utilities such as septic tanks
  - construction of access streets, driveways and parking lots, including base gravel and paving
- d) Building
 

The applicant should provide a list of all building construction work accompanied by acceptable written quotations from contractors and suppliers. These costs shall include:

  - foundation and floor
  - material packages
  - framing or building erection costs
  - mechanical systems including plumbing, heating and electrical
  - window and door packages
  - roofing, soffits, fascia, eavestroughs
  - interior finishing including painting, flooring, light fixtures
- e) Fixed Equipment
 

The applicant shall list any unusual or specialized equipment that will be fixed within the development, specifically items that cannot be moved out of the building. The applicant may also provide other costs accompanied by acceptable written quotations from contractors or suppliers. This may include

  - manufacturing or processing equipment
  - compressors, generators, fire suppression equipment
  - built in commercial cooking equipment
  - franchise or licensing costs
- f) Estimated New Jobs to be Created
 

The applicant should provide an estimate of jobs being created directly through their venture, this should include full and part time employment as well as construction/trades jobs in the construction/expansion of the project.
- g) Ineligible Costs
 

GST and PST are not considered as eligible costs

## 5. Exclusions

Council will not normally consider providing an economic development tax exemption to the following situations:

### Retroactive:

Applications for tax exemptions will not be approved on a retroactive basis after the applicant has paid for and received their building permits for the new commercial development. .

### a) Existing Business

Tax exemptions will not normally be provided to:

- new owners of an existing business as the business is an established going concern
- new businesses that are renting or leasing commercial space from a landlord

- b) Home Based Business:  
Home based businesses will not be considered for inclusion under the bylaw.
- c) Municipal Discretion  
Council may notwithstanding, provide such tax exemptions where it believes it is in the public interest and enhances the economic progress of the community. Council reserves the right to approve each exemption package individually and to customize to any specific project.

6. Agreement

An economic development tax exemption will be provided by agreement between the applicant and the City. . The applicant shall abide by all terms and conditions of the agreement in order to receive the incentive.

Exemptions will be applied only when the project or improvements are completed per the timeframes indicated in the application and the development remains for its intended use.

The applicant may be requested to verify final costs of the project. Adjustments to the exemption term will be adjusted to reflect final investment amounts into the project.

Economic Development tax exemptions may be rescinded or deferred:

- if the development does not get completed within specified timeframes
- the development changes from its intended use as noted in the application
- the information provided in this application is fallacious or misleading

7. Authorization

The Mayor and City Manager are authorized to sign agreements as shown on Schedule AA and attached thereto, for the purpose of exempting those specified property parcels from taxation of the years indicated on said schedule.

8. Repeal

The economic development tax exemption may be repealed or deferred at anytime with 30 days notice at council's discretion. Circumstances where tax exemption agreement may be repealed include but are not limited to:

- the applicant failing to complete their project or improvements as specified in the application or having an expired development permit
- the applicant not undertaking the business activity or providing services (intended use) as detailed in their application
- providing fallacious or misleading information in the application for an economic development tax exemption
- failure to comply with any of the terms specified in the application and subsequent agreement.

Bylaw No 36-2002 is hereby repealed.

9. Effective Date:

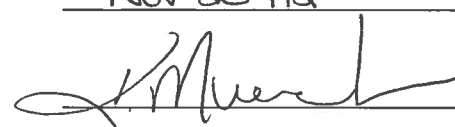
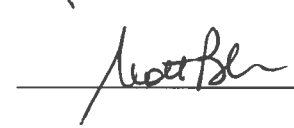
This Bylaw shall come into force and take effect on the date of final passage thereof.

Read a first time this 20<sup>th</sup> day of November, A.D. 2012

Read a second time this 20<sup>th</sup> day of November, A.D. 2012

Read a third time and adopted this 20<sup>th</sup> day of November, A.D. 2012



Nov 20 12 \_\_\_\_\_ Date  
 \_\_\_\_\_ Mayor  
 \_\_\_\_\_ City Manager

CITY OF MARTENSVILLE ECONOMIC DEVELOPMENT BUSINESS INCENTIVE  
APPLICATION

BYLAW NO.19-2012

**APPENDIX AA**

***Application to Access Economic Development Business Incentive Bylaw***

Any business that wishes to access the Bylaw will be required to provide acknowledgement they are in receipt of the Bylaw and complete the following Application. This will outline the nature of the project. **Businesses are reminded that this is strictly the application for the Economic Development Tax Exemption and is subject to approval before any exemption is provided.**

**Application Procedure:**

1. Receive the application from the City of Martensville and provide signature that you are in receipt of the bylaw and application and provide the form back to either the Community Economic Development Manager or the Planning Office.
2. Fill out the details on the application form. Please provide comprehensive information about the proposed development. Contractor quotes should accompany the application per the eligible costs section. Other information that will help evaluate the application such Drawings and renderings are encouraged to be provided.
3. Return the application form to the City of Martensville, to the attention of the Community/Economic Development Manager. The application will be checked and prepared for consideration by City Council.
4. City Council will consider the application and if approved the development will be included into the Business Incentive Bylaw.
5. Upon approval, an agreement between the Developer and the City of Martensville will be prepared and executed by both parties, putting in place the tax exemption for the development.

**Eligibility: the application should be submitted, evaluated and approved (via motion) by the City of Martensville prior to building permits being finalized (paid for and/or picked up) Developers who wish to receive their building permits prior to finalizing their application for the Business Incentive will waive their eligibility for the incentive.**

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**\*\*\*PLEASE PRINT\*\*\***

Business Name: \_\_\_\_\_

Business  
Owner: \_\_\_\_\_

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

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

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Proposed Development Civic Address: \_\_\_\_\_

Legal Land Description: \_\_\_\_\_

Estimated Project (construction) Start Date \_\_\_\_\_

Estimated Completion Date \_\_\_\_\_

Intended Use: Please provide a brief description of the business/development you are proposing, what products or services will be delivered, what will the day to day activities consist of

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





Equipment: List fixed equipment/ other special costs with attached quotes.

_____	\$	_____
_____	\$	_____
_____	\$	_____
_____	\$	_____
_____	\$	_____
_____	\$	_____
_____	\$	_____
_____	\$	_____
_____	\$	_____

SUB TOTAL \$ \_\_\_\_\_

BUSINESS DEVELOPMENT COSTS GRAND TOTAL \$ \_\_\_\_\_

ESTIMATED NEW JOBS TO BE CREATED

Construction Jobs \_\_\_\_\_

Full time Jobs \_\_\_\_\_

Part time Jobs \_\_\_\_\_

**Declaration of Applicant**

I, \_\_\_\_\_ of the \_\_\_\_\_  
(Name of Applicant – Please Print) (Municipality)

in the Province of Saskatchewan, solemnly declare that all the above statements contained within the Application are true, and I make this solemn declaration conscientiously believing it to be true, knowing that it is the same force and effect as if made under oath, and by virtue of "The Canada Evidence Act".

I certify that the above information is true and accurate to the best of my knowledge. I understand that knowingly providing false information will nullify and void any Economic Development Tax Incentive Agreement.

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

Witness: \_\_\_\_\_