



TOWN OF THREE HILLS

POLICY # 470

COMMUNITY BUSINESS BEAUTIFICATION POLICY

Adopted by Council on: January 13, 2020

Resolution No: 014-2020

1. PURPOSE

- 1.1. The purpose of this policy is to govern the delivery of the Community Business Beautification Program (hereinafter, referred to as “CBB Loan Program”) through Community Futures Wild Rose and defines the responsibilities of the Town as it relates to this program.
- 1.2. The objectives of the program are:
 - i. To assist businesses and organizations to make enhancements to their property;
 - ii. To assist local businesses and organizations to contribute to the beautification of Three Hills; and
 - iii. To enhance the quality of life and well-being for the residents of Three Hills by increasing the aesthetic appeal of streets and neighborhoods.

2. AUTHORITY

- 2.1. The authority for this policy is by resolution of the Council of the Town of Three Hills.
- 2.2. The CAO is accountable and responsible for the development, evaluation, and implementation of this policy.
- 2.3. The CAO is authorized to amend the related schedules of this policy from time to time to keep current, enforceable and compliant with statutes and legislation in the Province of Alberta. Any changes that are made to Policy are to be approved by Council.
- 2.4. The CAO is authorized to exercise appropriate managerial judgment to take such actions as may be necessary to achieve the purpose of this policy.

3. DEFINITIONS

- 3.1. Whenever the singular masculine gender is used in this policy, the same shall include the feminine and neutral gender whenever the context requires.
- 3.2. In this policy, unless the context otherwise requires:
 - 3.2.1. **“CAO”** shall mean Chief Administrative Officer for the Town of Three Hills or

his designate.

3.2.2. **“CBB”** shall refer to the Community Business Beautification Loan Program instituted by Community Futures Wild Rose.

3.2.3. **“Council”** shall mean the body of elected representatives who govern the Town.

3.2.4. **“Town”** shall mean the Town of Three Hills.

4. **POLICY**

4.1. Community Business Beautification Loan Guidelines

4.1.1. The CBB Loan Program shall be administered by Community Futures Wild Rose in partnership with the Town.

4.1.2. Under the program, businesses may be eligible to receive micro-loans to participate in community business beautification initiatives.

4.1.3. Applicants shall complete the loan application, as attached in Schedule “A” and submit the application to Community Futures Wild Rose for review.

4.1.4. The CBB Loan applications will be evaluated and awarded at the discretion of Community Futures Wild Rose in partnership with the Town of Three Hills Administration.

4.1.5. Successful applicants shall be responsible to pay the loan principal and interest for the term of the loan to Community Futures Wild Rose.

4.1.6. Once the loan is paid, the successful applicant shall be issued an interest rebate from the Town consisting of the entirety of interest paid over the term of the loan.

4.1.7. Conditions of the CBB Loan Program are as follows:

- i. The loan funds are to be used for exterior renovations only.
- ii. Rental properties must make written arrangements with landlords.
- iii. Businesses may access funds more than once for staged projects provided the first loan is repaid successfully.
- iv. Home-based businesses do not qualify for the loan program.

4.2. Town Responsibilities

4.2.1. Funding for the CBB Loan Program shall be budgeted annually by Town Council.

4.2.2. The Town shall act as a bridge between Community Futures Wild Rose and applicants on community business beautification initiatives.

- 4.2.3. Town Council may set aside funds to assist successful applicants to beautify their property by reimbursing interest paid on CBB Loan Applications, only after the loan has been paid.
- 4.2.4. The Town shall promote the program and bring awareness of the program through the Town website, newsletter and local media.
- 4.2.5. The Town reserves the right to refuse applications as it sees fit.

5. PRIOR POLICY

- 5.1. This policy shall supersede and replace all prior policies, oral or written, regarding the Community Business Beautification Loan Program through Community Futures Wild Rose within the Town of Three Hills.

SCHEDULE A – CBB LOAN APPLICATION

[REMAINDER OF THIS PAGE LEFT INTENTIONALLY BLANK]

Thank you for considering Community Futures Wild Rose as your lender.

#101, 331-3rd Avenue
PO Box 2159 Strathmore, Alberta, T1P 1K2

Phone: 403-934-8888 Toll Free: 1-888-881-9675 Fax: 403-934-6492
Email: chantale@albertacf.com Website: wildrose.albertacf.com

Please complete the loan application and attach all of the following:

- Copy of Drivers License
- Completed Community Business Beautification Loan Application
- Items as per the Checklist on page 3.

Community Futures Wild Rose is committed to protecting your privacy and the confidentiality of your personal information. Our commitment to respecting and protecting the privacy and confidentiality of your personal information is addressed in our privacy policies. We adhere to these policies and the provisions of the **Alberta Personal Information Protection Act**.

We collect personal information about you in order to provide you with the programs and services you have requested. Personal information is any information that identifies you as an individual. It does not include business contact information for business purposes.



Community Business Beautification Loan Application



Last Updated:
January 2020

Community Business Beautification Loan Application

Maximum loan \$10,000.00. Maximum term 3 years.

Borrower's Full Legal Name _____

Trade/Business Name _____

Business Address _____

Borrower's Address (if different) _____

Home Phone Number _____ Business Phone Number _____

E-Mail _____

S.I.N. _____ Date of Birth _____

Total amount of financing requested _____

Proposed Date for completion of project _____

Proposed Improvements: (please describe)

A. _____

B. _____

C. _____

Have you explored other avenues reasonably available to you to obtain financial assistance? Yes No

Asset Listing (for both assets and liabilities, use a second sheet of paper for a complete listing)

List any assets you own personally. (For example: property, vehicles, investments, pensions, RRSP's and savings) Also try to put a value on the items you have listed or the amount of any investments you may have.

Item	Value	Item	Value

Liability Listing

List any personal liabilities you currently have. (For example mortgages, vehicle or personal loans, and credit cards (even if there's no balance owing, also put the limit you spend.).

If you own your own home list your annual taxes. If you rent your home list your monthly rent and heating bill. For all you loans include the amount you owe and your monthly payments.

Item	Balance	Payment	Limit	Item	Balance	Payment	Limit
Mortgage							
New Loan							

Authorization For Obtaining Credit Information on the above Applicant(s)

I/We hereby certify that the information provided is correct and give authorization to Banks, Credit Agencies, CRA, and all credit bureaus to disclose all information concerning my/our affairs, and any other information from any source that Community Futures Wild Rose considers appropriate to the request.

Date

Signature

Signature

COMMUNITY FUTURES WILD ROSE

QUICK CASH OR CBB LOAN APPLICATION CHECKLIST

Community Futures Wild Rose will require the following information or documents in order to process your loan application and reach an informed decision.

- Community Business Beautification Loan Application**
- Project Description**
- 2 years of company financial statements (if an existing business operating over 1 year)
- Copy of most recent personal tax return
- Copy of Lease Agreement (if leasing)
- GST/Business Number _____
- Copy of Driver's License
- Copy of company incorporation/registration
- Provincial/Municipal license (if applicable)