

BY-LAW NO. RCM-61-2016

BY-LAW TO ESTABLISH A FINANCIAL ASSISTANCE PROGRAM FOR THE  
REVITALIZATION OF COMMERCIAL FACADES AND SIGNS AND THE  
ACCESSIBILITY TO BUSINESSES FOR PERSONS WITH DISABILITIES

Notice of motion	June 20, 2016
Adoption	July 11, 2016
Entry into force	July 21, 2016
Amended by RCM-61.1-2016	December 22, 2016
Amended by RCM-61.2-2018	May 14, 2018
Amended by RCM-61.3-2019	June 17, 2019
Amended by RCM-61.4-2020	April 20, 2020

Regular meeting of the Council of the City of Dorval held in the Council Chamber,  
60 Martin Avenue, Dorval Québec, on July 11, 2016.

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**ARTICLE 1 : Applicable commercial areas**

The assistance program for the revitalization of facades and signs and forming an integral part of the present By-Law, is applicable to commercial establishments with addresses on the following public thoroughfares: Bord-Du-Lac, Dorval Avenue, Herron Road, Dumont Avenue, Cardinal Avenue, Montreal-Toronto Boulevard and Bourke Avenue.

**ARTICLE 2 : Program duration**

The Council may, at any time, modify or terminate this program.

**ARTICLE 3 : Definitions**

**Eligible building:** any commercial building (in whole or in part).

**UPAC:** Urban Planning Advisory Committee (CCU)

**City:** City of Dorval.

**Council:** Council of the City of Dorval.

**Commercial facade:** Exterior elevation of a building distinguishing it from other exterior elevations by its aesthetic and functional importance.

**Inspector:** Inspector of the Urban Planning Department.

**Tenant:** Person renting a building or business premises.

**S.P.A.I.P.:** Site Planning and Architectural Integration Program

**Owner:** Person or entity listed on the valuation roll as the owner of a commercial building at the date of the grant application.

**RBQ** : Régie du bâtiment du Québec.

**ACCESSIBILITY WORKS** : Works intended to render accessible to persons with disabilities or reduced mobility , a commercial establishment open to the public.

#### **ARTICLE 4 : SPAIP procedure**

Any eligible commercial facade restoration project, replacement of an existing sign or installation of a new eligible sign, must first submit to a S.P.A.I.P. procedure resulting in a recommendation by the Urban Planning Advisory Committee and approval by City Council. Accessibility works are not subject to the present procedure.

The following objectives and criteria apply:

##### **4.1 New sign**

###### **4.1.1 Objectives:**

- a) Each sign installed along a public thoroughfare as defined in Article 1 shall be integrated into its environment based on the specific nature thereof;
- b) Each sign must be designed in order to maintain or improve the aesthetic quality of the surrounding environment;
- c) Signage designed primarily for vehicular traffic must be simple and take into account the authorized travel speed limits.

###### **4.1.2 Criteria:**

- a) The overall appearance and aesthetics of the sign must be carefully designed and adapted to the architectural features and colors of the building on which it is affixed. This applies also to a sign detached from the building, with respect to its overall appearance and aesthetics;
- b) Avoid design of signs with garish or non-matching colors, without style or charm, intended only to attract attention and not to embellish the building or area;
- c) A positive impact on the urban landscape must be demonstrated by the graphic design, color matching of messages and logos, lighting, shape and quality of materials used;
- d) Landscaping consisting of a set of elements such as vegetation, shrubs, flowers, support structure, hard materials must surround all parts of a main sign detached from the building.

##### **4.2 Commercial Facade Restoration Project**

###### **4.2.1 Objectives:**

- a) The design of a new commercial facade or storefront should draw on the particular atmosphere and elements of its environment and contribute to greatly improving the appearance of the building of which it is part;
- b) A new commercial facade should be designed attractively and in a way that could lend itself to the establishment of a wide range of businesses of the same type.

#### 4.2.2 Criteria:

- a) The overall appearance, as well as the aesthetics of the facade, must be carefully designed and adapt to architectural features and colors of the building of which it is part;
- b) Avoid design of commercial facades with garish or non-matching colors, without style or charm, intended only to attract attention and not to embellish the building or area.

#### **ARTICLE 5 : Certificate or permit required**

When the Council approves a commercial facade restoration project or when there are accessibility works involved, the applicant must obtain a building permit.

In the case of a sign approved by the Council, then a certificate of authorization to display must be obtained.

#### **ARTICLE 6 : Eligible work**

The following types of work are eligible for funding:

- 6.1 The restoration, reconstruction or conversion of an existing commercial facade or storefront to improve its appearance and functionality, including exterior work related to universal accessibility;
- 6.2 Work on the various components of a commercial facade, including openings, projections, cornices, decorative features, stairways and surfaces leading to a terrace located on the front;
- 6.3 Replacement of an existing sign or installation of a new commercial sign, including its support structure, if the business establishment has not received financial assistance under this program in the 3 years preceding application.
- 6.4 Accessibility works as defined by the present by-law.

#### **ARTICLE 7: Conditions for obtaining financial assistance**

The following conditions must be met in order to receive financial assistance under this program:

- a) In the case of a commercial facade restoration project or when there are accessibility works involved for persons with disabilities or reduced mobility, the application for financial assistance must be made by the owner of the building subject to the request. The application can also be made by a tenant or manager of the building, on condition that a written power of attorney is provided by the owner in this regard;
- b) In the case of a sign, the application must be made by the operator of the facility identified by that sign;
- c) In the case of a commercial facade restoration project, the applicant must provide the city with work cost estimates from two (2) contractors licensed by the RBQ. The grant will be based on the lower cost, regardless of the contractor selected by the applicant. In the case of a sign, a cost estimate for manufacture and installation must accompany the application;

- d) An owner may however perform the work himself, but then only the cost of materials will be considered eligible for the grant;
- e) An application must be made on the form provided for this purpose;
- f) Financial assistance will be managed on a first come, first served basis until exhaustion of the annual budget;
- g) No financial assistance will be paid before the end of the work or prior to the installation of an approved sign, as applicable. The applicant shall also submit to the City proof of payment of the work to the contractor (or bills for materials if he carries out the work himself), or to the manufacturer/installer of a sign.

#### **ARTICLE 8: Eligible Costs**

The costs of carrying out eligible projects include:

- a) The cost of labour and materials;
- b) Fees for the preparation of plans and specifications and other expert fees related to the implementation of eligible work;
- c) The cost of permits and certificates required by the City;
- d) Applicable taxes.

#### **ARTICLE 9 : Minimum cost of eligible work**

Financial assistance is applicable only for work whose total cost (materials and labor) will be:

- a) At least \$10,000 for the renovation of a commercial facade;
- b) At least \$2,000 for the replacement of an existing sign or the installation of a new sign;
- c) At least \$ 1000 for accessibility works

#### **ARTICLE 10 : Maximum financial assistance per business establishment**

The maximum amount of funding per business establishment is set as follows:

##### **10.1 Renovation of a commercial facade:**

- a) 50% of the costs for the first \$20,000;
- b) \$10,000 plus 25% of the costs in excess of \$20, 000;
- c) the maximum amount of financial assistance is \$25,000.

##### **10.2 Replacement of an existing sign or installation of a new sign:**

- a) 50% of the cost of the new sign;
- b) the maximum amount of financial assistance is \$2,500.

##### **10.3 Accessibility works as defined in the present by-law:**

- a) 50 % of the costs
- b) The maximum amount of financial assistance is \$ 2500

#### **ARTICLE 11 : Administrative procedures**

The following procedures must be followed in order to be eligible for a grant:

- a) The application for financial assistance must be completed and signed on a form provided for this purpose by the City of Dorval. It must be accompanied by the following information:
  - i) In the case of a facade renovation or when there are accessibility works involved for persons with disabilities or reduced mobility , the plans, sections, elevations and illustrations of work to be done, on a scale facilitating proper understanding and a photograph showing the present facade of the building subject to the work;
  - ii) In the case of a facade renovation, the bids from at least two (2) contractors for the eligible work and a photocopy of their contractor's license. In the case of an owner or tenant performing the work himself, a detailed bid ventilating the material costs;
  - iii) In the case of a sign, the bid of the sign manufacturer;
  - iv) In the case of a facade renovation or when there are accessibility works involved for persons with disabilities or reduced mobility , if the applicant is a tenant, written consent from the owner that the grant should be paid to the tenant.
- b) In the case of a sign, it must be installed within six (6) months following the date of issuance of the certificate of authorization to display;
- c) In the case of a facade renovation or when there are accessibility works involved for persons with disabilities or reduced mobility, work must be completed within twelve (12) months from the date of issue of the construction permit;
- d) An owner or lessee who has received financial assistance shall reimburse to the City of Dorval the full amount received if it was granted as a result of misrepresentation or incomplete or inaccurate information leading to payment of sums to which he would not have been entitled;
- e) Upon receipt of a valid application, the designated officer shall examine said application and proceed as necessary to carry out an initial inspection of the building. Following this review and inspection, if necessary, the inspector may approve or reject the application according to its compliance with this By-Law and shall notify the owner or tenant of the decision;
- f) The owner or lessee is deemed to have abandoned his application for financial assistance if work has not started within ninety (90) days following issuance of the required permits and certificates;
- g) The owner or lessee must notify the designated officer when work is completed and must provide the paid receipt from the contractor or purchase receipt for materials in the case of an owner or tenant performing the work himself. The designated officer then proceeds with final inspection of the work;
- h) Following final inspection of the work, the designated officer approves the work or not, in accordance with its compliance to this By-Law.

**ARTICLE 12: Establishment of a renewable annual assistance fund**

A financial assistance fund in the amount of one hundred thousand dollars (\$100,000) is established to promote the renovation of commercial facades, the replacement of existing signs and the installation of a new sign, in the applicable commercial areas defined in Article 1 of this By-Law.

This fund may be renewed or amended by resolution each year. This program operates on a first come, first served until the funds are exhausted. Should the maximum annual budget be attained, any subsequent request or one that would contribute to exceeding the capacity of the fund could be postponed to the following fiscal year.

**ARTICLE 13** : This by-law replaces by-law number RCM-51-2014.

**Article 14 : Enter into force**

This By-Law shall enter into force in accordance with the law.

APPROVED \_\_\_\_\_ MAYOR

APPROVED \_\_\_\_\_ CITY CLERK