



City of Yorkton

POLICY TITLE Façade and Site Improvement Incentive Program		ADOPTED BY City Council	POLICY NO. 10.430
ORIGIN/AUTHORITY City Council	JURISDICTION City of Yorkton	EFFECTIVE DATE January 27, 2025	PAGE # 1 of 5

PURPOSE:

To encourage all commercial property owners in the City of Yorkton to enhance the appearance of their buildings and properties in order to improve the overall look of the downtown core and business regions while encouraging economic growth to the City as a whole.

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.

This program shall expire on December 31, 2028.

OBJECTIVE:

To encourage the enhancement of façade and site improvements for all businesses in the City.

POLICY:

City Council has adopted the **Façade and Site Improvement Incentive Program**, also known as the Façade Improvement Program (FIP) as outlined.

- 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.
- 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. [Click here to view the online Application form.](#)

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- 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.
 - 1.9.1 Any applicant, owner, or property who received funding from the Business Improvement Incentive Program (BIIP) for Façade and site improvement incentive in the past 5 years will only be eligible for a combined total of \$10,000.
- 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 The following are eligible improvements, if they are carried out on the applicant/owner's property:
 - 1.12.1 Awnings;
 - 1.12.2 Canopies;
 - 1.12.3 Lighting replacement;
 - 1.12.4 Parking lot lighting;
 - 1.12.5 Trash enclosures;
 - 1.12.6 Brick cleaning and repair;
 - 1.12.7 Painting;
 - 1.12.8 Façade restoration/improvements;
 - 1.12.9 Barrier-free accessibility;
 - 1.12.10 Landscaping;
 - 1.12.11 Parking lot resurfacing (must include storm water management);

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- 1.12.12 Curbing;
 - 1.12.13 Signage;
 - 1.12.14 Sidewalks/Walkways;
 - 1.12.15 Decorative fencing; and
 - 1.12.16 Professional design for eligible improvements (up to \$1,000).
- 1.13 The following may be eligible improvements, when part of a larger façade improvement, and if they are carried out on the applicant/owner’s property:
- 1.13.1 Doors;
 - 1.13.2 Doorways and entrances; and
 - 1.13.3 Windows.
- 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 Improvement Incentive Application Form](#)” 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. If an estimate cannot be obtained from a local contractor, a minimum of two quotes shall be required. 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.

RESPONSIBILITY:

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

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Appendix A - YBID Boundary Map

