



City of Yorkton

POLICY TITLE BUSINESS IMPROVEMENT INCENTIVE PROGRAM (BIIP)		ADOPTED BY City Council	POLICY NO. 10.430
ORIGIN/AUTHORITY City Council	JURISDICTION City of Yorkton	EFFECTIVE DATE January 1 st , 2021 March 15 th (Revised)	PAGE # 1 of 14

PURPOSE:

To encourage all commercial property owners in the City of Yorkton to enhance the appearance of their buildings and properties, and to provide incentives for the creation and expansion of locally-owned businesses.

PREAMBLE:

In its partnership with Yorkton Business Improvement District (YBID), Yorkton Chamber of Commerce and Tourism Yorkton, the City of Yorkton wishes to promote economic growth throughout the City and provide enhanced development opportunities for locally-owned business. The objectives of the program are to:

- Encourage the enhancement of façade and site improvements for all businesses in the City;
- Encourage expansion of locally-owned businesses; and
- Encourage re-investment into vacant commercial buildings.

This program shall run for a period of five-years and will be made available to all new and existing businesses within the parameters of each program. The program is divided into two incentive categories:

1. Façade and Site Improvements (all commercial properties); and
2. Business Creation and Expansion (locally-owned businesses).

POLICY:

City Council has adopted the **Business Improvement Incentive Program (BIIP)** as outlined.

Part 1: Façade and Site Improvements Incentive Program

- 1.1 The Façade and Site Improvement Incentive Program is made available to all existing businesses in the City of Yorkton.
- 1.2 Incentives will be provided in the following amounts:
 - 1.2.1 The City will reimburse one-third of the combined total cost of eligible façade or site improvements up to a maximum of \$10,000 (ie: total costs up to \$30,000).
Within this total a maximum reimbursement of \$1,000 is allowed for professional design fees.
 - 1.2.2 The Yorkton Business Improvement District (YBID) is a partner in this Program and will provide an additional reimbursement of one third of the combined total cost of eligible façade or site improvements up to a maximum of \$10,000 for those properties that are within the Yorkton Business Improvement District), as adopted in the most recent Business Improvement District Bylaw and as shown on Appendix ‘A’, attached to this Policy.

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- 1.3 Eligible applicants are all commercially assessed building owners within the City’s corporate boundary. All applicants must be assessed property taxes, and taxes must be current.
- 1.4 Applicants must propose a minimum of \$10,000 worth of improvements to be considered for the façade and site improvement grant incentive. The application will include the proposed design and accompanying budget (see attached application form on Appendix B).
- 1.5 This program is intended to incentivize work and not abate past improvements. As such, to be eligible for funding, improvements may not commence until the application has been approved by the City.
- 1.6 Applicant must pay 100% of cost of eligible improvements prior to funding. Once the invoices have been paid by the owner/applicant, these must be submitted to the City for funding.
- 1.7 Eligible improvements must comply with Federal and Provincial statutes, and Municipal Bylaws, including, but not limited to, the *National Building Code of Canada*, the *Uniform Building and Accessibility Standards Act*, and the City of Yorkton Zoning Bylaw 14/2003.
- 1.8 The design of the project shall be sympathetic to the original integrity of the building, compatible with neighbouring structures and of a quality that suggests the improvements will last a reasonable period of time. If in question, the Director of Planning, Building and Development may consult with YBID and/or neighbouring property owners and businesses to determine the validity or any recommended changes to the proposed design.
- 1.9 The applicant or owner may apply twice within a five-year period for the same building, provided that the combined City reimbursement to that building does not exceed \$10,000. An applicant or owner will only be eligible to receive additional funding after five years from the last reimbursement.
- 1.10 The City is only responsible for reimbursing eligible improvements based upon the funding commitment for that fiscal year as determined by City Council.
 - 1.10.1 Applications which otherwise meet all criteria may be approved, in principle, for funding from the following year’s allocation. In approving this policy, City Council agrees to honour these approvals upon review of the annual budget.
- 1.11 In the event that more applications are received than there is available funding, this program will favour those projects that source labour and materials from local businesses.
- 1.12 Awarded abatements will stay with the property to heirs, assigns and successors.
- 1.13 The following are eligible improvements, if they are carried out on the applicant/owner’s property:
 - 1.13.1 Awnings;
 - 1.13.2 Canopies;
 - 1.13.3 Lighting replacement;
 - 1.13.4 Parking lot lighting;
 - 1.13.5 Doors, doorways and entrances;
 - 1.13.6 Windows;
 - 1.13.7 Trash enclosures;
 - 1.13.8 Brick cleaning and repair;

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- 1.13.9 Painting;
- 1.13.10 Façade restoration/improvements;
- 1.13.11 Barrier-free accessibility;
- 1.13.12 Landscaping;
- 1.13.13 Parking lot resurfacing (must include storm water management);
- 1.13.14 Curbing;
- 1.13.15 Signage;
- 1.13.16 Sidewalks/Walkways;
- 1.13.17 Decorative fencing; and
- 1.13.18 Professional design for eligible improvements (up to \$1,000).

1.14 The following are not eligible under this program:

- 1.14.1 Projects which commenced prior to the approval of application;
- 1.14.2 New construction and building additions;
- 1.14.3 Loan fees;
- 1.14.4 Interior improvements;
- 1.14.5 Roofing improvements;
- 1.14.6 Mortgage fees;
- 1.14.7 Property acquisition;
- 1.14.8 Removable items not listed in Section 1.13;
- 1.14.9 Equipment or inventory;
- 1.14.10 Building Permit fees;
- 1.14.11 Development Permit fees;
- 1.14.12 Attorney fees; and
- 1.14.13 Any item which the Applicant pays a contractor in services or in merchandise.

1.15 Application Procedure:

- 1.15.1 A completed “Façade and Site Improvements Incentive Application” (see Appendix B) must be submitted to the Director of Planning, Building & Development.
- 1.15.2 The following information must be included with the Application:
 - a. Proposed budget and contractor estimates by a professional estimator, contractor, engineer, architect or qualified design professional. A minimum of two quotes shall be provided for all items over \$2,500. The City reserves the right to ask for additional estimates or to have its own estimates made.
 - b. Site plan of the property to scale, building elevation drawings, renderings or mock-ups, and photos of similar works and proposed materials.

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- 1.15.3 Applications can be submitted at any time; however, projects which have been approved without any remaining funding in that calendar year will not be eligible for reimbursement until the following calendar year.
- 1.15.4 The City will authorize reimbursement payment after the confirmation of project completion in accordance with the approved plan. Prior approval from the Director of Planning, Building & Development must be obtained before any changes can be made to the approved plan.
- 1.15.5 Applications which are approved by the City will be forwarded to YBID with a recommendation to award their additional share of funding.

1.16 A property that receives abatement for the Façade and Site Improvements Incentive Program may also apply for other incentives within this policy, with successful applications awarded on a first-come, first-served basis.

Part 2: Business Creation and Expansion Incentive Program

2A. New Construction Incentive Program

- 2A.1 The Program will be made available for new building construction for a new or existing business which is locally-owned and creates an increased assessed “improvement” of more than \$50,000.
- 2A.2 Tax abatement will be applied to either:
 - 2A.2.1 the increased assessed value of an existing building due to additions or new construction (land and existing building not included); or
 - 2A.2.2 the increased assessed value of the land and new construction on bare land.
- 2A.3 Abatements of increased assessed improvements will be capped at a value of \$500,000.
- 2A.4 Tax abatements will be applied only to additional assessment, at the following rates:
 - 2A.4.1 First Year: 100%;
 - 2A.4.2 Second Year: 80%;
 - 2A.4.3 Third Year: 60%;
 - 2A.4.4 Fourth Year: 40%;
 - 2A.4.5 Fifth Year: 20%;
 - 2A.4.6 Sixth Year: Return to full taxes.
- 2A.5 The following are eligible improvements, if they are carried out on the applicant/owner’s property:
 - 2A.5.1 New construction and building additions, including alterations to enable barrier-free accessibility;
 - 2A.5.2 Parking lot resurfacing (must include storm water management);
 - 2A.5.3 Landscaping;
 - 2A.5.4 Lighting;
 - 2A.5.5 Trash enclosures;
 - 2A.5.6 Site signage;

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- 2A.5.7 Curbing;
- 2A.5.8 Sidewalks/walkways; and
- 2A.5.9 Decorative fencing.
- 2A.6 No abatement of outstanding or current taxes will be negotiated.
- 2A.7 This program is intended to incentivize work and not abate past improvements. As such, to be eligible for funding, improvements may not commence until the application has been approved by the City.
- 2A.8 **The City is only responsible for reimbursing eligible improvements based upon the funding commitment for that fiscal year as determined by City Council.**
 - 2A.8.1 **Applications which otherwise meet all criteria may be approved, in principle, for funding from the following year's allocation. In approving this policy, City Council agrees to honour these approvals upon review of the annual budget.**
- 2A.9 Awarded abatements will carry-over to heirs, assigns and successors.
- 2A.10 Existing or proposed commercial facilities are subject to the following criteria being met:
 - 2A.10.1 The business needs to be licensed by the City of Yorkton.
 - 2A.10.2 The business must be locally-owned. If the business is incorporated, the majority of shares must be held by individuals who reside within **the geographic boundary of the Yorkton Planning District, including the City of Yorkton, Rural Municipality of Orkney, Rural Municipality of Wallace, York Lake Regional Park, Town of Springside, Village of Rhein and Village of Ebenezer.** It is the responsibility of the applicant to provide documentation to support ~~51~~ 50% local ownership.
 - 2A.10.3 **In the event that more applications are received than there is available funding, this program will favour applications by business owners who reside in, and pay residential taxes to, the City of Yorkton.**
 - 2A.10.4 Eligible applicants are all commercially assessed building owners within the City's corporate boundary. All applicants must be assessed property taxes, and taxes must be current.
 - 2A.10.5 All developers must submit site plans of the proposed development which comply with Federal and Provincial statutes, and Municipal Bylaws, including, but not limited to, the *National Building Code of Canada*, the *Uniform Building and Accessibility Standards Act*, and the City of Yorkton Zoning Bylaw 14/2003.
- 2A.11 Application Procedure:
 - 2A.11.1 A completed "New Construction Incentive Program Application" (see Appendix 'C') must be submitted to the Director of Planning, Building & Development.
 - 2A.11.2 All Applications will be reviewed by the City with a recommendation for approval by way of including the property and the abatement amounts in a bylaw that is presented to Council on an annual basis.
 - 2A.11.3 The phasing-in of the abatement shall begin upon substantial completion of the "improvements" and the term of the abatement shall be drafted in a contract form between the City and the applicant.

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2A.12 An applicant that receives abatement for the New Construction Incentive Program may also apply for other incentives within this policy, with successful applications awarded on a first-come, first-served basis.

2B. Vacant Building Tax Abatement Program

2B.1 The program will abate taxes for vacant buildings or vacant portions of buildings that are occupied by new locally-owned businesses. The intention is to offset the cost of bringing the building up to applicable statutes and bylaws, and to stimulate economic activity.

2B.2 The program will be applied to existing and new assessments of the vacant building or applicable vacant portion thereof, to a maximum of \$500,000.

2B.3 Tax abatements will be applied to both new and existing assessment. Where an application is for a vacant portion of a building, the abatement will be applied proportionately to the new and existing assessment of the vacant portion. Abatements will be implemented at the following rates:

2B.3.1 First Year: 100%

2B.3.2 Second Year: 75%

2B.3.3 Third Year: 50%

2B.3.4 Fourth Year: Return to full taxes

2B.4 The City is only responsible for reimbursing eligible improvements based upon the funding commitment for that fiscal year as determined by City Council.

2B.4.1 Applications which otherwise meet all criteria may be approved, in principle, for funding from the following year's allocation. In approving this policy, City Council agrees to honour these approvals upon review of the annual budget.

2B.5 Awarded abatements will stay with the property to heirs, assigns and successors.

2B.6 All existing or proposed commercial facilities are eligible subject to the following criteria being met:

2B.6.1 The building, or portion thereof, must have been vacant for the 18 months prior to possession date.

2B.6.2 Where applicable, the business needs to be licensed by the City of Yorkton.

2B.6.3 The business must be subject to commercial/industrial taxation.

2B.6.4 The business must be locally-owned. If the business is incorporated, the majority of shares must be held by individuals who reside within the geographic boundary of the Yorkton Planning District, including the City of Yorkton, Rural Municipality of Orkney, Rural Municipality of Wallace, York Lake Regional Park, Town of Springside, Village of Rhein and Village of Ebenezer. It is the responsibility of the applicant to provide documentation to support ~~5~~ 50% local ownership.

2B.6.5 In the event that more applications are received than there is available funding, this program will favour applications by business owners who reside in, and pay residential taxes to, the City of Yorkton.

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2B.6.6 The Applicant must demonstrate, by way of a Development Permit and/or Building Permit, that the building can be renovated to meet the current Zoning Bylaw and *National Building Code of Canada*.

2B.7 This program is intended to incentivize work and not abate past improvements. As such, to be eligible for funding, improvements may not commence until the application has been approved by the City.

2B.8 Application Procedure:

2B.8.1 A completed “Vacant Building Tax Abatement Application” (see Appendix D) must be submitted to the Director of Planning, Building & Development.

2B.8.2 All Applications will be reviewed by the City with a recommendation for approval by way of including the property and the abatement amounts in a bylaw that is presented to Council on an annual basis.

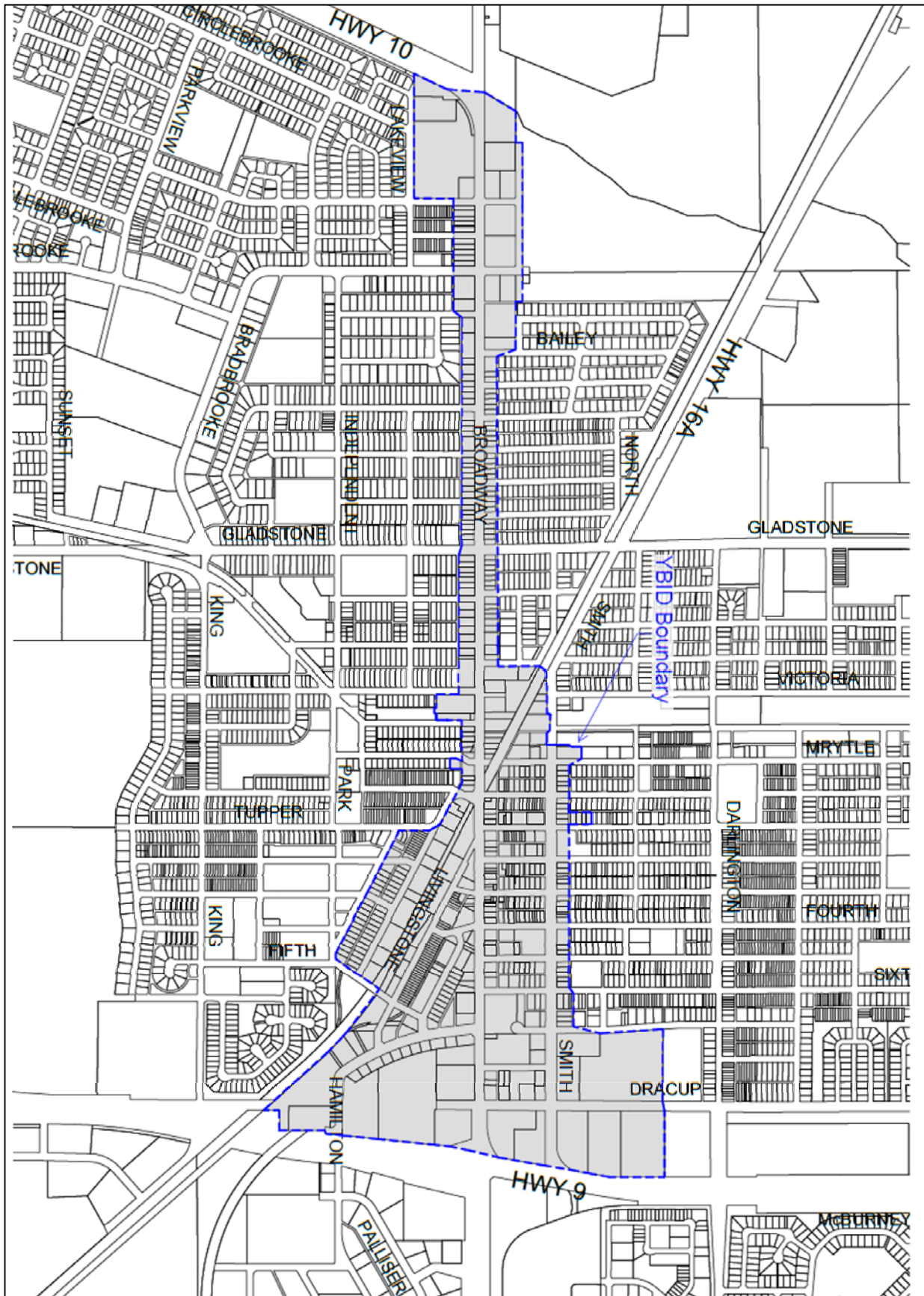
2B.8.3 The phasing-in of the abatement shall begin upon substantial completion of the “improvements” and the term of the abatement shall be drafted in a contract form between the City and the applicant.

2B.9 A property that receives abatement for the Vacant Building Tax Abatement Program may also apply for other incentives within this policy, with successful applications awarded on a first-come, first-served basis.

RESPONSIBILITY:

City Council, under the advisement of the Director of Planning, Building & Development, is responsible for the ongoing review and updating of this policy.

Appendix A – YBID Boundary Map



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Appendix B



FAÇADE AND SITE IMPROVEMENTS INCENTIVE PROGRAM APPLICATION

Box 400 · 37 Third Avenue North · Yorkton, Saskatchewan · S3N 2W3 · Phone 306-786-1700 · Fax 306-786-6880 · www.yorkton.ca

Applications are considered in accordance with the Business Improvement Incentive Program Policy 10.430

Affected Property

Street Address	
Legal Description	
Registered Owner(s)	
Business Name	
Current Use	
Current Assessment Value	

Applicant Information

Name			
Mailing Address			
Phone		Email	

Proposed Improvements (check all that apply)

Item	Cost Estimate		Cost Estimate
<input type="checkbox"/> Awnings/Canopies		<input type="checkbox"/> Barrier-Free Accessibility	
<input type="checkbox"/> Lighting		<input type="checkbox"/> Landscaping	
<input type="checkbox"/> Doors, Doorways and Entrances		<input type="checkbox"/> Parking Lot Resurfacing	
<input type="checkbox"/> Windows		<input type="checkbox"/> Curbing	
<input type="checkbox"/> Trash Enclosures		<input type="checkbox"/> Signage	
<input type="checkbox"/> Brick cleaning and repair		<input type="checkbox"/> Sidewalks/Walkways	
<input type="checkbox"/> Painting		<input type="checkbox"/> Decorative Fencing	
<input type="checkbox"/> Façade Restoration/Improvements		<input type="checkbox"/> Professional Design Fees	
Total Cost Estimate of All Items:			

Please attach a minimum of one quote for items under \$2,500 and a minimum of two quotes for items \$2,500 and greater.

➔ To expedite the application process, include as much information as possible about the proposed improvements, including architectural plans, building elevation drawings, renderings or mock-ups, and photos of similar works and proposed materials.

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FAÇADE AND SITE IMPROVEMENTS INCENTIVE PROGRAM APPLICATION

Box 400 · 37 Third Avenue North · Yorkton, Saskatchewan · S3N 2W3 · Phone 306-786-1700 · Fax 306-786-6880 · www.yorkton.ca

Acknowledgement

As the authorized applicant or business owner(s), I understand that this application is subject to final approval by the City of Yorkton and am aware that tax abatements are not available until such time approval is secured and agreement is executed.

If approved, I understand that the City will authorize reimbursement payment only after the project is completed in accordance with the approved application.

If applicable, I permit the information provided in this application to be forwarded to the Yorkton Business Improvement District for their consideration.

Name (printed)

Signature

Date

➔ Please submit applications to the Director of Planning, Building and Development via email (planningservices@yorkton.ca) or in person at City Hall, 37 Third Avenue North, Yorkton.

The personal information being collected on this form is for the purpose of processing and acting upon this application in accordance with Business Improvement Incentive Program Policy 10.430 and is protected by the privacy provisions of *The Local Authority Freedom of Information and Protection of Privacy Act*. If you have any questions about the collection, use and disclosure of your personal information in this process, please contact the City Clerk for the City of Yorkton at 306-786-1717.

For Office Use

Roll Number				
Zoning District		YBID Member?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Assessment Value		Year	Taxes Paid Current?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Previous Abatements?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Program	Amount	

Approved for issuance:

Director of Planning, Building & Development

Date

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Appendix C



NEW CONSTRUCTION INCENTIVE APPLICATION

Box 400 · 37 Third Avenue North · Yorkton, Saskatchewan · S3N 2W3 · Phone 306-786-1700 · Fax 306-786-6880 · www.yorkton.ca

Applications are considered in accordance with the Business Improvement Incentive Program Policy 10.430

Affected Property

Street Address	
Legal Description	
Registered Owner(s)	
Business Name	
Current Use	
Current Assessment Value	

Applicant Information

Name			
Mailing Address			
Phone		Email	

Local Ownership

To qualify for abatement, the property must be locally-owned. If the property is owned by a corporation, the majority of shares must be held by individuals who reside within the City of Yorkton. It is the responsibility of the applicant to provide documentation to support 51% local ownership.

Proposed Improvements (check all that apply)

Item	Cost Estimate	Item	Cost Estimate
<input type="checkbox"/> New Construction		<input type="checkbox"/> Trash Enclosures	
<input type="checkbox"/> Building Addition		<input type="checkbox"/> Site Signage	
<input type="checkbox"/> Parking Lot Resurfacing		<input type="checkbox"/> Curbing	
<input type="checkbox"/> Landscaping		<input type="checkbox"/> Sidewalks/Walkways	
<input type="checkbox"/> Lighting		<input type="checkbox"/> Decorative Fencing	
Total Cost Estimate of All Items:			

Please attach a minimum of one quote for items under \$2,500 and a minimum of two quotes for items \$2,500 and greater.

➔ To expedite the application process, include as much information as possible about the proposed improvements, including existing and proposed site plans, architectural plans, renderings or mock-ups, and photos of similar works and proposed materials.

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NEW CONSTRUCTION INCENTIVE APPLICATION

Box 400 · 37 Third Avenue North · Yorkton, Saskatchewan · S3N 2W3 · Phone 306-786-1700 · Fax 306-786-6880 · www.yorkton.ca

Acknowledgement

As the authorized applicant or business owner(s), I understand that this application is subject to final approval by the City of Yorkton and am aware that tax abatements are not available until such time approval is secured and agreement is executed.

If approved, I understand that the City will authorize reimbursement payment only after the project is completed in accordance with the approved application.

If applicable, I permit the information provided in this application to be forwarded to the Yorkton Business Improvement District for their consideration of additional funding.

Name (printed)

Signature

Date

➔ Please submit applications to the Director of Planning, Building and Development via email (planningservices@yorkton.ca) or in person at City Hall, 37 Third Avenue North, Yorkton.

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For Office Use

Roll Number				
Zoning District		YBID Member?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Assessment Value		Year	Taxes Paid Current?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Previous Abatements?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Program	Amount	

Approved for Issuance:

Director of Planning, Building & Development

Date

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Appendix D



VACANT BUILDING TAX ABATEMENT APPLICATION

Box 400 · 37 Third Avenue North · Yorkton, Saskatchewan · S3N 2W3 · Phone 306-786-1700 · Fax 306-786-6880 · www.yorkton.ca

Applications are considered in accordance with the Business Improvement Incentive Program Policy No. 10.430

Affected Property

Street Address			
Legal Description			
Registered Owner(s)			
Business Name			
Date Property Acquired		Current Assessment Value	

Applicant Information

Name			
Mailing Address			
Phone		Email	

Local Ownership

To qualify for abatement, the property must be locally-owned. If the property is owned by a corporation, the majority of shares must be held by individuals who reside within the City of Yorkton. It is the responsibility of the applicant to provide documentation to support 51% local ownership.

Required Improvements

Any building improvements required for the occupancy of the building and operation of the business must be achieved through a Development/Building Permit, as applicable. Abatement will not be applied retroactively to previously-approved projects.

Acknowledgement

As the authorized applicant or business owner(s), I understand that this application is subject to final approval by the City of Yorkton and am aware that tax abatements are not available until such time approval is secured and agreement is executed.

Name (printed)

Signature

Date

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VACANT BUILDING TAX ABATEMENT APPLICATION

Box 400 · 37 Third Avenue North · Yorkton, Saskatchewan · S3N 2W3 · Phone 306-786-1700 · Fax 306-786-6880 · www.yorkton.ca

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For Office Use

Roll Number					
Zoning District		YBID Member?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Assessment Value		Year		Taxes Paid Current?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Previous Abatements?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Program		Amount	

Approved for Issuance:

_____ Director of Planning, Building & Development	_____ Date
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