



# City of Lloydminster

# Policy

<b>Policy Title:</b>	Downtown Façade and Building Improvement Program	<b>Policy Number:</b>	630-02
<b>Date of Adoption:</b>	March 27, 2023	<b>Motion Number:</b>	114-2023
<b>Date of Amendment:</b>		<b>Motion Number:</b>	
<b>Sponsoring Department:</b>	Economic Development		

## 1. Purpose:

- 1.1. To encourage and stimulate private sector investment in the beautification and redevelopment of the City of Lloydminster’s Downtown Area by providing a grant or loan to building owners who improve the overall appearance of Downtown Area exterior building façades or landscapes.

## 2. Definitions:

<b>Administration</b>	An employee or Contract employee of the City of Lloydminster.
<b>Application Requirements</b>	The information required to render an application complete and eligible for a possible Façade and Building Improvement Program.
<b>Central Business District Rehabilitation Program</b>	The program consists of replacing and upgrading underground municipal infrastructure throughout the downtown core to ensure the serviceability and longevity of our systems are maintained. Further work includes the removal and reconstruction of the surface works cross-section.
<b>City</b>	The corporation of the City of Lloydminster.
<b>Commercial Buildings</b>	Zoned for commercial use.
<b>Downtown Area Redevelopment Plan (DARP)</b>	Bylaw No. 07-2020 Downtown Area Redevelopment Plan, established to provide a clear 15-year vision and actions for the rejuvenation of Downtown Lloydminster and framework for future public and private investment and for land-use planning decision-making in the downtown.
<b>Façade Improvement</b>	Structural or non-structural renovations carried out through improvements to the exterior façade of an existing downtown building to enhance building aesthetics and functionality with regard to the interface between public

	pedestrian space and street oriented commercial activities.
<b>Program Area</b>	Program Area is defined and limited to the Downtown Area as established in Bylaw No. 07-2020 Downtown Area Redevelopment Plan.
<b>Member of Council</b>	An individual elected pursuant to <i>The Local Government Election Act</i> (Saskatchewan) as a Member of Council.

**3. Scope:**

- 3.2. This Policy shall apply to all members of Administration.
- 3.3. This Policy applies to all funds allocated through the Downtown Façade and Building Improvement Program.
- 3.4. This Policy shall apply to all applicants of the Downtown Façade and Building Improvement Program.

**4. Objective:**

- 4.1. The goal of the program is to encourage investment and ultimately engage potential customers as they travel through downtown.
- 4.2. Improved store fronts contribute to an improved image of the City of Lloydminster, providing a showcase for visitors to enjoy, a sense of community, and community pride for residents.
- 4.3. Improving the overall look and aesthetic will help with marketing the downtown and improve the sense of safety and security.
- 4.4. Offset private sector building Façade Improvement and/or urban landscape costs by providing an incentive program.

**5. Eligibility:**

- 5.1. To be considered for funding under the Downtown Façade and Building Improvement Program, all the following criteria must be met:
  - a) be the owner of a downtown building or have owner authorization to complete the work outlined in the application;
  - b) business must be located within the Program Area;
  - c) application submitted for a Façade Improvement that will achieve the goals outlined in the DARP;
  - d) a valid business license is held and all City accounts are in good standing including, but not limited to development permits, business licensing, utilities, and taxes;

- e) no work shall commence until the applicant is approved for eligible expenses;
- f) all planning requirements are compliant, including but not limited to zoning, land use, permitting, and building code;
- g) all additional requirements as specified in the program guidelines.

## **6. Overview:**

- 6.1. This Program is designed to be comprehensive and flexible, giving applicants options based on project scope, timing and affordability.
- 6.2. Administration shall establish the Program process for the distribution of funds to successful applicants.
- 6.3. Eligible projects shall be subject to review by the Program Committee.
- 6.4. Recommendations made by the Program Subcommittee shall be directed to Administration for decision.
- 6.5. Decisions regarding the Program approvals are final and shall not be subject to appeal.

## **7. Budget and Reporting:**

- 7.1. The City shall allocate funds to the Program through the annual budgeting process.
- 7.2. Priority may be given to those applicants that are within the current phase of the Central Business District Rehabilitation Program.
- 7.3. Successful applicants of the Program shall be required to submit reporting to Administration.
- 7.4. Administration shall provide an annual report to City Council on the outcomes of the funded projects under the Downtown Façade and Building Improvement Program.

## **8. Penalty**

- 8.1. Any member of Administration found to be in violation of this Policy may be subjected to a disciplinary action. Such action may be dependent upon the nature of the breach of this Policy; discipline may range from a verbal warning to dismissal with cause.
- 8.2. Any Member of Council found to be in violation of this Policy may be dealt with utilizing the "Code of Conduct Bylaw" or provisions of "The Lloydminster Charter."

## **9. Responsibility:**

- 9.1. City Council shall review and approve all policies.
- 9.2. Administration shall administer this Policy through the use of a supporting procedure.
- 9.3. Sponsoring Department shall be responsible for creating and amending a supporting procedure.