



Town of Mayerthorpe

Policy Manual
Section: Environmental
Procedure: XII-001.01

PROCEDURE:	Brownfield Redevelopment Grant Application Form
PROCEDURE NO.:	XII-001.01
APPROVAL:	CAO
EFFECTIVE DATE:	

PROCEDURE:

1. Refer to Appendix "A" being the Town of Mayerthorpe Brownfield Redevelopment Grant Application Form.

End of Procedure.



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_____ Applicant (Property Owner Signature (s))	Amount of Grant: \$_____
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Requirement Attachments:

- Detailed written Project Description state
 - ▪ Photographs of the present
 - ▪ of the site
- ▪ Copy of registered title
- ▪ Detailed estimate of Phase (s) cost (s) for each phase
- ESA I Report, if applicable

Information collected in this application form is not confidential and collected for the in accordance with Section 32 of the FOIPP Act for purpose of administrating the Brownfields Redevelopment Grant Program. Please not that information related to the Property may be released to various branches within the Town of Mayerthorpe and to government agencies as deemed necessary. If you have any questions regarding the collection of this information, please contact the FOIPP Coordinator, Town of Mayerthorpe, 780-786-2416.



GRANT APPROVAL LETTER TEMPLATE

Date

Property Owner/Authorized Agent

Address

Address

Dear Applicant:

Re: Town of Mayerthorpe Brownfield Grant

Your application for the Town of Mayerthorpe Brownfield Redevelopment Grant Program has been approved, as outlined below:

\$ _____ ESA Phase I \$ _____ ESA Phase II
\$ _____ Total Maximum Grant Amount

This grant funding is subject to:

1. You entering into a Brownfield Grant Funding Agreement with the Town and you complying with conditions with respect to grant funding for applicable ESA Phase.
2. Town having sufficient budget funds allocated to the program for payment of the Maximum Grant Amount for grant funding that includes an ESA Phase I or II grant.
3. The Town will not make any grant payments until the Town has 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 in the Town of Mayerthorpe that is owned by the recipient of the grant payment.
4. For grant funding, Town Council must approve a budget adjustment for the Maximum Grant Amount as a dedicated line item in the operating budget before the Brownfield Grant Funding Agreement is legally binding.



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Enclosed please find the Brownfield Grant Funding Agreement for execution, please return both copies to the Town for further processing, one fully executed agreement will be sent to you for your records.

Congratulations and thank you for your commitment to redeveloping Brownfields in the Town of Mayerthorpe.

Respectfully,
Mayor



GRANT PAYMENT REQUIREMENTS

Grant Payment for Phase I Grant

1. Phase I Environmental Site Assessment (ESA) must be completed.
2. 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 Town.
3. One (1) hard and/or electronic copy of the draft report must be provided to the Town for review. After the Town review is complete, one (1) hard copy and one (1) electronic of the final report must be submitted.
4. Grants will either be paid to the Qualified Environmental Specialist conducting the work or to the Property owner once the report has been fully completed to the satisfaction of the Town.
5. The Town reserves the right to audit the costs of studies prior to making any grant payment. The eligible grant amount will be reduced by any audit costs incurred by the Town.
6. The total payment shall not exceed the costs of the Phase I ESA \$1,000.
7. Phase I Grants will be paid in accordance with a payment schedule determined by the Town and the applicant and payment is subject to the Town having sufficient budget funds allocated to the program for the payment.
8. Phase I Grants will not be paid until the Town 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 Town of Mayerthorpe that is owned by the property owner or recipient of the grant.



Grant Payment for Phase II Grant

1. All environmental studies must be conducted and signed-off by a Qualified Environmental Specialist and they must meet the scope of work and detailed plans outlined in the proposal provided with the grant application form to the Town's satisfaction. Copies of all reports must be provided to Alberta Environment and Sustainable Resource Development (the regulator) and the Town of Mayerthorpe. All final reports and evidence that the reports have been submitted to the regulator must be provided to the Town in order to receive final grant payment.
2. On One (1) hard and/or electronic copy of the draft report must be provided to the Town for review. After the Town review is complete, one (1) hard copy and one (1) electronic of the final report must be submitted.
3. Grant funds will be paid directly to the Qualified Environmental Specialist conducting the work or the property owner once the reports have been fully completed to the Town's satisfaction. A Phase I ESA is required for review to confirm the requirement for a "Phase II ESA" proposal.
4. For "Phase II ESA" proposals, the applicant must confirm in writing that any affected third parties have been notified and have received copies of all environmental reports. The application 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.
5. The Town reserves the right to audit the costs of studies prior to advancing the grant payment. The eligible grant amount will be reduced by any audit costs incurred by the Town.
6. The total payment shall not exceed \$5,000.



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7. Phase II Grants will be paid in accordance with a payment schedule determined by the Town and the applicant and payment is subject to the Town having sufficient budget funds allocated to the program for payment.
8. Phase II Grants will not be paid until the Town 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 with the Town of Mayerthorpe that is owned by the property owner or the recipient of the grant.