



Grant Name:	Commercial Development Grant
Department:	Economic Development
Effective Date:	September, 2018
Approving Authority:	Town Council
Town Council Approval Date:	August 11, 2025

1. Outline

1.1 Objective: To stimulate growth in Riverview’s commercial sectors by encouraging private and public-sector investment that attracts new businesses, residents, and jobs—thus enhancing the Town’s economic vitality.

1.2 Framework: The Grant offers a financial incentive to property owners who undertake development, redevelopment, expansion, adaptive re-use of building or other construction activity on underutilized or vacant lands in the Town’s commercial zones.

This program is only eligible for developments that have applied for the Commercial Development Grant prior to applying for a building permit, and that include commercial use of real estate in their project. Projects of industrial nature are not eligible under this Grant.

1.3 Benefit: Available for non-residential and mixed-use development projects that include commercial use and significantly increase the value of an existing property. The calculated Grant payments are based on the project’s provincial assessment of the property value and are administered using a declining scale over a maximum period of five (5) years.

Bonus funds are available for establishments looking to develop or redevelop within the health care sector that will host one or more new primary physicians (twenty-five thousand dollars (\$25,000) per new primary physician up to a maximum of five (5) new primary physicians, representing a bonus maximum of one-hundred and twenty five thousand dollars (\$125,000)), and for the overnight accommodations sector (fifteen thousand dollars (\$15,000) for a hotel operation firm, excludes short-term rentals) as these represent high demand, formally studied sector opportunities for Riverview.

1.4 Administration: The Town of Riverview shall establish an internal Review Committee consisting of one or more of: i) the Chief Administrative Officer, ii) the Director of Finance and Information Technology, iii) the Manager of Economic Development, and iv) an Urban Planner of the Southeast Regional Service Commission, or their delegate(s), (the “Review Committee”) which shall be responsible for administering this Grant including reviewing applications, providing recommendations to Council on individual applications, and determining the grant amount for each successful applicant, based on the Grant criteria. The Review Committee retains the discretion not to support applications subject to conditions, should an applicant not fully meet the Grant criteria or fulfill their application and/or contractual commitments to the satisfaction of the Review Committee. The Review Committee will be responsible for providing recommendations to Council for their approval based on the program requirements specified herein.

Council must approve any and all grant applications prior to being awarded. All applications to the Grant supported by the Review Committee will be subject to a resolution of Council, during a public Council



meeting. Nothing in this policy shall bind Council to offering the incentive to any particular applicant, and all decisions made concerning the application will be at Council's discretion.

1.5 Grant Stacking: This Grant can be used in conjunction with the Town of Riverview's Housing Accelerator Fund Affordable and 3-Bedroom Unit Development Grant, however, cannot be stacked with any other grant offered by the Town. The Commercial Development Grant can also be used in conjunction with other provincial or federal government programs if applicable.

1.6 Budget: The Grant budget is capped at four hundred thousand dollars (\$400,000) annually with the possibility to revise through the municipal budget process if fully allocated.

Grant payments are entirely dependent on the Town's approved Economic Development departmental budget year over year. Regardless of the status of applications, Review Committee support, and Council approvals, scheduled payments may be canceled at any time at the discretion of the Town, or delegate(s), if there is indication the Economic Development departmental budget is depleted.

2. Definitions

"adaptive re-use of building" means a vacant or underutilized building formerly used for residential, commercial, institutional, or industrial uses, and involves the conversion or repurposing to a different category of use.

"applicant" means an owner or the authorized representative of such owner making an application under the Town's Commercial Development Grant.

"building" means a roofed structure, including a vessel or container, used or built for the shelter, accommodation or enclosure of persons, animals, materials, or equipment.

"building inspector" means a person who has the primary responsibility to a regional service commission for the enforcement of local government by-laws or other provincial laws with respect to building and construction within the region, or a person who has the primary responsibility for the enforcement of by-laws or other laws with respect to building and construction, appointed under the [Local Governance Act](#).

"building permit" means a building permit issued under the [Building Code Administration Act](#) and the Town's [Building By-Law \(By-Law 300-11\)](#).

"Council" means Riverview Town Council.

"development" means a construction project which is eligible to receive payments under this Grant and includes a development, redevelopment, expansion, adaptive re-use of building or other construction activity on underutilized or vacant lands in the Town's commercial zones.

"for-profit developer" means a corporation or other corporate entity, duly incorporated and maintained under applicable provincial or federal legislation, that develops buildings for a profit.

"Grant" means the Commercial Development Grant available to eligible applicants under this policy.



“Grant Agreement” means a legal agreement to be entered between a successful applicant for the Grant and the Town of Riverview which sets forth in detail the conditions, terms, covenants, and obligations of the applicant in accepting the Grant.

“industrial nature” means the use of land, buildings, or structures for the manufacturing, processing, fabricating, or assembly of raw materials or goods, warehousing, or bulk storage of goods.

“mixed use” means a development, a building, or a complex of buildings containing more than one main use of land as defined in the [Zoning By-Law](#).

“non-profit developer” means a non-profit or not-for-profit corporation or company, duly incorporated and maintained under applicable provincial or federal legislation, that operates exclusively for affordable housing development, social welfare, civic improvement, or any other purpose besides profit and in which no part of its income is payable or otherwise available for the personal benefit of any proprietor, member, or shareholder thereof.

“primary physician” means a licensed medical doctor or general practitioner who provides comprehensive, ongoing medical care to patients, including preventive care, diagnosis, and treatment of a broad range of health conditions. The physician must be practicing in a family medicine or general practice capacity and deliver services as part of a community-based health clinic.

All terms which are not specifically defined herein, but defined within the Definitions of the Town’s [Zoning By-Law 300-7](#) or the [Building Code Administration Act, SNB 2020 c 8](#) shall be interpreted in accordance therewith.

3. Eligibility Criteria

- 3.1** For-Profit and Non-Profit Developers are both eligible under this Grant, subject to the criteria, conditions, and terms herein, including:
- a. Existing businesses planning to make a significant capital investment that increases the assessed value of their property by a minimum of two hundred thousand dollars (\$200,000);
 - b. Businesses that have outgrown their current operations and are looking to expand within the Town of Riverview through development or redevelopment activity;
 - c. Newly settled private or public-sector investors who plan to develop, redevelop, infill, or construct on vacant land, underutilized sites, or parking lots zoned commercial; and/or
 - d. First-time property owners looking to start and grow their business while adding to the vitality of the municipality.
- 3.2** The property must be located in a designated commercial zone within the Town of Riverview as shown in the [Zoning By-Law](#). Properties subject to rezonings to commercial zones are not eligible under this Grant.
- 3.3** The property must be classified as non-residential use, or at least have a portion of the provincial property assessment deemed having non-residential use.
- 3.4** Properties that are considered mixed-use are eligible to apply so long as a portion of the



development includes commercial use within the total developed floor space of the project. A standard guide would be that at least fifty percent (50%) of the ground floor must be developed for commercial use. Only the commercial portion of the mixed-use development's provincial property assessment would be eligible for payments under this Grant, and the non-residential portion of the project must be projected to be assessed at least at two hundred thousand dollars (\$200,000) in provincial value to be eligible under this Grant.

3.5 Eligible Applications must represent one of the following types of projects on underdeveloped or vacant land:

- a. Infill and redevelopment of parking lots, underutilized sites, and buildings;
- b. Redevelopment of properties which involves the demolition of commercial, residential, or industrial buildings;
- c. Expansions or adaptive re-use of building(s); and/or
- d. Development activity on vacant land or surface parking lot not occupied by a main building that can accommodate a new construction or significant addition.

3.6 The property owner must be registered as a corporation or a non-profit organization under the NB Business Corporation Act, the NB Companies Act, the Canada Business Corporations Act, and/or the Canada Not-for-profit Corporations Act.

3.7 Development must significantly improve or enhance the value of the property by at least two hundred thousand dollars (\$200,000) as per the provincial property assessment.

3.8 Applications that include the development or redevelopment of a health care clinic that hosts one or more new primary physicians, or of an overnight accommodations business (hotel, excluding short-term rentals) could be eligible for bonus funding that get paid out in the first year of payments only. All other future payments would consist of the typical Grant calculation using the declining scale and would be based on the provincial property assessment value for that respective year.

3.9 Any Applicant wishing to be considered for this Grant must complete and submit the prescribed application form identified in Appendix A to the Town of Riverview prior to the commencement of any works and prior to applying for a Building Permit. Grant applications do not apply retroactively to previously approved development projects.

Applications shall include reports, plans, estimates, contracts, and other relevant details as may be required to satisfy the Town and its Review Committee with respect to the eligible costs of the project and conformity of the Project with the [Municipal Plan](#) and [Zoning By-Law](#).

4. Other Conditions

4.1 All successful Applicants will be required to enter into a Grant Agreement with the Town of Riverview that sets out the specific terms and conditions of the Grant.

4.2 The Town of Riverview and the Review Committee reserve the right to refuse any application for the Grant if it determines that the application or project does not meet the objectives of this policy or that it is unreasonable. There will be no negotiations between the Applicant and the Town on the interpretation of this Grant program.



- 4.3** The proposed development must obtain a building permit and commence no later than one (1) year following Town Council's approval of the Grant, or the Grant will be cancelled. The project must be successfully completed and receive a final inspection within two (2) years of obtaining Council approval to participate in the Grant. The two (2) year period may be extended by Town Council at its absolute discretion. The responsibility of requesting an extension falls on the Applicant, should they receive any indication they won't be able to meet Grant timelines.
- 4.4** Multi-year incentives will be granted annually based on the project's ability to demonstrate good standing. If a project enters tax arrears, is no longer operational, or fails to reach the agreed upon requirements, the Grant will be cancelled.
- 4.5** Before any Grant is provided to the applicant for a property for which a satisfactory Grant Application has been received and approved, the project has to be completed and property taxes paid as billed each year, and the property shall be in compliance with the program's requirements and conditions.
- 4.6** The first Grant payment will be made to the owner of the project after the 1st of July of the year following the final inspection, when the owner of the property provides proof that all property taxes have been paid.
- In the first year of the program, it is the Applicant's responsibility to request the first Grant payment before July 1st of the year following the final inspection. Payment requests should include a copy of the property tax bill for that year and proof of payment and receipt for all property taxes paid.
- For further years two (2) to five (5) in the program, the Applicant must provide a copy of the property tax bill for the current year, and proof of payment and receipt of all property taxes paid for that same year, prior to July 1st for all four (4) years following the first year of participation in the program.
- The Town will not disburse, nor be liable, for any grant payments requested after July 1st of the year following the final inspection of the project. This is applicable to the first year and all subsequent years of participation in the Grant program. Late payments requested under this Grant shall result in a cancelation of the Grant for current and subsequent remaining years of participation in the program.
- 4.7** Actual costs for any or all of the eligible items may be subject to independent audit at the expense of the property owner (i.e. where the Town requires an audit, criteria will be established).
- 4.8** Grant payments under the Commercial Development Grant will be evaluated according to program criteria in Appendix A and any development incentives granted shall be conditional to that business being in active operation and without tax arrears.
- 4.9** If at any time the taxes are in arrears on the affected property, all further Grant payments will be withdrawn and the Applicant's participation in this program will be cancelled immediately.
- 4.10** The Town of Riverview reserves the right to request any document or information attesting to the history of the property, construction estimates, and any other subject relevant to the Grant.
- 4.11** As a condition of the Grant Application, the Town may require the applicant to submit a business



plan, with said Plan being to the Town's satisfaction.

4.12 In the event a project qualifying under this Grant is sold to another party prior to Grant funding, the existing Grant Agreement would be nullified and any future payments cancelled.

4.13 Applicants must:

- a. Be the owners of the property;
- b. Not be in arrears on property taxes or water/sewer charges in respect of any property owned within the Town of Riverview;
- c. Obtain a Building Permit within one (1) year of the approved application for the Project; and
- d. Complete the project within two (2) years of receiving said Building Permit.

4.14 All properties as part of Applications considered for funding under this Grant must be:

- a. Located within Town boundaries;
- b. Connected to municipal water and sanitary sewer services;
- c. Compliant with all provisions in the [Town's Zoning By-Law No. 300-7](#) and [Municipal Plan](#); and
- d. Subject to a minimum of construction costs, renovations costs, and/or rehabilitation costs of two hundred thousand dollars (\$200,000) in the aggregate.

5. Application

5.1 Form: A Grant Application Form must be completed and submitted to the Town of Riverview at economicdevelopment@townofriverview.ca (see Appendix A). Applications shall include plans, estimates, contracts, financing/funding confirmations and other details required to satisfy the Town about costs and conformity of the project with the [Municipal Plan](#) and related by-laws and the Grant criteria. If an agent is acting on behalf of the property owner, they must ensure authorization is completed and executed by the property owner.

5.2 Process: Applications will be reviewed on a first come first served basis by the Review Committee. If any lapses occur in a project's abidance to the [Town's Zoning By-Law No. 300-7](#) and [Municipal Plan](#) or applicable building codes, project eligibility for funding may be jeopardized resulting in the project's loss of place in the project queue. All property owners successfully selected to participate in this program must subsequently enter into a Grant Agreement with the Town further specifying the terms and conditions of the Grant.

6. Contact Information

Town of Riverview
30 Honour House Court Riverview, NB E1B 3Y9
economicdevelopment@townofriverview.ca
506-387-2141 / townofriverview.ca



APPENDIX A - Grant Application Form - Commercial Development Grant

Applicant Contact Information

Name of Registered Property Owner: _____

Mailing Address of Property Owner: _____

Business Name: _____

Phone Number: _____

Email: _____

Agent Contact Information (if applicable)

Name of Agent Applying on Behalf of Property Owner: _____

Mailing Address: _____

Business Name: _____

Phone Number: _____

Email: _____

Property Information

Property Civic Number: _____

Property Identification Number (PID): _____

Legal Description of Property (Lot and Plan Number): _____

Pre-existing Building Description on Property: _____

Confirmation that the Property is connected to municipal water and sewer systems: _____

Confirmation that the Property is located within the Town of Riverview boundaries: _____



Development Information

Please provide a detailed description of the proposed development taking place on the site. This could include building size and type (i.e., commercial, mixed-use), construction materials, preliminary plans, cost estimates, financing/funding confirmations related to the Project, etc. We ask that you please attach any relevant documents/details to this Application Form, for example, detailed construction drawings, plans, estimates, contracts, financing/funding confirmations, if available:

Estimated Construction Start Date (Month/Year): _____

Estimated Construction End Date (Month/Year): _____



Certifications and Undertakings

I/WE HEREBY APPLY for a grant under this program.

I/WE HEREBY AGREE to abide by the terms and conditions of the Commercial Development Grant as specified in this application.

I/WE HEREBY AGREE to enter into a Grant Agreement with the Town of Riverview that specifies the terms and conditions of the Commercial Development Grant.

I/WE HEREBY CERTIFY that the information contained in this Application is true, correct and complete in every respect and may be verified by the Town of Riverview by such inquiry as it deems appropriate, including inspection of the property for which this application is being made.

I/WE HEREBY GRANT PERMISSION to the Town, or its delegates, to inspect my/our property prior to, during, and after environmental remediation, site rehabilitation and project construction.

I/WE HEREBY CERTIFY that the property for which this application is submitted is in compliance with all Town of Riverview zoning provisions, as identified in the [Municipal Plan](#), [Zoning By-Law No. 300-7](#), and any other applicable municipal by-laws.

I/WE HEREBY CERTIFY that the property is not subject to any outstanding work orders or any enforcement procedures of any governmental authority.

I/WE HEREBY CERTIFY that no real property that I/We own within the boundaries of the Town of Riverview, including the property for which this application is submitted, is in property tax arrears.

I/We HEREBY CERTIFY that no real property that I/We own within the boundaries of the Town of Riverview, including the property for which this application is being submitted, is in municipal water/sewer arrears.

I/WE HEREBY AGREE that the Grant for which this Application has been made herein is subject to cancellation and/or change at any time by the Town of Riverview in its sole discretion, subject to the terms and conditions specified in the program.

Dated at the, _____ (day), of _____ (month), _____ (year)

Name of Owner: _____

Signature of Owner: _____

Signature of Owner or Authorized Agent (if applicable): _____