



# **Business Façade Improvement Program**

## **2023 Guidelines and Application**

Village of Telkwa, PO Box 220, Telkwa, BC V0J 2X0  
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## Program Purpose and Goal

Telkwa's Façade Improvement Program aims to create a more vibrant downtown by assisting local businesses visually improve their exterior façade. This program will enhance economic development by encouraging private sector investment on improvements to their businesses such as façades, signage, murals, architectural features, siding, lighting, permanent planters, awnings and accessibility features.

The Village of Telkwa is pleased to provide this program which offers monetary assistance as an incentive to building/business owners, to improve the character and physical appearance of their buildings, while allowing them to assert their identity and bolstering the image of our community. Telkwa realizes that attractiveness of our community will enhance community pride, improve visitor experience and support recruitment of new businesses and/or residents.

## The Program

These program guidelines are intended to maximize the program benefit for improving aesthetics of commercial areas.

The Village of Telkwa will provide a 50% reimbursement grant up to a maximum of \$5,000 per project to improve the façades of commercial buildings in Telkwa's downtown.

Each building is eligible for an annual grant to a maximum of \$5,000. Each year a building may access the Business Façade Improvement program for new / incremental façade improvements.

Projects must have a minimum total cost of \$2,000 in order to qualify for the program. Application deadline is August 31, 2023, or until the annual budget of the program has been allocated.

Funding for the Telkwa Business Façade Improvement program is provided by Northern Development Initiative Trust (NDIT).

## Eligible Properties

The building/project must be located in either the Village of Telkwa Downtown Commercial (C1), Service Commercial (C2) or Neighborhood Commercial (C3) zones.

## Eligible Applicants

- Applicant must be either the property owner or business owner (if the applicant is the business owner, the property owner must approve the application in writing and confirm that all improvements are to be paid for by the applicant).
- Non-profit and enterprising non-profit organizations (tenants).
- Home based businesses which are zoned commercial (C1, C2 or C3), and their business façade is visible from Highway 16 may be eligible for façade improvements provided:
  - the business has been in operation and at the same address listed on this application for more than 12 months as at the date of receipt of their façade improvement application; and
  - the business owner is creating a store front for in-person commerce.

- All other home-based businesses without a commercial storefront (eligible for wayfinding signage only).
- Property taxes pertaining to the property are fully paid and current.
- Current, valid business licenses for the property (unless otherwise exempt).
- No outstanding building permits, stop work orders, or development permit condition requirements outstanding.
- Northern Health permit is up to date for food service providers.
- Subject building has not received a previous grant to the maximum allowable amount under this program in the same year.

## Ineligible Applicants

- Residential homes.
- Apartment buildings.
- Government owned buildings (municipal, provincial or federal; even if they have business tenants).
- Properties outside the specified area (as defined in Eligible Properties).
- Empty buildings or businesses that are not operating (exception if the business is renovating or doing improvements to the building in anticipation of re-opening).

## Eligible Façade Improvements

Eligible improvements may consist of but are not limited to:

- Exterior lighting (new but not replacement).
- Exterior architectural features.
- Exterior surfaces and details (decorative details, moldings, trims etc.).
- Windows (only if part of larger enhancements, no stand-alone window replacement).
- New siding.
- Façade painting.
- Entrances and doorways (only if part of larger enhancements, no stand-alone entrance/doorway replacement).
- Awnings.
- Signage (permanent on applicant property), as per the Village of Telkwa Sign Bylaw.
- Wayfinding signage (*sign located on the business property i.e. at the bottom of a driveway*).
  - Signs are eligible for 50% to a maximum of \$500 and must adhere to the Village of Telkwa Sign Bylaw and any other regulations.
- Accessibility improvements (ramps, wider doors etc.) to the outside of the building only.
- Outdoor patios (including associated construction and material costs specific to the structure and preparation of the patio only).

## Ineligible Façade Improvements

The following improvements are ineligible:

- Routine maintenance.
- Structural repairs.
- Roofs.
- Non-permanent fixtures (benches, planters, patios, patio heaters etc.).
- Landscaping.
- Paving.
- Fencing.
- Interior/internal improvements.
- Any improvements not visible from the public right of way.
- Construction of additions, accessory buildings or new buildings.
- Any improvements that have been started prior to application approval.
- Any improvements deemed inconsistent with redevelopment purposes and design guidelines.

## Eligible Costs/Expenses

- Direct project labour costs.
- Design, architectural or engineering fees (related to facade only).
- Contractor fees.
- Rental of tools and equipment.
- Project related materials and supplies.
- Shipping and/or freight.
- PST.

## Ineligible Costs/Expenses

- Staff wages and/or benefits.
- Purchase of construction tools or equipment.
- Operational costs including utilities (hydro, gas etc).
- Duties.
- Permit fees.
- Expenses related to improvement to the building façade not visible from the public right of way.
- Façade improvement expenses started prior to application approval.
- GST.

## Design Guidelines

To be eligible for this grant, the applicant must submit designs and costing for the project.

Proponents are highly encouraged to align their developments with the Village of Telkwa's existing planning. Applicants are encouraged to review the Village of Telkwa 2011 Official Community Plan (OCP) Bylaw #613 and Sign Bylaw #759. Applicants are also encouraged to align with the *Smart Growth on the Ground* principals found at [www.smartgrowth.org](http://www.smartgrowth.org). As far as possible, projects must be consistent with the general form and character of the design guidelines set out for the area.

A Village of Telkwa review committee will consider the merits of the design and the impact on the streetscape and Highway 16 corridor.

Designs need to clearly outline the proposed improvements to allow the review committee to accurately evaluate the project, and clearly see that the finished product looks like what was intended during the application process. In order to be eligible for this grant, the applicant must submit a design drawing (front elevation) and a budget for the project. Designs need not be done by a professional architect or designer but it is recommended that the tenant/property owner seek professional help, keeping in mind that grants will be awarded based on merit of design and visual impact to the streetscape. Designs need to clearly outline the proposed improvements to the review committee to evaluate the project. The drawings should clearly show what the finished project would look like.

The objective of this program is to make significant improvements to the appearance of our downtown streetscape, even if it is just one building at a time. Should the review committee deem that the proposed project does not have a positive impact to the streetscape, the application may be denied.

Building, sign and/or other permits may be required based on the extent of the improvements to be completed. These requirements are not waived by approval for the Business Façade Improvement Program and should be applied for prior to or concurrently with application for this program.

## **Business Application Process**

Submitting an application does not necessarily mean your project or a specific grant amount will be approved. All project proposals are subject to a comprehensive review, must meet high quality standards, and must reflect the spirit and intent of the Business Façade Improvement Program Guidelines.

1. Owner/Tenant submits a completed application with designs. All required supporting materials (including high resolution before photographs/pictures of the façade) and documents (including owner authorization) must be received prior to be considered complete.
2. Committee reviews the application and proposed façade improvements to ensure that improvements meet the applicable 2011 OCP guidelines and Business Façade Improvement Program Guidelines.
3. Applications are reviewed and a decision to accept or reject the application is made.
4. Applicant is advised of the decision by email and mailed letter.
5. For successful applications, a Letter of Understanding is sent to the applicant which must be signed by the owner/tenant and the Village CAO.
6. Owner/Tenant acquires any required permits and completes the renovations.
7. Owner/Tenant provides verification of the following:
  - a. Copies of expenses (including invoices or other confirmations of payment) and submits their totals on the provided expense tracking sheet.
  - b. Certification of Completion signed by the applicant or contractor, indicating that all work described in the application/approval and has been paid in full.
  - c. Before and after photographs (matching) of the improvements
8. Owner/Tenant acknowledges they may be contacted by the Village of Telkwa or NDIIT to supply a testimonial about the value of the supported façade improvement to the business.

9. Owner/Tenant provides proof that the improvements have passed final inspection for municipal permits (where required) and meet all building standards and codes (where required).
10. Village staff verify that the renovations meet the Letter of Understanding requirements and provides confirmation to the Village CAO.
11. Village CAO approves reimbursement and a cheque is issued to the project proponent.

## Time Frame

Applications must be submitted and approved by the Village of Telkwa PRIOR to the onset of the façade improvement project in order to be eligible to receive funding. Once a completed application is received, the municipality will send an email to applicant confirming receipt. Decisions will be made no later than one month after an application is received. Once accepted, the Tenant/Owner has until December 31<sup>st</sup> of the current year to complete the project from the date indicated on the signed Letter of Understanding. Funding cannot be carried over from one calendar year to the next.

## Evaluation/Selection Process

The 3 review committee members (consisting of Village of Telkwa staff) will review all applications, determine eligibility of projects and make recommendations to the CAO about which projects should be funded.

Projects will be ranked on the following criteria:

1. If the project is aligned with Telkwa's 2011 OCP overall design guidelines.
2. If the project, once completed, will have a noticeable and positive impact on the streetscape.
3. Age and condition of building i.e. buildings in poor condition have greater likelihood of project approval.
4. If a professional designer or architect has been used.

## Appeal Process

In the event that an application is declined, the proponent may request a meeting to discuss the application with the purpose of:

1. Seeking input on the proposal in order to modify the application and meet the program guidelines.
2. Provide additional information to the Village of Telkwa in order to seek reversal of the decision to decline the application.

The review committee may choose to refer the appeal to Village Council.

## Additional Information

- The Village of Telkwa may require development, building and/or sign permits based on the extent of the improvements to be completed. Development Permits are required for projects costing in excess of \$5,000 in the downtown / commercial zones.
- Building Permits are required for renovations bigger than 10 square metres in size.
- Sign permits application will be required, in accordance with the Village of Telkwa Sign Bylaw.
- For additional information regarding building permits please contact the office at 250-846-5212.

## Business Façade Improvement Program

### Grant Application

#### Applicant Information

Applicant Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Building Address: \_\_\_\_\_

If you are applying as the tenant of a building, please provide the following information and attach a letter of consent from the owner(s) stating that you are allowed to make the proposed changes and that the improvements will be at your expense:

Owner Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

## **Project Description**

Describe the proposed project; please attach any extra sheets, photographs, designs, samples, etc.  
Describe the work to be done and the materials to be used.

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Planned start date: \_\_\_\_\_

Planned completion date: \_\_\_\_\_

Total project cost (estimated): \_\_\_\_\_

Funding amount requested: \_\_\_\_\_



Project cost breakdown (estimated):

	<b>Labour</b>	<b>Materials</b>
Design (Min 15% of grant)	\$	\$
Mechanical	\$	\$
Electrical	\$	\$
Structural	\$	\$
Other (Please Specify)	\$	\$
Total	\$	\$

### **Applicant Checklist**

- |   |   |
|---|---|
| <input type="checkbox"/> Property taxes paid                  | <input type="checkbox"/> Photographs of existing condition    |
| <input type="checkbox"/> Utility taxes paid                   | <input type="checkbox"/> Detailed specifications supplied     |
| <input type="checkbox"/> Business license fees paid           | <input type="checkbox"/> Contractor's cost estimates supplied |
| <input type="checkbox"/> Required permit application complete | <input type="checkbox"/> Drawings / designs supplied          |
| <input type="checkbox"/> Building owner authorization         | <input type="checkbox"/> Materials and colour samples         |
| <input type="checkbox"/> Signed Terms and Conditions          | <input type="checkbox"/> Northern Health permit up to date    |

## Business Façade Improvement Program

### Terms & Conditions

I, \_\_\_\_\_ of \_\_\_\_\_ have  
(Applicant) (Business / Building)

read the complete application and concur with and give my consent to the work proposed in the application.

I assume all responsibility for obtaining appropriate architectural drawings, building permits and inspections, and hiring of contractors as necessary. I will allow the Village of Telkwa to use before and after pictures of the project and testimonials (where required) for the purpose of promoting this program in the future.

I agree not to involve the Village of Telkwa or the Façade Improvement Program in any legal action between myself and any contractors, estimators, employees, workers or agents arising from or out of the Façade Improvement Project.

I give my consent to the Village of Telkwa to make all inspections necessary to confirm that the approved plans are implemented in accordance with the expected standards.

Payment of approved grants will be made upon the applicant providing the Village of Telkwa proof of final completion of proposed improvements, along with verification of expenditures and proof of final inspection (when required).

Signature \_\_\_\_\_ Date \_\_\_\_\_

**OFFICE USE**

Application  
Received by:

Date:

## Business Façade Improvement Program

### Expense Reporting Form

Applicant Name	
Business Name	

Item	Description	Cost (excl PST / GST)	Invoice / Receipt Attached?
Sub Total			
PST			
Total Eligible Grant			