



TOWN OF TOFIELD

POLICY AND PROCEDURE HANDBOOK

OPERATIONAL ADMINISTRATION

POLICY: DOWNTOWN BUSINESS AREA

Policy 2.17

POLICY:

The Town of Tofield's Downtown core is viewed as the historical, symbolic, cultural and civic center of the community. The policy intent is to maintain, enhance and promote design and function of the entire Downtown business sector. This shall be attained through infrastructure updates, maintenance and removal and replacement.

By virtue of being in the Downtown Business Core all businesses, property owners and tenants for purpose of business shall benefit from this policy.

DEFINITIONS

1. **"Downtown Core** Shall be defined in accordance to the following:

The Town of Tofield Downtown Business Core represents; business located in the areas as depicted below.

- (a) 50th Street, from 55th Avenue to 51st Avenue
- (b) 51st Avenue from 49th Street to 51st Street
- (c) 52nd Avenue from 49th Street to 51st Street
- (d) 53rd Avenue from 50th Street to 51st Street



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2. **"Downtown Business"** is defined according to the following:
 - (a) Business established to provide retail services, commerce, medical services, automotive repairs, supplies AND/OR any other services deemed business related by the Town of Tofield.
 - (b) The represented business must be in good financial standing with the Town and hold appropriate certifications for development and conduction of business.
 - (c) Temporary, mobile or non-permanent business shall not be considered part of the Downtown Core under the provisions of this policy.

3. **"Infrastructure "** is defined according to the following:
 - (a) Any and all roadwork being paving; patching or general repair
 - (b) Underground services being; water, sewer, sanitary sewer, or storm sewer. As well as gas, power or any other services of a similar nature.
 - (c) Walkways, sidewalks and paths shall be viewed as infrastructure for the purpose of this policy forming pedestrian transportation in the Down Town Core.

4. **"Site Furnishings"** is defined according to the following:
 - (a) Benches, refuse containers, trees, tree grates or decorative of a similar nature. These products can, or shall be placed for aesthetics and functionality.

GUIDELINES AND PROCEDURES:

Responsibilities

1. The new definitions of boundaries for the Downtown core shall allow the areas to be incorporated into the Towns infrastructure improvement catalog.

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2. These newly defined boundaries shall transfer full responsibility for upgrades to roads, utilities, underground utilities and sidewalk repair and replacement to the Town of Tofield.
3. Repairs of any nature which may impede or impact business operations to owners shall have ample notice provided to them in both a verbal and written format.

Standards

1. Submissions of request for repair from business, AND/OR property owners must be made as correspondence, directed to the attention of Council.
2. Members of Council shall disclose their affiliations or interest with an eligible applicant that may affect their decision-making.
3. Council may accept or reject any submission based on merit, condition and availability of funds.

COUNCIL APPROVAL MOTION #24-08-15


MAYOR

DATE: August 10, 2015